

**Veterans of Foreign Wars Auxiliary Department of
South Carolina
Standing Rules
2025-2026
Proposed Revisions 4/11/2026**

Rule #1 PRESIDENT TRAVEL WITHIN THE STATE

All official visits and business travel will be paid at the rate of \$0.35 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

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

Date Approved: 4/11/2026

Signatures of Bylaws Committee :

Kathleen Brock
Chair

Rudy M. Smith
Member

Patricia Smith
Member