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Standing Rules – Department of North Carolina
VFW Auxiliary –
Approved on 1 October 2023

PART I – OPERATIONAL PROCEDURES

1. **CONTRIBUTIONS TO DEPARTMENT FUNDS:** Checks to be made payable to VFW Auxiliary Department of NC and mailed to the Department Treasurer. All Contributions are due by 31 December. See contribution sheet for detailed instructions.
2. **MEMORIALS:** In the event of the death of a Department Officer, Past Department President, or Department Chairman, a memorial gift of \$10.00 shall be sent to the Disaster Fund from the Department. In the event of the death of members of the immediate family of the above, (that is spouse, child, mother, father, mother-in-law, father-in-law) a memorial gift of \$5.00 shall be sent to the Disaster Fund. Appropriate memorial cards shall be mailed by the Department Chaplain to the family of the deceased. Notification of such death within 90 days shall be issued by the Department Secretary to the members.
3. **RESOLUTIONS TO BE CONSIDERED:** Resolutions must be typed and submitted to the Department Secretary by February 1st. The Department Secretary shall immediately forward copies of all resolutions received, to the Chairman of the Resolutions Committee and to all Committee members.

Emergency resolutions (those submitted less than 30 days prior to the Convention) offered on the convention floor must be in writing and in triplicate, and shall, without reading, be referred by the Chair to the proper committee for consideration and reported on at that convention.

Resolutions embodying the expenditure of the Department funds must stipulate how the funds will be raised. Resolutions presented or motions made on the Convention floor requiring the expenditure of Department funds shall be referred to the Budget Committee for recommendations and transmitted by them to the Council of Administration.
4. **ON-LINE REPORTS:** Each VFW Auxiliary President shall see that reports for his/her Auxiliary shall be submitted online by April 15 to be in line with the dates required by National.
5. **AWARDS AT THE DEPARTMENT CONVENTION:** Department awards are outlined in a separate section of these Standing Rules. All Auxiliaries are eligible for awards if they have paid contributions, and are in good standing according to the National Bylaws.

Certificates for all awards will be picked up by the Auxiliary President or Treasurer at the Department Convention. Those not picked up will be mailed to the Auxiliary.

All award checks will be mailed to the Auxiliary's Treasurers at the close of the convention. Checks will no longer be handed out at the Convention

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- 6. REIMBURSEMENT REQUESTS:** The following rules shall apply for reimbursement of expenses:
- a. All requests for reimbursement must be submitted within 30 days of the date the expense occurred to be considered for reimbursement.
 - b. All reimbursement requests must include the substantiating receipts for all expenses incurred (i.e., telephone, hotel and motel bills, copy of plane tickets, mileage statements and other receipts as appropriate) except when the budget provides for allotments for attending Fall and Mid-Winter Council of Administration Meetings and Department Convention.
 - c. All reimbursement requests and receipts must be sent to the Department Treasurer who will secure the Department President's approval for processing. Any reimbursement requests which is not approved by the Department President shall be returned to the submitter with an explanation. Payment based on approved reimbursement request will be made by the Department Treasurer within one week of receipt.
 - d. The Department Treasurer shall not pay any reimbursement request submitted to him/her that is not within the current year's budget. Exceptions: prepaid expenses for the New Year, which must be paid prior to the start of the New Year but will be accounted for in the new budget. All final bills for the fiscal year must be submitted within five (5) days following the close of the Department Convention.
 - e. All checks will be voided after 60 days if not cashed.
 - f. If a check clears after 60 days, the VFW Auxiliary or individual will be billed for the amount of the check, and any associated fees. Exceptions to this rule will be considered on a case-by-case basis and only in extreme circumstances.
 - g. If the expenditure is less than \$10.00, checks will not be issued.
 - h. The bank fee for a bounced check for insufficient funds will be charged back to the Auxiliary or member issuing the bad check.
- 7. OFFICERS AND CHAIRMEN ALLOTTMENTS:** The following rules apply to this category:
- a. When a budgeted officer (President, Sr. Vice President or Jr. Vice President) cannot fulfill an assignment, expenses shall be disbursed from that officer's budget to the representative that fulfills the assignment.
 - b. In the event that the Department President or the Sr. or the Jr. Vice Presidents cannot attend the National Convention, the Allotment will be given to representative that is appointed by the Department President to attend and fulfills the duties of one of these officers.
 - c. Council members, Officers and Chairmen shall be paid only one allotment from the Department budget, regardless of the number of offices or Chairmanships they hold. If more than one office is held, they will be paid the amount of the highest allotment for which they are eligible. Allotments shall be paid only when they are present to perform their duties. For the purpose of paying expenses all expenses for the Department convention weekend (including the new incoming council meeting) are paid from the same budget.
 - d. Appointed Officers shall be paid allotments for attending Fall/Winter Council of Administration meetings only when they attend in person. (Example: When the National President comes for an official visit and the Department President requests the Color Bearers to be there for the presentation of the National President.) Members serving as pro-tem for any appointed Officer will receive the Officer's allotment unless they are paid an allotment for another position.

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- e. Members serving as pro-tem for any appointed Officer will receive the Officer's allotment unless they are paid an allotment for another position.
 - f. Reimbursement will not be made to Chairmen or Officers for gifts or awards presented, or other bills, except as designated in the budget.
 - g. Money budgeted for Extension, which includes; Chief of Staff, designated Mentor, and/or anyone appointed to organize and institute new VFW Auxiliaries or mentor existing Auxiliaries. The organizer of a new VFW Auxiliary shall be a member of the VFW Auxiliary, and must be approved by the Department President. It is the duty of the Department President to designate officers or other qualified members to mentor VFW Auxiliaries needing assistance.
 - h. Official travel expenses for members without their own budget will be limited to actual mileage traveled at \$.30 per mile for each assignment. Any member requesting reimbursement under this section must be assigned by the Department President to attend.
 - i. For major expenses, the Department Treasurer may "advance" any Officer sufficient funds to cover the budgeted expenses. After the actual expense is incurred, a valid Reimbursement Request Form must be submitted, including proper receipts and unused portion of the advance. In the event that no Expense Report is filed within five (5) days of the close of the Department Convention, the advance will be considered as miscellaneous income (in accordance with the IRS Tax code), and a 1099 form will be sent to the Officer and the IRS.
8. **RESTRICTED FUNDS**: All funds and earnings received for a specific purpose must be placed in a restricted fund and used only for the purpose for which it was donated.
9. **MEMBERSHIP**: Except in the case of Members at Large, all dues will be transmitted through the VFW Auxiliary Treasurer to which they belong **or** paid thru members MALTA account. The dues are to be sent to the Department Treasurer for continuous and new members at \$13.00 (\$5.00 National and \$8.00 Department 2023-2024) per member from the VFW Treasurer. Life members' amount is according to the National headquarters' age chart.
10. **PUBLICATION – STANDING RULES**: A copy of the standing Rules will be published on the department website each year and at any other time changes have been made. A copy of the current Budget Committee's list of Officers/Chairmen qualified to receive allotments/expenses will be distributed annually.
11. **DEFUNCT AUXILIARIES**: The use of any leftover money/material received from VFW Auxiliaries whose charter has been cancelled will be returned to the Department.
12. **HOTEL ALLOWANCE**: When overnight travel cannot be avoided, the Department will provide Appointees an allowance of up \$50.00 per person for an overnight hotel stay for instate travel as assigned by the Department President. Any hotel stays require the pre-approval of the Department President.
13. **TREASURER'S PAY/SECRETARY'S PAY**: During the month of June the pay for the incoming Treasurer/Secretary and the outgoing Treasurer/Secretary will be divided in half for each if there is a change in either of these officers.

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14. **DEPARTMENT PRESIDENT SPECIAL PROJECT:** Fundraisers may be held throughout the year and at each state meeting to benefit the current year's Department President Special Project.
15. **PASSWORDS:** Password access to Department owned electronic equipment (laptops, tablets, etc.) will be changed, and will be given to the President and Secretary to be used for emergencies. The Department social media Pages (Facebook, Historian, Legislative etc.) and website require 2-person integrity. The President and Secretary should be given access.
16. **MAYBERRY SCHOLARSHIPS:** The Mayberry Scholarship Chairman is responsible in promoting the Scholarship during his/her term and the Scholarship Committee is responsible for maintaining the procedures and processes for awarding the scholarships.
17. **DISASTER LOVE GIFT:** In the event that a member experiences a disaster, the need will be submitted to and verified by the Disaster Relief Committee and a love gift in the amount of \$100.00 maximum will be paid from the Disaster fund to the member. The committee members will be appointed by the Department President and there will be at least 1 member on the committee from each area; Eastern, Central and Western. Anyone wishing to receive funds must fill out an application. The need will be verified by the committee and the amount will not exceed \$100 provided there are funds available.
18. **MINUTES:** The Department Secretary is allowed to audio record the business sessions at each Council of Administration meeting and Department Convention for accuracy in the minutes.
19. **NC DEPARTMENT OFFICIAL LOOK:** The official look is: white shirt, patriotic tie/scarf, and black pants.
20. **FINANCIAL REPORTS:** The Department Treasurer will send the financial reports via email to the council members 7 days prior to the Council of Administration meetings, unless there are extenuating circumstances, so that they can be reviewed by the Council members prior to the Council of Administration meetings. Financial information will also be given to Past Department Presidents in attendance at the Council Meeting. It is the responsibility of the Council member to print and bring documents to the meeting within them.
21. **TREASURER DISCRETION:** The Department Treasurer is authorized to open and close savings, investment and certificates of deposit accounts at his/her discretion with approval of the majority of the current line officers.
22. **SENIOR VICE:** The newly elected Department Senior Vice may begin planning for his/her year as Department President immediately upon their election as Senior Vice.

PART II -- AWARDS AT THE DEPARTMENT CONVENTION MEMBERSHIP

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MEMBERSHIP GROUPS:

The following are the Membership Groups used for determining all Group awards as of June 30 of the prior year. The group designation for new Auxiliaries formed during the current year will be based on their membership numbers at institution.

Group 1 - 10 – 27 members
Group 2 – 28 - 55 members

Group 3 – 56 - 95 members
Group 4 – Over 96 members

AUXILIARY -MEMBER, PRESIDENT, TREASURER, DISTRICT PRESIDENT, HOSPITAL VOLUNTEER and CHAPLAIN OF THE YEAR:

The categories of awards shall be:

- I. District President of the Year – Award Determined & Presented by Awards Jury Member
- II. Auxiliary President of the Year – Award Determined & Presented by Awards Jury Member
- III. Auxiliary Member of the Year – Award Determined & Presented by Awards Jury Member
- IV. Auxiliary Treasurer of the Year – Award Determined & Presented by Department Treasurer
- V. Hospital Volunteer of the Year – Award Determined & Presented by Department Hospital Chairman
- VI. Chaplain of the Year – Award Determined & Presented by Department Chaplain

Winning submissions in all categories will receive a check. If winners are not present to accept their awards, the check will be mailed to them by the Department Treasurer.

Runners-Up shall be chosen for each category where two or more enter. Runner-Up Awards shall be presented by Past Department Presidents chosen by the Department President. Runner-Up awards are provided by the Past Department Presidents.

A member cannot enter two (2) categories in the same year. (Example-- Member of the year and District President of the year). Criteria for submissions and judging criteria for awards can be found with the entry forms located on the Department website.

Entry Forms: Entry forms are maintained on the Department website. For each category, applicants shall attach a resume containing a list of each State and National Program, and shall include a summary in their own words, of what they did on each program. All entries shall be in the hands of the Awards Jury Chairman by the submission date on the forms.

Awards Judging: Judging for Categories I, II, and III will be held in **May** each year. The time and place shall be decided by the Department President and the Awards Jury Chairman. The Awards Jury Chairman shall keep a record of all winners, and provide said record to the Department Secretary to be recorded in the Department records.

The Awards Jury shall consist of at least five (5) and no more than nine (9) members to be appointed by the Department President. Awards judging shall never be done with an even number. These members shall be assigned proportionally from the three areas (East, West, and Central). If one judge cannot attend the judging, the Department President shall appoint another to fill the vacancy.

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AXILIARY PROGRAM AWARDS:

Group Awards: Awards shall be in line with the established National Programs and shall be awarded based on the (4) Membership Groups, previously listed. Amount of award for each National Program will be as follows:

First Place Awards - \$30.00 plus citation

Second Place Awards - \$25.00 plus citation

Third Place Awards - Citation

Appropriately signed citations will be provided by the Department.

Non-Group Awards: Awards in the following National and Department Programs shall be given as follows:

<i>Program</i>	<i>1st Place</i>	<i>2nd Place</i>	<i>3rd Place</i>	<i>Given To</i>
Patriotic Art Winners both 3 D	\$175	\$100	\$75	To Student Winners
Patriotic Art Winners both 2 D	\$175	\$100	\$75	To Student Winners
Department Special Project	\$30	\$25	Citation	to Auxiliary
Historian (Auxiliary scrapbook)	\$30	\$25	Citation	to Auxiliary
Illustrating America – 1 st place winners in each level only (Grade levels are: K-2, 3-5, 6-8) (3 levels)	\$50 @ level	NA	NA	To Student Winners
Buddy Poppy Prince	\$50	NA	NA	To Student Winner
Buddy Poppy Princess	\$50	NA	NA	To Student Winner
Get Excited for the Red White & Blue - 1 st place winners in each level only (Grade levels are: K-8 and 9-12) (2 levels)	\$50 @ level	NA	NA	To Student Winners

These Standing Rules were approved 1 October 2023 by the Department Council of Administration.

Connie Holt, Department President

Chairman: Fran Redfield
Members: Tracy Armstrong
Cathy Matheson

AMENDMENTS: These Standing Rules may be amended, modified or rescinded by vote of the Council of Administration at any session.