



November 25, 2024

Mitchell L. Rubenstein, Commander  
Department of Virginia, VFW  
4384 Swover Creek Road  
Edinburg, VA 22824

Re: Proposed Amended Bylaws

Dear Comrade Rubenstein:

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 substantial compliance with the Congressional Charter, Bylaws, Manual of Procedure, Ritual, and laws and usages of the Veterans of Foreign Wars of the United States; however, have been modified for compliance. To preclude any misunderstanding of the additions and/or deletions, an informal document has been attached.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Q. Carroll".

Quentin S. Carroll, Director  
Administrative Operations

QSC: sb

Enc: Revised Bylaws (2)

cc: Department Adjutant (1)

## NATIONAL HEADQUARTERS

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# NATIONAL BYLAWS/MANUAL OF PROCEDURE CONFLICT

DEPARTMENT OF VIRGINIA, VFW

## **Article VI Section 1**

Add “and voting” after “members present

*Reason: A member may abstain from voting.*

VETERANS OF FOREIGN WARS OF THE UNITED STATES  
DEPARTMENT OF VIRGINIA  
CHARTERED FEBRUARY 1, 1923  
DEPARTMENT BY-LAWS  
REVISED: JUNE 16, 2024

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 and U.S.Navy Base Guantanamo Bay, Cuba

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 By-Laws 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 By-Laws 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 By-Laws 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 IA W Section 420 of the By Laws, 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 By-Laws and Manual of Procedure as contained in Article V, Section 501 - 521. Council of Administration composition, powers and duties as contained in Article V, Section 522.

Section 1. The By-Laws of the Department of Virginia shall be those previously enumerated from the National VFW By-Laws 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 By-Laws.

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 chairman and committees as deemed necessary to conduct the affairs of the Department or as may shall 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

BY-LAWS REVISIONS, AMENDMENTS, ADOPTION AND APPROVAL

Section 1. These By-Laws 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 each Post by the Department Adjutant in the General Orders at least 30 days prior to the State Convention.

Section 2. APPROVAL .. After these By-Laws 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.

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

Wherever these By-Laws or subsequent amendments may be found to be in conflict with the present or any future National By-Laws, 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.

June 25, 2024  
(Date)

*Chad E. M.*

Department Adjutant



REVIEWED **NOV 25 2024**  
FOR THE COMMANDER-IN-CHIEF

*Brian Walker*  
ASSISTANT ADJUTANT GENERAL

BY *[Signature]*, DIRECTOR  
ADMINISTRATIVE OPERATIONS