

# CONSTITUTION/BY-LAWS



## VETERANS OF FOREIGN WARS OF THE UNITED STATES "THE SOUTHERN CONFERENCE"



Amended October 29, 2022  
Effective October 29, 2022

## TABLE OF CONTENTS

ARTICLE		PAGE
Article I	NAME, PURPOSE, SCOPE	3
Article II	MEMBERSHIP	3
Article III	LEGISLATIVE AND GOVERNING BODIES	4
Article IV	OFFICERS/COMMITTEES	4
Article V	MEETINGS	6
Article VI	DUES AND ASSESSMENTS	6
Article II	RECORDS AND EXPENDITURES	7
Article III	AMENDMENTS AND BY-LAWS	7
Appendix A	AMENDMENT RECORD	9

**ARTICLE I**  
**NAME, PURPOSE, SCOPE**

1. This association shall be known as THE SOUTHERN CONFERENCE, VETERANS OF FOREIGN WARS OF THE UNITED STATES, hereinafter referred to as the CONFERENCE.
2. It shall be dedicated to the promotion of the interests of the Veterans of Foreign Wars of the United States, as declared in the Constitution, By-Laws, and Congressional Charter thereof, and shall supplement the efforts of the constituted officials of the V.F.W. in the geographical territory composing its field of activity.
3. To the extent that the same are applicable, the Conference shall be guided by the organic laws of the V.F.W. by the declaration of policy promulgated by its National Convention and Governing bodies, and shall observe, uphold, and sustain the principles and mandates derived there from.
4. All matters affecting the Veterans of Foreign Wars of the United States shall be topics for legitimate discussion and action as its meetings.

**ARTICLE II**  
**MEMBERSHIP**

1. Membership shall consist of representatives as hereinafter provided, from the following units of the Veterans of Foreign Wars of the United States, Departments of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, each member of the National Council of Administration, and immediate Past Conference Chairman, who holds membership in a Post within the jurisdiction of Departments belonging to their conference, so long as said Departments are members in good standing of the Southern Conference.
2. Additional Memberships may be achieved at any time upon application from a Department which is contiguous to any of those enumerated on Section 1, hereof, upon an affirmative vote by ten (10) Departments of the Southern Conference.
3. Membership shall be exercised through the medium of the Commander of the respective units or hereinafter recognized as components of the Conference, or by any accredited deputy.
4. Default in any of the obligations or duties imposed by these Constitution/By-Laws shall prohibit participation in the affairs of the Conference until such delinquency is rectified.

**ARTICLE III**  
**LEGISLATIVE AND GOVERNING BODIES**

1. At any meetings of the Conference, any member in good standing of the Veterans of Foreign Wars from any of the component units shall be permitted to attend and participate in discussions without the right to vote therein. No proxy votes will be accepted from any voting member or unit of the Conference.
2. Units subsequently admitted shall observe the same procedure.
3. Authoritative action of the Conference shall be determined by a majority vote of the Conference. Each Member Department shall be entitled to five (5) votes, which shall be cast as a Unit, or split, to be cast by the Department Commander, the Department Senior Vice Commander in his/her absence, or the Department Junior Vice Commander in his/her absence. In the absence of the Commander, Senior Vice Commander or Junior Vice Commander of a Department, the Department Commander shall certify in writing the individual responsible for casting the votes of said Department. In addition to the votes of the member Departments, the following shall be entitled to one (1) vote each, if present in person: (1) The Chairman of the Southern Conference; (2) The Vice-Chairman of the Southern Conference; (3) The Secretary-Treasurer of the Southern Conference; (4) The Immediate Past Chairman of the Southern Conference; (5) All Voting Members of the National Council of Administration, who are members in good standing of a Member Department; and (6) All Past Commander-in-Chief, who are Members in good standing of a Member Department.
4. A majority of the Units shall constitute a quorum.
5. The Southern Conference will elect their candidates for National Junior Vice Commander-in-Chief at the National Convention one (1) year prior to the National Convention that the candidates are to be nominated to that office. All other candidates for National Office will be elected at the October/November meeting prior to the National Convention in which they take office.

**ARTICLE IV**  
**OFFICERS/COMMITTEES**

1. The Officers of the Conference shall be Chairman, Vice-Chairman, Secretary-Treasurer, and Chaplain. The Chairman, Vice Chairman, and Secretary/Treasurer shall be elected at the annual October/November meeting during each odd calendar year and shall serve until their successors are elected and installed. In case of a vacancy in the office of Chairman, the Vice-Chairman shall immediately succeed to the office of Chairman. In case of a vacancy in the office of Vice-Chairman or Secretary/Treasurer, a successor shall be elected at the next meeting of the Southern Conference, whether regular or special meeting. The

Chairman shall also appoint a Chaplain to serve during his tenure of office. All Officers must be members in good standing of the Veterans of Foreign Wars from Member Departments as outlined in Section 1, Article II.

2. The Chairman and Vice-Chairman shall not be members of the same component unit.
3. The officers shall perform their duties denoted by their titles and those, which usually denote upon occupants of corresponding positions in similar organizations.

**Duties of Southern Conference Chairman:**

It shall be the duty of the Chairman of the Southern Conference to preside at all meetings of the Conference. The Chairman shall appoint Officers, Committee Chairmen, and Committeemen as is necessary to carry on the functions and duties of the Southern Conference, or as may be required at the direction of the Southern Conference membership. The Southern Conference Chairman shall also be responsible for the agenda to be used during the Southern Conference meetings, coordinating such through the Secretary of the Southern Conference.

**Duties of the Southern Conference Vice Chairman:**

The Southern Conference Vice Chairman shall assist the Chairman in preserving order, preside in the absence of the Chairman, provide such advice and assistance as may be required, and perform such other duties as are usually incident to such office or may be from time to time required of him by the laws and usages of the organization or lawful orders from proper authority.

**Duties of Southern Conference Secretary/Treasurer:**

The Secretary/Treasurer of the Southern Conference shall be the keeper of the records for the Southern Conference, maintaining on file minutes of all Southern Conference meetings. The Secretary/Treasurer of the Southern Conference shall coordinate with the host Department the schedule for all functions of the Southern Conference and, with the approval of the Chairman, shall draw up an agenda for each meeting of the Southern Conference.

The Secretary/Treasurer shall also be responsible for handling all business affairs having to do with funds of the Southern Conference.

The Secretary/Treasurer shall also be required to perform such other duties as are usually incident to such office or may be from time to time required of him by the laws and usages of the organization or lawful orders from proper authority.

**Duties of Southern Conference Chaplain:**

The Chaplain shall be the spiritual leader of the Southern Conference. The Chaplain shall be responsible for conducting a Memorial Service at the annual October/November meeting of the Southern Conference.

4. Standing Committees:

The following shall be the standing committees for the Southern Conference and will consist of at least five (5) members to be appointed each year by the Conference Chairman.

\*Audit      \*Resolutions   \*Constitution Amendment   \*Time & Place

Budget Committee: This committee shall consist of at least five (5) members; The Conference Chairman and Treasurer plus three (3) to be appointed each year by the Conference Chairman.

## **ARTICLE V MEETINGS**

1. The Conference shall meet beginning in November 2010, during any weekend in October or November, which does not include a holiday in a place to be determined by the host Department. The Southern Conference annual meeting shall be held each year using the following rotation: Alabama, Virginia, Florida, West Virginia, Georgia, Arkansas, Louisiana, Kentucky, Mississippi, North Carolina, South Carolina, Oklahoma, Texas, and Tennessee. Any Department may cancel or trade their rotation spot with at least three years written notice. If unable to find a department willing to swap, the canceling department is skipped over, and the rotation is adjusted up. Therefore, departments must notify the Southern Conference Secretary/Treasurer in writing no later than three CALENDAR years before their planned hosting assignment.
2. The Conference shall also meet annually in conjunction with the National Convention.
3. The Conference Chairman may call a Special Meeting of the Conference, provided he/she has, in writing, notified all the Departments of the Southern Conference of the reason for such Special Meeting, the items to be discussed and has the concurrence of a majority of the member Departments that such a meeting is necessary. The written notice calling such a Special Meeting must then be sent to all member Departments within ten (10) days of said meeting and shall outline all items to be discussed.
4. It shall be mandatory upon the Chairman to convene a special meeting upon the request in writing of the Commanders of any five (5) component units in which even the same requirement as to notice shall be observed.

## **ARTICLE VI DUES AND ASSESSMENTS**

1. The Departments will be assessed a dues amount of \$750.00 annually effective in 2015. Dues are payable by September 30<sup>th</sup> of the year of the assessment. Any Department in arrears for dues assessment shall be deprived of the Department and National Council member vote at the Southern Conference.

## **ARTICLE VII**

### **RECORDS AND EXPENDITURES**

1. The Secretary/Treasurer of the Southern Conference shall be required to keep a record of all receipts and expenditures of said Conference, and expenditures made only on a voucher approved by the Chairman and Secretary/Treasurer, and a check signed by the Secretary/Treasurer.
2. The Chairman, Vice Chairman, Secretary/Treasurer, Immediate Past Chairman, and Chaplain of the Southern Conference shall be authorized Seven Hundred Fifty Dollars (\$750.00) expenses to each regular meeting of the Southern Conference. If any of the above-mentioned officers receive expenses from the National organization or Department for attending the National Convention or Southern Conference meeting, they will not receive expenses from the Southern Conference.
3. The Secretary/Treasurer of the Southern Conference shall be required to make a financial report of the Conference Financial Standing at the annual October/November meeting of the Conference.
4. The Chairman and Secretary/Treasurer of the Southern Conference shall be reimbursed up to Three Hundred Dollars (\$300.00) per year to cover necessary expenses incurred in carrying out the duties of their offices. Receipts must be attached to authorize claims for reimbursement and maintained on file.
5. The host State for each conference meeting will provide to the Secretary/Treasurer a complete expense record of any money given to such Department for hosting the annual meeting within Ninety (90) days of the end of such annual meeting.
6. Memorial Services will be held at the annual October/ November meeting and the Conference will be responsible for the expenses incurred in conducting the traditional Memorial Services.

## **ARTICLE VIII**

### **AMENDMENTS AND BY-LAWS**

1. The Constitution/By-Laws may be amended at any regular or special meeting of the Conference upon the concurrence of ten (10) Departments represented thereat.
2. If such amendment is to be acted upon at a special meeting, the substance of such amendment shall be incorporated in the notice calling the same.
3. *All proposed Amendments to the Constitution/by-Laws must be presented in writing to the Conference Secretary at least 30 days before the convening of the Fall Conference meeting. The Conference Secretary will send all proposed Constitution/bylaws amendments to the Constitution/bylaw committee and the Departments at least 15 days before the convening of the Fall Conference meeting.*

4. The Conference may, at any regular or called special meeting, adopt suitable By-Laws, provided that such By-Laws shall likewise provide a suitable procedure from amending the same.
5. The Secretary may correct non-substantive errors in spelling, grammar, punctuation, or numbering without amendment, subject to approval of the By-Laws Committee and Conference Chair.

**APPENDIX A**  
**AMMENDMENT RECORD**

Amendment Dates: 7/20/58, 7/19/59, 1/14/62, 1/13/63, 7/63, 1/2/67, 1/21/68, 1/15/72,  
7/14/74, 7/14/78, 7/18/81, 7/16/83, 1/11/86, 7/12/86, 7/90, 1/11/92, 12/12/94, 1/14/95,  
7/15/95, 7/13/96, 11/30/97, 11/08/99, 11/18/00, 11/04/06, 11/07/09, 11/12, 11/2/13,  
11/08/2014, 11/15, 11/18/17, 10/20/19, 11/20/21

October 29, 2022 - VFW Southern Conference Constitution By-laws Amendments 2022 Record  
VFW-SC-CBA-2022