

**Department of Pennsylvania
Veterans of Foreign Wars
Bylaws & Amendments and Resolutions
2023 – 2024**

Bylaws and Manual Ritual

Congressional Charter Bylaws

Quick Reference Guide

Article I, Section 100 - Members Article II
Section 200 – Posts Article IV
Section 400 – Districts
Article V, Section 500 – Departments Article VI
Section 600 – National Article IX
Section 900 – Discipline Article X
Section 1000 – Rules of Order

Parliamentary Procedure

Robert’s Rules of Order – Newly Revised Robert’s Rules of Order – Newly Revised – *In Brief*

Bylaws Guidance and References

VFW Portal – <https://vfw.org> (Requires Log In)

My VFW / VFW Training and Support:

<https://www.vfw.org/my-vfw/vfw-training-and-support/bylaws-training-forms-and-templates>

Download FREE digital version of the current Podium Edition
Templated Post Bylaws and Articles of Incorporation(Templates)
Templated District Bylaws and Articles of Incorporation(Templates)
Training Videos and Parliamentary Procedures Training Videos
Training Guides and Standard Operating Procedures (SOPs)
Elected and Appointed Officers – Position Specific Materials

Department of PA VFW Website: <https://vfwpa.org/>

Resources / Post Information and District Information

Any questions, please contact the Department Bylaws Chairman:

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Email: glenn.umberger@gmail.com



**Department of Pennsylvania
Veterans of Foreign Wars
Amendments and Resolutions
2023 – 2024**

**PREPARING A PROPOSED AMENDMENT
TO THE NATIONAL BYLAWS, MANUAL OF PROCEDURE
OR RITUAL**

Bylaws: Any member in good standing, a Post, a District, or a Department, may propose an amendment to the National Bylaws; provided, however, before consideration at the National Convention, the proposed amendment must be approved by a Department Convention. Immediately following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

Manual of Procedure and Ritual: Any Post, District, or Department may propose an amendment to the Manual of Procedure or Ritual; provided, however, before consideration at the National Convention, the proposed amendment must have been forwarded, through channels and have been properly approved.

In order to meet National Bylaw/Manual of Procedure Article XIV requirements, to provide fifteen (15) day notice to all Posts of all amendments, the Adjutant General requests all amendments be forwarded to National Headquarters no later than five (5) working days following the close of the Department Convention.

Bylaw, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

A proposed change to the National Bylaws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National Bylaws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by Convention delegates cannot be amended on the floor.

EXAMPLE 1

Proposed Amendment to National Bylaws proposed by Department of _____ .Section 202 – Bylaws.

Amend Section 202, National Bylaws, by deleting the words “two-thirds (2/3)” in the first sentence of paragraph one, and inserting, in lieu thereof, the following: “majority”.

EXAMPLE 2

Proposed Amendment to National Manual of Procedure proposed by the Department of _____ .

.Section 518 – Officers: Duties and Obligations.

Amend Section 518, Manual of Procedure, by deleting paragraph (a) (1) d. in its entirety and inserting, in lieu thereof, the following:

“Plan and organize all social functions.”

EXAMPLE 3

Proposed Amendment to National Ritual proposed by Department of _____.

Amend the Ritual by deleting on page 48, in the last sentence of the Member’s Obligation, the words “and acitizen of our great republic.”

Further amend by placing a period after the word “comrade” in the same sentence.

If you require help composing a proposed change to the Bylaws, Manual of Procedure or Ritual, please contact Administrative Operations at National Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.

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If you require help composing a proposed change to the Bylaws, Manual of Procedure or Ritual, please contact Administrative Operations at National Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.

PREPARING A RESOLUTION **TO BE CONSIDERED BY THE NATIONAL CONVENTION**

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most resolutions originate at the Post level and are passed through the District and Department before being acted upon at a National Convention. Many times, an otherwise worthy idea gets nowhere merely because it is not correctly presented.

A resolution contains two separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the “*WHEREAS*” clauses, and the proposed solution is given in the “*RESOLVED*” section.

The “*RESOLVED*” section of a resolution should be complete in itself without depending on the “*WHEREAS*” clauses to give it meaning.

EXAMPLE

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; now, therefore

BE IT RESOLVED, that we petition Congress to enact legislation which would provide a substantial increase in non-service connected pension rates.

If a resolution deals with a local problem, it needs no action on a level higher than that of the Post.

If the problem concerns an area larger than that served by the Post, it should, after Post approval, be presented before the Districtor County Council. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention, which affect persons or matters *outside the state boundaries*, must be forwarded to the National Convention for final disposition.

When submitting a resolution to the Department Convention, a notation on the bottom should show the previous action taken, such as, approval by Post and, if applicable, by the District. A Post or District submitting a resolution to its Department Convention must follow guidelines established by the Department, which may require submitting the resolution to the Department Adjutant prior to the convening of the convention.

Resolutions not in proper form, with unclear meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

Resolutions approved by a Department Convention, which affect matters outside state boundaries, must be forwarded by the Department Adjutant to the National Convention for final disposition. Approved resolutions should be sent to National Headquarters at the close of the Department Convention. The Adjutant General requests all resolutions be forwarded to National Headquarters no later than five (5) working days following the close of the Department Convention. A resolution disapproved by the Department Convention **or not acted upon by the Department Convention** will not be considered by the National Convention.

Resolutions may also be originated by Department officers or by the Department Convention itself and acted upon by the Department Convention. A National Officer may originate a resolution concerning National affairs and submit it directly to the National Convention without Department action. Likewise, a National Convention Committee may originate a resolution and present it for approval during the National Convention.

Policy set by the National Convention is binding upon all subordinate units of the Veterans of Foreign Wars. No Post or Department is permitted to take any individual action or espouse any cause contrary to the National Bylaws or to the actions of the National Convention except that it may propose changes in policy by the preparation of a resolution for consideration as outlined herein.



TEST YOUR KNOWLEDGE

- 1) Any member in good standing may propose a National Bylaw, Manual of Procedure, or Ritual amendment directly to the National Convention delegates.
 True
 False
- 2) Article XIV of the National Bylaws and Manual of Procedure require the Adjutant General to provide notice to all Posts on any proposed amendment to be decided by the delegates of the National Convention.
A. 10
B. 15
C. 20
D. 30
- 3) National Bylaw, Manual of Procedure, or Ritual amendments are submitted to the Adjutant General in the form of a resolution.
 True
 False
- 4) A resolution adopted by the National Convention sets policy which is binding for all subordinate units of the Veterans of Foreign Wars of the United States.
 True
 False
- 5) In a resolution the “WHEREAS” represents the issue and the “BE IT RESOLVED” proposes the solution.
 True
 False
- 6) Resolutions approved by a Department Convention that affect matters outside its geographical boundary must be forwarded to the National Convention for final disposition.
 True
 False

(1) False – An Amendment must be approved by a Department Convention or to be submitted by a National Officer); (2) 15 Days; (3) False, the amendment must be specific; (4) True; (5) True; (6) True