



Chief of Staff



Welcome to the 2023 - 2024 Supreme MOCA year. Madam Supreme President Billie "Thank You" for having faith in me to be your Chief of Staff for the ensuing year. Our goal is to maintain and strengthen current Auxiliaries and establish new ones. Our Supreme organization must continue to grow for our Veterans sake; we challenge each of you to bring in just one new member!

As your Chief of Staff, I will be working closely with Supreme President Billie as my position falls directly under her authority and together, we will work to assist all of the Grands and promote and establish new Auxiliaries. The same goes for *Auxiliaries' Not in a Grand*; I will be there when needed to assist with problems and/or to establish a Grand where there is none. Grands, encourage your Chiefs of Staff and members to read and re-read the Supreme by-laws and ritual especially Article 2. If in doubt as to clarification, ask your President or Chief of Staff to clarify for you or secure clarification.

Formation of New Auxiliaries

1. Grands, make contact with your bachelor Pup Tents. Let them understand that Auxiliaries are a great asset and make them aware of the so many advantages of having an Auxiliary.
2. Formation of an Auxiliary cannot be formally started until approved at a stated meeting, due notice presented to all members of the MOC Pup Tent, and presented to the sponsoring VFW Post for their approval. (Sec 201)
3. After completion of the approved form, the Seam Squirrel of the sponsoring MOC Pup Tent shall submit it to the Supreme Treasurer with all dues and initiation fees paid prior to institution. The application shall include the applications for a minimum of ten (10) *new* or rejoining applicants who are members in good standing of a VFW Auxiliary with six (6) months membership and sixteen (16) years of age. No transfers can be transmitted with the new member Transmittal at this time; the Charter stays open for sixty (60) days after institution.
4. The names of all Charter members must be transmitted by the Treasurer-elect to the Supreme Treasurer and include names of the President, Treasurer, Secretary, date of institution, and closing date for the Charter to be created. (Sec 202)
5. The Supreme President will have appointed an organizer for the New Auxiliary; any member of an MOC Auxiliary may organize an auxiliary. Supreme Treasurer will forward to the Grand Chief of Staff or for Auxiliaries Not in a Grand to the Auxiliary President nine (9) Bylaws Books with Ritual and one (1) Supreme Program Book, Bond application, institution and installation warrants, membership application cards, dues cards, transmittal forms, and Supply information.

Note: Should the new Auxiliary not be instituted within the sixty (60) days window, then the authorization for the Charter may be rescinded by Supreme President.

Auxiliary Meetings

1. Your organizer will work with you to contact potential new candidates for membership either by e-mail or telephone. Ensure you have arranged a date, time, and place for a meeting to explain the purpose of the Military Order of Cooties and Auxiliary. Plan on electing officers - President, Sr Vice, Jr Vice, Treasurer, Chaplain, Conductress and Guard. Three (3) Trustees are elected for a term of three (3) years. President appoints the Secretary. The trustees are not numbered by year but a group. (Sec 302)
2. Advise those present in considering dues that the Auxiliary incurs expenses that must be paid: Charter fee, Treasurer's bond, Supreme per Capita Tax \$7, and Grand per Capita Tax if in a Grand, membership pins and other additional supplies needed. Do not forget to add the one-time initial Initiation Fee.

3. At this point the Chief of Staff should be excused while the members elect officers and establish dues. Meantime a temporary Chairman and Secretary should be appointed to conduct the meeting and take official minutes.
4. Once elections are completed, the Chief of Staff should return to the meeting and instruct the Treasurer to request an Employer Identification Number (EIN) from the IRS and to open a checking account in the Auxiliary's name. The President's and Treasurer's signatures are both required on all checks.
5. As Chief of Staff you should attend the first few meetings to assist and provide answers to questions from the officers and members.
6. In these changing times we have to be innovative using the resources you have at hand to hold meetings. A good method to use to get members who have to stay home due to valid reasons is to attend via telephone, Zoom, and other sources enabling you to have your quorum. This year we are striving to gain more new Auxiliaries. I know of five (5) new Auxiliaries instituted this past year; so let us set the bar higher striving for even more Auxiliaries. **"You Can Do It."**

Institutions with Installation Procedures

1. Please refer to your Supreme Bylaws Article II, Section 203 Institution and Article III Section 305 for Installation information in either area.
2. As Grand President you have jurisdictional authority to appoint an Officer to Institute and Install the Auxiliary. Following the Installation send the signed report to the Supreme Treasurer and Secretary. Additional help may be sent to assist with training, education and to be a mentor.
3. At this point the appointed Officer should assist the Treasurer-elect in filling out the Transmittal Form and ensuring the Application Cards are complete.
 - Auxiliary maintains one (1) copy of Application and Transmittal.
 - Remit to the Grand Treasurer two (2) copies of the Transmittal, Grand and Supreme per Capita Tax.
 - Grand Treasurer processes dues as usual and forwards the Transmittal and Supreme per Capita to Supreme Treasurer Sandra McKinley (see Program Book for address).
 - For Auxiliaries not in a Grand the Instituting/Installing Officer should send one (1) copy of the Applications, Transmittal and Supreme per Capita to the Supreme Treasurer.
 - NOTE: Ensure that all elected and new members are in fact in good Standing with a current year dues card and have been VFW Auxiliary members for 6 months; if not, this will negate their election and membership.

Installations

1. All Auxiliaries on all levels should use the MOC website lotcs.org. Click on the Auxiliary emblem and under the tab Forms you will find installation forms for 2023-2024. If you have not filled one out, please do so immediately as they will be closing the Supreme Roster book soon.
2. Auxiliary Installation is done in accordance with ritual and should correspond with the Pup Tent's Installation. All Auxiliaries except the Grand must have completed their Installation by 31 March 2024 and submitted same to the Supreme Treasurer. If there is an issue in doing so, contact the Supreme President for Exception and provide the reason and date expected for Installation.
3. Following the election of Officers and prior to Installation of Grand or Auxiliary, the President or Chief of Staff needs to ensure all dues for those being installed have been received at Supreme. An Installation report with unpaid members on it will be returned for action. Auxiliaries with zero paid dues will be given a 15-day grace to submit after which a Suspension order will be generated.
4. Treasurers should order the outgoing Grand President's Past Grand Pin with Ruby, Supreme is Diamond, Auxiliary President is a plain Past Presidents pin. Incoming President's hat and tie should be ordered through the Supreme Treasurer for presentation at Supreme or Grand Convention. Auxiliary Past Pins are given at the Installation of new Officers.

5. Presidents and Treasurers need to work together to ensure all dues are submitted by the 31 December deadline. Any Auxiliary Officer whose dues have not been transmitted to Supreme are considered "Not in Good Standing" and may not participate in the Auxiliary meeting until paid. If the Grand or Auxiliary President's dues are not received by Supreme, the January meeting may not be conducted by them until their dues are received by the Supreme Treasurer. Presidents and Treasurers, it is your responsibility to check with Supreme as to the names of those whose dues have not been Transmitted.
6. The Treasurers Bond is critical and must be obtained no later than 31 August; there are two (2) options available to purchase your Bond. Renewal is due August 31, 2023.
 - A Check for \$8.00 (per \$1000) may be payable to the Tallman Insurance Company at TIA 406 West 34th Street, Suite 806, Kansas City, MO 64111.
 - A Check for \$14.00 (per \$1000) made payable to Supreme MOC and mailed to Supreme MOC HQ, 604 Braddock Avenue, Turtle Creek, PA 15145.
7. Treasurers need to pay special attention to Article 1 Sec 107 on members in good standing. If VFW Auxiliary dues are not paid by 1 January annually, then the unpaid members cease to be in good standing until payment of dues is shown, then MOCA dues may be paid and submitted. Treasurer must obtain an EIN to meet the annual requirement of filing the Auxiliary 990-N e-postcard form with the IRS. Treasurer must also purchase books for record keeping for Secretary and Treasurer. There are sample minutes at lotcs.org under Auxiliary forms for the Secretary.
8. New Presidents, your auxiliary meeting is just that -- YOUR meeting. Guests may not participate without your permission, and those guests who disrupt your meeting may be asked to leave. We are one team and work together for our Veterans.

Supreme Awards

Citation to Grand forming a new Auxiliary

Citation to member who forms an Auxiliary

Citation to member who forms a Grand

Awards of 1st, 2nd and 3rd place will be given to Grands with largest gain in Auxiliaries (this includes a minus for Auxiliaries lost)

Supreme Chief of Staff

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