

Department of WI VFW Auxiliary
Standing Rules

1. (a) The Department Council of Administration shall meet in regular session at least three (3) times each Department fiscal year. The time and place of such meetings shall be at the discretion of the Department President unless otherwise specified by the Council of Administration. In addition to Council members, all members in good standing shall be admitted to meetings of the Council of Administration. Members admitted thusly shall not be permitted to address the meeting unless by permission of the presiding officer.

(b) The Department President, Department Chief of Staff, Department Secretary, Department Treasurer and all Program Chairmen shall hold at least one (1) School of Instruction for District Presidents, at the discretion of the Department President. Mileage plus one night room for the School of Instruction and C of A shall be paid from Department Treasury for the Department President, Department Chief of Staff, Department Secretary, Department Treasurer, District Presidents and all Program Chairmen as per approved in the budget.
2. (a) Mileage not to exceed thirty cents (\$.35) per mile traveled shall be authorized for travel by private conveyance. Mileage will be paid from the individual's home Auxiliary or their residence, whichever is closer, if residing out of state.

(b) Only \$50.00 for the individual concerned will be reimbursed for a hotel/motel room. Reimbursement for expense to be made only upon receipt of statement from the hotel.
3. Only official travel authorized by the Department President will be subject to reimbursement to cover expenses incidental thereto.
4. A Department Representative shall be sent to only two (2) meetings of each District a year, namely a School of Instruction and District Convention. Department Elective Officers, Department Secretary, Department Chief of Staff, and Past Department Presidents are eligible as a Representative at District meetings. Round trip mileage shall be paid subject to the same amount and provisions of Item 2 (a). Hotel-motel rental for the individual concerned to be paid for \$50.00 only if the meeting is 200 miles or more from that individual's residence or home Auxiliary, whichever is closer. Emergencies paid at the Department President's discretion.
5. Any Department Elective or Appointive Officer, Past Department President, Department Chairman or Hospital Representative, or District President eligible for payment by answering roll call at a Council of Administration or general business meeting shall be paid for only one (1) office, that being the largest amount allowable. This shall apply to any holding offices pro tem.
6. All line officers entitled to a stipend for National Convention and Big Ten Conference, or in the case of the President for National President's Homecoming, National Mid-Year

Conference and the Celebrate American Freedom Event and the Voice of Democracy event in Washington D.C., will complete a voucher and the Department Treasurer will issue a check prior to the meeting. All receipts for expenses shall be returned to the Department Treasurer postmarked within seven (7) days of the completion of the meeting. In the event that an Officer is unable to attend after being issued a stipend or when expenses are not as much as the stipend issued those funds shall be returned to the Department Treasurer postmarked within seven (7) days. It is not the responsibility of the Department of Wisconsin to pay for hotel rooms not cancelled before the hotel's required deadline. It is the responsibility of the individual Officer to request that any prepaid registration be refunded, if applicable, if the Officer cannot attend. Those funds must then be returned to the Department Treasurer. No budgeted stipend or monies will be disbursed to an Officer if a previous stipend was disbursed and not used for its intended purpose and has not been repaid or until all receipts for previous stipends are turned in.

7. A Department money-making project must be approved by either a vote of the delegates or by a vote of the Council Members at a Council of Administration meeting. When applicable, two (2), but preferably three (3) written bids from the possible suppliers for the project shall be submitted to the Council for consideration.
8. All monies donated by VFW Auxiliaries throughout the Department for hospital work shall be sent to the Department Treasurer.
9. (a) In case of death of Department Elective or Appointive Officer, Past Department President, District President, Past Department Commanders, twenty-five dollars (\$25.00) shall be given as a memorial, sent by the Dept. Treasurer. Cards shall be sent for other close relatives of Department Elective and Appointive Officers, Past Department Presidents, District Presidents, Department Chairmen, Past Department Commanders, VFW Department Elective and Appointive Officers, District Commanders, and VFW Department Chairmen, sent by the Dept. Secretary.

(b) In case of hospitalization or serious illness, a card shall be sent to Department Elective and Appointive Officers, Past Department Presidents, District Presidents, and Department Chairmen, by the Dept. Secretary, if notified.
10. If a VFW Auxiliary requires or requests the assistance of the Department, the Department President shall make a courtesy call to the District President to notify her/him that the Department will be assisting said VFW Auxiliary.
11. (a) District Convention elections shall be conducted in a similar manner to Department Convention elections, whereby there will be a Credentials Committee to function as described in National Bylaws Section 606 A. Each District President shall appoint a Convention Credentials Chairman. The Department Secretary shall provide a form to be used by the Department and District Credentials Chairmen.

- (b) Immediately after each District Convention the District Secretary shall notify the Department Secretary of the names and addresses of all elective and appointive Officers as directed by National Bylaws Section 812B. The Department Secretary shall provide a form to be used by the District Secretary.
- 12. It shall be the duty of the Department Auditing Committee to audit the books and records of the Department Treasurer prior to each Council of Administration meeting, or as per National By-Laws Sec. 606C.
- 13. All Department Officers, Department Chairmen, Past Department Presidents, District Presidents and each VFW Auxiliary shall receive copies of the monthly mailings and minutes of the Department Convention, which shall be prepared and distributed by the Department Secretary.
- 14. (a) The Department Treasurer shall be responsible for sending the Department Membership Chairman a copy of each membership report that she/he submits to the National Treasurer.
(b) The Department Treasurer shall furnish the Department Chairmen with monthly reports where applicable.
- 15. The Department Senior Vice President will be allowed to make the appointments for her/his year beginning on July 1 of her/his year as Senior Vice President in consideration of the current President's term of office.
- 16. Ways & Means fundraising is the only acceptable fundraising at Department Meetings. No other fundraising is acceptable unless approved by the Council of Administration.
- 17. When presenting an American flag at VFW/VFWA functions, including but not limited to, Loyalty Day and Department Convention, the flag must be properly folded.
- 18. (a) No Audits -- No Awards. All audits must be on file to be eligible for awards. When presenting awards if the winners are not present the Dept. Treasurer will mail the checks.
(b) No Awards for less than five dollars (\$5.00).
- 19. Because of the high volume of lost pins and funds in the past, President's pins will be available by pre-payment only. Auxiliaries and members may pre-order the pins by completing an order form, mailing a check to Department, and picking them up at Department Convention or other Department Meetings. Pins will also be available for purchase at these meetings. Pins may be purchased and mailed, but a postage charge will be added to the cost.
- 20. The Department Treasurer shall be allowed to operate the finances from June Convention to the acceptance of the new budget.

21. No District Meetings should be scheduled for the 3rd and 4th weekends of October.
22. Standing Rules will be reviewed and approved at July Council of Administration meeting to remain in effect for that Program Year, but subject to revision at any other Council Meeting.

Reviewed: July 2021 by the Line Officers.

Reviewed by the Department Line Officers and Council – November 05, 2022.

Reviewed: July C of A 2023