



March 23, 2026

John R. Farrell, Jr, Commander  
Department of Pacific Areas, VFW  
453-5 Ilang Ilang Street  
Clarkview Malabanas  
Angeles City, 2009 Philippines

Re: Proposed Amended Bylaws

Dear Comrade Farrell:

It has been brought to our attention of a possible conflict within the Department Bylaws. After subsequent review, the Commander-in-Chief has determined that the section in question was indeed in conflict and ordered that the Bylaws be further amended.

These documents have been designated amended Bylaws to reflect their replacement of previously reviewed Bylaws.

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

Sincerely,

Quentin S. Carroll, Director  
Administrative Operations

QSC: sb

Enc: Revised Bylaws (2)

cc: Department Adjutant (1)

## NATIONAL HEADQUARTERS

406 W. 34th Street  
Kansas City, MO 64111

Office 816.756.3390  
Fax 816.968.1157

## WASHINGTON OFFICE

200 Maryland Ave., N.E.  
Washington, D.C. 20002

Office 202.543.2239  
Fax 202.543.6719

info@vfw.org  
www.vfw.org

# NATIONAL BYLAWS/MANUAL OF PROCEDURE CONFLICT

## DEPARTMENT OF PACIFIC AREAS, VFW

### **Article V Section 504 – Residence Requirement**

Remove entire Section, “All members of the Council shall reside within the geographical area of the Department. Those changing their primary residence during the year will forfeit their position and the position declared vacant.”

*Reason: To ensure compliance with Section 504 of the National Bylaws, it is important to recognize that the qualifications for both elected and appointed Department positions require only that an individual be a “member in good standing of a Post within the Department.” Imposing an additional requirement restricting eligibility based on residence within a specific geographical area of the Department constitutes an impermissible limitation on a member’s right to hold office.*

*Furthermore, Section 520 of the National Bylaws does not provide for the forfeiture of office on the basis of a member’s place of residence. Accordingly, any provision that conditions continued service in an elected or appointed position upon residency within a defined geographical boundary would be inconsistent with the National Bylaws and should be revised to ensure full compliance.*



28 August 2023

Daniel L. West  
Adjutant General  
VFW National Headquarters  
406 West 34<sup>th</sup> Street  
Kansas City, MO 64111

**Subject:** Proposed amended Bylaws, Department of Pacific Areas, Veterans of Foreign Wars of the United States.

Comrade West,

Per email correspondence with the Interim Director, Administrative Operations, dated August 28, 2023, the Department of Pacific Areas Bylaws have been amended to incorporate his recommendations and are hereby re-submitted for consideration, review and approval by the Commander-in-Chief.

Yours in Comradeship,

Alexander Fores  
Department Commander

By:

Shawn C. Watson  
Department Adjutant

Enclosure: (1)  
Proposed Amended DPA Bylaws  
Copy to: Coordinator, Administrative Operations  
Director, Administrative Operations



16 August 2023

Daniel L. West  
Adjutant General  
VFW National Headquarters  
406 West 34<sup>th</sup> Street  
Kansas City, MO 64111

**Subject:** Proposed amended Bylaws, Department of Pacific Areas, Veterans of Foreign Wars of the United States.

Comrade West,

The subject Bylaws were adopted at the Department of Pacific Areas (DPA) Convention held on 14 June 2023. Pursuant to Section 502 of the National Bylaws and Manual of Procedure, we certify that there is no conflict with the Congressional Charter, Bylaws, Manual of Procedure, or Rituals of the Veterans of Foreign Wars of the United States. *(Proposed Changes are in blue font)*

The enclosed DPA Bylaws are submitted for consideration, review and approval by the Commander-in-Chief.

Yours in Comradeship,

Alexander Fores  
Department Commander

By:

Shawn C. Watson  
Department Adjutant

Enclosure: (1)  
Proposed Amended DPA Bylaws  
Copy to: Coordinator, Administrative Operations  
Director, Administrative Operations



Amended: 06/14/23

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

**BYLAWS**

**ARTICLE I  
NAME AND JURISDICTION**

Section 101 – Name: By virtue of the 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 30 degrees South Latitude.

**ARTICLE II  
PURPOSE**

Section 201 – Purpose: The purpose of Department shall be 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 Bylaws 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 Bylaws 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, provided they are members in good standing of a Post within the Department.

- b) The Department Commander and all Past Department Commanders (hereinafter, PDCs), who are members in good standing in a Post within the Department, all elected officers of the Department, Adjutant, Chief of Staff, Judge Advocate, and Inspector.
- c) District Commanders in the 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 the 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.
- f) Department Service Officer (DSO), in the absence of the DSO, one of the Assistant Department Service Officers (ADSO), may be registered and function as a member of the Convention by appointment of the Department Commander.

#### Section 402 – Meetings:

- a) Electronic Attendance and Virtual Meetings using social media platforms are authorized and will comply with the provisions of Section 503 on the National Bylaws and the procedures adopted by the Department pertaining to conducting these types of meetings.
- b) The Department shall hold one (1) Convention each year, which shall begin no earlier than ninety (90) days prior to the convening of the National Convention and shall be concluded no less than thirty (30) days prior to the conclusion of the National Convention.
- c) The Department Convention shall select the host District and Post for the next Convention. If the Convention fails to do so, then the Council shall establish the venue, dates and announce them to all the Districts and Posts not less than sixty (60) days before the convening of the Convention.
- d) The host Post shall have the primary responsibility for organizing the Convention, with the other Posts within the Department lending support when requested. Additionally, the host District in conjunction with the host Post shall recommend a Convention Chairperson to the Department Commander. The Convention Chairperson will be considered a Department Officer.

#### Section 403 – Delegates:

- a) Posts in the Department shall elect delegates and alternates to the Department Convention at a regular meeting held in April of each year. They shall elect no more than one (1) delegate for each thirty (30) members or fraction thereof in good standing in the Post as of 31 March.
- b) Each Post in the 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) The Department Quartermaster as chairperson of the Credentials Committee, shall verify the delegate strength of each Post as of March 31<sup>st</sup>, poll the Posts to determine which members with separate votes are present, whether they will vote with their Post or separately, and calculate how many votes the Post may cast. A report by the Credentials Committee shall then be made on total delegate strength for each Post present prior to the first vote at the Convention.
- d) Posts in attendance shall pay a Per Capita Tax of \$6.00 per authorized vote to the Department Quartermaster prior to any 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 Bylaws who are members of their Post as applicable.

- e) No member of the Convention shall be entitled to more than one (1) vote. Attendees in Section 401 a) through d) named as delegates by their respective Posts are entitled as per Article IV of these Bylaws to cast their pro rata share of the Posts vote. However, each attendee may 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 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 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.

Section 406 – Arrearages:

- a) Prior to the first business session, any Post or District found to be in arrears as outlined in Sec. 213 and Sec. 413 (Respectively) of the National Bylaws shall be deprived of voting privileges at the Convention.
- b) Posts and/or Districts found to be in arrears shall be informed of such prior to the first business session.
- c) Such privileges shall be restored promptly upon proper adjustment of noted deficiencies.

## ARTICLE V OFFICERS ELECTED AND APPOINTED

Section 501 – Elected Officers:

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

Section 502 – Appointed Officers:

- a) The Department Commander shall appoint an Adjutant, Chief of Staff, Inspector, Judge Advocate 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 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 520 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, for the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant and Quartermaster, is on file with the Adjutant General. If an elected or appointed officer fails to

submit proof of eligibility withing thirty (30) 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 Convention. Any nominee may decline 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 to elect. 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 close of the meeting.

Section 603 – Installation:

- a) Elected officers shall be installed before adjournment of the 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 the Department Commander shall conduct the installation.
- b) An office not installed before adjournment of the Convention shall be installed within sixty (60) days after the election by a regular or special meeting of a Post, District or 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 Sections 702 a) and b) of these Bylaws.
- 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 a member in good standing in a Post in the Department shall forfeit the office and it shall be declared vacant.

## ARTICLE VII VACANCIES AND REMOVAL OF ELECTED 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 Vice nor Junior Vice Commander succeed as described herein then the Senior Vice Commander shall assume the duties of the Commander until election of a 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 vacancies by majority vote as follows:
  - a. At the mid-term if within 30 days of vacating the office or a special meeting called for that purpose.
  - b. In lieu of calling a special meeting, the Department Commander 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 vacancies by written ballot, submitting as directed by the Department Commander by mail and forward to the Department Adjutant. These ballots shall be tallied at a time specified by the Commander by tellers appointed by him or her in the presence of such Department officers as the Department Commander may designate. The comrade receiving the highest number of votes cast shall be declared duly elected to the office designated, with results of election being posted in the minutes of the next Council meeting.

Section 702 – Removal of Elected Officers or Committee Members:

- a) The Department Commander may propose the removal of an elected officer, elected committee member or appointed salaried officer. The Council may propose the removal of an elected officer, elected committee member or appointed salaried officer upon written request signed by a majority of its members.
- b) The member holding such office or committee membership shall be notified at least seven (7) days prior to the meeting to remove said officer by certified or registered mail addressed to the member's last known address stating the reason(s) for the proposed action. A copy of the notice shall be provided to the Commander-in-Chief at least seven (7) days prior to the meeting.
- c) The Council, at the next stated meeting, may by 2/3 vote of the members present and voting declare vacant the position of an elected officer or elected chairperson or committee member who may have:
  - a. Absented themselves from two (2) consecutive meetings.
  - b. Failed to fulfill the duties of office specified in Section 518 of the National Bylaws and Manual of Procedure and Article VII of these Bylaws.
  - c. Forfeited their position through change of primary residence outside the geographical boundaries of the Department.
- d) All removals require written notification. The notification shall be in the form of a Special Order and detail specifically in what manner the elected officer or elected committee member failed to perform their duties. The notification must advise the member of their right to appeal this action under Section 109 of the National Bylaws and Manual of Procedure. The Special Order shall be delivered personally or by certified or register mail to the removed officer or committee member's last known address.
- 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 provision of Section 518 of the Manual of Procedure.

Section 802 – Duties of the Commander: The duties of the 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 feasible; then the Quartermaster shall Email details of the checks to the Department Commander for approval/disapproval. If approved, the Commander's Email approval shall be attached to the check stub.

Section 803 – Duties of the Quartermaster: The duties of the Department Quartermaster are pursuant to provisions outlined in 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 the Department legally owes. The QM shall be the official accountable officer of the 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) All disbursements of Department funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster and shall be countersigned by the Commander or their authorized representative. Such other authorized person(s) shall be bonded in accordance with Section 703 of the National Bylaws. The QM shall ensure that Department checks are computerized and numbered in sequence. Each check shall be a set of not less than two (2) parts, the check itself and the carbon copy, which constitutes the check stub. The QM will maintain the check register and a computerized ledger on a monthly basis detailing the reason for each transaction. Every transaction, whether income or expenditure, shall be recorded in both venues. Payments by debit card or bank transfer will be considered the same as a written check (except for the signatures) and will be recorded as such. The check register, ledger, and bank statements will be reconciled at the end of each month. The QM and Commander shall review and initial the register and ledger before the Convention and Council meeting, thereby restating their approval of 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 Council, with copies of such report distributed to the Council members.
- e) Prepare for the 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 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 Convention, Council or the Department Commander may lawfully direct.

## ARTICLE IX COUNCIL OF ADMINISTRATION

Section 901 – Composition: The Council 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 Council until such time another Department Commander retires. In the event the retiring Department Commander is unwilling or unable to serve on the Council, the last retired Past Department Commander who is ready, willing and able to serve shall fill their position.

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 Conventions.
- b) Approve an annual budget covering financial operations of the Department at the Incoming Council Meeting.
- c) Any recommended adjustments to the budget will be presented at the Mid-Term for review and approval.
- d) Ensure proper direction is given to maintain permanent records of the Department.
- e) Fix all Department salaries.

Section 903 - Council Meetings: The Council of Administration shall meet in regular session not less than twice each term.

- a) An Incoming Council Meeting shall be held following the adjournment of the Department convention. At which time, the members shall determine the venue and dates of the Mid-Term CofA and approve the budget for the ensuing term.
- b) The Mid-Term CofA, shall be held between 1 and 20 December, or between 5 and 15 January.
- c) An Outgoing Council, If deemed necessary, shall be held prior to the first business session of the convention.

Section 904 – Special Meetings:

- a) The Department Commander may call a special meeting of the Council whenever it may be necessary for the Department's welfare.
- b) The Department Commander must convene a special meeting within forty-five (45) days, but not 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 Bylaws 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 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 Council between stated meetings, the Department Commander may direct the Department Adjutant to conduct electronic mail ballots, with delivery of return ballot via email with scanned attachment. The results of such electronic mail ballots shall be reported for the record at the next stated meeting.

## ARTICLE X DISTRICTS

Section 1001 – Formation and Chartering: The Convention shall determine the number of Districts to be established in the Department and their geographical boundaries thereof, to be established in the Department. The Commander-in-Chief shall issue a charter to Districts that the 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 the 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, Cambodia and Australia)  
DISTRICT VI – DISTRICT OF THE U.S. TERRITORY OF GUAM & THE U.S. COMMONWEALTH OF THE NORTHERN MARIANS 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)

“The following Changes to Section 1002, become effective by 22 June 2024”.

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

DISTRICT I – NOT DESIGNATED

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/OKINAWA/CAMBODIA/THAILAND (to include Thailand Rayong and Udon Thani Province”).

DISTRICT V – DISTRICT OF THAILAND/AUSTRALIA (to include Thailand, “Chonburi, Bangkok, Nakhon Ratchasima and Chiangmai Province”)

DISTRICT VI – DISTRICT OF THE U.S. TERRITORY OF GUAM & THE U.S. COMMONWEALTH OF THE NORTHERN MARIANS 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 the Department shall be governed by Article IV of the National Bylaws 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 of 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, QM’s) 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 prescribed in Section 104 of the National Bylaws and Manual of Procedure shall be \$0.00 effective date January 1, 2010.

Section 1103 – Members-at-Large Dues: The dues of Department Members-at-Large shall be \$19.00 as defined in Section 102 of the National Bylaws and Manual of Procedure.

## ARTICLE XII COMMITTEES

Section 1201 – Standing Committees: Standing Committees of Department shall include but not 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) Bylaws 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) of these Bylaws.
- d) Convention Rules Committee: The Department Judge Advocate shall be the chairperson.
- e) Audit Committee: The Audit Committee shall consist of three (3) members to be appointed annually by the Department Commander.
- f) Budget Committee: The Department QM shall be the 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.
- g) 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, QM and DSO at least annually, as soon as practical after the close of the fiscal year. The QM will set the date, time and location of the audit and inform the Audit Committee and those officers to be audited. Per Section 402 of these bylaws, the audit may be conducted virtually using a social media platform
- 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 and audit reviews to the Council for approval at the Council meeting in December.

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 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 the Department.

## ARTICLE XIII CONTROL OF UNITS AND ACTIVITIES

Section 1301 – Post and District Bylaws: As prescribed in Article II, Section 202, and Article IV, Section 402 of the National Bylaws and Manual of Procedure, Posts and Districts shall adopt or amend Bylaws governing their activities. Proposed Bylaws and amendments

approved by the Post or District shall be submitted to the Commander-in-Chief, through the Department Commander, for approval. No bylaws or amendments shall become effective until approved by the Commander-in-Chief.

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

Section 1303 – Control: As prescribed in Section 709 of the National Bylaws 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 VFW Auxiliary and the Military Order of the Cootie are governed by Articles XI and XII respectively of the National Bylaws and Manual of Procedure of the VFW and their own respective Bylaws, Rules, and Regulations.

Section 1306 – Motorcycle Group: The policy and procedures concerning Motorcycle Groups are defined in the VFW Riders Groups (Statement of Policy), dated December 20, 2017, for operating such groups within the Department. Any Post of a District in the Department when forming such motorcycle groups shall adhere to the resolution and directives, 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 established 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 Convention or Council to solicit funds shall be expressly guided by provisions of Section 514 of the National Manual of Procedure.

Section 1402 – Robert’s Rules of Order: 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 Robert’s Rules of Order.

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 Bylaws and Manual of Procedure concerning written or mail notification, legal matters, and other similar things. This means in some articles in the National Bylaws and Manual of Procedure, where it specifically indicates that written communication or mail be used, then electronic communication could initially be used, with mail backup as deemed necessary.

Section 1404 – Consolidation of Posts: Consolidation of two (2) or more Posts is authorized in the Department, following consultation with and concurrence of the Department Commander, providing Posts follow the procedure of Section 209 of the National Bylaws and Manual of Procedure.

ARTICLE XV  
APPROVAL, AMENDMENTS, AND CONFLICT

Section 1501 – Approval: These Bylaws and their amendments shall become effective immediately upon approval of the Commander-in-Chief.

Section 1502 – Amendments: These Bylaws may be amended by majority vote at the Department of Pacific Areas Convention. No amendments approved by the Convention shall become effective until approved by the Commander-in-Chief.

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

These amended Bylaws were adopted, subject to the review of the Commander-in-Chief of the Veterans of Foreign Wars of the United States, this 14<sup>th</sup> Day of June 2023 at the Department of Pacific Areas Convention in Phnom Penh, Cambodia.



Department of Pacific Areas  
Veterans of Foreign Wars of the United States

By: Alexander Fores  
Alexander Fores  
Commander,  
Department of Pacific Areas

OFFICIAL:

By: Shawn C. Watson  
Shawn C. Watson  
Adjutant,  
Department of Pacific Areas



REVIEWED **MAR 23 2026**  
FOR THE COMMANDER-IN-CHIEF  
Brian Walker  
ASSISTANT ADJUTANT GENERAL  
BY Q. Hill, DIRECTOR  
ADMINISTRATIVE OPERATIONS