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OF THE UNITED STATES

AUXILIARY

DEPARTMENT OF NEW YORK

STANDING RULES

APPROVED JUNE 15, 2022

VFW AUXILIARY DEPARTMENT OF NEW YORK
STANDING RULES – APPROVED JUNE 15, 2022

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I. PREFACE

Standing Rules are previously adopted motions, which have a continuing effect. These rules become the policies and procedures needed to implement the Department and National Bylaws.

II. OFFICERS

A. DEPARTMENT PRESIDENT

1. The President or President-elect should have a prepared statement for the press and reviewed by a Past Department President (PDP). She/he should be accompanied by a Past Department President when interviewed.
2. The Department President receives a stipend from the Department during her/his term as President. She/he shall be required to stay at the Department Headquarters Hotel for the Fall and Spring Conferences and the Department Convention. The Department President shall reside at the assigned Department Hotel for National Convention.
3. The Department President shall have a dinner in conjunction with her/his Council of Administration (C of A) meeting at Department Convention. C of A members and all Past Department Presidents will be invited to attend. The expense of the C of A dinner may be subsidized by a budgeted item determined by the President. Guests will be a budgeted line item. The guests at the C of A dinner shall be limited to the National Auxiliary Representative, National District Council Member, Department President and spouse/guest of the President.
4. A budgeted monetary gift shall be presented by the Department President to the National President at the beginning and end of her/his term of office.
5. The President shall take a monetary gift in the budgeted amount to be presented from the Department of New York VFW Auxiliary to the Eastern Conference Fall meeting for the annual raffle.
6. It is recommended that the President make an official visit to each County Council, District, VA Hospital and State Nursing Home during her/his term of office.
7. A special Distinguished Service Award may be given by the President, if she/he so desires.
8. It is recommended that the President attend the VFW Voice of Democracy Award Ceremony, National President's Homecoming/Celebration Event and the Mid-Year Conference.
9. In the event of the death of a Past State Commander, Past Department President, Line Officer or their spouse or significant other, the President shall attend the funeral or assign a representative in the geographic proximity.
10. The President may assign a Line Officer or Past Department President to represent the Department at an event she/he cannot attend. The Representative shall submit receipts to the Department Treasurer for reimbursement for travel expenses (mileage), lodging and luncheon/dinner tickets for VFW/Auxiliary event if not taken care of by the local committee.
11. The E-Z Pass expenses will be a separate line item in the budget.
12. The upkeep of the car (oil changes, maintenance, etc.) will be the responsibility and expense of the President.
13. Magnetic decals will be provided by the Department. Should a President want other detailing, she/he is responsible for the lettering and/or removal of same.

B. DEPARTMENT SENIOR VICE PRESIDENT

1. The Senior Vice President has permission to begin formulation of her/his plans for the coming year after the Fall Conference.
2. She/he may begin selling her/his President's Program Guidebook following the Convention Council of Administration meeting of the outgoing President.
3. The Officer's Training Institute (OTI) location shall be approved by the Council of Administration.

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B. DEPARTMENT SENIOR VICE PRESIDENT (Continued)

4. Promotion of Programs
 - a. The Senior Vice President may call a meeting of her/his Chairmen, at her/his convenience, prior to the Department Convention. This meeting will be a budgeted item.
 - b. The Senior Vice President may hold a meeting of her/his Advisory and Budget Committee prior to the Department Convention. There will be no money budgeted for this meeting.
 - c. The Senior Vice President, at the Convention where she/he will be installed as President, may have a meeting to brief the District and County Council Presidents and distribute information for her/his year. There will be no money budgeted for this item.
5. The Senior Vice President shall be given an amount equal to half the amount budgeted for the President to attend the National Convention as she/he is expected to be there for the Presentation of the Colors, attend meetings and all events, as well as be prepared to act in the absence of the President.
6. The Department Treasurer shall withhold the stipend budgeted for the National Convention until a copy of the National President's event confirmation has been received.
7. Corsages/Boutonnieres
 - a. It is the responsibility of the Senior Vice President to purchase a silk corsage/boutonniere to be presented to the incoming Department President at the Department Convention to wear at functions throughout the year.
 - b. A silk corsage/boutonniere will also be provided to members of the Department of New York who are a Past National President, National District Council Member, National Home Trustee, National elected or appointed Officer, National Ambassador, Eastern Conference and National appointed Chairmen and Eastern Conference elected Officer.
 - c. It is the responsibility of the above noted members to bring their corsage/boutonniere to events when appropriate.
 - d. If the National President requests, an appropriate corsage/boutonniere will be purchased for any National Officer or National District Council Member from New York for her/his installation at the National Convention.

C. DEPARTMENT JUNIOR VICE PRESIDENT

1. The Junior Vice President shall be given an amount equal to half the amount budgeted for the President to attend the National Convention. She/he is expected to be there for the Presentation of the Colors, attend meetings and all events, as well as be prepared to act in the absence of the President or Senior Vice President.
2. The Department Treasurer shall withhold the stipend budgeted for the National Convention until a copy of the National President's event confirmation has been received.
3. Incoming Junior Vice President shall appoint the Ways and Means Chairman in cooperation with the incoming State President, as she/he will be raising money for her/his year.

D. DEPARTMENT TREASURER

1. When the Eastern Conference President is from New York, the Department shall present her/him with a \$100.00 monetary gift upon the occasion of her/his installation.
2. The Department shall present a Patriotic Instructor Flag and stand to all new Auxiliaries. The expense shall be taken from the Flag Fund.
3. All monetary donations received by the Department Treasurer for the Cancer Grant Fund shall be sent to the VFW Auxiliary National Headquarters on a monthly basis.
4. All monetary donations received by the Department Treasurer for the National Veterans and Military Services shall be sent to the VFW National Headquarters on a monthly basis.

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D. DEPARTMENT TREASURER (Continued)

5. Each year a donation of \$100.00 shall be sent to the VFW National Home for Children for distribution among the graduating seniors who reside at the Home. This will be a “Buddy”® Poppy/VFW National Home for Children budgeted item.

6. Requests for reimbursement for expenses incurred by Line Officers and Department Chairmen must be submitted to the Department Treasurer by May 15. Invoices and/or proper documentation must be provided. Requests for reimbursement received after May 15 will be considered as a donation to the Department.

III. COMMITTEES AND PROGRAMS

A. ADVISORY COMMITTEE

1. Composition—Members shall be:

All Past National Presidents from the Department of New York

Current elected or appointed National Line Officers from the Department of New York

Current National District Council Member from the Department of New York

Junior Past Department President

Others that the President may select

Budget Chairman

Department Secretary

Department Treasurer

2. Elected and appointed Line Officers, District Presidents and Past Department Presidents shall be invited to attend Budget and Advisory Committee meetings.

3. Duties: As the Department President directs.

B. BUDGET COMMITTEE

1. Composition – The Budget Committee consists of a minimum of three (3) members.

2. Duties—Provide the budget for:

a. Travel expenses

1. Elected and appointed Department Line Officers (except the Department President) and members of the Council of Administration shall receive an allowance of the budgeted amount, to attend the C of A meeting prior to each Department Conference meeting and Department Convention.

2. Department Line Officers or Program Chairmen shall receive only one allowance of the budgeted amount when attending Department Conference meetings and Department Convention even if she/he holds more than one position (i.e. Department Line Officer also serving as a Program Chairman).

3. Appointed Floor Officers performing floor work at the Conferences and the Department Convention shall receive the budgeted amount toward their expense and shall stay at the Headquarters Hotel, if rooms are available.

4. Department Program Chairmen reading a report, in person, at the conferences or convention, shall receive the budgeted amount toward their expenses and shall stay at the Headquarters Hotel, if rooms are available.

5. If the National District Council Member No. 4-elect is a member of the Department of New York, she/he shall be given a budgeted amount toward her/his expenses to attend the National Convention where she/he will be installed. The amount shall be decided by the Budget Committee and should be appropriated toward her/his expenses.

6. Whereas the Junior Past President will be attending the National Convention of her/his National President, she/he shall receive an amount equal to one half of the President’s budgeted amount.

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B. BUDGET COMMITTEE (Continued)

2a. 7. A budgeted amount is to be included for presentation to each of the Veterans Administration Medical Centers and State Veterans Home by the President at the time of her/his official visit. This amount is to be paid from the Hospital Fund or the General Fund if the Hospital Fund does not receive enough donations.

8. Members of the Council of Administration shall be consulted before any financial transaction not specified in the Department Budget or Standing Rules is entered into. This may be at a called meeting or by email if necessary.

C. AUDIT COMMITTEE

1. Composition—The Auditing Committee shall consist of the Audit Chairman, Department Senior Vice President and Department Junior Vice President. The Department Treasurer shall be present at all Department Audits.

2. Duties—As stated in the National and Department Bylaws.

a. When the Department Audit coincides with a conference or convention and the Audit Committee members are already receiving a stipend for being at the conference or convention, they do not receive any additional funds for performing that Audit.

b. When the Audit Committee meets outside of a conference or convention, all Audit Committee members, including the Department Treasurer, shall receive reimbursement for mileage at the Department approved rate.

c. If the Audit Committee members carpool, only the driver shall receive the mileage allowance reimbursement.

D. BYLAWS AND STANDING RULES COMMITTEE

1. Composition—The committee shall consist of at least three (3) members. Past Department Presidents and/or Department Line Officers shall be used to make up this committee. The Department President shall appoint the committee.

2. Duties—The committee shall review and keep the Bylaws and Standing Rules documents current. It is necessary that committee members be familiar with the necessary procedure to amend documents.

3. It is recommended that the Bylaws and Standing Rules Committee review the Department Bylaws and Department Standing Rules every two (2) years.

E. CANCER GRANT FUND

1. The Department of New York VFW Auxiliary is encouraged to donate \$2.00 per member to the National Cancer Endowment Fund that was established to sustain cancer grants.

2. The Department President shall decide whether she/he will appoint a Cancer Grant Fund Chairman for the Department.

3. The Chairman shall determine how funds will be raised.

IV. MEETINGS

A. CONVENTION—GENERAL

1. The Department Secretary shall distribute Convention and Conference Guidelines for the VFW Auxiliary Department of New York to Line Officers, Conference Chairman, Convention Chairman and Coordinator.

2. A copy of the Auxiliary Guidelines should be sent to the Department VFW Headquarters when updated.

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A. CONVENTION—GENERAL (Continued)

3. Once approved, the Department Secretary will email Convention Minutes or Transcripts to members of the Council of Administration and Past Department Presidents. Convention Minutes or Transcripts shall be available on the Department Website.

a. The Junior Past President shall proofread the Convention Minutes or Transcripts.

b. The Department Secretary shall keep one printed copy of the Convention Minutes or Transcripts as a permanent record for the VFW Auxiliary Department of New York.

4. AWARDS

a. Auxiliaries will be divided into six (6) membership groups, based on the June 30th membership of the previous year. There should be an equal number of Auxiliaries in each group.

b. All County Councils will be one membership group for awards purposes.

c. All Districts will be one membership group for awards purposes.

5. An American Flag and a POW/MIA Flag shall be presented to the Headquarters Hotel and/or meeting place at the Department Convention. The expense to purchase the flags comes from the Flag Fund. As a point of etiquette per the Flag Code, the American Flag should be properly folded and presented without a box or plastic wrap on it. Boxes and plastic can be handed to the receiving party after the presentation is made.

a. If meetings are held at the same hotel for conferences and convention, one U.S. flag shall be presented at the Fall Conference, one POW/MIA flag at Spring Conference and a certificate of appreciation at Convention.

6. VAVS GIFTS

a. A gift of the budgeted amount shall be given to each VAVS Representative, Deputy Representative and Official Volunteer from the General Fund at the State Convention.

b. A \$50.00 gift shall be presented to each retiring VAVS Representative, Deputy Representative and Official Volunteer from the General Fund at the State Convention.

7. CONVENTION REGISTRATION—An advance registration fee of \$10.00 and an on-site registration fee of \$12.00 will be charged at the Convention.

8. DAIS SEATING—To conform to National and to eliminate overcrowding, below is a suggested list as to who should be seated on the Dais for Council of Administration meetings, Conferences and Convention:

a. Department President

b. President's Advisor

c. National Representative

d. Elected and/or appointed National Officer(s) from New York

e. National District Council Member No. 4

f. Department Secretary and Recorder if needed

g. Treasurer

h. Chief of Staff

i. The four (4) Past Department Presidents, who are members of the Council of Administration, shall be seated with the Past Department Presidents in their designated area.

B. FALL CONFERENCE AND SPRING CONFERENCE

1. At the Fall Conference and the Spring Conference, an advance registration fee of \$8.00 and an on-site registration fee of \$10.00 shall be charged at the Conference.

2. An American Flag and a POW/MIA Flag shall be presented to the Headquarters Hotel and/or meeting place at the Fall Conference and Spring Conference. The expense to purchase the flags comes from the Flag Fund. As a point of etiquette per the Flag Code, the American Flag should be properly folded and presented without a box or plastic wrap on it. Boxes and plastic can be handed to the receiving party after the presentation is made.

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B. FALL CONFERENCE AND SPRING CONFERENCE (Continued)

2a. If meetings are held at the same hotel for conferences and convention, one U.S. flag shall be presented at the Fall Conference, one POW/MIA flag at Spring Conference and a certificate of appreciation at Convention.

3. If the Conference Chairman's room is not a comped room, then the Department Auxiliary will pay for the Conference Chairman's room for two nights, unless otherwise paid by another per diem. For example: VFW spouse or significant other is receiving per diem for their room.

C. EASTERN CONFERENCE (EC)

1. The incoming Senior Vice President, Junior Vice President, Treasurer, and Chaplain will be elected as Eastern Conference Delegates at the Department Convention. The Alternates will be the incoming Conductress, Guard, and two of the Past Department Presidents on the Council of Administration other than the Junior Past President, as she/he already has a vote at the EC meeting. (NOTE: The Department President will have her/his own vote at the meetings.)

2. The four (4) elected EC delegates, PNP's, NDCM No. 4 (if a member from New York), Junior Past Department President, National Ambassador, EC National Chairmen, and elected EC Officers (from New York) shall receive a ticket to attend the banquet at the Fall Eastern Conference. (NOTE: The Department President has a budgeted EC expenses line item to attend the meeting.)

D. NATIONAL PRESIDENT'S VISIT

1. In the event the National President does not make her/his official visit to the Department of New York during a scheduled Conference or Convention, an amount will be budgeted to entertain her/him at the time of her/his visit.

2. The National District Council Member No. 4 shall be given a budgeted amount to help defray her/his expenses to attend the National President's visit when it is not scheduled during a Conference or Convention.

V. COMMUNICATION

A. AUXILIARY NEWS

1. The *Auxiliary News* shall be the official Department publication for the VFW Auxiliary Department of New York.

a. All *Auxiliary News* editions will be sent electronically to any member who has provided an email address to the *Auxiliary News* editor.

b. All *Auxiliary News* editions will be available on the Department website.

2. Every issue of the *Auxiliary News* shall be mailed to each Auxiliary President, County Council President and District President. If a member holds the Office of President on more than one level, she/he shall receive only one complimentary copy.

3. A sufficient amount from the General Fund shall be allocated in the budget to cover the expense. The amount shall equal the expense of publication per complimentary copy and postage of sending one printed copy of the *Auxiliary News* to each Auxiliary President, County Council President and District President.

4. The *Auxiliary News* editor shall receive a budgeted stipend.

B. DEPARTMENT FACEBOOK PAGE

1. The official Facebook Account for the VFW Auxiliary Department of New York shall be: DEPARTMENT OF NEW YORK VFW AUXILIARY.

2. The Administrator for the Department Facebook page shall be appointed by the Department President.

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C. DEPARTMENT WEBSITE

1. The VFW Auxiliary Department of New York shall have a website.
2. The website shall be maintained and updated on a regular basis by a webmaster appointed by the Department President.
3. The webmaster shall receive a budgeted stipend.

D. CORRESPONDENCE

1. All Department correspondence to the Auxiliaries is to be sent to the Auxiliary President. The Auxiliary President is an elected officer and is responsible for seeing that the correspondence is properly complied with. She/he has the authority to act on the correspondence if it is something that must be taken care of before her/his next Auxiliary meeting. This information should be included in the Department President's first General Orders.

2. Every Auxiliary within the Department shall receive a copy of the President's Program Guidebook at the beginning of the new administration.

3. The Department Directory shall be mailed to each Auxiliary President, County Council President, District President and Past Department Presidents.

4. A mini-directory shall be included in all President's packets/folders including elected Department Officers, County Council Presidents, District Presidents, Appointed Department Officers, Department Chairmen, Deputy Chief's of Staff and Past Department Presidents.

VI. MISCELLANEOUS

A. CONTRACTS

1. Following the review and approval of a contract by the Department Treasurer, the Department President may sign the contract.
2. The VFW Auxiliary Department of New York may have an attorney on retainer.

B. AUXILIARY OFFICIAL VISIT

1. An Official Visit shall be made of all Auxiliaries at least once a year. It is recommended that there is a 6-month interval between Official Visits.

2. Representatives conducting Official Visits shall be selected by the District President.

3. Within seven (7) days of the Official Visit, the Official Visit report form shall be sent to the District President. The District President shall review the Official Visit report form for correctness and shall forward to the Department Official Visit Coordinator. All three (3) copies shall be returned to the Department Official Visit Coordinator.

C. COUNTY COUNCIL OFFICIAL VISIT

1. County Councils shall have an Official Visit once a year.

2. County Council Official Visits shall be done by the District President.

3. If the District President is unable to conduct the Official Visit, then the District President shall select an Official Visit representative.

4. Within seven (7) days of the County Council Official Visit, the Official Visit report form shall be sent to the Department Official Visit Coordinator. All three (3) copies shall be returned to the Department Official Visit Coordinator.

D. DEPARTMENT OFFICIAL VISIT COORDINATOR

1. The Department Official Visit Coordinator is to send the reviewed Auxiliary Official Visit report form back to the Auxiliary Treasurer/Secretary in a timely manner after receiving it from the District President. The expense for postage shall be a budgeted item.

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E. SUNSHINE FUND EXPENSES

1. A maximum of two (2) checks per year for Department Line Officers, District Presidents, Past Department Presidents and Chairmen hospitalized or confined to home for one week or longer shall receive a monetary gift of \$15.00. The year is from July 1 to June 30.
2. Upon the untimely death of a Department Line Officer, which includes: President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Chaplain, Conductress, Guard, Chief of Staff and District Presidents, a \$100.00 Memorial donation will be made to a designated fund at the family's request.
3. In the event of the death in the immediate family (father, mother, significant other, sister, brother, son or daughter) of Department Officers and Past Department Presidents, a \$50.00 "In Memoriam" donation will be made to the Cancer Grant Fund or a designated fund at the family's request.
4. Upon the death of a Past Department President or Past State Commander, the VFW Auxiliary Department of New York shall send a memorial donation of \$100.00 in that person's memory based on the request of the family. If there is no memorial donation requested, the VFW Auxiliary Department of New York shall purchase a "Brick" at the VFW National Home for Children in their memory.
5. All special notices to "Drape the Charter" shall be mailed and/or emailed by the Department Secretary. Notices to be sent to all Council of Administration members, Past Department Presidents, District Presidents, County Council Presidents and Auxiliary Presidents.
6. Upon the illness of a Past Department President or Past State Commander, the Department Secretary shall notify the Department President and Past Department Presidents.
7. All Official Communications received from National Headquarters shall be emailed to members of the Council of Administration and Past Department Presidents by the Department Secretary.

F. NATIONAL OFFICERS FROM NEW YORK

1. If the Council of Administration has an endorsed National Guard Candidate, the stipulations for using the Department Funds are:
 - a. Reimbursement for travel should be to attend Eastern, Southern, Big Ten, and Western Conference meetings, Celebrating America's Freedom Event, Mid-Year Conference and the National President's Celebration.
 - b. Ads for the candidate, endorsement letters and giveaways.
 - c. Items designated in a and b above will come from the National Officer's Fund with receipts submitted.
 - d. Reimbursement for travelling companion will not come out of Department Funds.
2. Any other fundraising, supporting the candidate, by an Auxiliary, County Council or District should be maintained by the Candidate's Advancement Committee and to implement her/his advancement.
3. According to National Bylaws Section 915—Solicitation of Funds, permission should be requested from the VFW Auxiliary Department of New York Council of Administration for the committee to conduct a statewide fundraiser.
4. Reimbursement shall include Committee members' expenses for a site visit for the Celebration and/or Homecoming of the National President and/or the Senior Vice President's Conference.

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G. OTHER

1. The National District Council Member is an elected position. Any member in good standing may run for the position.
2. The selling of raffle tickets or other fundraising projects from an outside Veterans' organization or other organization shall be prohibited at Department functions. Members shall not be allowed to solicit from members unless it is for a VFW Auxiliary Department project.

VII. ANNUAL MEMBER DUES

1. Changes in the amount of annual VFW Auxiliary Department of New York dues shall be approved by the Council of Administration.

VIII. AMENDING STANDING RULES

A. PROCEDURE

1. Any member of the Council of Administration shall be eligible to submit a proposed amendment.
2. All proposals and recommendations shall be submitted to the Council of Administration for approval.
3. It is recommended that the Standing Rules shall be reviewed every two (2) years.

B. VOTE

1. A Standing Rule may be amended or rescinded by the Council of Administration by a two-thirds (2/3) vote without previous notice or by a majority vote if previous notice has been given at the call of the Council of Administration meeting.
2. If an amendment to the Department Bylaws makes a corresponding amendment to the Standing Rules necessary or cause them to conflict with the Bylaws, these Standing Rules shall be amended to conform to the Bylaws.

APPROVED: JUNE 14, 2022

Standing Rules Committee members:

Helen Weeks, PDP
Florence Banks, PDP
Sandra Flynn, PDP
Mary Kreuzer, PDP
Denise Ellen McHugh, PDP