

DAV DEPARTMENT OF WASHINGTON

Officers and Committee Members Procedure Manual



This is just a Guide to assist and help you with understanding your job within the
Department ...

{Jobs A to Z}

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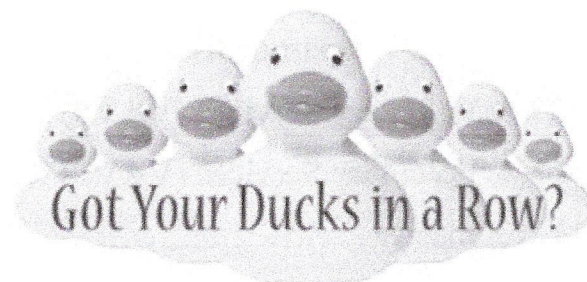
This Manual doesn't replace any provisions or regulations of the References listed below:

References:

- 1) DAV National Constitution, Bylaws, NEC Regulations & Board of Directors Information
- 2) Official Ritual of the Disabled American Veterans / Miscellaneous / Approved Flag Customs
- 3) DAV Department of WA Constitution and Bylaws, Approved by the June 2014 Convention
Approved by DAV National Judge Advocate: 4-13-2015
- 4) **** Other References have been taken from other Departments within DAV to get an idea of what the job(s) are for a Committee (as stated before, this is only a guide and not the Bible) ****

**** Best practices to follow:**

- 1) Ask questions if you don't understand something
- 2) Read a copy of the current revision of the DAV Department of WA Constitution and Bylaws and DAV Nationals Constitution and Bylaws
- 3) create a pass down log for relief or a guide to follow
- 4) be open minded



1) Adjutant (Department)

1. The Adjutant will be the Chief Executive Officer of the Department. (Ref. 3, Sect. 9.6, Para. 1)
2. The Adjutant's duties will be to keep a complete record of all business conducted by the Department, Executive Committee and Mid-Year Conference. (Ref. 3, Sect. 9.6, Para. 1)
3. The Adjutant shall oversee the distribution of a monthly bulletin to the Department Officers and Chapters if funding is available. (Ref. 3, Sect. 9.6, Para. 1)
4. The Adjutant shall keep a record of all Chapters within the Department, including members thereof, with the provisions that within ninety (90) days after the adjournment of the Annual Department Convention. (Ref. 3, Sect. 9.6, Para. 2)
5. 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 shall include any additional information as needed. (Ref. 3, Sect. 9.6, Para. 2)
6. The Adjutant may use the mail ballot to conduct Department business between meetings of the Executive Committee. The ballot is not required to send out by registered or certified mail, unless the nature of the correspondence is such as to warrant same, and insure the safety of its delivery. If appropriate, and not an emergency the Department Bulletin may be used. The result of each mail ballot shall be published in the next issue of the Department Bulletin, following the completion of the ballot. The same report will be made at the next Executive Committee meeting. All ballots will be kept 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 (3) years. (Ref. 3, Sect. 9.6, Para. 3)
7. The Adjutant shall have charge of the Seal of the Department, and is responsible for securing and maintaining our Corporation status with the proper State Government Agencies. (Ref. 3, Sect. 9.6, Para. 4)
8. The Adjutant will serve on any Committees as mandated by the Commander, Executive Committee or Convention. (Ref. 3, Sect. 9.6, Para. 5)
9. The Adjutant shall oversee all correspondence under the name of Department of Washington, Disabled American Veterans, (except Service Claims). All such correspondence shall be over the signature of the Commander or at their direction. The Adjutant may destroy all correspondence after (3) years, all financial records after seven (7) years, and shall retain membership files permanently. (Ref. 3, Sect. 9.6, Para. 6)
10. The Adjutant is responsible for submitting an annual financial report to the National Organization by September 28 of each year. (Ref. 3, Sect. 9.6, Para. 7)

11. Upon taking office, the Adjutant shall receipt for all personal 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. (Ref. 3, Sect. 9.6, Para. 8)
12. The Adjutant is responsible for maintaining an inventory of all equipment and supplies belonging to the Department of Washington, in any and all offices which are affiliated with the Department. (Ref. 3, Sect. 9.6, Para. 8)
13. The Adjutant shall notify the Executive Committee, 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 Executive Committee, if called for special session, and mail to all above parties the minutes of that meeting. (Ref. 3, Sect. 9.6, Para. 9)
14. The Adjutant shall further be responsible for securing proper Insurance Coverage so as to insure the Department against potential loss as mandated by the Bylaws. (Ref. 3, Sect. 9.6, Para. 10)
15. The Adjutant will assist in the organization and reorganization of Chapters. (Ref. 3, Sect. 9.6, Para. 11)
16. The Adjutant will compile a History of each Chapter of the Department, and each Chapter is mandated to provide the Adjutant with all of the assistance required to perform this task. (Ref. 3, Sect. 9.6, Para. 12)
17. The Adjutant is responsible for providing media coverage and submitting publicity material to the National Magazine for publication, provide local coverage for our Conventions and Conferences. The Adjutant will further assure that timely photographs concerning the activities of the Department are submitted. (Ref. 3, Sect. 9.6, Para. 13)
18. The Adjutant will alert the Department to any and all material that is of a security concern to our State or Country. (Ref. 3, Sect. 9.6, Para. 14)
19. The Adjutant is also to be considered the Americanism Chairman, and shall encourage the display of patriotism and concern for the well-being of our Nation to all members. (Ref. 3, Sect. 9.6, Para. 14)
20. While serving as an Auxiliary Liaison, the Adjutant Auxiliary and will encourage a compatible relationship between the Auxiliary and the Parent Organization. The responsibility of this office shall be to assist, wherever possible, and promote the Auxiliary, its activities and concerns. The Adjutant will serve as the Commanders' representative in all matters concerning the Auxiliary, and when necessary shall serve as the mediator in controversial matters. (Ref. 3, Sect. 9.6, Para. 15)
21. 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. (Ref. 3, Sect. 6.1, Para 4)

22. (Dissolution or inactivation of Chapters) Upon becoming aware that a Chapter within the Department of Washington is inactive or defunct, the Department Commander will, in conjunction with the Department Inspector and the Department Adjutant, initiate the following actions: (Ref. 3, Sect. 18.9)

- a) Audit all accounts.
- b) Take personal control of all properties.
- c) Inventory all properties and secure the same.
- d) All monies and securities shall be placed in a separate trust account and be held for eighteen (18) months. At the end of the 18-month period the disposition of said trust will be determined by the Department Finance Committee at Convention.
- e) All physical property so secured will be disposed of at the direction of the Department Commander, if Chapter has not been reactivated during the eighteen (18) month holding period, said property will become the property of the Department of Washington.

23. (Department Convention/Mid-Year Conference) All Chapter Delegates and Alternates shall be elected by their respective Chapters at least 15 days prior to the Convention and shall be certified to the Department on forms provided by the Adjutant. (Ref. 3, Sect. 17.1, Para. 6)

24. Department Adjutant shall render statements to all Chapters within the Department, not less than 30 days before each Department Convention as to their respective indebtedness. On payment of such indebtedness the Chapter shall be considered free and clear of all indebtedness for the limiting purpose to determining whether its Delegates shall be entitled to a seat and vote at said Convention. (Ref. 3, Sect. 17.1, Para. 8)

25. The Adjutant shall keep a record of all Chapters within the Department, including members thereof, and within ninety (90) days after the adjournment of the Annual Department Convention shall mail to each Chapter Adjutant a printed roster of the active Chapters with names and address of the Commander, Adjutant and Service Officers, Department Officers, and such other information as may be appropriate.

26. Shall receive all communications, conduct all correspondence, keep on file copies of same as part of the permanent record of the Department.

27. Shall have and keep accounts and records in condition for audits at all times.

28. Shall mail to all elected State Officers and Finance Committeemen, quarterly reports as of the last days of March, September and December of each year, within forty-five (45) days after each of the said dates, as prepared by a Bookkeeper. Individual copies will be furnished to Chapters upon request.

29. Shall render statements to all Chapters, as of April 30, before each Department Convention of each Chapter's indebtedness to the Department, if any. On payment of such amount, the

Chapter shall be considered free and clear of all indebtedness for the limited purpose of determining whether its delegates shall be entitled to a seat and vote at such Convention.

30. The State Adjutant shall notify the State Executive Committee, their alternates and the adjutants of all Chapters within the Department as to the time, place and purpose of the meetings of the State Executive Committee, and mail to all above offices the minutes of that particular State Executive Committee meeting.

31. The State Adjutant shall receive all resolutions, read, number, record and refer each one to its respective Convention committee.

32. Shall have charge of the seal and financial records of the Department.

33. Upon taking office, shall receipt for all personal property of the Department delivered by his predecessor and deliver to the Commander an inventory of such property.

2) Americanism Chairperson

3) Audit Committee

1. The Department Commander will appoint a three (3) person Audit Committee approved by the SEC excluding these Department Officers: Commander, Senior Vice-Commander, Treasurer, Adjutant and the Finance Committee Chairperson. (Ref. 3, Sect. 7.7)

2. The Audit Committee will inspect and review all books, records and transactions three times a year, Mid-Year Conference, February and the Department Convention. (Ref. 3, Sect. 7.7)

4) Auxiliary Liaison

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

5) Awards Committee

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

6) Benefits Protection Team Leader Chairperson

- 1) The Legislative Chairperson shall be 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. (Ref. 3, Sect. 9.13, Para 1)
2. If at all possible the Legislative Chairperson shall, avail themselves to the Legislative Halls in the State of Washington. They shall notify and encourage Chapters and individuals to correspond with their Legislators on all matters that affect Veterans. (Ref. 3, Sect. 9.13, Para 2)
3. The Legislative Chairperson shall prepare a report for both the Mid-Year Conference and the Department Convention, concerning their activities. The Legislative Chairperson shall seek funds from the Budget Committee, and account for the same to the Finance Committee, in support of the office. (Ref. 3, Sect. 9.13, Para 3)
4. Duty will be to organize and maintain an up to date list of the Benefit Protection Team Leaders at each Washington Chapter and Auxiliary Unit within the Department annually and to insure it is accurate on an ongoing basis, and maintain and deliver the BPTL network list and/or changes of each Chapter/Unit Benefit Protection leader to the Department Legislative Chair on a regular basis such that the Legislative Committee has an active, current and effective team of legislative action team leaders, who in turn have another level of legislative activists ready to react to the need to protect veterans' benefits.
 - a) Develop and maintain the DAV/DAVA legislative email network.

7) Benefits Protection Team Leader Committee

1. There shall be created in the Department of Washington a Benefits Protection Team Committee, consisting of a Chairperson and a coordinator from each of the Districts. The Benefits Protection Team Chairperson Coordinator will be recommended to the Department Commander by the Benefits Protection Team Committee, for appointment by the Commander, and with the approval of the Executive Committee. (Ref. 3, Sect. 7.5, Para 1)
2. The Benefits Protection Team Chairperson shall notify the National Headquarters and the National Legislative Chairperson as to their appointment as the Department Benefits Protection Team Chairperson. The Benefits Protection Team Chairperson will provide their mailing address and phone number to the Department Representative on the Governors Veterans Advisory Committee. (Ref. 3, Sect. 7.5, Para 2)
3. The Benefits Protection Team Chairperson shall be responsible for actively supporting any action by our National Legislative Committee. Upon receipt of requests from the National Organization, they shall seek the support of our Congressional delegation as requested. (Ref. 3, Sect. 7.5, Para 3)

4. When the Legislature is in session, they shall be alert to any and all bills affecting veterans, and shall immediately notify the Commander, and the legislative teams. (Ref. 3, Sect. 7.5, Para 4)
5. All Appointed Officers in the Department with access or knowledge of pending legislation shall notify the Department Legislative Chairperson so appropriate action can be taken. They are responsible for setting up a Department and Chapter Legislative Action Program. They shall make every attempt to keep each Chapter Legislative team leader aware of all pending legislation. This shall be done by letter or phone. (Ref. 3, Sect. 7.5, Para 5)
6. Money may be budgeted by the Department Finance Committee for printing and mailing such material as is deemed necessary for the performance of this Office. (Ref. 3, Sect. 7.5, Para 6)
7. At no time is the Legislative Chairperson to issue a statement or position concerning legislation that would be contrary to the position mandated by the Convention floor, the Department Executive Board, or that issued by our National Headquarters. (Ref. 3, Sect. 7.5, Para 7)
8. They shall be prepared, orally, and in writing, to present a report of his activities to the Department Convention and Mid-Year Conference. (Ref. 3, Sect. 7.5, Para 8)
9. This Committee shall consider all resolutions proposing or requiring legislation on compensation, pensions, legal and guardianship matters and appeals, as well as on all matters of policy and procedure with the United States Department of Veterans Affairs, including problems involving National Service Life Insurance. It shall consider all resolutions not requiring legislation on compensation, pensions, legal and guardianship matters and appeals. (Ref. 4)

8) Board of Directors

1. The board of Directors shall provide oversight and assessment of the operations of the Department (Ref. 3, Sect. 10.1)
2. (Members) The board shall be comprised of six voting members to include the Department Adjutant, the Department Senior Vice-Commander, and the immediate Past Department Commander. The remaining three members shall be appointed by the Commander from the two Department Districts, as recommended by the Directs and one member from the membership at large. This shall take place at the Department Convention and approved by the State Executive Committee. (Ref. 3, Sect. 10.2, Para. 1)
3. Annually, following the adjournment of the Department Convention the Board shall select a Chairperson, Vice-Chairperson and Secretary, who shall serve one year terms, or until their successors are appointed. (Ref. 3, Sect. 10.2, Para. 2)
4. The Department Adjutant or 3 Year Finance Committee Person shall not be able to serve as the Chairperson of the board. (Ref. 3, Sect. 10.4, Para. 3)

5. The Department Commander and the Department Judge Advocate Shall serve as advisors to the Board with privilege of attending all meetings and sessions of the Board with voice but no vote. (Ref. 3, Sect. 10.4, Para. 4)

6. (Meetings) The Board of Directors shall meet not less frequently than once each calendar quarter. A special meeting may be called at any time by the Chairperson of the Board or by any four members upon notice to all members of the Board. Budget and Finance shall provide funds to cover the travel of the board members. (Ref. 3, Sect. 10.4, Para. 4)

9) Budget Committee

1. (Department Budget) The Department of Washington shall operate under a non-deficit budget(s) which shall be set up by the Department Finance Committee and the Convention, Budget Committee, convening at each Convention. The budget(s) shall be submitted to the Convention for adoption or rejection as a whole. In the event the budget(s) so submitted is rejected, it shall be returned to the Finance and Budget Committee, with directions for changes and be resubmitted to the Convention for approval or rejection. (Ref. 3, Sect. 13, Para. 1)

2. Subject to approval by the Executive Committee, 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 that the budget for Services and Claims shall not be reduced by any such transfer. (Ref. 3, Sect. 13, Para. 3)

10) Chaplain (Department)

1. The Chaplain shall perform such duties as are prescribed by ritual, and shall 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. (Ref. 3, Sect. 9.5)

2. Responsibilities: Provides spiritual needs of the Department of Washington and cooperates with Auxiliary Chaplain in planning and presenting the Memorial Service at Department Convention. The Chaplain will attend, if possible, the State Executive Committee meetings. (Ref. 4)

3. The Chaplain shall perform other duties as outlined in the Official Ritual of the Disabled American Veterans / Miscellaneous / Approved Flag Customs. (Ref. 2)

11) Chief of Staff {East Side / West Side}

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

1. The Chief-of-Staff shall be considered the personal advisor to the Commander, aiding in every way possible at official appearances at functions and meetings. The Chief of Staff shall also perform such other duties of similar character as may be assigned by the Commander

2. The State Chief of Staff, shall assist in the organization and reorganization of Chapters. They shall supervise and aid Chapters within their areas to build membership and such other duties as the Commander may direct. The State Chief of Staff shall be responsible to the Commander.

12) Claims and Services Committee

1. The Claims and Services Committee has jurisdiction over all rehabilitation and services program activities of the Department, subject to the approval of the Department Convention or the Department Executive Committee. (Ref. 3, Sect. 7.1, Para. 1)

2. The purpose of the Claims and Services Committee is to 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. (Ref. 3, Sect. 7.1, Para. 2)

3. The Claims and Services Committee shall be composed of three (3) elected members. The Claims and Services Committee officers' terms shall be staggered and there shall be an election each year to replace or fill any vacancy created by death, removal from office, incapacity, absence or other unforeseen circumstances. (Ref. 3, Sect. 7.1, Para. 3)

4. *The Committee shall not have two members from the same Chapter.* (Ref. 3, Sect. 7.1, Para. 3)

5. In the event of a vacancy, the Commander shall, within (30) thirty days appoint a replacement to fill the vacancy until the next State Convention. The appointment shall have Executive Committee approval and may be approved by mail ballot. If a Committee person is absent from two successive meetings without sufficient cause the Department Commander shall declare this office vacant. Any Committee person may be recalled from his or her office with the approval of the State Executive Committee, for just cause. (Ref. 3, Sect. 7.1, Para. 4)

6. (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 (2) members of the committee with the approval of the Commander. They shall also meet at the discretion of the Commander. (Ref. 3, Sect. 7.1, Para. 4 (a))

7. The Claims and Services Committee shall be the exclusive agent of the Department for recommending the disbursement of funds for claims, service, and service activities of the Department and shall be responsible for presenting the budget to the Department Budget and Finance Committee. (Ref. 3, Sect. 7.1, Para. 4 (b))

8. The Committee shall keep, as permanent records, full and accurate minutes of all meetings. It shall furnish to the Department of Washington, full and complete copies of the minutes of all meetings. The Committee shall make full and complete reports of its activities to the Department Convention and Mid-Year Conference. (Ref. 3, Sect. 7.1, Para. 4 (c))

9. The Claims and Services Committee shall serve without compensation, except for travel and per diem expenses according to Department of Washington Bylaws. (Ref. 3, Sect. 7.1, Para. 4 (c))

13) Color Guard

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

As of June 2016 Convention – The Department of WA doesn't have a Color Guard

Suggest adding that the Color Guard is the individuals who sit next to the flags. They should have a cover, set at attention, no movement or talking

1. The members of the Color Guard shall be appointed by the Commander at the close of Convention. (Ref. 3, Sect. 9.14)
2. They shall obtain their instructions from the Sergeant at Arms. (Ref. 3, Sect. 9.10, Para. 1)
3. They shall be prepared to represent the Department at functions other than Conferences and Conventions where public appearances of the Department Colors are requested. (Ref. 3, Sect. 9.10, Para. 1)

14) Commander

1. A duly elected and installed Department Commander shall not succeed themselves more than once. The Department Commander shall not hold any other elected or appointed department office while serving as Department Commander. (Ref: 3: Sect 6.1, Para 3)
2. The Commander in office at the time of the National Convention shall automatically be declared the Department Delegate to such National Convention to represent the Department of Washington. In the event of the inability of the Department Commander to attend such National Convention, they shall appoint the next highest available elected Department Officer to serve in their place. (Ref: 3: Sect 6.2, Para 1)
3. The Commander shall preside at the Department Conventions and Conferences. The Commander shall maintain order, and dispatch such business as may legally come before him/her at such meetings. The Commander shall perform all such other duties as may reasonably be assumed incident to the office, or such as are delegated by the last preceding Department Convention or by the Department Executive Committee. (Ref: 3: Sect 6.2, Para 2)
4. In the event of death, resignation, absence or removal of the Commander; the Senior Vice Commander, the First Junior Vice Commander, and the Second Junior Vice Commander shall move up to the next in rank in the order named. The Commander shall appoint a new Second Junior Vice-Commander within thirty (30) days with the approval of the Department Executive Committee. (Ref: 3: Sect 6.2, Para 3)

5. 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. (Ref: 3: Sect 6.2, Para 4)

6. (Tenure of Office) The tenure of office of Officers shall be from the adjournment of the Convention at which they are elected or appointed, until the adjournment of the following Convention, except as otherwise herein stated. (Ref: 3: Sect 6.3, Para 1)

7. (Appointed Officers) Immediately following the adjournment of the Convention, the elected Commander shall, with the approval of the Executive Committee, appoint the Adjutant. The office of the Adjutant may be combined with that of the Treasurer. (Ref: 3: Sect 6.4, Para 1)

8. The following Officers shall be appointed by the Commander, subject to Executive Committee approval: (Ref: 3: Sect 6.4, Para 2)

- | | |
|---|------------------------------------|
| a) Adjutant | g) Color Guard |
| b) Convention Adviser/Chairperson | h) Department Hospital Chairperson |
| c) Department Service Director | i) Inspector |
| d) Department Hospital Services Coordinator | j) Officer of the Day |
| e) Benefits Protection Team Leader | k) Sergeant at Arms |
| f) Department VA Voluntary Service Representative | |

9. The Commander may appoint such others as deemed necessary for the proper conduct of Departmental affairs. (Ref: 3: Sect 6.4, Para 4)

10. The Commander is the spokesperson for the Department of Washington. At all times and places, their conduct shall be such as reflects favorably upon the Disabled American Veterans. (Ref: 3: Sect 9.1)

11. (Convention Procedures) The Department Commander or his Representative shall be the Chairperson of the Convention; the Adjutant or duly appointed Representative shall be responsible for the taking of the minutes of the Convention and the recording of same at all sessions. Complete minutes of the official proceedings will be kept. (Ref: 3: Sect 17.3, Para 1)

12. (Dissolution or inactivation of Chapters) Upon becoming aware that a Chapter within the Department of Washington is inactive or defunct, the Department Commander will, in conjunction with the Department Inspector and the Department Adjutant, initiate the following actions: (Ref: 3: Sect 18.9)

- a) Audit all accounts.
- b) Take personal control of all properties.
- c) Inventory all properties and secure the same.

d) All monies and securities shall be placed in a separate trust account and be held for eighteen (18) months. At the end of the 18-month period the disposition of said trust will be determined by the Department Finance Committee at Convention.

e) All physical property so secured will be disposed of at the direction of the Department Commander, if Chapter has not been reactivated during the eighteen (18) month holding period, said property will become the property of the Department of Washington.

13. The tenure of office officers shall be from the adjournment of the Convention at which they are elected or appointed. until the adjournment of the following Convention, except as otherwise herein stated. (Ref: 3: Sect 6.3 Para. 1)

14. The Commander shall perform other duties as outlined in the Official Ritual of the Disabled American Veterans / Miscellaneous / Approved Flag Customs. (Ref. 2)

15) Constitution and Bylaws (Convention Committee)

1. There shall be within the Department of Washington, an interim Constitution and Bylaws Committee, composed of the Department Judge Advocate as the Constitution and Bylaws Committee Chairperson and no less than three (3) nor more than five (5) members. (Ref. 3, Sect. 7.2, Para. 1)

2. All proposed amendments to this Constitution and Bylaws shall be referred to the Constitution and Bylaws Committee, who shall make recommendations, relative thereto, to the Department Convention. (Ref. 3, Sect. 7.1, Para. 2)

3. It shall be the duty of this Committee to update and maintain the Department Constitution and Bylaws to ascertain that they are in accord with the National Constitution and Bylaws. (Ref. 3, Sect. 7.1, Para. 3)

4. Bylaw changes shall become effective upon approval of the Convention Body and the approval of the National Judge Advocate. (Ref. 3, Sect. 7.1, Para. 4)

16) Convention Advisor / Chair

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

17) Convention Booklet Committee

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

18) Credentials (Convention Committee)

1. The Credentials Committee shall be named by the Department Commander to be composed of one Delegate from each of three (3) different Chapters who will be assisted by the Treasurer. No voting shall be possible until the Credentials Committee has prepared the roll-call of registered Officers and Chapters which must be reported at the first business session of the Convention. (Ref. 3, Sect. 17.2, Para. 2)

2. This Committee shall in accordance with the provisions of the National Bylaws and the Convention Rules determine the eligibility of all persons seated and voting in the State Convention and the delegates as to the number of votes to which each delegation is entitled.

19) Employment Committee

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

1. This Committee shall consider all matters concerning all forms of employment of disabled veterans as well as preference rights in examination, appointments, retention, promotions 50 or employment or reemployment rights in Federal Civil Service and in state, county and city governments. This Committee will also consider matters relating to vocational rehabilitation, education and training for veterans and their eligible dependents.

20) Finance Committee (Department)

1. There shall be within the Department of Washington a Finance Committee, composed of three (3) elected Finance Officers. (Ref. 3, Sect. 7.4, Para. 1)

2. The three (3) Finance officers shall be elected for three (3) year terms. The Finance Committee officers' terms shall be staggered and there shall be an election each year to replace or fill any vacancy created by death, removal from office, incapacity, absence or other unforeseen circumstances. In the event of a vacancy, the Commander shall, within thirty (30) days appoint a replacement to fill the vacancy until the next State Convention. The appointment shall have Executive Committee approval and may be approved by mail ballot. (Ref. 3, Sect. 7.4, Para. 1)

3. The Finance Committee function will be to promote and prepare a budget for the money of the Department. The Finance Committee will also serve as members of the Budget Committee at all Department Conventions and Mid-Year Conferences. All revenues and expenditures of this Department shall be 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 that the budget passed at the Department Convention is followed by the Department Officers. (Ref. 3, Sect. 7.4, Para. 3)

(a) The annual budgets of the Department of Washington shall run from adoption by the State Convention to the following State Convention.

(b) The Fiscal Year for the Department of Washington shall start July 1 and end June 30.

4. The Department Finance Committee shall 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 (15) days' notice of the time and place of the regular or special meeting shall be given to all members thereof, and to such other persons 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 shall elect one of their members to serve as the Chairperson of the Finance Committee. (Ref. 3, Sect. 7.4, Para. 4)

5. It shall be the responsibility of the Department Finance Committee to provide for the Audit Committee assistance of the audits of all accounts and to see that proper bonding is secured for all employees and/or officers who are entrusted with the handling of funds and revenues, and to see that the bond premiums are paid and that the finances of the Department are handled at all times to ensure an economic and business like administration of its financial affairs. (Ref. 3, Sect. 7.4, Para. 5)

6. Individuals responsible to the Finance Committee, and the Department of Washington, for any financial records under their supervision whose records are subject to audit, pursuant to these Bylaws, shall be provided mileage and/or per diem in accordance with established policy. (Ref. 3, Sect. 7.4, Para. 6)

7. The members of the Department Finance Committee may engage in developing programs which will increase revenues of the Department of Washington. They shall review all Department fund raising proposals and present their recommendations for acceptance or rejection of such proposals to the governing body of this Department. (Ref. 3, Sect. 7.4, Para. 7)

8. *No two (2) members of this Committee shall be members of the same Chapter of this Department.* (Ref. 3, Sect. 7.4, Para. 8)

21) 1st Junior Vice Commander

1. The First Junior Vice-Commander shall perform all the duties of the Senior Vice-Commander during the Senior Vice-Commanders' absence from the State of Washington, or during any incapacity to act, and shall also perform such other duties as may reasonably be assigned by the Commander, Executive Committee or by Convention Mandate. (Ref: 3: Sect 9.3, Para 1)

2. The First Junior Vice-Commander shall serve on the Interim Membership Committee and such other Committees as deemed appropriate by the Commander, the Executive Committee, or Convention mandate. (Ref: 3: Sect 9.3, Para 2)

3. The 1st Jr. Vice Commander shall have the responsibility to work closely with the WA Department VAVS and LVAP coordinators to assist in promoting volunteerism in Chapters and Units and promoting the use of the processes used to capture / record volunteer activities and hours and recording of the same. This responsibility will include a status report of actions taken and results at the Executive Committee meeting at the following Department convention.

22) Fund Raising Committee

1. Any Fund Raising Programs, under the sponsorship of the Department of Washington, shall be in accordance with the National Constitution and Bylaws. (Ref. 3, Sect. 12.1, Para 2)

2. There shall be created in the Department of Washington, a Fund Raising Committee, consisting of three (3) members, appointed by the Commander with Executive Committee Approval. They shall be actively engaged in the pursuit and development of programs and promotional activities which will increase the revenues of the Department of Washington. They shall be responsible for the formulation and presentation of such programs to the Executive Committee and Governing Body. (Ref. 3, Sect. 7.7)

23) Grant Writing

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

24) Grievance Committee

1. Any and all grievances will be held in the following manner: Grievances shall be filed in writing with the Department Commander, who, within a reasonable and prudent time will approve or disapprove said grievance. Approved grievances will be presented to the Department Executive Committee. If the Department Commander disapproves said grievance, said aggrieved must obtain seven (7) Department Executive Committee Members signatures to have said grievance presented to the Department Executive Committee. If the grievance is denied by the Department Executive Committee, said aggrieved has the right to appeal to the next higher authority. (Ref. 3, Sect. 18.2, Para. 2)

25) Historian and/or Photographer

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

The Historian shall be the publicity officer and photographer of the Department, and may regularly furnish publicity matters for the Department to the National Organization and to the newspapers in this state, with the approval of the Department Commander. The Historian shall submit a written report at the Department Convention; a history of the current year.

26) Hospital Chair

27) Hospital Committee

1. This Committee shall consider questions concerning the standards of medical care delivery by VA hospitals and outpatient clinics, and all matters pertaining to the DAV voluntary service programs.
2. This committee will be chaired by the Department VAVS State Chairman and will elect a vice-chairman. It will be the duty of this committee to keep the Department members informed on the status of the VA Hospitals located within the State of Washington, to include all State Veterans Centers and to initiate and sponsor programs that will provide for morale and welfare of patients admitted to these facilities.

28) Hospital Services Coordinator (Department)

1. The Department Hospital Service Coordinator shall report directly to the Claims and Services or the Department Commander as deemed necessary. (Ref. 3, Sect. 9.16, Para 1)
2. The Department Hospital Service Coordinator is in charge of all Hospital Service Coordinators. (Ref. 3, Sect. 9.16, Para 2)
3. The Department Hospital Service Coordinator will be made cognizant of all allocations to each Hospital Service Coordinator for the Department Hospital Transportation Program. (Ref. 3, Sect. 9.16, Para 3)
4. Purpose: The Department Hospital Service Coordinators shall manage the Department transportation network and providing service-related work at the assigned VA Medical Facility to assist disabled veterans to obtain transportation to and from their medical appointments. Transportation will normally be provided using the vans, normally acquired by the DAV, maintained by their respective VAMC and driven by VAVS volunteers.
5. Number of HSC Positions: Four (4) full-time HSC positions may be filled, one for each Veterans Affairs Medical Center (VAMC) other locations as required in the State of Washington.
6. Hiring: Based upon the recommendation of the Department Transportation Network Coordinator, the Department Service Director has probationary hiring authority to interview and hire HSCs, to ensure that the candidate HSC meets the qualification requirements establish by the VA and to determine that the candidate is capable and willing to perform the requisite duties required of the position.
9. New hires, selected by the Department Service Director, will serve on a probationary or trial basis. Final selection of the new hire is subject to ratification by the VA. Department Service Director recommendations for removal of an individual is subject the ratification by the Department _____.

* HSC and Department Transportation Network Coordinator Qualifications:

- a. Must be a member in good standing of the Disabled American Veterans, as defined in the National DAV Bylaws, Article 11 or Auxiliary.

b. Possess the abilities to:

1. Manage an office efficiently and effectively.
2. Provide services to military and veteran personnel.
3. Maintain records as required by the DAV and the VA.
4. Establish and maintain effective working relationships with DAV and VA personnel, and with veterans, their dependents, community organization, and related governmental agencies.

c. Applicants who meet the basic qualifications described above will be rated and ranked on the relative extent to which they possess the knowledge, skills, abilities and other characteristics listed in the rating factors below:

1. Analytical and decision making ability.
2. Oral Communication Skills.
3. Written Communication Skills.
4. Ability to work with others.
5. Ability to implement management goals.
6. Ability to work independently.

* HSC and Transportation Network Coordinator Duties:

- a. Department Hospital Service Coordinators (HSCs) shall be assigned to and occupy a designated workstation at a specific Veterans Affairs Medical Centers (VAMC) and other locations as required. They will operate under the direct supervision of the **Department Service Director**.
- b. A single Transportation Network Coordinator will be appointed to serve as an overall coordinator/trainer for the Transportation Network and shall have oversight of all HSCs.

* All HSCs will be under the supervision of the **Department Transportation Coordinator, who in turn is under the direct supervision of the Department Service Director.**

Department Hospital Service Coordinators shall manage the VAMC Transportation Network to assist disabled veterans to obtain transportation to and from their medical appointments. Transportation will normally be provided using the vans, normally acquired by the DAV, maintained by their respective VAMC and driven by VAVS volunteers.

The HSC is responsible for setting up a DAV Office of Transportation at each assigned Washington VA Medical Facility making sure it is adequately staffed to ensure that the transportation needs of veterans are met through the coordination of the DAV Transportation Network volunteers.

HSCs are responsible for keeping adequate records on the DAV Transportation Network which will include, as a minimum:

- Names of volunteers
- Individual volunteer hours.
- Mileage traveled.

Date, time, place and names of veterans transported.

HSCs will coordinate the DAV Transportation Program with the VA Chief of Voluntary Service to ensure that the VA officially recognizes all volunteers involved as DAV/DAVA VAVS volunteers and their time spent are recorded as official VAVS hours.

HSCs will ensure that all transportation provided by volunteers is approved by the VA Chief of Voluntary Services, or the designated representative for VAVS activities. HSCs are required to keep the DAV/DAVA VAVS Hospital Representatives informed of the DAV Transportation Network Program.

HSCs will recruit transportation volunteers who meet the following criteria:

- Have completed a volunteer orientation as directed by the VA Chief of Volunteer Services at the respective VA Medical Facility.

- Has signed the waiver of compensation (VA Form 10-5390) as required.

- Meet the Department of Veterans Affairs requirements related to having a safe driving record and automobile insurance. This documentation will be maintained in the volunteer's personal records file located in the VA Medical Facility's Voluntary Service Office.

- Satisfy the physical examination standards and requirements established by the VAMC.

HSCs are responsible for publicizing the DAV Transportation Network.

HSCs are responsible for involving DAV Chapters and Auxiliary Units in the DAV Transportation Program.

HSCs are responsible for working with the Department Service Director (DSD) in preparing an appropriate budget for the Department Transportation Program

HSC will render monthly reports of Transportation Network activities to the National VAVS Office with information copies to the Department Transportation Coordinator and the Department Service Director. As a minimum, monthly reports will include:

- Number of veterans transported.
- Number of hours in the performance of duties.
- Mileage driven.

HSC may be required to attend the Department of Washington Fall Conferences and/or the Department Annual Convention and any other meeting as requested by the Department Service Director.

All HSCs will maintain a record of expenses incurred as a direct result of their HSC duties, supported by receipts for submission to and endorsement by the Department Service Director in accordance with the current Department Budget and Budget Guidelines.

29) Hospital Transportation Program

1. The Department Transportation Director shall supervise the Volunteer Transportation Network (VTN). There shall be a report of activity presented two times per year at the Department Convention and Mid-Year Conference. (Ref. 3, Sect. 7.6, Para. 1)
2. Authorized mileage reimbursement for Privately Owned Vehicles carrying Washington State Veterans from the Portland, Oregon VA Medical Center (VAMC) catchment area in Washington for the purpose of medical appointments in the Portland VAMC shall be paid directly by the Department of Washington Hospital Program, or the Department of Washington may reimburse the Department of Oregon for such payments. This accounting will be provided by the Vancouver/Portland Representative. (Ref. 3, Sect. 7.6, Para. 2)
{Check with Frank Hyatt – this may need to be deleted from the Dept Bylaws}
3. There shall be a Volunteer Transportation Committee consisting of the Department Transportation Director, all Hospital Service Coordinators [HSC(s)] in VAMC locations in Washington State and one representative from each District appointed by the Department Commander. This committee shall support the work of the HSCs and the VTN. (Ref. 3, Sect. 7.6, Para. 3)
4. The Department Transportation Director shall train new HSCs for use of the National Reporting program and verify reports are completed in a timely manner. (Ref. 3, Sect. 7.4, Para. 4)
5. The Department Transportation Director shall be the representative of the Department of Washington at VAMC Transportation Network functions and shall be allowed mileage and per diem for these events within the State of Washington if approved by the Commander and the current budget allows. (Ref. 3, Sect. 7.4, Para. 5)
6. The Department Transportation Director shall with the Volunteer Transportation Committee prepare a report for Mid-Year and Convention. Also, prepare a budget for the expenses of HSCs and other expenses for the Department Budget Committee. (Ref. 3, Sect. 7.4, Para. 6)

30) Inspector

1. The Inspector shall, under the supervision and directions of the Commander, investigate any alleged violations of Chapter, Department or National Constitution and Bylaws, including but not limited to occurrences which may *impugn* the integrity or reputation of the organization. (Ref. 3, Sect. 9.15, Para. 1)
{impugn means to challenge as false (another's statements, motives, etc.); cast doubt upon}

2. The Inspector, at the direction of the Commander, shall inspect the books, records, and accounts of any Chapter within the Department or of the Department. (Ref. 3, Sect. 9.15, Para. 2)

3. Upon completion of an investigation the Inspector shall render a written report of findings and recommendations to the Commander. (Ref. 3, Sect. 9.15, Para. 3)

4. (Dissolution or inactivation of Chapters) Upon becoming aware that a Chapter within the Department of Washington is inactive or defunct, the Department Commander will, in conjunction with the Department Inspector and the Department Adjutant, initiate the following actions: (Ref. 3, Sect. 18.9)

a) Audit all accounts.

b) Take personal control of all properties.

c) Inventory all properties and secure the same.

d) All monies and securities shall be placed in a separate trust account and be held for eighteen (18) months. At the end of the 18-month period the disposition of said trust will be determined by the Department Finance Committee at Convention.

e) All physical property so secured will be disposed of at the direction of the Department Commander, if Chapter has not been reactivated during the eighteen (18) month holding period, said property will become the property of the Department of Washington.

5. The Department Inspector will, at the direction of the Department Commander, or by a majority vote of the SEC or Convention, investigate any alleged violations of the National or the Department Constitution and Bylaws, except that such Inspector will not investigate any matter within his own chapter. In this instance the Department Commander must appoint a special investigator. He will make a full written report to the Department Commander monthly and/or within thirty (30) business days of the close of the investigation.

6. Department Inspector shall, under the supervision and direction of the Department Commander, investigate any alleged violation of Chapter, Department or National Constitution and Bylaws, including but not limited to occurrences, which may impugn the integrity or reputation of the organization. Directed inspectors may be required to address complaints, allegations, discontent reported to the Department Commander.

Need to add something in this area to talk about induvial of a Chapter on investigation

31) Judge Advocate (JA)

1. The Judge Advocate shall be the legal advisor of the Department and shall render opinions upon all legal matters and questions arising out of the Department, inter-Chapter, and/or intra-Chapter disputes, upon request of the Department Commander, or the Executive Committee and the Department Convention. (Ref. 3, Sect. 9.6, Para. 1)

2. Upon receiving the opinion of the Judge Advocate upon such question, the Commander shall render a decision which shall be subject to appeal to the Executive Committee and to the Department Convention. (Ref. 3, Sect. 9.6, Para. 2)
3. The Judge Advocate shall pass judgment on the provisions of Chapter and Department Constitution and Bylaws and amendments thereto, and approve same before they are forwarded to the National Judge Advocate for his approval. (Ref. 3, Sect. 9.6, Para. 3)
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 shall be the Commanders prerogative to instruct the Judge Advocate to refer the matter directly to the National Judge Advocate without comment. (Ref. 3, Sect. 9.6, Para. 4)
5. The Judge Advocate must approve or disapprove all amendments to the Department Bylaws and all Chapter Constitutions and/or Bylaws and any amendments thereto. Any disapproval thereof shall be final, unless set aside by the National Judge Advocate. (Ref. 4)
6. Shall preside over contested hearings as law judge thereof, with the power to swear witnesses, rule on questions of law, fairly comment on the evidence and instruct the body conducting the hearings as to questions of law. Any member or chapter, a party to the controversy, may designate a person to represent them, without cost to the Department. (Ref. 4)
7. Shall have the discretionary power to render opinions which, if adopted by the State Commander as the latter's decision, shall be final, subject to an appeal to the State Executive Committee at its next meeting. (Ref. 4)

32) Membership (Convention Committee)

1. There shall be within the Department of Washington a permanent Membership Committee, composed of the Senior Vice Commander as the Membership Committee Chairperson and no more than four (4) additional members, to be appointed by the Commander with approval of the Executive Committee. (Ref. 3, Sect. 7.3, Para. 1)
2. The Membership Chairperson shall be responsible for the coordination and implementation of all membership drives and activities. (Ref. 3, Sect. 7.3, Para. 2)
3. All members obtained by the Membership Committee shall be assigned in accordance with the National Bylaws. (Ref. 3, Sect. 7.3, Para. 3)
4. The initial funding for the Membership Program shall be obtained from the Finance Committee out of funds designated for Membership. Thereafter the Chairperson shall provide to the Membership and the Finance Committee a detailed report of its activities and request each year a sum of monies deemed appropriate to pursue its goals. (Ref. 3, Sect. 7.3, Para. 4)

33) National Guest Representative

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

34) Nominating Committee

1. The Department Commander will appoint a Chairman and Recorder.
2. Prior to nominations at our annual Department Convention, this committee at the direction of the Chair will conduct interviews of all members in good standing who seek an elected office within the Department.
3. Prior to the actual opening of the floor for nominations and elections the Committee Chairman will announce the committee's recommendations for each office.

35) Officer of the Day (OOD)

1. The Officer of the Day shall report and escort Distinguished Visitors or Invited Guests to the Station of the Commander and perform other duties as determined by the commander (Ref. 3, Sect. 9.11, Para. 1)
2. The Officer of the Day shall be responsible for the military and patriotic aspects of all meetings and functions including the presentation and retirement of the Department Colors at those functions where appropriate.
3. The Officer of the Day shall act as escort to guests and visitors who are being presented at Department functions or meetings, and shall instruct and encourage chapter Officers of the Day in the performance of their duties as described in the DAV ritual.
4. The Officer of the Day shall perform other duties as outlined in the Official Ritual of the Disabled American Veterans / Miscellaneous / Approved Flag Customs. (Ref. 2)

36) POW/MIA Committee

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

37) Public Relations Representative

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

38) Publicity Chairperson

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

39) Rehabilitation Committee

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

The Rehabilitation and Hospital Committee shall be composed of **eight (8) members of the department**. The members shall be appointed as follows: the State VAVS Chairman, a VAVS representative from each of the four (4) Veterans Administration Medical Centers (xxxx, xxxx, xxxx, and xxxx), the associate VAVS representative from the Veterans Administration Medical Centers at xxxx. xxxx, and xxxx, Liaison Officers of the State Veterans Homes at xxxx and xxxx and the Department Service Director. The National Service Director Supervisor or his/her assistant or associate at the VA Regional Office in Seattle, to serve on committee in an advisory capacity as non-voting members. The VAVS chair shall be the chairperson.

The Rehabilitation and Hospital Committee shall be composed of **eight (8) members of the department**. The members shall be appointed as follows: The State VAVS Chairman, a VAVS representative from each of the four (4) Veterans Administration Medical Centers (Madison, Tomah, Milwaukee, Twin Ports), the associate VAVS representative from the Veterans Administration Medical Centers at Minneapolis, Minnesota and Iron Mountain, Michigan, Liaison Officers of the State Veterans Homes at King and Union Grove and the Department Service Director. The National Service Officer Supervisor or his/her assistant or associate at the VA Regional Office in Milwaukee, and the chairman of the Tomah Christmas Store, appointed by the Auxiliary Department Commander, to serve on the committee in an advisory capacity as non-voting members. The state VAVS chairman shall be the chairman.

a. the duties and responsibilities of this committee shall be, but not limited to, survey and recommend to the State Executive Committee advisable actions, and programs to promote the welfare of hospitalized veterans and their dependents and outline programs of service work in the department. The committee shall meet immediately prior to the department convention, at Department Fall Conference, or at the call of the chairman with the approval of the State Executive Committee.

(a) The duties and responsibilities of this committee shall be, but not limited to, to survey and recommend to the Department Executive Committee advisable actions, and programs to promote the welfare of hospitalized veterans and their dependents, and outline programs of service work in the department. The committee shall meet immediately prior to the department convention, at Department Fall Conference, or at the call of the chairman with the approval of the Department Executive Committee. The Iron Mountain, MI VAVS Representative will be considered annually, when setting the budget, for travel to and from these meetings, at the recommendation of the VAVS Chairman.

b. The state VAVS chairperson shall be recognized as the Department Liaison between the Veterans Administration hospitals and the department and shall comply with all regulations from the National VAVS representative. The chairperson shall be someone that is knowledgeable in the duties as VAVS, but shall not be the VAVS Representative or the deputy.

(b) The state VAVS chairman shall be recognized as the Department Liaison between the Veterans Administration hospitals and the department and shall comply with all regulations from the National VAVS representative. The chairman shall be someone that is knowledgeable in the duties of VAVS, but shall not be a VAVS representative or deputy.

c. In the appropriate years, the Department Commander may recommend for certification to the National VAVS Program Director and the National Commander, the name of a member of this Department to be considered for the position of State VAVS Chairperson. The state VAVS chairperson will be responsible for coordination the VAVS program in the department and educating the DAV Units as to their responsibilities in the hospital program. He or she will be responsible for seeing that each VA hospital within the state is properly covered by a VAVS representative, shall recommend to the National VAVS representative the name of prospective hospital representative and shall require that each VAVS representative submits a monthly activities report to the National VAVS representative with copies to the state VAVS chairperson and the Department Adjutant.

(c) In the appropriate years, the Department Commander may recommend for certification to the National VAVS Program Director and the National Commander, the name of a member of this Department to be considered for the position of State VAVS Chairman. The state VAVS chairman will be responsible for coordinating the VAVS program in the department and educating the DAV units as to their responsibilities in the hospital program. He or she will be responsible for seeing that each VA hospital within the state is properly covered by a VAVS representative, shall recommend to the National VAVS representative the name or names of prospective hospital representatives and shall require that each VAVS representative submits a monthly activities report to the National VAVS representative with copies to the state VAVS chairman and the Department Adjutant.

The state VAVS chairperson shall impress upon department officials, chapters, officers and DAV members the importance of complete cooperation with hospital VAVS representatives, both financially and in service rendered. He or she shall visit each VA hospital in Washington at least once a year to evaluate our organization's participation in the hospital voluntary program. Mileage and per diem shall be provided by the Department Finance Committee.

The state VAVS chairman shall impress upon department officials, chapter, officers and DAV members the importance of complete cooperation with hospital VAVS representatives, both financially and in service rendered. He or she shall visit each VA hospital in Wisconsin at least once a year to evaluate our organization's participation in the hospital voluntary program. Mileage and per diem shall be provided by the Department Finance Committee.

40) Resolutions Committee

1. In order 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 that such copy is not to leave his or her possession until incorporated into the minutes. The original and two copies (2) of the Resolutions passed by the Department Convention shall be signed by at least four (4) members of the Convention Committee considering such Resolutions. All resolutions shall be presented to the Adjutant, in triplicate, double spaced, and they shall be recorded, numbered and distributed to the Committee concerned as determined by the Resolutions Chairperson, Resolutions Clerk, Commander or the Adjutant. (Ref. 3, Sect. 17.2, Para. 3)

2. It will be the duty of this committee to meet as necessary, elect its own chairman and vice-chairman, and render a report to the Department Convention on all resolutions reviewed by the committee. This committee will consist of not less than three (3) members. All resolutions must be submitted to the office of the Department Adjutant electronically, printed or typewritten and signed by the sponsoring Chapter or individual committee. Except for a required signature, no

resolution will be rejected on any technicality or for any defect in form. All resolutions must be in Department Headquarters thirty (30) days before the Convention. The SEC may adopt any resolution that pertains to Federal or State Legislation concerning Veterans.

3. This Committee shall consider all matters which are not covered by the resolutions referable to other committees of the Convention, and shall formulate and give expressions of thanks, appreciation and condolences, in resolution form. It shall consider all matters referred to it which pertain to citizenship, Americanism, national defense or the security of the United States.

41) 2nd Junior Vice Commander

1. The Second Junior Vice-Commander shall perform the duties of the First Junior Vice-Commander, during the Second Junior Vice-Commanders' absence, or during incapacity, and shall perform such other duties as may be reasonably be assigned by the Commander, Executive Committee or by Convention Mandate (Ref: 3: Sect 9.4, Para 1)

2. The Second Junior Vice-Commander shall serve as Public Relations Representative and provide necessary publicity to local newspapers, radio and TV, as appropriate to promote the good name of the Disabled American Veterans. (Ref: 3: Sect 9.4, Para 2)

3. They are responsible for supplying the *National Magazine* material promoting the activities of the Department and its Chapters. (Ref: 3: Sect 9.4, Para 2)

4. The Second Junior Vice-Commander shall advise and assist the Appointed Publicity Chairperson or Photographer in the preparation and promotion of material publicizing the activities of the Department and the Department Auxiliary. (Ref: 3: Sect 9.4, Para 3)

42) Senior Vice Commander

1. The Senior Vice-Commander shall perform all the duties of the Commander during the Commanders' absence from the State of Washington, or during any incapacity, and shall perform such other duties as may be reasonably assigned to that office by the Commander. (Ref. 3, Sect. 9.2)

2. The Senior Vice-Commander shall be the Chairperson of the Department Membership Committee, and such others as deemed necessary by the Executive Committee, State Commander or by mandate of the Convention. (Ref. 3, Sect. 9.2)

43) Service Director

1. Department Service Director shall be responsible for the employment of such clerks, service officers, and staff personnel, with the exception of 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 shall be under the direct control and supervision of the Department Service Director, who reports to the Commander and the Claims and Services Committee. (Ref. 3, Sect. 7.1, Para. 3 ©)

2. Department Service Director and the Supervisor of the National Service Office (NSO) are not entitled to vote. (Ref. 3, Sect. 7.1, Para. 3 (d))

3. Department Service Director and the Supervisor NSO shall provide advice to the Committee. The Committee may request any individual which it feels has information that is pertinent to its operations to appear at no expense to the Department. (Ref. 3, Sect. 7.1, Para. 3 (d))

44) Sergeant at Arms (Sgt-at-Arms)

1. The Sergeant at Arms shall obey and enforce the orders of the Commander in preserving order at the meetings of the Department Convention and Mid-Year Conference. (Ref. 3, Sect. 9.12, Para. 1)

2. Will serve as Officer of the Day in the absence of the Officer of the Day. (Ref. 3, Sect. 9.12, Para. 1)

3. During the election and voting of Department Officers, the Sergeant at Arms shall secure the doors to the voting chambers, and anyone who departs from the chambers during the voting shall not be readmitted until after the completion on the roll call for that office. (Ref. 3, Sect. 17.3, Para. 8)

4. The Sergeant-at-Arms shall be responsible to the Commander for those in attendance at the Department Convention and at meetings of the SEC and shall report to the Commander as to any visitors present.

5. The Sergeant-at-Arms shall obey and enforce the orders of the Commander in preserving order at the State Department Convention and at meetings of the SEC.

45) State Executive Committee (SEC) (Department)

1. (Composition) The Executive Committee shall be composed of all Department Elected Officers, Elected Committee Members, Past Department Commanders, and one member representing each Chapter. (Ref: 3: Sect 16.1, Para 1)

2. A quorum for a Department Executive Committee meeting shall consist of fifty-one percent (51%) of the Chapters registered for the meeting. (Ref: 3: Sect 16.1, Para 2)

3. The term “Active Chapters” whenever used in the Constitution and Bylaws shall be held to include only such chapters as (Ref: 3: Sect 16.1, Para 3)

(1) have ten (10) or more members whose current Per Capita Tax and Service Fees have been paid, as shown by the records of the Adjutant at least fifteen (15) days prior to the opening of the Convention.

(2) They shall have made the Financial Report for the year ending June 30th, preceding the date of the current Convention, as required by ARTICLE 3, Section 3, 4, of the Department of Washington Bylaws.

(3) Newly formed Chapters, now active and in attendance, shall not be required to supply a Financial Statement if they were organized after our last Department Convention. They will however, be expected to comply with the mandate after their first year of operation.

4. The Executive Committee may, if necessary, request the Commander and the Adjutant to secure legal advice before acting on any contract. (Ref: 3: Sect 16.1, Para 4)

5. (Meetings) The Department Executive Committee shall hold its stated meetings as follows: (Ref: 3: Sect 16.2, Para 1)

(a) One within 24 hours preceding the Mid-Year Conference.

(b) One within 24 hours preceding the Convention.

(c) One within 24 hours following adjournment of each Convention or Mid-Winter Conference

(d) At other times, during the period of the Convention whenever the Commander deems it necessary, or when such action is necessitated by the Constitution and Bylaws of this Organization.

6. At other times the Commander may call a special meeting of the Executive Committee, with written consent of the majority of the Executive Committee, and must do so upon written demand of 40 percent of its members. (Ref: 3: Sect 16.2, Para 2)

7. The regular business of the organization requiring consideration of the Executive Committee between stated meetings shall be transacted by mail. (Ref: 3: Sect 16.2, Para 3)

46) Time and Place (Convention Committee)

1. The Department Convention shall begin no later than the 15th of June and the Mid-Year Conference shall take place on the Thursday, Friday and Saturday during the third week of October. The current Commander will appoint either the Senior Vice or the First Junior Vice-Commander to work with the Time and Place Committee to arrange the Conferences and Conventions at least three (3) years in advance. The dates cannot be changed except by Executive Committee action. (Ref. 3, Sect. 17.1, Para. 2)

2. The Time and Place Committee will request through Chapters and other various outlets proposals for the place and venue of the Department's Annual Convention and Fall Conference

3. The Time and Place Committee will review all proposals for appropriateness of the facilities; costs; location desirability; and any other criteria that can be used to determine the feasibility of

holding a meeting at the proposed location and venue. The Committee, at their discretion, can do a site visit to determine feasibility and to review the proposed location and facility to determine if the materials presented adequately convey the proposal.

4. The Time and Place Committee will review and recommend appropriate venues to the general membership. The Committee will address their selection criteria and may, if needed, recommend alternatives to the Executive Committee in priority order as determined by their selection criteria.

5. The Time and Place Committee should give adequate consideration to all proposals and may give preference to a venue that has hosted a prior convention or conference successfully.

47) Transportation Service Coordinator (Department)

1. The Department Transportation Service Coordinator shall be 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. (Ref. 3, Sect. 7.1, Para. 3 ©)

2. The work of such Hospital Service Coordinators and VTN personnel shall be under the direct control and supervision of the Department Transportation Service Coordinator, who reports to the Commander and the Claims and Services Committee. (Ref. 3, Sect. 7.1, Para. 3 ©)

7. Department Transportation Program: The Transportation Program is designed to provide transportation services to veterans in need of medical care at VA Medical Facilities and who have no other means of transportation. Volunteer transportation services consist of, but are not limited to, the following:

- DAV Department or Chapter vehicles.
- Public transportation.
- Contracted transportation.
- Government owned vehicles.

HSC and Department Transportation Network Coordinator Qualifications: Must be a member in good standing of the Disabled American Veterans, as defined in the National DAV Bylaws, Article 11 or Auxiliary.

Be a high school graduate (or GED) preferably two (2) years or equivalent college credits; or three (3) years of experience in administrative, technical, or other responsible work which provided opportunity: (i) to gain skill in dealing with others in person to person work relationships; (ii) skill in communicating ideas in writing and orally to groups of people; and (iii) interpreting and applying regulations.

Possess the abilities to:

- a. Manage an office efficiently and effectively.
- b. Provide services to military and veteran personnel.

- c. Maintain records as required by the DAV and the VA.
- d. Establish and maintain effective working relationships with DAV and VA personnel, and with veterans, their dependents, community organization, and related governmental agencies.

Applicants who meet the basic qualifications described above will be rated and ranked on the relative extent to which they possess the knowledge, skills, abilities and other characteristics listed in the rating factors below:

- Analytical and decision making ability.
- Oral Communication Skills.
- Written Communication Skills.
- Ability to work with others.
- Ability to implement management goals.
- Ability to work independently.

48) Treasurer (Department)

1. The Treasurer shall be bonded each year at the Department's expense. (Ref: 3: Sect 9.8, Para 1)
2. The Treasurer shall keep a complete record of all receipts and disbursements of Department funds and shall make an annual financial report to the Department Adjutant, for the year ending June 30th each year within sixty (60) 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 shall be delivered to the Treasurer to be deposited forthwith in such Bank or Trust Company. (Ref: 3: Sect 9.8, Para 1)
3. The Treasurer shall further insure that Administrators of other fund raising programs within the Department are in compliance with this mandate. (Ref: 3: Sect 9.8, Para 1)
4. Provision shall be made by the Treasurer for expending and remitting of funds only by bank checks signed by two (2) of three (3) Elected Officers. The authorized signers shall be the Commander, Senior Vice-Commander and Treasurer. (Ref: 3: Sect 9.8, Para 2)
suggest adding Adjutant
5. The Treasurer shall make disbursements by itemized vouchers in duplicate as provided by the budget approved by the Department Convention. (Ref: 3: Sect 9.8, Para 3)

6. The Treasurer shall submit quarterly reports to all Chapters and Department Officers and shall 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. (Ref: 3: Sect 9.8, Para 3)

7. The Treasurer shall designate a depository or depositories for all revenues of this Department. The Treasurer shall ensure that administrators of other fund raising programs within the Department are in compliance with this mandate. Upon designation the depository or depositories shall be informed in writing of no fewer than three (3) bonded members of the Department authorized to sign checks upon Department funds. (Ref: 3: Sect 9.8, Para 4)

8. All such funds received in the name of the Department, or by any Officer or Committee thereof, unless otherwise specified within these Bylaws, shall be deposited forthwith in such depository or depositories as provided for above; where such funds shall 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. (Ref: 3: Sect 9.8, Para 5)

9. The Treasurer shall be responsible for dispersal of all monies, which shall be by voucher system. The Treasurer shall further maintain all records of employees' withholding taxes and social security. (Ref: 3: Sect 9.8, Para 6)

49) VA Voluntary Services (VAVS) Hospital Coordinator

1. The VAVS Hospital Coordinator shall have contact with each Chapter VAVS Representative. They shall coordinate the reports with the VAVS Representatives to assure 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 shall prepare a report for Mid-Year Conference and Convention. (Ref. 3, Sect. 9.10, Para. 1)

2. All solicitations for funds by a Chapter Hospital Chairman other than their own Chapter funds shall be cleared through the VAVS Hospital Coordinator, and accounting shall be made to the VAVS Hospital Coordinator who will report same to the Convention. (Ref. 3, Sect. 9.10, Para. 2)

3. The VAVS Hospital Coordinator shall prepare a statement showing the expenditures of funds received from the Department Budget. (Ref. 3, Sect. 9.10, Para. 3)

4. The VAVS Hospital Coordinator may also hold the position as VAVS Representative for their respective Hospital. (Ref. 3, Sect. 9.10, Para. 4)

50) VA Voluntary Services Representative

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

1. Purpose: The VAVS program is for the exclusive use of welfare and comfort of hospitalized veterans and special programs for the welfare of non-hospitalized veterans participating in such activities as the Wheel Chair and Golden Age Games.

2. The Commander, Department of Washington DAV, shall nominate an individual to the National VAVS Office who in fact will appoint the State VAVS Chairperson.

3. The State VAVS Chairperson will serve as a voting member of the department Service Commission.

4. The Department of Virginia Service Commission shall have oversight over the department of Virginia DAV VAVS Program.

5. Number of VAVS Representative Positions: The Department has established one (1) State VAVS Chairperson position. In addition, four (4) Department VAVS Representative positions may be filled, one for each Veterans Affairs Medical Center (VAMC) in the State of Washington. **Up to three (3) Deputy Representatives may be appointed to assist the principal VAVS Representative at each VA Health Care Facility.** The State VAVS Chairperson may recommend changes to these authorizations, which must ultimately be approved by the National DAV Commander.

6. Term of Appointments: The National DAV Commander will appoint all Department VAVS Representatives for a period of two (2) years normally based upon the recommendation of the National VAVS Representative.

7. VAVS Chairperson and Representatives Qualifications:

- a. Must be a member in good standing of the Disabled American Veterans, as defined in the National DAV Bylaws, Article 11.
- b. Has demonstrated an outstanding ability to work with people.
- c. Demonstrates a sincere interest in serving the hospitalized veterans.
- d. Possess the abilities to:
 1. Provide services to military personnel, veterans, their dependents, and survivors
 2. Establish and maintain effective working relationships with the DAV and VA personnel, and with veterans, their dependents, community organization, and related governmental agencies.
 3. Be willing capable and qualified to assume various leadership roles within the VAVS Program.
 4. Have knowledge of the DAV to include (1) the purpose, policies, operating procedures in order that both organizations can work together toward the common goal of serving hospitalized veterans.
 5. Must be willing to devote the necessary time to the VAVS program to include time at the Medical Center, working with various committees and attending appropriate preparation and planning sessions.

8. VAVS Representative Identification (ID) Cards:

a. VAVS Representatives are entitled to receive a National Headquarters ID card which will remain in effect as long as the appointment is effective. Upon expiration and/or termination of appointment, the ID card should be destroyed or returned to National Headquarters.

9. VAVS Representative Uniform:

a. VAVS Representatives are authorized to wear a National cap with appropriate lettering indicating a “VAVS Representative” or a “VAVS Deputy Representative” as long as the Representative remains certified, otherwise the cap should no longer be worn.

10. VAVS Chairperson and Representatives Duties:

a. The State (Department) Veterans Affairs Volunteer Services (VAVS) Program Chairperson (Supervisor) shall manage the Department of Washington VAVS Program.

b. VAVS Representatives are responsible to encourage maximum participation in the VAVS Program by DAV Chapters, Auxiliary Units and members. VAVS Representatives should make every effort to visit Chapters, and Auxiliary Units to speak about the VAVS Program and the importance of organization and individual participation. They should continuously urge and stress complete coordination and corporation from the National Headquarters down to individual member levels.

c. Basic qualifications of VAVS Volunteers are:

1. Exhibiting a sincere interest in helping people.
2. Having a sense of responsibility and dependability.
3. Having a willingness to accept Health Care Facility standards of conduct and supervision.
4. Exhibiting the ability to work with people as a group, as well as with individuals within a group.
5. Having the physical ability to perform volunteer work.
6. Having a sense of pride in serving others.
7. Having tact, patience, congeniality, warmth and kindness.
8. Having a sense of humor.

d. The Department of Washington DAV VAVS Representatives shall be an active member of the assigned VA Health Care Facility Advisory Team to coordinate the Department's VAVS Program within the framework of the VA Health Care Facility's Program.

1. The representatives on the VAVS Committee serve in an advisory capacity with the VA Health Care Facility.
2. The representatives also serve in an operational capacity with the State VAVS Chairperson.
3. VAVS Representatives shall advise the State VAVS Chairperson on their organization's ability to participate in the program and operate in obtaining volunteers from our organization to assist in the various aspects of the VAVS Program.

4. It is therefore essential that the individuals selected to represent the DAV really represent our organization.
 5. It is not an overstatement to say, “the measure of the success of our organization’s participation in the volunteer program will largely be due to the caliber of the individuals selected as the VAVS Representative and Deputy Representative on the Advisory Committee.”
- e. The Department of Washington VAVS Representatives must:
1. Know the membership of the chapters they represent.
 2. Be organized and able to organize the efforts of the members.
 3. Be leaders.
 4. Have the time and interest to devote to VAVS committee work.
 5. Have a clear concept of the goals of the volunteer program and its relationship to the overall VAVS Program.
 6. Be able to explain to the VA Health Care Facility Advisory Team and the State VAVS Chairperson the specific work they believe the DAV is best suited to perform in the VAVS Program.
 7. Be able to explain to the Chapters the concept of the VAVS Program and the purpose underlying the organization’s participation in a program aimed at improving the care and welfare of the veterans.
 8. Have the wholehearted backing of the DAV membership and the officials at Chapter and Department level. Without such support, no matter how good they are as representatives, they cannot carry through the VAVS job assigned to them.
- f. VAVS Representatives will ensure that all individual VAVS volunteer receive credit, both as DAV Chapter and individual members for time performed as VAVS volunteers. These volunteer hours must be credited through the DAV VAVS and the VA Medical Facility VAVS systems.
- g. All VAVS Representatives will provide monthly reports to the National VAVS Office as required, with an information copy to the State VAVS Chairperson.
- h. All VAVS Representatives will provide the State VAVS Chairperson quarterly reports that specifically outline all monies received, its sources, and the disbursements made and for a stated purpose. The reports will reflect the source of these funds, for example, Department of Washington and/or a specific DAV Chapter. These reports will be provided to the Department Service Director for distribution to the **Department Service Commission and the Executive Director.**
- i. In accordance with the current Department of Washington DAV Budget and Budget Guidelines, the State VAVS Chairperson shall furnish interim vouchers to support disbursement those funds to each VAVS Representatives. The VAVS Representative shall be responsible for furnishing final receipts to the Treasurer for funds actually expended.

- j. VAVS Representatives will account for DAV generated funds received at their respective VAMC and all expenditures specifically disbursed for the welfare and comfort of hospitalized veterans and special programs for the welfare of non-hospitalized veterans.

51) Webmaster

52) Woman Veterans Committee

(There is no Reference for the job(s) of this Committee in the Dept. of WA Bylaws)

1. Purpose: The Department Women Veterans Program focuses on health care for women. Historically, women veterans have not received the same or equivalent benefits or care as male veterans.
2. Medical services for women include:
 - a. Primary care.
 - b. Reproductive and maternity health care.
 - c. Counseling and treatment for Post-Traumatic Stress Disorder (PTSD).
 - d. Military Sexual Trauma (MST).
 - e. Substance abuse and domestic violence.
 - f. Preventative screening for breast cancer, cervical cancer and osteoporosis.
 - g. Vocational rehabilitation programs for the homeless.
3. The Department Commander will annually appoint the Department Women Veterans Committee members.
4. Department has established a Women Veterans Committee, consisting of at least three members.
5. Women Veterans Committee Member Qualifications:
 - a. Must be a member in good standing of the Disabled American Veterans, as defined in the National DAV Bylaws, Article 11.
 - b. Possess the abilities to:
 1. Provide services to military personnel, veterans, their dependents, and survivors
 2. Establish and maintain effective working relationships with the DAV, Washington and VA personnel, and with veterans, their dependents, community organization, and related governmental agencies.

3. Analyze and interpret federal, state, and local legislation, and military, social, and medical records in terms of establishing entitlements to Veterans Affairs Benefits.

6. Women Veterans Committee Duties:

- a. The Women Veterans Committee shall manage the Department Women Veterans Program to assist women veterans to obtain medical services in the VA Medical system.
- b. The Women Veterans Committee shall ensure that female veterans receive medical benefits they have rightfully earned.
- c. The Women Veterans Committee shall help women veterans understand their benefits and assist the VA Medical Centers coordinate their care.
- d. Conduct and/or participate, as appropriate, in periodic “Salute to Women Veterans” throughout the State of Washington.

WA STATE Officers and Committees

DAV Department of WA Constitution and Bylaws, approved by the June 2014 Convention:
Approved by DAV National Judge Advocate: 4-13-2015

Elected Officers

Commander	1 st Year Claims & Services
Sr. Vice Commander	2 nd Year Claims & Services
1 st Jr. Vice Commander	3 rd Year Claims & Services
2 nd Jr. Vice Commander	
Chaplain	3 rd Year Finance
Treasurer	2 nd Year Finance
Judge Advocate (JA)	1 st Year Finance

Appointed Officers

Adjutant	Dept. Service Director
Hospital Chairperson	Hospital Transportation Program
VA Volunteer Services (VAVS) Representative	Officer of the Day (OOD)
Color Guard	Sergeant at Arms
Hospital Service Coordinator (HSC)	Inspector
Convention Advisor/Chairperson	Chief of Staff (East & West)
Benefits Protection Team Leader	

Appointed Convention Committees

Constitution and Bylaws	Membership
Time & Place	Resolution

Audit Committee

Awards

Employment

Grievance

Women Veterans

Department Transportation Service Coordinator

Credentials & Nomination of Dept. Officers

Auxiliary

Budget

Fund Raising

Hospital

Rehabilitation

Board of Directors

Benefits Protection Team

Creator: DAV Department of Washington Adjutant 2016 - 2017(JoAnn Gavin)

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