

**VETERANS OF FOREIGN WARS
OF THE UNITED STATES
DEPARTMENT OF WYOMING
BY-LAWS**

Be it enacted by the Department of Wyoming, Veterans of Foreign Wars of the United States, in stated convention assembled and by authority of the same, that the following code of By-Laws be adopted for the government of the Department and its subordinate Posts under authority of Section 502, of the National By-Laws of the Veterans of Foreign Wars of the United States.

ARTICLE I

- Section 1 Name: The name of this organization shall be the Department of Wyoming, Veterans of Foreign Wars of the United States.
- Section 2 Composition: It shall be composed of all Posts of the Veterans of Foreign Wars of the United States located within the State of Wyoming in good standing.

ARTICLE II
Governing Body

- Section 1 The Department of Wyoming shall be governed by a Department Convention, subordinate to the National Convention.
- Section 2 The Department Convention shall consist of:
1. The Commander-in-Chief and Past Commanders-in-Chief who are members in good standing in a Post within the Department.
 2. The National Council Member, the Department Commander, all Past Department Commanders who are members in good standing in a Post within the Department; all elective officers of the Department, Chief of Staff, Inspector, and the Adjutant.
 3. All District Commanders throughout the Department. In the absence of the District Commander, the District Senior Vice Commander, or, in the Senior Vice Commander's absence, the District Junior Vice Commander may be registered and function as a member of the Convention.
 4. All Post Commanders throughout the Department. In the absence of the Post Commander, the Post Senior Vice Commander, or, in the Senior Vice Commander's absence, the Post Junior Vice Commander may be registered and function as a member of the Convention.
 5. Delegates to be elected by the Posts.

ARTICLE III

Meetings

Section 1 The annual meeting of the Department Convention shall be on the second full weekend of June each year, and the Mid-Winter Conference shall be on the second weekend of January each year. Under unusual circumstances, the Council of Administration may grant a change of date by no more than one week.

ARTICLE IV

Eligibility of Office

Section 1 All active members of the Veterans of Foreign Wars of the United States who are in good standing in their respective Posts within the State of Wyoming are eligible to hold any office in the Department.

ARTICLE V

Elected and Appointed Officers

Section 1 The elective officers of this Department shall be Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Surgeon, and Chaplain.

Section 2 The Commander, immediately after entering office, shall appoint an Adjutant, Inspector, and Chief of Staff, and all other State Officers and Committees not otherwise provided for and may remove these same officers at his pleasure.

Section 3 No person within the Department shall issue orders or instructions in direct conflict with those issued by the Department Commander.

Section 4 There shall be a three-member Audit and Financial Advisory Committee. No member of this committee shall also be serving on the Council of Administration. The Department Junior Vice Commander shall appoint one member for a three-year term who must be approved by the Department Council of Administration at the Council meeting immediately following the Department Convention. The individual in the final year of appointment serves as Chairman. There must be at least two Committee members present for an audit. It shall be the duty of this Committee to conduct a detailed audit of the Department Quartermaster's records, to include all financial business conducted by the Department, prior to the Mid-Winter Conference and the Department Convention, and more often if deemed necessary. This Committee is also responsible for reviewing the Department investment portfolio and making appropriate recommendations to the Council regarding the financial investments of the Department. The Chairman shall report the finding of the audit to the Council of Administration and, if requested, to the general membership. Members of this Committee shall be paid mileage for audits at the same rate as members of the Council of Administration.

Section 5 No elected or appointed Department officer, or other member of the Department, who is scheduled to receive travel expense funding from the Department to attend any National or Conference function, shall be eligible to receive full funding from the Department if that officer or member is also receiving travel expense funding from National or Conference to attend the same function. If the Department funding is a larger amount than the National or Conference funding, the Department shall pay only the difference. Any Department officer who receives Department funding to attend any function, and who does not attend the function, shall immediately reimburse the Department the full amount of the funding.

ARTICLE VI

Council of Administration

Section 1 The Council of Administration shall consist of: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Surgeon, Chaplain, Adjutant, Inspector, Chief of Staff and the District Commanders. The retiring Department Commander remains a voting member of the Council for one year following his term as Department Commander.

Section 2 The Council of Administration shall have charge of the working interests of the Department and has the power to fix all salaries and audit the accounts of the various officers. The Council shall keep a full and detailed record of its proceedings and present the same to the Department Convention at each stated meeting. Each member of the Council present at its meetings has one vote and a majority constitutes a quorum for the transaction of business.

Section 3 The funds of the Department now invested, or any funds invested in the future shall not be liquidated, except by a vote of two-thirds of the Council of Administration sitting in a regular session, or at a special meeting called for that purpose by the Department Commander, and then only on a recorded roll call vote.

Section 4 Voice of Democracy and Patriot's Pen award amounts shall be determined by the Department Council of Administration annually and shall be paid to the first, second, and third place Department winners.

ARTICLE VII

District Composition

Section 1 The State of Wyoming is divided into Districts as follows:

District 1 - All Posts in Big Horn, Park, Hot Springs, Washakie and Fremont Counties

District 2 - All Posts in Campbell, Crook, Johnson, Sheridan and Weston Counties

District 3 - All Posts in Converse, Natrona, Niobrara, Albany and Carbon Counties

District 4 - All Posts in Lincoln, Sublette, Teton, Uinta and Sweetwater Counties

District 5 - All Posts in Goshen, Laramie and Platte Counties

Section 2 Each District shall be commanded by a District Commander elected annually by delegates present and representing Posts in the District at the annual spring District meeting.

Section 3 Immediately after being elected the District Commander shall appoint an Adjutant, Chief of Staff, Service Officer and Inspector.

Section 4 All District Commanders shall be installed with the Department Commander at the annual Department Convention.

ARTICLE VIII

Department Dues and Fees

Section 1 The Department per capita tax for annual members shall be \$11.50 per member transmitted, along with the National per capita tax, directly to National.

Section 2 National By-Laws, Section 213: Any Post in arrears for any financial obligations to County Council (if applicable), District, Department and National for fees, dues, poppy money, supply money, failing to have the office of Quartermaster properly bonded in accordance with Section 703, failing to ensure that the Post is properly insured in accordance with Section 709, failing to submit properly completed quarterly Post Trustees Report of Audit, Post Election Report for the ensuing year, or other obligations, shall be deprived of all representation in County Council and District meetings; County Council, District, Department and National Conventions. Such representation shall be restored promptly upon proper adjustment of such deficiencies.

ARTICLE IX

Department Convention Obligations

Section 1 No special funds shall be set aside for use of any Convention Committee or Post. Nothing in this article shall be constituted as to prohibit the Convention making an appropriation to defray the expense of the Convention, but does prohibit the Council of Administration from doing so.

ARTICLE X

Election of Officers and Term of Office

Section 1 The nomination of Department Officers shall take place before the close of the opening business session. Nomination and election of officers shall take place during the second business session. After election has started, it will be completed before any recess (except for caucus) or before the close of the session.

- Section 2 All elected officers of the Department shall be installed and assume their duties immediately after the close of the Convention.
- Section 3 The term of all appointed officers shall expire with the term of the appointing officer.
- Section 4 Department Custodian: The Department Quartermaster shall be the custodian of department records and reports of retiring department officers and posts shall be forwarded to that office for storage and preservation.
- Section 5 The signature of the current Department Quartermaster shall be the only required signature on Department of Wyoming VFW checks.
- Section 6 The voting at the Department Convention shall be as follows; all elected Department Officers, Past Department Commanders, and Post Commanders have one vote. They may pass this vote and vote their respective Post delegate strength if they so desire. The voting strength of each Post shall be one delegate vote for each thirty members or fraction thereof based on the most current National membership report.
- Section 7 A candidate for Junior Vice Commander-in-Chief from the Western Conference is selected at the Department Convention by roll call vote. The Department will not endorse any candidate for Junior Vice Commander-In-Chief more than two years before the vote by the Western Conference to elect a candidate. The Department Commander, or in his absence, the Senior Vice Commander or Junior Vice Commander, will cast the Department vote on the first ballot at the Western Conference Meeting for the candidate selected at the Department Convention. Should that candidate be dropped after the first ballot, the senior officer present will poll the choice of the delegates present and vote accordingly.

ARTICLE XI

- Section 1 These By-Laws may be revised at any regular Convention of the Department of Wyoming.
- Section 2 Proposed changes in the Department By-Laws must be provided to all Post Commanders in the Department of Wyoming a minimum of thirty days prior to the start of the Department Convention and voted on at that convention.

ARTICLE XII

Conflict with National By-Laws

- Section 1 Articles or Sections of these By-Laws that may conflict with the National Congressional Charter and By-Laws are void. In case of a conflict the National By-Laws govern.

ARTICLE XIII
Official Headgear

Section 1 A cap of the overseas type, lettered with VFW initials, post numerals, state, rank of office (when applicable), and bearing the Cross of Malta emblem, is the VFW regulation cap. Only regulation caps are worn at official Department meetings.

ARTICLE XIV
Veterans Service Committee

Section 1 The Department Veterans Service Committee, hereafter referred to as “the Committee,” consists of the Department Commander, Department Adjutant/Quartermaster, and the three immediate Past Department Commanders. The Chairman of the Committee is the retiring Department Commander who shall assume said position immediately upon leaving office. The Committee meets at least once per year, and a minimum of three members is required for a quorum. A report on the results of the meetings is given during the next regular or special meeting of the Council of Administration, hereafter referred to as “the Council.”

Section 2 Under the direction of the Council, and subject to the provisions of the National By-Laws and the directives of the Director of National Veterans Service, the Committee shall monitor the policies under which the employees of the Department Service Office work, as well as the performance of their duties. The Committee is responsible for periodically reviewing the Department personnel rules and recommending appropriate changes to the Council. The Committee shall make recommendations to the Council regarding salary adjustments for the employees of the Department Service Office. Hiring, dismissal, and discipline of the service office employees is also the responsibility of the Council. The Committee is responsible for making recommendations to the Council regarding the hiring, dismissal, and discipline of the Department Service Office employees. The Committee investigates any action that may be brought against the Department Service Office or its employees and be responsible for recommending action as deemed appropriate to the Council.

Section 3 The routine day-to-day administrative supervision of the employees of the Department Service Office shall be the responsibility of the Department Adjutant/Quartermaster under the guidance of the Committee.

Approved: At the 85th Wyoming Department Convention held in Cheyenne, Wyoming, June 7-8, 2018.

Trish Peoples
Adjutant/Quartermaster

Willis Cain
Commander