



STANDARD OPERATING PROCEDURE  
(SOP)

FOR

BYLAW AND RESOLUTIONS  
COMMITTEE

DEPARTMENT OF HAWAII  
VETERANS OF FOREIGN WARS  
OF THE UNITED STATES

Approved December 5, 2020

**STANDARD OPERATING PROCEDURES (SOP)**  
**FOR**  
**DEPARTMENT OF HAWAII**  
**VETERANS OF FOREIGN WARS OF THE UNITED STATES**

			Page	Rev
INDEX			2	
PURPOSE			3	
SECTION	I	Control and Administration	3	
	II	Bylaw Committee and Convention Report	4	
	III	Resolutions and amendments	5	
	IV	Post Bylaws	7	
	V	Committee Toolkit	8	
	VI	SOP Review	8	
APPENDIX	A	Bylaw Proposal Form	9	
	B	Resolution Form	10	

## **PURPOSE**

The State of Hawaii Veterans of Foreign Wars, Bylaw and Resolutions committee is charged with reviewing, amending, and revising, when necessary, the State Bylaws that impact the rights and duties of members within the organization. Review any resolutions presented to the committee before being voted on at the State Convention and sent to the National Resolutions Committee, and to review Post bylaws before they can receive Department Commander approval.

## **SECTION I Control and Administration**

- A. The Committee chairperson is appointed by the newly elected State Commander.
- B. The Committee shall be composed of a minimum of five members. The State Judge Advocate will be a member of this committee. The Chairperson shall appoint at least 2 members to the committee that have previously served on the committee.
- C. The Chairperson will recommend committee members to the Department Commander, who will officially appoint them to the Committee.
- D. The Chairperson will form the following subcommittees:
  - 1. Department Bylaws
  - 2. Resolutions
  - 3. Post Bylaw Review
  - 4. Department Bylaws SOP
- E. When necessary, the committee should consult an attorney as applicable
- F. Committee members should have a knowledge of the following:
  - 1. Current National bylaws
  - 2. Current State Bylaws
  - 3. Current Robert's Rules of Order - Chapter XVII, Bylaws
- G. All bylaw amendments will be submitted using the Bylaw Change form. Reference appendix A.
- H. Department Bylaws will be reviewed annually after the current year's Congressional Charter Bylaws Manual of Procedure and Ritual manual is published to keep the State Bylaws current and in line with National Bylaws.
- I. Recommendations should be clear and concise reducing any ambiguity or interpretation that could impact the order of business. Thorough discussion on the clarity and intent of

the Bylaw should be discussed in detail to ensure that Bylaw recommendations intended for the report meet the committees level of standards

- J. The Bylaw committee will submit its report to the State Adjutant no later than 15 days prior to the state convention for action.
- K. Posting of draft proposals to the Department website is highly encouraged to give all members of the State the opportunity to review them prior to the State Convention.
- L. To allow for the organization to have the greatest freedom to act, Bylaws should be made no more restrictive nor more detailed in specification than necessary.

## **SECTION II**

### **Bylaw Committee Convention Report**

- A. Presentation of the report - after the proposed Bylaws amendments are approved by the committee and presented at the State Convention and is considered seriatim, article by article, and whenever an article consists of more than one section, section by section.
- B. Format:

The required format for Bylaw recommendations and amendments should include three parts, I. current Bylaw, II. the proposed Bylaw change, and III. the reasoning behind the change (see example below). Proposals shall use “**BOLD strikethrough**” for removal and “**BOLD**” for additions in the proposed section to highlight the changes.

Example:

1. (CURRENT) Section 2. The Local National Council Member, all Local Past National Council Members, the Department Commander, all Past Department Commanders in Good standing within the Department; all elective officers of the Department, Chief of Staff, Inspector, Department Service Officer and the Adjutant.
2. (PROPOSED) Section 2. The National Council Member, the Department Commander, all Past Department Commanders who are members in good standing in a Post within the Department; all *elected* officers of the Department, Chief of Staff, Inspector, **Department Service Officer**, and the Adjutant.
3. Change Reasoning: Verbatim from the National Bylaws, reduces confusion. Removes the DSO, while DSO is an elected position, the DSO is not a “leadership” position within the Department and is

focused on his/her duties and responsibilities servicing VA benefits and not the current workings of the State.

- C. Approval of Bylaw recommendations will be voted on at the Bylaw committee meeting. All Bylaw recommendations will be presented to the State Convention in the form of a committee report for approval. The report will consist of two parts:
1. Part one: all recommendations that the committee recommends approval.
  2. Part two: all recommendations the committee recommends for disapproval.

During the Convention, the committee spokesperson will present a motion for each part for the Convention to vote on. Any recommendation that a voting member of the Convention disagrees with will be set aside for discussion and final vote.

### **SECTION III Resolutions and Amendments**

A. Resolutions and Amendments to the National Bylaws

The Committee Chairperson will assign all resolutions and amendments to a committee member for initial review. The assigned Committee member will present to the Committee as a whole a report on the resolution and recommend approval or rejection. IAW (In Accordance With) Article XIV of the National bylaws.

The Policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Resolutions originated at the Post level and are passed through the Department before being acted upon at a National Convention.

A resolution contains two (2) separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the "WHEREAS" clauses, and the proposed solution is given in the "RESOLVED" section. The "RESOLVED" section of a resolution should be complete in itself without depending on the "WHEREAS" clauses to give it meaning.

B. HOW TO CORRECTLY PREPARE A RESOLUTION

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; and

WHEREAS, non-service connected pensions should be increased accordingly; now, therefore

BE IT RESOLVED, that we petition Congress to enact legislation which would provide a substantial increase in non-service connected pension rates.

(Note: The "BE IT RESOLVED" section has a proposed solution that makes sense and can stand alone without the "WHEREAS" clause having to give it meaning.)

#### C. HOW NOT TO PREPARE A RESOLUTION

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; and

WHEREAS, non-service connected pensions should be increased accordingly; now, therefore

BE IT RESOLVED, that we petition Congress to do so immediately.

(Note: The "BE IT RESOLVED" section does not stand on its own when it is separated from the "WHEREAS" clauses.)

- D. A resolution may deal with a local problem, in which case it needs no action on a level higher than that of the Post. If the problem concerns an area larger than that served by the Post, it should, after Post approval, be presented before the Department. All resolutions of statewide or national concern must be acted upon by the Department Convention. Those resolutions approved by the Department Convention, which affect persons or matters outside the state boundaries, must be forwarded to the National Convention for final disposition.

When submitting resolutions to the Department Convention, a notation on the bottom should show the previous action taken by the Post(s).

Since the Department and National Conventions are held only once a year, it is of prime importance that Post resolutions be acted upon and submitted to the Department Adjutant at least a 45 days prior to the opening of the Department Convention.

Resolutions not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

#### E. HANDLING OF RESOLUTIONS

The Policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most such resolutions originate at the Post level.

Policy set by the National Convention is binding upon all subordinate units of the Veterans of Foreign Wars. No Post or Department is permitted to take any individual action or espouse any cause contrary to the National By- laws or to the actions of the National Convention EXCEPT that it may propose changes in policy by the preparation of a resolution for consideration.

#### F. PREPARING PROPOSED AMENDMENTS TO THE NATIONAL BY-LAWS

Proposed amendments to the National By-Laws must have Department Convention approval if submitted by a Post and must be received by the Adjutant General by the first working day in July in order that they may be publicized as required by Article XI II of the National By-Laws.

If you want to propose a change to the By-Laws, Manual of Procedure & Ritual or Congressional Charter, it must be submitted as such, not as a resolution.

Such proposed amendments must be definite and specific as to the material to be deleted or added, containing the exact wording of the proposed change.

\*\*\*By-law changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

### **SECTION IV Post Bylaws**

#### A. Review of Proposed Amended Post Bylaws

The Committee Chairperson will appoint a member of the Committee to review Post Bylaws to ensure compliance with only the Congressional Charter, National Bylaws, Manual of Procedure, Ritual, and specifically State laws and Department Bylaws, and usages of the Veterans of Foreign Wars of the United States.

A Bylaw review report will be sent to the State Commander outlining deficiencies and recommendations as needed.

**SECTION V**  
**Committee toolkit**

- A. Access to the National and State Bylaws.
- B. Access to Roberts Rules of Order, current edition.
- C. Appropriate Technology to facilitate business (physical and virtual - i.e. Google collaborative tool suite, O365, etc.). Appropriate access restriction should be considered.
- D. Access to the Department HQ conference room to facilitate meetings as necessary.

**SECTION VI**  
**SOP Review**

The SOP will be reviewed to ensure the following:

- A. Contact information is up to date and accurate.
- B. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
- C. The SOP with changes will be submitted to the State Adjutant no later than 15 days before the start of the Department Convention.
- D. The Chairperson's required End of Year report will include all changes with justification for the change to the SOP.

Upon initial approval by the State Commander, This SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first COA after the Department Convention for approval. After approval the SOP will become immediately effective. During the year any changes to the SOP will be given to the Department Adjutant for distribution to vote on at the next COA.



VFW HAWAII  
Bylaw Proposal form 20\_\_ - 20\_\_

National bylaw proposals will be based on the National Bylaws, Manual of Procedure, and Rituals dated 20\_\_-20\_\_.

State of Hawaii bylaw proposals will be derived from the Nationally approved Statebylaws.

### POST ACTION

<b>AUTHOR:</b>	_____	<b>T/Pos:</b>	_____
<b>POST:</b>	_____	<b>DATE:</b>	_____
<b>APPROVAL:</b>	_____	<b>DATE:</b>	_____

**Bylaw Information:**

PAGE: \_\_\_\_\_

SECTION: \_\_\_\_\_

**I**    **CURRENT:** (Enter exact wording taken from the current National or State bylaws)

\_\_\_\_\_  
\_\_\_\_\_

**I**    **PROPOSED:** (Enter proposed wording)

\_\_\_\_\_  
\_\_\_\_\_

**I**    **Explanation/Reasoning:** (Enter detailed explanation on the proposed change.)

\_\_\_\_\_  
\_\_\_\_\_



VFW HAWAII  
Bylaw Proposal form 20\_\_ - 20\_\_

## DEPARTMENT ACTION

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FOR USE BY THE BYLAW COMMITTEE

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**Determination by committee:**      **RECOMMEND: ADOPTION / REJECTION**

Comments:

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Bylaw Committee Chair Name (Print)

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Signature

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Date



# VFW HAWAII

## Resolution Proposal form 20\_\_ - 20\_\_

**SUBJECT:** \_\_\_\_\_

**PRESENTED BY:** \_\_\_\_\_ **TITLE/POSITION:** \_\_\_\_\_

**AUTHOR:** \_\_\_\_\_ **TITLE/POSITION:** \_\_\_\_\_

WHEREAS, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, and

WHEREAS, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, and

WHEREAS, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, now, therefore, be it

RESOLVED, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



VFW HAWAII  
Resolution Proposal form 20\_\_ - 20\_\_

**POST ACTION**

ADOPTED / REJECTED at a Post meeting of the Veterans of Foreign Wars  
Post\_\_\_\_ City\_\_\_\_\_ Hawaii, on: \_\_\_\_\_ 20\_\_

Post Commander Signature: \_\_\_\_\_

Post Commander Printed Name: \_\_\_\_\_

Post Adjutant Signature: \_\_\_\_\_

Post Adjutant Printed Name: \_\_\_\_\_

**DEPARTMENT ACTION**

ADOPTED / REJECTED at the State Convention, Veterans of Foreign Wars, Hawaii  
on: \_\_\_\_\_20\_\_

State Commander Signature: \_\_\_\_\_

State Commander Printed Name: \_\_\_\_\_

State Adjutant Signature: \_\_\_\_\_

State Adjutant Printed Name: \_\_\_\_\_