AUXILIARY to the VETERANS of FOREIGN WARS of the UNITED STATES DEPARTMENT of INDIANA (hereafter referred to as "the Department")

STANDING RULES – 2021-2022

1. DEPARTMENT OFFICERS, COUNCIL OF ADMINISTRATION AND VAV REPRESENTATIVES:

(a.) The reports of all department officers, council of administration and VAV Representatives shall be forwarded to the Department Secretary, at least thirty (30) days prior to the opening date of the Department Convention.

(b.) It shall be the duty of the Department Secretary to have the Year-End Convention Book made available on our Department Website for all members to view. Only supplemental reports **shall** be given on the convention floor.

(c.) The reports of all Department Officers, the Council of Administration and the VAV Representatives will be electronic and shared on the Department website.

(d.) All C of A members must answer ALL roll calls for the Department Event (both the C of A meeting roll call and the "conference/convention" roll call to receive their mileage check.

2. COMMITTEES:

(a.) All annual committee chairmen shall be appointed by the Department President at least thirty (30) days prior to the convening date of the Department Convention, with written notification to each of the members of said committees.

(b.) Per Section 915 of the National Bylaws, a vote must be taken to solicit funds or donations. This vote is covered under this section of the Department Standing Rules: all Chairman shall be allowed a raffle table at the School of Instructions, Fall and Spring Conference and Department Convention at the Chairman's Discretion

(c.) Due to budgetary issues, no Chairman can grant awards under $10.00. The Department Treasurer will provide each Chairman with the total monetary amount granted for each program to each Department Chairman respectively for their program after the Department Budget has been approved at the Council of Administration Meeting.

3. RESOLUTIONS:

(a.) All resolutions for the attention of the Department Convention shall be submitted in triplicate, shall be typewritten, and shall be in the hands of the Resolution Committee at least thirty (30) days prior to the convening date of the Department Convention, bearing in mind that the deadline for Resolutions to National Headquarters in March 31. These means any Resolutions voted on at our Department Convention would go towards the next Auxiliary year National Convention.

(b.) Resolutions approved by the Department Convention, for the attention of the National Convention, shall be forwarded to the National Auxiliary in accordance with the National Bylaws.

(c.) All other resolutions approved by the Department Convention and which do not conflict with the provisions of the National Auxiliary Bylaws **or** the Department of Indiana Bylaws, shall be considered as mandates of the Department, until the next Department Convention, when they may again be acted upon.

4. RECORDING PROCEDURES:

(a.) The Department Secretary shall have an assistant secretary for the purpose of recording and producing the minutes of the School of Instructions, Fall Conference, Spring Conference, Department Convention, and any special Council of Administration meetings. Said minutes shall be distributed by order of the Department President. Special Council of Administration meetings minutes shall only be distributed to the council members, auxiliary presidents and Past Department Presidents.

(b.) It shall be the responsibility of the Department Secretary in office to comply with this provision, and to furnish National Headquarters with such information as is required in connection with the above stated meetings.

5. GIFTS and CORSAGES:

(a.) A monetary or otherwise suitable gift shall be made to the National President on three (3) occasions as follows:

(1.) National President's Homecoming.

(2.) National President's official visit to the Department.

(3.) A "Love Gift" as requested by the National Chairman, to be presented to the National President during the National Convention activities.

(b.) The National Representative, at the Department Convention, shall receive a monetary gift as allocated for in the annual budget.

(c.) A past department president's jewel and a Life Membership in the amount of $160.00 (One hundred sixty dollars) shall be presented to the Department President at the completion of the term of office.

(d.) The Department President will be allotted up to $200 to purchase the jewel, pin, or both for the Past Department President Pin from the VFW Store.

6. VFW NATIONAL HOME FOR CHILDREN - HIGH SCHOOL GRADUATES:

(a.) Upon the high school graduation of any child from Indiana who is residing at the Home or in the Indiana Cottage shall be issued a monetary gift of $500.00 from the Department of Indiana's Gift and Replacement Fund.

7. DEPARTMENT PRESIDENT, SECRETARY AND TREASURER EXPENSES:

(a.) The Department Council of Administration, in the annual budget, shall determine the amount of funds allowed for each of the above officers for expenses within the Department of Indiana, each year. The funds will be divided equally over twelve (12) months. In the month of the Department Convention, the funds will be equally divided between the out-going and in-coming department Presidents. Monthly checks shall be issued to each of the above officers.

(b.) A form 1099 Miscellaneous Earnings Statement shall be issued to each of the above officers at the close of each calendar year. All original itemized receipts shall be retained by the officers after receiving these statements. Officers are responsible for the filing of their taxes at the close of each calendar year, as required by Federal Tax Laws.

(c.) The Department President, Secretary and Treasurer shall have use of the Department's credit card. The credit card shall **not** be used for personal purchases. If, for any reason, one of the above mentioned officers uses the credit card for personal reasons, all said expenses shall be deducted from the next monthly check for that office.

(d.) The Council of Administration is responsible for governing the disbursement of all funds and by their vote, shall see that a licensed Certified Public Accountant is retained for the filing of Federal Tax Form 990, and to answer any questions of concern to the Department Auxiliary.

(e.) Audits will be performed by an in-house committee, appointed by the Department President, according to the National Auxiliary Bylaws, Sec. 606C. These audits will be held at the discretion of the Audit Committee. Members of the Audit Committee will be provided half of one night reimbursement from Department Funds for performing the audit.

(f.) It is the responsibility of the Department President to attend any and all necessary functions as set forth in the schedule by the National President at the start of their year. If for any reason the Department President is unable to attend these functions as scheduled, they may ask another line Officer, (Sr. Vice, Jr. Vice, Chaplain, Conductress or Guard) to attend in their place while receiving those funds set aside by the Department for the President to use. Rules and guidelines of travel are considered necessary as set forth by the Council of Administration.

8. DEPARTMENT TREASURER:

(a.) The Department Treasurer shall serve as a member of all committees handling department funds.

(b.) The Department Treasurer shall issue monthly expense checks to the VAVS representatives, associate representatives, and the Indiana State Veteran's Home Chairman, for travel to VAVS meetings and hospitals. The funds for the monthly expense checks shall be allocated in the annual

budget. Information regarding issuance of checks must be in the hands of the Department Treasurer no later than the tenth (10th) day of each month. The VAVS representatives, associate representatives, and the Indiana State Veterans Home Chairman shall submit monthly reports to the Department Treasurer outlining their monthly receipts and expenditures. These Reports shall be mailed on a monthly basis. If the VAVS representatives, and/or chairman do not submit reports of their expenses on a monthly basis, the Department President may, at their discretion, deprive said representative of additional funds as they deem necessary.

(c.) The Department Treasurer shall set aside 10% ($0.50) of each member's dues for the purpose of defraying expenses of the annual Department Convention. A like amount, 10% shall be set aside from the Life Member's rebates - received from National Headquarters to the Department. **(Explanation - from this rebate 50% to dues reserve, 40% to General Fund, and 10% to the Convention Fund).** The Department Treasurer shall earmark such funds as the "Convention Fund" and such funds shall be distributed by the Department Treasurer as outlined in the annual budget. The monies shall earmarked as $2.50 to the Dues Reserve, $0.50 to the Convention Fund, $1.90 to the general fund and $0.10 to the Big 10 Fund.

(d.) Since the National organization is eliminating the program for Junior Girls Units as has been in the past, the Department will no longer be handling an account for that program as such, but will consider programs pertaining to Youth Activities for all youth.

(e.) Dues reminders shall be sent out annually by the Department Treasurer at the request of the individual auxiliary that has finances of less than $1000.00. The request must be submitted in writing by October 1st.

(f.) The Department Treasurer is to advise the Department Chairman of any auxiliary that is not eligible to receive Awards at the Department Convention no later than 15 days prior to the start of the convention.

(g.) The Department Treasurer will not reissue checks from the Department Bank Account if the check is past the void date of the check.

(h.) The Department Treasurer with approval from the Department President and in discussion with the Department Assistant Treasurer may NOT pay the Dept. Assistant Treasurer if the Dept. Assistant Treasurer did not work with the Department Treasurer on any given month.

9. DEPARTMENT SENIOR VICE PREPARATION AND DEVELOPMENT EXPENSES:

(a.) The Department Senior Vice President shall be allowed expenses as determined **in** the annual budget to be used for their preparation for the office of Department President. The funds are to be used for: postage, telephone, and department officers' badges, schedules, folders, copies, and photographs for their year as Department President (pictures for Department Headquarters, Big Ten Conference, department conferences, and convention books), etc. Itemized bills must be submitted and payment shall not exceed the budgeted allocation for this expense.

(b.) The Senior Vice President shall at the time of the Senior Vice Conference, be issued a check to purchase the number of pins, requested by National, to be provided at the Conference that is designated for the next National President. Said expenses shall be allocated in the annual budget.

(c.) As the Senior Vice President is making plans for their shirts, five thousand five hundred dollars ($5,500.00) will be allocated for the initial purchase of shirts at the discretion of the Senior Vice President. The allocation for the cost of the shirts shall be taken from the Department Capital Asset Working Fund, as this is a fund-raising program. At the end of the term of office, the out-going President shall inform the Council of the number of shirts remaining and their recommendation for their use. All shirts are the property of the Department of Indiana and the Council shall vote on the President's recommendation. If the shirts are donated (to a hospital, nursing home, etc.) a written report indicating the number of shirts, to whom they were donated and the authorized signature of the receiving person or organization shall be submitted to the Department Treasurer.

(d.) All Past Department Presidents who have had a fund-raising program in the past few years are required to submit a written report indicating the number of shirts remaining at the close of their year and how those items will be distributed and accounted for to the Department Treasurer. Timely submission of this report is necessary for Tax purposes of the Department.

10. DEPARTMENT PROGRAMS:

(a.) The National Program guidelines are changing and the Department programs must change with them in order to maintain a good working relation for this Department.

(b.) Starting July 1, 2015 there will no longer be a program or Ambassador for Cancer Aid and Research. The purpose of the fund will remain the same, and the National Organization is asking members to still support it with $2.00 per member. Cancer Grants for all eligible members will continue to be provided and be considered as a member benefit.

(c.) Programs that are money making projects are subject to distribution of funds in a timely manner. In order to expedite and distribute necessary funds, sixty (60) days will be allowed for any and all program funds, especially President's Special Project, to be used for the named project, or if none has been found, for the Council of Administration to specify where the proceeds will be used.

(d.) It is necessary for the Membership Program to get started as early in the new Auxiliary year as possible, therefore the new Chairman of the state program will be given permission to prepare her/his program and have ready the necessary booklets and/or pins at the close of Department Convention to pass out to the officers and auxiliary presidents of the new year. Any monetary needs of the program will be discussed at the School of Instruction.

(e.) All programs will for the incoming year will be voted on at the C of A immediately following the close of the Department Convention (approved at C of A on 8/17/2019).

11. SUPPLIES AND PROPERTY:

(a.) Committees and/or program chairman having supplies on hand at the expiration of their term of office shall report same to the Department President who shall provide instructions for disposition. It shall be the DUTY of the Department Secretary, Department Treasurer and all other Department Officers to furnish, at each annual Department Convention, on their year-end report, an accurate accounting of all property and supplies belonging to the Department and in their possession.

(b.) All Department Officer and Chairman badges, district president badges and briefcase, shall be rendered to the Department Secretary by noon on Saturday of the Department Convention. If said badges or briefcases are not rendered, the officer retaining possession shall be charged for the cost of replacement of said article.

(c.) Department Chairman including fund raising chairman having jewelry or other items in their possession, used in their respective programs, shall immediately surrender all such items to the Department Treasurer, with a written report of the number and type surrendered.

(d.) A report of both membership pins and President's pins will be given by the respective Chairs to the Department Treasurer by the close of the Department Convention each year. For all 100% membership pins: pins left over will be given to the incoming President's Special Project Chairman to solicit donations for those pins. For all leftover President's Pins-The Department President of said pins has the autonomy to decide what happens with those pins (donate them to an outside entity, VA, or back to the Department) and the Department President will state on the floor during the C of A what he/she has decided.

12. DEPARTMENT SECRETARY:

(a.) The Department Secretary shall publish a roster of all the department officers, program chairman, special committee chairman, past department presidents, district presidents, officers and program chairmen, auxiliary presidents, secretaries and treasurers. This information shall be compiled as soon as possible after receipt of the necessary information, following the respective annual election. A copy of such roster shall be furnished to all department officers and chairman, all district and auxiliary presidents and all past department presidents.

(b.) This Roster is privileged information and shall be governed under **"Section 912** - Control of Mailing List" in the National Bylaws.

(c.) The Department Secretary in office at the time of the Department Convention shall compile and copy for distribution to all officers, chairman and members who receive the annual roster book, the minutes and chairman awards report from the convention. And to all Council of Administration members the minutes of the Council of Administration meeting.

(d.) It is the responsibility of the Department Secretary to have an accurate mailing list at all times and to update said mailing list through notice to all members in the monthly General Orders.
(e.) It is also the responsibility of the Department Secretary to upload all pertinent information such as: report forms, guide sheets, inspection sheets, meeting and luncheon notices, district information on meetings, all report items needed for Fall and Spring Conferences, or Department Convention, to the necessary officers, chairman and/or members in a timely manner.
(f.) With the creation of the website and email list, General Orders were voted on February 22, 2019 to allow those mailings to be placed on our Department website and sent via email.
(g.) Due to the electronic format of the majority of the record-keeping, the Department Assistant Secretary will receive one night reimbursement at School of Instruction, Fall and Spring Conferences, as well as the Department Convention instead of a monthly payment.

13. FLOWERS AND CARDS:

(a.) Upon the death of a Department Line Officer or an immediate family member (spouse or child) –OR-the death of a Past Department President, or his/her spouse, a Memorial donation of twenty-five dollars ($25.00) shall be donated to the charity named by the family in memory of the deceased. ****It is the responsibility of the Department Chaplain to contact the family to verify the charity for the memorial donation.** If no charity is named the donation shall be made to the Veterans and Family Support Program. A card shall then be sent to the family of the deceased by the Department Chaplain informing them of the memorial donation. It shall be the responsibility of the Department Treasurer to assure the donation is made.
(b.) The Department Chaplain shall send sympathy cards to bereaved families of members of the Department of Indiana Auxiliary, and in such cases on other levels of the Auxiliary. The Department Chaplain may send other cards at her discretion.

14. DELEGATES TO THE BIG TEN CONFERENCE AND NATIONAL CONVENTION:

(a.) The Department President, Senior Vice President, Junior Vice President, Chaplain and Conductress elected at each Department Convention shall, by virtue of their election, serve as the five (5) Delegates from Indiana to the Big Ten Conference. The Department Secretary, Treasurer and Guard elected or appointed to serve for the ensuing year, shall serve as Alternate Delegates.
(b.) If the Department Secretary, Treasurer or Guard do not serve as Alternates, then allowances for their attendance at the Big Ten Conference shall be allocated in the annual Budget.
(c.) The Department Secretary shall forward names and addresses of the Department President, Delegates and Alternates to the Secretary of the Big Ten Conference immediately following the Department Convention.
(d.) When it becomes Indiana's responsibility to elect a candidate to serve as Guard at the Big Ten Conference, that candidate shall be elected during the election of Officers at the Department Convention. At the 105th National Convention, it was approved that Indiana will have their own National Council Member serving two-year terms beginning for the 2019-2020 year.
(e.) Also, when it becomes Indiana's turn to host the Big Ten Conference, the appointed chairman for Indiana will be advanced funds to support the expenses incurred by them, and in turn shall give receipts of said expenses to the Department Treasurer, as proof of purchase(s).

15. MILEAGE PROVISIONS - STATE CONVENTION

(a.) It shall be the duty of all Department Officers, the Council of Administration (with the only PDP on the C of A mandated to report is the Jr. Past Department President), and all VAVS Representatives who receive mileage compensation to the Department Convention, to submit to the Department Secretary a detailed typewritten report for the Department Convention Yearbook. The report shall not exceed I (one) 8 ½ x 11 size page.
(b.) The Department Line Officers, Council of Administration and all VAVs are mandated to file a Year-End Report for tax reporting purposes.
(c.) The Department President is not limited in the length or number of pages of their annual report.
(d.) A deadline date shall be established by the Department Secretary and if such report is **NOT** submitted by the required deadline, the person neglecting to submit the report will **NOT** receive

mileage compensation to the Department Convention, even if they are present for roll calls. Prior to the deadline date for the report, the Department Secretary will notify everyone by mail of the necessity and time requirement of said report.

AUXILIARY INSTITUTIONS SPECIFICATIONS:

(aa.) The Department Chief of Staff shall receive mileage compensation for 2 (two) visits for Institution of new Auxiliaries, one (1) for organization and one (1) for Institution. The Department President, Senior Vice President, Junior Vice President, Secretary, Treasurer, Chaplain, Conductress, Guard and Chief of Staff, shall receive mileage compensation to attend the Institution (only) of new Auxiliaries.

(bb.) The President of the District in which the new Auxiliary will be located shall receive mileage compensation for the organization AND the Institution of any and/or NEW Auxiliaries in their appointed District, and funds shall be allocated in the Department budget.

16. EXPENSE FORMS:

(a.) Any Department Officer or Department Representative receiving expense money allocated in the annual budget, must submit an itemized itinerary of expenses on the proper expense forms, with receipts attached. These shall be submitted no later than thirty (30) days following the incurred expense. These occasions would include allowances for National Convention, Big Ten Conference, National Mid-Year Conference and others that may be allowed in the annual budget.

(b.) The full cost of lodging shall be allowed on the expense forms, if the lodging is shared by multiple persons, original hotel receipts will be turned in for each person's portion of the room.

(c.) The Treasurer shall attach all forms and expense receipts to the Department canceled checks for Internal Revenue purposes.

(d.) All Department Officers receiving expense funds for any National Convention or other noted function, must attend all official meetings and submit itemized receipts to the Department Treasurer. Any officer who receives funding from the Department for expenses for the trip MUST attend EVERY AUXILIARY business session at Big 10/National Convention or forfeit 25% of monies granted by the Department for every meeting that is missed. This includes up to the total amount of monies granted to the officer. The Department President has the discretion to determine the amount of monies that must be repaid on a case-by-case basis. Monies must be repaid within 30 days of the event.

17. NATIONAL PRESIDENT'S VISIT:

(a.) Each member of the Council of Administration should make every attempt to attend the National President's Visit.

(b.) Each member of the Council of Administration is entitled to ½ of (1) night's lodging. Except for the Department President which is listed in section "c" below.

(c.) The Department President, Department Historian, and Department National President's Visit Chairman will receive (2) two night's lodging out of Department Funds for the National President's Visit.

18. SCHOOL OF INSTRUCTONS:

(a.) At the time of the School of Instruction, the members of the Council of Administration along with the Department Assistant Secretary and Department Assistant Treasurer shall be required to attend. Each member of the C of A and the Assistant Secretary and Treasurer for the Department will receive 1/2 (one half) night's lodging as outlined in the Department Budget.

19. AUXILIARY INSPECTIONS:

(a.) The District President shall be responsible for the annual inspections of the Auxiliaries within the District. Inspections shall commence after September 1st and shall be completed by March 31st of the following year.

(b.) A copy of the Inspection Form shall be mailed, on each Auxiliary, to the Department President IMMEDIATELY FOLLOWING THE INSPECTION.
(c.) Travel vouchers shall also be mailed to the Department President for approval, and she will then forward them to the Department Treasurer for payment of mileage.
(d.) Exception to the above will be the inspection of the auxiliary to which the District President is a member. The District Senior Vice President should inspect this Auxiliary, provided that approval has been obtained from the Department President prior to the scheduled time of the inspection. If the District President should be unable to complete any of their inspections, they shall seek approval from the Department President for a suitable substitute for the inspections. The reports and mileage forms shall be sent to the Department President as noted in item (a).
(e.) A schedule of the inspections is to be furnished to the Department President with notation as to who shall be inspecting the District President's "home" Auxiliary within sixty (60) days of taking office.
(f.) The Inspection form shall be automatically used from year to year until such time as the Department President shall appoint a committee chaired by the Department President to study the feasibility of the suggested change(s) and bring those suggested change(s) to the Council of Administration at the School of Instructions meeting.
(g.) District Presidents shall also receive complete copies of General Orders and report Forms to facilitate Inspections of the Auxiliaries in their respective Districts. District President shall receive mileage for one (1) trip for Inspection to each Auxiliary in their Districts unless otherwise directed by the Department President.
(h.) If the District Presidents **DO NOT** submit travel vouchers and/or reports to the Department President within 10 days of the official visit, the Visiting Officer will NOT receive mileage payment from Department Funds. Late reporting and mailing of these items is a deterrent to a proper audit and other reports for the Department.
(i.) For the convenience of the auxiliaries and that the members may be fully aware of meetings stated and otherwise, the District Presidents are to maintain the schedule of each auxiliary as set forth in their rules, that all inspections will be held on a regular meeting night of the auxiliary as mandated and that this not be changed unless with permission of the Department President months in advance of the scheduled meeting. The only exception being weather problems as called by consensus of the Auxiliary

20. PAST DEPARTMENT PRESIDENT'S GREETINGS:

(a.) The Department of Indiana shall show appropriate recognition to all Past Department Presidents at the annual Department Convention. The past Department Presidents shall be present for Roll Call at the opening session of the Department Convention. The Past Department Presidents must answer roll call to received their recognition payments.
(b.) The Department President shall extend invitations to the Past Department Presidents on occasion of the Reception/Meeting and arrange for dinner following for those who wish to attend.
(c.) The Past Department Presidents shall be extended a monetary gift as designated in the annual Budget, to be expended from the Convention Fund.

21. PAST DEPARTMENT PRESIDENT'S MEMORIAL:

(a.) The President of the Past Department President's Club, at the Department Convention Memorial service, will place a floral tribute in memory of the deceased Past Department Presidents. Three white flowers shall be placed in memory of all deceased members and one (1) red flower for each of the Past Department Presidents who were deceased during the calendar year.
(b.) These flowers shall be placed in a vase belonging to the Past Presidents, and it shall be the responsibility of the Club's President during the Convention. The vase shall be held by the current President of the Past Department President's Club until after the Memorial Services. Then it will be put in the charge of the newly elected President of the Past Department President's Club and be their responsibility until the next annual Department Convention.

22. AWARDS:

(a.) Program awards received by the Department of Indiana at the National Convention shall be credited to that program's awards for the following Department year.
(b.) Any Auxiliary not paying obligations by the 1st of **May,** or any auxiliary missing audits~~,~~ not submitted before May 15th will not be eligible for awards at Conferences and Conventions. It will be the responsibility of the Department Treasurer to contact all chairman of said auxiliaries.
(c.) No Awards under $10.00.
(d.) No Districts may receive monetary awards from the Department Program Chairmen EXCEPT for the Historian Program and the Membership Program. For all other programs: Districts may receive citations from the Department. Districts may also receive monetary awards or personal gifts from the Department Chairman's personal finances if the Department Chairman wishes to do so. There will be no reimbursement from the Department for these awards.

23. DEPARTMENT PRESIDENT'S SIGNS:

(a.) The Department President shall be allowed to purchase painted or magnetic signs for their automobile (if they desire), at the expense of the Department Auxiliary.
(b.) The expense of the signs, installation and removal, shall be allocated in the annual Budget.

24. DEPARTMENT EQUIPMENT FUND:

(a.) The Department Equipment Fund shall be used to update, repair or purchase of any/or all Department Equipment.
(b.) Should the occasion arise of malfunction of equipment between Department Council of Administration meetings, necessary repairs and/or replacement shall be at the discretion of the Department President, Secretary and Treasurer, with the total amount of the expenditures not to exceed $1,000.00 (one thousand dollars).

25. PURCHASE or REINVESTMENT of C. D's:

(a.) The Department Treasurer shall NOT purchase new CD's or open savings accounts without the approval of the Department Council of Administration.
(b.) If a renewal of a CD is noted in the near future, if any funds are deposited into a savings account, a letter of notification shall be sent to all members of the Council of Administration.

26. AUXILIARY SUSPENSIONS:

(a.) Due to problems occurring in some of the Auxiliaries in our Department, it may become necessary to place an Auxiliary on suspension.
(b.) If the Department President finds it necessary to ask the National President to place an Auxiliary on suspension for any reason, and the National President approves the suspension, it shall be that Auxiliary's responsibility to pay the mileage for the person(s) serving on the committee chosen to monitor them.
(c.) If the suspended Auxiliary does not have the funds to pay this mileage, it shall become the responsibility of the Department to allow those expenses from the Extension Fund.

27. DEPARTMENT JOINT VFW and AUXILIARY FUNCTION:

(a.) The Department of Indiana Auxiliary to the VFW shall hold School of Instructions, Conferences and State Convention, along with any other scheduled or planned meetings of import, in conjunction with the Department VFW's scheduled dates, when in their power to do so.
(b.) If a change is proposed to the number of days and/or date of the scheduled yearly meetings, the proposed change(s) shall be brought before the Council of Administration for approval.

28. CELL PHONES:

(a.) In accordance with the Bylaws of the Auxiliary VFW, ARTICLE IX MISCELLANEOUS PROVISIONS,
Sec.902 - Cell Phones
(b.) All cell phones, pagers and other electronic messaging devices shall be set to the "off", "mute", or "vibrate" position during the entire meeting. All calls shall be answered outside the meeting room. The only exception shall be during the National Convention where walkie-talkies or similar devices are used by the National President and their staff for meeting purposes only.
(c.) During Department Conference/Convention meetings all cell phones must be turned off or on vibrate. If a phone rings during these meetings, the owner of it will be fined $5.00 (five dollars) which will go to the President's Special Project fund.

29. CHIEF of STAFF:

(a.) The Department Chief of Staff is the assistant to the President and considered their right hand and traveling companion. If for any unforeseen reason the Chief of Staff is unable to travel with the President, it shall be the choice of the Department President to have any one of the current Department Line Officers, (Sr. Vice, Jr. Vice, Secretary, Treasurer, Chaplain, Conductress, Guard or Past Department President) to travel with them.
(b.) Line Officers filling in for the Chief of Staff and not receiving expenses as such line officer or P. D. P., shall receive the expenses allotted in the budget for the Chief of Staff.

30. DELEGATE FEES:

(a.) Delegate and Auxiliary President Fees are assessed in the amount of $3.00 (three dollars) per person annually for Department Convention list of delegates along with appropriate fees must be postmarked and sent to the Department Treasurer by *30 (thirty) days prior to the starting date of the Department Convention.* Fees are due upon the return of the delegate list to the Department Treasurer.
(b.) Failure to comply with this rule by the beginning date of the annual Department Convention will result in said auxiliary being deprived of its vote.
(c.) Fees are also assessed to each elected or appointed Department officer, Past Department Presidents, and all guests. These fees are payable by the delegate upon registration.

31. CAMPAIGNING:

(a.) There shall be no forms of campaigning submitted in General Orders, including the candidate letters for Auxiliary, District, and Department Offices.
(b.) The exception to campaigning in General Orders for Department, Big 10, and National Offices is that those campaign letters will be included in the electronic format of General Orders.

32. FUND-RAISER:

(a.) At the C of A on 5/30/2019, it was approved to use Credit Cards for members to purchase T-Shirts and other merchandise. A fee of $3.00 will be added to each transaction.
(b.) Effective at the 2020 Convention, Shirts and other merchandise for the incoming year may be sold and picked up by members on the Friday of each Convention. However, notice must be given to the membership that they cannot wear the incoming President's shirts until after the Installation on Saturday afternoon.

33. PRESIDENTS SPECIAL PROJECT PINS:

(a.). At the C of A at the Fall Conference, October 2021, the Department Council of Administration voted that each Auxiliary within the Department of Indiana purchase 20 pins to support the project each year.

33. STANDING RULES, REVIEWS, CHANGES, ETC.:

(a.) The Department President shall annually appoint a Committee for the purpose of reviewing and/or making necessary revisions to these Standing Rules and/or their Amendments.

(b.) Should an emergency arise, on immediate business or other reasons, and time does not permit a special called meeting, then the Department President **SHALL** contact **ALL** members of the Department Council of Administration by email and request their opinion and vote as to resolution of the problem. The Department Secretary shall send a follow-up letter to all Council of Administration members at the direction of the Department President as to the decision and vote of the Council in the resolution of the problem.

APPROVED, REVISED and CORRECTED;

2021-2022, Revised, Voted on Approved by the Department Council of Administration

Department President Linda Misuraca