



Department of Washington
Constitution and Bylaws
As Amended by the
Convention Delegates on
27 June 2025

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Constitution

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CONSTITUTION

Article I - Name

The name of this Organization shall be "Disabled American Veterans Department (DAV) of Washington" chartered by the National Executive Committee of the DAV.

Article II - Purpose

The purpose of the Department is to fulfill our promises to the people who served, and, in furtherance of that purpose, to support the programs of the DAV as provided in the National Constitution and Bylaws and Regulations of the National Executive Committee. To uphold and maintain the Constitution and laws of the United States of America: To realize the true American ideals and aims for which those eligible to membership fought; to advance the interests and work for the betterment of all wounded, gassed, injured and disabled veterans, to cooperate with the United States Veterans Administration and all other public and private agencies devoted to the cause of improving and advancing the condition, health and interests of wounded, gassed, injured and disabled veterans; to stimulate a feeling of mutual devotion, helpfulness and comradeship among all wounded, gassed, injured and disabled veterans; to serve our comrades, our communities and our country; and to encourage in all people that spirit of understanding which will guard against future wars.

Article III - Membership

The Department consists of all Chapters of the DAV which have been duly organized within the State of Washington, and which have been Chartered according to the National Constitution and Bylaws. Membership in any Chapter is governed by the provisions in the National Constitution and Bylaws. Transfer of membership from one Chapter to another will be made per the National Bylaws. A transfer of membership will not affect the voting strength of either Chapter until the first of the next membership year. No member has any right or interest in the property of this corporation. All matters relating to the reprimand, suspension, transfer, and expulsion of any member within the Department against whom charges have been filed will follow the National Constitution and Bylaws.

Article IV - Powers

To have perpetual succession, with power to sue and be sued in courts of law and equity; to receive, hold, own, use, and dispose of such real estate and personal property necessary for its corporate purposes; to adopt a corporate seal and alter the same at pleasure; to adopt a Constitution, Bylaws to carry on its purposes consistent with the laws of the United States of America, the State of Washington or the National Organization and to be governed thereby.

Article V - Administration

The administrative affairs of this Organization shall be vested in the Department Executive Committee. The Department Convention shall elect a Department Commander, Department Senior Vice Commander, Department Junior Vice Commander, Department Judge Advocate, Department Treasurer, Department Chaplain, one Finance Officer to replace the Third Year Finance Officer, and

one Claims and Services Officer to replace the Third Year Claims and Services Officer. The Department Commander will not succeed themselves more than once. The Department Commander will not hold any other elected or appointed department office while serving as Department Commander.

Article VI - Legislation

Legislative Power of the Department is vested in the Department Convention, except this power is vested in the DEC between conventions, provided such action will not conflict with convention mandates or this Constitution and Bylaws.

Article VII - Auxiliaries

The Department recognizes a Disabled American Veterans Auxiliary as an auxiliary unit of the Disabled American Veterans, subject to its supervision and recommendations.

Article VIII - Amendments

This constitution may be amended at any Department Convention by majority vote of the regularly elected and qualified delegates thereat. After a majority vote, amendments must be ratified prior to the next Convention. Amendments must be read at convention at least one calendar day prior to them being voted on for approval or disapproval. Amendments to this Constitution and Bylaws will be effective upon approval by the governing body of this organization and approved by the National Judge Advocate.

DEPARTMENT BYLAWS

Article 1 - Organization

Section 1.1: This Department recognized the national organization known as Disabled American Veterans (DAV), incorporated by an Act of Congress and affirms its allegiance and subordination to the National Organization, its Constitution, Bylaws and all rules, mandates and regulations promulgated pursuant thereto. Upon dissolution of the Department, the assets remaining after payment of its debts shall be distributed as provided by Article 6 of the National Bylaws. The charter for this Department, issued by the National Executive Committee, is its authority to function and shall be displayed behind the Commander's station.

Section 1.2: The Department Executive Committee

Para 1: The executive power of this Organization shall be vested in the Department Commander. The Department Executive Committee (DEC) will be composed of the Department Commander, the immediate Past Department Commander, Department Senior Vice Commander, Junior Vice Commander and one Committeeperson from each Chapter, elected by the Chapter. Each Chapter will elect one (1) Chairperson and one (1) alternate Chairperson to serve on the DEC. The alternate may stand for their chapter in the event the **Committee Person** may be absent. The names of the Chapter Chairperson and the alternate will be sent to the Department Adjutant with the Chapter Officer Report.

Para 2: A quorum for a DEC meeting will consist of fifty-one percent of elected officials and fifty-one percent of the Chapters registered for the meeting. The DEC may request the Commander and the Adjutant to secure legal advice before acting on any contract.

Section 1.3: Meetings

Para 1: The DEC will meet not less than two times a year. One within 24 hours preceding the Convention. One within 24 hours preceding the Mid Year Conference. One within 24 hours following the adjournment of each Convention. At other times, during the period of the Convention, whenever the Commander considers it necessary, or when such action is necessitated by the Constitution and Bylaws of this Organization.

Para 2: The Commander may call a special meeting of the DEC with written consent of the majority of the Executive Committee and must do so upon the written demand of 40 percent of its members.

Para 3: The regular business of the organization requiring consideration of the Executive Committee between stated meetings will be transacted by mail/email. The Governing Body of this Department is its Department Convention when in session, DEC. The Department Convention and DEC will keep records of its proceedings which will be available to review within 120 days after each session.

Article 2 - Policy

The Department will be nonpolitical and nonsectarian, and the name of this organization will not be used in representing the desires or wishes of its members in any partisan, political, sectarian, or labor dispute except as hereinafter provided. The foregoing will not prevent this organization, or any unit thereof from taking part in political issues, which have a direct bearing upon the welfare of America's disabled veterans.

Article 3 - Bonds & Insurance

The Department Adjutant will procure the necessary bonds for all persons with access to the funds of the Department, appointed, or elected, must be bonded, commensurate with the position held within the Department, and for no less than \$2,500.00 per position. The Department Adjutant will procure necessary insurance that provides a general liability policy to cover the actions and functions of the Department, its elected officers, and its employees, for any acts performed in the proper performance of their official duties.

Proper insurance coverage will be obtained for the Department equipment. It is the responsibility of the Department and Chapters to protect DAV assets from theft or conversion. Without limitation, implementation of sound fiscal management practices and the purchase of insurance to cover theft losses. A background check will be conducted on any person who will have signature authority over financial actions.

Article 4- Chapters

Section 4.1: Formation. Chapters will be formed as provided for in the National Bylaws. The probation, suspension and/or revocation of any Chapter charter issued within the Department is in the National Constitution and Bylaws.

Section 4.2: Election of Officers. Each Chapter will elect or appoint such officers as mandated by the Chapter Bylaws and the National Bylaws Article 9. Elections will be held between March 1st and May 15th of each year.

Section 4.3: Removal from Office. The Chapter Commander may remove any appointive officer from their office with or without cause, with the approval of a majority of the members present by secret ballot. Any five or more members of a Chapter may sign a written petition for the recall of any Appointed or Elected Chapter Officer, which will state the reasons, therefore. The petition will be read at the meeting at which it is presented, but no further action will be taken thereon until the next meeting. At least seven days before a vote, a copy of the petition will be given to the Officer concerned, together with a written notice stating the time, date, and location of the next meeting and that at such time the petition will be debated and voted on for approval or disapproval. After discussion at that meeting, a vote, by secret ballot, will be taken so that such Officer be recalled from office. If adopted by an affirmative vote of two-thirds of the members present, the vacancy is created. The Commander fills an appointive position, with approval of the Chapter will be filled by nomination and election at the same meeting.

Section 4.4: Financial Records & Reports

Para 1: Each Chapter will keep a complete record of all receipts and payouts of Chapter funds and will make an annual Financial Report to the Department of Washington and National Organization within ninety days after the close of the accounting year, which is the membership year commencing July 1 and ending June 30. All reports must be filed on forms provided by National Headquarters. All Chapter Funds must be deposited in a bank or trust company in the name of the Chapter.

Para 2: To expend and remit funds by check, credit/debit card or cash with vouchers approved by two or more Chapter Officers. Two of three elected officers, two of whom will be the Commander and the Treasurer, signs bank checks. Exception to the above may be made when a Chapter maintains a petty cash fund not to exceed \$50, the same to be accounted for by voucher. Email may be utilized.

Para 3: Each Chapter will have an audit committee and will not include the Commander, Senior-Vice Commander, Adjutant, Treasure, or Finance Committee Chairperson, to audit the Chapter books and records at least semi-annually and render their report to the Chapter. This provision satisfies the requirements of the National Bonding Company.

Section 4.5: Fund-Raising. Procedures and restrictions on sources of income and fund-raising are contained in the National Bylaws Article 15.

Section 4.6: At Large Chapter. There will be a Chapter in the Department known as the Evergreen State Chapter 11, whose members will be members of the Department who are not members of any other chapter. These members are in good standing (except when placed in the at large chapter because of an Article 16 action) and as such may be eligible for any elective or appointive office in DAV as noted in Article 11, Section 11.7 of the National Bylaws.

Article 5 - Finances

Section 5.1: Per Capita

Para 1: The revenue of this Department will be derived from the annual distribution of membership dues, donations, and such other sources as may be recommended by the Finance Committee and approved by the Department and the National Executive Committee. Any Fund-Raising Programs will be in accordance with the National Constitution and Bylaws.

Para 2: The Department will provide the Treasurer with such other revenues as necessary to support the activities of this Department. No alterations, deviations, or transfer of allocated funds approved by the Convention will be permitted except by Convention action, or by the DEC action between conventions, or unless otherwise stipulated elsewhere

in these Bylaws. Adequate justification must be submitted to substantiate the proposed alteration, deviation, or transfer of allocated funds, and must have the endorsement of the Commander and the Finance Committee.

Para 3: The Department will not spend any of its funds for direct relief purposes and is therefore precluded from making loans or advances to any of its Chapters or members.

Para 4: No withdrawal, transfer or payments from funds received by the Department Treasurer, will be made except by voucher duly signed by both the Department Commander and Treasurer, and approved by the Finance Committee.

Para 5: The account known as the DAV Service Fund will be in a separate account from the General Fund and be drawn on for no purpose other than DAV reimbursement vouchers.

Article 6 - Membership

Section 6.1: Membership. There will be no form of membership in this Department except active membership as provided in the National Constitution and Bylaws. The Department Membership and Fiscal years start July 1 and end the following June 30.

Section 6.2: Multiple Memberships. No member shall hold memberships simultaneously in more than one Chapter within the Department unless such Chapter is composed exclusively of blind veterans.

Article 7- Department Convention & Mid-Year Conference

Section 7.1: Composition. The Department Convention will take place in June and the Mid-Year Conference will take place in October via online meeting platform. The current Commander will appoint either the Senior Vice or the Junior Vice-Commander to work with the Time and Place Committee to arrange the Convention location, and set up Conference online meeting.

Section 7.2: Convention Procedures

Para 1: The Department Convention and Mid-Year Conference will operate under Convention Rules adopted by the DEC and ratified by the Convention. All matters of procedure not otherwise provided in the National and Department Constitution and Bylaws will be governed by Robert's Rules of Order, Revised.

Para 2: The Department Commander or Representative is the Chairperson of the Convention; the Adjutant or duly appointed representative will be responsible for the taking of the minutes of the Convention and the recording of the same at all sessions. Complete minutes of the official proceedings will be kept. The Adjutant will keep records of its proceedings which will be available to review within 120 days after each session.

Para 3: Any member in good standing can have a voice on the floor when recognized by the Commander. When a member wishes to be recognized, they will stand, address the chair - "Comrade Commander" - state their name and Chapter Number or Office and will proceed only after being

recognized. Anyone who is not addressing the Chair properly may not be recognized.

Para 4: Not more than three representatives from any one delegation will be allowed to discuss any one question on the floor of the Convention, except by a two-thirds vote of the Registered Delegates.

Para 5: Debate on any one question will be limited to five minutes for each speaker, except by a two-thirds vote of the delegates, provided however, there may be a three minute rebuttal upon the same subject.

Para 6: Recognition will be granted only once to any one delegate on any one subject, except additional recognition may be extended by the Chair, or by a two-thirds vote of the delegates, provided however, there may be a three-minute rebuttal upon the same subject.

Section 7.3: Fees. The registration fee for the Convention is \$15.00 for each member attending. A Delegate Fee of \$6.00 (per delegate) will be assessed each Chapter based on the number of delegates authorized. Chapters are required to pay Delegate Fees even if the Chapter does not attend the Convention. At each Department Convention invited Federal, State, or local guests or other Distinguished Guests in attendance will be registered as guests and will not be expected to pay such fees.

Section 7.4: Elections

Para 1: Prior to the adjournment of each Department Convention, the accredited delegates will elect the following Department Officers: Commander, Senior Vice Commander, Junior Vice Commander, Judge Advocate, Treasurer, Chaplain, Finance Officers, Claims and Services Committee, and Board of Directors At Large.

Para 2: Any member holding membership in any Chapter of this Department whose per capita dues have been paid and duly received in the National Headquarters is eligible to any elected or appointive office in this Department, except as otherwise provided.

Para 3: There will be no form of unit rule or voting by proxy. Voting will be according to the convention roll call. In the event only one candidate is presented to the body for a given office, the Convention may instruct the Adjutant to cast a unanimous ballot for that office. Voting will be by voice, except when two or more Chapters will demand a roll call vote, no person will participate except fully Registered Delegates and Alternates. Delegates and Alternates will be segregated from Visitors. Visitors who attempt to partake in the discussion or the voting will be escorted from the meeting hall.

Para 4: Officers will not hold any other office during their term of office. The phrase "any other office" will refer only to the Department and is not intended to prevent an elected Department Officer from participating at Chapter, or National Organizational level.

Para 5: For a member in good standing to be elected and installed, they must be present during the election and available to receive the oath of obligation during the installation ceremony. An

exception to this rule may be granted in the case of a member, with notification, who due to illness or emergency prevented his/her attendance during the election and installation. This would allow the body to elect and install by abstention. The exception may be granted at the sole discretion of the DEC by majority vote.

Para 6: Each Chapter is eligible to one delegate/alternate for each of twenty-five members or fraction thereof. The Chapter will elect chapter delegates/alternates. The Chapter membership/voting strength will be determined by National Headquarters, based upon membership received and processed at National headquarters as of March 31st. Only in the event of a tie breaker are Department Elected Officers and the Immediate Past Department Commander entitled to one vote each. Each Chapter Delegation present will elect a chairperson, who will announce the vote of the Delegation. When polled the Chairperson is entitled to vote for the Delegation.

Para 7: If a chapter nominates fewer delegates than it is entitled to, all persons who have been nominated shall be declared delegates. If a Chapter is unable to fill all delegates to which it is entitled the delegation is entitled to cast all the Chapter votes divided equally among those delegates present. Chapter Delegates and Alternates are elected by their respective Chapters at least 15 days prior to the Convention and certified to the Department on forms provided by the Adjutant.

Para 8: No Delegate or Alternate representing any Chapter which is indebted to the Department in any amount, will be seated or entitled to vote at the Department Convention until such indebtedness has been satisfied.

Para 9: The Department Adjutant will render statements to all Chapters within the Department, not less than 30 days before each Department Convention as to their respective indebtedness and Voting Strength. On payment of such indebtedness, the Chapter will be considered free and clear of all indebtedness for the limiting purpose of determining whether its Delegates will be entitled to a seat and vote at said Convention. No Delegate or Alternate representing any Chapter whose Charter has been suspended and has not been reinstated prior to the first business meeting of the Convention will be seated or entitled to vote.

Para 10: Any Officer, Past Department Commander, Delegate or Alternate must be a paid up partial or fully paid life member whose membership is within the Department and will be a member in good standing.

Para 11: A quorum exists at the Convention when a majority of the Elected Department Officers and fifty-one percent of the Chapters registered for the Convention are present.

Para 12: During the election and voting, the Sergeant at Arms will secure the doors to the voting chambers, and anyone who departs from the chambers during the voting will not be readmitted until after the completion of the roll call for that office.

Para 13: Nomination of Department Officers will be open on the second day of the Convention. Second nominations and elections of Officers will be held as provided in the Bylaws. In the event that more than two candidates are nominated for one office, the balloting will continue; the majority rule will prevail and after the first ballot, the candidate receiving the lowest number of votes will automatically be dropped from the balloting.

Article 8 - Department Elected Officers & Their Duties

Section 8.1: Officers and Committee Members Procedure Manual. The Adjutant will maintain a file detailing the duties and descriptions of elected and appointed officers within the Department referred to as the Officers and Committee Procedures Manual. The Department Adjutant will supply each Elected or Appointed Officer with a copy of the duties of their respective offices as outlined in the manual, as soon as practical following each Department Convention. A complete list of all Department positions as outlined in the Officers & Committee Procedure Manual will be made available to each Chapter for reference.

Section 8.2: Tenure of Office. The tenure of office of Officers will be from the adjournment of the Convention at which they are elected or appointed, until the adjournment of the following Convention, except Interim Appointed Officers.

Section 8.3: Commander. The Commander is the spokesperson for the Department. At all times and places, they will conduct themselves in such a way that only reflects favorably upon the DAV.

Para 1: The Commander in office at the time of the National Convention will automatically be declared the Department Delegate to such National Convention to represent the Department. If the Department Commander is unable to attend the National Convention, they will appoint the next highest available elected Department Officer to serve in their place.

Para 2: The Commander will preside over the Department Conventions and Conferences. The Commander will maintain order and dispatch such business as may legally come before him/her at such meetings. The Commander will perform all such other duties as may be assumed incident to the office, or such as delegated by the last preceding Department Convention or by the DEC.

Para 3: In the event of death, resignation, absence, or removal of the Commander; the Senior Vice Commander, and Junior Vice Commander will move up to the next in rank in the order named. The Commander will appoint a new Junior Vice-Commander within thirty days with the approval of the DEC.

Para 4: The Commander may accept the resignation of an Officer, elected, or appointed. In the event the Commander resigns, it should be in writing to the Senior-Vice Commander with a copy to the Adjutant.

Section 8.4: The Senior Vice Commander. The Senior Vice Commander will perform all the duties of the Commander during the Commanders' absence from the State of Washington, or during any incapacity, and perform such other duties as may be assigned to that office by the Commander. The Senior Vice-Commander is the Chairperson of the Department Membership Committee, and such others as deemed necessary by the DEC, or by mandate of the Convention. The Senior Vice Commander will assist the Department Time and Place Committee.

Section 8.5: Junior Vice Commander. The Junior Vice Commander will perform all the duties of the Senior Vice Commander during the Senior Vice Commanders' absence from

the State of Washington, or during any incapacity, and perform such other duties as may be assigned by the Commander, DEC or by Convention Mandate. The Junior Vice Commander will serve on the Interim Membership Committee and such other Committees as deemed appropriate by the Commander, the DEC, or Convention mandate. They will alert the Department to any material of a security concern to our State or Country. They are considered the Americanism Chairperson, and will encourage the display of patriotism and concern for the well-being of our Nation to all members. They will work with the Board of Directors on Publicity.

Section 8.6: Judge Advocate

Para 1: The Judge Advocate is the legal advisor of the Department and will render opinions upon all legal matters and questions arising out of the Department or inter Chapter disputes, upon request of the Department Commander or the DEC.

Para 2: Upon receiving the opinion of the Judge Advocate upon such a question, the Commander will render a decision which is subject to appeal to the DEC and to the Department Convention.

Para 3: The Judge Advocate will pass judgment on the provisions of Chapter and Department Constitution and Bylaws and amendments thereto and approve the same before they are forwarded to the National Judge Advocate for his approval.

Para 4: If in the opinion of the Commander, a matter might be placed before the Judge Advocate which could be construed to be a conflict of interest, it is the Commanders prerogative to instruct the Judge Advocate to refer the matter directly to the National Judge Advocate without comment.

Para 5: The Judge Advocate will serve as the Chairperson of the Constitution and Bylaws Committee.

Section 8.7: Treasurer

Para 1: The Treasurer will be bonded each year at the Department's expense. The Treasurer will keep a complete record of all receipts and disbursements of Department funds and will make an annual financial report to the Department Adjutant, for the year ending June 30th each year within sixty days. The financial report must be reviewed by an independent public accountant if the gross annual income, excluding membership per capita, exceeds \$300,000 from all sources. All Department funds must be deposited in a Bank or Trust Company in the name of the Department. All such funds received in the name of the Department by any Officer or Committee thereof, unless otherwise specified within these Bylaws, State and Federal Law will be delivered to the Treasurer to be deposited forthwith in such a Bank or Trust Company. The Treasurer will ensure Administrators of other fund-raising programs within the Department comply with this mandate.

Para 2: The Treasurer will ensure expending and remitting funds is only by bank checks signed by two (2) of three (3) Elected Officers. The authorized signers will be the Commander, Senior Vice

Commander and Treasurer will be the only personnel on all Department financial accounts.

Para 3: The Treasurer will make disbursements by itemized vouchers in duplicate as provided by the budget approved by the Department Convention. The Treasurer will submit quarterly reports to all Chapters and Department Officers, render a report to the Department Convention and Mid-Year Conference, and give a complete report to the Finance Committee each month. Perform and transact all other duties pertaining to the Office of Treasurer.

Para 4: The Treasurer will designate a depository or depositories for all revenues of this Department. The Treasurer will ensure Administrators of other fund-raising programs within the Department comply with this mandate. Upon designation, the depository or depositories are informed in writing of at least three bonded members of the Department authorized to sign checks upon Department funds.

Para 5: All such funds received in the name of the Department, or by any Officer or Committee thereof, unless otherwise specified within these Bylaws, will be deposited forthwith in such depository or depositories as provided for above; where such funds will be and remain the property of this Department until such time as they are properly expended or remitted in accordance with the provisions of this section, and the regulations of the Finance Committee, or as elsewhere provided for in these Bylaws.

Para 6: The Treasurer is responsible for dispersal of all monies, which will be supported by the voucher system. The Treasurer will maintain all records of employees' withholding taxes and social security.

Section 8.8: Chaplain. The Chaplain will perform such duties as are prescribed by ritual, and perform such other duties as determined by the Department Commander. They will have joint responsibility with the Auxiliary Chaplain in the preparation and presentation of a suitable Memorial Service for our departed Comrades. The Chaplain will perform other duties as outlined in the Officers & Committee Procedure Manual

Section 8.9: Finance Officers. There are three elected Finance Officers: First Year, Second Year and Third Year. The term's First Year position serves for three years, Second Year position serves for two years, and the Third-Year position serves for one year. The Finance Officers will serve as the Finance Committee. Their terms will be staggered and there will be an election each year to replace or fill any vacancy created. ***No two Officers will be from the same Chapter.*** In the event of a vacancy, the Commander will, within thirty days, appoint a replacement to fill the vacancy until the next Department Convention. The appointment will have DEC approval. The appointment may be by mail/email ballot. If a committee person is absent from two successive meetings without sufficient cause the Department Commander will declare this office vacant. Any Committee member may be recalled from his or her office with the approval of the DEC, for just cause.

Section 8.10: Claims and Services Officers. There are three elected Claims and Services Officers: First Year, Second Year and Third Year. The term's First Year position serves for three years, Second Year position serves for two years, and the Third-Year position serves for one year. The Claims and Services Officers will serve as the Claims and Services Committee. Their terms will be staggered and there will be an election each year to replace or fill any vacancy created. ***No two Officers will be***

from the same Chapter. In the event of a vacancy, the Commander will, within thirty days, appoint a replacement to fill the vacancy until the next Department Convention. The appointment will have DEC approval. The appointment may be by mail/email ballot. If a committee person is absent from two successive meetings without sufficient cause the Department Commander will declare this office vacant. Any Committee member may be recalled from his or her office with the approval of the DEC, for just cause.

Article 9 - Department Appointed Positions

Section 9.1: Appointed Officers. Immediately following the adjournment of the Convention, the elected Commander will appoint the Adjutant, Department VA Voluntary Service Representative (VAVS), Officer of the Day, Sergeant at Arms, Color Guard, Department Hospital Services Coordinator (HSC), Hospital Transportation Program Coordinator, Department Inspector, Benefit Protection Team Leader, and any others deemed necessary for the good of the order with the approval of the DEC.

Section 9.2: Department Adjutant

Para 1: The Adjutant will be the Chief Executive Officer of the Department. The Department Adjutant is appointed and serves at the pleasure of the Department Commander. The Adjutant's duties will be to keep a complete record of all business conducted by the Department, Executive Committee and Mid-Year Conference. The Adjutant will oversee the distribution of a monthly bulletin to the Department Officers and Chapters if funding is available. The Adjutant will compose and distribute a monthly email bulletin to the DEC. Chapters will submit any inputs to the Adjutant to be included in the email.

Para 2: The Adjutant keeps a record of all Chapters within the Department, including members thereof, with the provisions within ninety days after the adjournment of the Annual Department Convention. The Adjutant will ensure each Chapter Adjutant receives a roster of the active Chapters with the names and addresses of the Commander, Adjutant, Senior Vice Commander, Junior Vice Commander, Chaplain, and Service Officers of each. The roster will also include a list of all Department Officers, Past Department Commanders, and the National Service Office. The Adjutant may include any additional information as needed.

Para 3: The Adjutant may use the mail ballot to conduct Department business between meetings of the DEC. The emailed ballots will be sent to the DEC for review and action. Ballots will be sent as open email (no blind carbon copies) or carbon copies. A final vote must be submitted within 45 days, this allows for open discussions via **reply to all** email to all voters as deliberation. The ballot is not required to be sent out by registered or certified mail unless the nature of the correspondence is such as to **warrant the same** and ensure the safety of its delivery. If appropriate, and not an emergency, the Department Bulletin may be used. The result of each mail ballot will be published in the next issue of the Department Bulletin and/or on the Department Website, following the completion of the ballot. The same report will be made at the next DEC meeting. All ballots will be kept on file by the Adjutant, open to inspection by any member of the Department, in good standing, until the close of the following Convention, and thereafter be kept in a permanent file for a period of three years.

Para 4: The Adjutant has charge of the Seal of the Department and is responsible for securing and

maintaining the Department Corporation status with the proper State Government Agencies.

Para 5: The Adjutant will serve on any Committees as mandated by the Commander, DEC, or Convention.

Para 6: The Adjutant oversees all correspondence under the name of the Department (except Service Claims). All such correspondence will be over the signature of the Commander or at their direction. The Adjutant may destroy all general correspondence after three years, all financial records after seven years, and will retain membership files permanently.

Para 7: The Adjutant is responsible for submitting an annual financial report to the National Organization by September 28 of each year.

Para 8: Upon taking office, the Adjutant will receive all property of the Department delivered to by the predecessor and deliver to the Commander, and retain one copy for the Department files, an inventory of such property. The Adjutant is responsible for maintaining an inventory of all equipment and supplies belonging to the Department, and all offices affiliated with the Department.

Para 9: The Adjutant will notify the DEC, all Chapters, Officers, Past Department Commanders, and all other interested parties within the Department as to the time, place, and purpose of the meetings of the DEC, if called for special session, and mail to all above parties the minutes of that meeting.

Para 10: The Adjutant is responsible for securing proper Insurance Coverage to insure the Department against potential loss as mandated by the Bylaws.

Para 11: The Adjutant will assist in the organization and reorganization of Chapters.

Para 12: The Adjutant will compile a History of each Chapter of the Department. The Adjutant will solicit the assistance of each Chapter to provide the Adjutant with all the information required to perform this task.

Para 13: The Adjutant is responsible, with the Board of Directors, for providing media coverage and submitting publicity material to the National Magazine for publication, providing local coverage for our Conventions and Conferences. The Adjutant will further ensure timely photographs concerning the activities of the Department are submitted.

Para 14: The Adjutant will serve as an Auxiliary Liaison. The Adjutant will serve as the Commanders' representative in all matters concerning the Auxiliary, and when necessary, serve as the mediator in controversial matters with the Auxiliary. The Adjutant will encourage a compatible relationship between the Auxiliary and the Parent Organization. The responsibility of this office is to assist, wherever possible, and promote the Auxiliary, its activities, and concerns.

Section 9.3: VA Voluntary Service (VAVS) Hospital Coordinator

Para 1: The VAVS Hospital Coordinator will have contact with each Chapter VAVS Representative. They coordinate the reports with the VAVS Representatives to ensure proper credit is

received by the Department and Chapters in areas of hospital work, nursing home care, and related areas of service other than VTN. The VAVS Hospital Coordinator will prepare a report for the Mid-Year Conference and Convention.

Para 2: All solicitations for funds by a Chapter Hospital Chairperson other than their own Chapter funds will be cleared through the VAVS Hospital Coordinator, and accounting will be made to the VAVS Hospital Coordinator who will **report the same** to the Convention.

Para 3: The VAVS Hospital Coordinator will prepare a statement showing the expenditure of funds received from the Department Budget.

Para 4: The VAVS Hospital Coordinator may also hold the position as VAVS Representative for their respective Hospital.

Section 9.4: Officer of the Day. The Officer of the Day will report and escort Distinguished Visitors and Invited Guests to the Station of the Commander and perform other duties as determined by the Commander. More specific details of the duties of the Officer of the Day are found in the Officers & Committee Procedure Manual.

Section 9.5: Sergeant at Arms. The Sergeant at Arms will obey and enforce the orders of the Commander in preserving order at the meetings of the Department Convention and Mid-Year Conference. The Sergeant at Arms will serve as Officer of the Day in the absence of the Officer of the Day. More specific details of the duties of the Sergeant at Arms will be found in the Officers & Committee Procedure Manual.

Section 9.6: Color Guard. The members of the Color Guard are appointed by Chapter A One Chapter #33 and monitored by the Commander. They will be prepared to represent the Department at functions other than Conferences and Conventions when public appearances of the Department Colors are requested.

Section 9.7: Department Inspector. The Inspector will, under the supervision and direction of the Commander, investigate any alleged violations of Chapter, Department or National Constitution and Bylaws, including occurrences which may impugn the integrity or reputation of the organization. The Inspector, at the direction of the Commander, will inspect the books, records, and accounts of any Chapter within the Department or of the Department. Upon completion of an investigation, the Inspector will render a written report of findings and recommendations to the Commander.

Section 9.8: Department Hospital Services Coordinator. The Department Hospital Services Coordinator reports directly to the Department Service Director, or the Department Commander as deemed necessary. The Department Hospital Services Coordinator oversees all Hospital Services Coordinators. The Department Hospital Service Coordinator will be made cognizant of all allocations to each Hospital Service Coordinator for the Department Hospital Transportation Program.

Article 10 - Permanent Department Committees

Section 10.1: Claims and Services

Para 1: The Claims and Services Committee has authority over all rehabilitation and services program activities of the Department, subject to the approval of the Department Convention or the DEC. ***The Committee will not have two members from the same Chapter.***

Para 2: The Claims and Services Committee will coordinate the claims and service work within the Department and by cooperation with the US Department of Veterans Affairs, State of Washington Department of Veterans Affairs, and all agencies devoted to our cause, provide for a full and efficient claims and services organization to assist Disabled Veterans, their widows, and orphans in the State of Washington.

Para 3: Meetings and Records. The Claims and Services Committee may meet one day prior to the opening of the Conference and Convention to discuss personnel matters. At other times, special meetings may be called by written demand of at least two members of the committee with the approval of the Commander. They will also meet at the discretion of the Commander.

Para 4: The Claims and Services Committee will be the exclusive agent of the Department for recommending the disbursement of funds for claims, service, and service activities of the Department and will be responsible for presenting their budget to the Department Budget and Finance Committee. The Committee will be notified at least two weeks prior to any hires or appointments of Hospital Services Coordinator or Department Service Officers allowing the Committee to review relevant paperwork, contracts, and/or qualifications prior to hiring and forwarding their recommendation to the Commander.

Para 5: The Committee will keep, as permanent records, full and accurate minutes of all meetings. It will furnish the Department full and complete copies of the minutes of all meetings. The Committee will make full and complete reports of its activities at the Department Convention and Mid-Year Conference. The Claims and Services Committee will serve without compensation, except for travel and per diem expenses according to Department Bylaws.

Section 10.2: Department Transportation Service Coordinator & Service Director.

Para 1: The Department Commander will appoint a Department Transportation Service Coordinator and a Department Service Director. The Department Transportation Service Coordinator is responsible for the employment of all Hospital Service Coordinators and Volunteer Transportation Network (VTN) program personnel as necessary to accomplish the Transportation activities of the Claims and Services Committee. The work of such Hospital Service Coordinators and VTN personnel will be under the direct control and supervision of the Department Transportation Service Coordinator, who reports to the Commander and the Claims and Services Committee. The Department Service Director is responsible for the employment of such clerks, service officers, and staff personnel, except for Hospital Service Coordinators and VTN program personnel, as necessary to accomplish the activities of the Claims and Services Committee. The work of such clerks and service officers are under the direct control and supervision of the Department Service Director, who

reports to the Commander and the Claims and Services Committee.

Para 2: The Department Service Director and the Supervisor of the National Service Office (NSO) are not entitled to vote. The Department Service Director and the Supervisor NSO will provide advice to the Claims and Services Committee. The Committee may request any individual who may provide pertinent information regarding their operations to appear at no expense to the Department.

Section 10.3: Membership Committee

Para 1: The Department will have a permanent Membership Committee, composed of the Senior Vice Commander as the Membership Committee Chairperson and no more than four additional members, to be appointed by the Commander with approval of the DEC.

Para 2: The Membership Chairperson is responsible for the coordination and implementation of all membership drives and activities.

Para 3: All members obtained by the Membership Committee are assigned in accordance with the National Bylaws.

Para 4: The initial funding for the Membership Program is obtained from the Finance Committee out of funds designated for Membership. Thereafter the Membership Chairperson will provide the Finance Committee with a detailed report on its activities and request each year a sum of money deemed appropriate to pursue its goals.

Section 10.4: Finance/Budget Committee

Para 1: The Department will have a Finance Committee, composed of three elected Finance Officers. The Finance Committee will also serve as members of the Budget Committee at all Department Conventions and Mid-Year Conferences. The Department will operate under a non-deficit budget(s) which will be set up by the Department Finance/Budget Committee convening at each Convention. The budget(s) will be submitted to the Convention for adoption or rejection as a whole. In the event the budget(s) so submitted is rejected, it will be returned to the Finance/Budget Committee with directions for changes and be resubmitted to the Convention for approval or rejection.

Para 2: All funds for the budget must be based on revenue generated from Department Fundraising Programs, Per-Capita Life, and Per-Capita Annual, interest from the Capital Asset Fund, Donations and Grants received the preceding year.

Para 3: Subject to approval by the DEC, the Finance Committee may transfer and authorize expenditures from items within the approved budget for the purposes approved by said budget, as the need may justify, provided the budget for Services and Claims will not be reduced by any such transfer.

Para 4: The Finance Committee function will be to promote and prepare a budget for the money of the Department. All revenues and expenditures of this Department are under the supervision of the

Finance Committee, except those expressly provided elsewhere in the Bylaws. It will present suggested budgets for the Convention. The members of the Finance Committee will see the budget passed at the Department Convention. The annual budgets of the Department will run from adoption at the State Convention to the following State Convention. The Fiscal Year for the Department starts July 1 and ends June 30.

Para 5: The Department Finance Committee will meet at least once in each quarter. The Chairperson of the Committee, and/or the Department Commander may call special meetings of the Committee if of an emergent nature. At least fifteen days' notice of the time and place of the regular or special meeting will be given to all members thereof, and to such other people having business with the Committee, such notice to state the business to be considered. At the first meeting of the Committee, following the Department Convention, they will elect one of their members to serve as the Chairperson of the Finance Committee.

Para 6: It is the responsibility of the Department Finance Committee to provide for the Audit Committee assistance of the audits of all accounts and to see proper bonding is secured for all employees and/or officers who are entrusted with the handling of funds and revenues, and to see the bond premiums are paid and the finances of the Department are handled at all times to ensure an economic and business-like administration of its financial affairs.

Para 7: Individuals responsible to the Finance Committee, and the Department, for any financial records under their supervision whose records are subject to audit, pursuant to these Bylaws, will be provided mileage and/or per diem in accordance with state Bylaws.

Para 8: The members of the Department Finance Committee may engage in developing programs, which will increase revenues of the Department. They will review all Department fundraising proposals and present their recommendations for acceptance or rejection of such proposals to the governing body of this Department.

Para 9: No two members of this Committee will be members of the same Chapter of this Department.

Section 10.5: Benefit Protection Team Leader and Committee

Para 1: The Department will have a Benefit Protection Team, consisting of a Leader and at least two but no more than five members. The Benefit Protection Team Leader will be recommended to the Department Commander by the Benefit Protection Team Committee, for appointment by the Commander, and with the approval of the Executive Committee.

Para 2: The Benefit Protection Team Leader will notify the National Headquarters and the National Benefit Protection Team Leader Chairperson as to their appointment as the Department Benefit Protection Team Leader. The Benefit Protection Team Leader will provide their mailing address and phone number to the Department Representative on the Governor's Veterans Advisory Committee.

Para 3: Benefit Protection Team Leader will avail themselves to the Legislative Leaders in the halls of the State of Washington. They will notify and encourage Chapters and individuals to

correspond with their Legislators on all matters that affect Veterans.

Para 4: Benefit Protection Team Leader will prepare a report for both the Mid-Year Conference and the Department Convention, concerning their activities. They will seek funds from the Finance/Budget Committee in support of the office.

Para 5: The Benefit Protection Team Leader is responsible for informing the Commander, Staff, Chapters, and other interested persons of any legislation, either on a State or National level, which impacts upon Disabled Veterans, their Widows/Widowers, and/or Dependents. The Benefit Protection Team Leader Chairperson is responsible for actively supporting any action by our National Legislative Committee. Upon receipt of requests from the National Organization, they will seek the support of our Congressional delegation as requested.

Para 6: When the Legislature is in session, they will be alert to all bills affecting veterans, and will immediately notify the Commander, and the Chapters.

Para 7: All Appointed Officers in the Department with access or knowledge of pending legislation will notify the Department Benefit Protection Team Leader so appropriate action can be taken. They set up a Department and Chapter Benefit Protection Team Leader Action Program. They will make every attempt to keep each Chapter Benefit Protection Team Leader aware of all pending legislation. This will be done by email, letter, or telephone and on the Department Website.

Para 8: Department Finance Committee may budget monies for printing and mailing such material as is deemed necessary for the performance of this Office.

Para 9: At no time is the Benefit Protection Team Leader to issue a statement or position concerning legislation that would be contrary to the position mandated by the Convention floor, the DEC, or issued by our National Headquarters.

Para 10: They will present a report on activities at the Department Convention and Mid Year Conference. The report will be prepared, orally, and in writing.

Section 10.6: Hospital Transportation Program

Para 1: The Department Transportation Director will supervise the Volunteer Transportation Network (VTN). There will be a report on activity presented two times per year at the Department Convention and Mid-Year Conference.

Para 2: There will be a Volunteer Transportation Committee consisting of the Department Transportation Director, all Hospital Service Coordinators [HSC(s)] in VAMC locations in Washington State and two additional members appointed by the Department Commander. This committee supports the work of the HSCs and the VTN.

Para 3: The Department Transportation Director trains new HSCs for use of the National Reporting program and verifying reports are completed in a timely manner.

Para 4: The Department Transportation Director is the representative of the Department of

Washington at VAMC Transportation Network functions and will be allowed mileage and per diem for these events within the State of Washington if approved by the Commander and the current budget allows.

Para 5: The Department Transportation Director with the Volunteer Transportation Committee will prepare a report for Mid-Year and Convention. Also, prepare a budget for the expenses of HSCs and other expenses for the Finance/Budget Committee.

Article 11 - Interim Department Committees & Appointments

Section 11.1: The following Interim Committees are appointed: Audit, Awards, Budget, Constitution and Bylaws, Credentials, Employment, Fund Raising, Grievance (if needed), Hospital, Time & Place, Women Veterans and Resolutions (if needed).

Section 11.2: Interim Constitution and Bylaws Committee

Para 1: The Department will have an interim Constitution and Bylaws Committee, composed of the Department Judge Advocate as the Constitution and Bylaws Committee Chairperson and no less than three not more than five members.

Para 2: All proposed amendments to this Constitution and Bylaws will be referred to the Constitution and Bylaws Committee, who will make recommendations, relative thereto, to the Department Convention.

Para 3: The Bylaws may be amended at any Department Convention by a vote of two thirds of the total authorized Delegates assembled, provided the Resolutions amending said Bylaws have been read to the Convention Body at least one calendar day before they are voted upon.

Para 4: A proposed Bylaw change may be amended for clarification on the day it is voted on, provided the intent of the proposed change is not altered.

Para 5: After approval by the National Judge Advocate a copy of the Constitution and Bylaws will be posted on the Department Website, provided by email to each Chapter and members who request a copy.

Para 6: The duty of this Committee to update and maintain the Department Constitution and Bylaws to ascertain they are in accordance with the National Constitution and Bylaws.

Para 7: Bylaw changes become effective upon approval of the Convention Body and the approval of the National Judge Advocate.

Section 11.3: Audit Committee. The Audit Committee will consist of at least three members of the Department excluding these Department Officers: Commander, Senior Vice-Commander, Treasurer, Adjutant, and the Finance Committee Chairperson. The Audit Committee will inspect and review all books, records, and transactions three times a year, Mid-Year Conference, February, and the Department Convention.

Section 11.4: Credentials Committee. The Credentials Committee will be named by the Department Commander to be composed of one Delegate from each of three different Chapters. Elections will be possible until the Credentials Committee has prepared the final roll call of registered Officers and Chapters.

Section 11.5: Women Veterans Committee. The Women Veterans Committee works for equal access to benefits and quality health care for women veterans. Advising on and promoting legislation pertaining to women veterans' health care services, infrastructure; suicide prevention, mental health; and other issues that affect women veterans. Develop and promote policy and legislative changes to improve programs and services for women veterans and transform existing systems to better ensure equity among all Veterans.

Section 11.6: Convention Resolutions Committee. To eliminate the possibility of lost resolutions or changed resolutions, it is requested that the person taking the minutes be given the original copy of the resolution and the copy is not to leave his or her possession until incorporated into the minutes. The original and two copies of the resolution passed by the Department Convention will be signed by at least four members of the Convention Resolutions Committee considering such resolutions. All resolutions will be presented to the Adjutant, in triplicate, double-spaced, and they will be recorded, numbered, and distributed to the Committee concerned as determined by the Resolutions Chairperson, Resolutions Clerk, Commander or the Adjutant.

Section 11.7: Time and Place Committee. The purpose of the Time and Place Committee is to make recommendations to the State Executive Committee and its delegates as to the location and dates for the Department Convention and Department Conference.

Article 12 - Board of Directors

Section 12.1: Responsibilities

Para 1: The board of Directors provides oversight and assessment of the operations of the Department. Provide Leadership as a governing body. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate financial resources for the organization to fulfill its mission.

Para 2: Focus on fundraising. Collaborate with the Grant Writing/Fundraising Committee to find potential funders and grant applications. If needed they are also writing proposals, seeking funding, and managing correspondence with grant funders who fund our organization. They should be involved in maintaining relationships with past donors to create repeat donors.

Para 3: With the Junior Vice Commander, enhance the organization's public standings. The board should clearly articulate the organizations' mission, accomplishments, and goals to the public and garner support from the community. Aid in the development of service programs and assist with supporting the different committees of the Department. •

Section 12.2: Members

Para 1: The board is composed of four voting members, including the Department Adjutant, the

Department Senior Vice-Commander, and the immediate Past Department Commander. The Executive Committee will elect the remaining At Large member at the Department Convention. The Department Adjutant or 3-year Finance Committee Person will not be able to serve as the Chairperson of the Board.

Para 2: Annually, following the adjournment of the Department Convention, the Board will select a Chairperson, Vice-Chairperson and Secretary, who will serve one-year terms, or until their successors are appointed/elected.

Para 3: The Department Commander and the Department Judge Advocate will serve as advisors to the Board with the privilege of attending all meetings and sessions of the Board with voice but no vote.

Section 12.3: Vacancies

Para 1: If the Department Adjutant becomes unable or unwilling to serve on the Board of Directors and a vacancy is created. Until a new Department Adjutant is appointed the vacancy on the Board of Directors will be filled by the Department Treasurer.

Para 2: Should the Department Senior Vice Commander or the immediate Past Department Commander become unable to serve on the Board of Directors, the next most senior eligible Department Vice Commander will fill the vacancy until the next Department Convention.

Para 3: Should the Chairperson of the Board become unable to serve, the Vice Chairperson will serve as the Chairperson for the remainder of the unexpired term. If a vacancy of the Vice Chairperson or Secretary occurs, the Commander will appoint an eligible replacement to serve the remainder of the unexpired term.

Section 12.4: Meetings. The Board of Directors will meet not less than once each calendar quarter. A special meeting may be called at any time by the Chairperson of the Board or by any two members upon notice to all members of the Board. Budget and finance will provide funds to cover the travel of the board members.

Article 13 - Fund-Raising

Department Fund-Raising. The revenue of the Department will be derived from the Per Capita contributions and such other sources as may be approved by the Executive Committee and the Convention Body. The Department will have a Fund-Raising Committee, consisting of three members, appointed by the Commander with Executive Committee Approval. They will be actively engaged in the pursuit and development of programs and promotional activities that will increase the revenues of the Department. They are responsible for the formulation and presentation of such programs to the Executive Committee and Governing Body. The Fund-Raising Committee works directly with the Board of Directors to ensure adequate funding is raised to operate the Department.

Article 14 – Miscellaneous

Section 14.1: Corporate Designation and Organization. This Corporation is not organized for profit. It will not issue stock. No part of its net income will be incurred to the benefit of any individual. No member will have any pecuniary interest in any of the income, earnings, assets, or property of this Corporation, nor will any part thereof be withdrawn or distributed to any of its members.

Section 14.2: Lawsuits/Grievances. These Bylaws and all amendments thereto are binding upon all members of this Corporation, including all Chapters within the Department, whether Incorporated or not. All grievances will be held in the following manner: Grievances will be filed in writing with the Department Commander, who, within a reasonable and prudent time will approve or disapprove said grievance. Grievances that are approved will be presented to the DEC. If the Department Commander disapproves of said grievance, said aggrieved must obtain seven DEC members signatures to have said grievance presented to the DEC. If the grievance is denied by the DEC, said aggrieved has the right to appeal to the next higher authority.

Section 14.3: Disabled American Veterans Emblem. No person is authorized to wear, use or display any recognized insignia of the Disabled American Veterans or the Disabled American Veterans Auxiliary in the solicitation of any money or thing of value, or sell, give away or offer to give away any Flag, Flower or other item of personal property unless previously authorized in writing by the Department, except in direct relation to one Forget-Me-Not Drive conducted by a Disabled American Veterans Chapter in strict accordance with these Bylaws and the National Bylaws.

Section 14.4: Travel Expenses

Para 1: The Department will pay authorized travel and per diem expenses to Elected Department Line Officers. If there are no adequate funds available, travel will not be reimbursed to any Officers or Appointed Persons. Others, whose duties require their attendance at official meetings or in the conduct of Official Business of this organization, may be reimbursed, within budget limitations, when authorized in writing by the Department Commander. Travel, to be reimbursed, must be directed in writing by the Commander. Such expenses will be paid for the round-trip transportation between the residence and the place of the meeting, together with such per diem expenses as determined by the Finance Committee.

Para 2: There will not be any reimbursable out of state travel expenses except:

- The Commander to the National Convention, the Mid-Winter Conference in Washington, DC, the Commanders, and Adjutant's workshop in Kentucky (unless redundant), the 19th District Conference called by the 19th District NEC.
- The Senior Vice-Commander to the National Convention, National Mid-Winter Conference and the Commanders and Adjutants course in Kentucky (unless redundant).

- A member may be recommended to attend the National Mid-Winter Conference in Washington DC, by the Commander during the Department Mid-Year Conference and approved by the Executive Committee.
- The Adjutant to the National Convention, the National Mid-Winter Conference in Washington, DC, the Commanders, and Adjutant's workshop in Kentucky (unless redundant), if funds are available.
- The Department Commander or their appointed representative to attend the Departments of Alaska, Idaho, and Oregon Department Conventions (19th District NEC) to represent the Department, if funds are available.

Para 3: No fare, mileage, or per diem expenses will be paid to any officer for attendance at a meeting, when they will be receiving expense for a meeting of any other Committee or Commission of the Department, or any Corporation, State Agency, Subsidiary or Auxiliary of the Department with meetings held at the same time and place.

Para 4: Only the Owner/Operator of the vehicle will be reimbursed mileage for Official travel authorized by the Commander. Passengers in the same vehicle will not be authorized mileage reimbursement.

Section 14.5: National Constitution and By-Laws. To the extent to which any of the provisions of this Constitution and Bylaws are, or may at any time become, inconsistent or in conflict with the provisions of the Constitution and Bylaws and lawful mandates, decisions and regulations of the National Organization, as now in force or as hereafter amended or adopted, this instrument shall be deemed amended as to conform thereto.

CERTIFICATE OF ADOPTION The above Constitution and Bylaws were adopted by the Department of Washington at the June 27, 2025, Convention, subject to approval of the National Judge Advocate.

Stanley K Gunno

Date

National Judge Advocate

Date