

Secretary Minutes

In accordance with the National Bylaws, a VFW Auxiliary Secretary shall keep in books or files:

1. The current Bylaws of the VFW Auxiliary.
2. A copy of the annually approved Standing Rules for the Auxiliary.
3. A record of all minutes of each meeting of the VFW Auxiliary, which is the history of the Auxiliary, thus considered permanent documents.
4. Minutes are to be what was done – not what was said.
 - a. The minutes do not reflect the discussions.
5. The minutes record the motions made and seconded and passed at each meeting. They include the business of the Auxiliary as the motions are made and passed by the majority of the members present for:
 - a. Specific projects.
 - b. Certain fundraisers.
 - c. Support of Auxiliary programs.
 - i. This information can be used for reporting purposes and should a question ever arise.
6. The Secretary is the only person who may record the minutes for her use in writing them as long as she gets approval by the members in attendance.
7. A vote of the membership determines the manner in which the minutes of the Auxiliary are read, printed and/or distributed.
8. Once the minutes are approved, the Auxiliary Secretary is to sign and date the minutes.
9. The minutes can be typed or hand-written.
 - a. Put page numbers.
 - b. Have room for the Trustees to sign and date.
 - c. Can be in a standard bound record book purchased through the VFW Store or a three-ring binder.
10. Minutes may be written in complete sentences or as bullet point list as long as they include:
 - a. Name and number of the Auxiliary.
 - b. Date and place of the meeting – note if regular or special meeting.
 - c. Time called to order.
 - d. Name of presiding officer.
 - e. Number of persons present – list any pro-tem officers.
 - f. Name of visitors with their appropriate title.
 - g. Names of candidates for membership, their eligibility and the outcome of their acceptance or rejection.
 - h. Action taken on the minutes of the previous meeting.
 - i. A copy of the Treasurer's report and each quarterly audit report to incorporate in the minutes.
 - j. List correspondence read and bills presented.
 - k. Due dates of projects from the Program Chairmen.