

June 25, 2019

Richard Raskin, Commander  
Department of Virginia, VFW  
8767 Bradley Forge Dr.  
Manassas, VA 20112-4527

Re: Proposed Amended Bylaws

Dear Comrade Raskin:

Receipt is acknowledged of the proposed revised Bylaws for the Department of Virginia VFW, submitted for review of the Commander-in-Chief in accordance with Section 502 of the Manual of Procedure.

These documents have been designated amended Bylaws to reflect their replacement of previously reviewed Bylaws.

A review of the proposed amended Bylaws discloses that they are in compliance with the Congressional Charter, Bylaws, Manual of Procedure, Ritual, and laws and usages of the Veterans of Foreign Wars of the United States.

A copy of the reviewed amended Bylaws has been retained for our files and two sets herewith returned.

Sincerely,



Johnathan R. Duncan, Interim Director  
Administrative Operations

JRD: cl

Enc: Revised Bylaws (2)

cc: Department Adjutant (1)

## Charles Lawton

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**From:** Zach Schwen  
**Sent:** Wednesday, June 19, 2019 11:45 AM  
**To:** Charles Lawton  
**Subject:** FW: Amended state bylaws  
**Attachments:** Amended By-Laws 6-16-19.pdf; ATT00001.htm

**From:** Johnathan Duncan  
**Sent:** Wednesday, June 19, 2019 11:44 AM  
**To:** Zach Schwenk <ZSchwenk@vfw.org>  
**Subject:** Fwd: Amended state bylaws

Johnathan R. Duncan  
Veterans of Foreign Wars  
(Sent Remotely)

Begin forwarded message:

**From:** State Adjutant <adj@vfwva.org>  
**Date:** June 19, 2019 at 11:41:43 AM CDT  
**To:** Johnathan Duncan <JDuncan@vfw.org>  
**Subject:** Amended state bylaws

Hello,

We got conditional approval of this change before and voted to implement it at our convention. So, I am sending this to you for final approval. Thanks.

Ken Wiseman  
State Adjutant/Quartermaster  
Immediate Past State Commander  
Assistant State Service Officer  
VFW Virginia  
540-487-4476

Veterans of Foreign Wars

JUN 19 2019

Administrative Operations-GM

VETERANS OF FOREIGN WARS OF THE UNITED STATES  
DEPARTMENT OF VIRGINIA  
CHARTERED FEBRUARY 1, 1923  
DEPARTMENT BYLAWS  
REVISED: JUNE 16, 2019

ARTICLE I

Section 1. This subdivision of Veterans of Foreign Wars of the United States shall be known as the Department of Virginia, Veterans of Foreign Wars of the United States.

Section 2. The jurisdiction of this Department shall conform with the territorial boundaries limitations of the State of Virginia.

Section 3. Permanent location of the Headquarters of the Department of Virginia, Veterans of Foreign Wars of the United States shall be at 403 Lee Jackson Highway, Staunton, Virginia 24401.

ARTICLE II

The qualifications and eligibility for membership in the organization shall be governed by the Congressional Charter and Bylaws of the National Organization, as shown in Article I, Section 101.

ARTICLE III

POSTS

Post status in this Department shall be in accordance with and governed by the National VFW Bylaws and Manual of Procedure as contained in Sections 201 through 223.

ARTICLE IV

DISTRICTS

Section 1. District status in this Department shall be in accordance with and governed by the National VFW Bylaws and Manual of Procedure as contained in Section 401 to 421 inclusive.

Section 2. The Department of Virginia shall consist of thirteen (13) Districts, numbered chronologically from Number 1 through Number 13.

Section 3. The District Commander serves as both the District Commander and as a member of the Department Council of Administration.

- A. In the event that a District Commander resigns or is removed from the District Commander position IAW Section 420 of the Bylaws, the position on the Council of Administration will also be declared vacant.



ARTICLE V  
DEPARTMENT

The Department of Virginia, VFW shall be governed by the Department Convention in accordance with the National VFW Bylaws and Manual of Procedure as contained in Article V, Section 501 - 522. Council of Administration composition, powers and duties as contained in Article V, Section 522.

Section 1. The Bylaws of the Department of Virginia shall be those previously enumerated from the National VFW Bylaws and Manual of Procedure and as they may be supplemented by the Department Convention at its annual session in accordance with Section 504 - 521.

Section 2. Council of Administration

- A. The Council of Administration shall be composed in accordance with Section 522. Specifically, the Department Council of Administration shall consist of the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Adjutant, Judge Advocate, Surgeon, Chaplain, Chief of Staff, Inspector, the immediate past Department Commander and the District Commanders.
- B. The Council of Administration may remove an elected officer, elected committee member or appointed salaried officer as prescribed in Section 520 of the Manual of Procedure.
- C. The Department Council of Administration shall have the authority to determine the boundaries of the Districts which exist within the Department in accordance with Section 401 of the National Bylaws.

Section 3. Committees:

- A. To facilitate the work of the organization and to assist the Department Commander AND THE Council of Administration in the advancement of the causes of the Veterans of Foreign Wars. Committees shall be listed in the Department Standard Operating Procedures (SOP) together with their composition, duties and responsibilities.
- B. The Department Commander shall appoint and/or disband such other committees as deemed necessary. The committees shall serve during the current administration.

Section 4. Standard Operation Procedures (SOP). The routine operations of the Veterans of Foreign Wars, Department of Virginia shall be specified in the Standard Operating Procedures (SOP).

Section 5. Department Officers

- A. The elected officers of the Department of Virginia shall be a Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Surgeon and Chaplain.
- B. The Department Commander shall appoint an Adjutant, Inspector, Chief of Staff and Service Officer.

- C. The Department Commander may appoint such chairmen and committees as deemed necessary to conduct the affairs of the Department or as may be required by Department Bylaws.
- D. With respect to salaried officers, the appointment shall be made subject to the confirmation of a majority of the Department Council of Administration.

ARTICLE VI

BYLAWS REVISIONS, AMENDMENTS, ADOPTION AND APPROVAL

Section 1. These Bylaws may only be amended or revised at the Department Convention by a two-thirds vote of the members present and voting at a stated meeting thereof; PROVIDED that such amendments or revisions have been forwarded to Department Headquarters; have been properly approved and proposed by a Post, or have been recommended by a Department Officer or Past Department Commander, and written notice thereof, together with a copy of the proposed amendment or revision has been given to each Post by the Department Adjutant in the General Orders at least 30 days prior to the State Convention.


Section 2. APPROVAL. After these Bylaws have been adopted, as provided in Section 1 above, three copies will be forwarded to VFW National Headquarters, 406 West 34th Street, Kansas City, Missouri 64111.

These Bylaws shall become effective upon the Department's receipt from National Headquarters of the Commander-in-Chiefs review and approval.

Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future National Bylaws, the latter shall prevail and be binding upon this Department as though written herein.

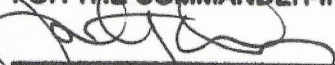
APPROVED BY THE DEPARTMENT OF VIRGINIA, VETERANS OF FOREIGN WARS OF THE UNITED STATES.

6/19/2019  
 \_\_\_\_\_  
 (Date)

  
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 Department Adjutant



**REVIEWED JUN 25 2019  
 FOR THE COMMANDER-IN-CHIEF**

  
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**KIM A. DE SHANO  
 ASSISTANT ADJUTANT GENERAL  
 BY JOHNATHAN R. DUNCAN, INTERIM DIRECTOR  
 ADMINISTRATIVE OPERATIONS**