**Disabled American Veterans Auxiliary Department of Virginia**

**Standing Rules 2022-2023**

***This State Department recognizes the National Organization known as Disabled American Veterans Auxiliary and affirms its allegiance and subordination to the National Organization, its Constitution, Bylaws, and all rules, mandates and regulations promulgated pursuant thereto. Upon dissolution of the State Department, the assets remaining after the payment of its debts shall be distributed as provided in Article XI, Section 3 of the National Bylaws.***

**Standing Rule 01**

 General Rules

1. The State Standing Rules will be read by the Standing Rules Chairman at the final SEC meeting (before the start of State Convention).
2. The State Department of Virginia will at the third and final business session of the State Convention elect the following Officers: State Commander, Senior Vice Commander, First Junior Vice Commander, Second Junior Vice Commander, Treasurer and Judge Advocate.
3. At the third and final business session of the State Convention, the Supplement to the Standing Rules must be voted on.
4. The Immediate Past State Commander will be a voting member of the State Executive Committee.
5. Any Active resident Past National Commander will be a voting member of the State Executive Committee.

**Standing Rule 02**

 Officer Eligibility

1. Any Member in good standing who has been a member of an active Unit for one year is eligible to seek an office in the Department of Virginia.
2. No two members of the same unit will be elected to a State Commander office (Junior, Senior and/or State Commander).

**Standing Rule 03**

 Terms of Office

1. The Commander may serve more than one (1) elected term (12 months), but not consecutively
2. The Sr. Vice or Jr. Vice Commanders may not hold the same office for more than two (2) consecutive years.
3. Immediate Past Commander must have served nine (9) months of an elected twelve (12) month term.

**Standing Rule 04**

In addition to the duties outlined in the National Constitution and bylaws:

 The State Commander:

1. Will be responsible for the State Charter being brought to each Executive Committee Meeting and State Convention.
2. Is not eligible to hold the office of Unit Commander while serving as State Commander.
3. Will be responsible to welcome, engage and provide at least one (1) meal for the National Guest.

The State Senior Vice Commander:

1. Will be responsible for the State Membership Program.
2. Will be the third signer on the checking account.
3. Will take the place of the State Commander in their absence.

 The State 1st  Junior Vice Commander:

1. Will be responsible for the State Community Service Program.

 The State 2nd Junior Vice Commander:

1. Will be responsible for the State Legislative Program.

**Standing Rule 05**

 The State Treasurer:

1. Will be custodian of all funds pertaining to the office.
2. Will keep a strict account of Unit Mandates and notify any Unit by April 1st of any unpaid mandates.
3. Will purchase from National, a Past State Commander's pin to be presented to the Immediate Past Commander after the installation of the new officers, as provided in the State Budget.
4. Bank accounts signatures will be updated/changed within 30 days of the installation of new officers or change of officers on the account.

e. Will present the books for audit at the Pre-Convention Meeting. Will prepare the Yearly Financial Report, which must be signed by the Audit Committee; covering a (12) month period and must start with the ending balance of the previous year.

1. Must account for any check that is outstanding thirty (30) days past date of issue.
2. Will maintain a minimum balance of five hundred ($500.00) dollars in the general checking account. Any transfer of funds between accounts will require a properly prepared voucher.
3. Will provide a written Treasurers report to every member present at the Spring, Fall and Pre-Convention SEC meeting, prior to the oral report.

**Standing Rule 06**

State Adjutant:

1. Will send out by e-mail minutes of each SEC Meeting and State Convention to all elected and appointed State Officers, State Committee Chairperson, SEC Members, PSC and Unit Adjutants. Conference minutes will be sent within 30 days and Convention minutes within 45 days. Hard copies will be sent upon request.
2. Will compile a list of names, addresses and phone numbers of all elected or appointed state officers to be given to all SEC Members, PSCs and Unit Adjutants at the Fall Conference or emailed to Units not attending the Conference. Hard copies will sent upon request.
3. Will review and sign all vouchers and present to Commander for verification and signature. Vouchers and receipts will then be presented to State Treasurer for payment. Vouchers will be issued for all expenditures including those listed in the budget. Vouchers and all supporting documents must be legible, legitimate and in the name of the person submitting the original unaltered receipt.
4. Will receive all bills and communication for the State Auxiliary. All bills should be given to the State Adjutant at the beginning of the business session of the Fall, Spring and Pre-Convention SEC meeting.
5. Will e-mail copies of the Master Membership list to the State Chaplain and Senior Vice Commander (membership Chairperson). Thereafter; only changes will be sent out monthly to the above. A list may be sent to the Commander and Treasurer upon written request.
6. Will send to the Treasurer the per capita tax distribution sheet, a summary of the population sheets and a copy of audits and mandates paid to National.
7. Will upon appointment of a new Adjutant be prepared to turn over all records the morning of the first Executive Committee meeting.
8. Adjutant will be reimbursed only when receipts and vouchers are presented up to two hundred and fifty dollars ($250.00) per fiscal year for office supplies. Receipts & vouchers required in accordance with National Bylaws.
9. Will surrender all property to the incoming Adjutant prior to installation, in good condition. Any new electronics will be turned in with original paperwork and warranties. Incoming Adjutant will sign for property and equipment.

**Standing Rule 07**

 State Judge Advocate:

1. Will read the rules of the State Convention at the beginning of the Convention.
2. Will perform such duties as described on page 57, Section 5 of the National Constitution and Bylaws.
3. May be an advisory member of the Standing Rules Committee.

**Standing Rule 08**

 State Chaplain:

1. Will perform such sacred duties as come within the office; such as placing altar cloth and Bible on the altar, giving Opening and Closing Prayer, giving sickness and distress report.
2. Will be responsible for the Bible and Altar cloth being at the SEC meeting and Convention.
3. Will send a memorial gift or check, not to exceed $50.00, upon death of any State Officer, PSC or spouse as provided in budget.
4. Will send appropriate cards to ill and/or grieving members.

**Standing Rules 09**

 State Committee Chairpersons:

1. Will be responsible for explaining their program to the SEC and members, for use by Units. The Chairperson will provide any reward or expense of presentation for programs at their own expense.
2. Will explain their reports to members at Spring State, and Fall Conference.
3. Should a State Committee Chairperson be unable to attend, their report is to be e-mailed/mailed prior to Conference and/or Convention.
4. Will prepare final year-end report, from Unit reports.
	* Example: VAVS Report 15 Units reporting, 5 units participated at Valentine Parties, 96 members contributing, donating $4661.00 and 421miles traveled and 194 hours volunteered.
5. Will compare senior membership to March 31 population survey and give recommendations by senior count groups (Groups I thru IV). These reports will be returned to the State Adjutant by the fourth SEC meeting, to be given to the awards committee.
6. All reports of Chairperson at Conferences and Convention will be in two (2) copies; one for Adjutant and one for Chairperson's file.
7. All VAVS reports will be made to State VAVS Representative (Committee Chairperson). All Representatives may give a report only on Special Activities at the respective hospital at Fall and Spring Conference.

**Standing Rule 10**

 State Executive Committee Members & Alternates:

1. Will be elected by Units and installed at the first SEC Meeting after the State Convention. Any member absent from this meeting will be installed as soon as possible by a proper installing officer.
2. Any vacancy of Committee member or alternate will be filled with a special election at Unit and installed by proper installing officer at the next SEC meeting.

**Standing Rule 11**

 State Finance Committee:

1. Will be elected at final business session of the State Convention. It will consist of three (3) members from various Units. No two (2) members may be from same Unit.
2. The term of duty will be on a declining scale of three (3) years. The one (1) year member will be the chairperson. The three (3) year member will move to two (2) year, the two (2) year member to one (1) year and Chairperson and a new three (3) year member will be elected every year.
3. The Finance Committee will prepare the budget for the coming year. They will provide copies to all attending the Convention. The budget will be voted on at the first business session of the State Convention.
4. Any expense not provided in the adopted budget will be brought to the Chairperson of the Finance Committee and they will bring it before the SEC body for a majority vote. There can be no unauthorized purchase for the State Auxiliary.
5. No Officer, Committee Chairperson or other members will have the power or authority to incur any expense or obligation or bind the State Auxiliary unless it is in the budget, or there is prior approval of the SEC body.
6. The Finance Committee may provide State Convention and Conferences funding for the expense incurred by the Elected Officers, State Adjutant, State Chaplain, and Immediate Past Commander to include but limited to: lodging, registration and banquet.
7. The committee will provide necessary funds for Junior and Teen member awards. One (1) for a Junior 7-10 years of age, one (1) for a Junior 11-14 years of age, and one (1) for a Junior 15-17 years of age in the form of a check for fifty ($50) each. The Budget is planned on one $50 check for each age group. Any unused monies will remain in the Treasury.
8. Will provide funds if available for the Commander's travel on State Auxiliary business. The Commander will only be reimbursed up to the budgeted amount.
9. No debit or charge cards will be issued to anyone.

**Standing Rule 12**

 State Nominating Committee:

1. Will consist of 5 elected members, one active Past State Commander, one current Unit Commander, one current SEC and two members at large. No two members from the same Unit will be elected.
2. The committee will elect their Chairperson.
3. Candidates will prepare a form to include a brief resume of their DAVA Activities, which will be turned over to the Adjutant by the fourth SEC meeting and in turn to the nominating committee.
4. Any eligible member may be nominated from the floor. A brief oral three (3 minute) resume must be given on the floor followed by a 5-minute question and answer period.
5. Will be elected at the fourth (4th) SEC meeting prior to State election.
6. Everyone submitting an application for Office will be interviewed by the Nominating Committee.

**Standing Rule 13**

 State Audit Committee:

1. Will be appointed by the State Commander and consisted of three members, excluding any member of the Executive Board, State Adjutant and Finance Committee.
2. Will audit books at Pre-Convention SEC meeting.
3. Will audit books, check and sign the yearly finance report.

**Standing Rule 14**

 State Credentials Committee:

1. Will consist of a Chairperson and two members, one of which will be the State Adjutant. No unit may have more than one member on the committee.
2. The Chairperson will make a preliminary report at the first business session of the State Convention. They will make supplement reports at each of the next two business sessions. The third and final report is given immediately prior to the nominating and election of State Officers. All preliminary and final reports of the Committee must be adopted by the Delegates present and voting.

**Standing Rule 15**

 Awards Committee:

1. Will consist of a chairperson and four members, no two from the same Unit.
2. Will judge the year-end reports according to senior categories.

**Standing Rule 16**

 Standing Rule Committee:

1. Will consist of a Chairperson and two members, appointed by the Commander.
2. Will review State Standing Rules and propose necessary amendments to the Delegates at the first business session of the State Convention for their adoption.
3. All resolutions or recommendations for amendments to the State Standing Rules must be submitted to the State Adjutant no later than the beginning of the Spring Conference. The suggested changes must be legible and signed by the sponsor.
4. Changes are to be typed or printed, double spaced and three copies of each, signed by the sponsor (s).

**Standing Rule 17**

 Unit State Mandates:

1. Will be thirty ($30.00) per year.
2. Will be sent to the State Treasurer by April 30 of each year.
3. Must be current in order for the Unit Delegate to vote and carry on State Auxiliary business at the State Convention.

**Standing Rule 18**

 Delegates to the National Convention:

1. Elected Delegate to the DAV Auxiliary Convention will be the incoming State Commander. The Alternate will be the Senior Vice Commander.
2. If neither can attend, the Delegate will be the next Officer in line or a PSC if no Officers are attending.
3. The elected Delegate or Alternate will submit a written report which will be given at the Fall Conference.
4. Any money allowed for this trip will be determined by the Finance Committee in the yearly budget. Money will be paid after a voucher with receipts are turned into the Treasurer.

**Standing Rule 19**

 National Fall Conference

1. The designated Representatives to the National Fall Conference will be the current State Commander and the State adjutant.

**Standing Rule 20**

 Unit Report Deadlines:

1. April 15th will be the closing date for the Unit reports for the current year. All reports must be sent (post marked) no later than May 1st to the State Adjutant, who will be responsible for mailing reports to the Committee Chairperson and to National.

**Standing Rule 21**

 Committee Chairperson Responsibility

1. Each Committee Chairperson will check the reports according to the March population sheet. With the Chairperson's recommendations, the Chairperson will turn over the reports to the Awards Committee by the 4th SEC meeting prior to the State Convention. Each Committee Chairperson will give a final report of the year. The Chairperson will make two (2) copies of the report; one (1) copy for the State Adjutant and one (1) copy for the Chairperson's records.

The attached changes/update are recommended by the following members of the 2022-2023 Standing Rules Committee

Chairman: Amy Bowser (NEC, PSC) Unit 48

Member: Nancy Laughter (1st Jr Vice Commander) Unit 50

Member: Charlotte Roberts (PSC) Unit 17