



State Standing Rules

As Amended

June 5, 2009

STATE DEPARTMENT OF NORTH CAROLINA

State Standing Rules

Amended– June 5, 2009

The following shall be the State Standing Rules of the State Department of North Carolina. The State Standing Rules shall not conflict with the National Constitution and Bylaws nor the Standard State Department Bylaws. The State Standing Rules shall serve as a supplement to the Standard State Department Bylaws for the State Department of North Carolina.

1. The name of the organization shall be the Disabled American Veterans Auxiliary, State Department of North Carolina.

ELECTED OFFICERS AND DUTIES

1. STATE COMMANDER:

- a) The term of office for the State Commander shall be until the adjournment of the succeeding State Convention or thereafter until their successor is installed.
- b) A member may succeed herself/himself as State Commander of the State Department of North Carolina, DAV Auxiliary.
- c) In the absence of the State Commander, the next ranking officer shall assume the responsibilities and shall be entitled to all privileges including, but not limited to, complementary tickets and complementary hotel rooms at each conference and/or convention.

2. STATE SENIOR VICE COMMANDER:

- a) The State Senior Vice Commander shall be the State Fund-Raising Chairman.
- b) The State Senior Vice Commander shall be the third authorized signature on all bank accounts.
- c) As State Fundraising Chairman, if the State Senior Vice Commander establishes a bank account in the name of the DAV Auxiliary, State Department of North Carolina, the chairman will be responsible for sending copies of deposit slips only to the State Treasurer and State Adjutant by the fifteenth (15th) of each month. The account(s) shall have the three (3) authorized signatures (Commander, Senior Vice Commander, and Treasurer) on file with the bank. The account(s) shall be for the purpose of depositing fundraising funds only and shall be closed at the end of the fundraising project. The monthly bank statement shall be sent to the State Treasurer by the bank, who will in turn send copies to the State Senior Vice Commander and the State Adjutant by the fifteenth (15th) of each month. The State Senior Vice Commander shall maintain copies of all deposited items which will be reviewed during the annual audit. If the Senior Vice Commander is unable to complete the fundraising project, the State Commander shall appoint a committee to complete the project.

- d) All original financial records of the State Senior Vice Commander or committee shall be turned over to the Auxiliary State Adjutant at the end of the fund-raising project.
- e) The State Senior Vice Commander shall also perform such duties as may be assigned by the State Convention, State Executive Committee or the State Commander.
- f) The State Senior Vice Commander shall not serve on the State Convention Committee except in the position of advisor.

3. STATE JUNIOR VICE COMMANDER:

- a) The State Department of North Carolina shall have a Junior Vice Commander.
- b) The State Junior Vice Commander shall be the State Membership Chairman. The Membership Chairman shall be responsible for planning a program to increase membership within the State Department. They should write articles for the Auxiliary Newsletter that encourages membership. They should give a brief program, or outline of their membership program, at each conference. They may also give awards in membership. Funds for the membership program shall be provided in the State Department Budget, if available.
- c) The State Junior Vice Commander shall also perform such duties as may be assigned by the State Convention, State Executive Committee or the State Commander.
- d) The State Junior Vice Commander shall not serve on the State Convention Committee except in the position of advisor.

4. STATE TREASURER:

- a) The State Treasurer shall provide the State Finance Committee Chairman with a breakdown of the current year's income and expenses for the Committee Budget Planning meeting.
- b) The State Treasurer shall give a full year to date report, in writing, at each State Executive Committee Meeting, to include beginning and ending balances of all accounts.
- c) The State Treasurer shall prepare the Financial Report Form provided by National Headquarters. The State Treasurer will file Tax Form 990 with the IRS, if applicable. Should it be determined that the Treasurer's records be reviewed and verified by an independent or Certified Public Accountant, the Accountant shall not be affiliated with the organization. The accountant's statement and completed Financial Report form shall be sent to National Headquarters and Tax Form 990 to the IRS (again if applicable).
- d) At least two months prior to the State Convention the State Treasurer shall order and pay for, out of State Department Auxiliary funds, a Past State Commander's pin and have it at the State Convention to be presented to the outgoing State Commander of the Auxiliary.
- e) Opening and closing bank accounts when necessary with the guidance of the State Finance Committee.
- f) Provide copies of all bank signature cards to the Auxiliary State Adjutant within fifteen (15) days following the annual state convention.

- g) The State Treasurer shall attend each meeting of the SEC, State Finance Committee, Mary Flynn Memorial Scholarship Committee, State Officer meeting, the annual fall & spring conferences and annual state convention. The State Treasurer shall have **all** current financial records of the state department at each meeting. **All** financial records include: banks statements, vouchers, expense sheets with receipts attached, copies of canceled checks and monthly financial reports. Should the State Treasurer be unable to attend the meeting, current financial reports shall be provided to the Auxiliary State Adjutant prior to such meeting.

5. STATE JUDGE ADVOCATE:

The State Judge Advocate shall serve as advisor to the State Standing Rules Committee, without a vote.

APPOINTED OFFICERS AND DUTIES

1. STATE ADJUTANT:

- a) The State Adjutant shall secure standings of the Units from National Headquarters and shall submit same to all Units not less than thirty (30) days before the opening of the State Convention. The Adjutant shall advise each Unit if it is in good standing, and if not the reason shall be stated.
- b) The State Adjutant shall be responsible for the distribution of the annual National Mae Holmes report form.
- c) The State Adjutant shall collect all funds for the State Department and keep strict accounts. After recording all monies, the State Adjutant shall forward same to the State Treasurer within fifteen (15) days after receipt. The State Adjutant shall be responsible for delivering all of the Adjutant's records to the Audit Committee or Accountant for review and verification at the close of each fiscal year.
- d) An inventory shall be established for properties owned by the Auxiliary State Department by July 1st of each year. After said inventory, a copy shall be retained by the State Adjutant and a copy shall be provided to the outgoing State Adjutant and State Commander.
- e) The State Adjutant shall not serve as State Treasurer.

2. STATE ASSISTANT ADJUTANT:

- a) The State commander may appoint a State Assistant Adjutant.
- b) The State Assistant Adjutant shall assume such duties that may be assigned by the State Commander or State Adjutant.
- c) Should the State Adjutant be unable to record and transcribe the minutes of the State Executive Committee meeting or State Convention, then the State Assistant Adjutant shall assume the responsibility.

3. STATE CONDUCTOR:

The State Conductor shall prepare the State meeting rooms by placing the Bible, Altar Cloth, and Charter in position for the opening and closing ceremonies. They shall perform other duties as may be assigned to them by the State Commander.

4. STATE COLOR AND BANNER BEARER:

The State Color Bearer and State Banner Bearer shall be responsible for the presentation and retiring of the Colors at the State Convention and State Executive Committee meetings.

5. STATE PATRIOTIC INSTRUCTOR:

The State Patriotic Instructor will be the State Americanism Chairman who will lead the Pledge of Allegiance to the Flag at all meetings.

STATE CHAIRMEN AND COMMITTEES

The State Commander may also appoint the following Committees and/or Chairmen with the approval of the State Executive Committee. Only committee chairmen may call or cancel their committee meetings.

1. FORGET-ME-NOT CHAIRMAN:

At the State Convention the Chairman shall be responsible for the Forget-Me-Not Luncheon, Forget-Me-Not Queen/King rules, judging of the Forget-Me-Not Arrangements and any other duties assigned to the Chairman by the State Commander.

2. MARY FLYNN MEMORIAL SCHOLARSHIP CHAIRMAN AND COMMITTEE:

Shall consist of a Chairman and four (4) members. No two (2) members from the same Unit shall serve on this committee.

The Scholarship Guidelines and Application shall be read and adopted by the SEC's at the Fall Meeting. Approved Guidelines and Applications for the Mary Flynn Memorial Scholarship shall be obtained from the State Scholarship Chairman by request. The Chairman and/or Committee Member shall give an annual year end report at the State Convention giving the number and amount of scholarships awarded, names, schools and if it is a new or renewed student.

Scholarship applications, donations, memorials, fund raising projects and so forth shall be sent to the State Adjutant so that copies may be made for the State Department permanent files. The State Adjutant shall forward copies of all donations, memorials, etc., to the Scholarship Chairman to be kept in their files. Cards of acknowledgment shall be sent to all contributors by the Chairman. A receipt book, of all donations shall be kept by the State Adjutant. After recording all monies, the State Adjutant shall forward the same to the State Treasurer within fifteen (15) days after receipt.

The Scholarship Committee may hold fund raising activities; however, approval must be given by the DAVA State Department (SEC's) and in writing from the DAV State Department.

3. CONVENTION COMMITTEE:

The Convention Committee shall consist of a Chairman and Co-Chairman appointed by the Auxiliary State Commander and approved by the Auxiliary State Executive Committee. The Convention Committee shall: (this section shall become effective on August 10, 2007 and this line shall be removed from the State Standing Rules in 2008).

- a) Be responsible for arranging and ensuring that each conference and convention is operated efficiently and effectively.
- b) Coordinate activities with the DAV Convention Committee.
- c) Have two (2) or more members working at the registration desk to give out pre registration packets to the auxiliary.
- d) Collect items for convention bags and door prizes to be distributed to the auxiliary convention delegates and for any other program that may be deemed appropriate for the comfort, enjoyment and productivity of the conference(s)/SEC meeting/Convention.
- e) The Committee shall be responsible for checking all meeting rooms prior to each session. They shall see that the head table has the appropriate number of chairs for State Officers and guests. They shall make sure the platform is wide enough and that a ramp is up at one end of the platform for wheelchairs and that the microphones are working, water, glasses are out, etc.
- f) The Chairman shall coordinate, with the Auxiliary State Adjutant, the schedule, meeting rooms, guest, invitations, reservations programs and information from the Adjutant's office to National Headquarters concerning the National Representative.
- g) The Chairman shall make hotel reservations and register the National Representative. They shall have the hotel room key, Auxiliary program schedule, tickets, etc., ready to give the Distinguished Guest Committee member in charge of picking up the National Representative.
- h) The Chairman shall also see that complementary registration packets are given to the State Commander or presiding officer, the National Representative, Convention Committee members and any other dignitary invited by the State Commander.
- i) The Convention Chairman shall be responsible for securing reservations for the Auxiliary State Commander's (or the presiding officer) suite, the State Adjutant and the Convention Committee hotel rooms.
- j) The Chairman shall be responsible for Auxiliary corsages and place cards at the conference(s), and convention and for fruit baskets and/or courtesies in Auxiliary dignitaries room.
- k) The Chairman shall report on the progress and dates of each upcoming convention, and conference at each conference convention and in Department Newsletters/Bulletin, as well as any other means to encourage Auxiliary members to attend State Department functions.

4. CREDENTIALS COMMITTEE:

The Credentials Committee shall consist of a Chairman and two (2) members. The Chairman shall secure a list of delegates from the Auxiliary State Adjutant, and obtain a list of members that have paid their registration fee. The committee shall prepare and maintain a notebook and/or box for all Auxiliary delegate credentials registered at State Convention.

Delegates and/or Alternates shall be elected by their unit and given a credential slip signed by the Unit Commander and/or Adjutant. These credential slips must be brought to state convention and presented to the Credentials Committee to confirm voting status. Each credential slip will be cross-referenced with the Adjutant's list before the delegate is seated at convention.

The Credentials Committee shall furnish all delegates a ribbon showing the voting/registered status according to the credential slip presented to the Committee. Each delegate must vote as registered. Voting status may be changed by presenting another credential slip and changing registration and ribbons.

As the first order of business and to establish a quorum, the Credentials Chairman shall give a preliminary report for adoption, at the beginning of the first business session of the State Convention. Thereafter, a supplementary report shall be made and adopted at the beginning of each day's business. The last and final report shall be given and adopted prior to the nominations and elections of State Officers.

Members from units in trouble (Financial report not in, indebted to the organization, etc.) must be cleared by the committee, before the unit members can be seated and cleared to vote.

5. ADOPT-A-SERVICE OFFICER CHARIMAN:

Shall encourage Units in the State to recognize the National Service Officers (NSO), the Department Service Officers (DSO) and the TSO Service Officers. They will give the names of NSO's/DSO's/TSO's their addresses and their birthdays to all Units.

6. DISTINGUISHED GUEST CHAIRMAN AND COMMITTEE:

Shall consist of a Chairman and four (4) committee members. Each year a State is given the courtesy by National Headquarters to request a National Representative to attend their State Convention. This request is submitted to the National Adjutant with the date and location of the State Convention by the State Commander. The Committee Chairman should arrange to meet the Auxiliary National Representative and provide transportation on the Representative's arrival and departure to and from the convention hotel. Registration and tickets to all functions should be given to the National Representative in advance by the Committee Chairman. The Committee should see that the Auxiliary National Representative is escorted to all meetings and social functions. Arrangements may be made through the Committee Chairman by the Units to entertain the Representative for meals. The Committee should also be sure the National Representative is allowed some time to rest. Special guests invited by the State Commander shall also be charge of the Distinguished Guest Committee.

7. STATE AUDIT COMMITTEE:

The State Commander shall appoint a Chairman and two (2) members, no two (2) from the same unit, for the purpose of auditing the State Treasurer's records. This appointment shall be made at the Post-SEC meeting of the State Convention. All committee members must be present at the time of the audit.

The following shall be provided to the committee: Completed Financial Report, signed Financial Report from previous year, copy of current Budget and Budget Guidelines, minutes of all SEC and Finance Committee Meetings, copies of all deposits, deposits slips, expense sheets, receipts, vouchers, checks issued, each reconciled bank statement and bank signature cards.

Anything applicable listed above shall be provided to the committee for any and all bank accounts, savings account CD's, etc. listed in the name of the DAV Auxiliary State Department of North Carolina.

8. STATE PROGRAM CHAIRMEN:

Americanism; Community Service; Hospital, Junior Activities; Legislative, History; Mae Holmes and Membership. Each chairman shall promote the active participation of units in their respective program, using the National Auxiliary Manual as a guideline. Each chairman shall prepare an annual report for the State Convention.

Each State Chairman shall also be responsible for explaining their program at the State Fall Conference. Each Chairman will explain the annual report forms at the State Spring Conference. The State Commander may appoint two (2) committee members at the Pre-SEC meeting at the State Convention, for each Chairman to help judge the State Convention reports.

9. DISABLED VETERANS WINTER SPORTS CLINIC CHAIRMAN:

The Auxiliary State Commander shall appoint an auxiliary member to serve as the Disabled Veterans Winter Sports Clinic (NDVWSC) Chairman within North Carolina. The Chairman shall work closely with the DAV Department to encourage units to support the NDVWSC.

10. VAVS REPRESENTATIVE AND ASSOCIATE REPRESENTATIVES:

- a) VAVS Representatives and Associate Representatives are certified in the odd numbered years by National Headquarters. The Auxiliary State Commander must complete the recommendation form provided by National Headquarters.
- b) The State VAVS Account, in custody of and maintained by the State Treasurer, shall be a restricted account and shall be maintained with a separate budget with funds allotted, as before, to each VAMC.

In addition to the above, each VAVS Representative shall receive a VAVS Essentials (petty) cash fund of \$200.00. They shall maintain \$200.00 in cash and/or receipts at all times. The VAVS Essential (petty) cash fund shall be used for essentials needed for patients in the VA Medical Centers and for the VAVS Representative in doing their duties as outline by the Auxiliary and VAMC policies respective medical centers.

The VAVS Representative shall send in their receipts to replenish the Essentials (petty) cash fund at any time they deem it is necessary. No money shall be issued to reimburse the Essentials (petty) cash account without receipts to cover the amount spent.

- c) **SPECIAL EVENTS AND ACTIVITIES:** In order for the Representative to have additional money for a hospital activity such as, a Christmas Party, Fall Festival, Halloween Party, Dance, Egg Hunt, Valentine's Party, Spring Fling, comfort items, etc., the VAVS Representative shall submit an expense sheet to the Auxiliary State Adjutant as outlined within the North Carolina State Standing Rules. Receipts, acknowledgments and/or thank you letters from the facility shall be sent to the State Adjutant within 30 days of said purchase and/or activity.
- d) Money sent directly to the VAVS Representative by the units, shall be used by the representative for the indicated activity.

ELECTED CHAIRMEN AND COMMITTEES

1. NOMINATING COMMITTEE:

- a) The Nominating Committee, consisting of five (5) members, no two (2) from the same unit, shall be elected at the first business session of the State Convention.
- b) An advisor shall be appointed by the State Commander to assist the Nominating Committee. The Advisor shall assist and explain the guidelines. The Advisor does not vote; but is for advice only.
- c) Candidate resumes shall be sent to the State Adjutant prior to or at the State Convention, no later than one hour after the close of the first business session. All candidates shall appear before the Nominating Committee at a time and place selected by the Committee.
- d) Resumes shall be reviewed and each candidate assigned a time to appear before the Committee. Each candidate shall be called and given a time to be interviewed. The Committee can interview in any order they choose from the Commander down through the chairs, or Judge Advocate up. The Officers are: Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain and Judge Advocate.
- e) All candidates are asked to go to their hotel room, or have someone in their hotel room, and remain there for thirty (30) minutes after the close of the first business session, in order for the Nominating Committee to assign them a time to appear before the Committee.
- f) The Nominating Committee should meet at the close of the first business session. Resumes of candidates made available by the State Adjutant should be distributed by the advisor to all members of the Committee. The Advisor shall open the floor for nomination of a Committee Chairman, then for a Secretary. Any member of the Committee shall make a nomination. The advisor will ask for any other nominations or motion to close nominations.
- g) The Chairman shall then call the meeting to order and shall preside over all Nominating Committee meetings. The Chairman shall also present the slate of candidates for nomination by the Committee to the delegates at the State Convention.
- h) A majority vote of the committee is needed to select a nominee for each office.
- i) At the time of the State elections, as each office is called, nominations may be made from the floor.

INSTRUCTIONS FOR NOMINATING COMMITTEE ADVISOR:

- a) The advisor will ask all candidates to write their name and hotel room number down and give it to the advisor immediately after the first business session of the State Convention.
- b) Call the meeting to order.
- c) Chair the election of Chairman and Secretary.
- d) Read instructions for committee members.
- e) Committee should set a definite time for each candidate to appear before the Committee.
- f) The advisor shall attend all Nominating Committee meetings.

INSTRUCTIONS FOR NOMINATING COMMITTEE MEMBERS:

- a) Any member on the committee may direct questions to candidates.
- b) Financial status should be of no concern to the committee
- c) No stipulations should be made as to the Commander's appointments of committees.
- d) All candidates shall appear before the committee at a time and place selected by the committee.
- e) Candidates should be advised by a committee member as to whether the candidate will or will not be on the slate selected by the Nominating Committee. This will allow those that are not on the slate to have someone available to nominate them from the floor.
- f) Advise all candidates that they should have someone give a short resume of their qualifications at the time election of officers are held.
- g) Members of the committee should realize by voting for an individual they are actually nominating this member for that position. If a member of the Nominating Committee desires to run for office, they should let it be known, fill out a Candidate Form and be interviewed by the committee. To be a committee member and not fill out a form and be interviewed, yet run from the floor is considered unethical.

2. FINANCE COMMITTEE:

- a) No two (2) finance committee members shall be elected from the same unit. A member shall not be elected or appointed to serve consecutive terms on the Finance Committee. The Finance Committee shall consist of three (3) members, serving 3, 2, 1, year terms. At the last business session of the state convention, a member shall be elected to the three (3) year term. The member serving the one (1) year term shall serve as Finance Chairman. If any member is absent, without good cause, for two (2) consecutive meetings, the position shall be automatically declared vacant. Should a position become vacant, members will move up in order of their rank, thus vacating the three (3) year position. The State Commander shall appoint a member to fill the three year position, with the approval of the State Executive Committee, provided no term of office shall exceed that of the appointing power.
- b) The State Finance Chairman shall have all monthly financial records received from the State Treasurer at all Finance Committee meetings for any member of the Finance Committee to review. At the end of the membership year, the State Finance Chairman shall turn over all financial information regarding the State Department to the Auxiliary State Adjutant to be placed on file for the required number of years.
- c) There will be no polling of the Finance Committee by telephone. Non-budgeted items must be presented to the Finance Committee in person.
- d) It will be the responsibility of the Finance Chairman to notify the State Commander and State Adjutant regarding decisions of the Finance Committee concerning budgeted items, non-budgeted items and expense sheets. The Finance Committee may ask for a refund of any discrepancies found by the committee.
- e) A current income and expense report must be made available by the State Treasurer at each Finance Committee meeting.
- f) Minutes of the State Finance Committee meetings shall be taken and provided to the State Commander, State Adjutant, State Treasurer, committee members and alternates within fifteen (15) days after said meeting.

3. STATE STANDING RULES COMMITTEE:

- a) The State Standing Rules Committee shall consist of three (3) members, no two (2) from the same unit, serving 3, 2, 1 year terms. At the last Business Session of the State Convention only one member shall be elected to the three (3) year term. The member serving the one (1) year term shall serve as State Standing Rules Chairman. If any member is absent, without good cause, for two (2) meetings, the position shall be automatically declared vacant. Should a position become vacant, the State Commander shall appoint a member to complete the unexpired term, with the approval of the State Executive Committee.
- b) The duties of the State Standing Rules Committee will be to review the State Standing Rules and any proposed changes and submit their recommendations for amendments and/or a revision related to the details of the administration and business of the State Department at the State Convention for their adoption, by a majority vote of those registered and voting. Prior to the reading and adoption of the proposed State Standing rules, a printed copy will be made available to each delegate. Said rules must be read, and amended or rescinded by a majority vote of the delegates at the first business session at the State Convention. Three (3) copies of the State Standing Rules shall be sent to National Headquarters for the National Judge Advocate to review prior to their becoming effective. The National Judge Advocate through National Headquarters shall advise when there are no changes.
- c) All proposed changes to the State Standing Rules, shall be submitted to the State Adjutant no later than two hours before the first State Standing Rules committee meeting at the State Convention.
- d) Every effort should be made to get copies of the amendments and/or revision to the delegates as soon as possible. Preferably when they register and are provided with credentials and a delegate ribbon.

MISCELLANEOUS

1. FINANCE, MANDATES, DUES, FISCAL YEAR AND TRAVEL:

- a) The fiscal year of the State Department shall begin June 1 and end May 31.
- b) The State Department will receive three dollars (\$3.00) per capita from National Headquarters for each annual Senior member.
- c) The State Department will receive from each unit one dollar (\$1.00) for each paid Junior member.
- d) Each unit in the State Department shall send a **mandate of sixty dollars (\$60.00)** to the State Adjutant by **August 15** of each year. Fifty dollars (\$50.00) covers the administrative mandate and ten dollars (\$10.00) for the Mary Flynn Memorial Scholarship Fund.
- e) Any overpayment by a Unit that does not exceed one dollar (\$1.00) will be retained and considered a donation to the State Department.
- f) State at large dues shall be ten dollars (\$10.00).
- g) Travel shall be reimbursed for in state mileage only, or from point to point within North Carolina. The above has no bearing on out of state DAV and DAVA functions as listed in the Budget and Guidelines.

2. UNIT FUND-RAISING PROJECT(s):

- a) All Unit fund-raising projects must be approved in writing by the DAV Auxiliary State Commander and the DAV Department Commander, as submitted on proper forms, thirty (30) days prior to the fund-raising project.
- b) Each Auxiliary Unit shall pay to the Disabled American Veterans Auxiliary State Department ten percent (10%) of net proceeds of all fund-raising activities including Forget-Me-Not Drives.
- c) All fund-raising fees aid by the Units shall be used for the Auxiliary State VAVS Programs.
- d) All fund-raising payments to the DAV Auxiliary State Department shall be made within thirty (30) days and accompanied by a Fund-Raising Report from furnished by the DAV Department Administrator. A quarterly payment and report will be required on any continuous fund-raising activity (bingo, kitchen concession, etc.).
- e) When a promoter is used, fees and approval will be determined by the DAV State Executive Committee.

3. STATE FUND-RAISING PROJECT(s):

- a) Fund-raising of the Disabled American Veterans Auxiliary, State Department of North Carolina, shall be derived from sources approved by the Auxiliary State Executive Committee, or as determined by the State Convention. All fund-raising activities of the Disabled American Veterans Auxiliary, State Department of North Carolina, shall be approved in writing by the DAV Department of North Carolina and the DAV National Executive Committee.

4. STATE EXECUTIVE COMMITTEE MEMBER (SEC's):

- a) Local units shall have State Mandates paid in order for the State Executive Committee Member or Alternate, to vote during a State Executive Committee meeting. SEC's of inactive units are not eligible voting members of the State Executive Committee.
- b) The composition of the State Executive Committee (Standard State Bylaws: Article VI, Section I) shall include any active resident Past National Commander.
- c) SEC's and Alternates shall be installed after the Convention by any Past National Commander, an elected National Officer, and elected State Officer, or a Past State Commander.
- d) Units should be encouraged to assist State Executive Committee Members, Officers, and members monetarily to attend Schools of Instructions, State Executive Committee Meetings and State Conventions, if possible.

5. CONFERENCE(s):

- a) At each State Conference each VAVS Representative shall report on the activities of their VA Medical Center for the past calendar year. The report should include an update on state funds used in their respective facility. The method and place of report shall be determined by the State Commander.
- b) Should a State Chairman or VAVS Representative be unable to attend, their report is to be sent to the State Adjutant prior to the convention.
- c) The VAVS Chairman or a VAVS Representative may co-chair, with the parent organization, the VAVS Joint Session at the State Department Conference(s) and Convention.

6. NATIONAL CONVENTION REPRESENTATIVE:

- a) Within North Carolina it shall be a custom for the incoming State Commander to be elected the State delegate to the National Convention. The alternate delegate to the National Convention shall be elected at the State Convention.
- b) In the event the elected delegate and/or alternate cannot attend the National Convention, the State Commander shall nominate/designate a State Delegate and/or Alternate, with the approval of the State Executive Committee, therefore, electing another delegate

and/or alternate to attend the convention. They shall serve as delegate and/or alternate to the National Convention with all funds, rights and privileges of the former.

7. REFUNDS:

- a) Expenses for any elected or appointed state officer, attending the State Conferences, and/or State Convention, shall not exceed the amount allocated in the State Budget. An itemized list of expenses with attached receipts shall be submitted to the State Adjutant within thirty (30) days following such meetings. Any unused portion or line item of money allocated for the Auxiliary National Fall Conference, National Convention, and National District Meeting shall be returned to the Miscellaneous Account. Any expenses incurred over the allocated amount shall not be reimbursed.
- b) A receipt, signed by the State Adjutant, shall be provided when refunding money.

8. VOUCHERS:

- a) The State Adjutant shall review and verify for payment each expense sheet and attached receipts. Upon verification, the State Adjutant shall sign and complete the voucher. The Adjutant shall retain a copy of the expense sheet, receipt(s) and voucher for the Adjutant's files. The original and a copy of the expense sheet, receipt(s) and voucher shall be forwarded to the State Commander.
- b) Vouchers shall be cosigned by the State Commander, only after reviewing and verifying the expense sheet, receipts and vouchers. Upon signing, the State Commander shall forward the original of each to the State Treasurer for payment. The Treasurer shall retain a copy for the State Department Treasurer files.
- c) The State Treasurer shall only issue checks upon receiving a voucher signed by the State Adjutant, or State Finance Chairman, and co-signed by the State Commander. The State Treasurer shall keep the original paperwork and forward the check written to the State Commander.
- d) The State Commander shall review and verify the check against the voucher and expense sheet. Upon verification, the Commander shall sign and forward the check to the appropriate individual or vendor. Checks shall be issued to hotel and/or vendor, whenever possible.
- e) If the expense sheet does not meet the criteria set forth in the State Budget or by the State Finance Committee, the State Adjutant shall return the expense sheet to the originating party with an explanation.

9. OFFICIAL FLOWER:

The official flower of the DAV Auxiliary, State of North Carolina shall be the Forget-Me-Not, as adopted at the National Convention in El Paso, Texas, June 1927.

10. JEWELRY AND CAPS:

- a) The Commander's Pins shall be as follows:
 Unit Commander Unit Commander Bar and Pendant
 State Commander Department Commander Bar and Pendant
 Past Commander Refer to Past Commander’s Pins, National Bylaws
- b) Only present State Officers, State Chairmen and Past State Commanders shall be entitled to wear the white cap of the DAV Auxiliary, State Department of North Carolina.
- c) All official jewelry must be purchased through National Headquarters.

11. DISTRICTS:

**DISABLED AMERICAN VETERANS AUXILIARY
DEPARTMENT OF NORTH CAROLINA**

DISTRICT STANDING RULES

Rule 1. Districts shall be established identically with the Districts of the Disabled American Veterans Department of North Carolina. Correspondingly, there shall be ten (10) districts within the State Department of North Carolina Disabled American Veterans Auxiliary.

Rule 2. Districts shall operate under rules adopted by their DAV Auxiliary State Department, provided, such rules are consistent with the Standard State Department Bylaws, National Constitution and Bylaws, North Carolina’s State Standing Rules and Robert Rules of Order Newly Revised.

Rule 3. No District shall exercise the power of a governing body.

Rule 4. The Auxiliary district meetings may be held at the same time and place as the District meetings of the Parent Organization. A District Commander may call a meeting of their District at any time. When a meeting is called, the sufficient notice of each meeting shall be given to each unit within their district, the State Commander, State Adjutant, and any elected State or National Officer that is a member within the district. Districts may have Hospital Parties, Schools or Instructions or other district functions.

Rule 5. District meetings are called for the purpose of instructions, information, suggestions, and overall sharing of successful unit functions, activities, and ideas.

Rule 6. No Auxiliary District shall conduct any fund raising activity. The DAV Auxiliary State Department may promote any State Auxiliary Fund Raising Activity at or during Auxiliary District Meetings.

Rule 7. The Money March is not a fund raising activity but considered a donation taken up during the District Ritual. All money collected from the Money March shall be used for reproducing and mailing district minutes, cards to members, and as needed for administrative use by the District Commander and District Adjutant. Other monies and/or donations to defray expenses must be used for the purpose of donations.

Rule 8. No more than fifty dollars (\$50.00) shall be carried over from one membership year to another.

OFFICERS

Rule 9. All District officers, elected or appointed, shall be in good standing. Their unit shall be an active chartered unit, which shall be in good standing with the State as determined as follows:

- a) Have ten or more Senior members.
- b) Have State Mandates paid.
- c) Have unit officers elected annually.
- d) Have both officer report and financial report filed annually with the State Department. Any District Officer shall forfeit their office if either the member or their Unit is not in good standing.

Rule 10. Any members from a Unit indebted to the State Department shall not be eligible to hold an elected or appointed District Office.

Rule 11. A District Officer must be a member of a Unit in the District represented. They may hold office in the local Auxiliary while serving as a District Commander, with the exception of their first year as Unit Commander.

Rule 12. The election of District Officers shall be held at the last District Meeting prior to State Convention. Elected Officers of the District shall be the District Commander and District Senior Vice Commander. The Adjutant shall be appointed from the same area as the Commander. Other officers such as Junior Vice Commander, Chaplain, Conductor and Sergeant At Arms may be appointed from the district members present at each meeting.

Rule 13. Candidates for District office need not be endorsed by their unit.

Rule 14. All District Officers shall be installed, after election, at the Post Convention Meeting or after State Convention. They must be installed by any Past National Commander, elected National Officer, National Executive Committee Member, Past State Commander, or elected State Officer.

Rule 15. The District Commander, District Senior Vice Commander and each Unit Commander or their representative in their absence, in order of rank, shall be entitled to one vote at a District Meeting. One third (1/3) of the voting members of the chartered units within the district shall constitute a quorum this would include the District Commander and Senior Vice Commander.

Rule 16. At each District meeting the District Commander shall not make motions while in the chair, but is entitled to vote.

Rule 17. The District Commander shall call and preside at all District meetings. The Senior Vice Commander shall assist the District Commander in said duties and will preside at the District meetings in the absence of the Commander.

Rule 18. Each District Commander shall give a written/and or oral report of their activities during their term of office. The State Commander shall designate the time, place, and/or method for the report.

Rule 19. Within fifteen (15) days after a District Meeting each District Commander or under the District Commander's direction the District Adjutant shall send one (1) copy of each Unit Activities Report turned in to the State Commander.

Rule 20. In the case of a vacancy in the office of District Commander, the Senior Vice Commander shall assume the office of District Commander. In the event of a vacancy in office of the District Senior Vice Commander or Adjutant the District Commander shall appoint of the District to fill the vacancy.

Rule 21. The District Commander or District Adjutant at the direction of the District Commander shall send Unit Activities Report forms in triplicate (3) to each Unit Commander prior to any District Meeting. They should also include the notice of the District Meeting giving the Date, Time, and Place with directions. Notice of District Meetings should also be sent to the State Commander, State Adjutant, any Past State Commander, and any State and/or National Officer that is a member within the district.

Rule 22. A District Commanders shall have no authority to intervene in a unit dispute or attempt to make decisions concerning unit matters. Should the District Commander be aware of a problem or a problem is brought to their attention, it is their responsibility to contact the State Commander. Once the state is made aware of the problem, it is the State Commander's responsibility to authorize the procedure to be used and the person or persons who will represent the State Department if the State Commander is not able to attend.

Rule 23. A District Commander shall visit units only when assigned by the State Commander. The District Commander should advise Unit Commanders of intended visit. When funds are allocated and issued from any source, receipts or a refund shall be remitted to the State Adjutant within 30 days of issue.

Rule 24. The Adjutant shall send a copy of the minutes of all District meetings to all Units in their District, the State Commander, State Adjutant, any Past State Commander, and any State or National Officers in the district (within fifteen (15) days after each District meeting.)

Rule 25. Only present District Officers and Past District Commanders shall be entitled to wear the blue and white district cap. Past District Commanders shall add either "Past" or the year served, on their District cap. District caps shall be worn during District Meetings and when officially representing the District.

Rule 26. All District meetings shall be open to any member of the Auxiliary.

Rule 27. A copy of these District Rules shall be attached to each copy of the State Standing Rules.

UNITS

Rule 28. At each District Meeting, each Unit Commander or the representative in order of rank, shall prepare and present a written report (on the Unit Activities Report Form) of their unit's activities, turning in two (2) copies to the District Commander. One (1) copy of this report is for the District Commander; one (1) copy is for the State Commander. This report shall cover its activities since the previous district meeting.

Rule 29. The Unit Activities Report Form for District Meetings must be mailed to Unit Commanders along with notice giving date, time and cost of meal, and place with detailed directions of District meeting by the District Commander or Adjutant.

Rule 30. The Unit Commander or in the Commander's absence their representative (in order of rank) shall answer the roll call of Units stating the number of Senior members, Junior members and guest(s) present from the Unit.

GUIDELINES FOR DISTRICT OFFICERS

Each District Commander shall:

1. Call and preside at all District meetings.
2. Contact the DAV District Commander in the District to finalize the dates, time, location, meeting rooms, refreshments, set up, clean up and guest of the joint session.
3. Make sure information is sent well in advance of the District Meeting giving dates, time, cost of any meal, place with detailed directions for finding the meeting place to the Unit Commanders, State Commander, State Adjutant, any State and/or National Officer or any Past State Commander within the District. This information should also go into the Auxiliary Newsletter/Bulletin if the State Department has one. Failure to send all information on the election meeting to all of the aforementioned may be just cause for the election to be declared null and void.
4. Make sure that each Unit Commander is advised that they must present a written and/or oral report at each District Meeting.
5. Plan a question and answer session, school of instructions, hospital parties or other functions for the District at the Commanders discretion.
6. Be entitled to one vote at a District Meeting.
7. Within fifteen (15) days after a District Meeting each District Commander or under their direction, the District Adjutant shall send one (1) copy of each Unit Activities Report turned into them to the State Commander.

8. Give a written (District Report Form) and/or oral report of the activities during their term of office. This report form is mailed by the State Adjutant to each District Commander and when completed, it is to be sent to the State Commander. The District Commander shall also give an accounting of any monies received for the District.
9. Visit units only when assigned by the State Commander. The District Commander should advise Unit Commanders of intended visit. When funds are allocated and issued from any source, receipts or a refund shall be remitted to the State Adjutant with 30 days of issue.
10. Know that should a District Commander be aware of a problem or a problem is brought to their attention, it is the District Commander's responsibility to contact the State Commander.

Each Senior Vice Commander shall:

1. Assist the District Commander in their duties and preside at the District meetings in the absence of the Commander.
2. In case of vacancy in the office of District Commander, shall assume the office of District Commander.
3. Be entitled to one vote at District Meeting.

Each District Adjutant shall:

1. Be appointed from the same area as the Commander.
2. Notify the State Adjutant of newly elected District Officers, giving their names, address, telephone number and office.
3. Send notice of the District meeting giving dates, time, cost of any meal, place with detailed directions for finding the meeting place to the Unit Commanders, State Commander, State Adjutant, any Past State Commander, and any State and/or National Officer within the District. This information should also go into the Auxiliary Newsletter/Bulletin if the State Department has one. Failure to send all information on the election meeting to all of the aforementioned may be just cause for the election to be declared null and void.
4. Send Unit Activities Report Forms in triplicate (3) to each Unit Commander, prior to each district meeting.
5. Handle any correspondence at the Commander's request.
6. Give a report of the District money at all District Meetings.
7. Send a copy of the minutes of all District meetings to all Units in the District, the State Commander, State Adjutant, any Past State Commander and any State and/ or National Officer in the district within fifteen (15th) days after each District meeting.

Host Units:

1. Should be responsible for registering all Auxiliary members and guests. This registration should be made available to the District Commander for the purpose of their introductions.
2. May provide a Bible, Flag and Gavel for the District meeting if the District does not have one.

RITUAL FOR DISTRICT MEETING

(If an Officer is absent, the Commander appoints a District member to fill the vacancy)

Order of Business:

*Commander sounds gavel (1 time *All be seated)*

(If a Prayer and Pledge of Allegiance was given at the joint District DAV and DAVA session, the District Commander may dispense with that portion of the opening ceremony.)

Commander: The Chaplain will give our opening prayer; (STAND > Rap Gavel 3 Times)***

Chaplain: We thank Thee, almighty Father, for permitting us to gather here again. Bless and keep our absent ones. Help each one of us to so live, that the world may be better for our having lived. Bless and keep our disabled veterans and help fit each for a long and useful life. May we, with thy help, ever be ready to lend a helping hand to each and every one of our needy ones. Amen.

Commander: Please join me in the “Pledge of Allegiance to our Flag” (*BE SEATED > RAP GAVEL*).*

Commander: As Commander of the _____ District of the State Department of North Carolina I hereby call this District Meeting in order.

Commander:

1. The Adjutant will call the roll of District Officers and Units.
2. Introduction Only: National Officers, State Officers, and/or Guests.
3. Reading of minutes of last meeting.
4. Report of District Money (Money March, accumulations & donations).
5. Reading of Communications, bills/receipts.
6. Sickness or Distress.
7. Reading Unit Reports.
8. Unfinished Business.
9. New Business.
10. Election of Officers (If applicable).
11. Money March.

12. Remarks by National Officers, State Officers, and/or Guests.

Closing Ceremony:

Commander: (Remarks) Example: A Thank you to all the Unit Commanders that gave a report at this meeting. Also a thank you to all of our _____ (*State/National Officers and/or Guest*).

Commander: The Chaplain will give the closing prayer. (*STAND > RAP GAVEL*) ***

Chaplain: Dear Heavenly Father, bless and keep; our Auxiliary members as we are about to leave this meeting. Help us to be worthy and loyal members, forgiving in spirit, charitable to all mankind and ever ready to assist our disabled veterans. Amen.

Commander: We are adjourned. You will be advised as to the time and place of the next District # _____ meeting.