

# **How to Form an Auxiliary**

## **To the**

# **Disabled American Veterans**



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# Information Regarding the Formation of New

## Disabled American Veterans Auxiliaries

There are several requirements necessary in order to charter a new DAV Auxiliary Unit. They are:

1. The Chapter must first give their consent for said Auxiliary by signing the Chapter Consent Sheet and Charter application.
2. There must be no less than ten **new** senior members for an Auxiliary charter to be issued.
3. Once the requirement of ten new senior members has been met, and before the charter is issued, the names of any transfers and juniors may be included.
4. The full amount of annual dues must be sent to National Headquarters with the following:
  - A completed application for each new senior member.
  - Forms for each transfer member and, if applicable, any junior applications.
  - Chapter consent and charter application properly signed by the Chapter Commander and Chapter Adjutant.
  - \$12.50 fidelity bond premium which covers all persons having custody of unit funds with a maximum liability of \$15,000. If charter is to be a quota charter (one that is issued during April, May, or June), an additional \$12.50 fidelity bond premium is required to cover the following membership year. This is a savings since the mandate for the following year is waived.

- A \$5.00 charter fee for issuance of the charter.

Upon completion of the above requirements, send all pertinent data to:

DAV Auxiliary National Headquarters  
3725 Alexandria Pike  
Cold Spring, KY 41076

### JUNIOR CHARTERS

National headquarters does issue special Junior Auxiliary Charters. There is no charter fee or application for this, but one requirement is that there are at least ten paid junior members in the Unit before a request is made for a charter. No junior may be a charter member unless their dues are paid for the current membership year. The request should be sent in letter form to National Headquarters along with a list of the junior members.

### HOW TO FORM A DAV AUXILIARY

The incentive for the formation of an Auxiliary Unit comes from the DAV members who have recognized the desirability of having an Auxiliary organized for their Chapter. The first purpose of an Auxiliary is to aid the DAV Chapter to which it is affiliated in the carrying out of the programs as outlined by the national organization. The Auxiliary Unit is an auxiliary body to the local chapter and takes the Chapter's name and also its number. An Auxiliary can only be organized under the authority of, and in connection with, the DAV Chapter.

When a DAV Chapter has gone on record as favoring the organization of an Auxiliary Unit, it is requested that a copy of the Chapter Consent sheet specifically recommending the formation of the Auxiliary

be sent to our National Adjutant. The resolution must be duly signed and dated by both the DAV Chapter Commander and Adjutant. The charter application must also be sent and it shall contain at least ten new senior members (over the age of 18).

When the time and place of the organization meeting have been decided, a cordial invitation to attend the meeting and become a charter member of the Auxiliary should be sent from the Chapter to every eligible person, namely: the spouses, parents, siblings, children, grandchildren, great grandchildren, and grandparents of the disabled veteran. Adequate publicity should be given the meeting through newspapers and through other channels if possible.

If a State Department Auxiliary officer is able to attend the meeting, they should open the meeting and briefly outline the nature and purpose of the Auxiliary. The Chapter Commander and Adjutant should be given an opportunity to speak.

Next in order is the election of a temporary Commander, who shall appoint a temporary Adjutant. These officers would then take charge of the meeting.

All members present at the meeting shall receive the Membership Initiation. This can be given by an elected officer or a past commander of an Auxiliary in good standing. No member of the DAV can give the Membership Initiation or install any member of the Auxiliary. The temporary Commander should then ask for nominations for the following offices: Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, and Chaplain.

**Eligibility for Auxiliary Membership:** The spouse, surviving spouse, parent, sibling, child, grandchild, great grandchild, and grandparent of anyone who dies or was wounded, gassed, injured or disabled in the line of duty while in the service of either the military or naval forces of the United States

of America during time of war, are eligible for membership in the DAV Auxiliary. Children, grandchildren, and great grandchildren of members of the Auxiliary, who are not otherwise eligible for membership in the Auxiliary, shall be eligible in either the senior or junior group. Any person who is eligible for the DAV is also eligible for the Auxiliary, but may only vote and/or hold office in one side of the organization.

**Junior Members** are relatives of disabled veterans or Auxiliary members who have not yet reached their 18<sup>th</sup> birthday. There is a \$3.00 national per capita tax for each Junior member which must be submitted with the *National* copy of the Junior application. It is the responsibility of the Auxiliary unit to send the *State Department* copy along with their per capita tax, if applicable, to their respective State Department Headquarters. Since the unit has the right to set its own dues for annual seniors, any monies collected over and above the National and State Department per capitas will be redistributed to the unit by National Headquarters after processing.

### **PRESENTATION AND ISSUING OF THE CHARTER**

When National Headquarters receives all of the necessary applications, consent sheet, dues, bond and charter fee, they will immediately send the charter to the State Department Auxiliary Commander for signature and presentation. The State Auxiliary Commander will contact the new Auxiliary with reference to a charter presentation date and time.

An Auxiliary supply kit will be mailed directly to the Commander of the new Auxiliary. If a Commander's name is not provided when the request for a charter is made (officer form is enclosed), the supply kit will not be sent until National Headquarters receives the list of officers. Complete information on the functioning of the auxiliary will enable

the Auxiliary Unit to operate in accordance with the instructions previously outlined.

Upon receipt of your charter, you should arrange to have your officers installed. Qualified installing officers for the Auxiliary are: Any Auxiliary National Officer, Auxiliary Past National Commander, Auxiliary National Executive Committee Member, Auxiliary elected State Officer, Auxiliary Past State Commander, Auxiliary Unit Commander, or Auxiliary Past Unit Commander. (The Commander-elect usually selects the installing officer who must be one of the foregoing officers and a member of the Auxiliary in good standing.) The Auxiliary Ritual is used in all installations.

When sending the charter application, it is always wise to send a typewritten copy of the names and addresses as well so that they may be easily read, and in order to avoid mistakes in typing the charter itself. (If a typewriter or computer is not available, be sure to plainly print each name and address legibly.)

**To The National Headquarters**  
**Disabled American Veterans Auxiliary**

\_\_\_\_\_ Chapter No. \_\_\_\_\_  
(Name of Chapter)

\_\_\_\_\_, \_\_\_\_\_  
(Name of City) (State)

Approves the formation of an Auxiliary to their Chapter.

We hereby request the National Auxiliary Headquarters to grant a Charter for this Auxiliary.

\_\_\_\_\_  
Chapter Commander

\_\_\_\_\_  
Chapter Adjutant

Date: \_\_\_\_\_



## Disabled American Veterans Auxiliary Application for a Charter



The undersigned hereby respectfully apply to the National Department of the Disabled American Veterans Auxiliary for the issuance of a Charter to ourselves for the formation of a Disabled American Veterans Auxiliary to be located at \_\_\_\_\_ in the state of \_\_\_\_\_ and to be known as \_\_\_\_\_ Unit No. \_\_\_\_\_.

We hereby mutually certify that each and all of the undersigned are spouses, surviving spouses, parents, siblings, children, grandparents, grandchildren or great grandchildren of persons eligible for Disabled American Veterans membership.

The undersigned agree, upon issuance of said Charter, to proceed at once to form an Auxiliary of the Disabled American Veterans, and to support and uphold the provisions and principles of the National Constitution of the organization, and such changes and amendments as are ratified at future National Conventions of the organization.

This application, listing at least ten (10) new Senior members, is accompanied by the sum of Five Dollars (\$5.00) to pay the fee for issuance of said Charter, and the sum of Twelve Dollars and Fifty Cents (\$12.50) bond premium and the full amount of dues for each Charter Senior Member.

**NAME**

**ADDRESS**


Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Chapter Commander

\_\_\_\_\_  
Chapter Adjutant

**Immediately following election,  
Please complete this form and mail to:**

National Headquarters  
DAV Auxiliary  
3725 Alexandria Pike  
Cold Spring, KY 41076

Date: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Unit's Annual Dues: \_\_\_\_\_

State of: \_\_\_\_\_

Our current officers for your records are:

Commander

\_\_\_\_\_  
Name (First and Last)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Area Code and Telephone Number

Adjutant

\_\_\_\_\_  
Name (First and Last)

\_\_\_\_\_  
Address

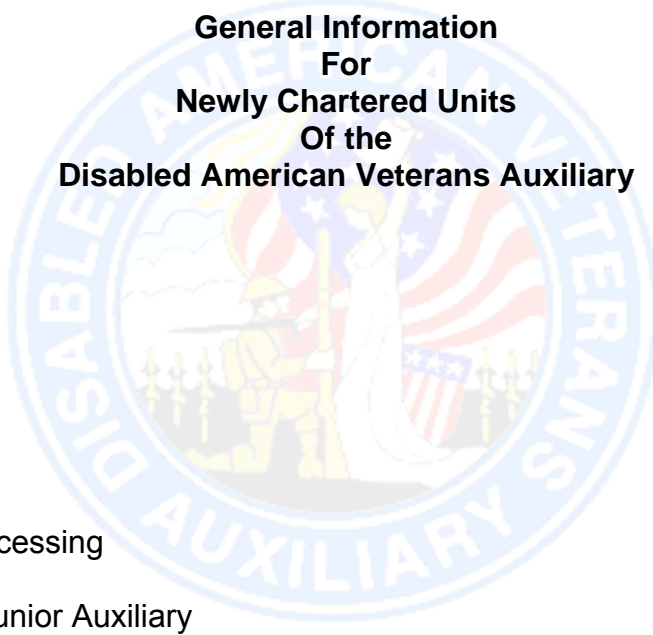
\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Area Code and Telephone Number

**The Adjutant shall receive all mail.** It will be the Adjutant's responsibility to bring it to the unit meeting, make it available for all unit members, and see that it is distributed to the proper officers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander's Signature

The seal of the Disabled American Veterans Auxiliary is a circular emblem. It features a central figure of a woman in a white dress holding a torch, standing on a pedestal. Behind her is an American flag. The words "DISABLED AMERICAN VETERANS" are written in a circle around the top, and "AUXILIARY" is written at the bottom. The seal is light blue and serves as a background for the title text.

**General Information  
For  
Newly Chartered Units  
Of the  
Disabled American Veterans Auxiliary**

Keep in Unit Files

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Membership Processing

Formation of a Junior Auxiliary  
Remitting Junior Payments

Miscellaneous Information

The staff at our National Headquarters office is only too happy to assist you in any way. For any information or assistance, feel free to contact National Headquarters.

Contact information:

DAV Auxiliary National Headquarters  
3725 Alexandria Pike  
Cold Spring, KY 41076

(859) 441-7300 (Office)  
(859) 442-2095 (Fax)  
[dava@davmail.org](mailto:dava@davmail.org)

## Procedures to Follow for Membership Processing

**New Senior Members:** Payments for new senior members must be accompanied by a completed application form properly filled out and signed by both the applicant and sponsor. The membership year for which payment is being made **must** appear on the application or it will be processed for the current membership year which would end on June 30.

**Renewing Annual Seniors:** Payments for annual members must be accompanied by an application form giving name, current address, and membership code number. Be sure to check the appropriate box indicating it is an annual payment. Do not forget to indicate the correct fiscal year. Payments can also be processed when submitted with a dues notice. However, if there are any corrections such as change of name, change of address, etc., it must be indicated on the notice. If application or notice is not available then remit payment along with letter showing the correct name of the member, correct address, membership code, and fiscal year for which payment is being submitted.

**Junior Members:** Every junior membership payment must be accompanied by an application. This is true whether it be a new or renewal of a junior member. Once the application is completed indicate whether it is new or renewal. Submit the amount of \$3.00 only to National Headquarters. The State copy should be sent directly to the state department with the state per capita tax, if applicable. Any junior who will be eighteen during the current membership year can no longer be a junior member but must convert to a senior membership.

**Life Members:** In order to process a life membership it is imperative that we have the date of birth. This is true even if an annual member is converting to a part-life or full-paid life membership. If we do not have the date of birth, the membership will be processed for the full amount and a letter will be sent from National Headquarters asking for the member's date of birth. Once we have received this information, the membership will be adjusted to reflect the correct amount. When making payments on a part-life membership, submit the notice sent out to you from national headquarters, or when writing to us with your payment indicate name and code number. Life membership must be paid in full within three full membership years. If a member begins and pays their life membership in full within one membership year (July 1 to June 30), they will receive a free life membership pin. Be sure to mark the appropriate box on the application for new life or life payment.

**Applications for membership are free of charge.**

**Inquiries:** Whenever you have reason to write about any member, always give their name, address, and code number. This is true whether you are reporting a death, address change, name change, replacing a membership card, etc. The complete information is necessary.

**Membership Year:** Remember that our membership year is always from July 1 of the current year until June 30 of the following year. It is imperative that you indicate the membership year when submitting payments.

**Officer Information:** When sending in a name or address change for an officer of your unit, indicate the office they now hold in order that we can properly change all our records on file.

All correspondence submitted to national headquarters must have your name, address, and phone number, plus your unit number and state. We cannot respond if we do not have this information.



## How to Form a Junior Auxiliary Unit

Any chartered Auxiliary unit may request a Junior Charter from National Headquarters, without charge, providing they have at least ten Junior members paid for the current membership year.

There is no charge for a Junior Charter, nor is a special form required. Only a written request is needed from the Unit.

Junior members do not have any vote at national, state, or local senior meetings; however, they do count towards quota. They can be a great asset to any senior Auxiliary by helping them in so many ways such as helping with special events or affairs, volunteering at the medical centers, if their age is acceptable, and other various duties.

There is no special membership pin for Juniors. They may, however, wear the regular DAV Auxiliary membership pin.

Junior members become senior members at the beginning of the fiscal year in which their 18<sup>th</sup> birthday falls. Refer to the national bylaws for further Junior information.

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### Correct Procedure for Junior Payments to National and Department Headquarters

**For National processing** -- Complete the membership application and send the top portion along with \$3.00 to National Headquarters, 3725 Alexandria Pike, Cold Spring, KY 41076. Mark the form appropriately (i.e., New or Renewal). Be sure to write the membership year(s) being paid. If the junior is new, the application must be filled out completely. If a renewal, send application giving name, code number, and indicate it is a renewal.

**For State Processing** – Send the State copy to your State Department with their per capita tax. (Each state has a different per capita tax for Juniors; check with your State Adjutant for the amount, if any.)

Unit part of the application is to be kept in Unit files.

**Remember, send \$3.00 only to National Headquarters.** Since distribution is not made on a Junior membership any amount over the national per capita of \$3.00 will be retained by National Headquarters and credited to donations.