

## CHIEF OF STAFF

Work closely with the Grand President. You are under her jurisdiction. Know and understand all of our Supreme Programs so you will be ready to help. Re-read the Supreme By-Laws and Ritual, especially Article II, Sections 201, 202 and 203.

### FORMATION OF NEW AUXILIARIES:

1. Contact Bachelor Pup Tents and explain the advantages of having a Women's Auxiliary. Be aware of new Pup Tents. Personal contact does wonders.
2. An Auxiliary cannot be formed until approved by an MOC Pup Tent at a stated Meeting AND by the sponsoring VFW.
3. After completion of this procedure, the Seam Squirrel fills out the New Auxiliary Application and contacts the Grand MOC Auxiliary Chief of Staff. This Application along with the Certificate of Confirmation and a \$50.00 Charter Fee is then forwarded to the Supreme Treasurer.
4. The Application for a New Auxiliary form received by the Supreme Treasurer includes a listing of at least ten (10) New or Reinstated Applicants who are Members of the Ladies Auxiliary VFW. They must have a current dues card, be a Member in good standing for at least six (6) months, and be at least sixteen years of age.
5. The Supreme Treasurer will forward the following to the MOCA Organizer of the new Auxiliary:
  - One Podium By-Laws Book and Eight Rituals
  - One Fun Program Booklet
  - Membership Application Cards
  - Current Dues Cards, Transmittal Forms, and Treasurer's Guide
  - Hospital Report Forms
  - Supply Order Forms with current Price.
  - Supreme Program Book and Roster
  - Application for a Bond
  - Institution Warrant
  - Installation Warrant
  - Closing Charter Forms

### ORGANIZATIONAL MEETING:

1. Contact prospective Members by mail or phone. Arrange a place, date, and time for a meeting to explain the purpose of our Organization and to hold election of Officers. Arrange to arrive early so you can greet the prospective Members.
2. Advise Members when considering appropriate dues that the Auxiliary incurs several expenses:
  - Charter Fee of \$50.00
  - Treasurers Bond
  - Supreme Per Capita Tax of \$7.00 per Member
  - Grand Per Capita Tax (if in a Grand)
  - Membership Pins
  - By-Laws Books
  - Other Obligations and Supplies
3. The Chief of Staff should leave the Meeting at this point and allow the women to elect Officers and decide on dues. Be sure to advise them to choose a Chairman to conduct the Meeting and a Secretary to record the Meeting minutes.
4. The Chief of Staff, upon returning to the meeting, will instruct the Treasurer-elect to open a checking account in the name of the Auxiliary, requiring two signatures on all checks, with the money (dues and initiation fees). You should also instruct the Treasurer-elect to file for an EIN and obtain books for the minutes and ledger.
5. As Chief of Staff you should plan to attend the first few meetings to be available to assist and answer questions.

## **INSTITUTION AND INSTALLATION:**

1. Refer to Supreme By-Laws, Article 203 on Institution and Installation of Auxiliaries.
2. The Grand President having jurisdiction shall appoint an Officer to Institute the Auxiliary and Install Officers, or authorize any Supreme, Grand, Past Supreme or Past Grand Auxiliary Elected Officer or deputized Chief of Staff in accordance with the rules and usages of this Organization. Any Member may organize an MOC Auxiliary, but she cannot Institute or Install, unless she holds or has held, one of the above Offices.
3. Following the Institution and Installation, complete the Installation Report and mail a copy to the Supreme Treasurer and the Supreme Secretary.
4. At this point, assist the Treasurer in making out a Transmittal Form and the Application Cards.
  - The Auxiliary retains one (1) copy of the Application and one (1) copy of the Transmittal Form.
  - Send the Grand Treasurer two (2) copies of the Transmittal, the Grand Per Capita, and the Supreme Per Capita. The Grand Treasurer will process the dues as usual and forward to the Supreme Treasurer. If you are not in a Grand the Instituting/Installing Officer should send one (1) copy of the Applications, one (1) copy of the Transmittal Form and the Supreme Per Capita to the Supreme Treasurer.
5. **The Treasurer's Bond:** You have **TWO** options  
A check for \$8.00 (per \$1000) may be made payable to the Tallman Insurance Company and sent to TIA, 406 West 34<sup>th</sup> Street – Suite 806, Kansas City, MO 64111  
**OR** a check for \$14.00 (per \$1000) may be made payable to the Supreme MOC, and mailed to Supreme Headquarters, 604 Braddock Avenue, Turtle Creek, PA 15145.  
The Treasurer's Bond should include:
  - Auxiliary Name and Number
  - President's Name and Address
  - Bank Name and Address
  - A copy of the bond **MUST** be sent to the Supreme Treasurer P O Box 34 Flora Vista, NM 87415 and Supreme Quartermaster, Supreme Headquarters, 604 Braddock Avenue, Turtle Creek, PA 15145.
6. Instruct and assist the Treasurer in filling out a supply order.
7. Instruct and assist the Hospital Chairman in filling out the Hospital Form.

## **Charter:**

The Charter shall remain open for a period of sixty (60) days after Institution. The Closing Charter Application Form must be completed at that time. This Form should be printed or typewritten, and names listed in alphabetical order. Re-check all information on the Closing Form to be sure of correct spelling, numbers, and dates. Charters cannot be changed or corrected without a fee, unless an error was made on the part of the Supreme Office. It is the responsibility of the Instituting Officer to mail the Charter Application to the Supreme Treasurer at the close of sixty (60) days.

**Please note: Transfer Members cannot be counted in the first ten Members that form the New Auxiliary. They may be added thereafter and included on the Charter.**

## **EXTENSION AND RETENTION:**

We are not in the business of pulling Charters and this should be recommended **ONLY** as a last resort. So please, do your part to keep Auxiliaries that may be faltering. It is more important to keep current Auxiliaries than replace them with new ones. If an Auxiliary loses its Pup Tent and there is a bachelor Pup Tent that votes to accept them, the Auxiliary can apply for a change of name and number. For details contact the Supreme Chief-of Staff or the Supreme Treasurer.

## **SUPREME AWARDS:**

- Citation to each Grand forming a new Auxiliary
- Citation to each Member who forms a new Auxiliary
- Citation to Member who forms the most new Auxiliaries
- Citation to Member who forms a new Grand

1st, 2nd and 3rd place Awards to Grands having the largest net gain in Auxiliaries (gain minus any Auxiliaries lost).

# CHIEF OF STAFF

## YEAR-END

## GRAND

Mail to: **Supreme Chief of Staff**  
Armithia "Sissy" Borel  
4818 Mazilly Rd.  
Starks, LA 70661

Due: Immediately Following  
Grand Convention

E-mail: [aborel.home@gmail.com](mailto:aborel.home@gmail.com)

Date: \_\_\_\_\_

Grand: \_\_\_\_\_

Number of Auxiliaries in Grand on April 30, 2017: \_\_\_\_\_  
April 30, 2018: \_\_\_\_\_

Did you contact all bachelor Pup Tents? \_\_\_\_\_

Number of Auxiliaries Instituted and Installed between July 1, 2017 and April 30, 2018: \_\_\_\_\_

Number of Auxiliaries defunct between July 1, 2017 and April 30, 2018: \_\_\_\_\_

Name and Number of Auxiliaries you were able to HELP to keep from going defunct?

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Name, Number and Location of EACH New Auxiliary and Name of Organizer:

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**Attach a summary of your activities demonstrating your work and interest in your duties as Chief of Staff to the MOC Auxiliary.**

\_\_\_\_\_  
Grand Chief of Staff

\_\_\_\_\_  
President

\_\_\_\_\_  
Address

E-mail: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

E-mail: \_\_\_\_\_



**APPLICATION FOR CLOSING LOCAL AUXILIARY CHARTER  
TO  
MILITARY ORDER OF THE COOTIE**

*“The Honor Degree of the Veterans of Foreign Wars”*

**NEW CHARTER**

**REORGANIZED**

\_\_\_\_\_ Auxiliary # \_\_\_\_\_ City \_\_\_\_\_ Hunting Grounds of \_\_\_\_\_  
Name \_\_\_\_\_ State \_\_\_\_\_

**Print or Type Names**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_

**Date of Auxiliary Institution** \_\_\_\_\_

**Date Charter Closed** \_\_\_\_\_

We, the undersigned Auxiliary Officers, have checked the list of names presented hereon and certify that they are correctly spelled and that each member whose name is listed hereon has been regularly inducted into the Auxiliary according to the customs prescribed by the by-laws and that their names should be inscribed on the Charter of this Auxiliary.

**Signed:**

President: \_\_\_\_\_

Address: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_

Secretary: \_\_\_\_\_

Address: \_\_\_\_\_

**Mail to Supreme Treasurer**

Charter mailed: \_\_\_\_\_