

**STANDING RULES 2022-2023**  
**AMERICAN LEGION AUXILIARY DEPARTMENT OF WEST VIRGINIA, INC**

1. The following officers and chairmen shall be allowed the following expenses:

**DEPARTMENT PRESIDENT**

Travel - \$2000.00 for the year  
Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting  
Expense to National Convention (outgoing President)  
(will be allowed \$75.00 per diem & .25 per mile traveled)

**DEPARTMENT SECRETARY/TREASURER**

Salary - \$12,000.00 per year, payable monthly  
Expense to Department Convention of 3 days per diem  
Expense to National Convention  
(will be allowed \$75.00 per diem & .25 per mile traveled)  
Expense to Department Fall Executive Committee Meeting  
20¢ per mile for any of the District Conferences she may attend (claim to be made after each Conference)

**DEPARTMENT FIRST VICE-PRESIDENT**

Travel - \$200.00 for the year  
Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee meeting

**DEPARTMENT SECOND VICE PRESIDENT**

Travel - \$200.00 for the year  
Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting

**DEPARTMENT CHAPLAIN**

Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting  
Postage and Cards - \$ 100.00 for the year

**DEPARTMENT HISTORIAN**

Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting

**FINANCE CHAIRPERSON**

Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting

**EACH DISTRICT PRESIDENT**

Travel - \$ 100.00 per year  
Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting

**PARLIAMENTARIAN**

Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting

**NATIONAL EXECUTIVE COMMITTEE PERSON (NEC)**

Travel - \$ 100.00 per year  
Expense to Department Convention of 3 days per diem  
Expense to Department Fall Executive Committee Meeting

**DEPARTMENT CONVENTION CHAIRMAN**

Expense to Department Convention of 3 days per diem

**DEPARTMENT CONVENTION RECORDER**

Allowance - \$600.00  
Expenses to Department Convention of 2 days per diem plus 20¢ per mile travel

**All of the listed allowable trips** will be traveled by the most direct route at 20¢ per mile plus \$60.00 per day per diem. When two or more Auxiliary members who are entitled to mileage travel together, only one person may collect mileage. Also two or more may travel together, but only one may be entitled to mileage which may not necessarily be the driver. Exceptions were made for travel expense to National Convention and President & Secretary Conference by the President and Secretary/Treasurer, for which an expense form was adopted. If those entitled to expenses do not stay overnight at the Fall Executive Board Meeting or the

Department Convention, they shall only be allowed mileage at 20¢ per mile plus \$20.00 for two meals.

2. In the event it becomes necessary for any Department Officer or Department Chairman to attend a meeting for the ensuing year which is requested by the National Organization, the Department President and Department Finance Committee may authorize the travel.
3. Any expense incurred for the ensuing administration shall be charged to a prepaid expense account for transfer as of September 1st.
4.
  - a) The sum of two hundred fifty dollars (\$250.00) shall be allowed for membership cash prizes (established by the Department), with itemized statement to be filed by the Department Secretary-Treasurer at the close of the year.
  - b) The Department shall purchase GOAL banners not to exceed \$125.00.
  - c) The Membership Chairman shall be allowed \$200 for expenses, postage, supplies, door prizes, etc. with receipts to be submitted to the Department Secretary-Treasurer at the close of the year.
  - d) The incoming Department Membership Chairman shall attend the **Department Leadership National Conference** and present her program/plan at the **Post** Department Executive Committee meeting. In the event she wishes to make changes or add awards for membership, she shall present any requests to the Finance Committee and Department Executive Committee for consideration.
5. The Department award Five Dollars (\$5.00) each to the two Senior Auxiliaries and Two Dollars and Fifty Cents (\$2.50) to the Junior Auxiliary for the best scrapbook to be submitted and judged at the time of the Department Convention. The Department award Ten Dollars (\$ 10.00) each to the two units submitting the best History Book written in accordance with History Rules and Regulations. Two dollars and Fifty Cents (\$2.50) for the best Junior History Book written in accordance with Junior History Rules and Regulations. Senior Scrapbook classes are: (1) Membership 10 to 150 members (2) Membership 151 and over
6. All units maintain a separate account of their Poppy Funds and the entire amount from Poppy Distribution be used for Welfare work. The Unit shall pay the current price for Poppies or Poppy Kits plus shipping charges.
7. All outstanding receipts shall be presented to the Department Secretary/Treasurer for payment. All check stubs shall be sent for signatures to the Finance Chairman. The Current Finance shall remit to incoming Finance Chairman all signed check stubs. Outside Auditor shall receive all paid invoices for the purpose of auditing the ledgers.
8. The Department shall purchase a memorial wreath, at current price with approval of the finance committee, to be placed by the Department President and Department Commander on Memorial Day at the National Cemetery in Grafton, WV. This should be an official Department function for all officers.
9. The National Convention All-States Dinner tickets shall be presented to the following guests at the expense of the Department: outgoing President and spouse, outgoing National Executive Committeewoman , Department Secretary/Treasurer, and two personal pages who serve our Department at the National Convention. If personal pages are also elected Department delegates, they shall not be presented All States Dinner tickets at the expense of the Department.
10. In the Poppy Poster Contest, Department award a prize of five dollars (\$5.00) in each of the seven classes as designated by National; Class I - Grades 2-3, Class II - grades 4-5, Class III - Grades 6-7, Class IV - Grades 8-9, Class V - grades 10 & 11 , Class VI — Grade 12 and Class VII— for students with developmental disabilities and students with special needs. Posters to be judged by Department Poppy chairman and announced at Department Convention.
11. The Department Executive Committee meetings be held in a central location.
12. The Unit must contact their District President if an internal problem cannot be resolved within the Unit. The District President shall contact the Investigating Committee which will consist of the District Vice President and District Secretary, along with the District President, for a meeting with the Unit. In the event any of the three District Officers are a member of the said Unit, they shall recuse themselves, and the next highest officer shall appoint a third committee member from the district.

A written report of the meeting shall be sent to the Department President and Department Secretary. If the issue is still not resolved, the Department President shall contact the Department Investigative Committee. The Department President shall appoint three of her Advisory Board members who are not affiliated with the Unit as the Department Investigative Committee. If three or more on the Advisory Board are ineligible to serve, then the Department First Vice President or Second Vice President shall serve on the Committee.

The Investigative Committee shall contact the Unit President and schedule a meeting. The Unit will be liable for expenses. Once they conclude the meeting, a written report shall be submitted to the Department President and Department Secretary who will determine if the problem is resolved. The Investigative Committee report shall be on file in the Department. If the problem is not resolved, the Department President shall present it to the Executive Board at the next Executive Board meeting.

The Executive Board will decide if there will be a written warning or if the Unit will be put on probation with specific actions that will need to be followed. If these actions are not followed, then the Unit shall have their Unit charter pulled. The actions to be followed shall be determined by the Executive Board in written documentation to be forwarded to the Unit's members.

13. The Standing Rules proposed by the Standing Rules Committee will be typed and copies made to be presented to the convention body and voted upon. All Standing Rules submitted to the committee must be signed with Unit number. Otherwise, they will not be considered. Copies of current Standing Rules will be provided to voting delegates.
14. The Department President shall be responsible for purchasing the gift for any National Officer attending a Department function. She shall be responsible for purchasing gift for Department Commander to be given at his homecoming. The expense being the responsibility of the Department, not to exceed fifty dollars (\$50.00).
15. When ordering supplies or materials from the Department Secretary/Treasurer, the Unit shall be responsible for the shipping fees.
16. Past President's Parley Committee shall be the three (3) immediate Past Department Presidents who shall be in charge of the Timeless Award. The outgoing immediate President will be chairperson.
  - a) The Timeless Award Recipient shall be announced at the Past Presidents' Luncheon and presented at the opening of the afternoon session. Recipient shall be presented with a ribbon and traveling plaque.
  - b) Ribbons are the property of the Department and are to be returned the following year.
  - c) If the Timeless Award member attends the luncheon, recipients' luncheon will be paid for the Department.
17. The Department Secretary/Treasurer be allowed one extra day to attend the National Convention for the purpose of securing the Auxiliary packets for the Delegates to National Convention at per diem rate.
18. The incoming Department President shall meet with her Advisory Board at the Mid-Winter Conference for the purpose of informing them of her prospective committee appointments.
19. The recorder will be selected and approved at the Fall Board Meeting to serve at the upcoming convention. The Department will furnish the tape recorder and ample supply of tapes for each convention. Minutes for the Convention meeting will be transcribed by the recorder from the tapes and filed with the Department Secretary.
20. The Department Secretary/Treasurer be given authority to purchase flowers or make a memorial donation for deceased Past Department Presidents, Department Officers, or spouses, and any active Department Chairman not to exceed \$55.00.
21. The incoming President, incoming Membership Chairman and Department Secretary shall attend the National Leadership Conference at National with expenses to be determined by the Finance Committee.
22. The Convention Chairman, Department Secretary/Treasurer and the Department President be allowed one day per diem plus mileage for the purpose of planning the convention at the Convention city. If not staying over night, each be allowed twenty dollars (\$20.00) for two meals.
23.
  - a) The Department shall hold a Department Fundraiser with 75% earmarked for Welfare Fund and 25% earmarked for General Fund. Tickets for the Department Fundraiser shall be ordered by the Department Secretary/Treasurer and mailed or distributed to the units.
  - b) The Department shall hold a 50/50 Drawing at the Department Convention with the winner awarded half and the Department receiving the other half.
  - c) The Past Department Presidents Club may hold a raffle on a basket with the winner receiving the basket at the Department Convention. The PDP Club will receive all monies raised.
  - d) The Department Juniors may hold a fund-raising project at the annual Department Convention. Proceeds from the project will be submitted to the Department Secretary/Treasurer. The Juniors Chairman will submit expense receipts for payment. An adult, over the age of 18 years, must handle money for Junior membership fund raisers. (National)
  - e) All Mid-Winter Conference fund-raising is designated for the Department Welfare Fund. A Silent Auction shall be held.
  - f) The Past Department Presidents Club shall hold a 50/50 Drawing at the Mid-Winter Conference with the winner awarded half and the Welfare Fund receiving the other half.
  - g) A Poppy Usage Contest may be held at the Mid-Winter with proceeds designated for Welfare Fund.
24.
  - a) Each Gift Shop Chairman shall open an account in a local bank under the name of The American Legion Auxiliary, Department of West Virginia. The signature card shall bear the name of the Chairman and/or the Department Secretary/Treasurer. The Secretary/Treasurer would sign checks in case of emergency.
  - b) Any balance left from the Gift Shop shall be left in the account to be used plus what is budgeted by the Executive Committee for the next year's Gift Shop.
25. Cell phones and all electronic devices are requested to be placed on vibrate mode during Department Mid Winter Conference, Department Convention, Department Fall Workshop, and all Executive board meetings.
26. The National Executive Committeeperson shall not serve as a personal page at National Convention.

27. Units awarded Department plaques at Department Convention will be responsible for its care while in their possession. If plaques are damaged or lost, those Units shall be responsible for the cost of replacing those plaques. Units must return plaques to the next Department Convention.
28. The Junior meeting at the Department Convention shall be held on the same day as the opening session of the Department American Legion Auxiliary Convention (Friday).

Standing Rules Committee (2022-2023)  
Tiffany Orlando, Chairman  
Linda Crumm, Member  
Kim Elliott, Member

Approved Department Convention - July 8, 2023

Standing Rule #12 submitted by Governing Documents Committee (2021—2022)

Lynda Lancaster-Loyd	Dede Kelly
Melanie Delawder	Ann Buchanan
Irene Weber	Debbie Michael
Savanna Kauffman	Rhonda Best
Paulette Anderson	Linda Crumm
Debbie Fox	