



Department of Alabama
Standing Rules – 2014/2015



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.

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.

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 will receive a corsage and bouquet for her President's recognition at National Convention. National Officers receive corsage for (1) any National Officer being installed at National Convention **if required by National**. Funds to come from general fund. **Amended 1-25-13 and further amended 6-5-14.**

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. Two hundred (\$200) dollars has been allocated for this to come from the General Fund. This is a budgeted item from the general fund.

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 her budgeted expenses her year.

DEPARTMENT AUDITS

(1) Prior to each Department meeting there will be a Department Audit **(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 1st through June 30th must be in the hands of the Department Treasurer no later than **June 15** of each year to be considered for payment. **Amended 6-4-11.**

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*

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 Budgetted 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 Treasurer's Bond and Income Tax Preparation 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**

DEPARTMENT POLICY

Approved October 14, 2011

1. Meals will be \$35 per day per diem. (no receipts required).
2. Luggage - \$25 for 1st bag only – each way.
3. \$10 per day for parking at airport or hotel.
4. Budget funds do not include anything for tipping.
5. Dept. Rep. meals paid for from personal funds – not budget.
6. Dept. love gift to Nat. President from personal funds – not budget.
7. **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 at National Convention.
8. **NATIONAL PRES. HOMECOMING:** Arrival will be the day prior to 1st day of events (usually Thursday) and return will be the day following the final event (usually Sunday)

9. **SOUTHERN CONFERENCE:** Arrival (usually Friday) and departure (usually Sunday UNLESS ALABAMA IS THE HOST.)
10. **NATIONAL MID-YEAR CONFERENCE:** Depends on where the event is planned to take place as to whether you can go the day before.
11. **LINE OFFICERS:** Registration for any conference or convention can be used from budgeted expenses as long as your personal auxiliary does not pay for it.

Motion by Sandy Germany, seconded by Joyce James to accept the above listed recommendations for budget clarification and as part of Department Policy.