

STANDING RULES
OF THE STATE DEPARTMENT OF MINNESOTA
DISABLED AMERICAN VETERANS AUXILIARY

1. ORGANIZATION

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.

2. ELECTED STATE OFFICERS

The State Convention shall elect, in addition to a State Commander, a State Senior Vice Commander, a State First Junior Vice Commander, a State Second Junior Vice Commander, a State Treasurer and a State Judge Advocate.

3. APPOINTED STATE OFFICERS

The State Commander with the approval of the State Executive Committee shall appoint a State Adjutant, a State Chaplain, a State Sergeant At Arms, a State Assistant Sergeant At Arms, a State Flag Bearer, a State Banner Bearer and a State Musician. Junior members may hold an appointive office with the exception of State Adjutant or Committee Chairman.

4. DUTIES OF STATE ELECTED AND APPOINTED OFFICERS IN ADDITION TO THOSE LISTED IN THE STANDARD STATE BYLAWS.

A. State Commander

The State Commander, upon the approval of the State Executive Board, shall appoint a State Chairman of the following Committees: Americanism, Forget-Me-Not, Hospital, Junior Activities, Legislation, VAVS, Live Auction, Silent Auction, and Member Assistance. The State Commander shall also appoint a representative and alternate to the Armed Forces Personnel Service Representative, and a member to compile the Commander's Book.

Upon notification from the National VAVS Representative, the State Commander shall recommend one VAVS Representative at the St. Cloud VA Medical Center and one at the Minneapolis VA Medical Center for certification for two years.

The State Commander may serve for a term of two (2) consecutive years.

The State Commander shall be elected as the State Delegate to the National Convention. Expenses for the delegate shall be as stated in the State Budget.

The State Commander shall represent the State Department at the National Fall Conference. Expenses for the representative shall be as stated in the State Budget.

B. State Senior Vice Commander

The State Senior Vice Commander shall serve as State Membership Chairman.

The State Senior Vice Commander shall be elected as the State Alternate to the National Convention. If the State Senior Vice Commander knows prior to the Post SEC meeting that it is not possible to attend the National Convention an Alternate shall be elected from the remaining officers.

The State Senior Vice Commander may attend the National Fall Conference. Expenses for the attendee shall be as stated in the State Budget.

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C. State First Junior Vice Commander

The State First Junior Vice Commander shall serve as the State Mae Holmes Chairman.

The State First Junior Vice Commander shall serve as the State Auditing Chairman.

D. State Second Junior Vice Commander

The State Second Junior Vice Commander shall serve as the Community Service Chairman.

E. State Treasurer

The State Treasurer, shall inform each Chartered Unit as to whether it is an active Unit in good standing as defined in the National By-Laws, Article X, section 3 and 4. If a Unit is not so classified, the reason shall be stated, provided however, voting privileges shall be extended to the State Officers, each Past State Commander, and each active resident Past National Commander.

The State Treasurer shall make payments to the Veteran's Homes, Servicemen's Center, DAVA/VAVS Medical Center Representatives, and any other veterans programs as stated in the budget, by the Fall Conference.

The State Treasurer shall send a quarterly report to the State Finance Committee members.

The State Treasurer shall submit the records to the State Audit Committee once a year just prior to the opening of the State Convention. The books shall be available for inspection by any Minnesota auxiliary member in good standing.

The State treasurer may attend the National Fall Conference. Expenses for the attendee shall be as stated in the State Budget.

F. State Adjutant

The State Adjutant may attend the National Fall Conference. Expenses for the attendee shall be as stated in the State Budget.

G. State Chaplain

The State Chaplain shall prepare the Convention Hall by placing the Bible and Altar Cloth in position for the opening ceremonies and perform such duties as may be required.

H. State Sergeant At Arms and Assistant Sergeant At Arms.

The State Sergeant At Arms and State Assistant Sergeant At Arms shall be responsible for instructing the Pages before the first business session.

5. STATE COMMITTEES

Any member may attend any committee meeting, but only appointed or elected committee members have a voice or vote unless information is requested by the Chairman.

A. State Executive Committee

The State Executive Committee shall be composed of the State Commander, State Senior Vice Commander, the State Jr. Vice Commanders, the State Treasurer, the State Executive Committee member or Alternate from each Unit, the immediate Past State Commander and any active resident Past National Commander who is a member in a chartered Unit in Minnesota. The State Judge Advocate shall serve as an advisor to the State Executive Committee.

One third (1/3) of all eligible voting members of the State Executive Committee shall constitute a quorum.

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Each State Executive Committee member and Alternate shall be installed by a proper installing officer at the Post Convention State Executive Committee meeting, the State Executive Committee meeting at the Fall Conference or at a Unit meeting.

If installed at a Unit meeting the State Adjutant shall be informed by the installing officer.

The State Executive Committee shall meet at the call of the State Commander. One State Executive Committee meeting shall be held within twenty-four hours preceding each State Convention and each State Fall Conference and one State Executive Committee meeting shall be held within twenty-four hours following the adjournment of each State Convention. Additional meetings may be called, with sufficient notice, by the State Commander or upon request by seven (7) members of the State Executive Committee.

The State Executive Committee of the Minnesota Disabled American Veterans Auxiliary shall have the authority to approve all minutes of its State Convention.

B. State Finance Committee

The State Finance Committee shall consist of four (4) members, no two (2) from the same unit. They shall be elected for a 2 year term at the State Executive Committee meeting following the State Convention. Two State Executive Committee members shall be elected from even numbered Units in even numbered years and two State Executive Committee members from odd numbered Units in odd numbered years. VAVS Representative and Associate Representative shall not serve on the committee if their records are subject to review and verification by the finance Committee. The Committee shall elect its own Chairman. A Quorum must be present at the finance committee as deemed necessary.

The State Finance Chairman shall request permission from the Department of Minnesota, DAV Inc. for fund-raisers that have been approved by the Auxiliary State Executive Committee. The State Finance Committee shall review and verify all revenue, expenditures and investments of the State Department between State Conventions. The committee shall also prepare a budget which shall be submitted and distributed to the State Convention delegates for adoption.

The State Finance Committee, with the approval of the State Executive Committee, shall authorize the transfer of unused funds for an alternate purpose when necessary at the State Fall Conference.

The State treasurer shall be a member of this Committee only in an advisory capacity.

C. State Nominating Committee

The Committee on Nominations shall consist of five (5) members; at least one (1) shall be a Past State Commander, no two (2) members from the same Unit. They shall be elected at the State Executive Committee meeting prior to the State Convention, if there is a quorum; otherwise they shall be elected at the first business session of the Convention.

The Committee shall elect the Chairman. Nominating Committee members shall interview each candidate before presenting their names on the slate of Candidates for nomination as a State Officer. Nominations may also be from the floor.

D. State Audit Committee

The State Commander shall appoint an audit committee to be composed of three (3) members, one member to be the State First Junior Vice Commander who shall serve as the State Auditing Chairman, with no two members being from the same Unit.

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The Committee shall be responsible for reviewing and verifying the State Department's records annually, just prior to the opening of the State Convention. The State Auditing Chairman shall report the Committees findings to the State Convention.

The State Treasurer shall be advisor to this Committee.

E. State Standing Rules Committee

The State Standing Rules Committee shall consist of three members appointed by the State Commander. No two members from the same Unit shall serve on this committee. Any vacancy shall be filled by an appointment made by the State Commander and approved by the State Executive Committee. This committee shall consider all properly prepared resolutions/amendments/revisions and present their recommendation(s) to the convention delegates.

The Judge Advocate shall serve as advisor.

6. STATE COMMITTEE CHAIRMEN AND REPRESENTATIVES

Each State Committee Chairman shall be responsible for their respective program and shall make a report to the State Fall Conference and State Convention. Each Chairman shall send at least two (2) bulletins per year to the State Adjutant for distribution to the Unit Adjutants.

Membership Chairman shall use the March 31 National printout for her report and awards.

Commander's Book Chairman shall assemble a book for the State Commander to be presented at the State Convention.

Forget-Me-Not Chairman shall have charge of the displaying, judging, awarding of prizes, and disposition of the Forget-Me-Not contest entries.

Member Assistance Chairman shall make a report on programs of the DAV Auxiliary designed to assist members and their families.

Auction Chairman: The Committee Chairmen are responsible to monitor that the auctions are conducted fairly and with the goal of achieving the highest bids possible.

a. Silent Auction – The State Commander shall appoint a Chairman and two (2) Committee members.

b. Live Auction – The State Commander shall appoint a Chairman and at least five (5) members to the committee.

Armed Forces Service Personnel Center Representative shall represent the Disabled American Veterans Auxiliary and report the activities of the organization.

7. STATE CONVENTION COMMITTEES

The following Committees are provided as the Standing Committees of the State Convention; Americanism, Community Service, Credentials, Member Assistance, Forget-Me-Not, Hospital, Junior Activities, Legislation, Mae Holmes, Nominating, and VAVS. Each Committee Chairman shall report the conclusions of their Committee orally and in writing. The majority of the members of the Committee shall sign the report.

Only the following Committees will dispense awards: Membership, Forget-Me-Not, Junior Activities, and Mae Holmes. To qualify for the Mae Holmes Award, Units must meet Membership quota by April 1 of the current auxiliary year.

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8. REPORTS

The State Adjutant shall send all National report forms to each Unit.

9. FINANCES

A. Fiscal Year

The fiscal year shall be May 1 through April 30.

B. Travel Expenses

Officers' travel expenses can only be reimbursed as designated in the current approved budget, unless changed by official action of the State Executive Committee.

All expenses, with accompanying receipts, should be submitted within 30 days of occurrence and will be accepted no later than April 1st for the current fiscal year. Expenses incurred between April 1 – April 30 are submitted for the following year.

Advance payments received for anticipated expenses must be supported by receipts or the amount not supported must be returned to the State treasurer.

C. Contingency Fund

A flower/plant/memorial shall be sent to the family/funeral home from the Department Auxiliary on the death of a Past MN State Auxiliary Commander or a resident Past National Commander. Whenever possible, the MN State Auxiliary colors should also be made available at the funeral, memorial service, or visitation.

D. State Mandate

A mandate of \$.50 for all life members shall be based on the previous year's membership ending June 30th.

The State Treasurer will invoice each Unit for the correct amount by October 15th. This mandate must be paid to the State Treasurer annually by December 30th for the Unit to be eligible to vote.

The mandate shall be used for the purpose of Administration.

E. VAVS Moneys

Two (2) signatures shall be required on the checks, that of the VAVS Representative and one of the Deputies. The State Treasurer shall be an authorized signature on the account.

All records of the VAVS Representative and Deputy Representative shall be reviewed and verified by the State Finance Committee. Said review shall cover the calendar year (January 1 through December 31).

The VAVS records shall be retained indefinitely.

F. State Member Assistance Program

Only members in good standing may apply for assistance from the Member Assistance Program. A maximum of \$100.00 will be paid yearly to any one family. A year will run from January 1 to December 31.

Checks noted for the State Member Assistance Program and moneys budgeted for the State Member Assistance Program cannot be spent on other administrative items.

The Unit will determine the amount of assistance to pay the member from Unit funds. Each Unit may obtain reimbursement by submitting a Member Assistance Reimbursement Form, along with a check request, to the State Treasurer.

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10. KATHERINE PEARSON MEMORIAL AWARD

A. Award Title

Katherine Pearson Memorial Award for the MN DAV Auxiliary Outstanding Member of the Year.

B. Purpose

To recognize the contributions and dedication of an outstanding member of the Minnesota Auxiliary whose efforts have enhanced the goals of the Auxiliary, the Parent Organization, and has been active in the community since becoming an Auxiliary member.

C. Eligibility

Any active senior member of the Disabled American Veterans Auxiliary is eligible for this award with the exception of a previous winner of the Katherine Pearson Memorial Award, or an employee of the DAV and/or Auxiliary. Any DAV Auxiliary member in good standing may sponsor an individual for this award.

D. Form Distribution

The State Adjutant will distribute Nomination forms to each Unit and in response to individual's requests.

E. Submission Deadline

The completed Nomination forms shall be submitted to the State Adjutant by March 1 of the award year.

F. Selection Committee

The Committee to select the awardee shall be the Past State Auxiliary Commanders and a Pearson family member if they wish to be involved.

G. Presentation

The award will be presented at the State Convention.

11. DAVA CAPS

When a DAV Auxiliary cap is worn, only official pin and guards purchased through the DAV National Service Foundation may be worn on it. These shall be worn on the side of the cap opposite the DAV Auxiliary emblem.

12. PAGES

The State Commander shall appoint two (2) pages, one of whom will serve as the Personal Page at the State Convention.

Those participating in the Memorial service shall wear white. Pages shall wear white tops and black or dark bottoms for the continuation of the State Convention.