

**AMVETS LADIES AUXILIARY DEPARTMENT OF NEW YORK
STANDING RULES – REVISED 2022**

1. The National Executive Committee Woman and the Department Delegate or Alternate will receive complete airfare including shuttle service back and forth to the airport or \$.40 per mile round trip and \$75.00 for up to 6 nights not to exceed actual costs for attending the National Convention. Department Alternate will give a written report in the Fall Bulletin.
2. Registration fees for the NEC Woman and the Department Delegate to be paid by the Department at the pre-registration rate for the National Convention.
1. All elected and appointed officers of the AMVETS Ladies Auxiliary, Department of New York will receive half the double room rate for 2 nights and \$.40 per mile round trip actual mileage from home to hotel site for SEC meetings. Reimbursement not to exceed actual expenses incurred. Any Officer receiving monetary compensation from any alternate sources with the AMVETS Family Organization must deduct funds from the Department Compensation Request. VAVS Officers shall receive a stipend of \$150.00, as they are only required to attend the SEC meeting. Three individuals to a room shall receive one-third the room rate for 2 nights, provided that the Officer attends all scheduled SEC meetings, trainings for the locals and committee meetings that they are appointed. Barring exterminating circumstances, such as illness, is at the digression of the Department Officers.
2. All elected and appointed Officers, except the President, shall be reimbursed for Department Convention at half of the rate of a double room for 3 days and \$.40 a mile per actual mileage. Reimbursement not to exceed actual expenses incurred. Three (3) Officers to a room shall receive one-third the room rate for 2 nights, provided that the Officers attend all scheduled convention meetings, trainings for locals and committee meetings that they are appointed.
3. The Department Convention registration fees for Department Officers and Past Department Presidents will be waved.
4. All bills shall be on the voucher system. No checks will be written for bills submitted at times other than meetings, unless approved by the Department President prior to checks being written. Proper documentation for such bills shall be attached to the voucher. Department Presidents bills shall be approved by the Secretary. Reimbursement not to exceed actual expenses incurred. Expenses incurred must be addressed before or at the next Department Meeting or they will not be reimbursed.
5. All Department of New York's National Donations are to be made at the Spring SEC Meeting.

6. The Department may sponsor 2 delegates to the AMVETS Ladies Auxiliary Freedoms Foundation Seminar, preferably the President and the Americanism Officer. The Seminar fee is to be paid by the Department. The Delegates shall be reimbursed \$.40 a mile round trip and tolls for travel.
7. The Department President or her appointed Officer or PDP shall make a business visit to each local Auxiliary yearly. Expenses to be paid from the Department Treasury.
8. The Department will give a onetime stipend of \$50.00 or a copy of the National By-Laws and Standing Rule to a new Auxiliary to help them get started.
9. All Donations to Department shall be to existing accounts. Their expendable use shall be under the jurisdiction of the Department thru motions, By-Laws or Standing Rules and shall be good for the whole Department. Special interest accounts shall not be created.
10. The Department President and the NEC Woman, who represent the Department at the NEC meeting will receive reimbursement for travel, 2 nights lodging, registration fees for the NEC meeting if they attend the meetings. Reimbursement shall not to exceed actual expense.
11. Upon the death of a Department Commander or Spouse, a Department President or spouse, a Past Department President or a Past Department Commander, a \$50.00 donation will be made in their memory to a charity at the discretion of the family.
12. Upon the death of an Officer's mother, father, spouse or child, a mass card will be sent or the Department will make a \$25.00 donation to a charity.
13. Of the \$100.00 received by the Department for Life Membership, \$75.00 should be transferred to the Department Savings Account and \$25.00 shall stay in the General Fund.
14. The Department President shall be reimbursed for the following expenses, travel – invited or as necessary to visit Auxiliaries, travel can be airfare or mileage, hotel, if not otherwise reimbursed for any of these expenses. During the reign of Presidency, there will be a fixed budget of \$1500.00 for her expenses throughout the year. Any expense over the \$1500.00 will be paid by the President. This will not include her expenses to National Convention or NEC.
15. The Department will assess a fee of \$25.00 when a check or any other document that is sent to Department is incorrect.

16. A properly completed copy of the New Member Application must accompany the Dues and Remittance (D&R) form for all new members, signed by the Membership Officer of the AMVETS POST. If the signature is not legible, please print the name underneath.
17. The Department Secretary will mandate the return of the Charter from any local Auxiliary who has no membership on January 31.
18. The Department will pay the Amerasian Child Sponsorship per invoice by September 1st of each year.
19. Each local Auxiliary is required to have a Department training every 2 years. All Department Officers are required to attend Officers Training once a year.
20. When the Department Officer is running for a National Office, the Department will allow up to \$200 to help fund her campaign.
21. Outgoing Dept. President, no matter what position she holds, will accept any National Award at the National Convention. If she is unable to attend, she will ask the NEC Officer to accept the awards.
22. No monies will be paid until presented to the floor with a Motion and a Second.
23. All motions must go forward and not backwards. If an error has been made after the fact, we will not go back.
24. There will be an Officers Training every Thursday prior to Fall SEC with ½ of the hotel being paid.