

ARTICLE VI - NATIONAL

Sec. 601 - Formation.

The National organization shall be formed in accordance with the Congressional Charter.

Sec. 602 - Bylaws.

These Bylaws and the Manual of Procedure may only be amended as prescribed in Section 1401.

Sec. 603 - Convention; Quorum; Authorized Attendees.

The regular meeting of the National Convention shall be held annually between July 1 and September 1, at such time and place as shall have been determined previously by the National Council of Administration, which shall have full power to act in selecting a Convention city. Annual National Convention sites may be designated by the Council of Administration five years in advance of the next annual Convention date.

The minimum number of delegates required to constitute a quorum for the transaction of business shall be accredited delegates from a majority of all Departments.

Unless attendance of other persons is authorized by the Commander-in-Chief or by a vote of the Convention, only members of the National Organization may attend the National Convention.

The National Council of Administration or National Convention may allow delegates to participate in meetings using technology that allows participating members to communicate with each other simultaneously.

Sec. 604 - Governing Body; Composition.

The supreme power of this Organization shall be lodged in the National Convention. The National Convention shall consist of:

1. The Commander-in-Chief and Past Commanders-in-Chief and all other elected National officers, the Adjutant General, Inspector General and Chief of Staff who are members in good standing in their respective Posts.
2. All Council of Administration members.
3. Department Commanders. In the absence of the Department Commander, the Department Senior Vice Commander, or, in the Department Senior Vice Commander's absence, the Department Junior Vice Commander may be registered and function as a member of the National Convention.
4. Elected Post delegates.

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Sec. 606 - National Dues.

The National Organization dues shall be \$21.50 for every member (except Life Members) of a Post in good standing, which includes an annual subscription to the VFW Magazine.

When collected, \$18.50 of the National dues will be retained by the National Organization, \$1.00 will be rebated back to the Department to which the member belongs and \$2.00 distributed as outlined in Section 606 of the Manual of Procedure.

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Sec. 613 - National Headquarters.

The National Headquarters of the Veterans of Foreign Wars of the United States shall be situated in Kansas City, Missouri.

Sec. 614 - Solicitation of Funds.

No funds or donations shall be solicited by the National Organization except by prior action of the National Convention or the National Council of Administration.

Sec. 615 - Eligibility to Office.

Any member in good standing in a Post shall be eligible for any National Organization office, provided that no member shall hold two (2) elected National Organization offices at the same time but may hold one (1) elected and one (1) or more appointed National Organization offices. National officers elected or appointed shall be eligible to hold office in a lower body, and such offices may be held concurrently. National Council members shall be ineligible to simultaneously hold an elected National office.

Sec. 616 - Elected and Appointed Officers; Chairmen and Committees.

- (a) The elected officers of the Veterans of Foreign Wars of the United States shall be the Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Quartermaster General, Chaplain, Judge Advocate General and Surgeon General.
- (b) The Commander-in-Chief shall appoint an Adjutant General, Chief of Staff, Inspector General, and Sergeant-at-Arms and other such officers and committee chairmen as may be necessary.

Sec. 617 - Nomination, Election, Installation and Term of Office.

The elected National officers shall be nominated, elected and installed as prescribed in the Manual of Procedure.

An officer, elected and installed, shall continue to hold office for the period for which elected and until a successor is installed unless the position is declared vacant pursuant to the terms of Section 620 of these Bylaws or Manual of Procedure. An appointed officer shall hold office during the pleasure of the appointing power. In either case the elected or appointed officer must remain a member in good standing in a chartered Post.

Officers shall be elected for a term of one (1) year. National Officers shall assume their duties at the close of the National Convention.

Sec. 618 - Officers: Duties and Obligations.

- (a) **Commander-in-Chief:** Among the duties of the Commander-in-Chief, the Commander-in-Chief shall:
 - (1) Preside at all meetings of the National Convention and Council of Administration, conducting such conventions and meetings in accordance with Article X of the Bylaws and Manual of Procedure and other applicable parliamentary procedures.
 - (2) Enforce strict observance of the laws and usages of this organization, including the Congressional Charter, National Bylaws, Ritual and Manual of Procedure and all lawful orders and mandates of the National Convention and National Council of Administration.
 - (3) Decide all questions of law and usage, subject to such appeal as may be made pursuant to these Bylaws.

- (4) Issue such orders as are necessary and appropriate to carry out their duties.
 - (5) Insist that the business and activities of the organization are conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation or bring or tend to bring dishonor or embarrassment on this organization.
 - (6) Immediately upon entering office, appoint the Adjutant General who shall be a full-time salaried officer of the organization, subject to the approval of two-thirds of the members of the National Council of Administration.
 - (7) Immediately upon entering office, appoint the Chief of Staff, Inspector General, and Sergeant-at-Arms and all other officers, Aides-de-Camp, committee chairmen and committees not otherwise provided for.
 - (8) Approve and sign, or authorize the Adjutant General to approve and sign, vouchers for expenditure of funds before the same shall be paid.
 - (9) Assure that good and sufficient security in the sum approved by the National Council of Administration is given by the Quartermaster General.
 - (10) Assure that all reports are correctly prepared and that all business of the Veterans of Foreign Wars of the United States is handled with dispatch.
 - (11) Assure that the Adjutant General and all other officers, committee chairmen, committee members and employees appointed by the Commander-in-Chief perform their respective duties in accordance with these Bylaws.
 - (12) Call a meeting of the National Council of Administration not more than ninety (90) days after the adjournment of the National Convention for the purpose of adopting the annual budget and the transaction of any business which may properly come before the National Council of Administration. Other meetings of the National Council of Administration may be called as the Commander-in-Chief deems advisable.
 - (13) Cause the Adjutant General to issue proper credentials to all elected and appointed National officers, aides and other subordinate officers.
 - (14) Assure that eligible members are encouraged to join and maintain membership. The Commander-in-Chief may order a review of applications for membership to assure that eligibility has been properly determined.
 - (15) Perform such other duties as are incident to such office or may from time to time be required by the laws and usages of the organization or by the National Convention, National Council of Administration or these Bylaws and the Manual of Procedure. Failure without just cause to perform these duties may result in removal from office.
- (b) **Senior Vice Commander-in-Chief:** The Senior Vice Commander-in-Chief shall discharge the duties of the Commander-in-Chief in the event of the Commander-in-Chief's disability or inability to perform them, preside in the absence of the Commander-in-Chief, assist the Commander-in-Chief in preserving order, provide such advice and assistance as may be required, and perform such other duties as are usually incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority. Failure without just cause to perform these duties may result in removal from office.
- (c) **Junior Vice Commander-in-Chief:** The Junior Vice Commander-in-Chief shall preside in the absence of the Commander-in-Chief and the Senior Vice Commander-in-Chief, assist the Commander-in-Chief in preserving order, provide such advice and assistance as may be required, and perform such other duties as are usually incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority. Failure without just cause to perform these duties may result in removal from office.

(d) Quartermaster General: Among the duties of the Quartermaster General, the Quartermaster General shall:

- (1) Upon entering into office, may appoint an Assistant Quartermaster General who shall be a full-time salaried officer of the organization, subject to the approval of two-thirds of the members of the National Council of Administration.
- (2) Have charge of all employees of the Quartermaster General's staff for the Kansas City and Washington offices and supervise the Quartermaster General's operations at both offices. Immediately upon entering into office, appoint Directors who shall be full-time salaried employees of the organization. The Quartermaster General may employ such other personnel as may be necessary or appropriate.
- (3) Have charge of the funds, securities and other property of the organization, all of which shall be placed in the Quartermaster General's care. The Quartermaster General shall be the accountable officer of the Veterans of Foreign Wars of the United States and the Treasurer of all committees handling funds.
- (4) Have charge of, and manage, all real property of this organization.
- (5) Keep a correct account of all monies due and payable to this organization from any source and give such written receipts as may be required.
- (6) Disburse funds as authorized by the Veterans of Foreign Wars of the United States, using accepted banking practices, and keep a record of such disbursements.
- (7) Keep a record of all liabilities of the Veterans of Foreign Wars of the United States.
- (8) Have charge of the Emblem and Supply Department and the Insurance Department under the direction of the National Council of Administration.
- (9) The books and records of the Quartermaster shall be maintained in a legible and uniform format to include reconciliation and verification of all transactions listed on all bank statements to assure the accuracy of National records. Unless authorized by the National Council of Administration to remove such books and records from its facilities, all such books and records shall be kept at the National Headquarters.

Record keeping by electronic means may be used, provided a secure back-up system is in place. Books and records shall be available for inspection by authorized officers and National Council members at all reasonable times.
- (10) Prepare a quarterly report for the National Council of Administration and provide copies thereof to the Department Commanders. Prepare other reports as directed by the National Council of Administration or the National Convention.
- (11) Prepare for the Adjutant General a list showing the Posts in good standing and the number of delegates to which each Post is entitled before each National Convention.
- (12) Give good and sufficient security in a sum to be approved by the National Council of Administration for the faithful discharge of the duties.
- (13) Receive such compensation for services as the National Council of Administration may from time to time determine.
- (14) Prepare a tentative budget for the financial operations of the ensuing year. Said budget shall set forth all anticipated income and estimated expense. Restricted funds shall be budgeted separately in every instance, and the budget shall be in balance. Final action must be taken on the adoption of the budget at the first regular meeting of the National Council of Administration and, when adopted, the budget shall be the expenditure guide for the ensuing year. Not later than thirty (30) days after the first meeting of the National Council of Administration, the Quartermaster General shall forward to all Department Commanders a detailed

copy of the National budget adopted by the National Council of Administration for their information.

- (15) Perform other duties as are incident to the office or may from time to time be required by the laws and usages of the organization or by the National Convention, National Council of Administration or these Bylaws and the Manual of Procedure. Failure without just cause to perform these duties may result in removal from office.
 - (16) Provide access and transfer to the successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Veterans of Foreign Wars of the United States in possession or under control of said office.
- (e) **Assistant Quartermaster General:** Among the duties of the Assistant Quartermaster General, the Assistant Quartermaster General shall:
- (1) Discharge all duties delegated by the Quartermaster General.
 - (2) During the absence of the Quartermaster General, discharge the duties of Quartermaster General to the extent designated by the Quartermaster General.
 - (3) Discharge the duties of the Quartermaster General in the event of the Quartermaster General's inability to perform them except that the Assistant Quartermaster General shall not serve as a member of the National Council of Administration.
 - (4) Give good and sufficient security in a sum approved by the National Council of Administration for faithful discharge of the duties.
 - (5) Receive such compensation for services as the National Council of Administration may from time to time determine.
- (f) **Adjutant General:** Among the duties of the Adjutant General, the Adjutant General shall:
- (1) Immediately upon entering into office, appoint Assistant Adjutants General who shall be full-time salaried officers of the organization, subject to the approval of two-thirds of the members of the National Council of Administration.
 - (2) Have charge of all employees of the Adjutant General's staff for the Kansas City and Washington offices and supervise the Adjutant General's operations at both offices. Immediately upon entering office, appoint Directors who shall be full-time salaried employees of the organization. The Adjutant General may employ such other personnel as may be necessary or appropriate to fulfill the duties.
 - (3) Under the direction of the Commander-in-Chief, conduct all correspondence on behalf of the Veterans of Foreign Wars of the United States as the official corresponding officer, attesting to all official communications and reports with the Adjutant General's signature and seal.
 - (4) Under the direction of the Commander-in-Chief, issue all necessary and appropriate orders.
 - (5) Keep correct records and minutes of the proceedings of the National Convention and the National Council of Administration and preserve and distribute copies of same as directed. The Adjutant General shall call the roll or, under the Adjutant General's supervision, cause same to be called at all official meetings and shall read to the body assembled, or cause to be read under the Adjutant General's supervision, all official communications, resolutions or other information pertinent to the meeting and consistent with the records of the Adjutant General's office. Abstracts of the business transacted will be submitted to all Department Commanders not later than sixty (60) days after meetings of the National Council of Administration.
 - (6) Under the direction of the Commander-in-Chief, conduct such programs and provide such services as are directed by the National Convention, the Commander-in-Chief or the National Council of Administration.

- (7) Prepare such books and forms as may be required for the use of the Veterans of Foreign Wars of the United States.
- (8) Maintain such records, files and lists as may be necessary for the efficient conduct of the business of the organization, including, but not limited to, general and special orders, copies of proof of eligibility submitted pursuant to Section 616, a current roster of the names and addresses of all National, Department and Post officers and other records as may be directed by the National Convention, the Commander-in-Chief or the National Council of Administration. Record keeping by electronic means may be used.
- (9) Receive as compensation for services such sum as the National Council of Administration may from time to time determine.
- (10) Perform other duties as are incident to the office or may from time to time be required by the laws and usages of the organization or by the National Convention, National Council of Administration or these Bylaws and the Manual of Procedure. Failure without just cause to perform these duties may result in removal from office.
- (11) Provide access and transfer to the successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Veterans of Foreign Wars of the United States in possession or under control of said office.
- (g) **Assistant Adjutants General:** Assistant Adjutants General shall discharge the duties delegated to them by the Adjutant General and as directed by the Commander-in-Chief. They shall perform other duties as are incident to the office or may be required of them by the laws and usages of the organization, the National Convention, the National Council of Administration, these Bylaws and the Manual of Procedure.
- (h) **Chaplain:** The National Chaplain shall be concerned with the spiritual needs of the members and by precept and example point the way toward a high moral plane for the organization. The Chaplain will be familiar with the Ritual and shall conduct the annual memorial service held in connection with the National Convention. The Chaplain shall perform such other duties as may be incident to the office or as may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (i) **Judge Advocate General:** The Judge Advocate General shall give the National Convention, the Commander-in-Chief and the National Council of Administration such legal assistance and counsel and perform such other duties as may be incident to office or as may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (j) **Chief of Staff:** Under the supervision of the Commander-in-Chief, the Chief of Staff shall perform the duties incident to office as the Commander-in-Chief and National Council of Administration may require and such other duties as may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (k) **Inspector General:** Under the supervision of the Commander-in-Chief, the Inspector General shall perform the duties incident to office as the Commander-in-Chief and National Council of Administration may require and such other duties as may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.
- (l) **Surgeon General:** The Surgeon General shall perform the duties properly pertaining to the office and such other duties as may be incident to office or as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

- (m) **Sergeant-at-Arms:** Under the supervision of the Commander-in-Chief, the Sergeant-at-Arms and Assistant Sergeants-at-Arms shall perform the duties incident to their office as the Commander-in-Chief and National Council of Administration may require and such other duties as may from time to time be required of them by the laws and usages of the organization or lawful orders from proper authority.
- (n) **Other Officers:** Other officers shall have such powers and duties as may be provided in the Bylaws, the Manual of Procedure or may be assigned by the National Convention, National Council of Administration or the Commander-in-Chief.

Sec. 619 - National Committees.

There shall be the following National committees:

- a. National Veterans Service Advisory Committee.
- b. National Committee on Awards and Citations.
- c. *National Legislative Committee.*

The Commander-in-Chief may establish such other committees as may be appropriate to properly conduct the affairs of the National Organization and disband such other committees as may be appropriate. The Commander-in-Chief may appoint the committee chairmen and members and remove them at the Commander-in-Chief's pleasure.

(a) National Veterans Service Advisory Committee.

- (1) **Composition:** The National Veterans Service Advisory Committee shall consist of the Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief and the four immediate Past Commanders-in-Chief. Whenever a Commander-in-Chief shall retire at the end of the term, the Commander-in-Chief shall thereupon become a member of the National Veterans Service Advisory Committee and the senior Past Commander-in-Chief shall thereupon retire from the Committee.
- (2) Under the supervision of the National Council of Administration, and subject to provisions of the National Bylaws and orders of the National Convention, the National Veterans Service Advisory Committee shall establish the policy under which the Veterans Service work of the organization shall be conducted and may thereto make appropriate budget recommendations.
- (3) The National Veterans Service Advisory Committee shall establish the practice and procedures for representation by service officers accredited by the Department of Veterans Affairs or other federal government agencies through the Veterans of Foreign Wars of the United States.
- (4) All welfare, poppy and service monies allocated to Veterans Service work shall be kept in a separate fund and disbursed as prescribed in Section 618(d) of these Bylaws.
- (5) Departments may provide in their Bylaws the means of organization and control of their respective Veterans Service work.

(b) National Committee on Awards and Citations.

- (1) **Composition:** The National Committee on Awards and Citations shall consist of five (5) members appointed by the Commander-in-Chief, subject to confirmation by the National Council of Administration, with the Commander-in-Chief serving as an ex-officio member. One member shall be appointed each year for a five-year term. The Commander-in-Chief shall designate the Chairman each year.
- (2) The National Committee on Awards and Citations shall determine the name, title, type and style of each authorized award or citation, the qualifications and/or accomplishments of the suggested recipients and shall make recommendations with respect thereto to the National Council of Administration for its approval.

(c) National Legislative Committee.

- (1) **Composition:** The National Legislative Committee shall consist of committee members appointed by each Department Commander with the approval of the Commander-in-Chief. Department Commanders shall receive one committee appointment for every eight members of the federal Congressional delegation for the states and/or territories that comprise the Department. Appointments to the committee must be approved by the current Department Commander, the current Department Senior Vice Commander, and the current Department Junior Vice Commander. Committee members shall be appointed to a three-year term with one-third of the committee receiving appointments each year. The Commander-in-Chief shall select a chairman for the committee and shall consult the Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, and immediate Past Commander-in-Chief on selection of vice chairs. The Commander-in-Chief may remove committee members for failure to discharge their duties or for other conduct prejudicial to good order and discipline.
- (2) **Duties:** The National Legislative Committee shall formally meet twice each year in Washington, D.C. to conduct training and advance the VFW legislative priority goals in accordance with the organization's legislative and welfare programs and policies approved by the National Convention. Committee members shall continually advance the VFW legislative priority goals in their home states and territories between formal meetings and shall complete activity reports for submission to the Adjutant General or the Adjutant General's duly appointed authority in the VFW Washington office. The Commander-in-Chief may call additional meetings of the committee or promulgate General Orders necessary to the committee for the effective discharge of its business. Committee members shall discharge all duties in compliance with Section 702 of the National Bylaws.

Sec. 620 - Vacancies and Removal of Elected Officers or Committee Members and Salaried Officers.

Vacancies. All vacancies occurring in the elected offices of the National organization will be filled as prescribed in Section 620 of the Manual of Procedure.

Removal. Elected officers or committee members can be removed as prescribed in Section 620 of the Manual of Procedure. *If elected officers and committee members removed in accordance with this section hold more than one elected office and there is cause to remove them from additional offices, each removal shall be treated separately by issuance of a unique Special Order.*

The Commander-in-Chief may, with a two-thirds vote of the National Council of Administration, remove any elected National officer or appointed salaried officer who fails, without just cause, to fulfill the duties of office as required by Section 618.

Any National officer removed by the Commander-in-Chief for reason of failure to pay current dues or under the provisions of this section, shall not be eligible to serve in any National office in the same administrative year in which the officer is removed.

Sec. 621 - Voting.

Each member of the National Convention as those persons are defined in Section 604, except delegates elected by the Posts, present at a meeting of the National Convention will be entitled to one (1) vote, and an individual possessing more than one (1) qualification for membership in the National Convention shall have no more than one vote. The delegate or delegates of a Post present at a meeting of the National Convention shall be entitled to vote

the full delegate strength to which the Post is entitled. The Department Commander shall be vested and directed to cast the entire voting strength of their Department, subject to the will of the delegation present. A roll call vote may be required and entered upon the record at the call of any ten (10) delegates from Posts in separate Departments. Procedure not outlined herein shall be according to rules of procedure adopted by the National Convention or according to Robert's Rules of Order, Newly Revised.

Sec. 622 - National Council of Administration-Composition, Powers and Duties.

- (a) **Composition:** There will be a National Council of Administration which shall consist of all elected National Officers, the Adjutant General, Chief of Staff, Inspector General, the immediate past Commander-in-Chief and members elected by Departments as prescribed in Section 623 of the Bylaws.
- (b) **Powers and Duties:**
 - (1) **Administration of Affairs Between Conventions:** The National Council of Administration shall be responsible for administering the affairs and transacting the business of the Veterans of Foreign Wars of the United States in the intervals between conventions. The Council shall be governed in its duties by the mandates of the National Convention and by the Congressional Charter, Bylaws, Manual of Procedure, Ritual and laws and usages of the Veterans of Foreign Wars of the United States.
 - (2) **Budget:** The National Council of Administration shall, at a regular meeting *not* more than ninety (90) days following the National Convention, approve and adopt an annual budget. The National Council of Administration shall have full power to fix salaries of all officers and employees of the Veterans of Foreign Wars of the United States.
 - (3) **Audits—Accounts:** The National Council of Administration shall have the power to audit the accounts of the National officers and/or employees and require that the records and accounts of the Adjutant General and Quartermaster General be audited at least once annually by a Certified Public Accountant (firm).
 - (4) **Disposition of Property:** In the case of surrender or forfeiture of the charter of a Department, the National Council of Administration shall have the authority to make disposition of all proper ties accrued from such Department, and its actions therein shall be final. The National Council of Administration shall have full power, by resolution, to authorize the purchase by the Veterans of Foreign Wars of the United States of real estate deemed necessary and incidental for the corporate purposes of the Veterans of Foreign Wars of the United States and to authorize the sale and conveyance of any real estate owned by the Veterans of Foreign Wars of the United States. They may direct the execution by the Commander-in-Chief, on behalf of the Veterans of Foreign Wars of the United States, of any deeds or other documents necessary to convey title to a purchaser, pursuant to such resolution, any such deed or document to have the seal of the Veterans of Foreign Wars of the United States affixed and to be attested by the Quartermaster General.
 - (5) **Manual of Procedure:** It shall be the duty of the National Council of Administration to adopt, amend and promulgate a Manual of Procedure and provisions and amendments thereto for the Veterans of Foreign Wars of the United States not inconsistent with these Bylaws. The Manual of Procedure or amendments adopted by the National Council of Administration may also be amended or deleted by a majority vote of the National Convention as prescribed in Section 1401 of the Manual of Procedure.

- (6) **Ritual:** It shall be the duty of the National Council of Administration to adopt, amend and promulgate a Ritual for governmental and ceremonial purposes. The Ritual may also be amended or deleted by a majority vote of the National Convention.
- (7) **Regular Meetings:** The National Council of Administration shall meet in regular session not less than twice each year.
- (8) **Special Meetings:** The Commander-in-Chief may call a special meeting of the National Council of Administration whenever the same may be necessary for the welfare of the National Organization. The Commander-in-Chief shall call a special meeting upon written request signed by a majority of the members of the National Council of Administration. In case the Commander-in-Chief refuses to call such meeting, the National Council of Administration may proceed to hold such meeting, due notice of which shall be sent to all members of the National Council of Administration by the Adjutant General not later than ten (10) days prior to the date of said meeting.

The meeting shall be convened within thirty (30) days after the request is submitted to the Commander-in-Chief. When a special meeting of the National Council of Administration is to be held by order of the Commander-in-Chief or upon the call of the members of the National Council of Administration acting within authority conferred by this section, it shall be the duty of the Quartermaster General to pay to the members of the Council of Administration minimum necessary expenses required to attend the special meeting, wherever it may be held.
- (9) **Time and Place:** Regular and special meetings, shall be conducted in Kansas City, Missouri, except that one meeting may be held in such other place as the council shall determine, and except such meetings as may be held in the National Convention city immediately prior to and subsequent to the National Convention.
- (10) **Quorum:** A majority of the members of the National Council of Administration shall constitute a quorum for the transaction of business.
- (11) **Proceedings:** The National Council of Administration shall keep a full and detailed record of its proceedings and shall submit to its members and Department Commanders abstracts of its proceedings.
- (12) **Voting:** Each member of the National Council of Administration present and voting at a meeting shall be entitled to one vote. If requested by at least 15 members of the council, a roll call vote shall be taken. Each council member shall receive a pro-rata share of votes based on one per 25,000 members or fraction thereof, based on the Quartermaster General's records as of June 30. On matters requiring action by the National Council of Administration between regular meetings, the Commander-in-Chief may direct the Adjutant General to conduct mail ballots, the results of such mail ballots shall be reported for the record at the next regular meeting.
- (13) Any valid action taken by the National Council of Administration in the performance of its duties shall be effective upon passage and shall remain in effect until such time as it may be terminated or superseded by the National Council of Administration or by a National Convention acting within the limits of its own authority.

Sec. 623 - National Council of Administration, Department Members, Election, Vacancies and Removal.

Each Department of the Veterans of Foreign Wars of the United States shall be entitled to a member on the National Council of Administration.

Election: Members will be elected to a four-year term or until their successor is elected. Said member shall be elected at the Department Convention preceding the National Convention at which the term is to commence, in the same manner and at the same time as Department officers are elected and shall be installed into office at the National Convention.

Removal: The Department Commander will, with the concurrence of two-thirds of the Department Council of Administration, request that the Commander-in-Chief remove the Department's elected National Council of Administration member who fails to fulfill the duties of office as required by Section 622, provided that such member has been given seven (7) days written notice that removal will be requested, including the reasons for removal, and the member is provided an opportunity to be heard by the Department Council at a regular meeting or special meeting called for that purpose, prior to such request being made by the Commander-in-Chief.

The Commander-in-Chief will, with a two-thirds vote of the National Council of Administration, remove an elected National Council of Administration Department Member for failure to perform the duties as outlined in Section 622 of the National Bylaws.

Any National Council of Administration Department member removed for reason of failure to pay current dues or under the provisions of this section shall not be eligible to serve in any National office in the same administrative year in which the member is removed.

Notification of Removal: Such actions and reasons therefore, shall be in the form of a Special Order, and delivered personally or by certified or registered mail at the removed member's last known address. The Special Order shall advise the member of their right to appeal under these Bylaws.

Vacancies: All other vacancies occurring in the office of National Council of Administration, shall be filled by the Department Council of Administration in accordance with Section 520 of the Manual of Procedure.

Sec. 624

(End of Article VI)