

## **MANUAL OF PROCEDURE**

### **ARTICLE I - MEMBERS**

#### **Sec. 101 - Eligibility.**

The following is to be used as a guide in determining eligibility for membership and is furnished as a matter of information concerning the periods during which campaign and/or service medals were authorized:

**Hostilities** - Persons in the Armed Forces of the United States shall become eligible for membership immediately upon arrival on hostile soil, in hostile waters or the airspace above in the performance of service qualifying such persons for membership.

**Subsequent Service** - An applicant for membership who had honorable campaign service, terminated by a discharge under honorable conditions, but who later reenlisted or returned to active duty and had subsequent service terminated by a discharge other than honorable shall not be considered eligible for membership. A member of the organization who receives a discharge other than honorable for service subsequent to becoming a member shall, upon issuance of a special order, cease to be a member by reason of ineligibility; provided, however, that such member may request in writing that the Commander-in-Chief determine their eligibility and appeal therefrom in accordance with the provisions of Section 108. In the event that such discharge is subsequently changed by appropriate governmental authorities, such former member may apply for membership in accordance with the provisions of this Article. Veterans who were originally given a discharge other than honorable for refusal of repatriation shall forever be denied the privilege of membership in this organization, notwithstanding any later change in their status. Any person whose membership has been terminated under the provisions of Article IX of these Bylaws shall not be eligible for membership.

#### **ELIGIBILITY GUIDE**

The following is to be used as a guide in determining eligibility for membership and is furnished as a matter of information concerning the periods during which campaign and/or service medals were authorized.

Eligibility for membership in the Veterans of Foreign Wars of the United States is based on honorable service in the Armed Forces of the United States performed by officers or enlisted personnel who have served in any foreign war, insurrection, or expedition, which service is recognized by the award of a campaign or service medal of the United States, or who served in Korea as outlined in the following guide, or who earned Hostile Fire or Imminent Danger Pay. Persons still serving in the active Armed Forces may be accepted for membership provided they meet eligibility requirements.

Proof of service to establish eligibility for membership rests with the applicant. The Post is responsible for assuring the eligibility of every member accepted to membership. The Department Headquarters and the National Headquarters are accountable for the eligibility of their respective Members-at-Large.

The following campaign medals have been recognized as meeting campaign medal requirements of membership:

<b>Campaign Medal</b>	<b>Military Service</b>	<b>Qualifying Dates</b>
<b><u>Expeditionary</u></b>	Navy/Marine Corps	Feb. 12, 1874 – Open
<b><u>Spanish Campaign</u></b>	Army Navy	May 11, 1898 - Aug. 16, 1898 Apr. 20, 1898 - Dec. 10, 1898
<b><u>Army of Cuba Occupation</u></b>	Army	Jul. 18, 1898 - May 20, 1902
<b><u>Army of Puerto Rico Occupation</u></b>	Army	Aug. 14, 1898 - Dec. 10, 1898
<b><u>Philippine Campaign</u></b>	Army Navy	Feb. 4, 1899 - Dec. 31, 1913 Feb. 4, 1899 - Sep. 15, 1906
<b><u>China Relief Expedition</u></b>	Army Navy	Jun. 20, 1900 - May 27, 1901 Apr. 5, 1900 - May 27, 1901
<b><u>Cuban Pacification</u></b>	Army Navy	Oct. 6, 1906 - Apr. 1, 1909 Sep. 12, 1906 - Apr. 1, 1909
<b><u>Mexican Service</u></b>	Army Navy	Apr. 12, 1911 - Jun. 16, 1919 Apr. 12, 1914 - Feb. 7, 1917
<b><u>First Nicaraguan Campaign</u></b>	Navy	Jul. 29, 1912 - Nov. 14, 1912
<b><u>Haitian Campaign</u></b>	Navy	Jul. 9, 1915 - Dec. 6, 1915 Apr. 1, 1919 - Jun. 15, 1920
<b><u>Dominican Campaign</u></b>	Navy	May 4, 1916 - Dec. 5, 1916
<b><u>World War I Victory</u></b> (with battle or service clasp including Siberia and European Russia)	Army Navy	Apr. 6, 1917 - Apr. 1, 1920 Apr. 6, 1917 - Mar. 30, 1920
<b><u>Army Occupation of Germany</u></b>	Army	Nov. 12, 1918 - Jul. 11, 1923
<b><u>Second Nicaraguan Campaign</u></b>	Navy	Aug. 27, 1926 - Jan. 2, 1933
<b><u>Yangtze Service</u></b>	Navy	Sep. 3, 1926 - Oct. 21, 1927 Mar. 1, 1930 - Dec. 31, 1932
<b><u>China Service</u></b>	Navy	Jul. 7, 1937 - Sep. 7, 1939 Sep. 2, 1945 - Apr. 1, 1957
<b><u>American Defense Service</u></b> (with foreign service clasp)	Army-Navy	Sep. 8, 1939 - Dec. 7, 1941
<b><u>European-African- Middle Eastern Campaign</u></b>	Army-Navy	Dec. 7, 1941 - Nov. 8, 1945
<b><u>American Campaign</u></b> (30 consecutive or 60 non-consecutive days of duty outside continental limits of the U.S.)	Army-Navy	Dec. 7, 1941 - Mar. 2, 1946
<b><u>Asiatic-Pacific Campaign</u></b>	Army-Navy	Dec. 7, 1941 - Mar. 2, 1946

**Army of Occupation** (30 consecutive days of duty)

Italy	May 9, 1945 - Sep. 15, 1947
Germany (except West Berlin)	May 9, 1945 - May 5, 1955
Korea	Sep. 3, 1945 - Jun. 29, 1949
Japan	Sep. 3, 1945 - Apr. 27, 1952
Austria	May 9, 1945 - Jul. 27, 1955
Germany (West Berlin)	May 9, 1945 - Oct. 2, 1990

**Navy Occupation Service Medal**

Italy	May 8, 1945 - Dec. 15, 1947
Trieste	May 8, 1945 - Oct. 26, 1954
Germany (except West Berlin)	May 8, 1945 - May 5, 1955
Austria	May 8, 1945 - Oct. 25, 1955
Asiatic Pacific	Sep. 2, 1945 - Apr. 27, 1952
<b><u>Korean Service Medal</u></b>	Jun. 27, 1950 - Jul. 27, 1954

**Navy and Marine Corps Expeditionary Medal**

Cuban Military Operation	Jan. 3, 1961 - Oct. 23, 1962
Thailand Military Operation	May 16, 1962 - Aug. 10, 1962
Iranian, Yemen and Indian Ocean Operation	Dec. 8, 1978 - Jun. 6, 1979 Nov. 21, 1979 - Oct. 20, 1981
Lebanon	Aug. 20, 1982 - May 31, 1983
Libyan Expedition	Jan. 20, 1986 - Jun. 27, 1986
Persian Gulf	Feb. 1, 1987 - Jul. 23, 1987
Panama - (pre and post invasion)	Apr. 1, 1988 - Dec. 19, 1989 Feb. 1, 1990 - Jun. 13, 1990
Operation Sharp Edge – Liberia	Aug. 5, 1990 - Feb. 21, 1991
Operation Distant Runner – Rwanda (11th Marine Expeditionary Unit USS Peleliu)	Apr. 7-18, 1994

**Vietnam Service Medal**

Jul. 1, 1958 - Mar. 28, 1973  
Apr. 29 - 30, 1975

**Armed Forces Expeditionary Medal**

Lebanon	Jul. 1, 1958 - Nov. 1, 1958
Taiwan Straits	Aug. 23, 1958 - Jan. 1, 1959
Quemoy and Matsu Islands	Aug. 23, 1958 - Jun. 1, 1963
Vietnam	Jul. 1, 1958 - Jul. 3, 1965
Congo	Jul. 14, 1960 - Sep. 1, 1962
Laos	Apr. 19, 1961 - Oct. 7, 1962
Berlin	Aug. 14, 1961 - Jun. 1, 1963
Cuba	Oct. 24, 1962 - Jun. 1, 1963
Congo	Nov. 23-27, 1964
Dominican Republic	Apr. 23, 1965 - Sep. 21, 1966
Korea	Oct. 1, 1966 - Jun. 30, 1974
Cambodia	Mar. 29, 1973 - Aug. 15, 1973
Thailand - (only those in direct support of Cambodia)	Mar. 29, 1973 - Aug. 15, 1973
Operation Eagle Pull - Cambodia (includes evacuation)	Apr. 11-13, 1975
Operation Frequent Wind - Vietnam (includes evacuation)	Apr. 29-30, 1975
Mayaguez Operation	May 15, 1975
El Salvador	Jan. 1, 1981 - Feb. 1, 1992
Lebanon	Jun. 1, 1983 - Dec. 1, 1987
Operation Urgent Fury - Grenada	Oct. 23, 1983 - Nov. 21, 1983
Eldorado Canyon - Libya	Apr. 12-17, 1986
Operation Earnest Will - Persian Gulf (only those participating in, or in direct support)	Jul. 24, 1987 - Aug. 1, 1990
Operation Just Cause – Panama (USS Vreeland & other SVS-designated aircrew members outside the Conus in direct support)	Dec. 20, 1989 - Jan. 31, 1990
United Shield – Somalia	Dec. 5, 1992 - Mar. 31, 1995
Operation Restore Hope - Somalia	Dec. 5, 1992 - Mar. 31, 1995
Operation Uphold Democracy - Haiti	Sep. 16, 1994 - Mar. 31, 1995
Operation Joint Endeavor - Bosnia, Croatia, the Adriatic Sea & airspace.	Nov. 20, 1995 - Dec. 19, 1996

### **Armed Forces Expeditionary Medal**

Operation Vigilant Sentinel - Dec. 1, 1995 - Feb. 15, 1997  
Iraq, Saudi Arabia, Kuwait, & Persian Gulf.

Operation Southern Watch - Dec. 1, 1995 - Mar. 18, 2003  
Iraq, Saudi Arabia, Kuwait, Persian Gulf, Bahrain, Qatar, UAE,  
Oman, Gulf of Oman W of 62o E Long., Yemen, Egypt, & Jordan.

Operation Maritime Intercept - Dec. 1, 1995 - Mar. 18, 2003  
Iraq, Saudi Arabia, Kuwait, Red Sea, Persian Gulf, Gulf of Oman  
W of 62o E Long., Bahrain, Qatar, UAE, Oman, Yemen, Egypt, & Jordan.

Operation Joint Guard - Dec. 20, 1996 - Jun. 20, 1998  
Bosnia, Croatia, Adriatic Sea & airspace.

Operation Northern Watch - Jan. 1, 1997 - Mar. 18, 2003  
Iraq, Saudi Arabia, Kuwait, Persian Gulf W of 56o E Long.,  
and Incirlik AB, Turkey (only pers. TDY to ONW)

Operation Joint Forge - Jun. 20, 1998 - Mar. 23, 1999  
Bosnia-Herzegovina, Croatia, Adriatic Sea & airspace.

Operation Desert Thunder - Nov. 11, 1998 - Dec. 22, 1998  
Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen,  
Egypt, Jordan, Persian Gulf, Gulf of Oman, Red Sea support.

Operation Desert Fox - Dec. 16, 1998 - Dec. 22, 1998  
Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen,  
Egypt, Jordan, Persian Gulf, Gulf of Oman, USN Red Sea support.

Former Republic of Yugoslavia Jan. 1, 2014 - Open

### **Southwest Asia Service Medal**

Operation Desert Shield/Operation Desert Storm Aug. 2, 1990 - Nov. 30, 1995  
(combat areas of operation only)

Personnel assigned to support units serving in Jan. 17, 1991 - Apr. 11, 1991  
Israel, Egypt, Turkey, Syria, Jordan.

### **Kosovo Campaign Medal**

Operation Allied Force - Kosovo Air Campaign Mar. 24, 1999 - Jun. 10, 1999

Kosovo Defense Campaign - Ground Action Jun. 11, 1999 - Dec. 31, 2013

### **Purple Heart**

Aug. 7, 1782 - Open

### **Combat Infantry Badge & Combat Medical Badge**

Army Dec. 6, 1941 - Open

### **Combat Action Ribbon**

Navy, Marine, Coast Guard Dec. 6, 1941 - Open

### **Combat Action Medal**

Air Force, Space Force Sep. 11, 2001 - Open

### **Combat Action Badge**

Army Sep. 18, 2001 - Open

<b><u>SSBN Deterrent Patrol Insignia</u></b>	Navy	Jan. 21, 1961 - Open
<b><u>Korea Duty</u></b> Service on the Korean Peninsula, its airspace and territorial waters for 30 consecutive or 60 non-consecutive days of duty		Jun. 30, 1949 - Open
<b><u>Korea Defense Service Medal</u></b>		Jul. 28, 1954 - Open
<b><u>Global War on Terrorism Expeditionary Medal</u></b>		Sep. 11, 2001 - Open
<b><u>Afghanistan Campaign Medal</u></b>		Sep. 11, 2001 – Aug 31, 2021
<b><u>Iraq Campaign Medal</u></b>		Mar. 19, 2003 - Dec. 31, 2011
<b><u>Air and Space Expeditionary Service Ribbon with GOLD BORDER</u></b>		Apr. 2004 - Open
<b><u>Inherent Resolve Campaign Medal</u></b>		Jun. 15, 2014 - Open
<b><u>Hostile Fire or Imminent Danger Pay</u></b>		

## **Sec. 102 - Applications - Affiliation of New Members.**

Every application for membership must be submitted on an approved, signed application outlining the applicant's honorable service, eligibility and other pertinent information. Proof of service to establish eligibility for membership rests with the applicant. The Post is responsible for assuring the eligibility of every member accepted to membership.

With respect to active duty military personnel currently performing service qualifying for membership, applications may be submitted on their behalf by a member who shall certify the requisite qualifications for membership based on personal knowledge concerning the applicant and shall be acted upon in accordance with the provisions of Section 103. Active duty military personnel admitted to membership under such procedure shall, within a reasonable time, sign the application, personally certifying eligibility and subscribing to the obligation of membership.

The application shall bear the name and the ID number of the member recommending the applicant and the recommendation of the Post Reviewing Committee.

## **Sec. 103 - Election.**

**Applications.** After the applicant has filled out the application card, it should be provided to the Post Adjutant or Quartermaster, together with the dues (and admission fee, if applicable). A receipt shall be given to the applicant.

An applicant may be recommended after eligibility has been fully determined by the Post Reviewing Committee. With respect to a Department Member-at-Large, the National Organization and/or the Department Headquarters will be responsible for eligibility determination.

The original application of every member will be retained on file with the Adjutant.

**Balloting on Applications.** Before voting on the application during a Post meeting, the Commander shall allow the members present an opportunity to state their objections, if any, to the admission of the applicant. Unless one member present shall request a written ballot, a vote shall be taken and a majority of the votes cast shall decide acceptance or rejection of the application.

**Rejection of Applicant.** Should an applicant be rejected by the Post, the admission fee and dues shall be returned. After one year (12 months) the applicant may again make application, but a person shall not be proposed for membership more than twice in one Post. An applicant rejected in one Post may apply to another Post or become a Department Member-at-Large.

**Notification.** The member shall be notified of their acceptance and that they are in good standing, subject to the Bylaws governing the organization. The member shall receive a membership card and will be eligible to receive a lapel pin.

**Obligation.** New Post members may receive the obligation according to the Ritual.

#### **Sec. 104 - Member Dues.** (See Section 104 of the Bylaws)

#### **Sec. 105 - Members in Good Standing.** (See Section 105 of the Bylaws)

#### **Sec. 106 - Former Members.**

The annual dues for a former member must be accepted without reapplication to membership if tendered to their Post within one year of the date on which they became unpaid. A member whose dues remain unpaid for a period of more than one year may be required to reapply for membership in their former Post as prescribed in Section 102 of the National Bylaws.

A former member may apply for membership in any other Post by payment of the current year's dues and as prescribed in Section 107 of the National Bylaws.

#### **Sec. 107 - Transfers.**

A member may transfer from one Post to another Post provided the following conditions are met:

- 1) Completion of the application as prescribed in Section 102 of the Manual of Procedure.
- 2) Signing the Member Declaration as stated below.
- 3) Acceptance by the Post.

With respect to transfers from a Post to Department Member-at-Large, it is the National Organization's and/or the Department Headquarters' responsibility to ensure the above mentioned conditions have been met.

##### **Member Declaration**

"I hereby certify that it is my desire to transfer my membership. I further certify that I am not indebted to my former Post, be it through oral or written commitment or otherwise, and that, to the best of my knowledge, no written charges have been preferred against me by my former Post and I understand that any such indebtedness or charge which may be disclosed any time hereafter will render this transfer null and void."

Members transferring should surrender their membership card to the Quartermaster of the accepting Post.

#### **Sec. 108 - Challenging Members Eligibility.**

A Post shall, upon motion duly passed at any regular or special meeting called for such purpose, challenge the eligibility of an individual member. The challenged member shall be

notified within five (5) days of such action by certified or registered mail addressed to the member's last known address, at which time they shall have fifteen (15) days to provide proof of eligibility to the Post Adjutant for disposition. If proof of eligibility cannot be established the member's application and proof of service shall be submitted to the Department Commander for review and disposition.

*A Department Commander may initiate a challenge of eligibility of any member in their respective Department after the member has been properly notified in writing by certified or registered mail addressed to the member's last known address, at which time they shall have fifteen (15) days to provide proof of eligibility to the Department Commander for disposition.* If proof of eligibility cannot be established by the Department Commander, the member's application and proof of service shall be submitted to the Commander-in-Chief, who shall determine the eligibility of the member. Should the Commander-in-Chief determine the member to be ineligible, they shall issue an order directing that the member be removed from the membership rolls. A copy of the order shall be mailed to the member at their last known address.

The Commander-in-Chief may challenge the eligibility of any member.

With respect to ineligibility by reason of a less than honorable discharge, the determination by the Commander-in-Chief and any appeal shall be limited to consideration of the type of discharge received and shall not extend to the reason or reasons for such discharge.

Any member removed from the membership rolls by order of the Commander-in-Chief for ineligibility shall forfeit all rights and privileges as a member. In such event, no refund of annual dues will be made.

Appeals from determinations of the Commander-in-Chief concerning eligibility of a member shall be made in the manner prescribed for appeals to the National Council of Administration under Section 109 of the Bylaws and Manual of Procedure.

## **Sec. 109 - Right of Appeal.**

The aggrieved member, Post, District or Department of the Veterans of Foreign Wars may submit a written appeal to the next higher authority using the following chain of command:

1. Department Commander
2. Commander-in-Chief
3. National Council of Administration

### **Appeal Criteria:**

A written, signed appeal shall:

1. Describe the act or decision from which the appeal is taken and the manner in which the matter at issue has been handled.
2. State all facts known to the member concerning the matter at issue.
3. Specify the provision or provisions of the Charter, Bylaws, Manual of Procedure, Ritual or the laws or usages of Veterans of Foreign Wars of the United States which the act or decision violates or contradicts.
4. State the relief requested by the member.

**Notification of Appeal:** Written notification of any acts or decision by a Post, District or Department Commander from which an appeal may be taken under this section shall advise the member of their right to appeal.

**Computation of Time:** With respect to appeals, within a specific number of days it shall mean calendar days. The time shall be calculated beginning with the day upon which the decision at the previous level was either hand delivered or mailed by registered or certified mail, return receipt requested, to the last known address of the member. Any required action



by the member must be made in writing and mailed by registered or certified mail, return receipt requested, and postmarked no later than the date due. The Commander-in-Chief may, at their sole discretion, grant an extension provided the request is received prior to the expiration of the time frame originally prescribed and that the request is for good and sufficient cause.

**Appeals to the Department Commander:** Appeals to the Department Commander from the acts or decisions of the Post or District Commander shall be made within thirty (30) days of the act or decision from which the appeal is taken. All appeals shall be made in writing and shall be mailed by registered or certified mail, return receipt requested, to the Department Commander at Department Headquarters.

Upon receipt of a proper written appeal, the Department Commander shall conduct such inquiry, request such documents and evidence as deemed appropriate, and shall send a copy of the written appeal papers to the Post, County Council (if applicable) or District or respective Commander whose act or decision is the subject of the appeal. Such Post, County Council (if applicable), District or respective Commander may make written response within thirty (30) days. A copy of such response shall be mailed to the member taking the appeal, who shall have ten (10) days from the date of such response to make any further written submission to the Department Commander.

The Department Commander shall decide the appeal and shall inform the member and Post, County Council (if applicable) or District or respective Commander in writing that the appeal is denied, or if not denied, the relief granted the member. In the event that no written decision is rendered within thirty (30) days, the appeal shall be considered denied.

The determination of the Department Commander shall have full force and effect unless and until reversed by competent authority. The member aggrieved by the acts or decisions of a Department Commander, the Department Council of Administration or the Department Convention shall have the right to appeal to the Commander-in-Chief.

**Appeals to the Commander-in-Chief:** Appeals to the Commander-in-Chief from the acts or decisions of the Department Commander (including decisions on an appeal made to the Department Commander), the Department Council of Administration or the Department Convention shall be made within thirty (30) days of the act or decision from which the appeal is taken. All appeals shall be made in writing and shall be mailed by registered or certified mail, return receipt requested, to the Commander-in-Chief at Veterans of Foreign Wars of the United States Headquarters.

Upon receipt of a proper written appeal, the Commander-in-Chief shall conduct such inquiry, request such documents and evidence as deemed appropriate, and shall send a copy of the written appeal papers to the Department Commander or Department Council of Administration whose act or decision is the subject of the appeal. With respect to an appeal from the Department Commander's decision on an appeal, the Department Commander shall, within fifteen (15) days, forward copies of the written appeal, any responses and their decision to the Commander-in-Chief. The Department Commander or the Department Council of Administration may make written response to the member's appeal within thirty (30) days. A copy of such response shall be mailed to the member taking the appeal, who shall have ten (10) days from the date of such response to make any further written submission to the Commander-in-Chief.

Thereafter, the Commander-in-Chief shall decide the appeal and shall inform the member and the Department Commander or Department Council of Administration in writing that the appeal is denied, or if not denied, the relief granted the member. In the event that no written decision is rendered within one-hundred twenty (120) days, the appeal shall be considered denied.

The decision of the Commander-in-Chief shall have full force and effect unless and until reversed by the National Council of Administration. The member aggrieved by the acts or decisions of the Commander-in-Chief may make a final appeal to the National Council of Administration.

**Appeals to the National Council of Administration:** Appeals to the National Council of Administration shall be made within thirty (30) days of the acts or decisions of the Commander-in-Chief from which appeal is taken. All such appeals shall be in writing and shall be mailed by registered or certified mail, return receipt requested, to the National Council of Administration at National Headquarters, Veterans of Foreign Wars of the United States.

The member shall have the right to appear at their own expense, personally or by counsel, at such time and place as the matter is considered. The National Council of Administration shall decide the appeal and shall inform the member in writing of its decision.

#### **Sec. 110 - Rights of Members.** (See Section 110 of the Bylaws)

#### **Sec. 111 - Life Members.**

Any applicant whose 31st, 41st, 51st, 61st, 71st or 81st birthday will occur after the date of application and on or before December 31 of the current calendar year shall pay only the fee that would be required on their next birthday.

Upon receipt of the applicable fee, the Post Quartermaster shall immediately forward payment together with the life membership application of the individual to the Quartermaster General (or, if required by the Department, through the Department Quartermaster to the Quartermaster General). In the case of Members-at-Large, the payment, along with the life membership application, shall be forwarded to the Quartermaster General. The life membership shall become effective immediately upon the receipt of the full fee by the Quartermaster General. The Quartermaster General shall deposit all sums received for life membership in a special fund called the Life Membership Fund, and shall issue a suitable life membership card.

Death of a life member prior to December 31 of the calendar year an applicant's life membership is processed by the Quartermaster General shall be cause for a refund of the life member fee if requested by the Post Quartermaster or Department Quartermaster. Annual payments paid from the Life Membership Fund to the Post, Department or National Headquarters will be deducted from any such refund.

**Members-at-Large:** A Member-at-Large in good standing, a prospective Member-at-Large otherwise eligible for membership but not previously a member and a prospective Member-at-Large that was a former member and otherwise eligible for reinstatement may become a Life Member by submitting the application and applicable fee in the manner prescribed by the National Council of Administration.

(End of Article I)