

## BYLAWS QUIZ

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

1. Persons eligible for membership to VFW Auxiliary:  
 United States National  
 Be not less than 16 years old  
 Profess a belief in God
2.  Applicants whose eligibility is already a member of the Post must show proof of eligibility.
3.  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.  A new member is required to do the ceremonial pledge.
5.  A life membership shall become effective forty-five days after receipt of the fee.
6.  No Auxiliary shall be instituted with less than ten eligible members present.
7.  Auxiliary meeting can be streamed live on a public Facebook page.
8.  No District will be allowed to remain with one Auxiliary.
9.  A member-at-large cannot receive a Cancer Grant.
10.  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:  
 District- for each 15 members or fraction thereof.  
 Department- for each 35 members or fraction thereof  
 National- for each 45 members or fraction thereof
12.  A member in good standing may nominate themselves for an office.
13.  When voting by written ballot, members attending virtually will text their votes only to the judge.
14.  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?
2. After the minutes of the previous meeting are presented, the Auxiliary President will ask if there are any \_\_\_\_\_ or \_\_\_\_\_.
3. Name two reports that must be incorporated into the minutes.
4. True/False It is the responsibility of the Secretary to notify all newly elected members.
5. True/False It is the secretary's job to enter National Delegates and Alternates into MALTA.
6. Can Department Delegates and Alternates be entered into MALTA?
7. What kind of documents should an Auxiliary Secretary maintain in permanent records?
8. General correspondence is retained for how long?
9. True/False It is permissible to type or computer-generate the minutes.
10. What must the secretary do to each page to make sure the minutes are kept securely?
11. Can an objection by one member prevent the Secretary from using a tape recorder?
12. When writing a motion into the minutes what four items must the Secretary enter?
13. What book should a secretary always have?

## **AUXILIARY TREASURERS:**

1. Auxiliary Treasurers are required to have two funds. What are they?
2. Auxiliary Bonds must cover what two offices?
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.
4. True/False An Auxiliary may possess a debit and credit card and can accept money by credit cards.
5. True/False Any member can be in possession of the Auxiliary debit card.
6. The Treasurer's report will include all \_\_\_\_\_ and \_\_\_\_\_.
7. True/False The Treasurer may pay any bill when they receive it.
8. True/False Treasurers should process dues immediately and not hold them.
9. True/False Members that have not paid dues by December 31 are considered not in good standing.
10. Explain what a member in not good standing means.
11. What happens to an officer that hasn't paid their dues by December 31?
12. How long should the following records be kept?
  - a. Bank deposit slips
  - b. Bonds
  - c. Cancelled checks
  - d. Incorporation papers
  - e. Membership applications
  - f. Tax records

## **TRUSTEES DUTIES AND AUDITS:**

1. How many Trustees must be present to perform an audit?
2. How many of the elective Trustees must be present for an audit?
3. Besides the Trustees, who else should be at the audit?
4. How many times a year must an audit be held?

When are those quarters?

5. True/False It is the duty of the Trustees to make sure the President and Treasurer is bonded.
6. True/False Trustees should correct any errors they find in the Treasurer's book.
7. Name the five places the Trustees should sign after finishing an audit.
8. True/False If money is taken from the Auxiliary treasury and the trustees were not correctly auditing the books, they are not liable.
9. True/False It is okay for the Treasurer to give the audit committee a copy of the audit she did for them to look over.
10. True/False If the Trustees do not do their job correctly to audit the books, the Bond Company may not pay off.