

Department of Connecticut  
Veterans of Foreign Wars Auxiliary  
Chief of Staff February 2025  
Winter Update  
**Are you still a Healthy Auxiliary?**

**1. Let's talk about meetings! Section 210**

Are you meeting the ten meeting requirements? Did you change the time & location? If so, this must be approved by two-thirds of members and notification must be sent to your members, national & department secretaries, within 10 days. Also remember it takes five members to make a quorum, they must be "in good standing" for any transactions of business.

**2. Let's talk about audits! Section 814**

Are your audits up to date? You should have completed three so far, June, September & December. Your trustees perform the audits with the treasurer & secretary books. The purpose is to confirm that any checks written have been voted on at a meeting or are from the Standing Rules. The Sr. trustee sends the report to the Department Treasurer and reads the audit at the auxiliary meeting. Do you know the penalties for not submitting audits on time? You can't vote at department convention, your auxiliary can be placed on suspension, when on suspension you can't spend any money.

### **3. Let's talk about national/department programs.**

Reading the flyers at your auxiliary meeting, voting to support depending on the chairman's requests. Participating in your community or within the department. Reporting to the department chairperson (on time) the activities, donations & participation your auxiliary or members have done.

### **4. Let's talk about elections! Sections 804A & 806A**

April is the month for auxiliary elections, any member in good standing (except those at large) may nominate themselves or others. A member must be present at the time of elections unless they have sent something in writing prior to the meeting.

Auxiliaries shall be installed to respective offices not more than 60 days prior to department convention. Officers won't take respective positions until after department president is installed.

Elected positions are President, Sr. Vice, Jr. Vice, Treasurer, Chaplain, Conductor & Guard. Plus, three trustees. The appointed positions are Secretary, Patriotic Instructor, historian, soloist, and all assistants if necessary.

Did you answer **YES** to all these areas? Then your auxiliary is still healthy. **GOOD JOB**. If not, there's still time, give me a call.

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