

STANDING RULES
Veterans of Foreign Wars Auxiliary
2020-2021

Item A: Donations from the National Presidents Special Programs

- Will be at the discretion of the National President
- A report will be given at each National Council of Administration meeting, if any donations have been made.

Item B: Monies budgeted in the Cancer Aid and Research restricted fund, of which \$100,000 may be presented.

- At the discretion of the National President to cancer institutes or cancer-related programs.
- A report will be given at each National Council of Administration meeting, if any donations have been made.

Item C: The National President may hold meetings with the National Officers, which would be at her discretion.

Item D: The National President – National Home Board of Trustees Meetings

- Attend the National Home Board of Trustees scheduled meetings
- In the absences of the National President, a National Line Officer will attend in his/her absent, if they are available.
- The National Secretary-Treasurer, as a voting member of the Board, attends the National Home Board of Trustees scheduled meetings in accordance with the National Home Bylaws, or he/she may send a representative.

Item E: Travel

Applies to All Authorized Travel by VFW Auxiliary National Headquarters

- All travel arrangements must be made a minimum of 30 days in advance of the event or by the deadline given by VFW Auxiliary National Headquarters (to include the National Secretary-Treasurer or National President).
- If flying to event, all flights must be booked through Veterans Travel Service (VTS).
- It is imperative that the individual making reservations double check event and travel dates prior to making reservations. If there must be a cancellation of the reservation, National HQ must be notified immediately in order to avoid any cancellation fees to you or the National Organization, if possible.

- Transportation mileage will be reimbursed at a rate of \$0.30 per mile **per** vehicle. (Only one person will be reimbursed per car, van, etc.)
Transportation will include the following:
 - Surface Transportation to and from the representative's home to the closest airport.
 - Ride service to and from the home airport will be reimbursed to the maximum that mileage and parking would cost (proof of what mileage and parking costs would be is required).
Receipts are required. Tips are not reimbursed.
 - Actual round trip mileage at a rate of \$0.30 per mile to drive to the event and tolls if the sum is cheaper than the lowest coach airfare from Orbitz.com or another travel website approved by the National Secretary - Treasurer. A printout of the lowest quoted airfare from the website and toll receipts are required. Tolls will be reimbursed with receipt after the event.
 - Train tickets to the event if the train ticket is cheaper than the lowest coach airfare from Orbitz.com or another travel website approved by the National Secretary - Treasurer. A printout of the lowest quoted airfare from the website and train ticket receipts are required.
- On-Site Transportation at event location (from the airport to hotel and back).
 - Super Shuttle is the preferred mode of on-site transportation as the VFW Auxiliary has a national discount with this provider. The discount code must be used when scheduling Super Shuttle services. A receipt is required for the Super Shuttle.
 - Ride service from the airport to the hotel and back to the airport will be reimbursed to the maximum amount that Super Shuttle would have cost with the national discount. If Super Shuttle is not available in the area, then the ride service cost will be reimbursed. A receipt must be provided for ride service.
 - Tips are not reimbursed.
- Per Diem will be \$50.00 per day for domestic travel and \$70.00 per day per diem for foreign travel. Note that some geographic locations both inside the Continental United States and outside (Alaska, Hawaii, Europe, etc.) may be authorized per diem higher than \$50.00, but not to exceed \$70.00. The higher amount shall be determined by the National President and the National Secretary-Treasurer in accordance with the approved budget and using federal guidance standards.
 - If an event includes meals (i.e. cruise, all-inclusive, Jr. and Sr. Vice Conferences, etc.) travel per diem will be based on meals provided and/or allotted travel time required.
- Parking will be reimbursed at a maximum of \$20.00 per day according to the authorized travel dates. Receipts are required for parking.

- Airline baggage expense will be reimbursed upon presentation of receipt for charges as follows and only when qualifiers have been met (i.e.: VTS travel, blocked room at assigned hotel, etc.)
 - Overweight baggage limits will not be reimbursed.
 - Travel with an airline that does not charge for the first bag shall be reimbursed for a second bag for authorized travel lasting five (5) days or more days.
 - Travel with an airline that does charge for the first bag shall be reimbursed, a second bag shall be reimbursed for authorized travel lasting five (5) or more.
 - National President and National Secretary - Treasurer shall be reimbursed in full for her baggage cost.

Item E-1: National President

The National Organization will pay the following expenses specific to the National President

- Has the option to travel first class across the country, which includes Alaska and Hawaii
- Has the option to travel business class for international flights
- Will pay the airfare, banquet fee or registration fee and per diem for the documentarian of the National President to attend:
 - The Homecoming of the Commander-in-Chief
 - The Mid-Year Conference
 - The National Convention

Item E-2: Past National Presidents

The National Organization will pay Past National Presidents' travel expenses to attend National Mid-Year Conference and National Convention

- Travel expense include items listed above in Item E:
- ½ the room rate at the VFW Auxiliary Headquarters Hotel utilizing the Room Block.
- Registration fees.
- In the event of a Pre-or Post-Council of Administration meeting they will receive lodging and per diem for the day prior to and the day after the scheduled meeting. In the event the incoming President chooses to have a National President's Celebration at the National Convention, they will receive lodging and per diem in order to attend the event.

Item E-3: National District Council Members

The National Organization will pay National District Council Members travel expenses to attend National Mid-Year Conference, National Convention, and one official visit*

- Travel expense include items listed above in Item E:
- ½ the room rate at the VFW Auxiliary Headquarters Hotel utilizing the Room Block.
- Registration fees.
- Incoming National District Council Members will receive one half nights' lodging (*up to a maximum of half the room rate at the VFW Auxiliary Headquarters Hotel*) and one (1) days per diem for the National Council of Administration Meeting to be held after the close of the National Convention.

- *One official visit in each state in their National Regional District each year at the expense of the National Organization with the approval of the National President to attend a Department Council of Administration Meeting. The full room rate will be reimbursed for official visits.

Item E-4: Ambassadors

The National Organization will pay National Ambassadors travel expenses to attend National Mid-Year Conference and National Convention

- Travel expense include items listed above in Item E:
- Registration fees.
- ½ the room rate at the VFW Auxiliary Headquarters Hotel utilizing the Room Block.

Item E-5: Conference Coaches and Appointed Co-Chairman

The National Organization will pay National Conference Coaches and Appointed Co-Chairman the following travel expenses to attend National Convention

- Travel transportation expense (airline ticket, train ticket, or mileage) to attend National Convention.
- \$200.00 towards other expense for National Convention, no receipts are required.

Item E-6: National Appointed Officers

The National Organization will pay all National Appointed Officers travel expenses to attend the National Convention. The National Organization will pay only invited National Appointed Officers travel expenses to attend National Mid-Year Conference.

- Travel expense include items listed above in Item E:
- ½ the room rate at the VFW Auxiliary Headquarters Hotel utilizing the Room Block
- Registration fees.

Item E-7: Representatives Assigned to Departments

With the approval of the National President, a National Representative may be assigned and the expenses paid by the National Organization to a Department Council of Administration Meeting or Department Convention.

- Only one (1) official representative at any one time will be permitted to attend and receive expense reimbursement.
- A Department may request up to three (3) visits per year. This includes a National District Council Member visit, a National Representative for the Department Convention, and another National Representative for a Department Council of Administration Meeting.
- The National Organization will pay National Representatives travel expenses to attend Department events
 - Travel expense include items listed above in ALL TRAVEL
 - Full room rate.
 - Registration fee (if not provided by the Department).

Item E-8: All Persons That Receive Up Front Travel Cost or Reimbursement

- The individual must have a W-9 on file with National HQ. Expense Receipts are due to VFW Auxiliary National Headquarters within 20 days following the close of the event. If receipts are received after 20 days at VFW National Headquarters and reimbursement would have been due to the representative, the representative forfeits any reimbursement due.
- No further funds will be advanced until all receipts from prior assignments/events are received at VFW Auxiliary National Headquarters. If expense receipts are not received by VFW Auxiliary National Headquarters within 20 days following the event, an IRS 1099 form will be issued at the end of the calendar year for expense money where receipts have not been received.

Item E-9: Miscellaneous

- Any necessary travel on behalf of the National Organization that is not listed above will be at the discretion of the National President and/or the National Secretary – Treasurer. The National Organization will pay for travel expenses based upon a combination of items above.
- If a guest accompanies a National Representative, the individual will be responsible for paying their own travel, registration, or any other fees for any events.
- Incoming National Secretary, National Treasurer, National Guard, and National Chief of Staff, will receive two (2) nights' lodging (up to a maximum of the room rate at the VFW Auxiliary Headquarters Hotel) and two (2) days per diem to attend the National Council of Administration Meeting to be held after the close of the National Convention and to attend a National Officers Meeting.

Item F: VFW National Home for Children

- \$75 per child each year be given at the VFW National Home for Children to be used as follows:
 - Purchase Christmas gifts for his/her family
 - Purchase a gift for each child
 - Used for Christmas Dinners
- This money shall be taken from the Health & Happiness – Christmas Cheer Fund and sent to the National Home for Children at their request.
- Also a gift of \$50 will be given to each high school or college graduate.
- Expenses in the National Home budget, listed as VFW National Home Maintenance, shall not include salaries.
- The release of the VFW Auxiliary membership mailing list shall be allowed to the VFW National Home for Children for a maximum of two appeals for the fiscal year. Anticipated mailing dates and file segments shall be agreed upon by the Home, the National Secretary-Treasurer, and the VFW Marketing Services so as not to compete with the pre-planned solicitations.
- The National Jr. Vice President will be allowed travel expenses to attend the informational meeting arranged by the VFW National Home for Children for Department Jr. Vice Presidents.

Item G: The National Senior Vice-President and the National Junior Vice-President will be permitted to work on their years as necessary.

Item H: The National Secretary-Treasurer or her representative shall accompany the National Sr. Vice President and the National Jr. Vice President to the VFW Sr. and Jr. Vice Commanders' Conferences.

Item I: The retiring Council of Administration will receive the Budget, Investments and Minutes pertaining to their term of office. They will also receive the Final Budget that pertained to their term as well.

Item J: These Standing Rules will remain in effect until changed, modified or rescinded and reviewed by the National Council of Administration.

Approved on: _____