

**Notice 07-06-11:** These By-Laws have been reviewed by National and are effective as amended July 6, 2011. The original amended Department by-Laws have been signed and certified by National and are on file with the Department Adjutant.

Revision: 06/18/09  
Amended: 06/24/10  
Amended: 06/16/11



## DEPARTMENT OF PACIFIC AREAS Veterans of Foreign Wars of the United States

### BY-LAWS

#### ARTICLE I NAME AND JURISDICTION

**Section 101 – Name:** By virtue of charter granted, this subdivision of the Veterans of Foreign Wars of the United States (hereinafter, VFW) shall be known as the Department of Pacific Areas (hereinafter, Department).

**Section 102 – Jurisdiction:** The jurisdiction of Department shall encompass all areas from 90 degrees East Longitude to the International Date Line and from 50 degrees North Latitude to 50 degrees South Latitude.

#### ARTICLE II PURPOSE

**Section 201 – Purpose:** The purpose of Department shall be as set forth in Section 230102 of the Congressional Charter of the VFW.

#### ARTICLE III SUBORDINATION AND GOVERNANCE

**Section 301 – Subordination:** The supreme power of this association is vested in the National Convention, and this Department shall be at all times governed by the Congressional Charter and By-Laws of the VFW, orders issued by the National Convention, National Council of Administration, and Commander-in-Chief. For the purpose of this Section, resolutions adopted by the National Convention are held to be lawful orders.

**Section 302 – Local Governance:** Pursuant to provisions of Section 502 of the National By-Laws and Manual of Procedure, the local governance of Department shall be vested in the Department Convention, Council of Administration (hereinafter, the Council), and lawful orders of the Department Commander.

#### ARTICLE IV DEPARTMENT CONVENTION

**Section 401 – Composition:** The Department Convention shall consist of;

- (a) The Commander-in-Chief, Past Commanders-in-Chief, and any current National Council Member, providing they are members in good standing of a Post within Department.
- (b) The Department Commander and all Past Department Commanders (hereinafter, PDCs) who are members in good standing in a Post within Department; all elective officers of the Department, Adjutant, Chief of Staff, and Inspector.

- (c) District Commanders in Department. In the absence of the District Commander, the District Senior Vice Commander or the District Junior Vice Commander may be registered and function as a member of the Convention.
- (d) All Post Commanders in Department. In the absence of the Post Commander, the Post Senior Vice Commander or the Post Junior Vice Commander may be registered and function as a member of the Convention.
- (e) Delegates to be elected by the Post as described in Section 403 hereto.

#### **Section 402 -- Meetings:**

- (a) Department shall hold one Convention each year that begins no earlier than the 3rd Sunday in May and conclude no later than the 3rd Thursday in June
- (b) The Department Convention shall select the host District for the next Convention. If the Convention fails to do so, then the Council of Administration (hereinafter, the Council) shall establish the venue and dates and announce them to all the Districts and Posts not less than sixty (60) days before the convening of the Convention.
- (c) Except as stipulated in Section 402 (b) above, the host District shall select the Convention host Post. The host Post shall have primary responsibility for organizing the Convention, with guidance from the Convention Committee. The other Posts within Department shall lend support as requested.

#### **Section 403 -- Delegates:**

- (a) *Posts in Department shall elect delegates and alternates to the Department Convention at a regular meeting held not less than thirty (30) days prior to the Department Convention. They shall elect no more than one (1) delegate for each thirty (30) members or fraction thereof in good standing in the Post at time of election. The Posts may also elect one or more alternate delegates.*
- (b) Each Post in Department shall prepare a delegate letter signed by the Post Commander that lists the names of the elected Post delegates and alternates authorized to cast the Post's votes at the Convention. The delegate letter shall be provided to the Department Adjutant prior to any voting at the Department Convention.
- (c) Any Post in arrears for membership fees, Buddy Poppy purchases, supplies, or other financial obligations; failing to hold a Post Quartermasters bond, or failing to have submitted quarterly Trustee Reports of Audit, shall be deprived of voting rights at the Department Convention. Any Post in arrears shall be informed of such before the first business session of the Department Convention. Voting rights shall be restored after corrective action is taken.
- (d) *The Department Quartermaster as chairman of the Credentials Committee shall verify the delegate strength of each Post using the month-end membership report immediately prior to the convening of the convention. Then poll the Posts to determine which members with separate votes are present, whether they will vote with their Post or separately, and how many votes the Post may cast. A report by the Credentials Committee shall then be made on total delegate strengths for each Post present prior to the first vote at the convention.*
- (e) Posts in attendance shall pay a Per Capita Tax of \$6.00 per authorized vote to the Department QM prior to voting. They will have one (1) vote per each thirty (30) members or fraction thereof, plus one (1) vote for each person listed in Section 401 (a) through (d) of these By-Laws who are members of their Post as applicable.
- (f) No member of the Department Convention shall be entitled to more than one (1) vote at the Convention. Attendees in Section 401 (a) through (d) named as delegates by their respective Posts are entitled as per Article IV of these By-Laws to cast their pro rate share of the Post's vote. However, each attendee may only cast a single vote as an individual, or with the Post as a delegate, but not both.

**Section 404 -- Quorum:** The minimum number of delegates and officers required for a quorum, to transact business at a Department Convention shall be not less than one (1) delegate each from a majority of the Posts in good standing at the time of the Convention.

#### **Section 405 -- Authorized Attendees and Visitors:**

- (a) Any VFW member in good standing or one on official business may visit the Department Convention. Such visitors, however, shall have no voice in business discussion unless requested by the Commander, and shall have no voting privileges.
- (b) Those on official business from National Headquarters or other Departments shall be recognized by the presiding officer for the conduct of business.

## ARTICLE V OFFICERS ELECTED AND APPOINTED

### **Section 501 -- Elected Officers:**

- (a) The Department Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Surgeon, and Chaplain shall be elected at the Department Convention.
- (b) District Commanders shall also be officers of Department and voting members of the Council. District Commanders cannot simultaneously hold an elective Department office.

### **Section 502 -- Appointed Officers:**

- (a) The Department Commander shall appoint an Adjutant, Chief of Staff, Inspector, and Service Officer.
- (b) The Department Commander may appoint such other officers, committee chairpersons, and committee members as deemed necessary to carry out the responsibilities and functions of Department and lawful orders of the Commander-in-Chief.
- (c) Appointed officers may not be salaried unless such is expressly approved by a majority of the Council of Administration, as part of the Department budget. Subsequent removal of such salaried appointed officers shall also be subject to approval by the Council, as prescribed in Section 516 of the National Manual of Procedure.

**Section 503 -- Proof of Eligibility:** Elected and appointed Department officers shall submit proof of eligibility to the Department Adjutant. The Adjutant shall ensure that proof of eligibility, is on file with the Adjutant General, of the Department Commander, Department Senior Vice Commander, Department Junior Vice Commander, Department Adjutant and Department Quartermaster. If an elected or appointed officer fails to submit proof of eligibility within sixty (60) days of election or appointment, all rights of that officer to hold office shall be forfeited and the office declared vacant.

## ARTICLE VI NOMINATION, ELECTION, INSTALLATION, TERM OF OFFICE

**Section 601 -- Nomination:** Except for the District Commanders, the elected Department officers shall be nominated and elected at the Department Convention. Any nominee may decline a nomination before nominations are closed. A member nominating an absentee shall present the consent of the absentee member to the Adjutant in writing, before the opening of nominations. Nominations shall remain open until the presiding officer declares them closed.

**Section 602 -- Election:** A majority of the roll call votes cast shall be necessary for election. Should there be no election on the first roll call the name of the nominee receiving the lowest number of votes shall be dropped and so on in successive roll calls until a majority vote is reached. If irregularities are claimed concerning the election to any office, such challenge must be made prior to the close of election unless otherwise prescribed in the Department Convention Rules.

### **Section 603-- Installation:**

- (a) Elected officers shall be installed immediately prior to adjournment of the Department Convention. The Department Commander-elect shall select the installing officer. A member in good standing who holds or has held an office equal to or higher than Department Commander shall conduct the installation.
- (b) An officer not installed before adjournment of the Convention shall be installed within sixty (60) days after election by a regular or special meeting of a Post, District or the Council of this Department. If not then installed, the election shall be null and void with a new election held.

### **Section 604 -- Term of Office:**

- (a) An elected and installed officer shall continue to hold office until a successor is installed, unless that office is earlier declared vacant under the provisions of Section 503, or Section 702 (a) and (b) of these By-Laws.

- (b) Appointed officers (except when salaried) and committee members shall hold office at the pleasure of the appointing officer.
- (c) Any officer or committee member elected or appointed who does not remain in good standing in a Post in Department shall forfeit the office and it shall be declared vacant.

## ARTICLE VII VACANCIES AND REMOVAL OF ELECTIVE OFFICERS

### **Section 701 -- Vacancies:**

- (a) If a vacancy occurs in the office of Department Commander, the Senior Vice Commander shall at once succeed to the title and duties of that office and the Junior Vice Commander shall become the Senior Vice Commander. If neither the Senior nor Junior Vice Commander succeed as described herein then the Senior Vice Commander shall assume the duties of the Commander until election of the new Commander.
- (b) If a vacancy occurs in the office of Senior Vice Commander, the Junior Vice Commander shall at once succeed to the title and duties of that office.
- (c) Should a vacancy occur in the office of the Department Quartermaster, the Department Commander may appoint a Pro Tempore Quartermaster to assume the duties incident to that office until election of a new Quartermaster as described below.
- (d) The Council shall fill all other vacancies by majority vote as follows:
  - (1) At the mid-term if within 30 days of vacating the office or a special meeting called for that purpose.
  - (2) In lieu of calling a special meeting, the Department may notify all members of the Council that the vacancy exists and names of nominees are being accepted. Fifteen (15) days thereafter the Department Commander shall advise the Council of the names of comrades presented for the same. Members of the Council may vote to fill such vacancy by using sealed envelopes marked "Ballot", enclosed in an envelope and forwarded to the Department Adjutant. These ballots shall be opened at a time specified by the Commander by tellers appointed by him in the presence of such Department officer as the Department Commander may designate. The comrade receiving the highest number of votes shall be declared duly elected to the office designated.

### **Section 702 -- Removal of Elective Officers or Committee Members:**

- (a) The Department Council of Administration may, upon motion duly passed at any meeting, propose the removal of an officer or committee member at the next stated meeting called for such purpose.
- (b) The member holding such office and the Commander-in-Chief shall be notified at least seven (7) days prior to the meeting by certified or registered mail addressed to the member's last known address stating the reasons for the proposed action.
- (c) The Department Council of Administration, at the next stated meeting, may by two-thirds (2/3) vote of the members present declare vacant the position of an elected officer or elected chairman or committee member who may have;
  - 1. Absented himself from two (2) consecutive meetings.
  - 2. Failed to fulfill the duties of office specified in Section 518 of the National By-Laws and Manual of Procedure and Article VIII of these By-Laws.
- (d) Notification of removal shall be by Special Order delivered personally or by registered mail sent to the last known address of the removed officer. The special order shall advise the member of his rights to appeal under Section 109 of the National By-Laws.
- (e) Election of replacements for removed officers shall be as prescribed in Section 701 above.

## ARTICLE VIII OFFICERS AND CHAIRPERSONS, DUTIES AND OBLIGATIONS

**Section 801 -- Duties and Obligations:** Department officers, elected or appointed, shall have such duties and obligations as prescribed in the provisions of Section 518 of the Manual of Procedure.

**Section 802 -- Duties of the Commander:** The duties of the Department Commander include, but are not limited to;

- (a) Such duties as prescribed in *Section 518* (a) (1) of the Manual of Procedure.
- (b) Approving all checks for disbursing Department funds. If the Department Quartermaster and the Department Commander do not reside in the same geographical area and direct approval of checks is not feasi-

ble; then the Quartermaster shall e-mail details of the checks to the Department Commander for approval/disapproval. If approved, the Commander's e-mail approval shall be attached to the check stub.

**Section 803 -- Duties of the Quartermaster:** The duties of the Department QM are pursuant to provisions Section 518 (a) (4) of the Manual of Procedure and as set forth below;

- (a) The QM shall receive and properly account for all monies due and payable to Department, and shall disburse the monies that Department legally owes. The QM shall be the official accountable officer of Department and the Treasurer of all Department Committees handling funds. All Department securities, funds, and property accountable shall be placed in the QM's care.
- (b) The QM shall ensure that Department checks are computerized and numbered in sequence. Each check shall be a set of not less than two parts, the check itself and the reminder, which constitutes the check stub. The stub shall be considered as the official Expenditure voucher for the QM files, which shall include transaction details and budget charges as appropriate. The Department Commander, QM, and one other person shall be authorized to sign Department checks. Two of the three authorized signatures shall be necessary on all checks. The QM and Commander shall review and initial all check stubs before the Convention and Council Meeting, thereby verifying the transactions.
- (c) Provide a tentative budget for the financial operations of the ensuing year. Said budget, shall set forth all anticipated income and estimated expense. Restricted funds shall be budgeted separately in every instance, and the budget shall be in balance. The budget shall be approved by the Incoming Council meeting and be the expenditure guide for the ensuing year.
- (d) Prepare a quarterly and final year-end financial report for the Department Council, with copies of such report distributed to the Council members.
- (e) Prepare for the Department Convention a complete financial report, membership report, a list of Posts in good standing and the number of delegates to which each Post is entitled.
- (f) The Department Convention, Council, or Department Commander may also assign additional duties and responsibilities.

**Section 804 -- Duties of Other Officers:** The duties of other elected and appointed Department officers are as prescribed in the Manual of Procedure, Section 518 (a) (2), (3), and (5) through (12); plus other duties incident to their respective offices, or as the Department Convention, Council, or the Department Commander may lawfully direct.

## ARTICLE IX COUNCIL OF ADMINISTRATION

**Section 901 -- Composition:** The Council of Administration shall consist of the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Quartermaster, Judge Advocate, Chief-of-Staff, Inspector, Surgeon, Chaplain, and the District Commanders. In the absence of a District Commander, the District Senior Vice Commander, or in their absence, the District Junior Vice Commander, may function as a member of the Council of Administration. The retiring Department Commander shall also be a member of the Department Council of Administration until such time as another Department Commander retires. In the event the retiring Department Commander is unwilling or unable to serve on the Department Council of Administration, his place shall be filled by last retired Past Department Commander who is ready, willing and able to serve.

**Section 902 -- Powers and Duties:** The Council shall have the following powers and duties;

- (a) Be responsible for administering the affairs and transacting the Department business between Department Conventions.
- (b) Fix and approve an annual budget covering the financial operations of Department for the ensuing year, at the Incoming Council Meeting. At the Mid-Term and the Outgoing Council meetings, the Budget Committee Chairman shall present a revised budget to the members for review and approval.
- (c) Ensure proper direction is given to maintain permanent records of Department.
- (d) Fix all Department salaries.

**Section 903 -- Council Meetings:** The Council shall meet at least three (3) times annually;

- (a) An Incoming Council Meeting shall be held following the adjournment of the Department Convention. At that meeting, the members shall determine the venue and dates of the Mid-Term Meeting.
- (b) A Mid-Term Meeting shall be held between 1 and 20 December, or between 5 and 15 January.
- (c) An Outgoing Council Meeting shall be held prior to the first business session of the Department Convention.

### **Section 904 -- Special Meetings:**

- (a) The Department Commander may call a special meeting of the Council whenever it may be necessary for Department's welfare.
- (b) The Department Commander must convene a special meeting within forty-five (45) days, but no less than ten (10) days, of receiving a written request submitted by a majority of the Council members.
- (c) Where applicable, Section 522 (h) of the National By-Laws shall apply.

**Section 905 -- Quorum:** A majority of the members of the Council shall constitute a quorum for the transaction of business

**Section 906 -- Proceedings:** The Adjutant shall keep Minutes, with applicable attachments, for all Council meetings. Any lawful action that the Council votes on during regular or special meetings shall remain in effect until the Council or the Department Convention votes to terminate or supersede it.

**Section 907 -- Voting:** Each member of the Council present at a meeting shall be entitled to one vote. On matters requiring action by the Department Council between stated meetings, the Department Commander may direct the Department Adjutant to conduct electronic mail ballots, with delivery of return ballot via e-mail with scanned attachment. The results of such electronic mail ballots shall be reported for the record at the next stated meeting.

**Section 908 -- Presiding Officer:** In the absence of the Department Commander, the Department Senior Vice, or in their absence, the Junior Vice Commander, shall preside over regularly scheduled meetings of the Council. In instances where the Commander, Senior Vice Commander, or Junior Vice Commander are not present, the quorum shall elect a Commander Pro Tem.

## **ARTICLE X DISTRICTS**

**Section 1001 -- Formation and Chartering:** The Department Convention shall determine the number of Districts to be established in Department and their geographical boundaries thereof, to be established in the Department. The Commander-in-Chief shall issue a charter to Districts that the Department Convention votes to establish. No District shall be recognized, or function as such, unless acting under a valid charter.

**Section 1002 -- Districts and Boundaries:** Seven (7) Districts are authorized in Department and shall be known as follows with boundaries as indicated;

**DISTRICT I DISTRICT OF OKINAWA** (to include the area of Okinawa Prefecture, Japan)

**DISTRICT II DISTRICT OF JAPAN** (to include all of Japan except Okinawa Prefecture)

**DISTRICT III DISTRICT OF KOREA** (to include the Republic of Korea)

**DISTRICT IV DISTRICT OF TAIWAN** (to include Taiwan)

**DISTRICT V DISTRICT OF THAILAND** (to include Thailand and Cambodia)

**DISTRICT VI DISTRICT OF THE U.S. TERRITORY of GUAM & the U.S. COMMONWEALTH of the**

**NORTHERN MARIANA ISLANDS** (to include Saipan, and the Federated States of Micronesia (Caroline Islands), and the Republic of Palau (Belau), and the Republic of the Marshall Islands)

**DISTRICT VII DISTRICT OF THE PHILIPPINES** (to include the Republic of the Philippines)

**Section 1003 -- Governance:** The Districts in Department shall be governed by Article IV of the National By-Laws and Manual of Procedure and as prescribed in this Article.

**Section 1004 -- Assignment of New Posts:** If a new Post is not located in one of the Districts specified in Section 1002 above, the Department Commander shall assign the Post to a District, subject to approval by the Council.

## **ARTICLE XI DEPARTMENT DUES AND FEES**

**Section 1101 -- Department Dues and Fees:** Department *annual* membership dues shall be \$9.00 per member effective date January 1, 2010. The Post Quartermasters (hereinafter, QMs) shall transmit membership dues directly to National, except for members who transmit their dues directly to National, under the Direct Dues Program. The Post QMs shall also transmit Life Member fees to National.

**Section 1102 -- Admission Fee:** The admission fee as prescribe in Section 104 of National By-Laws and Manual of procedures shall be zero dollars effective date January 1, 2010.

**Section 1103 -- Members-at-Large Dues:** The dues of Department Members-at-Large shall be \$14.00, as defined in Section 102 of the National By-Laws and Manual of Procedure.

## **ARTICLE XII COMMITTEES**

**Section 1201 -- Standing Committees:** Standing Committees of Department shall include, but not be limited to, the following, with composition and appointment as indicated;

- (a) Membership, Life Membership, Programs, Awards, and Convention Book Committees: To be appointed annually by the Department Commander.
- (b) By-Laws and Resolutions Committee: Department Judge Advocate shall be the chairperson.
- (c) Convention Credentials Committee: The Department QM shall be the chairperson, and the Committee shall include the Department Judge Advocate and other members appointed by the Department Commander. (See Section 403 (d) to these By-Laws)
- (d) Convention Rules Committee: The Department Judge Advocate shall be the chairperson.
- (e) Convention Site Committee: All incoming District Commanders, plus a Department officer to be appointed annually by the Department Commander.
- (f) Audit Committee: The Audit Committee shall consist of three (3) members to be appointed annually by the Department Commander.
- (g) Budget Committee: The Department QM shall be chairperson of the Budget Committee. The other members of the Committee will be the Senior Vice Commander, Junior Vice Commander, and Junior Past Department Commander.
- (h) Unless specified otherwise, the Department Commander shall appoint the chairperson for each committee.

**Section 1202 -- Audits:** The Audit Committee's responsibilities shall be as follows;

- (a) Audit the books and records of the Adjutant and QM at least annually, as of the close of the month preceding the Department Convention.
- (b) Conduct additional audits as directed by the Department Commander, or the Council.
- (c) Audit all funds generated by, or administered by Department Committees, such as Department Convention, Convention Book, and other committees or activities as may be directed.
- (d) Submit copies of all audit reports for distribution to the Department Commander, the Senior Vice Commander, the Adjutant, the QM, and all members of the Audit Committee. The chairperson of the Audit Committee shall submit oral and written reports on the results of full audits to the Convention and audit reviews to the Council for approval.

**Section 1203 -- Budget:** The Budget Committee responsibilities shall be as follows;

- (a) Review the QM tentative budget for the ensuing year and formulate a proposed budget to submit to the Council for approval.
- (b) Consider the recommendations of the QM in formulating the budget.
- (c) Ensure that a copy of the proposed budget showing anticipated income and estimated expense is given to the each Council member for review prior to any vote on the annual budget.
- (d) Ensure if the approved annual budget is amended at any time that a copy of the amended budget is provided to each Council member in a timely manner by personal, mailed, or electronic communication.

**Section 1204 -- Minimum Members:** All committees shall consist of a minimum of three (3) members, including the chairperson.

**Section 1205 -- Other Committees:** The Department Commander may appoint such other Committees as deemed necessary and appropriate for the efficient operation of Department.

## ARTICLE XIII CONTROL OF UNITS AND ACTIVITIES

**Section 1301 – Post and District By-Laws:** As prescribed in Article II, Section 202, and Article IV, Section 402, of the National By-Laws and Manual of Procedure, Posts and Districts may adopt or amend by-laws governing their activities. Proposed by-laws and amendments approved by the Post or District shall be submitted to the Commander-in-Chief, through the Department Commander, for approval. No by-laws or amendments shall become effective until approved by the Commander-in-Chief.

**Section 1302 – Canteen By-Laws:** Any Post or District operating a Canteen/Club Room shall first adopt by-laws governing the operation, management, and finances of such activity. Such by-laws and amendments shall be submitted to the Department Commander for review and approval. No such by-laws or amendments shall become effective until approved by the Department Commander.

**Section 1303 – Control:** As prescribed in Section 709 of the National By-Laws and Manual of Procedure, any holding company, or unit sponsored, conducted or operated by, or on behalf of a Post, District, or Department, shall at all times be under the direct control of such Post, District, or Department. All funds derived there from shall at all times be under the direct control of the Post, District, or Department QM.

**Section 1304 – Management and Finances:** The management and financial procedures, as well as, insurance matters of any Club/Canteen operated or sponsored by a Post shall follow the provisions of the Department Policy Memorandum ~ Guide to Good Management of Clubs/Canteens.

**Section 1305 – Subsidiary Units:** The following are subsidiary units of Department;

- (a) The Ladies Auxiliary to the VFW and the Military Order of the Cootie are governed by Articles XI and XII respectively of the National By-Laws and Manual of Procedure of the VFW and their own respective By-Laws, Rules, and Regulations.
- (b) Posts in Department may form a Men's Auxiliary, which is an association separately constituted as a subordinate unit. The governance of this unit is prescribed in Article XIII of the National By-Laws and Manual of Procedure of the VFW.

**Section 1306 – Motorcycle Groups:** *The policy and procedures concerning Motorcycle Groups are defined in Resolution 308 adopted by the 111<sup>th</sup> National Convention and guidelines presented in a National directive dated September 14, 2010, for operating such groups within the Department. Any Post or District in Department when forming such motorcycle groups shall adhere to the resolution and directive, as well as, to any amendment(s) thereto. The Motorcycle Group is considered an activity and as such shall be managed by a committee established by its parent unit, be it a Post or District. When a unit establishes a Motorcycle Group it shall fill out the VFWRG Approval Request Form and submit through Department to National and update as required.*

## ARTICLE XIV MISCELLANEOUS PROVISIONS

**Section 1401 – Solicitation of Funds:** Any decision by the Department Convention or Council to solicit funds shall be expressly guided by provisions of Section 514 of the National Manual of Procedure.

**Section 1402 – Demeter's Manual:** The rules of order governing all Department meetings shall be in accordance with Section 1001 of the Manual of Procedure. Any procedural matters not provided for by those rules shall be governed by Demeter's Manual of Parliamentary Law and Procedure.

**Section 1403 – Electronic Communication:** Electronic communication via e-mail or facsimile is considered an official method of communication between Department and its Posts, Districts, and Council members. When doing business by electronic communications, however, caution should be used to ensure there is no conflict with National By-Laws and Manual of Procedure concerning written or mail notification, legal matters, and other similar things. This means in some articles in the National By-Laws and Manual of Procedure, where it specifically indicates that written communication or mail will be used, then electronic communication could initially be used, with mail backup as deemed necessary.

**Section 1404 — Consolidation of Posts:** Consolidation of two or more Posts is authorized in Department, providing Posts follow the procedure of Section 209 of the National By-Laws and Manual of Procedure.

**ARTICLE XV  
APPROVAL, AMENDMENTS, AND CONFLICT**

**Section 1501 — Approval:** These By-Laws and their amendments shall become effective immediately upon approval of the Commander-in-Chief.

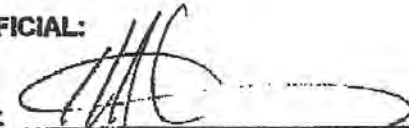
**Section 1502 — Amendments:** These By-Laws may be amended by a two-thirds (2/3) vote at the Department Convention, provided, however, that any proposed amendment(s) shall have been sent at least thirty (30) days prior to convening the Department Convention to all Posts, Council members, and PDCs who are members in good standing of any Post in Department. No amendments approved by the Convention shall become effective until approved by the Commander-in-Chief.

**Section 1503 — Conflict of By-Laws/Amendments:** Whenever these By-Laws or subsequent amendments are found to be in conflict with the National By-Laws or Manual of Procedure, the latter documents shall prevail and be binding upon Department.

These amended By-Laws were adopted, subject to the review of the Commander-in-Chief of the Veterans of Foreign Wars of the United States, on this 16<sup>th</sup> day of June 2011 at the Department Convention in Bangkok, Thailand.

**Department of Pacific Areas  
Veteran of Foreign Wars of the United States**


By:   
James E. Oden, Department Commander

OFFICIAL:  
By:   
Richard A. Keeley, Adjutant

Revision: 06/18/09  
Amended: 06/24/10  
Amended: 06/16/11

Footnote: *Amendments shown in Black Italic lettering.*

Veterans of Foreign Wars  
**JUN 30 2011**  
Administrative Operations

REVIEWED: **JUL 06 2011**  
FOR THE COMMANDER-IN CHIEF  
  
JOHN J. McNEILL, JR.  
ASSISTANT ADJUTANT GENERAL  
BY KEVIN C. JONES, DIRECTOR  
ADMINISTRATIVE OPERATIONS