



# Department of Alabama

## Standing Rules

### **NAME AND TERRITORIAL JURISDICTION**

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

### **NATIONAL REPRESENTATIVE'S GIFT**

A National Representative coming to the Department on official business shall receive a \$25.00 love gift to come from the general fund.

### **FLORAL TRIBUTES**

In the event of the death of a (Past Department President or their spouse, line officers, council members, all appointed officers and chairmen, Past Department Commanders or the current Department Commander of Alabama, or VFW line officer), the treasurer shall send flowers. The cost of the floral arrangements is not to exceed one hundred fifty dollars (\$150.00). In

lieu of flowers, the amount of the memorial will be \$150.00. Cost of floral tributes and memorial gifts will come from the General Fund. 1-25-13

### **YOUTH AWARDS**

1. Awards for Voice of Democracy (first place only - \$150), Patriot's Pen (first place only - \$150), and Patriotic Art (first place - \$500, second place - \$250, third place - \$100) with funds to come from the "Youth Awards" restricted account.
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**

The Department President will receive a boutonniere or corsage and bouquet for the President's recognition at National Convention. National Officers will receive a corsage or boutonniere for any National Officer being installed at National Convention if required at National. Funds with funds to come from general fund.

### **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 (not replacement) of the equipment needed at Department Conferences and Convention. (including cleaning and/or repair of flags, poles

and stands, altar cloth, memorial basket up to \$250.00 *Amended 6-4-11*

#### **RECEPTION AT NATIONAL CONVENTION**

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

#### **NATIONAL PRESIDENT'S PINS**

Department Senior Vice President will be allocated enough money to take to the Senior Vice Conference to purchase one hundred (100)

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**

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

#### **DEPARTMENT APPOINTMENTS**

The Department Sr. Vice President will be allowed to make the appointments for their

#### **DEPARTMENT PRESIDENT'S/TREASURER'S BOND AND INCOME TAX**

The expense for the Department President's and Department 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

year at the beginning at the School of Instruction of their Senior Vice Presidential year.

#### **APPOINTMENT OF ACCOUNTANT**

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

*Passed Mid-Winter Conference February 2007*

#### **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 will be imposed on individuals who submit non-sufficient fund checks: \$20 for the first bad check, \$30 for the second bad check, and no personal checks will be accepted from that individual thereafter.

*Passed /Convention June 2010*

#### **GUARANTEE PROGRAM**

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

## **Department Guidelines for Disbursements/Reimbursement of Budget Expenses**

### **DEPARTMENT CREDIT CARD AND AUTHORIZED USE OF SUCH CARD**

The Department will obtain a debit card account– one account with two cards; one to be in possession of the Secretary and one to be in possession of the 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*

**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 June 15<sup>th</sup> of each year to be considered for payment. Amended 6-11-14

### **DISBURSEMENT OF LAVFW BUDGETED FUNDS**

1. If you have LAVFW Budgeted Funds, you will not receive your funds unless you are housed in the host hotel. *Passed 6-4-2011*
2. All officers who are allocated funds for meetings will not receive their allotment if they DO NOT answer roll call. Added 6-4-11
3. All mileage expense must be accompanied by A MapQuest print out per IRS recommendation Added 6-4-11
4. 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, but at no time shall they nor any other officer overdraw any part of said budget.
5. The Auxiliary with the highest numerical gain in membership in each membership group will receive \$50 from the Department President's Membership Awards allocated in the budget.
6. Department President's Budgeted Funds
  - a. The Department President shall receive expenses as specified in adopted budget to include funds allocated for the Department President to attend all National Events to including the National Convention, the National President's Homecoming, the National Freedom Tour Event, the National Mid-Winter Conference as well as the annual meeting or meetings of the Southern Conference and the Veterans Day activities in the state of Alabama.
  - b. If there are any funds remaining on any line item of the President's budget for scheduled events after the event has been completed then the excess funds can be allocated for another scheduled event.
  - c. Either the Department President's hotel or 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 the budget, only coach air-fare or round trip mileage will be covered, whichever is cheaper. Passed Fall Conference October 2007 Amended 6-4-2011

- d. If the Department President wishes to present the National President with a personal "love gift" this will not be covered by Department funds.
7. Authorized reimbursable expenses for all officers (appointed or elected) who are allocated funds from the budget to attend Department or National Events:
  - a. \$35 per day per diem for meals (no receipts required)
  - b. Mileage to and from all Department and National Events. (MapQuest required, rate of reimbursement per mile as per budget)
  - c. One checked bag of luggage each way when flying. (receipt required)
  - d. Parking at airport or hotel.
  - e. Hotel room (receipt required)
  - f. Roundtrip (coach) airfare.
  - g. Registration for any conference or convention as long as your personal Auxiliary or District does not pay it.
8. Reimbursable Expenses for the following Events are limited to official days of National Event as detailed below:
  - a. NATIONAL CONVENTION: 1st day is day prior to the beginning of the National Convention (council meeting) and return will be the afternoon of the installation of the National Convention.
  - b. NATIONAL PRES. HOMECOMING: Arrival will be the day prior to the 1st day of events (usually Thursday) and return will be the day following the final events (usually Saturday).
  - c. SOUTHERN CONFERENCE: Arrival (usually Friday) and departure usually Sunday (unless AL is host).
  - d. NATIONAL MID YEAR CONFERENCE: Depends on where the event is planned to take place as to whether you can go the day before.