



**DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS
STANDING RULES
2014 – 2015**



DEPARTMENT:

All electronic devices, with the exceptions of cameras and those devices permitted by the Presiding Officer for the conduct of the meeting will be silenced during the Department meetings.

The State Commander shall appoint the following Committees:

Budget & Audit, Standing Rules, Convention and other Committees as needed to insure that the operation of the Department is conducted in an efficient manner.

The State Commander shall appoint an Adjutant. The Adjutant appointment is subject to the approval of the Council of Administration.

The Budget & Audit Committee shall supervise and oversee the Budget for the Department and insure that the Council of Administration is updated on the Budget. The Budget & Audit Committee shall properly audit the records and books of the Department Quartermaster quarterly and insure that all transactions within the Department have been made in the best interest of the Department and shall report their findings to the Council of Administration at each meeting.

The Standing Rules Committee shall be required to update these Standing Rules prior to the next Department Convention. All Standing Rules shall become effective subject to the approval of the Council of Administration at the first convened meeting.

Department Headquarters shall be required to update and publish General Orders on a monthly schedule. General Orders shall be sent or made available to Posts, District Commanders, and all Line Officers by the 26th of each month.

No employee of the Department of Missouri Veterans of Foreign Wars with 3 or more years of employment shall be terminated without approval of either a regular or special Council of Administration meeting. It will require a $\frac{3}{4}$ majority approval of the Council of Administration prior to termination.

The Editor shall supervise and insure that the official newspaper (VFW Missourian) is published electronically at least one (1) time yearly.

Department Headquarters shall be closed on all legal holidays and the first Monday following Fall Council of Administration, Winter Council of Administration and Department Convention.

All returned checks shall be subject to a \$25.00 fee to the Individual, Post, or District whom the check is written on.

The Department is entitled to five (5) delegates to the Big Ten Conference. They shall be the State Commander, State Senior Vice Commander, State Junior Vice Commander, Department Adjutant, and the Department Quartermaster. One additional Member of the Council of Administration may be authorized to attend as an observer upon appointment by the State Commander. If a delegate cannot attend the Conference, the State Commander shall appoint an Alternate Delegate at his discretion. A budget line item amount shall be established for this purpose.

The travel policy of the Department of Missouri shall, upon approval of the Council of Administration, become a part of these Standing Rules.

Checks for the State Voice of Democracy and Patriot Pen winners will be issued during the month of February each year.

DISTRICTS:

All Districts shall submit dates, Post, and town locations of scheduled District Meetings for the upcoming year to Department Headquarters by June 1st of current year.

District Commanders shall appoint a sufficient number of Deputy Inspectors to insure that all Posts within the District are inspected and the inspection results are reported to the Department Inspector no later than December 31st of the current year.

All Districts are required to submit the "Report of District Meeting" not later than 15 days following each District Meeting.

All Districts are required to submit Quarterly Audit Reports to be filed with the Department Headquarters no later than 30 days following the end of the quarter.

Non-submission of Quarterly Audit Reports shall result in action per (Section 420 of the National By-Laws and Manual of Procedures).

POSTS:

All Posts are required to submit Quarterly Audit Reports.

Non-submission of Quarterly Audit Reports shall result in action per (Section 211 of the National By-Laws and Procedure Manual).

All Posts in the Department who fly the American Flag should also fly the POW/MIA Flag.

All donations/contributions to National Home should be mailed direct to the National Home marked for what fund the donation/contribution is for.

All donations/contributions for Department Veterans Service should be sent to Department Headquarters annotated for such.

Donations/contributions to National Military Service (formerly Operation Up-Link) should be sent to National Headquarters annotated for such.

Post Commanders or their designated representative are reminded that National By Laws require that they attend all District Meetings.

Post failing to have Commander or Representative attend District meetings will be disciplined in accordance with the Department of Missouri Procedure for Disciplinary action, adopted by the Council at the October, 2008 Council of Administration meeting.

CONVENTION:

The Convention Committee shall insure that the annual State Convention is held as required and conducted in the best interest of this Department.

- a. All sleeping room accommodations at the Headquarters Hotel shall be reserved for 3 nights stay, (Thursday, Friday and Saturday of Convention Weekend) unless authorized by the Department Convention Chairman or the State Quartermaster.**

These Standing Rules shall serve as guidelines for the Department, Districts, and Posts and may be amended, changed or revised by approval of the Council of Administration at any Council of Administration meeting during the year.

**COMMITTEE: Nancy Cowan, Chairman
Paul Frampton, Member
Jessie Jones, Member**

**APPROVED: 6/15/2014
by Council of Administration**

State Adjutant: Jessie L. Jones