



Department of Alabama  
Standing Rules – 2013/2014



### **NAME AND TERRITORIAL JURISDICTION**

This subdivision of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States shall be known as the "Department of Alabama Ladies Auxiliary to the Veterans of Foreign Wars of the United States," hereafter referred to as "Department."

The territorial jurisdiction of this Department shall conform to the territorial limits of the State of Alabama and shall be subordinate to, and under the control of, the corresponding Department of Veterans of Foreign Wars of the United States.

### **DEPARTMENT HEADQUARTERS LOCATION**

Headquarters of the Department shall be located in the city/town designated by the Department President at each Department Convention and shall be in effect during her term of office unless it is shown that the property of the Department is not properly cared for. The Council of Administration may designate a place of safety by a two-thirds (2/3) majority vote of those present at a meeting.

### **DEPARTMENT PRESIDENT**

1. The Department President shall receive expenses according to funds available and as allocated by the budget committee to attend the National Convention, the National Winter Conference and the annual meeting or meetings of the Southern Conference.
2. The Department President shall receive expenses to the Veterans Day activities as specified in the adopted budget.
3. The Department President shall be allowed to draw funds as set up in the budget, but at no time shall she or any other officer overdraw any part of said budget.
4. The Department President has the authority to appoint anyone she wishes to serve as Chairman of the Department Convention and other Department meetings

since the local auxiliaries have no jurisdiction over the matter. It is usually in the interest of the Department to appoint local members to assist in arrangements.

**If there are funds remaining on any National Meeting line item of the President's budget after the trip has been completed, and another national meeting line item does not have enough funds for that specified trip, the funds remaining on a completed trip can be used for the trip that exceeds the funds allocated. Added 7-13-12**

### **OTHER OFFICERS**

All officers will receive expenses according to funds available and as allocated by the budget committee for promotional efforts, postage, awards, council meetings and miscellaneous items as proposed.

**All mileage expense must be accompanied by a map quest print out per IRS recommendation Added 6-4-11**

### **NEW** **ROLL CALL**

**All officers who are allocated funds for meetings will not receive their allotment if they DO NOT answer roll call. Added 6-4-11**

### **DISTRICT MEETING NOTICES**

Districts shall notify Department Headquarters of intended meetings at least two weeks prior to scheduled dates.

### **NATIONAL PRESIDENT'S GIFT**

A National Representative coming to the Department on official business shall receive a gift as specified in the adopted budget.

### **FLORAL TRIBUTES**

In the event of the death of a Past Department President or her spouse, line officers, council members, all appointed

officers and chairmen, Past Department Commanders or the current Department Commander of Alabama, or VFW line officers, the treasurer shall send flowers. The cost of the floral arrangements is not to exceed seventy-five (\$75) dollars. In lieu of flowers, the amount of the memorial will be \$75.00.

**Cost of floral tributes will come from the General Fund. 1-25-13**

#### YOUTH AWARDS

1. Awards for Voice of Democracy, Patriotic Art, Young Volunteer of the Year and Patriot's Pen competition shall be taken from the savings account that is listed in the treasurer's report as "Youth Awards" and shall be an amount as specified in the adopted budget.

2. Any overages from the current years Youth Awards receipts will remain in the Youth Awards Account. **Amended 6-4-11**

#### CORSAGES TO BE PURCHASED

Department President receives a corsage for (1) Southern Conference Banquet (2) National Veterans Day in Birmingham **Not to exceed \$15.00 each with funds to come from general fund. Amended 1-25-13** (3) President will receive a corsage and bouquet for her President's luncheon at National Convention. **Funds to come from general fund. Amended 1-25-13** National Officers receive corsage for (1) any National Officer being installed at National Convention (2) Any National Officer from Alabama seated at the head table at banquets. Southern Conference Officers: If Alabama is host state, any lady seated at the head table from Alabama gets a corsage. Any Southern Conference Officer from Alabama seated at head table when a foreign state is host gets a corsage. **Amended 6-4-11**

Department Commanders companion: to receive a corsage for Southern Conference banquets and National Veteran's Day in Birmingham. Money for this is a general fund budgeted item. The Department Treasurer gets forms to fill out and send in to national for corsages at National Convention and is

responsible for paying for them. The treasurer has to pay for all flowers and is to work closely with the Department President in ordering and caring for corsages. It is the responsibility of the Department President to see that the flowers are picked up and get to the assigned persons.

#### PROMOTIONALS - PRESIDENT'S THEME

All promotional efforts shall be kept to the current Department President's theme.

#### REPAIRS TO EQUIPMENT

The secretary and treasurer of the Department **will** have permission to get equipment repaired when necessary to continue the performance of their duties **and maintenance of the equipment needed at Department Conferences and Convention. (to include cleaning and/or repair of flags, poles and stands, altar cloth, memorial basket (NOT REPLACEMENT) up to \$250.00)** **Amended 6-4-11**

#### PRESIDENT'S MEMBERSHIP AWARDS

The auxiliary with the highest numerical gain in membership in each membership group will receive \$50 from the Department President's membership awards listed in the budget.

#### RECEPTION AT NATIONAL CONVENTION

The incoming Department President is responsible for the reception for the outgoing Department President. **Funds not to exceed \$200.00 will come from the general fund. Amended 1-25-13**

#### FLOWER FUND

Flower fund collections are to be biannually at the Fall and Mid Winter Conferences to keep the balance in good working order.

#### NATIONAL PRESIDENT'S PINS

Department Senior Vice President will be allocated Two hundred (\$200) dollars to take to the Senior Vice Conference to purchase National President's Pins. **Money to come from the department general fund and**

**money received from the sale of these pins is to be returned to the general fund. Amended 1-25-13**

#### **DEPARTMENT AUDITS**

(1) **The Department will hold 3 audits per year: 1<sup>st</sup> June-Dec 31; 2<sup>nd</sup> Jan – April; 3<sup>rd</sup> May-June. Amended 6-1-12**

(2) All receipts for the VAVS representatives are to be turned in to the treasurer in a timely manner, and to be turned in at least once a month after money is drawn. (3) That all vouchers are to be turned in to the treasurer in an orderly fashion. One voucher for mileage, one voucher for hotel, etc., stapled together with receipts. *Amended 6-4-11*

#### **DEPARTMENT CHECKS**

Checks written by the Department will be void if not cashed within sixty (60) days of issue.

#### **DEPARTMENT VOUCHERS**

All vouchers for the financial year of July 1<sup>st</sup> through June 30<sup>th</sup> must be in the hands of the Department Treasurer no later than July 5<sup>th</sup> of each year to be considered for payment.

#### **APPEALS AND GRIEVANCE COMMITTEE**

This committee will be used at the Department President's discretion at a fee to be determined by the Council of Administration. When approved, these expenses will be paid out of the General Fund.

#### **DEPARTMENT APPOINTMENTS**

The Department Sr. Vice President will be allowed to make the appointments for her year beginning at the School of Instruction in July of her Senior Vice Presidential year.

#### **LINE OFFICER RESERVATIONS**

The Department will obtain a credit card – one account with two cards; one to be in possession of Secretary and one to be in possession of treasurer. This card will be used for purchases deemed necessary by these two officers as well as to guarantee hotel reservations for Line Officers Only. In the event someone needs to change a

reservation, they are responsible for doing so with the hotel. If they do not register as their reservation states and charges are incurred in their behalf, then they must reimburse all charges to the Department.

*Passed Department Convention 2006*

#### **REVOLVING PLAQUES**

All revolving plaques must be signed out (sign out sheet to be in possession of Secretary) and returned at Mid-Winter Conference for the next chairman to get it ready to Department Convention. *Passed June Conv. 2006*

#### **BUDGET OVERAGE**

Monies remaining in the general fund budget as of June 30<sup>th</sup> each year may be transferred to the next year's ways and means, if necessary to meet the projected department budget; amount not to exceed an amount of \$4,000.

*Passed Fall Conference October 2006*

*Amended SOI July 2007*

#### **APPOINTMENT OF ACCOUNTANT**

Department Treasurer will be allowed to choose an accountant from her own area to keep the taxes up to date.

*Passed Mid-Winter Conference February 2007*

#### **PRESIDENT'S EXPENSES TO BE ADDEED TO**

##### **DEPARTMENT CHARGE CARD**

Either the Department President's hotel or her airline reservations (**coach air-fare only**) is allowed to be charged to the Department credit card up to the amount budgeted. **If driving to one of the itemized meetings in her budget, she will receive coach air-fare or round trip mileage, whichever is cheaper.**

*Passed Fall Conference October 2007*

*Amended 6-4-2011*

#### **VAVS HOSPITAL AND CLINIC FUNDS**

VAVS representatives may request funds from their budget in \$500 increments. When receipts have been submitted to the department treasurer, they may request

another draw. *Passed Mid-Winter Conference  
February 2009  
Amended 6-4-2011*

**NSF CHECKS AND PENALTIES**

The following fine be imposed on individuals who submit non-sufficient fund checks: \$20 for the first bad check; \$30 for the second bad check; No personal checks will be accepted from that individual thereafter.

*Passed /Convention June 2010*

**LAVFW BUDGETTED FUNDS**

If you have LAVFW Budgeted Funds, you will not receive your funds unless you are housed in the host hotel.

*Passed 6-4-2011*

**TREASURER'S BOND and INCOME TAX**

**The expense for the treasurer's bond and income tax preparation is to come from the general fund and shall NOT be a department yearly budgeted item. Added 1-25-13**

**GUARANTEE PROGRAM**

The Department Treasurer is authorized to sign the letter of intent on behalf of the Department each year. Added 6-7-13