

NOT MY CIRCUS...NOT MY MONKEYS



VFW AUXILIARY, DEPARTMENT OF INDIANA

Secretary Training

September 5, 2025

SECRETARY-APPOINTED



HELPFUL RESOURCES

Websites to resource:

www.vfwauxin.org

<https://vfwauxiliary.org/>

Malta-look under Officer Resources

VFW AUXILIARY NATIONAL BYLAWS

Section 812 National Bylaws

- Podium Edition of the National Bylaws
 - Minutes of Business Meetings
 - Official Correspondence
 - Installation Reports
 - Delegate Forms

RETENTION SCHEDULE

- Official Communications---1 year
 - Minutes--6 years
 - Installation Report—1 year
 - Delegate Forms—1 year
- Auxiliary Standing Rules—6 years

AUXILIARY MINUTES

What's included?? See the of the Yellow Pages of the National Bylaws.

- All official business, including motions!! Who made it, who 2nd it, and discussion.
 - All treasurer reports and audit reports
- Report of Investigation Committee-New member names-recommend to include who they joined under and how related.

SECRETARY TASKS (END OF YEAR)

- Maintain a roll of deceased members. Turn in to District
AND Department Chaplains.
- Input names of Delegates into Malta for National, fill out
Delegate forms for Department and District to send in.
 - Input Installation Report into Malta.

QUESTIONS

