

How to Form an Auxiliary

To the

Disabled American Veterans



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Information Regarding the Formation of New Disabled American Veterans Auxiliaries

There are several requirements necessary in order to charter a new DAV Auxiliary Unit.

1. The Chapter must first give their consent for said Auxiliary by signing the Chapter Consent Form and Charter application.
2. There must be a minimum of ten **new** part or full-paid adult life members for an Auxiliary charter to be issued. (Current members transferring **only** from state or national at-large may be included as one of the ten members.)
3. Once the ten-member requirement has been met, and before the charter is issued, the names of any transfers and juniors may be included.
4. The full amount of membership payments* must be sent to National Headquarters with the following:
 - A completed application for each new life member.
 - Completed forms for each transfer member and, if applicable, any junior applications.
 - Chapter consent form and charter application properly signed by the Chapter Commander and Chapter Adjutant.
 - A completed temporary officer report form.
 - A \$25.00 charter fee for issuance of the charter*.
 - A \$50.00 fee for completion of IRS Form 8976, Notice of Intent to Operate Under Section 501(c)(4)*.

*May be included in one check or money order payable to Disabled American Veterans Auxiliary or DAVA.

Upon completion of the above requirements, send to DAV Auxiliary National Headquarters.

Junior Charters

National headquarters can issue special Junior Auxiliary Charters upon request. There is no charter fee or application, but there must be a minimum of ten Junior members in the Unit before a request is made for a charter. The written request (mail or e-mail) should be sent to DAV Auxiliary National Headquarters or dava@dav.org along with a list of all Junior members to be included on the Junior charter. Junior members are those who are age 17 and under.

How to Form a DAV Auxiliary Unit.....

The incentive for the formation of an Auxiliary Unit comes from the DAV members who have recognized the advantage of having an Auxiliary organized for their Chapter. The purpose of an Auxiliary is to assist disabled veterans and their families and carry out of the programs as outlined by the national organization. The Auxiliary Unit is an auxiliary body to the local chapter and takes the Chapter's name and number. An Auxiliary can only be organized with the approval of, and in connection with, the DAV Chapter.

When a DAV Chapter has gone on record as favoring the organization of an Auxiliary Unit, a copy of the Chapter Consent form specifically recommending the formation of the Auxiliary is to be sent to the DAV Auxiliary National Adjutant. The resolution must be duly signed and dated by both the DAV Chapter Commander and Adjutant. The charter application must also be sent and it shall contain at least ten new part or full-paid life members (over the age of 18).

When sending the charter application, it is always wise to send a printed copy of the names and addresses as well so that they may be easily read, and to avoid mistakes in charter preparation. (If a computer is not available, be sure to plainly print each name and address legibly.) Include names of Junior members and any members transferring into the new unit.

When National Headquarters receives the charter application, the chapter consent form, membership applications and appropriate dues, charter fee, and IRS Form 8976 fee, the charter will be processed and sent to the State Auxiliary Commander for signature and presentation. The State Commander will contact the new Auxiliary regarding the charter presentation date and time.

An Auxiliary supply kit will be mailed directly to the Commander of the new Auxiliary unit. This information will assist the Auxiliary Unit with operating in accordance with the instructions previously outlined.

Eligibility for Auxiliary Membership:

- Any person who is eligible for membership in the Disabled American Veterans is also eligible for membership in the Disabled American Veterans Auxiliary.
- Any person who has served in the armed forces of the United States of America, who has not been dishonorably discharged or separated from such service, and who is not otherwise eligible for membership in the Disabled American Veterans, is eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person (or any deceased person) eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person injured and may still be in active service in the armed forces of the United States of America and eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person who served with the armed forces of any nation associated with the United States of America as an ally, was honorably discharged, and became an American citizen, are eligible for membership in the Disabled American Veterans Auxiliary.

- The family and extended family members of any person who has served in the armed forces of the United States of America and has not been dishonorably discharged or separated from such service are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family of Auxiliary members who are not otherwise eligible for membership are eligible for membership in the Disabled American Veterans Auxiliary.
- Any member in good standing and eligible for membership in both the parent organization and the Disabled American Veterans Auxiliary shall be eligible to vote, hold an elected or appointed office and/or chairmanship in the Disabled American Veterans Auxiliary when not holding an elected or appointed office and/or chairmanship in the Disabled American Veterans.

Junior Members (those who have not yet reached their 18th birthday) are relatives of **disabled veterans, veterans, or Auxiliary members**. There are two types of Junior membership:

- **Complimentary** – Junior memberships are complimentary up to age 18 at which time they will be automatically converted to a part-life membership and payment billings will commence.
- **Junior Life Membership** is also available for those under the age of 18 with a minimum down payment of \$20 to be applied toward a \$250 life membership amount. There is currently an unlimited amount of time to pay the membership in full. Membership cards will be sent to full-paid Junior life members.

Presentation and Issuing of the Charter...

Upon receipt of the charter, the Commander-elect will select the installing officer for official installation. Qualified installing officers for the Auxiliary are: an Auxiliary Past National Commander, an elected Auxiliary National Officer, the Auxiliary National Adjutant, the Auxiliary National Assistant Adjutant, an elected Auxiliary state officer, an Auxiliary past state commander, or an Auxiliary past unit commander. A DAV Officer may not install unit officers. The Auxiliary Ritual is used in all installations.

If a State Department Auxiliary officer is able to attend the meeting, they should open the meeting and briefly outline the nature and purpose of the Auxiliary. The Chapter Commander and Adjutant should be given an opportunity to speak.

Next in order is the election of officers. The Commander shall then appoint an Adjutant. These officers would then take charge of the meeting.

All members present at the meeting may receive the Membership Initiation. This can be given by an elected officer or a past commander of an Auxiliary in good standing. No member of the DAV can give the Auxiliary Membership Initiation or install a member of the Auxiliary.

QUOTA UNIT CHARTERS

Charters issued during April, May or June are considered Quota Units. State and National Mandates are waived for the current membership year.

To The National Headquarters
Disabled American Veterans Auxiliary

_____, Chapter No. _____
(Name of Chapter)

_____, _____
(Name of City) (State)

Approves the formation of an Auxiliary to their Chapter.

We hereby request the National Auxiliary Headquarters to grant a Charter for this Auxiliary.

Chapter Commander

Chapter Adjutant

Date: _____



Disabled American Veterans Auxiliary Application for a Charter



The undersigned hereby respectfully apply to the National Department of the Disabled American Veterans Auxiliary for the issuance of a Charter to ourselves for the formation of a Disabled American Veterans Auxiliary to be located at _____ in the state of _____ and to be known as _____ Unit No. _____.

We hereby mutually certify that each and all of the undersigned are eligible for Disabled American Veterans Auxiliary membership.

The undersigned agree, upon issuance of said Charter, to proceed at once to form an Auxiliary of the Disabled American Veterans, and to support and uphold the provisions and principles of the National Constitution of the organization, and such changes and amendments as are ratified at future National Conventions of the organization.

This application, listing at least ten (10) new Senior members, is accompanied by the sum of Twenty Five Dollars (\$25.00) to pay the fee for issuance of said Charter, Fifty Dollars (\$50.00) to pay the fee for IRS Form 8976, Notice of Intent to Operate Under 501(c)(4), and the full amount of dues for each Charter Senior Member.

NAME

ADDRESS

Approved this _____ day of _____ 20____.

_____ Chapter Commander

_____ Chapter Adjutant

TEMPORARY OFFICER INFORMATION

Immediately following election, please complete this form and mail to:

National Headquarters
DAV Auxiliary

Date: _____ Unit Number: _____

State of: _____

Our current officers for your records are:

Commander

Name (First and Last)

Address

City, State, and Zip Code

Area Code and Telephone Number

Adjutant

Name (First and Last)

Address

City, State, and Zip Code

Area Code and Telephone Number

The Adjutant shall receive all mail. It will be the Adjutant's responsibility to bring it to the unit meeting, make it available for all unit members, and see that it is distributed to the proper officers.

Date

Commander's Signature