

DISABLED AMERICAN VETERANS AUXILIARY

STATE DEPARTMENT OF MONTANA

STANDING RULES

1. The name of this organization shall be Disabled American Veterans Auxiliary, State Department of Montana.
2. In addition to the State Commander, State Senior Vice Commander, State First Junior Vice Commander, State Chaplain, State Treasurer, and State Judge Advocate, a State Second Junior Vice Commander shall be elected.

The duties of the elected State Officers shall be as set forth in the Standard State Department Bylaws.

In Addition:

The State Commander shall issue the official State Convention call as soon as the same is received from the State Headquarters of the Disabled American Veterans.

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

3. The State Commander shall appoint the following State Officers:
 - A. A State Adjutant. In addition to the duties set forth in the Standard State Department Bylaws, the State Adjutant shall send the official State Convention Credentials for delegates and alternates to each Unit and to the elected State Officers. The State Adjutant shall be responsible for getting the minutes of the State Department Convention, and the Mid-Winter Meeting sent to the State Executive Committee and all Units with-in 30 days of the close of the convention or meeting.

The latest Population Summary available from National Headquarters will determine the membership to be used when figuring the number of votes each Unit is entitled to at State Convention.
 - B. A State Sergeant at Arms. Duties are those set forth in the Standard State Department Bylaws.
 - C. A State Conductor and an Assistant State Conductor. They shall be responsible for properly preparing the convention hall for opening ceremonies; presenting visiting and distinguished guests; and, any other duties as may be required of them.
 - D. A Patriotic Instructor. Shall lead all State Department assemblies in the Pledge of Allegiance to our Flag.

4. The State Commander, with the approval of the State Executive Committee, shall appoint the following State Chairmen:

Americanism, Community Service, Hospital, Junior Activities, Legislation, Ways and Means, History, Hospital Non-VA, Mae Holmes, VAVS, Credentials, and any additional Chairmen deemed necessary.

Reports of all State Chairmen shall be read on the convention floor, with the exception of State Hospital Chairmen and State VAVS Representatives, who will give a brief summary of their report and furnish copies of detailed report for each Unit and the State Department.

5. A State Audit Committee, consisting of three (3) members, shall be appointed by the State Commander during the first business session of the State Convention. The first member appointed shall serve as Chairman.

The duties of the committee shall be the same as those set forth in the Standard State Department Bylaws.

6. A State Finance Committee, Consisting of three (3) members shall be elected at State Convention, at the last business session of the State Convention. No two members of the same Unit shall be elected to serve on this committee.

Staggered terms: To begin with a one (1) year, a two (2) year, and a three (3) year term.

Thereafter, one member shall be elected each year for a three year term. The Chairman shall be selected by the committee.

The Finance Committee will be allowed the same monetary consideration as the State Junior Vice Commanders, plus an additional Twenty-five dollars (\$25.00) per committee member.

In addition to the duties set forth in the Standard State Department Bylaws, the Finance Committee will meet following the opening State Executive Committee Meeting at State Convention, and thereafter as deemed necessary.

The State Treasurer shall provide all information necessary to enable the committee to prepare a budget for the upcoming year.

Additional duties will include auditing of State Hospital Chairmen, VAVS representatives books.

7. A State Nominating Committee, consisting of three (3) members, one of which must be a past State Commander, and the other two from two different Units, shall be elected at the first business session of the State Convention. Members elected shall serve for that convention.
8. A State Standing Rules Committee, consisting of three (3) members shall be appointed at the last business session of the State Convention. No two members of 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.

The committee shall consider all properly prepared resolutions/amendments/revisions and present their recommendation(s) to the convention delegates.

9. The fiscal year of the State Department shall be July 1 through June 30 of the following year.
10. The State per capita tax for annual senior members shall be \$2.00.
11. Annual dues for State-at-Large members shall be \$10.00 per year.
12. State Mandates shall be as follows:

Each Unit shall donate to the State Department the sum of one dollar (\$1.00) for each enrolled senior member and the twenty-five cents (\$.25) for each enrolled junior member as of the previous June 30th membership. This mandate shall be used for administrative expenses of the State Department.

Each Unit with a membership of more than 20 members shall be required to contribute the sum of thirty dollars (\$30.00) each year, and each Unit with a membership of 20 members or less shall be required to contribute the sum of twenty-five dollars (\$25.00) each year. This mandate shall be used for the fruit Wagon Project and/or other programs at the VA Medical Center at Fort Harrison.

Each Unit shall be required to give twenty-five dollars (\$25.00) to each of the following: the VA Montana Health Care System - Miles City, the Columbia Falls Veterans Home and the Eastern Montana Veterans Home - Glendive.

The State Treasurer shall contact each Unit by September 1st in regards to mandates to be paid by November 1.

13. The time and place of the State Convention shall be identical with that adopted by the State Convention of the Disabled American Veterans.

All delegates and alternates to State Convention shall be elected by the Unit, and their names sent to State Headquarters ten (10) days prior to State Convention.

When registering at Convention, credentials must be presented by the delegates to the registration desk at State Convention.

14. Each Unit Commander, or Unit delegation chairman is required to read on the State Convention floor a written report of the Unit's Activities for the past year. This report will be placed on file at State Headquarters.
15. A State Commander shall be elected for a one year term and may be elected to serve an additional one year term.
16. Nominations and election of State Officers shall be on the last day of a State Convention.
17. The State Convention Rules shall be presented to and adopted by convention delegates during the first business session of each State Convention.
18. All books and properties of the State Department, in their entirety, will be handed over to the newly elected and installed State Officers by the retiring officers before leaving State Convention so as to prevent any delay in the duties of the new officers.

Exception to this would be the reports and books that are necessary for the State Treasurer to complete the financial report. Also, the State Adjutant would need the convention minutes and reports so that the minutes may be printed and mailed to each Unit. After which, all reports and books shall be sent to State Headquarters to be filed.

19. All outstanding bills for the fiscal year, with original receipts attached, must be in the hands of the State Treasurer by May 1st but no less than ten (10) days prior to State Convention in

order to be allowed. All receipts and excess monies for advance travel etc. shall be sent to the State Department Treasurer within 25 days of the end of the function for which the advancement was made.

A delegate and an alternate to National Convention shall be elected at State Convention. The delegate or alternate shall be allowed expenses for National Convention up to the amount as provided in the State Budget. The State Commander or representative shall be allowed expenses for National Fall Conference and the 14th District Meetings, up to the amount as provided in the State Budget.

If the State Convention is held in the resident city of any State Officer, the allowance for that officer shall be determined at that convention.

20. These Standing Rules shall become effective upon review by the National Judge Advocate.

ATTEST:

Auxiliary State Commander

National Judge Advocate

Auxiliary State Adjutant

Adopted by
Disabled American Veterans Auxiliary
State Department of Montana in Convention

DATE: _____.