

DEPARTMENT OF OHIO  
LADIES AUXILIARY TO THE VETERANS OF FOREIGN WARS  
**STANDING RULES**

To be approved by the Council of Administration, July **2011**. The word “change” will show the paragraph where recommended changes have been proposed by the Committee. (**change**)

1. The word “BUDGET” used throughout the Standing Rules will be the Department Budget unless otherwise specified.
2. All vouchers must be APPROVED BY THE DEPARTMENT PRESIDENT.
3. Expense Voucher – Copies of all bills being reimbursed by the Department Treasurer will be attached to the voucher.
4. Mileage Vouchers:
  - a. Must be sent to the Department President within ten (10) days of the event.
  - b. Mileage will be verified by the Department Treasurer before payment.
  - c. Mileage shall be paid to and from the city in which they hold their membership or their place of residence, whichever is the lesser distance.
5. Mileage/Roomage. Where mileage is allowed, \$.20 per mile will be paid. Where roomage is allowed, \$40.00 per night will be paid.
6. If entitled to roomage you must stay at a hotel designated by the VFW or Ladies Auxiliary, otherwise no funds will be allotted.
7. Any member owing monies to the Department of Ohio or to vendors for purchases while an Officer or Chairman of the Department shall either pay those monies owed in full before the close of the Department Convention or said monies shall be deducted by the Department Treasurer from the next voucher submitted until the account is settled.
8. Any members from Ohio receiving expenses from the National Organization will not receive expenses from the Department of Ohio.
9. Copies of these Standing Rules shall be distributed to C of A members, Program Chairmen, Mid-Winter and Convention Chairmen, Past Department Presidents, Hospital and VAVS Representatives, and appointed Officers.

**DEPARTMENT PRESIDENT** (**change**)

1. President’s Activities (To be taken from budgeted gift item)

- Lodging
  - Food
  - Clothing and personal expenses
  - Gifts for testimonial dinners
  - Banquet tickets, corsages, and entertainment at the Mid-Winter and Convention not otherwise provided for
  - Awards for the Outstanding Auxiliary, **County Council – delete** and District Presidents at the Convention
  - Response to Greetings at the Junior Unit Conference
2. Travel
- a. Transportation. Car allowance, per budget to cover automobile expenses and travel within Ohio. When the President travels outside of Ohio, she will be paid airfare or mileage, whichever is more practical. Transportation and lodging will be charged to the Department Credit Card.
3. Budgeted Functions for President’s Attendance
- a. National Home Caravan  
Travel, one (1) night room allowance, and meals, per budget.
- b. National Convention  
Hospitality allowance (to be given to the Department of Ohio VFW at the July C of A meeting), per budget.  
(i) If comp suite is not provided, a regular room at regular room rate is to be paid from her National Convention allowance, per budget, not to exceed seven (7) nights. Any room upgrades to be paid by the Department President. The President shall see that a notice is posted stating the time and place of the Ohio caucus.
- c. National President’s Homecoming  
Travel, 3 nights lodging, registration, per budget.
- d. Big Ten Conference  
Travel, 2 nights lodging, registration, per budget.
- e. National Mid-Winter Conference  
Travel, 4 nights lodging, registration, and meals, per budget.
- f. Washington Conference  
Travel, 2 nights lodging, and meals, per budget.
4. Miscellaneous Budgeted Provisions
- a. The President shall be allowed postage for her personal correspondence, per budget.
- b. Department Commander’s Gift shall be a Department check, per budget, and presented at his Homecoming.
- c. In the event there shall be a National Commander-in-Chief or National President from Ohio, a gift, per budget, shall be presented at their Homecoming.

- d. Past Department President's Jewel – The President shall have a ruby jewel set in her Auxiliary Past President's pin, per budget.
- e. Corsages – The Department Secretary shall order corsages for the National Convention, National Mid-Winter and the Big Ten Conference. The Officer will state their flower preference to the Department Secretary and for which function she prefers the corsage. Any National Officer from Ohio attending the Ohio Mid-Winter or June Convention Banquet shall also receive a corsage. All recipients are responsible for picking up their own flowers on the designated days. Cost to be paid from Miscellaneous expenses, per budget. The following to receive flowers:
  - (i) National Convention: Current National Council Member, Department President, and Jr. Past Department President.
  - (ii) National Convention Installation: Any member from Ohio being installed.
  - (iii) Big Ten Conference (Oct): National Council Member, and Department President
  - (iv) National Mid-Winter: National Council Member and Department President.
- f. Banquet ticket to be provided for a National Representative if assigned to the July Council of Administration.

**JUNIOR PAST DEPARTMENT PRESIDENT**

National Convention Allowance, per budget. Airfare or mileage, whichever is more practical and \$40.00 per night roomage, not to exceed five (5) nights.

**DEPARTMENT LINE OFFICERS – NATIONAL CONVENTION, BIG 10 MEETING**

- 1. The Department Sr. Vice, Jr. Vice, Chaplain, Conductress, and Treasurer will receive an allowance, per budget, to attend the National Convention. The officer must be in attendance at the Big 10 Conference meeting and all business sessions to receive this allowance. If an emergency should arise, the allowance may be prorated at the discretion of the Department President.
- 2. Delegates to the Big Ten Conference meeting at the National Convention will be the Department Sr. Vice President, Jr. Vice President, Chaplain and Conductress. Alternate to be the Guard.
- 3. Gift to National President, upon retiring, per budget.

**OFFICERS TRAVEL**

- 1. Department Representative to District Meetings and Social Functions:
  - a. Mileage will be paid when assigned by the President. If the round trip exceeds 200 miles, extenuating circumstances prevail, or based on the District schedule, one (1) night roomage will be paid if approved by the Department President, per budget. **LODGING BILL MUST ACCOMPANY THE VOUCHER.** Representatives assigned to District Meetings will forward original report and voucher to the

Department Office within seven (7) working days of the meeting, or forfeit their mileage and roomage, unless otherwise excused.

- b. Representatives will be assigned at the discretion of the President.
  - c. District President: Mileage to and from their District Meetings will be allowed, per budget. One (1) night roomage to be allowed, per budget, if necessary, and only if the District has not furnished a room to their President. Prior approval must be granted by the Department President. Lodging bill must accompany the voucher and will be submitted to Department Office within seven (7) working days.
2. Inspections
- a. Inspecting officers shall be paid \$15.00 per Auxiliary, per budget, for the purpose of inspection. If additional assistance is needed, it shall be referred to the Department President.
  - b. Inspection Reports are to be handled as follows:
    - (i) The District President will forward the original and a copy of the inspection report and voucher to the Department Office. If not received within fifteen (15) days, payment will be at the discretion of the Department President.
    - (ii) One copy of the report will be retained in the District file to be turned over to her successor. **THIS IS A MUST!**
    - (iii) Other inspecting officers will forward both copies of the Auxiliary inspection to the District President within five (5) days.

### **BUDGET COMMITTEE AND STANDING RULES COMMITTEE**

- 1. Shall be appointed by the Department Sr. Vice President to function prior to and following the Department Convention and C of A meetings. A room allowance will be paid, per budget. Hospital Budget must be reviewed when the Budget Committee meets. Effort should be made to avoid conflicts between the Budget and the Standing Rules. The Department Treasurer shall be a member of both committees. If there is a charge for the budget meeting room, it will be paid out of the Office Operating.

### **AUDIT COMMITTEE**

- 1. The Department President shall appoint an audit committee per the National Bylaws Sec. 606C.
- 2. Department Hospital Books will be audited in 6-month increments (January & July). January audit will be done for the months of July through December of the previous year. July audit will be done for the months of January through June of the current year.

### **OFFICER'S GIFTS**

- 1. Department Senior and Junior Vice Presidents will receive an allowance, per budget, for the purpose of traveling, unassigned, throughout the Department of Ohio, and in preparation for their year as President. Expenses to be vouchered. A Department credit

card will be issued to the Department Sr. Vice President to be used for Ladies Auxiliary business.

2. Briefcase to be purchased by the new **Conductress and new Guard**, per budget. Department Office will provide all necessary books, forms, etc. (**change**)

### **COUNCIL OF ADMINISTRATION COMPOSITION AND ALLOWABLE EXPENSES**

1. July C of A: All C of A members (see: National Bylaws Sec. 608), Department Assistance Secretary, Past Department Presidents, Department Program Chairmen, Budget Chairman, Standing Rules Chairman, and Official Photographer will receive mileage and two (2) nights lodging to the July C of A meeting, per Department agenda, per budget. When attendance is requested, the VAVS Representatives will be paid mileage and One (1) night roomage.
2. Mid-Winter C of A: Same as July C of A, with exception of Standing Rules Chairman.
3. June Convention C of A: Same as Mid-Winter.
4. The Department Sr. Vice-President is authorized to voucher postage and phone calls for planning purposes.
5. If extra C of A meetings are required, C of A members will receive mileage only.
6. Previous night roomage will be paid if the meeting convenes before noon.
7. Roll Call will be conducted at the opening of each daily session.

### **JULY COUNCIL OF ADMINISTRATION LIAISON**

1. A local C of A Liaison may be appointed by the Department President to work with the hosting District and the Hotel. The Liaison will:
  - a. Arrange for a meeting room for the President's meetings.
  - b. Arrange a comp sleeping room for the President, if possible.
  - c. Try to coordinate with the VFW chairman to see that the Auxiliary meeting room is large enough for the presentation of programs and adequate seating is available.
  - d. Receive mileage and roomage, per budget.
  - e. Receive an allowance, per budget, for miscellaneous operating expenses.

### **NATIONAL PRESIDENT**

1. Entertaining on her visit to Ohio to be handled by the Department President or person appointed by her, per budget.
2. Meals, tips, corsages, flowers, etc. to be paid out of budget allowance. If Department credit card is not used, an itemized account of expenses must be submitted within 30 days of the visit.

3. Gift on her official visit, per budget.
4. Officers and Chairmen travel.
  - a. If the President requests the attendance of C of A members, Department officers, Department Program Chairmen, and/or Past Department Presidents during the visit, they shall receive mileage, per budget.

### **CHIEF OF STAFF**

1. Travel and Postage: The Department Chief of Staff shall have an allowance for extension work, travel, and postage for extension promotion, per budget.
2. Extension: New Auxiliaries
  - a. Person attempting to organize, follow-up or instruct a new Auxiliary, **MUST BE APPROVED BY THE CURRENT DEPARTMENT PRESIDENT**, prior to any involvement.
  - b. \$25.00 to be paid to the organizer of each new Auxiliary following institution.
  - c. \$50.00 to be paid to the follow-up person after she has attended a minimum of five (5) meetings of the new Auxiliary after institution.
  - d. \$10.00 per trip will be paid, not to exceed five (5) trips, in an attempt to organize a new auxiliary. Money dispensed only to person appointed by the **CURRENT** Department President.
3. Auxiliary Assistance: Mileage will be paid to the person assigned by the Department President to assist Auxiliaries, per budget.
4. Other Expenses: No other expenses shall be paid without the prior approval of the Department President.

### **BIG TEN FALL CONFERENCE – OCTOBER (change)**

1. Dues to be paid as required by the Big Ten Conference.
2. Big Ten Delegates to the Fall Conference will be the Sr. Vice President, Jr. Vice-President, Chaplain and Conductress of the Department. The alternate will be the Guard.
  - a. Delegates shall received **\$200.00**, per budget, if in attendance.
3. Membership Chairman, if not a Big Ten Delegate, will be paid **\$200.00**, per budget, to present the Membership program.
4. Program ad to be paid for Big Ten Officer representing the Department of Ohio, per budget.

### **DEPARTMENT MID-WINTER CONFERENCE**

Roll call may be at the beginning of each session. Must be in attendance at all sessions to receive travel and roomage allowance.

1. Travel & Roomage: C of A members, appointed Officers, Department Program Chairmen, Past Department Presidents, VAVS and Regional Hospital Representative (if requested) shall receive mileage and roomage, per budget, per President's schedule.
2. Conference Chairman and Co-Chairman: Monetary gift, per budget.

3. National Representative: Gift and corsage, per budget.
4. Mid-Winter Banquet Tickets: Complimentary tickets to be purchased for the National Representative, Ohio National Council Member, Department President, Sr. Vice-President, Jr. Vice-President, Secretary-Treasurer, Chaplain, Conductress, Guard and Chief of Staff. Cost of banquet ticket for spouse/significant other to be paid at their own expense.
5. Entertainment – National Representative and Guests
  - a. Complimentary banquet tickets to any invited Department guests, not to exceed three (3).
  - b. Meals and Miscellaneous Expenses. Entertaining to be handled by the Department President or person appointed by her, per budget.
  - c. An itemized account of the money spent to be submitted to the Department Treasurer by the close of the Mid-Winter Conference if Department credit card is not used.
6. Registration: Pre-registration will be \$4.00. Registration at the Conference will be \$5.00

### **NATIONAL MID-WINTER CONFERENCE**

1. The following Department Officers – Sr. Vice-President, Jr. Vice-President Chaplain and Conductress will receive an allowance, per budget.
  - a. If an emergency should arise, the allowance may be pro-rated at the discretion of the Department President.

### **SENIOR VICE-PRESIDENT’S MEETING**

1. District Senior Vice-President’s Meeting shall be called by the Department Sr. Vice-President prior to her installation, to inform the District Sr. Vice-Presidents of their duties and discuss Department Programs.
2. Department Senior Vice-President to receive meeting expenses, per budget.
3. District Sr. Vice-Presidents, Department elected Officers, Chief of Staff, Program Coordinator, and any other chairmen requested to attend, will be paid mileage, per budget and \$25.00 room allowance.

### **DEPARTMENT CONVENTION (Change)**

1. Travel & Roomage
  - a. C of A members, appointed Officers, Department Program Chairmen, Resolutions Committee (if applicable), VAVS and Regional Hospital Representatives shall receive mileage and roomage, per budget, per President’s schedule.
  - b. Convention Rules Committee shall receive mileage to the Convention and one (1) night roomage.
  - c. Ohio Past Department Presidents shall receive roomage and mileage, per budget.
  - d. Previous night’s roomage to be paid if the meeting convenes before noon.
  - e. Roll Call may be held at the opening of each session.
2. Awards (change)
  - a. **Community Recognition**. The local Convention Committee shall submit the names of suggested recipients of the award to the President for her approval. The

- Department **Americanism** Chairman will make the presentation. Prior to the Convention, the **Americanism** Chairman will be provided the name and a brief resume of the recipient.
- b. *Flag Presentation.* The local Convention Committee shall submit suggested recipients of this award to the Department President for her approval. Department Americanism Chairman will make the presentation. Prior to the Convention, the **Americanism** Chairman will be provided the name and a brief resume of the recipient.
  - c. *Young American Creative Patriotic Art Program.* Winners to receive 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place awards, per budget. The first place winner, if attending the Convention, will receive one (1) nights lodging and mileage.
  - d. *Junior Unit Scholarship Winner.* First place winner will receive scholarship recognition and be paid mileage and one (1) night lodging, if in attendance at the Convention. Department Treasurer will make lodging arrangements.
  - e. **Program Awards/Plaques to be provided to Program Chairmen by Department President, per budget. (change)**
  - f. All monetary donations must be received in Department Headquarters by the last working day in May to qualify for awards.
3. Gifts in Response to Greetings: An allowance, per budget, for the President to use in response to greetings at the Convention.
  4. Minutes of the Convention: A fee of \$500.00 will be paid to the Department Assistant Secretary (after transcript & delivery of minutes to Department Secretary). Minutes are to be printed and distributed by the Department Office.
  5. Delegate Badges: The VFW or the Ladies Auxiliary to the VFW will purchase the Badges. The Ladies Auxiliary will pay for the number ordered for their use.
  6. Banquet Tickets: Complimentary tickets are purchased for the National Representative, Ohio Council Member, Department President, Sr. Vice-President, Jr. Vice-President, Secretary/Treasurer, Chaplain, Conductress, Guard and Chief of Staff.
  7. Credentials Committee: Committee shall consist of a minimum of three (3) members. Roomage and mileage, per budget.
  8. Convention Chairman & Co-Chairman: Gifts, per budget. No mileage or roomage will be paid.
  9. Citations: Will be designed by the Department President and turned in to the Department Office for printing, and made available for distribution to the Department Chairmen in April at the Jr. Unit Conference.
  10. Ribbons for Flags:
    - a. The Department President will choose the colors to be used.
    - b. The Convention Chairman makes the purchase, per budget.

11. Chairmen's Reports, Treasurer's Report & Convention Rules: Department Headquarters will print 500 copies and will assemble them in book form to be distributed to those registering at the Convention.
12. Department President's Luncheon: (change)
  - a. Senior Vice-President shall work with the Convention Committee regarding the Department President's Luncheon. It shall be her responsibility to purchase the favors and/or flowers for the head table, per budget.
  - b. Senior Vice-President shall be in charge of the Love Gift letter and presentation of the Love Gift to the Department President **with all checks payable to Department Ladies Auxiliary VFW – earmarked "Department President's Love Gift" and mailed to P. O. Box 15730, Columbus, Ohio 43215-0730. (change)**
13. Flowers: Flowers shall be purchased by the Convention Committee for the Memorial Service, per budget.
14. Entertainment – National Representative and Guests
  - a. Complimentary banquet tickets to any invited Department guests, not to exceed three (3).
  - b. Meals and Miscellaneous Expenses: Entertaining to be handled by the Department President or a person appointed by her, per budget.
  - c. An itemized account of the money spent to be submitted to the Department Treasurer by the close of the Convention.
15. Registration Fees: Pre-registration will be \$4.00. Registration at the Convention will be \$5.00
16. Convention Operating Expenses: Per budget, to be disbursed to the Convention Chairman who shall submit a report to the Department Treasurer within **thirty (30) days** following the Convention. **Report to be presented at Mid-Winter Conference Meeting.** The budget allotment to be used for the following and any other necessary expenses: **(change)**
  - Committee postage and Chairmen's expenses
  - Treats and flowers for the Department President
  - Registration bags
  - Tips to hotel employees for arranging rooms
  - Printing of luncheon tickets
  - Convention Committee picture
  - Parking – in and out
  - Gift wrap and cards
  - Telephone calls
  - Luncheon tickets for the Department President and invited guests
17. Convention Guidelines: For all other items, refer to the Convention Guidelines printed for the Convention Chairman.

## DEPARTMENT CHAIRMEN (change)

1. Promotion, Postage, Etc. (delete Placques) Will be reimbursed out of allotted budget pertaining to each chairmanship. Itemized summary of expenses and original receipts to be submitted to the Department Treasurer no later than June 1<sup>st</sup> of the current year or all costs incurred will be the responsibility of that chairman.
2. Programs: Each Chairman will present her program for the year at the July C of A meeting following the Department Convention. Consideration of each program and money allotted, per budget, if any, will be made by the Council of Administration at this meeting.
3. Bulletins: Each chairman will –
  - a. Prepare a program instruction sheet, outlining the program.
  - b. Prepare at least four bulletins, in detail, to be mailed to the Auxiliaries by Department Headquarters. Bulletins shall be in the format requested by Department Headquarters. A final report summary will be furnished to the Major Projects Chairman.
4. Chairmen's Folders. Prior years' Chairmen will turn over to their successor all reports, bulletins, correspondence, and other information, which may be beneficial to the new Chairman, no later than the Department Convention.
5. National Home Ohio Day Coordinator will receive actual cost of one nights lodging out of the Caravan Fund to attend the Ohio Day at the National Home if a comp room is not provided. Lodging bill must accompany the voucher. Phone calls to the National Home prior to visit and mileage to and from the home shall, also, be reimbursed from the Caravan Fund.
6. Cancer Program: (change)
  - a. An advancement of funds will be made prior to the June Convention to finance the Cancer project, if needed. A separate entry for this project will be established by the Department Treasurer. Expenses such as postage, shipping, wholesale costs, etc. shall be disbursed by the Department Treasurer from this fund and profits transferred at regular intervals into the Intact Fund and forwarded to National.
  - b. Donations for the Cancer Program will run from June 1<sup>st</sup> through the last working day of May each year for the purpose of awards to the Auxiliaries. However, no credit will be given the Auxiliaries for gifts or donations to the Cancer Auction at the Department Mid-Winter Conference or the Cancer Booth at the Department Convention.
  - c. All monies from the Cancer Booth Raffle at the June Convention will be credited to the current administration.
  - d. **The Combs/Comedy Fund donations delete.** The Chapel Service donations will be credited to the current administration.
  - e. All auxiliary checks presented at the June Convention and those received at Department Headquarters in June will be credited to the current year's administration, however, no credit will be given to the Auxiliaries for awards.

- f. New Cancer pins shall be distributed during the Department Convention & July C of A. Distribution schedule to be coordinated with the Department President, Department Sr. Vice- President and incoming Cancer Chairman. **No new cancer pins will be mailed until after the July C of A – delete. Mail ordered pins will incur a \$5 charge for shipping and handling. (change)**
  - g. If Cancer Fund money returned from National to Ohio has not been designated by December 31<sup>st</sup> by the Junior Past Department President, the previous year’s Department Cancer Chairman will submit to the Council a recommendation for the distribution of the funds, to be acted upon at the January Mid-Winter Conference.
  - h. All previous year’s cancer pins and key chains, either out on consignment or in the possession of that year’s Cancer Chairman, are her responsibility, and must be turned in to the Department Office within 30 days of the close of the Convention.
7. Membership Program
- a. Membership pickups to be held as planned by the Department President and Membership Chairman and shall include the Department Treasurer and any others that the Department President so designates. Four (4) bedrooms and gasoline expenses to be paid by the Department Treasurer, per budget, not to exceed two (2) cars. A van may be rented at the discretion of the Department President.
  - b. If invited by the Department Commander to travel with the National Commander-in-Chief, roomage will be paid, per budget, for the membership team if required to come in the night before the scheduled pickup and, if required, to stay over at the end of the pickup for safety reasons.
  - c. Department Membership Chairman shall present the Membership Skit at the Big Ten Fall Conference, per budget.
  - d. District Presidents and their respective Membership Chairmen will receive an award, per budget, for meeting their membership quota by the Department Membership Chairman’s deadline.
  - e. All other awards shall be at the discretion of the Department President and Membership Chairman, per budget.
8. Historian: Shall receive an allowance, per budget, for the Department President’s book(s).
9. Hospital Chairman: **(change)**
- a. May voucher \$.20 per mile when making her official visit to each hospital with the President.
  - b. Hospital Handbook: Refer to **this booklet delete / (change) the National LAVFW website for information on the Hospital Program.**
  - c. All money received from the Hospital **Booth Raffle delete / (change) Program** at the Mid-Winter Conference will be credited to the current administration.
10. VAVS & Regional Hospital Representatives: **(change)**
- a. Monthly Reports: Must be submitted to the Department Office **and the Department Hospital Chairman-delete.** Allotment checks to be withheld if one report is in arrears.

- b. Expenses: The following expenses will not be deducted from the monthly Hospital Budget, but will be vouchered on the form supplied by Department Headquarters. All vouchers will be mailed to the Department Office NO LATER THAN the 20<sup>th</sup> of the month.
    - (i) Mileage: Each Department VAVS Representative or Deputy VAVS, or Associate VAVS Representative may voucher \$.20 per mile to help defray expenses for hospital visits where assigned; number of trips not to exceed one per week, one voucher per car.
    - (ii) Postage & Phone: Bills will accompany voucher and will be vouchered separately from mileage voucher.
  - c. Checking Account Balance: The checking account balance at the end of the month will not exceed one –half (1/2) month’s budget in escrow.
  - d. Christmas Allowance Per budget. By January 15<sup>th</sup> a report of expenditures with bills attached will be mailed to the Department Office and the Department Hospital Chairman.
  - e. Deputies: Are to assist the Representatives and attend VAVS Advisory Committee meetings.
  - f. Hospital Handbook: Refer to **this booklet-delete / (change) National LAVFW website for information on the Hospital Program.**
  - g. Certification: VAVS Representatives and Deputies are recertified each year by the President Elect’s recommendation to National. Recommendations for vacancies as they occur are made by the President to National.
  - h. VAVS Representatives will expend their monthly allowance for the benefit of ALL veterans, either hospitalized and/or outpatient, in their facility. No more than 25% of the monthly allowance will be used for coupon books unless authorized by the President.
  - i. Prior approval of the President will be required by a VAVS Representative for the purchase or payment for any single item or service in excess of \$100.00. No outside service contracts are allowable.
  - j. Hospital Books WILL BE MAILED and POSTMARKED to the Department Office by the dates designated by the Department Audit Chairman. **Hospital Liaison will receive mileage per budget for travel to VA facilities in Ohio-delete. If books are not received by Department Office by the designated date, monthly allowance will be withheld till books are audited. (change)**
11. Junior Unit Program:
- a. Junior Unit Scholarship: One outstanding Junior Girls Unit member may be selected each year to receive a grant in the amount of \$5000. Second place amount \$4000. Money to be disbursed on completion of high school to further their education to an institute of higher learning. Proof of their continuing education in the field of their choice must be provided. One qualified applicant, per unit, will receive \$100. First place winners are not eligible for future scholarship awards.
    - (i) Monies donated by Auxiliaries for this grant shall be deposited in savings, with the interest going back into the fund.
    - (ii) Judging will be done according to National criteria.

- (iii) Winner to be invited to attend the Department Convention in June for one day at the expense of the Department, per budget, to be honored for winning this award.
- b. Inspections: The Department President has supervision and control of the Units within her Department. **(change)**
- (i) Expenses: Units are to be inspected by the **District President or Sr. Vice-President-delete**, unless it is their own Auxiliary's Unit. **(change)**  
**Department Youth Chairman.** A one-time fee of \$15 will be paid per inspection.
  - (ii) Any Unit not inspected by December 31<sup>st</sup>, after two attempts, will not be eligible for awards at the Junior Unit Conference.
- c. Statewide Conference:
- (i) Information regarding bids should be sent to all Auxiliaries by the Department Office no later than October 31<sup>st</sup>. Bids must be submitted to the Department Sr. Vice-President by April 1<sup>st</sup>. Selection to be announced at the Junior Unit Conference.
  - (ii) Conference to be held the second weekend in April unless Palm Sunday or Easter Sunday falls on the weekend, then it will be held the weekend following Easter.
  - (iii) A Conference Chairman and Treasurer from the hosting Auxiliary shall be appointed by the Department President.
  - (iv) Department Youth Chairman shall be responsible for coordinating the Conference meeting in cooperation with the Conference Coordinator. Awards chosen by Department President will be presented by the Department Chairmen (ONE).
  - (v) Financial records shall be audited by a committee of three appointed by the District President in whose District the Conference is held, with a copy of same to the Department President.
  - (vi) Expenses: Youth Chairman and Conference Coordinator shall receive mileage to and from the Statewide Conference and will receive the actual cost of two nights lodging. Lodging bill must accompany the voucher.
  - (vii) Conference Allowance: Per budget.
  - (viii) Fund Raising: Proceeds of any fund-raising shall be retained by the sponsoring Unit(s) of the Conference. Any earmarked fundraiser will be forwarded to the Department Office immediately following the Conference.
  - (ix) Financial Report: Conference Coordinator shall forward a complete financial report of the Conference to the Department Youth Chairman and the Department Office within thirty (30) days of the Conference.
  - (x) Awards: Per Department budget, are given at the Junior Unit Conference. Citations will be provided by the Department President or Department Program Chairmen. Department Program Chairman will present awards to the winners of their choice. The Department Youth Chairman shall furnish each Unit with a list of awards available in all programs and deadlines of same.
- d. Unit Roster: Department Youth Chairman should keep a record of all Units. This roster shall include the names of:

- \*The Unit President, Secretary, and Treasurer
- \*The name, address, and phone number of Unit Advisor
- \*The time and place of meeting.

A copy of this roster should be given to each Department Line Officer, the National Youth Director, and a copy furnished to the Department Office.

- e. Chairman's File: Department Youth Chairman shall turn over to her successor a complete file containing the following:
  - (i) List of Units
  - (ii) Total number of members in each unit
  - (iii) Unit Roster
  - (iv) All correspondence to and from Units
  - (v) Inspection sheet of each Unit, if made
  - (vi) Instructions on planning a Statewide Conference
  - (vii) Instructions on how to form Units
  - (viii) Any other information that would be beneficial
  
- f. Formation of New Units: Mileage, per budget, to be paid to the organizer, two trip limit.

**OPERATING LADIES AUXILIARY DEPARTMENT HEADQUARTERS (change)**

**Will be governed by these Standing Rules and the Department of Ohio Ladies Auxiliary Employment Policy.**

1. The Department Secretary/Treasurer will assume the position of Office Manager under the direction of the Department President.
2. Expenses to be paid, per budget:
  - a. Telephone – will be a regular business phone billing.
  - b. Parking: Shall be paid monthly.
  - c. Equipment Maintenance: Serviced as necessary with service contracts where applicable.
  - d. Supplies and Equipment: Badges, rituals, bylaws, etc. A rubber stamp will be used to mark as “Property of the Dept. of Ohio Ladies Auxiliary”. Secretary/Treasurer shall purchase all forms, paper, bookkeeping supplies and any other materials necessary for the operation of the office and for printing the necessary bulletins, booklets, rosters, etc., all of which shall be paid out of the Supply section of the budget. A ceiling of **\$800** may be expended by the Department Secretary/Treasurer for the purchase of office equipment without approval of Council, but subject to approval of the Department President. **(change)**
  - e. Property Insurance: Shall be paid when due on all property of the Department.
  - f. Postage/Shipping: Shall be paid, per budget, as necessary for mailing. Shipping charges for delivery of office materials to meeting places, per budget.
  - g. An Annual CPA Audit of the Department books and the preparation of a Federal 990 shall be paid, per budget.
  - h. The Office of the Treasurer shall be bonded per National Bylaws, in a sufficient amount with National Headquarters, per budget.

- i. Salaries: Employees shall be paid on the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of the month, according to the salary schedule.
- j. Taxes & Insurance:
  - (i) FICA (Social Security) taxes shall be paid quarterly in accordance with Federal Regulations
  - (ii) State Employment Taxes shall be paid quarterly
  - (iii) Workers' Compensation Insurance shall be paid every six months
  - (iv) Federal Unemployment Taxes shall be paid annually by January 31<sup>st</sup>
  - (v) Ohio Employees Withholding Tax shall be paid quarterly
- 3. Responsibilities:
  - a. Printing and, where applicable, type of mailing
    - (i) General Orders, first class
    - (ii) Year-End Report Forms, first class
    - (iii) Credentials, first class
    - (iv) C of A Minutes, first class – three a year to members of Council and Past Department Presidents
    - (v) Membership Report, first class
    - (vi) Chairmen's Bulletins, first class to Line Officers and District Presidents
    - (vii) Inspection Forms
    - (viii) Department Representatives' forms for District meetings
    - (ix) VAVS and Regional Hospital Rep's monthly report forms and Hospital Expense statements
    - (x) Audit Report, Treasurer's Report for Mid-Winter and Department Convention, Convention Rules (Department Convention)
    - (xi) Expense Vouchers
    - (xii) Department untitled stationary; distribute to Department President, Line Officers, Chairmen and Appointed Officers of the Department. (No other use of Department stationary will be allowed unless authorized by the Department Council of Administration)
    - (xiii) Copy current budget for all Council members
    - (xiv) Junior Unit bid request form; first class, no later than October 31<sup>st</sup>
  - b. Membership summaries (A-110) to be kept for a period one year
  - c. Application Cards. Deceased members cards need to be retained for six years.
  - d. Budget Report: Must be sent to the Department President, Department Senior and Junior Vice-Presidents and the Budget Chairman by the end of the following month.
  - e. Withholding Taxes: Deduct withholding taxes (City, State, Federal, Medicare and Social Security) from the employees' salaries and forward to the proper authority.
  - f. Pay Social Security, Medicare, Workers' Compensation Premiums, State Unemployment Pro Tax and Federal Unemployment Tax to proper authority.
  - g. Program Booklets, Rosters, and Year-end Chairmen's Reports. Distribute Program Booklets and Rosters at July C of A and Chairmen's Convention Reports at the June Convention.
  - h. Minutes of Convention: Print and distribute minutes of the June Convention prior to the following year's Convention.

- i. Bills: Pay bills.
  - j. In order that funds shall be available for the purchase of office equipment, \$.10 from each member's dues shall be put into the Office Equipment Fund.
4. Items Not Covered by Categories:
- a. In Memoriam: To be donated to a charity of the member or family's choice.
  - b. A \$25.00 In Memoriam shall be sent upon the death of a member of the immediate family (husband or child) of a Department Auxiliary Officer (elected or appointed), Department Chairman, VAVS or Hospital Representative, Office Employee, or Department VFW Commander.
  - c. A \$25.00 In Memoriam to be sent upon the death of a National President, Commander-in-Chief, Past National President from Ohio, or current National Officer from Ohio, Department Officers (elected or appointed), Department Chairmen, Department Commander, Past Department Commanders and Past Department Presidents of Ohio, and the spouse of any of the above on the Department level.
  - d. In case of illness, a card shall be sent by the Department Chaplain to the CURRENT Department Officers (elected or appointed), Department Chairmen, Department Employees, CURRENT National Officers and Past National Presidents from Ohio, Past Department Presidents of Ohio, and CURRENT Ohio VFW Commander.
  - e. The Department Secretary/Treasurer will notify the Department President, Line Officers, District Presidents, and Past Department Presidents when a death, major illness, or accident occurs to any of the following:
    - Current Department Officers, including District Presidents
    - Current Department Chairmen
    - Department Employees
    - Past Department Presidents in good standing
    - Current VFW Department Commander
  - f. Cards and postage for use by the Department Chaplain to be expended from the Miscellaneous Fund.
  - g. Time and Attendance: Covered in the Employment Policy.
  - h. Tips expended by Department Treasurer for postage of office material to Department functions or meetings to be expended from the Miscellaneous Fund.

Respectfully submitted,

LINDA COMPTON, CHAIRMAN  
Standing Rules Committee

Committee:

Sandy Bauer, Sr. Vice-President; Jane Walker, Jr. Vice-President; Donna Russo, Treasurer; Sandra Uzell, Chaplain (absent); Marilyn McGeorge, Conductress; and Meg Klaameyer, Chief of Staff/PDP

Advisory:

Ruth Fint, Department President; Margaret Ann Dozier, PDP

Note: Diana Moore, Guard attended to observe