



September 14, 2026

Tracy Woodman, Supreme Commander
Military Order of the Cootie
604 Braddock Avenue
Turtle Creek, PA 15145

Re: Proposed Bylaws

Dear Comrade Woodman:

Receipt is acknowledged of the proposed Bylaws for the Military Order of the Cootie of the United States, as adopted by the 107th Supreme Scratch in Reno, Nevada on August 1, 2026.

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

A review of the proposed amended Bylaws discloses that they are in compliance with the Congressional Charter, Bylaws, Manual of Procedure, Ritual, and laws and usages of the Veterans of Foreign Wars of the United States.

A copy of the reviewed Bylaws has been retained for our files, another forwarded to your Headquarters, and two sets herewith returned.

Sincerely,

A handwritten signature in black ink, appearing to read "Q. S. Carroll", is positioned above the typed name of the signatory.

Quentin S. Carroll, Director
Administrative Operations

QSC:sb
Enc: 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

BYLAWS



MILITARY ORDER OF THE COOTIE OF THE UNITED STATES

"The Honor Degree of the Veterans of Foreign Wars of the United States"

AS ADOPTED BY THE 107th SUPREME SCRATCH

Reno, NV

August 1, 2026

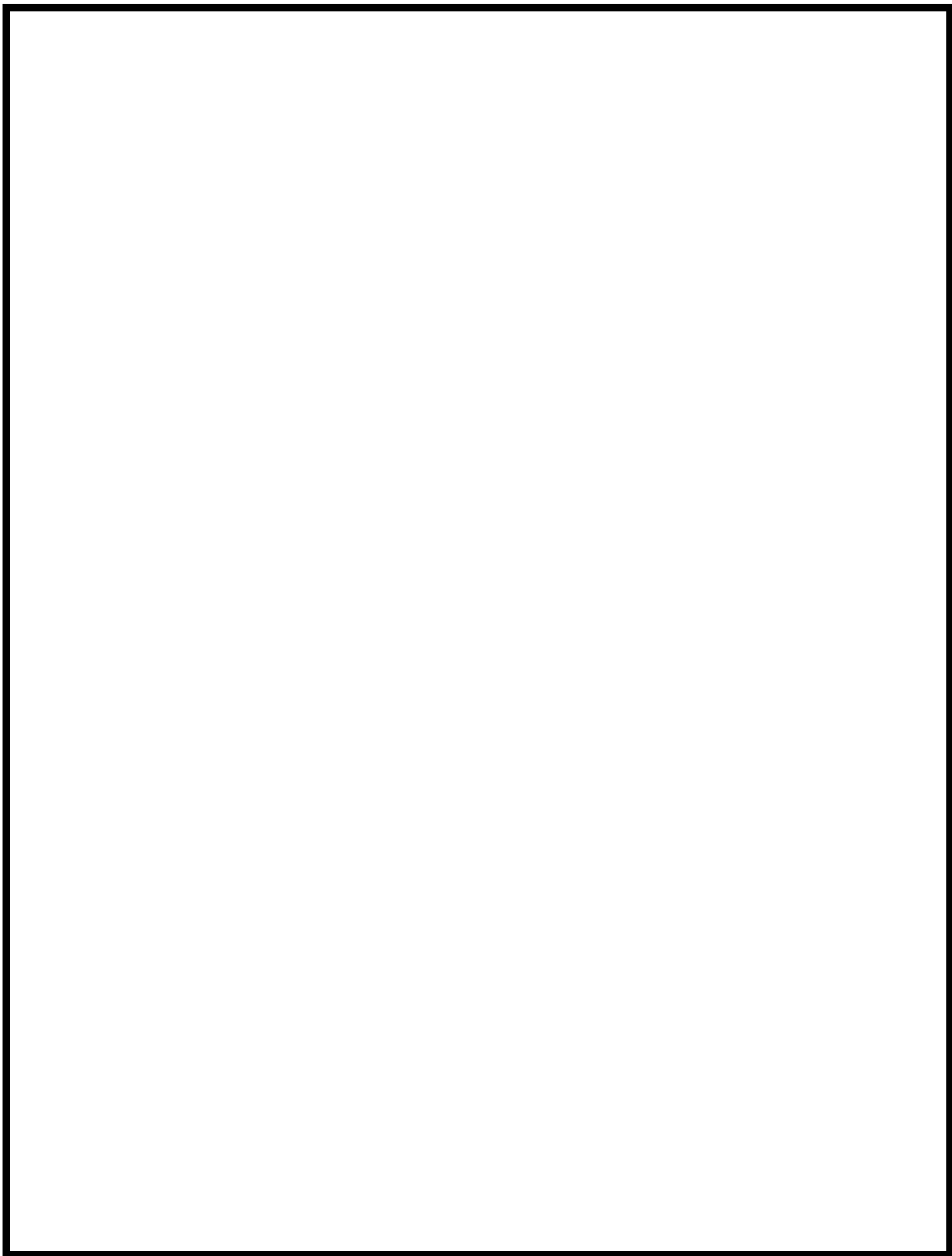


TABLE OF CONTENTS

Preamble	1
ARTICLE I.....	1
Objects	1
ARTICLE II	1
Organization	1
BYLAWS	2
ARTICLE I.....	2
Membership.....	2
Section 101. Active Members.....	2
Section 102. Active Members-At-Large.....	2
Section 103. Application.....	2
Section 104. Investigation.....	2
Section 105. Balloting on Application.....	2
Section 106. Rejection.....	2
Section 107. Notification.....	2
Section 108. Admission Fees.....	3
Section 109. Application – Expelled Members.....	3
Section 110. Transfer.....	3
Section 111. Honorable Discharges.....	3
Section 112. Members in Good Standing.....	3
Section 113. Members – Suspension – V.F.W.....	3
Section 114. Members – V.F.W. – Membership Termination.....	3
Section 115. Reinstatement.....	3
Section 116. Reinstatement in Different Pup Tent.....	4
Section 117. Right of Appeal.....	4
Section 118. Time Limit of Appeal.....	4
Section 119. Dues.....	4
Section 120. Life Memberships.....	4
ARTICLE II	6
Pup Tents	6
Section 201. Formation of.....	6
Section 202. Charter.....	6
Section 203. Institution.....	6
Section 204. Instituting Officer – Report of.....	6
Section 205. Seniority.....	6
Section 206. Re-organization.....	7
Section 207. Re-organization – Defunct Pup Tents.....	7
Section 208. Defunct Pup Tents.....	7
Section 209. Defunct Pup Tents – How Declared.....	7
Section 210. Defunct Pup Tents – Members of.....	7
Section 211. Suspension and Revocation of Pup Tent Charter.....	7
Section 212. Surrender or Forfeiture of Charter.....	8
Section 213. Regular Scratches (Meetings).....	8
Section 214. Special Scratches (Meetings).....	8
Section 215. Quorum.....	8

Section 216. Pup Tent Bylaws.....	9
Section 217. Change of Name.....	9
Section 218. Change of Location.....	9
Section 219. Consolidation of Pup Tents.....	9
ARTICLE III.....	10
Officers and Duties	10
Section 301. Pup Tent – Eligibility.	10
Section 302. Roster, Elective Officers.	10
Section 303. Roster, Appointive Officers.	10
Section 304. Election & Installation of Officers.	10
Section 305. Term of Office.....	10
Section 306. Officers – Balloting For.....	10
Section 307. Vacancies and Inactive Officers.	10
Section 308. Installation Officer.	11
Section 309. Past Pup Tent Officers.	11
Section 310. Duties of the Seam Squirrel.	11
Section 311. Duties of the Blanket Bum.	11
Section 312. Duties of the Hide Gimlet.....	11
Section 313. Duties of Seam Squirrel Pro Tempore.....	11
Section 314. Duty of the Custodian of the Crummy Duffel Bag.....	12
Section 315. Duties of the Shyster.....	12
Section 316. Duty of the Hungry Cootie.	12
Section 317. Duty of the Pill Pusher.	13
Section 318. Duties of the Shirt Reader.	13
Section 319. Duty of the Sky Pilot.	13
Section 320. Duty of the Keeper of the Lousy Records.	13
Section 321. Duty of the V.F.W. Booster Chairperson. (Optional)	13
Section 322. Duty of the Provost Marshal.	13
Section 323. Duties of the Office of the Jimmy Legs.....	13
Section 324. Duties of the Hospital Chairperson.	13
Section 325. Duties of the Tight Wads.	13
Section 326. Delegates – Grand Scratch.	13
Section 327. Delegates – Supreme Scratch.	14
Section 328. Delegates – Balloting For.	14
Section 329. Arrearages – Pup Tents.	14
Section 330. Inspections.....	14
Section 331. Password – Communication of.....	14
Section 332. Arrearages – V.F.W. Member.....	14
Section 333. Reinstatement.	14
Section 334. Supplies – How Ordered.....	14
Section 335. Title of Address.....	14
ARTICLE IV	15
Grand Pup Tents.....	15
Section 401. Formation.....	15
Section 402. Provisional.....	15
Section 403. Governing Body.....	15

Section 404. Composition of Grand Scratch.....	15
The Grand Scratch shall consist of:	15
Section 405. Meetings – Grand Scratch.	15
Section 406. Eligibility.	16
Section 407. Officers.	16
Section 408. Election of Officers.	16
Section 409. Term of Office.....	16
Section 410. Duty of the Grand Commander.	16
Section 411. Duty of the Vice-Commanders.....	17
Section 412. Duty of the Adjutant.	17
Section 413. Duty of the Grand Quartermaster.....	17
Section 414. Duty of the Grand Chief of Staff.....	18
Section 415. Duty of the Grand Inspector.	18
Section 416. Duty of the Grand Judge Advocate.	18
Section 417. Duty of the Grand Surgeon.	18
Section 418. Duty of the Grand Chaplain.....	18
Section 419. Duty of the Grand Shirt Reader.	19
Section 420. Duty of the Grand Historian.	19
Section 421. Duty of the Grand VFW Booster Chairperson. (Optional).....	19
Section 422. Duty of the Grand Provost Marshal.	19
Section 423. Duty of the Grand Jimmy Legs.....	19
Section 424. Duties of the Grand Hospital Chairperson.	19
Section 425. Duty of the Grand Council of Administration.....	19
Section 426. Duty of the Grand Aides-de-Camp.....	20
Section 427. Vacancies.....	20
Section 428. Voting.....	20
Section 429. Bylaws.....	20
Section 430. Revocation of Charter.....	20
Section 431. Suspension of Charter.....	20
Section 432. Inspection.	20
Section 433. Tax.	20
Section 434. Calendar Quarters.....	20
Section 435. Arrearages.....	20
Section 436. Supplies – How Ordered.....	20
Section 437. Establishment of Districts or Areas within the Grand Pup Tent.....	20
Section 438. Title of Address.....	21
ARTICLE V	22
Supreme Pup Tent	22
Section 501. Supreme Body.....	22
Section 502. Composition.	22
The Supreme Scratch shall be composed of:	22
Section 503. Meetings.....	22
Section 504. Eligibility to Office.	22
Section 505. Supreme Officers.....	22
G.If the Supreme Council Member is unable to attend the Supreme Scratch or Supreme Meetings, the Vice Council Member will take the place of the Council	

Member.....	Error! Bookmark not defined.
Section 506. Travel Allowances.	22
Section 507. Election of Officers.	23
Section 508. Term of Office.....	23
Section 509. Duty of the Supreme Commander.	23
Section 510. Duty of the Supreme Senior and Junior Vice-Commander.	23
Section 511. Duty of the Supreme Adjutant.	23
Section 512. Duty of the Supreme Quartermaster.	24
Section 513. Duty of the Supreme Judge Advocate.	24
Section 514. Duty of the Supreme Surgeon.	24
Section 515. Duty of the Supreme Chief of Staff.....	24
Section 516. Duty of the Supreme Inspector.	24
Section 517. Duty of the Supreme Chaplain.....	25
The Supreme Chaplain shall perform such duties incident to his/her office, as the occasion may require or as the Supreme Commander may direct.	25
Section 518. Duty of the Supreme Historian.	25
Section 519. Duty of the Supreme V.F.W. Booster Chairperson. (Optional).....	25
Section 520. Duty of the Supreme Director of Public Relations.....	25
Section 521. Duty of the Shirt Reader.....	25
Section 522. Duty of the Hospital Commissioner.....	25
Section 523. Duty of the Supreme Provost Marshal.	25
Section 524. Duty of the Supreme Jimmy Legs.....	25
Section 525. Duty of the Supreme Council of Administration.....	25
Section 526. Duty of the Supreme Trustees.....	26
Section 527. Staff Officers – Reports of.	26
Section 528. Vacancies.....	26
Section 529. Past Supreme Officers.....	26
Section 530. Voting.....	26
Section 531. Supreme Headquarters.....	27
Section 532. Supreme Supply Department.....	27
Section 533. Per Capita Tax.....	27
Section 534. Registration Fee at Supreme Scratch.	27
ARTICLE VI.....	28
Miscellaneous Provision	28
Section 601. Ritual – Distribution of.....	28
Section 602. Annual Password.....	28
Section 603. Secrecy.....	28
Section 604. Inspections.....	28
Section 605. Degrees.....	28
Section 606. Official Publication.....	29
Section 607. The Visit to the Tomb of the Unknown Soldier.....	29
The annual visit to the Tomb of the Unknown Soldier, known as Tomb Trek, shall be the responsibility of the Supreme Quartermaster. This event shall take place on a date as close as possible to Veterans Day and the Supreme Commander will approve the date. The Supreme Quartermaster or Assistant Supreme Quartermaster shall assemble a committee, to plan, coordinate, and carry out administration of this annual	

event. A summary financial report shall be submitted to the Supreme Trustees within 90 days after the event. Proper advance notification of the affair shall be announced in the <i>Cootie Courier</i>	29
Section 608. Solicitations & Promotions.....	29
Section 609. Auxiliary.....	29
Section 610. National Home Fund.	29
Section 611. Christy Braun Supreme Scholarship Fund.....	29
Section 612. Bonding of Grand District/Area or Supreme Districts.	30
ARTICLE VII	31
Uniforms, Badges, Salaries, Etc.....	31
Section 701. Uniforms.....	31
Section 702. Insignia.	32
Section 703. Annual Budget.	32
Section 704. Standard Flags or Banners.....	32
Section 705. Official Emblem.....	33
ARTICLE VIII.....	34
Discipline.....	34
Section 801. Discipline of Members.....	34
Section 802. Offenses.	34
Section 803. Procedures for Disciplinary Actions and Appeals.....	35
Section 804. Suspension from Office.	35
Section 805. Prima Facie Case.	35
Section 806. Penalties.....	35
ARTICLE IX.....	36
Amendments.....	36
Section 901.	36
Section 902.....	36
ARTICLE X	36
Hospital Visitation Day.....	36
Section 1001.	36
BYLAWS	37
INDEX.....	37

Preamble

We, officers and enlisted persons and honorably discharged officers and enlisted persons of the Armed Forces of the United States of America, who have served in Foreign wars of the United States of America on foreign soil or in hostile waters, and who are in Good standing in "The Veterans of Foreign Wars of the United States" do hereby unite to establish a permanent organization, which shall be known as the Military Order of the Cootie of the United States. Thus, the Military Order of the Cootie of the United States was organized in Washington, D. C., on September 17, 1920.

ARTICLE I

Objects

The objects of this organization are to be the official Honor Degree of the Veterans of Foreign Wars of the United States. To promote social and reunion features among its own members, and to keep alive therein the spirit of optimism and humor so characteristic of the American service man/woman.

ARTICLE II

Organization

Section 1. The several constituted bodies of this organization shall consist of:

- A. Subordinate organizations to be known as _____ Pup Tent No. _____, Military Order of the Cootie of the United States; provided, however, that no Pup Tent hereafter organized shall adopt the name of any Pup Tent in good standing.
- B. State Organization to be known as: Grand Pup Tent of _____ Military Order of the Cootie of the United States.
- C. A National Organization to be known as: Supreme Pup Tent of the Military Order of the Cootie of the United States.

BYLAWS

ARTICLE I

Membership

Section 101. Active Members.

- A.** Persons making application for membership in the Military Order of the Cootie must be of sound character, shall be a member in good standing of a Post for the preceding six months, and has completed satisfactory service on a Post committee or has satisfactorily performed Post duties or participated actively as a leader of Post functions who has done much toward promoting a greater V.F.W.
- B.** Membership in more than one Pup Tent at a time is prohibited. Any member found in violation of this provision shall elect to remain in the Pup Tent of their choice and shall surrender their membership in the other Pup Tent. There shall be no refund of dues to such member.

Section 102. Active Members-At-Large.

SECTION REMOVED

Section 103. Application.

- A.** Every application for membership shall be in writing, completed in detail, and furnished to the Supreme Quartermaster. Every applicant must be a member in good and regular standing in the Veterans of Foreign Wars and active therein and shall be investigated by a committee of at least two members.
- B.** An application for membership in the Military Order of the Cootie must be accompanied by a certificate verifying that the applicant has been a member in good standing in the post for the preceding six months, and has completed satisfactory service on a major Post committee or has satisfactorily performed Post duties or participated actively as a leader of Post functions; said certificate enumerating such qualifying service and showing approval of application by a majority vote of the members present and voting at a meeting of the Post shall bear the endorsement of the Post Commander attested to by the Post Adjutant.

Section 104. Investigation.

Investigating Committee shall be responsible for all applicants whom they endorse and shall be subject to such discipline as may be set forth by the Supreme Commander for any violation of requirements for membership as may be set forth from time to time.

Section 105. Balloting on Application.

Before voting on the application at a regular Pup Tent Scratch, the Seam Squirrel will read the report of the investigating committee, and the members present will be given an opportunity to state their objections, if any, to the admission of the applicant. Unless one (1) member present may request a written ballot, a Viva Voce vote shall be taken and a majority of the votes cast shall decide acceptance or rejection of the application. In case of a tie vote, the Seam Squirrel shall cast the deciding vote. If the application fails to win a majority of the votes cast, the applicant may resubmit their application after a lapse of one (1) year. Should there be no objection from any member present, several applications of membership may be grouped and accepted by Voice vote. Upon the request of any one member, any individual's application must be voted on separately by written ballot, and upon the request of any three members, all applications must be voted on separately by written ballot.

Section 106. Rejection.

If an applicant shall be rejected, their admission fee and dues shall be returned, and they shall not be proposed again for membership in any Pup Tent for at least one (1) year after such rejection. A second application shall be in the same form and subject to the same conditions as the first. No person shall be proposed for membership more than two (2) times. The name of the rejected applicant shall be forwarded to the Supreme Adjutant.

Section 107. Notification.

Each applicant upon his or her election shall be notified thereof by the Hungry Cootie in writing, and upon presenting themselves to be properly initiated. Unless they present themselves for initiation within four (4) months from the date of the first notification, their election shall be declared void and the admission fee forfeited.

Section 108. Admission Fees.

Each local Pup Tent may fix its own initiation fee, but in no case, shall this fee be less than the total of two (\$2.00) dollars. The two (\$2.00) dollars is to be sent to the Grand Quartermaster, together with the Grand and Supreme copies of the membership card. The Grand Quartermaster retains one (\$1.00) dollar and the Grand copy of the card and forwards one (\$1.00) dollar along with the Supreme Record Card to the Supreme Quartermaster. The Admission Fee shall accompany the application in all cases, and upon obligation, the applicant shall subscribe to a copy of the Bylaws, Rules and Regulations. The Nit shall receive a membership card only when all Admission Fees and dues have been paid. The official Cootie Hat Style #102, less tassels is authorized for wear at the time the Nit degree is conferred. One green tassel shall be issued and affixed to the left tip of the Cootie Hat at the time the Grayback Degree is conferred. The second green tassel and official pin will be issued at the time the Cootie Degree is conferred. In case there is no Grand Pup Tent having jurisdiction, the local Pup Tent shall send the Grand Record Card and the Supreme Record Card and one (\$1.00) dollar to the Supreme Quartermaster direct.

Section 109. Application – Expelled Members.

A member, who has been suspended from any Pup Tent by sentence of a disciplinary action, is not eligible to membership in any Pup Tent other than the one which they were expelled, except in case the Pup Tent ceases to exist, and then only with the approval of the Supreme Commander.

Section 110. Transfer.

- A. A member in good standing, against whom no charges exist, may transfer to any Pup Tent in the Military Order of the Cootie upon presentation of paid-up (dues) receipt card in both the Military Order of the Cootie and the Veterans of Foreign Wars of the United States, provided they are accepted by the Pup Tent they are requesting their membership be transferred to.
- B. To complete the transfer, the Pup Tent C.C.D.B. shall take up the annual dues card from the Pup Tent and issue a Dues Card for Membership in the Pup Tent the member is transferring to, then complete the transfer in accordance with the administrative directives from Supreme Headquarters.
- C. The member so transferred shall have all the rights and privileges of membership in the Pup Tent they transferred to.
- D. The Pup Tent which paid per capita on the member transferring to another Pup Tent shall be credited with the membership for purposes of selection to accredited Delegates and Alternates to the Grand and Supreme Scratches.

Section 111. Honorable Discharges.**SECTION REMOVED****Section 112. Members in Good Standing.**

A duly elected and obligated member ceases to be in good standing immediately upon the expiration of the period for which their dues are paid or remitted in either the Veterans of Foreign Wars of the United States or the Military Order of the Cootie.

Section 113. Members – Suspension – V.F.W.

An active member, who is a member of the Veterans of Foreign Wars of the United States, who is suspended therefrom and whose connection therewith, for any reason whatsoever ceases or is terminated, shall ipso facto, and thereafter assume, and have the same standing in this organization as they have or may subsequently have in the Veterans of Foreign Wars of the United States and no other. This provision, however, in no way interferes with the power or right of this organization to take any and all action not inconsistent with the foregoing that it may see fit.

Section 114. Members – V.F.W. – Membership Termination.

Any member, whose membership in the Veterans of Foreign Wars of the United States, has been terminated, shall cease to hold membership in the Military Order of the Cootie of the United States.

Section 115. Reinstatement.

A member may be reinstated in the Pup Tent from which they have been dropped by making a written request therefore and on receiving a two-thirds (2/3) vote of those present and voting at any regular scratch and upon payment of an amount not exceeding the current year's dues.

Section 116. Reinstatement in Different Pup Tent.

A member who has been dropped from the rolls of their Pup Tent for one year or more because of nonpayment of dues may become a member of another Pup Tent by application and election, including payment of the current year's dues.

Section 117. Right of Appeal.

All members shall have the right of appealing through proper channels, from the acts of the Pup Tent Seam Squirrels or Pup Tents, Grand Commanders or Grand Scratches, to the next higher authority and to the Supreme Commander, whose decision shall be final, unless reversed by the Supreme Council of Administration or the Supreme Scratch; but all decisions appealed shall have full force and effect until reversed by competent authority.

Section 118. Time Limit of Appeal.

Appeals from the decisions of Seam Squirrels of Pup Tents shall be taken within thirty (30) days and all other appeals within sixty (60) days from the rendering of such decision.

Section 119. Dues.

The dues in the Military Order of the Cootie shall never be less than the Current Supreme per Capita Tax per year and shall be paid annually in advance in accordance with the calendar year.

Section 120. Life Memberships.

The Military Order of the Cootie Supreme Pup Tent authorizes the establishment and administration of Life Membership Plans within the Military Order of the Cootie. Each plan reflects the Per Capita Tax (PCT) in effect at the time the plan was adopted. Only the plan currently open shall accept new applications.

1) Life Membership Plan A. This plan closed on December 31, 2000, 2) Life Membership Plan B. This plan closed on October 31, 2006. 3) Life Membership Plan C. This plan closed on May 31, 2025. 4) Life Membership Plan D. Life Membership Plan D is the current plan effective June 1, 2025. Life Membership plan costs are as follows: B. Any member who is a Life Member in good standing in the Veterans of Foreign Wars of the United States of America and has current annual membership in the Military Order of the Cootie and has become a 3rd Degree Cootie may become a Life Member by payment of the proper Life Membership fee to the CCDB or Quartermaster. A member at large

- A. Life Membership Plan A. (Closed).** Plan A permanently closed on December 31, 2000. Any Person who was a valid Life Member in good standing as of January 1, 2001, shall retain all rights and privileges of membership for life, subject to continued good standing. No new applications shall be accepted under Plan A. Plan A funds shall remain in a frozen Life Membership Fund account. No rebates shall be issues from Plan A until the account balance reaches \$150,000.00.
- B. Life Membership Plan B. (Closed)** Plan B permanently closed on October 31, 2006. No new applications shall be accepted. All existing Plan B members retain full Life Membership rights, subject to continued good standing. Plan B funds shall be administered under the Life Membership Fund provisions set forth in subsection G of this section.
- C. Life Membership Fee Plan C. (Closed)** Plan C permanently closed on May 31, 2025. No applications shall be accepted. All existing Plan C members retain full Life Membership rights, subject to continued good standing. Plan C funds shall be administered under the Life Membership Fund provisions set forth in subsection H of this Section.
- D. Life Membership Fee Plan D. (Current Plan)** Plan D is the only Life Membership Plan currently open for enrollment. It became effective June 1, 2025.
- E. Eligibility requires that the Applicant:**
 - 1) Be a Life Member in good standing of the Veterans of Foreign Wars of the United States.
 - 2) Hold current annual membership in the Military Order of the Cootie;
 - 3) Have attained the 3rd degree in the Military Order of the Cootie; and
 - 4) Be in good standing at the time of application.
 - 5) Applications shall be submitted with payment of the applicable Life Membership fee to the C.C.D.B., Quartermaster, or Supreme Quartermaster as appropriate.
 - 6) Members at Large may apply through the Supreme Quartermaster.
 - 7) The applicable fee shall be determined using the applicant's attained age as of December 31 of the calendar year in which the application is submitted.

Through age 30	\$395.00
31 – 40	\$375.00
41 – 50	\$355.00
51 – 60	\$320.00
61 – 70	\$285.00
71 – 80	\$220.00
81 and up	\$175.00

F. General Provisions Applicable to All Plans.

- 1) A Life Member shall not be subject to future membership dues, levies or additional life membership fees. A Life Member shall retain all benefits and privileges of the Pup Tent, Grand Pup Tent, and Supreme Pup Tent membership for life, provided the member is in good standing. A Life Member found ineligible for Life Membership in either the Veterans of Foreign Wars or the Military Order of the Cootie shall forfeit Life Membership status without refund.

G. Per Capita Tax (PCT).

The Supreme Per Capita Tax shall be \$12.00 per capita unless amended by proper authority.

H. Life Membership Fund (LMF) Administration – Plans B, C, and D.

The life Membership Fund shall operate as an interest-bearing fund.

The Supreme Quartermaster shall pay the annual Per Capita Tax for each Plan B, Plan C, and Plan D. Life Member from the Life Membership Fund no later than September 30 of each membership year.

The Life Membership Committee shall submit a proposed distribution schedule to the Supreme Council of Administration at the Supreme Scratch.

The Council of Administration may approve, deny, or table the recommendation. The Council shall not amend the recommendation.

No rebate shall be paid to Pup Tents, Grands, or Supreme Headquarters without prior approval of the Council of Administration

No rebate shall be paid to any contingent that is in arrears to the Supreme Organization.

If the Council of Administration fails to approve or deny a rebate by a two-third (2/3) Pass Vote prior to the adjournment of the Supreme Scratch, the Supreme Quartermaster shall distributed earned interest as of May 31 using the following formula:

- 30% to Pup Tents
- 30% to Grands
- 30% to Supreme Headquarters
- 10% retained in the Life Membership Fund

For Independent Pup Tents, the Grand portion shall be paid to Supreme Headquarters.

Rebates shall be calculated based on the number of Plan B, Plan C, and Plan D Life Members on the rolls as of May 31.

No rebate shall be issued if:

- The calculated distribution equals less than \$1.00 per Life Member; or
- The annual earned interest rate for the year is below 6%.

ARTICLE II

Pup Tents

Section 201. Formation of.

A Pup Tent maybe formed by charter from the Supreme Pup Tent on application of not less than fifteen (15) members of the Veterans of Foreign Wars of the United States. These members can be new members, reinstated or transfers from another Pup Tent in accordance with section 101 of the MOC Bylaws: provided, however, the number of Pup Tents in any Grand shall be governed by a majority vote of the Grand Council and where no Grand Pup Tent exists, it shall be a decision of the Supreme Council. Such application shall be made in accordance with the Bylaws of the Military Order of the Cootie.

Section 202. Charter.

- A. Application for Charter for a Pup Tent shall be made in writing to the Supreme Headquarters on a blank form to be furnished for that purpose, accompanied by a Charter Fee of twenty-five (\$25.00) dollars.
- B. For every name appearing on the Charter, the additional current admission fee shall accompany said Charter. No other fee shall be collected except current per capita tax.
- C. Admission fees and per capita tax provided in **Section 433 and 533** must be paid before the time of institution of said Pup Tent.
- D. The Charter application shall contain the name of the proposed Pup Tent and its location and in states where a Grand Pup Tent exists, the recommendations of the Grand Commander for approval or disapproval and reasons therefore.
- E. All Pup Tent Charters shall be signed by the Supreme Commander and counter-signed by the Supreme Adjutant and bear the seal of the Military Order of the Cootie.
- F. The Charter shall remain open not more than ninety (90) days from the date of institution of the Pup Tent, at the end of which time the names to appear upon the Charter shall be furnished to the Supreme Adjutant.

Section 203. Institution.

- A. Upon issuance of a Charter to the Pup Tent, the Grand Commander of the Grand Pup Tent having jurisdiction, and in case there is no Grand Pup Tent, the Supreme Commander shall appoint an Aide-de-Camp or authorize a Supreme or Grand Officer to institute said Pup Tent in accordance with the rules and usages of this order and install its officers.
- B. The Bylaws, Rituals, Hats, Insignia, etc., shall be given to the Instituting Officer, and they shall, in turn, deliver them into the keeping of the Pup Tent Seam Squirrel. After they have been installed and shall instruct the Shavetails of the Pup Tent in their duties, and shall perform such other duties as the laws and rituals prescribe.
- C. Each new Pup Tent shall be instituted within sixty (60) days of the date the Charter has been authorized. The Shavetails and members of a new Pup Tent present and receive the work and instructions at the institution ceremonies shall be considered as having all three (3) Degrees conferred on them and the Shavetails will be empowered to confer all three (3) Degrees on any new applicants to the Pup Tent.

Section 204. Instituting Officer – Report of.

- A. The Instituting Officer shall inspect the applications of all prospective members of the Pup Tent before it is instituted, and shall countersign the report of muster, testifying that all applications for membership in the new Pup Tent are eligible according to the Constitution and Bylaws of this Order.
- B. After such Institution and Installation of Shavetails, the Instituting Officer shall immediately make a report, in writing, to the office from which the warrant was issued, giving the number, the name of said Pup Tent, the number of members obligated and the names and addresses of the Shavetails for the ensuing term.

Section 205. Seniority.

The rank of the local Pup Tent shall be determined by the date of the Charter under which they are acting in their (State) Grand.

Section 206. Re-organization.

Fifteen (15) members of any inactive Pup Tent, prior to the time of being declared defunct, may have the Charter revised by making application to the Supreme Headquarters in writing, provided ten (10) of said members were in good standing at the time of disbandment of the Pup Tent and provided that current year's per capita tax be paid in advance of the time of reorganizing.

Section 207. Re-organization – Defunct Pup Tents.

The Supreme Commander may order the re-organization of a defunct Pup Tent with its original name and number, provided these have not been reassigned. In such re-organization, an application shall be submitted as provided for the formation of a new Pup Tent bearing the old and new names petitioning therefore, and a new Charter issued.

Section 208. Defunct Pup Tents.

Any Pup Tent becoming defunct shall return the Charter of said Pup Tent with Rituals, paraphernalia and all monies and property of said Pup Tent to the Supreme Quartermaster.

Section 209. Defunct Pup Tents – How Declared.

- A. The Supreme Commander may declare a Pup Tent defunct and its Charter forfeited after May 1st for failure or refusal to pay Supreme and Grand per capita tax on all its members in good standing as prescribed in these Bylaws or for failure to pay per capita tax on a minimum of nine (9) members.
- B. The Supreme Commander may order the cancellation of any Pup Tent Charter upon direction of the Commander-in-Chief.

Section 210. Defunct Pup Tents – Members of.

- A. Any member of a defunct Pup Tent who was in good standing at the time the Pup Tent was declared defunct, may transfer their membership to another Pup Tent, by application to the Supreme Pup Tent, provided the transferee has been accepted by said Pup Tent.
- B. Transfer – Supreme Jurisdiction: Any member of a disbanded or defunct Pup Tent, not within jurisdiction of a Grand, who was in good standing at the time such Pup Tent disbanded or declared defunct and who does not reside within the jurisdiction of a Pup Tent, may be accepted as a member-at-large, in the same manner as otherwise prescribed for acceptance of a member-at-large, and thereafter pay annual dues as a member-at-large.

Section 211. Suspension and Revocation of Pup Tent Charter.

- A. Actions by the Supreme Commander – Suspension. The Supreme Commander may, upon his or her own initiative or upon the recommendations of the Grand Commander, suspend the Charter of a Pup Tent for a period of sixty (60) days for violation of the laws and usages of the organization or failure to comply with lawful orders of the Supreme Scratch, Supreme Commander, Supreme Council, Grand Commander, or Grand Council, or for such other conduct by the Pup Tent or its officers acting on behalf of the Pup Tent, as the Supreme Commander believes harmful to the best interests of the Military Order of the Cootie. If no appeal is taken within the period of suspension, the Charter of the Pup Tent may be cancelled or revoked; provided, however, that before the Charter is cancelled or revoked, the Pup Tent shall have been notified in writing of the charges against it, and upon request, shall have a suitable opportunity to appear before the Supreme Commander or Supreme Council to show cause why its Charter should not be cancelled or revoked.
- B. Actions by the Grand Commander – Suspension. The Grand Commander may suspend the Charter of a Pup Tent for a period of up to sixty (60) days for violation of the laws and usages of the organization or failure to comply with lawful orders of the Supreme Scratch, Supreme Commander, Supreme Council, Grand Commander, or Grand Council, or for such other conduct by the Pup Tent or its officers acting on behalf of the Pup Tent, as the Grand Commander believes harmful to the best interests of the Military Order of the Cootie. The Grand Commander taking such action shall notify the Supreme Commander in writing of such action within forty-eight (48) hours thereof giving reasons therefore. During or at the close of the suspension period, the Grand Commander may remove the suspension or recommend to the Supreme Commander that the Pup tent Charter be cancelled or revoked.

- C. Establishment of Trusteeship. Upon the imposition of any suspension under this section, the Grand Commander shall appoint a trusteeship to consist of from three to five trustees chosen by the Grand Commander to effectively carry out the business and affairs of the trusteeship and who shall be willing and able to perform such duties. Pursuant to a written grant of powers and limitations, such trustees shall carry on the business and affairs of the Pup Tent during the period of suspension. The business and affairs of the Pup Tent shall be limited to current MOC activities. The actions of the trustees shall be subject to the approval of the Grand Commander who shall submit to the Supreme Commander a written report of the situation and the activities of the Pup Tent under suspension. While under suspension, no scratches shall be held in the name of the Pup Tent except for the sole purpose of the discussion of the cause, effect and removal of the penalty. No funds of the Pup Tent shall be expended or obligations incurred during and while the order of suspension is in force except as may be expended or obligated by the trustees appointed under this subsection. Any trusteeship appointed under these provisions shall remain in office until the suspension is lifted or the charter has been cancelled and the Charter with monies and property of the Pup Tent have been recovered and forwarded through the Grand Quartermaster to the Supreme Quartermaster, or otherwise relieved by the Grand Commander.
- D. In the event of cancellation or revocation of a Pup Tent charter under the provisions of this Section, the appointed trustees shall recover the Charter of said Pup Tent along with the Rituals, paraphernalia, and all monies and property of said Pup Tent and forward the same to the Supreme Quartermaster through the Grand Quartermaster.

Section 212. Surrender or Forfeiture of Charter.

- A. No Charter shall be surrendered by any Pup Tent so long as nine (9) members thereof demand its continuance, nor unless a proposition to surrender the Charter shall have been made at a regular Scratch of the Pup Tent at least four (4) weeks before the time of action, and due notice of said proposition in writing given to every member of the Pup Tent.
- B. In case of a surrender or forfeiture of a Charter, the property of a Pup tent, including books of record and papers with all monies shall be immediately turned over to the Supreme Quartermaster.
- C. The Charter of a Pup Tent having less than nine (9) members in good standing on its rolls shall be cancelled, providing that Pup Tent be notified thirty (30) days prior to cancellation by certified mail.

Section 213. Regular Scratches (Meetings).

The regular scratches of each Pup Tent shall be held at least once a month at the location designated on the Charter, unless otherwise authorized by special dispensation, and will be called a local scratch. Pup Tents may incorporate the use of technology for scratches provided that additional procedures are adopted pertaining to the conduct of scratches and that it allows all participating members to communicate with each other simultaneously. The Pup Tent Charter must be displayed during all scratches.

Section 214. Special Scratches (Meetings).

The Pup Tent Seam Squirrel may call a special scratch whenever, in their opinion, the same may be necessary for the welfare of the Pup Tent. The Pup Tent Seam Squirrel, upon request, in writing signed by seven (7) members in good standing, shall call a special scratch. The Pup Tent Hungry Cootie shall notify all members in writing, delivered by e-mail or postal service to the current address provided by the member, of the time and place of any special scratch and of the business to be transacted, such notice to be delivered to each member at least forty-eight (48) hours in advance of the time set for the special scratch. No business shall be transacted at any special scratch except that for which the special scratch was called.

Section 215. Quorum.

The Pup Tent Bylaws may specify the minimum number of members required to constitute a quorum for the transaction of business, in no case to be less than Five (5) members in good standing.

Section 216. Pup Tent Bylaws.

- A. The Local Pup Tent may adopt Bylaws for the government of the Military Order of the Cootie or orders of the Supreme Pup Tent.
- B. That all proposed Local or Grand Pup Tent Bylaws be submitted in triplicate copies to the Supreme Judge Advocate to be scrutinized as to their adherence with the Supreme Bylaws, signed and forwarded to the Supreme Commander for his or her signature, to the Supreme Adjutant to be attested, sealed and distributed: one (1) copy to the Pup Tent of origination, one (1) copy to the Supreme Headquarters and one (1) copy for the Grand Pup Tent.

Section 217. Change of Name.

- A. Any Pup Tent may change its name by a two-thirds (2/3) vote of the membership present and voting at a regular or special scratch called for the purpose, of which scratch and proposed action at least thirty (30) days notice in writing has been given to all members, and provided that such change shall be approved by the Grand Commander and the Supreme Commander.
- B. When the Supreme Commander has granted permission for change of name, such Pup tent shall be issued a new Charter at the expense of the Pup Tent.

Section 218. Change of Location.

See VFW Manual of Procedure Section 1201 (b) paragraph (4).

Section 219. Consolidation of Pup Tents.

When two or more Pup Tents in good standing desire to consolidate, written or printed notice of such proposed action shall be given to all members in good standing at least two (2) weeks prior to date of scratch for consideration of such proposition in each Pup Tents. If such proposition shall then be adopted by a vote of two-thirds (2/3) of the members present and voting, the vote shall be recorded by ayes and nays. The result shall be certified by resolution of each Pup Tent and forwarded to the Grand Commander, or if no Grand Pup Tent exists, then to the Supreme Commander. When the resolutions are approved by two (2) or more Pup Tents, the Grand Commander shall forward the approved resolutions to the Supreme Commander (where no Grand Pup Tent exists, the two Pup Tents shall send them directly to the Supreme Commander) who shall approve or disapprove the action,. If approved, a new Charter will be issued without charge, reciting the facts of such consolidation, and bearing the names of such Pup Tents. The new Charter shall rank from the date of the senior numbered Pup Tent but the number shall be either number of the consolidating units agreed upon by the consolidating Pup Tents. The new name shall be one agreed upon by the consolidating Pup Tents, as agreed on by vote of two-thirds (2/3) of the members present and voting at a Scratch for the specific purpose of consolidation. The property of the consolidated Pup Tent shall be conveyed to the new Pup Tent and become the property thereof. All past officers in each shall be entitled to ranks as of date of service in their respective Pup Tent. Upon the consolidation of Two (2) or more Pup Tents, new officers shall be elected and installed. In the event two (2) or more Pup Tents consolidate, all officers of the consolidated Pup Tents having fulfilled their obligations shall be recognized as past officers.

ARTICLE III

Officers and Duties

Section 301. Pup Tent – Eligibility.

All active members in good standing who have taken the three (3) Degrees, shall be eligible to any Office in the Pup Tent, provided, however, no member shall hold two (2) elective offices in the Pup Tent at the same time. An Officer elected or appointed shall retain the office only while they remain in good standing in the Pup Tent or until their successor has been elected or appointed.

Section 302. Roster, Elective Officers.

The officers of each Pup Tent shall consist of a Seam Squirrel, Blanket Bum, Hide Gimlet, Custodian of the Crummy Duffel Bag, and three (3) Tightwads.

Section 303. Roster, Appointive Officers.

The Seam Squirrel shall appoint the Sky Pilot, Provost Marshal, Hungry Cootie, Shirt Reader and the Hospital Chairperson. The Seam Squirrel may appoint any of the following positions as needed: Jimmy Legs, Keeper of the Lousy Records, Shyster, Pill Pusher, Shirt Reader, Newshound (Public Relations), Wind Jammer (Bugler), National Home Chairperson and Life Membership Chairperson, and if deemed necessary an assistant C.C.D.B. and other positions as deemed appropriate.

Section 304. Election & Installation of Officers.

- A. The Pup Tent Officers (except those designated in **Section 303** of this Article) shall be nominated, elected, and installed in office for a period of one year. The installation shall be conducted by a member in good standing who holds, or has held, a rank at least as high as that of Pup Tent Seam Squirrel.
- B. Shavetails shall be elected and installed between the fifteenth (15th) day of January and the last day of March, unless otherwise provided for by special dispensation granted by the Grand Commander concerned. The Shavetails thus elected or appointed, and subsequently installed, shall assume the duties of their respective offices immediately upon the installation of the Grand Commander at the conclusion of the Grand Scratch. Pup Tent Officers not within a Grand shall assume the duties of their respective offices July 1. Independent Pup Tent Officers not within a Grand shall assume the duties of their respective offices June 1st (the beginning of the Cootie year which runs June 1 through May 31st.)
- C. Before conducting any installation, the installing officer shall publicly verify proof of Quartermaster bonding, inspection report and remittance of Per Capita Tax for the current term.

Section 305. Term of Office.

All officers shall be elected for one year except Trustees (Tight Wads). Tight Wads shall be elected when the Pup Tent is first instituted: one (1) to serve one (1) year, one (1) to serve two (2) years and one (1) to serve three (3) years. As each term of office expires, an election for a term of three (3) years shall be held. In the event a vacancy occurs in any one of the Trustee positions, an election to fill the vacancy will be for the position vacated (i.e., 1-year, 2-year, 3-year).

Section 306. Officers – Balloting For.

When balloting for Officers, a majority of all votes cast, except where otherwise designated, shall be necessary for a choice. If there is no election on the first two ballots, the name of the candidate receiving the lowest number of ballots shall be dropped and so on in successive ballots until an election is made.

Section 307. Vacancies and Inactive Officers.

- A. Pup Tents may fill any vacancy in their offices at any regular scratch, notice of such contemplated action having been given at a previous scratch. In event of a vacancy in the office of Seam Squirrel, or Seam Squirrel-elect, the Blanket Bum or Blanket Bum-elect, shall at once succeed to the title and duties of such office; and the Hide Gimlet, or Hide-Gimlet elect, shall at once succeed to the duties and titles of said office.

- B. A Pup Tent at a regular scratch, if notice of intent to do so has been given at a prior scratch, may by two-thirds (2/3) vote of the members present and voting, declare vacant the position of any elective officer who has absented themselves from two (2) consecutive scratches or has failed to fulfill the duties of that office. No Pup Tent member may bring a motion before any Pup Tent scratch to vacate any elective office unless written notice of the proposed action has been given to the officer holding such office, the Seam Squirrel, the Hungry Cootie and the Grand Commander at least seven (7) days prior to the scratch. The notice shall state the reasons for the proposed action. At the scratch, the officer shall be advised of the facts underlying the proposed action and afforded the opportunity to present evidence on their own behalf.
- C. The Grand Commander may, with respect to any Pup Tent within the Grand, declare vacant the position of any Pup Tent Officer who fails to fulfill the duties of their office as specified by these Bylaws.
- D. Any elected officer whose office is vacated under the provisions of this Section may appeal such decision under the provisions of **Article I, Section 117** of these Bylaws.

Section 308. Installation Officer.

- A. The installation shall be conducted by a member in good standing who holds or has held the office of at least that of a Pup Tent Seam Squirrel. Where a Grand Pup Tent exists, the Grand Commander shall have the authority to designate the Installing Officer upon recommendation of the Pup Tent, made in sufficient time to allow the Grand Commander to issue the necessary warrants.
- B. The Installing Officer shall forward immediately after installation, a report, properly signed to the Supreme Adjutant and to the Grand Adjutant where a Grand Pup Tent exists.

Section 309. Past Pup Tent Officers.

- A. A Past Pup Tent Officer shall be one who, having been elected or appointed, and installed, has ceased to hold office by completion of their term, consolidation of Pup Tents, or death before the expiration of their term of office.
- B. Members of the Armed Forces on active duty who, having been duly elected or appointed, installed and served six (6) months of their tour in office, who relinquish their office by reason of re-assignment by the Armed Forces, shall be past officers.

Section 310. Duties of the Seam Squirrel.

- A. It shall be the duty of the Seam Squirrel to preside at all scratches of the Pup Tent, to enforce the laws and usages of the organization, and all orders from proper authority, to appoint all officers and committees not otherwise provided for, to approve all warrants drawn upon the Custodian of the Crummy Duffel Bag for appropriations of money, perform such other duties as the laws of this association may require.
- B. The Seam Squirrel of the Pup Tent shall, through the Adjutant, furnish the Commanders of the Posts to which the members belong with a list of the members of the Pup Tent. The report shall be made as of 31 May and be provided to the Post Commander annually, NLT 30 June

Section 311. Duties of the Blanket Bum.

It shall be the duty of the Blanket Bum to assist the Seam Squirrel in conducting the affairs of the Pup Tent and to preside in his/her absence.

Section 312. Duties of the Hide Gimlet.

The Hide Gimlet shall assist the Seam Squirrel and the Blanket Bum in conducting the affairs of the Pup Tent. If the Seam Squirrel and the Blanket Bum are absent, the Hide Gimlet shall preside.

Section 313. Duties of Seam Squirrel Pro Tempore.

In case the Seam Squirrel, Blanket Bum or Hide Gimlet is not present, the Pup Tent shall elect a Seam Squirrel Pro Tempore, who shall preside at that scratch of the Pup Tent.

Section 314. Duty of the Custodian of the Crummy Duffel Bag.

- A.** The Custodian of the Crummy Duffel Bag (CCDB) shall receive and hold all monies, securities, vouchers and such other property of the Pup Tent as may pertain to their office using acceptable banking practices. They shall pay out monies only after the Pup Tent has authorized payment and then upon proper voucher drawn by the Hungry Cootie and approved by the Seam Squirrel. They shall collect all monies due the Pup Tent, giving receipt therefore. They shall keep an account with each member and notify all members in arrears.
- B.** The Custodian of the Crummy Duffel Bag will be responsible for prompt payment of per capita tax when due the proper authorities. They shall, before issuing a membership report for dues, collect from each new member not less than the prescribed admission fee for their own Pup Tent as determined by Pup Tent action and in accordance with **Section 108** of the Bylaws. Forwarding instructions are also found in **Section 108**.
- C.** In case there is no Grand Pup Tent having jurisdiction, the Custodian of the Crummy Duffel Bag shall send the Grand Record Card and Supreme Record Card as instructed in **Section 108**.
- D.** They shall collect the annual membership dues and shall credit the per capita tax fund with the sum equal to the Annual Supreme and Grand Per Capita Tax. They shall forward to the Grand Quartermaster on the first day of each month the Grand and Supreme per capita tax payable from the annual dues collected from each member during the preceding month. Such payments shall be accompanied by transmittal forms provided by the Supreme Headquarters upon which shall be listed the numbers and categories of the members whose payment is being made and other data as the form may require. Any and all per capita tax paid by the Pup Tent on members whose dues have been remitted must be expended from the appropriate fund of the Pup Tent. The Custodian of the Crummy Duffel Bag in states where no Grand Pup Tent exists, shall forward to the Supreme Quartermaster, on the first day of each month, the current Supreme per capita tax in accordance with the administrative directives from Supreme Headquarters.
- E.** The books and records of the Custodian of the Crummy Duffel Bag shall be uniform and shall be those as prescribed by Supreme Headquarters. They shall at all times be kept in a neat and efficient manner. The Pup Tent Custodian of the Crummy Duffel Bag shall be the treasurer of all Pup Tent Committees handling funds.
- F.** They shall deliver to their successor in office, or to anyone designated by the Pup Tent, all monies, securities, vouchers, books, records, or other property in their possession or under their control.
- G.** Before entering upon the duties, they shall qualify by giving good and sufficient bond in a sum equal to the amount of the liquid assets for which so far as can be anticipated they may be accountable. Pup Tent CCDB's shall obtain sufficient security bond in the sum equal to the amount of liquid assets for which they are accountable. Pup Tents with total liquid assets of \$5,000.00 or more shall require a bond. Pup Tents with liquid assets less than \$5,000.00, may bond or not bond as determined by the Pup Tent.

Section 315. Duties of the Shyster.

The Shyster shall give the Seam Squirrel and the Scratch such counsel incident to the office, as they may request and perform such other duties as the Bylaws may require.

Section 316. Duty of the Hungry Cootie.

The Hungry Cootie shall maintain the following books, records, and files:

- A.** The Bylaws, Rules, and Regulations of the Order.
- B.** The original application of every member admitted to the Pup Tent.
- C.** A record of all proceedings of each scratch.
- D.** An order file in which they shall keep all orders or circulars issued by the Supreme Commander, the Grand Commander, or the Local Seam Squirrel of the Pup Tent.
- E.** A letter file.
- F.** A roll of deceased members.
- G.** A black book in which shall be kept the names of all rejected candidates.
- H.** They shall attest their signature to all actions of the Pup Tent and shall prepare such reports and returns as may be required by the Seam Squirrel of the Local Pup Tent, the Grand or Supreme Headquarters.
- I.** The Supreme Quartermaster shall furnish the articles required in this section when the Pup Tent is instituted.

Section 317. Duty of the Pill Pusher.

The Pill Pusher shall perform such duties, incident to the office, as the Seam Squirrel may require and shall be present at all Scratches to pass on the fitness of candidates to undergo initiation.

Section 318. Duties of the Shirt Reader.

The Shirt Reader shall have complete charge of the initiation work of the Pup Tent and shall have access to all paraphernalia used in the degree work. They shall recommend to the Seam Squirrel, the Provost Marshall, and the Jimmy Legs and shall select the remaining members of the Degree Staff as they see fit.

Section 319. Duty of the Sky Pilot.

The Sky Pilot shall perform such duties incident to their office as the occasion may require or as the Seam Squirrel may direct.

Section 320. Duty of the Keeper of the Lousy Records.

It shall be the duty of the Keeper of the Lousy Records to keep a record of all important dates and happenings and act as the publicity officer for the Pup Tent.

Section 321. Duty of the V.F.W. Booster Chairperson. (Optional)

It shall be the duty of the Pup Tent Booster Chairperson to maintain accurate records of the V.F.W. membership recruiting as performed by those Pup Tent members and to promptly report said activity as directed by Grand and Supreme Programs.

Section 322. Duty of the Provost Marshal.

The Provost Marshal shall keep decorum at all Scratches of the Pup Tent. They shall properly present and introduce all distinguished guests. They shall, to the best of their ability, carry out the orders of the Seam Squirrel and Pup Tent and perform such other duties incident to their office as the laws and ritual provide and always conduct themselves in a dignified and military manner.

Section 323. Duties of the Office of the Jimmy Legs.

It shall be the duty of the Jimmy Legs to guard the entrance to the Pup Tent and to allow none to enter without the proper signs and passwords. They shall report to the Seam Squirrel the presence of any distinguished guests or visitors so the Provost Marshal may properly escort them into the confines of the Pup Tent. They shall also perform such other duties as may be required from time according to the Ritual and Bylaws.

Section 324. Duties of the Hospital Chairperson.

- A. To assure the Pup Tent is active in hospital work and visitations.
- B. To forward to the Grand Hospital Chairman the completed Pup Tent hospital report form as soon as possible after the close of the month covering all hospital visits made by the Pup Tent during the previous month. The Pup Tent Hospital Chairperson may mail, e-mail, or fax the report. (Blank forms will be provided by the Grand Hospital Chairperson.)

Section 325. Duties of the Tight Wads.

- A. It shall be the duty of the Tight Wads not later than the end of the month following the last day of each quarterly period, to properly audit the books and records of the CCDB and Hungry Cootie and submit on the prescribed form, supplied by Supreme Headquarters, a detailed report of audit. Except for Pup Tents with less than \$1000.00 in total assets, who may submit an annual report at the end of the calendar year rather than four quarterly reports. One copy retained by the Pup Tent, and one (1) copy sent to the Grand Quartermaster.

Section 326. Delegates – Grand Scratch.

- A. Each Pup Tent shall elect its delegates to the Grand Scratch on the strength of its monthly report for the period prior to the Grand Scratch, based upon the provisions of the Grand Bylaws of each Grand Pup Tent, provided the members elected hold a paid-up dues card and the Pup Tent has paid per capita tax in the month preceding the month in which the Grand Scratch is held. (Where no Grand Bylaws exist, Pup Tents shall be entitled to one (1) delegate and one (1) alternate or fraction thereof for each ten (10) members in good standing.
- B. Pup Tents instituted within forty-five (45) days of the date of convening of the Annual Grand Scratch shall, on the night of installation or as soon as possible, elect delegates and alternates as hereinbefore provided in the above paragraph.

- C. To qualify for delegate and alternate representation at a Grand Scratch, the per capita tax must be paid by no later than the month preceding the Grand Scratch.
- D. Each Pup Tent in a district shall be entitled to the same representation at a District Scratch as provided for the Supreme Scratch.

Section 327. Delegates – Supreme Scratch.

- A. Each Local Pup Tent shall elect its delegates to the Supreme Scratch on the strength of its monthly report prior to the quarter that the Supreme Scratch is held, and shall be entitled to one (1) delegate and one (1) alternate for each fifteen (15) members or fractions thereof at the time of such report, provided the members elected hold a paid-up dues card and the Pup Tent has paid per capita tax in the month preceding the month the Supreme Scratch is held.
- B. To qualify for delegate and alternate representation at a Supreme Scratch, all per capita tax must be paid at least thirty (30) days prior to the Supreme Scratch.

Section 328. Delegates – Balloting For.

By the passage of a resolution before balloting, so ordering, delegates and alternates may be voted for on the same ballot. The nominees receiving the highest number of votes shall be the delegates and the next highest number of votes received will determine the alternates.

Section 329. Arrearages – Pup Tents.

Any Pup Tent in arrears for membership reports, CCDB returns, per capita tax payments and inspection reports shall be excluded from all representation in Grand Scratches and the Supreme Scratch, until the same are received by proper authority.

Section 330. Inspections.

Any Pup Tent that has not been properly inspected shall be excluded from all representation in the Grand and Supreme Scratches. The inspection report must be received by the Grand and Supreme Inspectors thirty (30) days prior to the said Scratch. Pup Tents instituted/installed during the current fiscal year shall be exempt from inspection until the following fiscal year.

Section 331. Password – Communication of.

The Pup Tent Seam Squirrel will communicate the password only to members in good standing. Members are strictly enjoined not to communicate the password to any member, nor is it to be discussed at any time. No member shall be permitted to remain during any session of the Pup Tent unless they are entitled to and in possession of the proper password of the degree of that session.

Section 332. Arrearages – V.F.W. Member.

Any member who shall become in arrears in the Veterans of Foreign Wars of the United States shall cease automatically to hold membership in the Military Order of the Cootie.

Section 333. Reinstatement.

Any former member of the Military Order of the Cootie may become reinstated in the Pup Tent to which they formerly belonged upon their re-instatement in the Veterans of Foreign Wars providing such member shall have paid their dues in the Veterans of Foreign Wars. This reinstatement is subject to two-thirds (2/3) vote of the members present and voting of the Pup Tent at any regular scratch.

Section 334. Supplies – How Ordered.

All Pup Tents ordering supplies or equipment shall make an order, sending it directly to the Supreme Quartermaster, accompanied by remittance to cover all costs and shipping.

Section 335. Title of Address.

In scratch of the Local Pup Tent, the title of address shall be by membership number only. Members of the Local Pup Tents shall be as COOTIE ONE, COOTIE TWO, etc., excepting in case of officers. Grand Pup tent officers' titles shall be preceded by the word GRAND, Supreme Pup Tent Officers' titles shall be preceded by the word SUPREME.

ARTICLE IV

Grand Pup Tents

Section 401. Formation.

- A. Whenever three (3) or more Pup Tents with a total membership of at least forty-five (45) members have been organized in any Department, a Grand Pup Tent may be organized.
- B. Charters of Grand Pup Tents shall be signed by the Supreme Commander and countersigned by the Supreme Adjutant and shall be issued to each Grand Pup Tent immediately upon the permanent organization thereof.
- C. When the strength of a Grand Pup Tent falls below the required three (3) Pup Tents and/or the forty-five (45) members, the Supreme Commander may withdraw the Grand Pup Tent Charter and may establish a Provisional Grand Pup Tent in such Department.
- D. Application for Charter of a Grand Pup Tent shall be forwarded to Supreme Headquarters accompanied by a charter fee of twenty-five (\$25.00) dollars, to the Supreme Pup Tent.
- E. Any Grand Pup Tent must conform to the provisions of Paragraph A to retain status as a Grand Pup Tent.

Section 402. Provisional.

Where the necessary number of Pup Tents with the required minimum membership has not been organized in any Department, the Supreme Commander may establish a Provisional Grand Pup Tent, or may assign such state to the Grand Pup Tent of a contiguous state. When a Provisional Grand Pup Tent is established, it is limited to two years.

Section 403. Governing Body.

A Grand Scratch subordinate to the Supreme Scratch shall govern each Grand Pup Tent.

Section 404. Composition of Grand Scratch.

The Grand Scratch shall consist of:

- A. The Supreme Commander provided he or she is a resident of the Grand Pup Tent and in good standing in their Pup Tent.
- B. The Grand Commander, all Past Grand Commanders who have served a full term of one year or who have been elected to fill a vacancy shall have served to the end of the term, so long as they remain in good standing in their respective Pup Tents, except in such Grand Pup Tents as shall have provided for a lesser number of Past Grand Commanders by a provision in the Grand Bylaws of the Grand Pup Tent. All elective officers (Shavetails) of the Grand Pup Tent, and the Grand Adjutant (Hungry Cootie), Chief of Staff, Inspector, Shirt Reader, Provost Marshal, Jimmy Legs, and Hospital Chairperson shall be entitled to a vote in the Grand Council of Administration.
- C. All Seam Squirrels throughout its jurisdiction. In the absence of the Seam Squirrel, the Blanket Bum or Hide Gimlet or Past Seam Squirrel may represent the Pup Tent. Any Grand Pup Tent may, if it so desires, provide in its Bylaws that all Past Seam Squirrels in good standing in their respective Pup Tents shall be members of the Grand Scratch.
- D. Delegates to be elected by the Pup Tents.
- E. Grand Pup Tents where Districts or Areas have been established, the District or Area Commanders shall be members of the Grand Scratch by virtue of their office and the election of five (5) Council Members hereinafter provided shall not apply.

Section 405. Meetings – Grand Scratch.

- A. There shall be a Scratch of the Grand Pup Tent held once annually within whose jurisdiction the Grand Pup Tent exists. The time and place will be determined by the Grand Commander. Grands may incorporate the use of technology for Grand Scratches provided that additional procedures are adopted pertaining to the conduct of such scratches and that it allows all participating members to communicate with each other simultaneously.
- B. Or, as an alternative that the Mandatory Grand Scratch be eliminated entirely and that election of Grand Officers, business and other public carnival be held at a time and date other than the Department of the V.F.W. on a date or dates prior to or after the regular Department Convention of the V.F.W. as may be selected by the Grand Council of Administration, M.O.C., and such dates be approved by the Department Commander.

Section 406. Eligibility.

All active third-degree members in good standing within a PT in the Grand are eligible to hold Grand office.

Section 407. Officers.

- A. The officers of the Grand Pup Tent shall consist of the same officer as compose the Local Pup Tent with the addition of a Chief of Staff, Deputy Chiefs of Staff, Inspector, Deputy Inspectors, VAVSR and Aides-de-Camp. All officers shall prefix the word "Grand" to their title. For continuity the use of the Cootie Shavetail designations may be used, Commander, Senior Vice, etc. as the Grand officer's desire. However, for clarity, the Bylaws will maintain the clear text references.
- B. **Elective:** Elective officers of each Grand Pup Tent shall be a Commander, Senior Vice-Commander, Junior Vice-Commander, Quartermaster, Judge Advocate, Surgeon, Chaplain, Historian and Council Members as provided in **Paragraph D** of this Section.
- C. **Appointive:** The Grand Commander shall appoint the Adjutant, Chief of Staff, Inspector, Shirt Reader, Provost Marshal, Jimmy Legs, Hospital Chairperson, VAVSR. The Grand Commander may appoint Deputy Chiefs of Staff, Deputy Inspectors, Aides-de-Camp, National Home Chairperson and Life Membership Chairperson. The Grand Commander, if deemed necessary to, may select an Assistant Quartermaster. They shall enter upon their duties upon the installation of the Grand Commander at the Annual Grand Scratch and may be removed at the pleasure of Grand Commander during that term.
- D. **Council of Administration:** The Grand Council of Administration shall consist of the Commander, all Past Grand Commanders in good standing (unless otherwise provided for by Grand Pup Tent Bylaws), Senior Vice-Commander, Junior Vice-Commander, Adjutant, Quartermaster, Judge Advocate, Chief of Staff, Inspector, Shirt Reader, Provost Marshal, Surgeon, Jimmy Legs, Hospital Chairperson, Chaplain, Historian, VAVSR, and for Grand Pup Tents with Districts or Areas, the District or Area Commanders.

Section 408. Election of Officers.

- A. The Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Surgeon, Chaplain, and such other members if the Grand Council of Administration necessary to fill vacancies shall be elected by roll call or ballot at the annual Grand Scratch of the Pup Tent each year.
- B. In case of ballot for Officers, a majority of all votes cast shall be necessary to ratify a choice. If there is no election on the first two ballots, the name of the Cootie receiving the lowest number of votes shall be dropped, and so on in successive ballots until an election is made.
- C. The installation shall be conducted by a member in good standing who holds or has held the office of at least that of a Grand Commander. The installing Officer shall forward immediately after installation, a report, properly signed, to the Supreme Adjutant.

Section 409. Term of Office.

Grand Officers thus elected shall be installed before the adjournment of the Grand Scratch and shall assume the duties of their respective offices immediately upon the installation of the Grand Commander at the conclusion of the Annual Grand Scratch.

Section 410. Duty of the Grand Commander.

- A. The Commander shall immediately after entering office appoint an Adjutant, Chief of Staff, Inspector, Shirt Reader, and any other officers and committees not otherwise provided for and remove these officers at his/her pleasure. They shall preside at all scratches of the Grand Pup Tent and Grand Council of Administration and shall enforce strict observance of its rules and usages and shall see that all orders from Supreme Headquarters are properly published and obeyed. They shall approve all warrants drawn upon the Quartermaster before same be paid, and perform such other duties as the office may require of the Grand Commander.
- B. They shall decide all questions of law and usage in their Grand Pup Tent subject to an appeal to the Supreme Commander.
- C. They shall see that all per capita tax and other monies due the Supreme Pup Tent and received by the Grand Pup Tent are forwarded promptly, together with reports or returns pertaining thereto.

- D. They shall perform all other duties required of them by the Grand Scratch, Grand Council of Administration, Grand Pup Tent Bylaws, Supreme Scratch, Supreme Bylaws, Supreme Council of Administration, or the Supreme Commander.

Section 411. Duty of the Vice-Commanders.

The Grand Vice-Commanders shall assist the Grand Commander by advice and otherwise in the Grand Commander's absence or disability, shall discharge the duties of the office according to the seniority.

Section 412. Duty of the Adjutant.

- A. **Correspondence:** They shall be the official correspondence officer for the Grand Pup Tent and shall attest all official communications and reports with their signature and the Seal of the Grand Pup Tent.
- B. **General Orders and Memoranda:** By order and direction of the Grand Commander, Grand Council of Administration or Grand Scratch, they shall issue all general orders and memoranda and forward same as directed.
- C. **Expenditure Vouchers:** Expenditure of funds shall occur as prescribed by the Grand's Bylaws or policy and dispensed using acceptable banking practices.
- D. **Records:** They shall maintain, on forms prescribed by the Supreme Pup Tent, a roster of all Grand Pup Tent Officers, Seam Squirrels, Hungry Cooties, C.C.D.B.'s, scratch time and place and membership data as taken from the triplicate copy of the consolidated per capita tax reports of other information forwarded them by the Grand Quartermaster.
- E. **Files:** They shall maintain complete files for the following:
- | | |
|-------------------------------|--|
| Supreme General Orders | TriPLICATE copies of consolidated per capita |
| Supreme Memoranda | tax reports |
| Grand Pup Tent General Orders | Budgets |
| Grand Pup Tent Memoranda | Correspondence |
- F. **Minutes:** They shall take a complete record of the minutes of all scratches of the Grand Council of Administration and Grand Scratch, preserve, and distribute copies as directed. They shall call the roll, or under their supervision, cause the same to be called at all official scratches, and shall read to the body assembled, or cause to be read under their supervision, all official communications, resolutions, or other information pertinent to the scratch and consistent with the records of the office.
- G. **Reports:** They shall, as directed by the Grand Commander, Grand Council of Administration or Grand Scratch, compile and render such reports and data as is consistent with the general duties of their office, and in so far as their records will permit.
- H. **Transfer of Records:** They shall transfer without delay to their successor in office all books, papers, records, money and other property of the Grand Pup Tent in their possession or under their control.
- I. **Compensation:** They shall receive as compensation for their service such sum as the Grand Council of Administration may, from time to time, determine.

Section 413. Duty of the Grand Quartermaster.

- A. **Funds, Receipt and Custodian of:** They shall receive and properly account for all monies due and payable to the Grand or Supreme Pup Tent, as the laws provide, and shall give an official receipt, as prescribed by Supreme, for all monies received by them. They shall be the official accountable officer of the Grand Pup Tent and in their care, shall be placed all securities, funds, and accountable property of the Grand Pup Tent. They shall be treasurer of all Grand Committees.
- B. **Funds, Disbursements of:** They shall expend Grand Pup Tent funds only upon presentation of proper documentation and approved by the Grand Commander.
- C. **Reports and Remittance – Per Capita Tax:** They shall upon receipt of the transmittal forms and per capita tax payments, properly audit same and observe the necessary and correct data be shown thereon. In every instance, the correct amount of Supreme Pup Tent per capita tax must be credited to the Supreme Pup Tent per capita tax fund, remitted at least monthly to Supreme Headquarters. The Supreme per capita tax and all monies belonging to the Supreme Pup Tent shall, as received by the Grand Quartermaster, be placed in a separate fund and in no instance, shall it be expended or used for any other purposes than its proper remittance to the Supreme Quartermaster.

- D. Reports – Annual and Miscellaneous:** The Grand Quartermaster shall, as of the last day of the month preceding each annual Grand Scratch, prepare a complete financial report in detail of the Grand Pup Tent since the preceding annual report, a membership report, and such other reports as the Grand Commander, Council of Administration or Grand Scratch may direct. They shall prepare for the Grand Scratch a list showing the Pup Tents in good standing and the number of delegates to which each Pup Tent is entitled.
- E. Records and Files:** The Grand Quartermaster shall maintain in an efficient manner and in detail, such records and files as prescribed by the Supreme Pup Tent in the Grand uniform system of records and accounts and such other records and files as they may be required to maintain. They shall acquire and maintain an accurate roster of the membership of the Grand Pup Tent.
- F. Bond:** They shall give good and sufficient security, to be approved by the Grand Council of Administration, for the faithful discharge of their duties, the cost of which shall be paid from Grand Pup Tent funds. Grand Pup Tents with total liquid assets of \$5,000.00 shall obtain a security bond from Supreme Headquarters. For Grand Pup Tents having total liquid assets less than \$5,000.00, security bonding shall be at the discretion of the Grand Council of Administration.
- G. Compensation:** They shall receive as compensation for their services such sum as the Grand Council of Administration may, from time to time, determine.
- H. Transfer of Records and Funds:** They shall transfer to their successor in office, without delay, all books, papers, monies, and other property of the Grand Pup Tent in their possession or under their control.

Section 414. Duty of the Grand Chief of Staff.

- A.** The Grand Chief of Staff shall have charge of the organization work within the jurisdiction of the Grand Pup Tent. Deputy Chiefs of Staff shall be nominated by him/her to the Grand Commander to assist in this work.
- B.** The Deputy Chiefs of Staff shall assist the Grand Chief of Staff to carry out the duties of the office and provisions of Supreme Bylaws and instructions to orders from Supreme or Grand Headquarters.

Section 415. Duty of the Grand Inspector.

- A.** The Grand Inspector shall have charge of and supervise instruction and inspection in the Grand Pup Tent and shall ensure inspection of the Grand Pup Tent and all Pup Tents, Districts, or Areas within the Grand Pup Tent.
- B.** They shall require that all books and records of each Pup Tent be inspected at least once during their term.
- C.** They shall require that the Supreme, Grand and Pup Tent Bylaws be enforced.
- D.** They shall require that the opening and closing of Scratches, the order of business and rules of order be followed, and that the initiation of atoms and other ceremonies are conducted as prescribed by the ritual.
- E.** They shall report on the decorum of the Pup Tent scratches.
- F.** They shall make a report in detail as to the Pup Tent finances, records and property at the time of inspection.
- G.** They shall appoint, with the approval of the Grand Commander, Deputy Inspectors. Deputy Inspectors shall be qualified for the work that their office requires.
- H.** They shall perform such other duties incident to their office as may be required of them by the Supreme Inspector, Grand Commander and Bylaws.
- I.** Deputy Grand Inspectors shall assist the Grand Inspector to carry out the duties of their office and the provisions of the Bylaws and instructions or orders from Supreme or Grand Headquarters.

Section 416. Duty of the Grand Judge Advocate.

The Grand Judge Advocate shall give the Grand Commander, the Grand Council of Administration and Grand Scratch such counsel, incident to their office, as they may request and perform such other duties as the Bylaws may require.

Section 417. Duty of the Grand Surgeon.

The Grand Surgeon shall perform similar duties as those laid down for the Local Pup Tent Surgeon.

Section 418. Duty of the Grand Chaplain.

The Grand Chaplain shall perform such duties incident to the office as the occasion may require or as the Grand Commander may direct.

Section 419. Duty of the Grand Shirt Reader.

The Grand Master of Ceremonies shall have charge of the entertainment features of the Grand Pup Tent and shall make nominations for assignment as they may deem necessary to the Grand Commander. They shall nominate the Grand Jimmy Legs to the Grand Commander for appointment.

Section 420. Duty of the Grand Historian.

It shall be the duty of the Grand Historian to keep a record of all important dates and happenings and act as the publicity officer for the Grand Pup Tent

Section 421. Duty of the Grand VFW Booster Chairperson. (Optional)

It shall be the duty of the Grand V.F.W. Booster Chairperson to supervise and tabulate activity of VFW recruiting as reported by Pup Tents within the Grand Pup Tent and to promptly report said activity as directed by the Supreme Program.

Section 422. Duty of the Grand Provost Marshal.

The Provost Marshal shall keep decorum at all Grand Scratches and Grand Councils of Administration. They shall properly present and introduce all distinguished guests. They shall at the close of the Council of Administration, see that all Grand Pup Tent property under their control is properly and safely taken care of. They shall to the best of their ability carry out the orders of the Grand Commander and Grand Pup Tent and perform such other duties incident to their office as the Bylaws and Ritual provide and always conduct themselves in a dignified and military member.

Section 423. Duty of the Grand Jimmy Legs.

The Grand Jimmy Legs shall perform such duties as may be required of him/her by the Grand Commander.

Section 424. Duties of the Grand Hospital Chairperson.

- A. Approve all Pup Tent hospital reports submitted to the Grand Pup Tents via the Hospital Reporting System on the Cootie LOTCS website and submits the Grand Hospital Report to the Supreme Hospital Commissioner.
- B. Once a month compiles a complete report of hospital activity from the previous month(s) of the Grand Pup Tent and submits it to the Grand Commander for distribution. A Copy of the Grand Hospital report shall be submitted no later than the 15th of the following month to the Supreme Hospital Commissioner.
- C. To promote hospital activity within the Grand Pup Tent.
- D. The Grand Hospital Chairperson shall have the authority and duty to investigate all hospital reports submitted to them for approval and submission to the Supreme Hospital Commissioner. Their duty to investigate shall include, if necessary, the right to request a verbal or written verification from the Pup Tent Hospital Chairman or Seam Squirrel.

Section 425. Duty of the Grand Council of Administration.

- A. **Working Interests:** The Grand Council of Administration shall have charge of the working interests of the Grand Pup Tent between sessions of the Grand Scratch.
- B. **Audits and Accounts:** The Grand Council of Administration shall have the power to audit the books of the various Grand Officers and shall require that the records and accounts of the Adjutant and Quartermaster be audited quarterly. It shall be the duty of the Grand Council of Administration to see that the books and records of the Grand Quartermaster and Grand Adjutant are audited four times a year prior to the Grand Scratch, either by an auditing committee appointed by proper persons or by a qualified accountant.
- C. **Salaries:** The Grand Council of Administration shall have the power to fix all salaries.
- D. **Meetings, Time, and Place:** The Grand Council of Administration shall meet in session not less than twice a year and such other times as directed by the Grand Commander or Council Bylaws provide. The place of meetings shall be at the direction of the Grand Commander unless otherwise specified by the Council. Grand Councils of Administration may incorporate the use of technology for its sessions provided that additional procedures are adopted pertaining to the conduct of sessions and that it allows all participating members to communicate with each other simultaneously.
- E. **Proceedings:** The Grand Council of Administration shall keep a full and detailed record of its proceedings and present it for consideration at its Grand Scratch.
- F. **Voting:** Each member of the Grand Council of Administration present at a meeting shall be entitled to one vote and voting by proxy shall not be allowed.

G. Quorum: A majority of the Grand Council of Administration present, as described in Sec. 407D, shall constitute a quorum for the transaction of business; provided, however, that there shall be at least seven (7) members present.

Section 426. Duty of the Grand Aides-de-Camp.

The Aides-de-Camp shall perform such duties as may be required of them by the Grand Commander and Chief of Staff.

Section 427. Vacancies.

All vacancies in elective offices shall be filled by the Grand Council of Administration, provided, however, that in case of the vacancy of the Commander, Senior Vice-Commander shall assume the duties of that office and the Junior Vice-Commander shall assume the duties of the office of the Senior Vice-Commander. The Grand Council shall convene to elect a Junior Vice-Commander.

Section 428. Voting.

Each delegate present at a meeting of the Grand Scratch shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate may be cast by the delegates of the Pup Tent or in the absence of a delegate by the Commander (Seam Squirrel), or in the absence the Vice-Commander, of such Pup Tent. No individual, however, shall have more than one (1) vote. A roll call vote is required by any three (3) delegates representing three (3) different Pup Tents.

Section 429. Bylaws.

Same as **Section 216** as applicable.

Section 430. Revocation of Charter.

The Supreme Council of Administration at its annual session or the Supreme Commander, with the consent of the Supreme Council of Administration, may at any time revoke the Charter of a Grand Pup Tent that for nine (9) months of a year has failed to forward its reports or dues or monies properly payable to the Supreme Pup Tent.

Section 431. Suspension of Charter.

The Supreme Commander may suspend the Charter of a Grand Pup Tent for a period of sixty (60) days. The Charter of the Grand Pup Tent may be cancelled; provided, however, that before the Charter is cancelled, the Grand Commander in question shall be duly notified of the charges against it and upon written request have a suitable opportunity to appear before the Supreme Council of Administration to show cause, if any it may have, why its Charter should not be cancelled.

Section 432. Inspection.

Any Grand Pup Tent that has **not** filed with the Supreme Inspector a minimum of eighty percent (80%) of Pup Tent Inspection Reports shall be excluded from **all** representation at the Supreme Scratch. The Supreme Inspector must receive all inspection reports at least thirty (30) days prior to the Supreme Scratch.

Section 433. Tax.

Each Grand Pup Tent shall determine the Grand per capita tax on each member in good standing under its jurisdiction unless otherwise provided for by the Grand Pup Tent Bylaws.

Section 434. Calendar Quarters.

The word quarter as used in these Bylaws shall designate the following periods of each fiscal year; First Quarter: January 1st to March 31st inclusive, Second Quarter: April 1st to June 30th inclusive, Third Quarter: July 1st to September 30th inclusive, and Fourth Quarter: October 1st to December 31st inclusive.

Section 435. Arrearages.

A Grand Pup Tent in arrears, for returns, reports, per capita tax payments, supply money, or financial obligations shall be deprived of all representation at the Supreme Scratch until same are paid to the proper authority.

Section 436. Supplies – How Ordered.

All Grand Pup Tents ordering supplies or equipment shall make an order, sending it directly to the Supreme Quartermaster, accompanied by remittance to cover all costs and shipping.

Section 437. Establishment of Districts or Areas within the Grand Pup Tent.

Districts or Areas may be established within the Grand Pup Tents. Each District or Area shall be presided over

by District or Area Officers, who shall be selected from and elected by ballot of the Pup Tents of the District or Area over which they will officiate when elected. Said District or Area Officers shall be balloted upon annually and shall serve for a period of one (1) year unless re-elected. Their authority and duties will correspond to those of V.F.W. District Officers as far as applicable to the M.O.C.

Section 438. Title of Address.

Same as **Section 335** as applicable.

ARTICLE V

Supreme Pup Tent

Section 501. Supreme Body.

The Supreme power of this Association shall be lodged in the Supreme Scratch.

Section 502. Composition.

The Supreme Scratch shall be composed of:

- A. The Supreme Commander, Past Supreme Commanders so long as they remain in good standing in their respective Local Pup Tents, and the other elective and appointive officers.
- B. All Supreme Council of Administration members.
- C. All Grand Pup Tent Commanders and all Provisional Grand Pup Tent Commanders. The Senior Vice-Commander may function as a member of the Supreme Scratch in case the Grand Commander of such Grand Pup Tent is absent.
- D. Delegates to be elected by the Local Pup Tents.

Section 503. Meetings.

The stated meetings of the Supreme Pup Tent shall be held annually at the same general time and place as that of the National Convention of the Veterans of Foreign Wars of the United States. Such meetings may incorporate the use of technology provided that additional procedures are adopted pertaining to the conduct of such meetings and that it allows all participating members to communicate with each other simultaneously.

Section 504. Eligibility to Office.

All active third degree members in good standing shall be eligible to any Supreme office in the Military Order of the Cootie; provided, however, that said members have been active third degree members of the Military Order of the Cootie for at least three (3) years and that no member shall hold more than one (1) elective office in the Supreme Pup Tent at any one time.

Section 505. Supreme Officers.

- A. **Elective:** The Elective officers of the Supreme Pup Tent shall be a Supreme Commander, Supreme Senior Vice-Commander, Supreme Junior Vice-Commander, Supreme Quartermaster, Supreme Surgeon, Supreme Judge Advocate, Supreme Chaplain, Supreme Historian, three (3) Supreme Trustees. For continuity the use of the Cootie Shavetail designations may be used, Command, Senior Vice, etc. as the Grand officer's desire. However, for clarity, the Bylaws will maintain the clear text references.
- B. **Appointive:** The appointive officers of the Supreme Pup Tent shall be a Supreme Chief of Staff, Supreme Adjutant, Supreme Inspector, Supreme Hospital Commissioner, Supreme Shirt Reader, Supreme Provost Marshal, Supreme Jimmy Legs, or may appoint additional appointments made by the Supreme Commander.
- C. **Supreme Council of Administration:** The Supreme Council of Administration shall consist of the following officers: all elected officers (see paragraph A.), the Immediate Past Supreme Commander, Supreme Adjutant, Chief of Staff, Inspector, Hospital Commissioner, Shirt Reader, Provost Marshal, Jimmy Legs, one (1) representative from each Grand, to be elected by their respective Grand for a term of three (3) years; and one (1) representative of the Independent Pup Tents, to be elected by the members of the Supreme Scratch for a term of three (3) years. Representatives shall serve for the term specified or until their successors are duly elected and qualified. Members shall remain part of the Council of Administration until said Council is dissolved by the Supreme Commander. Members of the Council of Administration shall not be authorized reimbursement while serving and attending Supreme events. Council of Administration scratches shall incorporate the use of technology for virtual meetings provided that procedures are adopted pertaining to the conduct of such Scratches and that it allows all participating members to communicate with each other simultaneously.
- D. In addition to representation, the Council Members will provide administrative oversight, advice, counsel, and training as may be required by the Supreme organization.

Section 506. Travel Allowances.

Travel allowance, based upon the rates prescribed by the current Supreme Policy, shall be paid only for travel as directed by the Supreme Commander.

Section 507. Election of Officers.

The Supreme Officers of the Military Order of the Cootie except those designated in **Section 505B** of this article, shall be elected annually by roll call or ballot at the stated meeting of the Supreme Scratch. In case of a ballot for officers, a majority of all votes cast shall be necessary to ratify a choice. If there is no election on the first two ballots, the name of the Cootie receiving the lowest number of votes shall be dropped, and so on in successive ballots until an election is made.

Section 508. Term of Office.

The officers thus elected shall be installed before adjournment of the Supreme Scratch at which they were elected and immediately enter upon their duties, and shall hold office until their successors are duly installed.

Section 509. Duty of the Supreme Commander.

- A. The Supreme Commander shall enforce the Bylaws, Rules and Regulations of the Military Order of the Cootie of the United States, and the orders of the Supreme Scratch and the Supreme Council of Administration and for this purpose, they may issue such orders as may be necessary. They shall preside in the Supreme Scratch and the Supreme Council of Administration, decide all questions of law or usage subject to an appeal to the Supreme Scratch, approve all warrants properly drawn on the Supreme Quartermaster and shall hold all securities given by the Supreme Officers as trustees of the Military Order of the Cootie of the United States. They shall appoint immediately after entering upon his/her office, all appointive officers as listed in Section 505B above, and all other Supreme officers and Committees not otherwise provided for, and may remove these officers at his/her pleasure. If any such officers are salaried, the appointment shall be subject to the approval of the majority of elected and non-salaried members of the Supreme Council of Administration and such officers may be removed by a majority vote thereof; and shall receive such compensation as the Supreme Scratch may determine from time to time.
- B. The Supreme Commander shall present to the first Council of Administration Meeting a proposed Policy for adoption and use throughout his/her term of office.
- C. The Supreme Commander may order disciplinary action on any person or persons against whom charges have been brought with the exception of a Supreme Officer. When charges have been preferred against any member holding office in the Military Order of the Cootie, the Supreme Commander may suspend the accused from office. The Supreme Commander may suspend from office any officer of the Grand or Local Pup Tent who has failed to function or for the Good of the Order.

Section 510. Duty of the Supreme Senior and Junior Vice-Commander.

The Supreme Vice-Commanders shall, when called upon, assist the Supreme Commander by counsel and otherwise in his/her absence or disability, they shall discharge the duties of the office according to seniority.

Section 511. Duty of the Supreme Adjutant.

- A. The Supreme Adjutant shall keep a correct record of the proceedings of the Supreme Scratch and the Supreme Council of Administration. They shall conduct its correspondence and shall issue the necessary orders under the direction of the Supreme Commander. They shall prepare all books and blanks required for the use of the organization under the direction of the Supreme Commander. They shall keep in proper files all correspondence and copies of all General Orders issued. They shall keep a correct account of all monies due and receivable from all sources and the vouchers and warrants drawn on the Supreme Quartermaster. They shall prepare before each Supreme Scratch a list of all Pup Tents, Local and Grand, in good standing.
- B. They shall take a receipt from the Supreme Quartermaster for all money turned over to him/her from whatsoever source and shall transfer to his/her successor in office, without delay, all books, papers, and property in his/her possession. They shall give security for the faithful discharge of his/her duties to be approved by the Supreme Commander.
- C. When the Adjutant-Quartermaster offices are combined, the Supreme Commander shall serve as the checkpoint, receiving duplicate copies of the bank statement, all vouchers and all receipts.
- D. The Supreme Adjutant shall make reports, quarterly, to the Local and Grand Pup Tents and Supreme

Council, showing the membership, both losses and gains of the various units, and the activities of the organization. They shall prepare a report of the membership and activities for the year to be presented to the Supreme Scratch at its annual session.

Section 512. Duty of the Supreme Quartermaster.

- A. Upon entering into office, the Supreme Quartermaster may appoint an Assistant Quartermaster, subject to the approval of the Supreme Council of Administration.
- B. The Supreme Quartermaster shall take charge of the funds, securities, vouchers, and all other property of the Military Order of the Cootie, using acceptable banking practices, shall pay all proper vouchers or warrants drawn by the Supreme Adjutant and approved by the Supreme Commander. They shall have charge of the Supply Department of the organization.
- C. They shall deliver to his/her successor in office all monies, papers, books, or other property under his/her control or in his/her possession. They shall receive such compensation as the Supreme Scratch may determine from time to time.
- D. The Supreme Quartermaster shall make detailed quarterly report of finances of the organization to all members of the Supreme Council, and all Grand Commanders where there is a Grand Pup Tent, and shall in addition make a detailed report of all receipts and disbursements of the Supreme Pup Tent, to be submitted as a Semi-Annual Statement, and shall be forwarded to all members of the Supreme Council, all Grand Commanders where there is a Grand Pup Tent, and to all Pup Tents within the Supreme Pup Tent. The Supreme Quartermaster shall maintain records of accounting based on a cash system of accounting and they also shall maintain his/her records based on a fiscal year beginning September 1st and ending on August 31st with various quarters thereof.
- E. The Supreme Quartermaster shall submit monthly to the Supreme Commander a Statement of Income and Expense and a Balance Sheet, the former showing net profit and/or expense to date as based on sales, cost of sales and all other items transacted.
- F. They shall keep a complete record of all monies due and receivable from all sources. They shall keep a record of all liabilities of the Military Order of the Cootie. The Supreme Quartermaster shall be treasurer of all committees of the Supreme Council handling funds.
- G. The office of the Supreme Quartermaster shall be bonded for the amount of finances in our treasury each year. The audit of the finances of the Supreme Pup Tent shall be a certified audit done by a reliable CPA firm. This CPA firm to be designated only by the Supreme Council of the Military Order of the Cootie. Monies shall be paid only on the signature of the Supreme Commander and the Supreme Quartermaster.

Section 513. Duty of the Supreme Judge Advocate.

The Supreme Judge Advocate shall be prepared at all times to give such parliamentary counsel and advice as the Supreme Commander or Supreme Scratch may require. After each Supreme Scratch, they shall review the changes made in the Bylaws and see to it that all proper changes are made on the revision of the printed Bylaws. In this connection, they shall have the power to make necessary corrections to errors in spelling, grammar, punctuation and/or typographical arrangement without the necessity of a formal amendment to effectuate the same. They shall perform such other duties incident to his/her office.

Section 514. Duty of the Supreme Surgeon.

The Supreme Surgeon shall perform the duties properly appertaining to his or her office and such other duties as the Supreme Commander may direct.

Section 515. Duty of the Supreme Chief of Staff.

The Supreme Chief of Staff, under supervision of the Supreme Commander, shall be responsible for the organization of new Pup Tents of the Order. The Director of Extension or other officers charged with the administration of the extension program shall be under the direction of the Supreme Chief of Staff.

Section 516. Duty of the Supreme Inspector.

- A. The Supreme Inspector shall perform such duties as are required of him or her and shall have charge of

inspection and supervision of Pup Tents under the direction of the Supreme Commander.

- B. The Supreme Inspector shall make a report of those inspections of the Grand Pup Tents and those who are eligible to vote in the Supreme Scratch. Where a Grand Pup Tent does not exist, the Supreme Inspector shall make a report of the Pup Tents inspected and those who are eligible to vote in the Supreme Scratch. Any Grand Pup Tent that has not sent in at least eighty percent (80%) of its inspection reports to the Supreme Inspector shall be excluded from all representation in the Supreme Scratch. The Supreme Inspector must receive all inspection reports thirty (30) days prior to the Supreme Scratch.
- C. Deputy Supreme Inspectors shall assist the Supreme Inspector to carry out the duties of his or her office under the provisions of the Bylaws and instructions or orders from Supreme Headquarters.

Section 517. Duty of the Supreme Chaplain.

The Supreme Chaplain shall perform such duties incident to his/her office, as the occasion may require or as the Supreme Commander may direct.

Section 518. Duty of the Supreme Historian.

It shall be the duty of the Supreme Historian to keep a record of all important dates and happenings.

Section 519. Duty of the Supreme V.F.W. Booster Chairperson. (Optional)

It shall be the duty of the Supreme V.F.W. Booster Chairperson to propose, institute and supervise the V.F.W. Booster Program with the approval of the Supreme Commander. He or she shall prepare annually a report of V.F.W. recruiting as performed by members of the M.O.C.

Section 520. Duty of the Supreme Director of Public Relations.

It shall be the duty of the Supreme Director of Public Relations to design and administer the public relations program of the Supreme Commander, and serve in a supervisory capacity to Pup Tents.

Section 521. Duty of the Shirt Reader.

The Supreme Shirt Reader shall have charge of the entertainment features of the Supreme Scratch and shall assist and advise the Grand and Local Shirt Readers in their work and perform such other duties as may be required.

Section 522. Duty of the Hospital Commissioner.

- A. Supervise activity of the Grand and Independent Pup Tent Hospital Chairman. Compile report forms and submit completed monthly reports to the Cootie Courier for publication.
- B. All reports from the Supreme Hospital Commissioner will be submitted to the Cootie Courier for publication in each issue.

Section 523. Duty of the Supreme Provost Marshal.

The Supreme Provost Marshal shall perform such duties as may be required of him or her by the Supreme Commander.

Section 524. Duty of the Supreme Jimmy Legs.

The Supreme Jimmy Legs shall perform such duties as may be required by the Supreme Commander.

Section 525. Duty of the Supreme Council of Administration.

- A. The Supreme Council of Administration shall meet (at least three times a year) at such place as determined by the Supreme Scratch and at other such places and times as the Supreme Commander may order, and nine (9) elective members thereof shall constitute a quorum (Supreme Council meetings: Old Council, New Council, Tomb Trek).
- B. It shall audit the accounts of the Supreme Officers and shall represent the Supreme Scratch, in all matters in the interval between its sessions. It shall keep a full and detailed report of its proceedings and present same as its report at the Supreme Scratch for consideration of the body. It may carry out such plans of action as deemed necessary between meetings of the Supreme Pup Tent.
- C. Whenever two-thirds (2/3) of the Pup Tents of any Grand Pup Tent transmit through the Grand Adjutant (Supreme Adjutant where no Grand exists) a written request for a ruling by the Supreme Council of Administration upon any point or question or controversy, which request shall have attached thereto a full statement of facts, point, question or proposition upon which said ruling is asked, it shall be the duty of the Supreme Council of Administration to render a decision upon such point, question or proposition, within thirty (30) days after the receipt by the Supreme Adjutant of said papers. Such decision shall be reached after meeting together, if practicable, and when not so, shall be rendered upon statement

transmitted to the individual members of the Supreme Council of Administration, and such ruling shall be binding and shall govern until changed by a vote of a Supreme Scratch.

- D. It shall make disposition of all properties of Pup Tents, Grands returned to, or taken over by the Supreme Adjutant from Pup Tents or Grands which have surrendered or forfeited their Charters or which have been declared defunct, and its actions thereon shall be final. Such property shall be credited to the Grand Pup Tent (where one exists) wherein such Pup Tent has been located. In the event of no Grand Pup Tent, the Supreme Pup Tent shall be credited.
- E. Paid Supreme appointive officer(s) shall be confirmed by majority vote of the Supreme Council of Administration.

Section 526. Duty of the Supreme Trustees.

- A. The Supreme Trustees shall be elected for a three-year term. The first year there will be three trustees elected: one for a three (3) year term, one for a two (2) year term, and one for a one (1) year term. Each successive year there will be one (1) trustee elected for a three- (3) year term. Any Cootie in good standing may be elected as a Supreme Trustee (see section 504). Members-at-Large are not eligible to be elected as a Supreme Trustee.
- B. The Supreme Trustees will audit all checking, saving, investments, and all other accounts twice during the fiscal year, once at mid-year, immediately prior to the Council of Administration meeting at Tomb Trek, and once prior to the Supreme Convention. A written report will be given to the Council of Administration after each audit.
- C. The Supreme Trustees will also serve as the trustees of the Scholarship Fund and Life Membership funds.
- D. The Supreme Trustees shall conduct a line-by-line audit of the books on a month by month basis at each audit session. It shall be the responsibility of the Supreme Quartermaster to provide the Supreme Trustees with the necessary records of the Supreme Pup Tent to insure that the audit can be conducted in a timely fashion.

Section 527. Staff Officers – Reports of.

- A. The several Staff Officers shall present to the Supreme Scratch at each annual session full and detailed typewritten reports of their work and shall deliver all papers, records and other property of the organization in their possession or under their control.
- B. All Supreme Officers and Supreme Council Members shall make a quarterly report to the Supreme Adjutant as to activities, the first such report being due November 30th.

Section 528. Vacancies.

- A. In the event of a vacancy in the office of the Supreme Commander, the Supreme Senior Vice-Commander shall at once succeed to the duties and title of that position and the Supreme Junior Vice-Commander shall become the Supreme Senior Vice-Commander. All other vacancies occurring in any of the elective offices of the Supreme Pup Tent, shall be filled by the Supreme Council of Administration in the following manner: The Supreme Commander shall notify the members of the Supreme Council of Administration that the vacancy exists, and thirty (30) days thereafter shall convene a virtual or in-person meeting of the Supreme Council of Administration to elect a replacement for the vacant office. The Supreme Council of Administration shall hold a vote to elect a replacement for the vacant office.
- B. In the case of no clear majority winner, the candidate receiving the lowest number of votes shall be dropped from the ballot, and a new election shall take place until a candidate receives a clear majority of the votes.

Section 529. Past Supreme Officers.

A Past Officer shall be one who, having been elected or appointed and installed, has ceased to hold office by completion of his/her term or death before the expiration of the term of office.

Section 530. Voting.

Each delegate present at a meeting of the Supreme Scratch shall be entitled to one vote, providing all provisions as heretofore outlined in these Bylaws have been fulfilled. (**Sec. 328, 428, etc.**) The vote of any delegate absent and not represented by an alternate may be cast by the delegates of the Pup Tent present. No individual, however, shall have more than one vote. The ayes and noes may be required and entered upon record at the call of any

three members representing three different Pup Tents.

Section 531. Supreme Headquarters.

The location of the Supreme Headquarters shall be at the discretion of the Supreme Scratch.

Section 532. Supreme Supply Department.

The Supreme Supply Department shall be located in Supreme Headquarters.

Section 533. Per Capita Tax.

- A. The Supreme Per Capita Tax assessed each member shall be \$12.00 per year, payable in advance when dues are paid by the member. This shall become effective June 1, 2025.

Section 534. Registration Fee at Supreme Scratch.

- A. Advance registration fee for the Supreme Scratch will be **\$20.00**.
- B. At the door Registration at the Supreme Scratch will be **\$25.00** and shall be required of all members before voice or vote can be heard, if in attendance at the Supreme Scratch.
- C. Each Pup Tent (to include the Grand Pup Tents) is required to register, in advance, at least one delegate to the Supreme Scratch by the payment of the fee.
- D. Each Grand Commander, voting members of Supreme Council and Past Supreme Commanders are required to register as said office in order to cast their individual votes.
- E. Pup Tents failing to comply with this provision shall be considered delinquent and in arrears and will be subjected to a late fee penalty and will be required to pay **\$25.00** to bring the Pup Tent out of arrears and back in good standing with the Supreme organization.

ARTICLE VI

Miscellaneous Provision

Section 601. Ritual – Distribution of.

- A. Seam Squirrels shall be responsible for the distribution of rituals to the proper persons entitled to receive them.
- B. Only such officers of Local Pup Tents, or the Supreme Pup Tent who participate in the ceremonies of their respective units, shall be entitled to the possession of the ritual.
- C. The Ritual of the M.O.C. may be amended or altered by the same procedure identified in Article IX, for amendments to these Bylaws.

Section 602. Annual Password.

- A. **When transmitted:** The Supreme Commander will promulgate the annual password and transmit same to all Grand Pup Tent Commanders. Immediately upon receipt thereof, Grand Pup Tent Commanders shall forward the annual password only to such Pup Tents as are in good standing with both Grand and Supreme Headquarters. Where a Grand Pup Tent does not exist, the Supreme Commander will transmit the annual password directly to the Pup Tent Seam Squirrel. The annual password will be published each year in the Program Manual and will become effective upon receipt of such Manual.
- B. Pup Tent Seam Squirrels will communicate the password only to members (third degree) in good standing.
- C. **By Whom given:** The annual password can only be given by the Supreme Commander, his/her duly authorized aides, so designated, Grand Commanders and Pup Tent Seam Squirrels. Members are strictly enjoined not to communicate the password to any individual, nor will it be discussed at any time.
- D. **Entitled to Receive:** Any member in good standing shall be entitled to the annual password. No members shall be permitted to remain during any session of the Pup Tent, when working in the Third (Cootie) Degree, unless they are entitled to and in possession of the annual password.

Section 603. Secrecy.

The ritual and unwritten work of the Military Order of the Cootie, and names or persons causing the rejection of candidates or any part of the initiation ceremonies held within closed doors shall not be communicated to any person not a member of the Military Order of the Cootie.

Section 604. Inspections.

The Supreme Commander may require the inspection of any Grand or Local Pup Tent when the Supreme Commander believes that the best interest of the Order requires it. The Supreme Commander may detail such person as the Supreme Commander deems qualified and all books, papers, accounts, records and proceedings pertaining to the Pup Tent or the Military Order of the Cootie shall be subject to such inspection.

Section 605. Degrees.

- A. There shall be three (3) degrees in the Military Order of the Cootie, known as Nit, Grayback and Cootie.
- B. The First (Nit) Degree shall be conferred upon a member immediately after initiation. The Second (Grayback) Degree shall be conferred upon a member after a lapse of time in which they have proven that they are ever loyal and hardworking member of the Military Order of the Cootie and of the parent order, the Veterans of Foreign Wars. The Third (Cootie) Degree shall be conferred upon a member after a lapse of time in which they have accomplished some outstanding work bringing honor to the parent order, the Veterans of Foreign Wars and the Military Order of the Cootie.
- C. **Numbering of Members in Pup Tents:** Pup Tents shall assign numbers to their members in order of their seniority in said Pup Tent, i.e., the first member to be issued a card in a Pup Tent shall be given the number one, etc. Once a particular number has been assigned to a member of the Pup Tent, said member should continue to hold such number while they are a member of the Pup Tent. Should the member holding such number die, this number shall never be assigned to any other member of the Pup Tent.
- D. Each Cootie shall have their number inscribed on the left side of their shirt. Numerals to be approximately one and three-fourths (1-3/4) inches in height, with the numerals on the pocket. (1945 Proceedings, Pages 49-50.)

- E. In the case of members whose sons or daughters are also members of the same Pup Tent, the parent shall be eligible to wear on their Cootie Shirt their son's or daughter's Cootie number in smaller numbers directly below their own Cootie number. In the case of the son or daughter whose parent is a member of the Pup Tent, the son or daughter shall be eligible to wear on their Cootie Shirt their parent's Cootie number in small numerals directly below their own Cootie number.
- F. All the above numerals shall be in red with the exception where either the parent or child is deceased, then such numerals shall be in black.

Section 606. Official Publication.

- A. The official publication of the Military Order of the Cootie of the United States shall be titled *Cootie Courier*.
- B. Orders and official notices published in the official publication shall be deemed to be sufficient and lawful notice to all members for all purposes whatsoever, when distributed to all members at the current e-mail or postal address furnished by the member.

Section 607. The Visit to the Tomb of the Unknown Soldier.

The annual visit to the Tomb of the Unknown Soldier, known as Tomb Trek, shall be the responsibility of the Supreme Quartermaster. This event shall take place on a date as close as possible to Veterans Day and the Supreme Commander will approve the date. The Supreme Quartermaster or Assistant Supreme Quartermaster shall assemble a committee, to plan, coordinate, and carry out administration of this annual event. A summary financial report shall be submitted to the Supreme Trustees within 90 days after the event. Proper advance notification of the affair shall be announced in the *Cootie Courier*.

Section 608. Solicitations & Promotions.

Solicitations and promotions beyond the ordinary realm of normal fund raising schemes and activities, or outside of regularly accepted geographical or jurisdictional areas of Local, District or Grand Pup Tent, written consent from the Supreme Commander must first be obtained.

Section 609. Auxiliary.

- A. There shall be an Auxiliary to the M.O.C. under the jurisdiction of the Supreme Scratch, the Supreme Council of Administration and the Supreme Commander. Subordinate divisions of the MOC may establish and discontinue corresponding units in accordance with the laws of the organization. Membership shall be limited to members in good standing in the Veterans of Foreign Wars of the United States Auxiliary.
- B. On an annual basis, it is mandatory that the Supreme President shall, within thirty (30) days after assuming office; submit an approved budget, an itemized report of the financial records, and the membership status for the Supreme Auxiliary, to the Supreme Commander, MOC.

Section 610. National Home Fund.

The Supreme National Home Fund shall continue to function under the direction of the Supreme Commander and Council of Administration and shall operate under the following rules and regulations.

- A. All funds in the Supreme National Home fund shall be used for the purpose of furthering the goals of the National Home may it be Athletic, or to satisfy a special need of the Home.
- B. Valid projects will be brought before the Council of Administration and the Council will decide whether or not to fund the project.
- C. The Supreme Pup Tent will be allowed to use half of the interest earned from July 1st to June 30 each year for administrative expenses.

Section 611. Christy Braun Supreme Scholarship Fund.

- A. Any monies donated to the Scholarship Fund during a management year shall be donated to the National Home at the annual Cootie Christmas Banquet. In the event that there is no banquet the funds shall be donated to the National Home before the end of the calendar year. All funds donated to the National Home shall be designated for ongoing educational requirements.

Section 612. Bonding of Grand District/Area or Supreme Districts.

Whenever a Pup Tent or Grand Pup Tent accumulates liquid assets that exceed \$5,000.00 the CCDB or Grand QM responsible for receiving the properly accounting for the expenditure of monies in their possession shall obtain a security bond equal to the amount of assets in their possession. Pup Tents with liquid assets less than \$5,000.00 security bonding shall be determined by the Pup Tent. Grands with liquid assets less than \$5,000.00, security bonding shall be at the decision of the Grand Council of Administration.

ARTICLE VII

Uniforms, Badges, Salaries, Etc.

Section 701. Uniforms.

The only standard parts of the uniforms shall be as follows:

- A. Hats:** Regulation hat with name of state below braid and number of Pup Tent above braid. Name of the Pup Tent can be added at extra cost. Block lettering and block letters; name of state shall not be abbreviated. **Seam Squirrel Hat:** shall have embroidered or felt block lettering as desired on one side only, with state below braid, with Cootie emblem on each side over braid. "SEAM SQUIRREL" above braid with number above that. The year or years of service shall be added between the Pup Tent number and "SEAM SQUIRREL". Semi-metal trimmings around emblem. **Grand Officer Hat:** Name of state below braid. "GRAND" to appear on the hat. The year or years of service shall be added above "GRAND". Cootie emblem on each side over the braid. Metal trimmings and rhinestones in the upper corners. **Supreme Officers' Hats:** the same as Grand only "MOC" on the front. Hat quality must be 100 percent wool, 16 ounce material or better. The **SUPREME COMMANDER** of the organization shall wear a hat symbolic of his/her office, which shall be of gold colored felt; lettered and trimmed with red embroidery work and with rhinestones, lettered to show clearly the years they have served. Supreme Commanders who have completed their term of office may continue to wear the gold hat with their dates of service in that position should they choose to.
- For the convenience and affordability of New Atoms seeking to enter the Seams of a Pup Tent and used as a recruiting tool as not to require a new Cootie not holding office in a Pup Tent to be required to purchase a "New Member Hat".
 - Official Hats would be required for Pup Tent Seam Squirrels, Blanket Bums, Hide Gimlets and C.C.D.B.'s of a Pup Tent and Grand Commanders, Senior Vice, Junior Vice and Quartermasters and Supreme Officers. Hats for all Cooties not covered above would be authorized if desired by the individual Cootie.
- B. Tassels:** According to the highest rank; all must be three and one-half (3-1/2) to five (5) inches. No Cootie shall wear more than one rank. Ranks to be as follows:
- a. **Green:** Cooties
 - b. **Black:** Pup Tent Officers, to revert to **Green with Black Knob** when retiring from office
 - c. **Black and White:** Past Pup Tent Seam Squirrels
 - d. **Green and White Mixed:** All District or Area Pup Tent Officers, to revert to former tassels when retiring from office
 - e. **Green and White Mixed with Black Knob:** Past District or Area Pup Tent Commanders
 - f. **White:** Grand Pup Tent Officers
 - g. **White with Black Knob:** Past Grand Line Officers; other Grand Officers revert to former tassels when retiring from office
 - h. **Purple:** Past Grand Commanders
 - i. **Red-White-Gold Mixed:** Supreme Commander
 - j. **Gold:** Supreme Council of Administration Members
 - k. **Gold with Black Knob:** Supreme appointed officers (other than Supreme Council Members)
 - l. **Red-White-Gold Mixed with Red Knob:** Past Supreme Commanders
 - m. **Red with Gold Knob:** Past Supreme Council Members
 - n. **Red with Black Knob:** Past Supreme Officers (other than Past Supreme Council Members)
 - o. **Black with Gold Knob:** All-Star Pup Tent Seam Squirrels, CCDB's and Hungry Cooties
 - p. **White with Gold Knob:** All-Star Grand Quartermasters and Adjutants
 - q. **Red-White-Blue Mixed:** All-Star Grand Commanders
 - r. All Pup Tent and Grand Appointive Officers, other than "line" class, shall revert to their former tassels. "Line" officers for this purpose shall be: all elective officers, Chief of Staff, Inspector, VFW Booster Chairperson and Adjutant, when applicable. **All tassels for Hospital Officers have been abolished.** Such Hospital Officers shall be designated by patches on hats or shirts and wear the tassel of the class of the office they are holding, as Pup Tent, District or Area Pup Tent, Grand Pup Tent of Supreme Pup Tent.

- C. Cootie Vests:** A good grade of satin of fire red or polyester fire red material; two pockets. Large Cootie emblem on back. Cootie seal on the left side and Cootie emblem No. 3104 on the right side. Edges bound with red binding and decorative embroidery. Front fastened with Cootie Emblem button, having a colored rim to match color of tassels with chain or cord between the buttons.
- D. Shirts:** A good broadcloth or oxford cloth, open weave or sport shirt (short sleeves) of broadcloth material. A large official Cootie on back, four and one-half (4 ½) inches below collar band State and Number of Pup Tent can be added if desired. V.F.W. emblem may be worn on left sleeve, one (1) inch below shoulder seam. "MOC" emblem may be on right shoulder. Word "Cootie" above pocket top, left side, with Cootie number. Cootie seal emblem above pocket on right side. Small Cootie emblem on collars with tail of Cootie pointing to corner of collar tip; same emblem on cuffs. Decorative embroidery on shirt front, collar and sleeves. Name on lower flap front. Sport shirts can be worn with or without tie and come with short sleeves only.
- E. Sashes:** Shall be of good satin or wool flannel on non-wrinkling web belt, red in color, as hat, rosette with streamers dropping to knee, ending in tassels of same color as worn on hat.
- F. Cootie Sleeve Garters:** Made of red silk with bow and streamers fitted with button showing rank, as on vest.
- G. Cootie Ties:** Red, as hat, with Cootie emblem, same as officers' hat. Office may be added above Cootie, if desired, at extra cost.
- H. Cootie Pants and Skirts:** Good quality white duck. With one (1) inch red stripe covering side seams (optional). Male and female Cooties are authorized to wear pants. Female Cooties are authorized to wear a skirt.
- I. Shoes and Socks** shall be optional except for when full Cootie Regalia is required.
- J.** It is optional for any Pup Tent to add their own insignia to their sash or any other part of the uniform. All Cooties who have been members of the MOC for five (5) consecutive years may be allowed to wear one red stripe on the left sleeve of their shirt or jacket and additional red strips for each additional five-(5) years of active membership. All Past Pup Tent Seam Squirrels are allowed to wear an additional silver stripe. All Past Grand Line Officers, one silver stripe and one star. All Past District (Grand) Commanders are allowed to wear additional service stripe, green and white (mixed) in color. All Past Grand Commanders, one silver stripe and two stars. All Past Supreme Line Officers, one gold stripe and three stars. All Past Supreme Commanders, one gold stripe and four stars. Stripes and stars to be on sleeve and in accordance with military regulations.

Section 702. Insignia.

No person shall be entitled to wear the badge, insignia, or cap of the Military Order of the Cootie unless they are a member in good standing thereof.

Section 703. Annual Budget.

- A.** A Budget Committee of the Old Council of Administration each year shall submit an annual budget.
- B.** The New Council of Administration shall adopt an annual budget and approve an operating policy.
- C.** The annual budget adopted by the Council of Administration shall fix the allowances of all Supreme Officers.

Section 704. Standard Flags or Banners.

- A. Pup Tents:** A flag or banner of a Local Pup Tent to be of green material, with the seal of the Cooties in the center, date of institution, name of Pup Tent and the location. The cords, tassels and fringes for all Cootie flags and banners to be a standard gold color.
- B. District or Area Pup Tents:** A flag or banner of green and white material with the seal of the Cooties in the center, date of institution and the state in which it is located. The cords, tassels and fringes for all Cootie Flags to be a standard gold color.
- C. Grand Pup Tents:** A flag or banner of white material with the seal of the Cooties in the center, date of institution of the Grand Pup Tent and state in which it is located. The cord, tassels and fringes for all Cootie flags and banners to be a standard gold color.
- D. Supreme Pup Tent:** A flag of gold material with the seal of the Cooties in the center, date of institution and organization, all lettering to be in red or black lettering. The cords, tassels and fringes for all Cootie flags and banners to be a standard gold color. All Tents at the present time that have a flag or banner of some sort to retain the same and be recognized as pioneers of this movement.

Section 705. Official Emblem.

The official emblem of the organization shall be the five pointed cross, radiating from a center circle where a cootie shall be at rest and with words reading "Military Order of the Cootie VFW" around the outer rim. A wreath symbol shall be behind and a tab reading "Honor Degree" shall be across the bottom.

ARTICLE VIII

Discipline

Section 801. Discipline of Members.

- A. Except as otherwise provided in these Bylaws, no member shall have their membership in the Military Order of the Cootie terminated or suspended, nor may any member be relieved of office, unless such member has been advised in writing of the charges against them and afforded the opportunity to request that such charges be heard and determined at a Disciplinary Hearing as hereinafter provided.
- B. The term "Disciplinary Action" is substituted for and replaces the term "Court Martial" wherever that term appears in the Bylaws or any other official documents of this organization.
- C. At any time charges are initiated on a Cootie holding office, the Supreme Commander or Grand Commander having jurisdiction, may at their discretion suspend the accused member from an elected or appointed position pending a final decision on the disciplinary action, provided that, with respect to salaried positions, said suspension will be with pay.

Section 802. Offenses.

Members who commit offenses recognized by the Military Order of the Cootie of the United States shall be subject to disciplinary action and may be assessed the penalties provided in this Article. Offenses recognized by the Military Order of the Cootie of the United States are:

- A. Disloyalty to the United States of America.
- B. Failure to fulfill the obligations taken at time of application and admission or the obligations taken upon installation to any office.
- C. False representation or deliberate concealment concerning eligibility to membership or office or knowingly acquiescing in or permitting ineligible persons to become members.
- D. Disobedience or disregard of the provisions of the Congressional Charter, Bylaws (at all levels), Manual of Procedure, Ritual, General Orders or any other laws and usages of the Veterans of Foreign Wars of the United States or any order of the Commander-in-Chief or Military Order of the Cootie of the United States or any order of the Supreme Commander.
- E. Conviction of or entering a guilty or no contest plea to a felony or to a misdemeanor or ordinance involving moral turpitude in any court in the United States.
- F. Conviction of a misdemeanor or ordinance violating, involving, affecting, damaging or taking place upon the property of the Military Order of the Cootie of the United States, any Pup Tent, Grand or any activity, club room, holding company or unit sponsored by any of them.
- G. Conduct prejudicial to good order and discipline or conduct unbecoming a member in their relations to the Veterans of Foreign Wars of the United States or Military Order of the Cootie of the United States or other members.
- H. Divulging any of the private business of the Veterans of Foreign Wars of the United States or Military Order of the Cootie of the United States with the intent of embarrassing the Veterans of Foreign Wars of the United States or the Military Order of the Cootie of the United States or members thereof.
- I. Preparing or signing any false record, return, regulation, order or other official document of or concerning the Military Order of the Cootie of the United States, knowing it to be false, or making any other false official statement with the intent to deceive.
- J. Selling or otherwise disposing of money or property without proper authority or, willfully or negligently damaging, destroying or losing any such money or property belonging to the Veterans of Foreign Wars of the United States, or any Post, County Council, District, Department, or the Military Order of the Cootie of the United States or and Pup Tent or Grand.
- K. Aiding, abetting, counseling, concealing, commanding, conspiring, soliciting, procuring or causing to be done any act which, if done would be punishable under this Article.
- L. Knowingly making or causing to be made a false entry in or false alteration of a Government record. Knowingly conveying or causing to be conveyed in any form false information concerning one's military record.
- M. Knowingly providing false information or statements in connection with the initiation of charges against

another member.

Section 803. Procedures for Disciplinary Actions and Appeals.

- A.** The procedures for Disciplinary Action shall be the same as those prescribed in Article IX of the Bylaws and Manual of Procedure of the Veterans of Foreign Wars of the United States except that for interpretation, Pup Tent shall be substituted for Post, Grand shall be substituted for Department, Supreme Commander shall be substituted for Commander-in-Chief and Supreme Council of Administration shall be substituted for National Council of Administration.
- B.** The Procedural Guide for Disciplinary Actions in effect for the Veterans of Foreign Wars of the United States shall be used as a format for initiating and conducting Disciplinary Actions and for appeals.

Section 804. Suspension from Office.

When charges and specifications have been preferred against a member holding office, the Grand Commander or Supreme Commander may suspend the accused member from office pending a final decision on a disciplinary action. Suspensions require notifying the member in writing at his/her last known address. The Supreme Commander or Grand Commander are not required to suspend the accused member in every instance but may use their discretion in determining whether or not such suspension is necessary and appropriate.

Section 805. Prima Facie Case.

The term "prima facie" is a legal term to describe something that is legally sufficient to establish a fact or a case unless disproved. Oftentimes, if an accused member has been convicted by a court of law of a felony, misdemeanor or even an ordinance violation, that member will not be available for or amenable to a disciplinary action. Nonetheless, a disciplinary action would be appropriate. Under this section, it would not be necessary for the prosecutor to prove again what the civil authorities have already proven and established in the criminal trial. To establish guilt at the Disciplinary Hearing, all the prosecutor needs to do is present a certified copy of the court record of conviction. The burden then shifts to the accused to show that the record is not a true and correct record.

Section 806. Penalties.

Penalties for offenses recognized by the Military Order of the Cootie of the United States shall be:

- A.** Termination of membership in the Military Order of the Cootie of the United States.
- B.** Suspension from membership for a specified period of time.
- C.** Suspension of certain rights or privileges of membership for a specified period of time.
- D.** Remove from office.
- E.** Reprimand.

If no Disciplinary Hearing is requested, such penalties shall be imposed in the manner prescribed in **Section 803** of these Bylaws. If a Disciplinary Hearing is held, the Disciplinary Hearing Panel shall impose such penalties. Penalties imposed shall be subject to review on appeal.

ARTICLE IX

Amendments

Section 901.

These Bylaws may be amended or altered by the Supreme Scratch by a two-thirds (2/3) vote of the delegates present at the Supreme Scratch every year provided that such amendments have been approved or are presented by the Supreme Bylaw Committee, a Pup Tent, or a Grand Pup Tent and written notice, thereof, together with a copy of the proposed amendments that has been distributed to each Pup Tent not less than thirty (30) days before the Supreme Scratch. All amendments adopted at any Supreme Scratch according to the provisions of this section, shall take effect and supersede all previous amendments, programs and policies, upon approval by the parent organization, the Veterans of Foreign Wars of the United States. In procedural matters not otherwise provided for, *Robert's Rules of Order, Newly Revised* shall be the authority.

Section 902.

Bylaw changes can be submitted by any Pup tent and shall be endorsed by the respective Grands, with the exception of Independent Pup Tents. Independent Pup Tents shall submit directly to the Supreme Adjutant and Supreme Bylaws Committee Chair. Grand endorsement of bylaw changes can happen at a Grand COA or Grand Convention and shall be submitted to the Supreme Adjutant and Supreme Bylaws Committee chair.

ARTICLE X

Hospital Visitation Day

Section 1001.

- A. The day set aside for the Annual Cootie Visitation of the Hospitals will be the Sunday nearest St. Valentine's Day, February 14th, of each year. In the event of the Veterans of Foreign Wars "Veterans Appreciation Day" falling on the Sunday nearest St. Valentine's Day, February 14th, each Grand Pup Tent is authorized to change the date of the Annual Cootie Visitation in order that it would not fall on the same day as the visitation of the V.F.W.
- B. On the National Hospital Visitation Day, a gift determined by the Pup Tent or Grand Pup Tent shall be presented to the domiciliary or Hospital. If possible, the gift should be something special.



REVIEWED **SEPT 14 2026**
FOR THE COMMANDER-IN-CHIEF

Brian Walker
ASSISTANT ADJUTANT GENERAL

BY *[Signature]*, DIRECTOR
ADMINISTRATIVE OPERATIONS

BYLAWS INDEX

	Section
Amendments, notice required.....	901
Appeal, right to.....	117
Time limit.....	118
Application.....	103
Balloting.....	105
Charter.....	202
Investigation.....	104
Membership.....	101
Notification.....	107
Audits	
Grand.....	425 (B)
Pup Tent.....	325 (B)
Supreme.....	512 (F); 525 (B); 526
Authorization, MOC.....	Article XII, Section 1201 (VFW)
Auxiliary	609
Banners.....	704
Bonding	
Grand.....	413(G)
Pup Tent.....	314(G)
Supreme.....	512(F)
Supreme Areas/Districts.....	613
Budget	
Grand.....	413(E)
Pup Tent.....	314(E)
Supreme.....	703
Bylaws	
Amendments.....	901
Grand.....	429
Pup Tent.....	216
Charter	
Grand.....	401
Pup Tent.....	202
Council of Administration	
Grand.....	407 (D)
Supreme.....	505; 525
Degrees.....	605
Delegates	
Grand Scratch.....	326
Registration fee.....	534
Supreme Scratch.....	327
Balloting for.....	328
Voting of (Grand).....	428
Discipline	
Appeal from.....	803
Offenses.....	802
Penalties.....	806
Procedures for Disciplinary Action & Appeals.....	803
District or Area Pup Tents.....	437
Eligibility	
Grand Office.....	406

Members.....	101
Pup Tent Office.....	301
Supreme Office.....	504
Grand Pup Tent	
Arrearage.....	435
Bylaws.....	216; 429
Council.....	407(D); 425
Duties of Officers.....	410 – 426
Elections of Officers and Installing Officer.....	408
Formation of.....	401
Governing Body.....	403
Meeting.....	405
Officers.....	407
Per Capita Tax.....	433
Provisional.....	402
Revocation of Charter.....	430
Scratch.....	405
Supplies, How Ordered.....	436
Suspension of Charter.....	431
Term of Officers.....	409
Hospital Visitation Day.....	1001
Insignia.....	702
Inspections.....	330; 432; 604
Installation	
Officer.....	308
Grand Officers.....	408
Pup Tent Officers.....	304
Instituting Officer.....	204
Institution, Pup Tent.....	203
Membership.....	101
Active.....	101
At Large.....	102
Dues.....	119
Expelled Member.....	109
Fees.....	108
Good Standing.....	112
Honorable Discharge.....	111
Life Members.....	120
Numbering of.....	605(C)
Reinstatement of.....	115
Suspension from V.F.W.....	113
Transfer.....	110
National Home Special Projects Fund.....	610
Official Publication.....	606
Notices in.....	606
Notices of Amendments.....	901
Officers	
Grand.....	407
Appointive.....	407(C)
Elective.....	407(B)
Duties.....	410 – 426
Vacancies.....	427
Pup Tent.....	301
Appointive.....	303

Elective Roster.....	302
Duties.....	310 – 327
Installation Officer.....	308
Past.....	309
Vacancies.....	307
Supreme.....	505
Council of Administration.....	505; 525
Duties of.....	509 – 526
Election of.....	507
Eligibility.....	504
Past Officers.....	529
Reports of.....	527
Term of.....	508
Vacancies.....	528
Organization.....	Preamble Article II
Password.....	602
Pup Tent	
Arrearages.....	329
Bylaws.....	216
Change Name.....	217
Change Location.....	218
Charter.....	202
Defunct.....	207 – 210
Formation.....	201
Inspection Reports.....	330
Institution.....	203
Password.....	331
Reorganization.....	206
Scratches.....	213
Special Meetings.....	214
Ritual.....	601
Solicitations & Promotions.....	608
Supplies	
Grand Pup Tent.....	436
Pup Tent, Ordered, How.....	334
Supreme Pup Tent	
Council of Administration.....	505(C);525
Duty of Officers.....	509 – 526
Election of Officers.....	507
Eligibility to Office.....	504
Meetings.....	503
Officers.....	505
Past Officers.....	529
Reports to Officers.....	527
Scratch.....	502
Term of Office.....	508
Vacancies.....	528
Tax	
Grand.....	433
Pup Tent.....	120(F)
Supreme.....	533
Tomb Trek.....	607
Uniforms.....	701
Emblem.....	705

Voting	
Grand.....	428
Supreme.....	530

