



Officer Election Report Instructions

As provided in Article 8, Section 8.3 and Article 9, Section 9.2 of the National Bylaws, respectively, each department and chapter are required to elect and appoint new officers annually and submit a complete officer election report (OER), using the reporting methods provided by National Headquarters (National). Failure to file complete reports as required by National Bylaws is cause to suspend or revoke a department/chapter charter.

FILING REQUIREMENTS:

All departments and chapters are required to file an OER within 10 days of installation of newly elected and/or appointed officers using the OER online submission form. This also applies to any changes in elected or appointed officers during the membership year. OERs must be submitted via the OER online submission form accessible through your Membership CRM Page at MyDAV.org. If you are not already registered for login credentials for MyDAV.org, see the Officer Election Report MyDAV.org User Guide available at dav.org by navigating to: Member Resources → Quick Links → Elected Officer Resources → Officer Election Report MyDAV.org—User Guide. **dav.org/wp-content/uploads/MyDAV-OER-User-Guide.pdf**

Officer Election Report Kit (901306–01/25) The OER Kit provided by National Headquarters is now only available as a tool to assist in recording and certifying the results of the annual election of officers and installation of officers, along with the election and installation dates and meeting information, as well as any changes to officers during the membership year. Hard copies or emailed digital copies of OERs are no longer accepted. Please use the most recent version of the OER kit. It has changed. It can be found on dav.org by navigating to: Member Resources → Quick Links → Elected Officer Resources → Officer Election Report Kit. **dav.org/wp-content/uploads/Officer-Election-Report-Kit.pdf**

REPORT SUBMISSION:

Only online submissions of the OER made through the Membership CRM system will be accepted. All OERs, for departments and chapters, must be submitted using the online submission form available through your Membership CRM Page at MyDAV.org. Chapters who have questions or need assistance should contact their state-level DAV department for assistance. The contact information for each DAV state department can be found at dav.org by navigating to Find a DAV Location → Local Chapter → Click on the blue “here” link → Click on Departments and Chapters Websites → Click dropdown arrow to find your state and select → Click Search. **davwebsites.dav.org/SitePages/Home.aspx**

ADDITIONAL INFORMATION:

A commander or a vice commander may not serve as adjutant or treasurer.

Officers must be members of the department/chapter and have an active membership record.

A contact phone number must be provided for your department/chapter. If there is no designated phone line for your department/chapter, use the phone number of the Officer Authorized To Receive Mail as the contact phone number.

If the same individual holds more than one office, with the exception of the office of Officer Authorized to Receive Mail, only one email can be used for that individual.

The commander, sr. vice commander, adjutant, treasurer and officer authorized to receive mail should have active emails on their membership records. Note that the same email address should not be used for every officer.

TO COMPLETE THE OFFICER ELECTION REPORT FORM (901306 – REV 01/25):

The following pertains to completing the Officer Election Report Form. For submission information, see the Officer Election Report MyDAV.org—User Guide.

Annual Officer Election Report:

1. Complete the top section of Officer Election Report Form by providing all information as indicated.
2. Provide the month and year of the election period beginning and ending in the designated areas.
3. Complete **all** office sections on the left hand side, the Officer Authorized to Receive Mail section and any applicable office sections on the right hand side by providing the following information for each officer:

- a. First and last name
 - b. Mailing address, including street suffix (e.g. road, avenue, street)
 - c. City/State/ZIP
 - d. Membership number
 - e. Daytime phone number, including area code
 - f. Email address. **(It is highly recommended one email be used.)**
 - g. Fax number, including area code.
4. New commander and new adjutant should certify by signing and dating the completed Officer Election Report Form.

Revised Officer Election Report:

1. Annotate "Revised" at the top of the Officer Election Report Form.
2. Complete the top section of Officer Election Report Form by providing all information as indicated.
3. Provide the month and year of the election period beginning and ending in the designated areas.
4. Complete only those office sections that are changing by providing the following information for each officer:
 - a. First and last name
 - b. Mailing address, including street suffix (e.g. road, avenue, street)
 - c. City/State/Zip
 - d. Membership number
 - e. Daytime phone number, including area code
 - f. Email Address
 - g. Fax number, including area code.
5. Commander and adjutant should certify by signing and dating the completed and revised Officer Election Report Form. If commander or adjutant positions are changing, the Officer Election Report Form should be signed and dated by the newly elected commander or adjutant.

If you should have questions regarding the completion and submission of this Officer Election Report Form, please do not hesitate to contact our Membership Report Liaisons at: **Toll-free: 877-426-2838** or **E-mail: DAVOfficerSupport@dav.org**



Officer Election Report

(Please Type or Print)

Chapter or Department _____

Location: City _____ State _____

Date of Annual Election _____ Date of Installation _____

Address of Regular Meetings _____
Street Address / City & State / ZIP

Time & Day of Regular Meetings _____
Time / Day / Week of Month

Chapter or Department Website Address _____ Chapter or Department Phone _____

Officers Elected For Year Beginning _____ 20 _____ Ending _____ 20 _____

Commander

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

Sr. Vice Commander

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

1st Jr. Vice Commander

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

Adjutant

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

Treasurer

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

Benefits Protection Team Leader

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

Membership Chairman

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

Judge Advocate

Name _____

Mailing Address _____

City/State/ZIP _____

Member Code# _____ Phone _____

Email _____ Fax _____

Officer Authorized to Receive Mail

Name _____

Office Held _____

Address for DEPT/CHPT Mail _____

City/State/ZIP _____

Phone _____ Fax _____

Email _____

The Preceding Names and Positions Are Hereby Certified By:

(Form must be signed by the new commander and new adjutant.)

Commander: _____ Date: _____

Adjutant: _____ Date: _____

NOTE: For **Service Officer** recommendations, use the **Service Officer Nominations** form and follow the submission instructions on that form.

Officer Election Reports must be submitted online via MyDAV.org. within 10 days after installation in compliance with Art. 8, Sec. 8.3, Art. 9, Sec. 9.2 and Art. 10, Sec. 10.1, of the DAV National Bylaws.

Submit Report: See Page 1 of the instructions for submission information

901306 (2/25)