

DEPARTMENT OF ALASKA  
VETERANS OF FOREIGN WARS OF THE UNITED STATES

BY-LAWS

ARTICLE I- NAME AND JURISDICTION

- Section 1. By virtue of, and in accordance with the charter granted, this organization shall be known as the Department of Alaska, Veterans of Foreign Wars of the United States.
- Section 2. The jurisdiction of the Department shall be confined to the State limits of the State of Alaska.

ARTICLE II- SUBORDINATION AND GOVERNING BODY

- Section 1. The supreme power of the Department is vested in the National Convention of the Veterans of Foreign Wars of the United States and shall be at all times governed by the Congressional Charter and By-Laws, orders issued by authority of the National Convention, National Council of Administration and the Commander-in Chief.
- Section 2. Subordinate to the provisions of Section 1 of this Article, the Department shall be governed by the Department convention.

ARTICLE III- COMPOSITION OF THE DEPARTMENT CONVENTION

- Section 1. The Department of the Alaska Convention shall be composed of:
- (a) The Commander-in-Chief and Past Commanders-in-Chief who are members in good standing in a Post within the Department.
  - (b) The National Council Member, the Department Commander, all Past Department Commanders who are members in good standing in a Post within the Department; all elected officers of the Department, Chief of Staff, Inspector, and the Adjutant.
  - (c) All District Commanders throughout the Department. In the absence of the District Commander, the District Senior Vice Commander, or, in the Senior Vice Commander's absence, the District Junior Vice Commander may be registered and function as a member of the Convention.
  - (d) All Post Commanders throughout the Department. In the absence of the Post Commander, the Post Senior Vice Commander, or, in the Senior Vice Commander's absence, the Post Junior Vice Commander may be registered and function as a member of the Convention.
  - (e) Delegates elected by the Posts.

ARTICLE IV- OFFICERS

- Section 1. The Officers of the Department, their nomination, election or appointment and term of office shall be in accordance with the provisions of the National By-Laws.
- Section 2. The vacating and filling of all Department Offices shall be in accordance with the provisions of the National By-Laws.

## ARTICLE V- COUNCIL OF ADMINISTRATION

- Section 1. The Council of administration of the Department shall consist of the Retiring Department Commander, the four (4) immediate Past Department Commanders, Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Quartermaster, Judge Advocate, Chief of Staff, Inspector, Surgeon, Chaplain and all District Commanders. In the absence of the District Commander, the Senior Vice District Commander or in his/her absence the Junior Vice District Commander may function as a member.
- Section 2. The Council of Administration shall meet in regular session not less than twice each year and at such other times as directed by the Department Commander or the Council of Administration.
- Section 3. The Council of Administration shall, at the first meeting following the Department convention, adopt and approve a balanced budget for the ensuing year prior to National Convention. The Council shall have the power to fix all Department salaries and set travel allowances for Department Officers. No more than 50% of budgeted allowance may be expended for travel outside Alaska.
- Section 4. With the exception of Service Officers, all travel by Department Officers shall be coordinated with and approved by the Department Commander.

## ARTICLE VI- DEPARTMENT DISTRICTS

- Section 1. The Districts of the Department shall be composed of the various Posts in the Department. Each Post Commander shall be a District Commander.

## ARTICLE VII- DUTIES OF DEPARTMENT OFFICERS

- Section 1. The duties of all Department Officers shall be those as prescribed by the National By-Laws, by lawful orders of the National Council of Administration of the Commander-in-Chief, and such additional duties as the By-Laws of the Department or lawful orders of the Department Council of Administration or the Department Commander may direct.
- Section 2. Adjutant: (a) Within sixty (60) days following the adjournment of the Department Convention the Adjutant shall prepare, or cause to be prepared, copies of the Official Proceedings of said convention. A copy of said Official Proceedings shall be furnished to each Post and District Commander, each member of the Department Council of Administration and all elected and/or appointed Department Officers.
- (b) Upon certification of amendments or changes to the Department By-Laws by the Judge Advocate, said amendments or changes shall be immediately forwarded to National Headquarters by the Department Adjutant for consideration of the Commander in Chief. Upon approval of the Commander-in- Chief, said amendments or changes shall be in force and effect, and sufficient copies shall be made by the Adjutant for distribution to all Post Commanders, Department Officers and Department files.
- Section 3. Judge Advocate: Immediately following the adjournment of a Convention, the Judge Advocate shall certify to the Department Adjutant the status of the By-Laws of the Department as amended by previous Convention actions.
- Section 4. Chaplain: The Department Chaplain shall make a survey and keep up to date, the names and burial location of all overseas veterans and members of the Veterans of Foreign Wars within this Department. The Department Chaplain shall insist that a similar record is kept by each Post in the Department of burials within a reasonable distance of the location of the Post.

- Section 5. Employment Officer: The Department Employment Officer, with the assistance of the Administrative Officers of this Department shall be charged with the responsibility, and granted the authority, to take all the steps necessary to assure that every worthy veteran holding or aspiring to a position in the City, State or Federal government, or any subdivision thereof, shall be granted their rights under veteran preference legislation, in retaining or securing said position.
- Section 6. Legislative Officer: In addition to the duties assigned by the Congressional Charter and National By-Laws, it shall be the responsibility of the Department Legislative Officer to represent the Department at the State Legislature. They will act only upon policies and resolutions that have been approved by the Department Council of Administration or Department Convention.
- Section 7. Service Officer: The Department Service Officers shall serve under the direct authority of the Department Veterans Service Committee.
- Section 8. Inspector: The Department Inspector or Deputy Inspector shall not be permitted to inspect the Post of which he/she is a member, if arrangements can otherwise be made.
- Section 9. Quartermaster: In addition to the duties assigned by the National By-Laws, it shall be the responsibility of the Department Quartermaster to:
- (a) Promptly issue receipts for all monies received.
  - (b) Provide prompt circulation of monthly membership reports to all Posts within the Department.

#### ARTICLE VIII- DEPARTMENT TAX

- Section 1. (a) The annual per-capita tax of this Department shall be \$8.00 per active member in good standing, to be paid in accordance with the provisions of the National By-Laws. Of the \$8.00 per-capita tax, \$3.00 shall be earmarked for the Veterans Service Fund.
- (b) Of the Life Membership Department per-capita tax, 25% shall be designated for the Veterans Service Fund.
- (c) A dues reserve fund will be established and will be credited with not less than fifty (50%) of all current year's dues received prior to 1 July. This fund shall not be disbursed or obligated until the next new administrative year, at which time all monies to the credit of the fund will become available for expenditure in accordance with the approved Department budget.
- Section 2. (a) Each Post in the Department shall, at the time of submitting its report of Convention Delegates and alternates to the Department Adjutant, or prior to being permitted a vote in the Convention, transmit to the Department Quartermaster, a \$3.00 per delegate fee. Any Post failing to comply with the provisions of this section shall in force and effect be considered delinquent until said tax is paid, and shall be subject to all penalties covering delinquency as provided for by the provisions of the National By-Laws. (see Article II, Section 222, National By-Laws).
- (b) All monies collected under the provisions of paragraph (a) of this section shall be credited to a delegate fee fund and shall be expended to defray Convention expenses by the Department.

#### ARTICLE IX- DELEGATE FEES

- Section 1. (a) A sum equal to all monies collected under the provisions of paragraphs (a) and (b), Section 2, Article VIII of these By-Laws, and as credited to the delegate fees fund, shall be

paid by the Department Quartermaster to the Quartermaster of the Post entertaining the Convention as hereinafter provided.

(b) Fifty percent (50%) of all money to the credit of the delegate fees fund as of the convening day of the Department Convention shall be paid on that date.

(c) The net balance to the credit of the delegate fees fund after compliance with paragraph (b) of this section shall be held in trust for payment to the sponsoring Post within thirty (30) days after the adjournment of the Convention or until such time as all obligations having to do with the Convention expenses and charged to the sponsoring Post have been set aside and a detailed report submitted and approved in accordance with National and Department By-Laws.

Section 2. Nothing in this Article shall prohibit the Department Council of Administration from using any or all monies credited to the delegate fees fund for legitimate Convention expenses or the withholding of payment to the sponsoring Post when same is believed to be for the best interests and protection of the sponsoring Post or the Department.

Section 3. (a) All funds received by the sponsoring Post shall be expended by such Post solely for the actual expenses incurred by reason of such annual Convention and that a report in detail of such expenditures shall be made to the Department Commander not later than thirty (30) days after the close of the Convention and prior to receiving the balance of delegate fees due.

(b) Any and all monies not expended by the Post acting as host to the Convention for the purpose mentioned shall be the property of said Post, and the Post acting as host to the Convention is to be solely responsible for all debts and expenditures involved, the Department of Alaska to be relieved of all liabilities of any nature involving Convention costs.

#### ARTICLE X- DEPARTMENT HEADQUARTERS

Section 1. Headquarters for the Department of Alaska, Veterans of Foreign Wars of the United States shall be situated in the city of Wasilla.

#### ARTICLE XI- COMMITTEES, APPOINTMENTS AND DUTIES

Section 1. All committees, committee chairmen and directors of activities, not specifically provided for by National and Department By-Laws or by order of the Department Commander or Department Council of Administration shall be appointed by the Department Commander and they shall serve at their pleasure in accordance with National and Department By-Laws.

Section 2. The standing committees and activity directors for the Department shall be as follows:

1. Membership (Section 3)
2. National Home (Section 4)
3. Department Convention (Section 5)
4. Finance (Section 6)
5. Veterans Service (Section 7)
6. Youth Activities (Section 8)
7. Legislative (Section 9)
8. Buddy Poppy (Section 10)
9. Loyalty Day (Section 11)

- Section 3. Membership Committee:
- (a) The District Commanders of the Department and the Department Chief-of -Staff shall constitute the Membership Committee, with the Department Senior Vice Commander serving as general chairman of the same.
  - (b) Each District Commander shall be solely responsible to the Department Commander, Council of Administration and the Department Convention for the membership in his/her particular Post in addition to other duties as prescribed by Department and National By-Laws, during their term of office.
- Section 4. National Home Committee:
- (a) The Department Commander shall appoint a committee to be known as the VFW National Home Committee and shall designate a chairman.
  - (b) The Chairman shall be responsible for maintaining close contact with existing conditions, problems and matters pertaining to the National Home.
  - (c) The Chairman shall meet with or otherwise contact all District Commanders of the Department, and may authorize them, upon approval of the Department Commander, to appoint Post Chairmen who shall in turn be responsible to the Department Chairman.
  - (d) The respective Post Chairman shall, upon all proper occasions, report on the Home as a means of education to the Comrades of the Department as to needs and problems of the Home.
- Section 5. Department Convention Chairman: A Department Convention Chairman shall be appointed to act as liaison officer between the Department Commander and host Post.
- Section 6. Finance Committee: There shall be a Department Finance Committee which shall consist of; The Department Senior Vice Commander as Chairman, Department Junior Vice Commander, Department Inspector, and two members to be appointed by the Department Commander from the Council Administration. They shall audit the accounts of the various Department Officers and shall require that the records and accounts of the Adjutant and Quartermaster be audited, at least annually, or at the discretion of the Council of Administration or Department Commander and final Annual Report of Audit be submitted to the Department Convention before the last day of the Convention.
- Section 7.
- (a) The Department Veterans Service Committee shall consist of five (5) Retired Past Department Commanders of the Department. The senior Past Department Commander of the Committee shall act as chairman of the Veterans Service Committee. Each year the retiring Department Commander shall become a member of the Committee. In the event of a vacancy on the Committee it shall be filled by the Past Department Commander last retired from the Committee who is ready, willing and able to serve.
  - (b) Under the supervision of the Department Council of Administration and subject to the provisions of the Department By-Laws and orders of the Department Convention, the Department Veterans Service Committee shall control the Veterans Service work of the Department.
- Section 8. Youth Activities Chairman: It is the Chairman's responsibility to assist the Posts in promoting, sponsoring and participating in activities that will enhance the moral and physical well-being of today's youth.
- Section 9. Legislative Committee: A Legislative Committee shall be appointed from veterans who have legislative experience to assist the Legislative Officer in his/her duties as lobbyist to the State Legislature.

- Section 10. (a) Buddy Poppy Chairman: The Buddy Poppy Chairman shall coordinate the distribution of the Buddy Poppies throughout the Department. He/she shall, as soon as National informs the membership that the Annual Poppy Drive has begun, or not later than Mid-Winter Council of Administration, contact all Posts of the Department and ask for an immediate order of Poppies for the year.
- (b) The Buddy Poppy Chairman shall continue to contact all Post Poppy Chairmen and Commanders until he/she can report to the Department Commander that there is 100% participation. He/she shall work with the Department Quartermaster continuously until said work report has been completed.
- (c) He/she shall notify the Department Commander, not later than the 1st of April, of any Post's failure to report.
- Section 11. Loyalty Day Chairman: The duties of the Loyalty Day Chairman are directed by the Department Commander in conformity with the National Organization.

#### ARTICLE XII- VETERANS SERVICE

- Section 1. The net Buddy Poppy monies received by the Department of Alaska shall be expended in accordance with the provisions of the National By-Laws and shall be budgeted by the Department Council of Administration, for Veterans Service work.

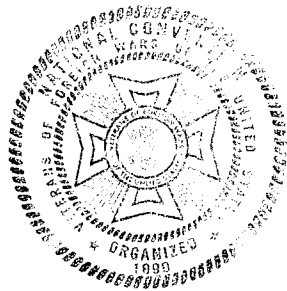
#### ARTICLE XIII- MISCELLANEOUS

- Section 1. Resolutions: (a) All resolutions and By-Laws to be presented at the Department Convention shall be in the hands of the Department Adjutant in three copies at least thirty (30) days prior to the convening Convention date. Resolutions of appreciation, sympathy and condolence shall be exempt from this rule.
- (b) The Department Adjutant shall forward copies of all Resolutions and proposed By-Law changes received to all Posts and Department Officers at least twenty (20) days prior to the Convention date.
- (c) All resolutions and By-Laws submitted to Department Headquarters for consideration by the Department shall be submitted in triplicate. The Department Adjutant shall number the Resolutions as received in their respective order of reception and shall make a permanent file of the original Resolutions. He/she shall deliver the duplicate and triplicate of each such Resolutions to the Chairman of the Convention Resolutions Committee on the first day of the Convention. The Convention Resolution Committee Chairman shall be charged with the responsibility of assigning the Resolutions to the appropriate Convention Committees.
- Section 2. Post By-Laws: Each Post in this Department shall file with Department Headquarters a copy of its By-Laws with information if same have been properly approved, and shall also file with Department Headquarters any amendments that may from time to time be made thereto.
- Section 3. Incorporated Posts: When the Posts are incorporated, said Posts shall cause to be filed with Department Headquarters, copies of their Articles of Incorporation, and any amendments thereto, and information if same have been properly approved.
- Section 4. (a) Officers Reports: At each Annual Convention each Department Officer, Activity Director, and standing Committee Chairman shall submit a written report.
- (b) In the event Officer's Reports contain recommendations, a Resolution covering the subject matter of the recommendation shall be submitted therewith.

- Section 5. The Convention Rules, (attached) as approved by the Department Convention assembled at Kodiak, June 19-22, 1966, shall be adhered to at all future Department Conventions.
- Section 6. Wherever these By-Laws or subsequent amendments may be found to be in conflict with the present or any future National By-Laws, the latter shall prevail and be binding upon this Department as though written herein.

Melvin Sheppard, Adjutant  
Department of Alaska  
Veterans of Foreign Wars

As amended through May 2018



REVIEWED **JUN 05 2018**  
FOR THE COMMANDER-IN-CHIEF

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KEVIN C. JONES  
ASSISTANT ADJUTANT GENERAL  
BY DAVID E. PROHASKA, DIRECTOR  
ADMINISTRATIVE OPERATIONS