

## BYLAWS QUIZ

Answer the following questions TRUE or FALSE. If FALSE, explain why it is false.

1. Persons eligible for membership to VFW Auxiliary:
  - F** United States National
  - T** Be not less than 16 years old
  - T** Profess a belief in God
2.  **F** Applicants whose eligibility is already a member of the Post must show proof of eligibility.
3.  **F** After the report of the investigating committee and after voting on the applicant, members will be given an opportunity to state their objection to the applicant.
4.  **F** A new member is required to do the ceremonial pledge.
5.  **F** A life membership shall become effective forty-five days after receipt of the fee.
6.  **F** No Auxiliary shall be instituted with less than ten eligible members present.
7.  **F** Auxiliary meeting can be streamed live on a public Facebook page.
8.  **F** No District will be allowed to remain with one Auxiliary.
9.  **F** A member-at-large cannot receive a Cancer Grant.
10.  **T** A new member is eligible to serve as a delegate on any level.
11. You are allowed 1 delegate and 1 alternate for each of the following levels:
  - T** District- for each 15 members or fraction thereof.
  - F** Department- for each 35 members or fraction thereof
  - F** National- for each 45 members or fraction thereof
12.  **T** A member in good standing may nominate themselves for an office.
13.  **T** When voting by written ballot, members attending virtually will text their votes only to the judge.
14.  **T** An Auxiliary may possess a debit card for Auxiliary business purposes.

SCHOOL OF INSTRUCTION  
QUIZ

**AUXILIARY SECRETARIES:**

1. If the secretary's minutes need a correction made, where is that notation made?  
**Corrections shall be made in the margins of the minutes.**
2. After the minutes of the previous meeting is presented the Auxiliary President will ask if there are any \_\_\_\_\_ or \_\_\_\_\_.  
**Corrections or Omissions**
3. Name two reports that must be incorporated into the minutes.  
**Treasurer's report and Audit**
4. True/False, it is the responsibility of the Secretary to notify all newly elected members?  
**True**
5. True/False, it is the secretary's job to enter National Delegates and Alternates into MALTA.  
**True**
6. Can Department Delegates and Alternates be entered into MALTA?  
**No**
7. What kind of documents should an Auxiliary Secretary maintain in permanent records.  
**Policies and rulings**
8. General correspondence is retained for how long?  
**1 year**
9. True/False, it is permissible to type or computer-generate the minutes?  
**True**
10. What must the secretary do to each page to make sure the minutes are kept securely?  
**Number them consecutively**
11. Can an objection by one member prevent the Secretary from using a tape recorder?  
**Yes**
12. When writing a motion into the minutes what four items must the Secretary enter?  
**The motion worded the way the person said it.  
Who made the motion  
Who second the motion  
Did the motion pass**
13. What book should a secretary always have?  
**Current Podium Edition Bylaws and Ritual**

## AUXILIARY TREASURERS:

1. Auxiliary Treasurers are required to have two funds. What are they?  
**General Fund and Relief Fund**
2. Auxiliary Bonds must cover what two offices?  
**Treasurer and President**
3. True/False, any Auxiliary member may collect money from a project and keep it at their home until they can hand it over to the Treasurer.  
**Only the Treasurer or President should handle money. Also, it isn't a really good idea for money from a project that is finished to be kept in your home, it should be deposited.**
4. True/False An Auxiliary may possess a debit and credit card and can accept money by credit cards.  
**Auxiliaries can not have credit cards, but they can have a debit card and they can collect money by credit card machines.**
5. True/False, any member can be in possession of the Auxiliary debit card.  
**The Treasurer should be in possession of the debit card.**
6. The Treasurer's report will include all \_\_\_\_\_ and \_\_\_\_\_.  
**Receipts and disbursements**
7. True/False, the Treasurer may pay any bill when they receive it.  
**Treasurer may only pay bills when voted on by the members or are in the standing rules.**
8. True/False, Treasurers should process dues immediately and not hold them.  
**True**
9. True/False, Members that have not paid dues by December 31 are considered a not in good standing.  
**True**
10. Explain what a member in not good standing means.  
**Member cannot participate in meetings or Auxiliary events.**
11. What happens to an officer that hasn't paid their dues by December 31.  
**They are removed from office.**
12. How long should the following records be kept?
  - a. Bank deposit slips - **6 years**
  - b. Bonds - **3 years after expiration**
  - c. Cancelled Checks - **6 years**
  - d. Incorporation papers - **Permanent**
  - e. Membership Applications – **Until the member has been deceased for 6 years or has reached 120 years of age.**
  - f. Tax records - **7 years**

## TRUSTEES DUTIES AND AUDITS:

1. How many Trustees must be present to perform an audit?

Two

2. How many of the elective Trustees must be present for an audit.

Only one, the others may be appointed by the president under extenuating circumstances.

3. Besides the Trustees, who else should be at the audit?

President, Secretary and Treasurer

4. How many times a year must an audit be held?

4 times a year

When are those quarters?

January, February & March (due to Dept Treasurer by May 31)

April, May & June (due to Dept Treasurer by August 31)

July, August & September (due to Dept Treasurer by November 30)

October, November & December (due to Dept Treasurer by February 28)

5. True/False, it is the duty of the Trustees to make sure the President and Treasurer is bonded.

True – Trustees should verify that the bond was purchased.

6. True/False, Trustees should correct any errors they find in the Treasurer's book.

Trustees should never correct anything. They should ask the Treasurer to do it.

7. Name the five places the Trustees should sign after finishing an audit.

1. Audit Form

2. Treasurer Record book or print out – Last page of each month audit

3. Secretary Record book or print out – Last page of each month audit

4. Checkbook – at the place where the last check, during the audit period, was written

5. Most current Bank Statement

8. True/False if there is money taken from the Auxiliary treasury and the trustees were not correctly auditing the books, they are not liable.

False – you are liable if you are not correctly auditing the books.

9. True/False, it is okay for the Treasurer to give the auditing committee a copy of the audit she did for them to look over.

False – The Trustees should find the totals themselves.

10. True/False, if the Trustees do not do their job correctly to audit the books, the Bond Company may not pay off.

True – They have the right to refuse payment if the books are not audited correctly.