Veterans of Foreign Wars Auxiliary Department of South Carolina
Standing Rules
2025-2026
Approved Revisions 8/8/2026

Rule #1 PRESIDENT TRAVEL WITHIN THE STATE

All official visits and business travel will be paid at the rate of $0.50 per mile (nearest route). Hotel/motel (standard room) will be paid for when the President MUST stay overnight. If the President cannot attend a function, she/he may appoint another officer to represent the President, reimbursement will be treated the same.

Rule #2 PRESIDENT REQUIRED OUT OF STATE TRAVEL

National Convention, National Mid-Year Conference, Southern Conference, Washington DC

The Department President Shall attend the Conventions and Conferences listed above as the Official Representative of the Department of South Carolina and is obligated to attend each business session and functions at which representation from the Department is required. The Department President shall stay at the Delegation hotel/headquarters.

Rule #3 PRESIDENT OUT OF STATE TRAVEL REIMBURSEMENT

- **(A)** Department President shall be allowed coach class air fare **or** travel by car with mileage at $0.35 per mile as budget allows. President is encouraged to use Veterans Travel Service (VTS) for airfare reservations, or the cost may not be reimbursed.
- **(B)** Department President shall be reimbursed for a standard hotel room at the delegation hotel as outlined in Rule #13 (f).
- **(C)** Department President shall be reimbursed for expenses to cover registration or fees at events he/she is required to attend including Banquets as the budget allows.
- **(D)** If the Department President is unable to attend any of the required Conventions, Conferences, or Meetings, The Sr. Vice or in his/her absence, the Jr. Vice President shall represent the Department and will receive the funds as stated in the budget for the event.
- **(E)** President shall be allowed $50 per diem per day for meals and misc. expenses as the budget allows. Receipts for this item are NOT required.
- **(F)** If an Officer is allotted funds prior to travel and fails to adhere to Rule#2 and/or Rule #3 (A-E), He/She will be required to return said funds to the Department Treasurer within 15 calendar days. If funds are not returned within this time frame He/She may be subject to disciplinary action as stated in Article XI – Discipline Section 1102 – Offenses, Paragraph B, Subparagraph 2 of the National By-Laws. Which states "Failure to fulfill the obligations taken at time of application and admission or the obligations taken upon installation of any office."

Rule #4 IMMEDIATE PAST DEPARTMENT PRESIDENT

The immediate Past Department President may attend the National Convention. He/She shall receive reimbursement as outlined in the presidents out of state travel above and the Department rules

and Budget allow.

Rule #5 SR VICE PRESIDENT CONFERENCE

The Sr. Vice President Shall attend the National Sr. Vice Conference.

Rule #6 NATIONAL HOME/JR VICE CONFERENCE

The Jr. Vice President Shall attend the National Home/Jr Vice conference and be reimbursed as the budget allows.

Rule #7 NATIONAL PRESIDENT'S OFFICIAL VISIT

The Department President shall make reservations for the National Presidents hotel room. National shall pay for the National Presidents room. The Department President shall reserve a suite at the same hotel. This suite shall be used for the meet and greet for the National President. The expense for the visit will include the $25 Love Gift for the National President as the budget allows. The Department President may use budgeted funds at his/her discretion for meals and activities for herself and the National President for the duration of the visit.

Rule #8 OTHER OFFICER TRAVEL WITHIN THE STATE

If other officers are requested to make official visits by the Department President, they will be paid $0.35 per mile of travel not within their own district. No travel allowance for travel within your prospective district. The travel allowance will be paid out of the Presidents instate travel line as the budget allows.

Rule #9 Department of SC Conference & Convention

Department President shall receive budgeted funds for reimbursement of Hotel Room as outlined in rule 13(f) and other related expenses at his/her discretion. Receipts must be presented to receive reimbursement.

Rule #10 DISTRICT PRESIDENTS

District Presidents shall turn in required Official Visit reports for each Auxiliary in his/her district before receiving any money budgeted.

Rule #11 DEPARTMENT CHAIRMAN

Chairmen shall be reimbursed for expenses related to their chairmanship as the budget allows.

Rule #12 OTHER EXPENSES

Any other expenses as approved by Council shall be substantiated with vouchers and receipts before reimbursement.

Rule #13 REIMBURSEMENT REQUIREMENTS

- **(A)** Before any reimbursement can be issued a voucher and supporting itemized receipts must be presented to the treasurer unless otherwise outlined in Rule #3 (e)
- **(B)** Reimbursement funds disbursed shall not exceed the budget allowance without approval of council
- **(C)** Airline travel not booked through Veterans Travel Service may not be reimbursable. Cancellations, delays, or flight changes resulting in an additional charge may not be reimbursable.
- **(D)** Flights and hotels shall be booked 60 days in advance unless otherwise advised by Veterans Travel Service (VTS)

Rule #13 REIMBURSEMENT REQUIREMENTS continued

(E) If no advancement has been made, flights and hotels can be reimbursed when vouchers and receipts for reservation are presented to the Department Treasurer. (final hotel receipt shall be required after checkout)

(F) President, Representative, or Officer hotel room (standard *or single rate*) shall be reimbursed in full if travelling alone, with a spouse or another Department Officer provided no duplicate funds are expended *and no additional expense to the Department*. If travelling with someone else, the reimbursement rate shall be 50%. This applies to all officers as the budget allows.

(G) Reimbursable travel by car shall be reimbursed at the rate of $0.35 per mile for the shortest route. If multiple people are traveling together, only one person will be reimbursed.

(H) Mileage for travel within your district is not reimbursable

(I) Itemized receipts must be presented within fifteen (15) days after the event or travel to be eligible for reimbursement. Any receipts for the current Department fiscal year must be received within five (5) business days following the closing of the Department Convention or will not be reimbursed.

(J) If receiving reimbursement from another source, individuals shall NOT be reimbursed by the VFW Auxiliary Department of South Carolina.

(K) Any funds dispensed to an individual without receipts and vouchers to support them, or an overpayment for vouchers and receipts presented may result in the issuance of a 1099-misc. income for monies received that have not been repaid.

(L) No food or beverages will be reimbursed except those outlined above and to the extent the budget allows

Rule #14 TREASURER GUIDELINES

(A) VFW Department of South Carolina Auxiliary will participate in the VFW Solicitation Grant Program, and the Department Treasurer is authorized to sign the annual letter of intent.

(B) Department Treasurer shall purchase Bond through National Headquarters for the total of 150% of total of all funds held by the Department of SC Auxiliary.

(C) Department Treasurer Report shall be distributed to the council members at least three (3) days prior to the Council meeting.

(D) Department Treasurer shall advance to the Department President or Department Representative any per diem and funds equal to the amount of Hotel Reservation and Airfare or mileage for travel as outlined in budget allowances 60 days prior to the required travel. Receipts for expenses shall be presented within 15 days of returning from travel. No additional advancements shall be paid until past advancements have been reconciled.

Rule #15 COUNCIL OF ADMINISTRATION MEETING MINUTES

Department Council of Administration meeting minutes will be emailed to council members at least one (1) week prior to the next council meeting.

Rule #16 CONVENTION VOTING

At Department Convention, if there is a contested election or resolution to be voted on or anytime a roll call vote is required, the Credentials Chairman shall alternate the order in which the auxiliaries are

called. Years ending in an even number Auxiliaries shall be called starting in the highest numbered district. In years ending in an odd number Auxiliaries shall be called starting in District one (1).

Rule # 17 PREPERATION FOR PROSPECTIVE ADMINISTRATIONS

The Department JR Vice and Sr Vice Presidents may begin planning for their respective years immediately after Installation. The Senior Vice may make appointments for her year as required by the National Organization.

Rule # 18 GIFT PRESENTED AT THE NATIONAL MID YEAR

The Department Treasurer shall provide up to $100 to the Department Chief of Staff prior to the National Mid-Year Conference for the purpose of purchasing a gift for the Department President to be presented at the National Mid-Year Conference on behalf of our Department. The Department Chief of Staff shall provide a receipt for the funds within fifteen (15) days of purchase.

Rule # 19 ZOOM

Zoom shall be made available to all Members. Members of Council and Program Chairs must inform the Department President in advance to ensure the business of the Department will not be adversely impacted.

Rule # 20 PAST DEPARTMENT PRESIDENT PRIVLEDGE

(A) All Past Department Presidents in good standing shall be allowed to address the council during discussion although only the Four (4) immediate Past may vote.

(B) All Past Department Presidents in good standing shall be provided copies of the treasurer's report in order to ensure they are knowledgeable during discussions.

Rule # 21 FUNDRAISERS

(A) Department President may hold fundraisers throughout the year to support his/her special project. Net proceeds from that event shall go to the stated recipient.

(B) Department Sr Vice President may hold raffle's and/or fundraisers throughout their SR Vice year to help cover costs associated with their required duties. Funds shall go directly to SR Vice.

Rule # 22 PROPOSED BUDGET

The proposed budget shall be sent to Council at least two (2) weeks prior to the Council Meeting that is held for the Adoption of the Budget

Rule # 23 NATURAL DISASTER

The Department President has a discretionary fund of up to $500 to be sent as a donation if he/she seems necessary without the Council of Administration approval in the case of a Disaster that impacts Veterans and is requested by another state.

Rule #24 DEPARTMENT CONVENTION / MEETINGS

The Department Delegate Fee Shall be Three Dollars ($3.00) and no cents per elected Delegate regardless of the number of Delegates in attendance and shall be paid by the Auxiliary based on the delegate strength as outlined in section 303, Paragraph A of the National Bylaws.

1. Auxiliaries failing to forward the full delegate registration fee shall be considered delinquent and in arrears. However, all rights shall be restored promptly upon proper adjustment and payment of such deficiencies. This delegate registration fee must also be paid by each member included in the composition of the Department Convention to be allowed to vote.
2. Members entitled to individual votes may pay the delegate fee at the Department Meeting.

Date Approved: 8/8/2026

Signatures of Bylaws Committee :

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Chair **Member**

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Member