

VFW AUXILIARY DEPARTMENT STANDING RULES



2022-2023

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Standing Rules

ARTICLE I - Definition

Standing rules are previously adopted main motions which have continuing effect, just like Bylaws, until they are amended, modified, or rescinded.

Michigan Veterans of Foreign Wars Auxiliary will herein be referred to as Department.

ARTICLE II - Department Convention

1. Each Auxiliary shall pay a \$7.00 delegate fee for the Auxiliary President and each delegate to which the Auxiliary is entitled. Registration fee for the alternates and visitors shall be \$7.00.
2. The Department shall waive the delegate fee for the Past National Presidents, National Line Officer(s), National C of A, Past Department Presidents and current Department President.
3. As a courtesy, two (2) nights of lodging, plus mileage, per standing rules amounts, shall be allowed for all Past Department Presidents provided they remain a member in good standing in the Department of Michigan. Mileage shall be allowed from their Michigan-based home or their Auxiliary home, if no longer a resident of Michigan.
4. The Department shall pay the lodging and mileage for the Department Events Chairman unless the VFW provides lodging.
5. Department will pay for the Department Presidents suite if not comped by the VFW within their signed contract.
6. Patriotic Art first place winners shall be allowed one (1) night lodging as part of Department Convention expense. Lodging arrangements to be made by the Department Office.
7. Department Musician will be allowed \$200 for the use of his/her equipment for the year. Payment to be included in the voucher reimbursement.

ARTICLE III - Fall/Mid-Winter Conferences

1. Registration fee for each Conference shall be \$7.00.
2. The Department shall pay the lodging and mileage for the Department Events Chairman unless the VFW provides lodging.
3. Department will pay for the Department Presidents suite if not comped by the VFW within their signed contract.

ARTICLE IV - Registration Drawing

\$25.00 cash drawings to be held at Fall and Mid-Winter Conferences. The Department President and Treasurer will determine the number of drawings. Each person registered will be eligible for the drawing.

ARTICLE V - Department Vehicle

1. A vehicle will be provided to the Department President for use during their term of office.
2. When purchasing the Department vehicle, the following will apply:
 - a. Department Treasurer will not enter into a new vehicle contract without the concurrence of the current Department President, Sr. Vice and Jr. Vice Presidents, and with approval of the Council.
 - b. Vehicle will be American made.
 - c. Vehicle will be titled in the name of the Department.
 - d. Vehicle will be insured by Department.
 - e. The lettering on vehicle will be arranged and paid for by Department.
3. Maintenance of the vehicle, as recommended by the manufacturer, shall be paid from the car maintenance line item.
4. Vehicle will be detailed in preparation for the next administrative year paid by Department.
5. Department will pay for four new tires when needed.
6. The vehicle shall be returned to the Department Office no later than the Monday following the close of the Department Convention.

ARTICLE VI - Department Senior Vice President

1. The Department Senior Vice President shall be allowed to purchase a briefcase of their choice, if National doesn't provide one at Senior Vice Conference. The cost shall not exceed \$125.00.
2. The Department Senior Vice President shall be allowed to select a design and order Auxiliary Program Pins not to exceed 11,000 pins. Additional pins may be ordered if necessary. Cost of the pins shall be advanced by the Department, with the understanding that the Auxiliary Program Pins will be sold and distributed at the Department Convention. Sr. Vice President will choose the program to receive the donations from pin sales.
3. The Department Senior Vice President shall be permitted to hold a Training Conference with their District Presidents. The date is to be set by them and related expenses to be provided for in the budget and expended upon request. They shall be allowed to use the office equipment and supplies necessary to prepare for their year.
4. The Department Senior Vice President will be given the amount needed to purchase up to 250 of the National President's personal pins at the Senior Vice Conference. The funds will come

from the general fund account. The incoming Junior Vice President shall be assigned the duty of selling these pins. The money received from the sale of the pins shall be restored to the general fund account once the pins are sold.

5. The Department Senior Vice President will be given \$500.00 to attend National Mid-Winter.
6. Department will contribute up to \$1,000.00 for Senior Vice President to order their personal pins.
7. The Department will contribute up to \$300.00 toward the cost of name badges.

ARTICLE VII - Other National Officers from the Department of Michigan

1. For a newly elected National Officer, National Council Member, National Ambassador, National Floor Officer, or appointed National Coach from Michigan to be installed at the National Convention, the Department shall provide a portion (the same amount received by the Department Officers) of their expenses to attend their Installation at the forthcoming National Convention. In the event they shall receive expenses through Department or National source, this rule will be null and void.
2. A National Ambassador or National Coach from Michigan, who is required to attend the National Convention shall be given the same allowance as outlined in Article VII, Section 1.
3. If Michigan has an incoming National Membership Ambassador or Big Ten Membership Coach, the Department shall provide a portion (the same amount received by the Department Officers) of their expenses to present the Membership Program at the forthcoming National Convention. Monies shall come from the general fund. Same rule applies if receiving money from another Department or National source. (See Article VII, Section 1).
4. If Michigan has a National President, a love gift of \$100 will be presented to them at their Installation.

ARTICLE VIII - National President and National Representatives

1. The Department shall present love gifts to the National President as follows:
 - Official visit - \$100.00
 - National Convention - \$20.00
2. The Department shall present a \$20.00 Love gift to the National Representative.

ARTICLE IX - Aide to the National President/National Representative

The appointed Aide to the National President/National Representative shall be given a \$200.00 working fund prior to the function at which they will serve as Aide. The Aide shall submit a report of expenditures – receipts attached. Gratis tickets are to be provided for the Aide and their guest for the banquet or luncheon where they may be required to escort the President/Representative. The Aide will be responsible for registering the President/ Representative. All registration fees are waived. A

welcome basket will be placed in the National Rep's room. Funds to come from the working fund. Remember that our National Rep is NEVER left unattended.

ARTICLE X - Big Ten Conference

1. The Department Treasurer shall remit dues owed to the Big Ten Conference, when they are due.
2. The following shall be delegates to the Big Ten Conference: Department President, Department Senior Vice President, Department Junior Vice President, Immediate Past Department President, and one (1) delegate and two (2) alternates from the Council floor.
3. Each Delegate will receive the budgeted amount, except the Department President.
4. The Department Convention delegates shall elect any member choosing to run for a Big Ten office.
5. In the event that the Big 10 President is from Michigan, Department will present them with a love gift of \$100.00 at his/her Installation.

ARTICLE XI - Department Chairmen and Programs

1. The First-Aid Chairman shall be reimbursed for the liability insurance fee they are required to carry each year, at the current rate.
2. During their term of office, the Department Historian shall have the use of the Department camera.
3. Each child resident of the National Home will receive \$100.00 from the Department at the time of their high school and college graduations.
4. Department Auxiliary shall present the following awards for the jointly sponsored Voice of Democracy program: 2nd Place - \$4,000 scholarship; 5th Place - \$1,000 scholarship. Monies to be held in earmarked funds. The Department Auxiliary will split with the Department VFW, the cost of the gifts to be presented to the District VOD winners during the awards ceremony at the Mid-Winter Conference. Scholarships must be redeemed within 10 years of date of issue.
5. The Department Auxiliary shall present the following award for Patriot's Pen: 2nd Place - \$800.00 check. The Department will split the cost of the gifts to be presented to the District Patriot's Pen winners during the awards ceremony at the Mid-Winter Conference.
6. The Young American Creative Patriotic Art Scholarships will be as follows: 1st place - \$1000.00; 2nd place - \$800.00; 3rd place \$600.00, 4th place \$400.00, and 5th Place \$200.00.
~~Scholarships must be redeemed within 10 years of date of issue.~~
7. The Young American Creative Patriotic Art 3D Scholarships will be as follows: 1st place \$500, 2nd Place \$250 and 3rd Place \$100

8. Any Auxiliary Program Pins purchased by Department are the property of the Department. All remaining pins must be forwarded to the Department by the close of Convention. Pins may be distributed to members at the discretion of the Department President. Auxiliary Program Pins and Membership pins shall never bear an individual's name.

ARTICLE XII - District Presidents

District Presidents shall be allowed mileage for official visits, the Department President's Official Visit and the District Convention. Lodging, upon the approval of the Department President, shall be paid per standing rules.

ARTICLE XIII - Obligations and Policies of the Department

1. Lodging allowance shall be \$50 per night, or the cost of the room, whichever is less. When two or more Officers/Chairmen/Past Department Presidents (or anyone eligible for lodging allowance) stay in the same room, the Department will either reimburse the amount of the room or pay the allowance, whichever is less.
2. Travel allowance shall be \$.30 per mile.
3. When travel and lodging is being shared with a Department VFW member (entitled to mileage and lodging), Department Treasurer and Department Quartermaster shall allot the funds for reimbursement.
4. The Department President shall determine the number of nights lodging allowed when Department Officers and Department Chairmen and/or Co-Chairmen are required. Any substitute filling a chair will receive the same allowance.
5. Vouchers must be submitted within 30 days following the event or payment will not be issued. If your voucher totals \$5 or less call the Department Treasurer.
6. Any Auxiliary member, who is requested by the Department President to represent the Department, shall receive mileage and lodging, per standing rules amounts. This would also include mileage for the Department Officers attending the Institution and Installation of a new Auxiliary by order of the Department President.
7. Department Line Officers, National Officers, our National Council Member, Big Ten Officer(s) from Michigan, Department Historian, Department Events Chairman and Co-Chairman, and Past National Presidents from Michigan shall receive a gratis ticket to the Fall Conference, Mid-Winter, and Department Convention banquet events, if requested by the Department President to be present. If they are at the head table this includes a guest.
8. Department shall present either plaque or \$10 to an Auxiliary that submits 25 Citations of Merit to Department Headquarters. This will be presented at the next Department Convention.
9. The Immediate Past Department President and his/her Budget Chairman shall provide a final accounting of their budget at Fall Conference. Travel expense to be paid according to the standing rules.

10. Podium editions of the National Bylaws and Ritual will be purchased at the beginning of the calendar year and distributed to all Council members at Mid-Winter Conference.
11. Department Chaplain will be reimbursed for postage as needed.
12. At Fall Conference, the Department President will present to the immediate Past Department President, a framed and matted citation. The cost shall not exceed \$200. The Department Secretary shall have the citation ready for the President to present.
13. Resolutions must be to National Headquarters by March 31st to be voted on at the National Convention. Resolutions must be to Department 30 days before the Fall or Mid-Winter Conference to be voted on and submitted to National.

ARTICLE XIV - New Auxiliaries

It shall be the responsibility of the Auxiliary Organizer to see that packets are provided to each new Auxiliary President, Secretary and Treasurer at the time of their Institution. The packets shall consist of:

1. Meeting Outline Form
2. Treasurer Worksheet
3. Audit Form

The Department Treasurer will see that there are American Flag sets in the office to present to the new Auxiliaries at the time of their Institution.

ARTICLE XV - Aides to Auxiliaries

Mileage shall be allowed to Aides who have been assigned by the Department President. If, for a valid reason, an overnight stay is required, the Department shall pay the allowance of lodging, per standing rules. Mileage and lodging shall be paid upon receipt of written report.

ARTICLE XVI - Department Treasurer

1. A copy of the budget report and treasurer's report shall be given quarterly to the Department Budget Chairman and Audit Chairman.
2. Twenty-five percent (25%) of the Department earmarked Americanism program donations may be used for administrative costs. Funds to be transferred to General Fund.
3. A credit card will be issued to the Department President, Department Treasurer and Department Secretary to be used for Department business, not for personal use. Credit limit for President \$5,000.00, Treasurer \$5,000.00 and Secretary \$1,000.00. Any lodging reserved on the Department credit card will be moved to a personal form of payment upon checkin.

4. The Department Council of Administration must approve any expenditure for Camp Trotter or the VFW National Home for Children, not covered by Department or National Bylaws.
5. In July, annual dues notices of \$35.00 will be sent to the Members-at-Large.
6. **The Department Treasurer will send the Department President a monthly allowance based on the budget.**

ARTICLE XVII - Miscellaneous Provisions

1. All Department Council of Administration members and Past Department Presidents in attendance shall receive a copy of the tentative budget, audits, budget status, and pertinent information prior to the Council of Administration meeting. All budget reports should include the status of the budgeted earmarked funds.
2. The Department Convention Proceedings shall be distributed to the members of the Council of Administration, each Auxiliary, and to all Past Department Presidents no later than March 1st of the following year.
3. The Department shall establish and maintain a headquarters office with adequate equipment to properly preserve the records of the Department Secretary and the Department Treasurer, to disseminate information under the direction of the Department President, and to coordinate and promote activities for the best interest of the Department.
4. Department Chairmen, Department Officers and Past Department Presidents, who reside in the Upper Peninsula and are required to attend conferences and/or Convention, located below M-20, will be allowed an extra night of lodging.
5. Properties of a disbanded Auxiliary will be destroyed after being held at Department for 7 years.
6. If the President sends an Officer/Representative on a special assignment that requires an overnight stay, they will receive up to \$150 per night, up to 2 nights and mileage.

ARTICLE XVIII- Standing Rules

1. The Department Secretary shall maintain a copy of the Standing Rules. Any member may request a copy from the Department office.
2. The Secretary shall send a copy of all revised or new Standing Rules to the current Department Jr. Vice President, who will serve as Standing Rules Chairman for the ensuing year.

Sara Manke Chairman
Committee: 2022-23 Department Line Officers
Approved: June 4, 2022