

**MILITARY ORDER OF THE PURPLE HEART
AUXILIARY**

Of the United States of America, Inc.



STANDING RULES

(AUGUST 2017)

MOPHA STANDING RULES

NATIONAL BUDGET

1. MOPHA National Officers travel reimbursement is covered in the Procedures Manual on Chapter 16, page 42. (August 2014)
2. The National President shall be allowed a budgeted amount annually for travel expenses.
3. The National President's grant shall be paid in three (3) increments as follows: October, February, and May each year.
4. The Senior Vice President and Junior Vice President shall be allowed a budgeted amount for their expenses. (August 2014)
5. The National President is authorized to pay only the expenses of a representative to official function(s) and not social function(s). Pay is to be taken from the National Presidents travel fund.
6. A budgeted amount shall be sent to the immediate outgoing National President's selected charity.
7. The National Secretary, National Membership Officer, and National Treasurer shall receive budgeted amounts per month for their services. (August 2014)
8. The Region Presidents shall be allowed a budgeted amount for their expenses. (August 2014)
9. The National Finance Committee shall have the right to approve or reject all bills brought before it. (August 2014)
10. Any motion passed at a National Convention that the following Administration does not fulfill, such as expenditures of monies or a mandate of the Convention, must be reported to the next National Executive Committee meeting, together with the reasons for the omission.

NATIONAL OFFICERS

1. The National President has sole authority to issue official rulings or decisions. The National Parliamentarian has sole authority to issue official opinions after consultation with the National President and the National Secretary.
2. The National President, National Senior Vice President, National Junior Vice President, and National Secretary shall receive copies of all official letters sent to or from National Officers on all jurisdictional matters and correspondence not pertaining to administrative functions.
3. As a courtesy, all Auxiliary business communications and questions must go through the chain of command; i.e., Unit President to Department President to Region President, to National President, and only the National President will communicate pertinent questions or information to the National MOPH officers.
4. It shall be the duty of the National Secretary to contact Units regarding a gift for the retiring National President. The National Secretary shall send letters regarding a gift for the retiring National President to be read at the May meeting. Any money contributed by Units or members for the retiring President's gift should be considered the role of the National Auxiliary and held by the National Secretary until the National Convention, at which time it

will be presented. In case of removal from office, disposition of said money is to be determined by the National Executive Committee.

5. It shall be the duty of the National Secretary to order a Past National President's pin for the retiring National President.
6. The retiring National President shall specify who is to make the formal presentation of their Past National President's pin.
7. A special Presidents' pin shall be passed on to the newly elected National President at the annual installation of officers. This pin was presented to the Organization by Past National President Gladys Hapsch during her term of office in 1943-1944.
8. The incoming National President shall consult the schedule of visitations by the immediate Past National President to ensure each Department is visited by the National President or representative.
9. Whenever the National President is unable to perform the duties of the office for a period of thirty (30) or more days for any reason, the National Senior Vice President shall be notified by the National Secretary and shall assume the duties of the National President. The National Senior Vice President shall function in that capacity and receive a portion of the National President's travel allotment until the elected National President is able to resume duties, or until the next National Convention, whichever occurs first.
10. The appointment of National VAVS Representative and Deputies shall become effective on a date determined by the Department of Veteran Affairs.
11. The National VAVS Representative shall provide the National Secretary with a complete list of representatives and deputies and changes made during the year. This is for verification of their membership status.
12. Computer printout VAVS Citations shall be awarded to representatives, deputies, and volunteers, as received by the National VAVS Representative.
13. The awarding of citations shall be left to the discretion of each committee, with the exception of VAVS (see rule 12).
14. The national stationery and checks shall be printed WITHOUT the name and address of any National Officer. Exception to this rule is that the membership application should be addressed to the Membership Officer at their current address.

REGION PRESIDENT

1. A School of Instruction must be held by the Region President during the Leadership Year. If a Region meeting is held on the Sunday following the convention, the current NEC Members as well as new NEC members will be reimbursed for the meeting. (August 2014)
2. Region Presidents shall compile and mail to the National Secretary a complete directory of Units, Unit Officers, Departments and Department Officers, of their respective Region before July 10th.

DEPARTMENT PRESIDENT

1. It is recommended that each Department President send semi-annual reports to their Units regarding Department News and Updates. A copy of all information sent should also be sent to the Region President, National President and National Secretary. In addition, any correspondence or orders based upon national requests, from the Region President, National Secretary, or National President should be immediately passed on to the Units. (August 2014)
2. The Department Presidents shall extend an invitation or send a notice of their Executive Committee Meetings and Department Conventions to their respective Region President, so the latter may attend such meetings when possible. Notices should also be sent to the National President and National Secretary.
3. The Department Secretaries shall send the Region President of their respective Region, copies of the minutes of the Department Executive Committee meetings and the Department Conventions, within two (2) weeks, if possible, after they have taken place. Other activities may be mentioned in order that the Region President may present a complete report of Region activities to the National Convention. The Department Secretaries shall keep membership rosters as sent by National.
4. A Department President has the right to ask for and receive an accounting of monies collected and/or refunded by an appointed Chair.
5. Since the Department President is also the Department Inspector, there shall be a line for their signature on the Inspector's Report Form.
6. Where a Department exists, resolutions must be presented at the Department Convention for approval or rejection. Approved Resolutions, with signature of Department President and Department Secretary and dated, are then sent in duplicate to the National Secretary, before May 30th to be presented to the National Convention. Each resolution must be on a separate sheet of paper and dated.
7. Where the Department MOPH has adopted a color scheme or a Department Banner, the Department Auxiliary uses the same color scheme. This is the responsibility of the person placing the order.

UNIT

1. Regardless of when a Unit comes into existence, the President or any other Officer is elected or appointed and at the end of their term, when new Officers are elected or appointed and installed, whether it be one (1) month, six (6) months, eight (8) months, or one (1) year later, they are definitely a "Past Officer" because they have been duly elected or appointed to their office.
2. Visitors at Unit meetings shall be left to the discretion of the Unit. Non-members, however, shall not be in attendance during the financial report.
3. The National Auxiliary Procedures Manual does not provide for a Unit Executive Board because Unit members meet frequently and can be called for special meetings, if necessary. Unit Officers may meet to discuss tentative programs or matters that are to be placed before the Unit members for consideration. Department and National Executive Committees are needed to conduct business between annual meetings.

4. The draping of the Unit Charter in memory of departed members shall be left to the discretion of the Unit.

GENERAL

1. The Installation Reports of Units and Departments shall be sent to the Region President of their respective regions and to the National Secretary. If the National Secretary does not receive an installation report, all rebates will be withheld. A directory is compiled and printed from the installation report, so make certain names and addresses are correct.
2. To allow time for compiling National Reports, the closing date for annual reports shall be May 15th.
3. When either the Department President or the Region President is not able to inspect a unit, they may appoint a Deputy Inspector, who shall not be a member of the unit to be inspected.
4. The Auxiliary is to be governed by its own Constitution, By-laws, and Procedures Manual. Any questions regarding same shall be referred to the Unit Parliamentarian. If necessary to refer it further, reference is made to the Department Parliamentarian, where a Department exists. Where there is no Department, the question is referred directly to the National Parliamentarian. All questions so referred should be written on Unit or Department stationery, and signed by the President and Secretary. At no time shall a Unit or Department be governed by the Constitution, Bylaws, and Procedures Manual of the MOPH. However, the Auxiliary Constitution, Bylaws, Procedures Manual should always be in compliance with the Constitution and Bylaws of the Military Order of the Purple Heart of the U.S.A., Inc. (MOPH). Rules and Regulations of the MOPH pertaining to the Auxiliary have been included verbatim in the Auxiliary Bylaws under appropriate headings. This Standing Rule is intended to clarify Parliamentary Authority, Article XII, Section 9. (October 2014)
5. When a member includes a parliamentary inquiry in an unofficial letter, the inquiry must be restated on a separate sheet of paper in order that an official reply may be given and the information may be made available to other members.
6. Resolutions to be submitted to the National Convention must be: properly adopted by the Unit or Department submitting them, and bear the actual signatures of the President and Secretary, and the date of adoption. Forward these copies in duplicate to the National Secretary before June 30th. **In instances where the President serves as the Secretary of the Unit or Department, the Resolution must also be signed by the Senior Vice President. (Refer to the MOPHA Procedures Manual Appendix A for format to use when submitting a resolution.)**
7. MOPHA correspondence and other items of non-historical value may be destroyed after two (2) years and cancelled checks after seven (7) years. General ledgers, minutes, by-laws, charts, treasurer's report, contracts, and agreements (still in effect) **MUST BE KEPT INDEFINITELY.**
8. The presence or absence of the Unit or Department Charter in the meeting room has no bearing on the legality of the business transacted. However, the Charter should always be on display, if possible.
9. It is recommended that no member shall serve more than two (2) consecutive terms in the office of Unit or Department President.
10. A Senior Vice President, who steps up to fill a vacancy created when the regular elected President can no longer serve, is eligible to be called a Past President and receives a Past

President's pin, providing they complete the balance of the year. They were regularly elected to an office that includes provision for assuming the title and duties of President in case a vacancy occurs.

11. Units and Departments are encouraged to purchase National Convention minutes. The price is to be determined by the National Convention body each year.
12. The wearing of uniforms, caps, or hats is optional at Unit, Department and National meetings with the exception of those participating in Department and National Memorial Services.
13. An individual member's name shall not be placed on any item(s) where the gift(s) is/are from a Unit, Department, or National Auxiliary.
14. A Bible is placed on the Altar as a symbol of the religious faith of all members of the Auxiliary and should be respected accordingly. The use of the Altar is restricted to prayer, obligations, and the memorial service. All social matters, presentations of gifts, etc., shall be conducted elsewhere in the meeting room and be considered "out of order" or "irregular" if conducted at the Altar. No foreign objects should be placed on the Bible or Altar Cloth.
15. Funds from the Viola drive must be used ONLY for Hospital-Welfare-Rehabilitation work, as it is intended.
16. No member, regardless of their title, has the right to solicit funds or initiate legal proceedings without the authority group they present.
17. You are urged to consult your Constitution, Bylaws and Procedures Manual
18. The MOPHA National, Region, Department, and Units are encouraged to utilize electronic means of communications to the fullest extent possible. (October 2014)

[NOTE: No National, Department, or Unit of the Auxiliary shall adopt any Constitution, Bylaws, and Procedures Manual, or adopt any policy or take action inconsistent with the Constitution and Bylaws of the National Corporation of the Military Order of the Purple Heart of the U.S.A., Inc., or of the Department or Chapter to which it belongs. This note is taken from Article XVI, Section 5 of the MOPH Constitution and Bylaws.]

Voted on and Passed at National Convention, Denver, CO

August, 2014

Carol Lance, National Parliamentarian

These Standing Rules were revised August 2017 to reflect the name change of the Organization from LAMOPH to MOPHA as voted at the 2017 National Convention