

MILITARY ORDER OF THE PURPLE HEART
AUXILIARY
Of the United States of America, Inc.



PROCEDURES MANUAL

(August 2017)

TABLE OF CONTENTS

DEDICATION	2
APPRECIATION	2
INTRODUCTION.....	2
CHAPTER I STRUCTURE	3
CHAPTER 2 MEMBERSHIP	3
CHAPTER 3 FORMING A UNIT	5
CHAPTER 4 FORMING A DEPARTMENT.....	6
CHAPTER 5 MEETINGS & CONVENTIONS.....	7
CHAPTER 6 OFFICERS	15
CHAPTER 7 ELECTIONS – VOTING ELIGIBILITY	23
CHAPTER 8 PARLIAMENTARY PROCEDURE	27
CHAPTER 9 MOTIONS	28
CHAPTER 10 COMMITTEES AND THEIR DUTIES	30
CHAPTER 11 MISCELLANEOUS.....	37
CHAPTER 12 ANNUAL COORDINATION WITH MOPHSF	39
CHAPTER 13 SETTING UP A BANK ACCOUNT	39
CHAPTER 14 FILING INTERNAL REVENUE SERVICE (IRS) FORM 990-N	40
CHAPTER 15 UNIT AND DEPARTMENT ANNUAL FINANCE REPORTS	42
CHAPTER 16 MOPHA NATIONAL OFFICERS TRAVEL	42
CHAPTER 17 AID & SERVICE GRANT.....	43
CHAPTER 18 NATIONAL VAVS PROGRAM.....	45
CHAPTER 19 REQUESTING MOPHA VAVS FUNDS	47
CHAPTER 20 HIRING A PROFESSIONAL RECORDER	49
CHAPTER 21 NATIONAL OR DEPARTMENT INSPECTOR.....	49
CHAPTER 22 MOPHA KEY DUE DATES	51
NATIONAL BYLAWS COMMITTEES AND APPROVALS.....	52

APPENDICES

Appendix A Sample Resolution.....	53
Appendix B Sample Warrant	54
Appendix C Aid & Service Grant Application	55
Appendix D VAVS Funds Request and Instructions.....	57
Appendix D VAVS Funds Check Request Letter	60
Appendix D MOPHA Donation of Funds Letter.....	61
Appendix D VAVS Check Letter	62
Appendix E List of Commonly Used Acronyms	63
Appendix F Martha Washington Spirit Award.....	64
Appendix G Membership Flow Chart	65
Appendix H ABC's for Members.....	66

MOPHA PROCEDURES MANUAL

DEDICATION

The original Auxiliary Handbook was written and dedicated to Gladys Hapsch, PNP 1943-44, who provided the inspiration and guidance for the handbook.

APPRECIATION

Since the original Auxiliary Handbook was written, many changes and revisions have been made. A complete revision of the 1949 edition was created through the efforts and cooperation of PNP Noreen Barnard, PNP Jean Thiede, Mary Baker and Dianne Coates, Chairman. Many thanks are given to these individuals who gave of their time, knowledge and experience to bring about the handbook which would supplement the MOPHA Constitution and Bylaws. Thanks are also given to other National Bylaws Committees who have made revisions based on Resolutions passed at National Conventions and to remain in compliance with MOPH Bylaws. Much appreciation is given to all of those members and officers who have contributed to this project.

The 2011-2012 National Bylaws Committee was tasked by National President Barb Cherone to oversee implementation of policies and procedures for the Ladies' Auxiliary, Military Order of the Purple Heart. Chapters 12 through 22 are newly written procedures essential to the day-to-day operation of the LAMOPH that may not be covered in detail in the LAMOPH Constitution and Bylaws. Several of the original handbook chapters have also been updated.

At the 2016-17 National Convention in Dallas, TX it was voted to change the name of the organization to Military Order of the Purple Heart Auxiliary removing 'ladies' to a non-gender organization.

INTRODUCTION

The Auxiliary Handbook was renamed Procedures Manual in 2012. The Procedures Manual will still be a vital tool to supplement, not replace, the Constitution, Bylaws, and Procedures Manual of the Auxiliary. The Constitution, Bylaws, and Procedures Manual tell you WHAT to do; this revision will tell you HOW to do it more effectively, whether you are a member, a committee member, chairman, or an officer.

Responsibility is from the bottom up; authority from the top down. When the foundation of an organization is strong and well-constructed, a weakness can be repaired without damage to the entire structure. All members, therefore, should know what is going on, should express their views without restraint, and should accept responsibility for all that is done in their names. It is hoped that these procedures will enable every member to interpret the rules more clearly and understand the duties and responsibilities as an active member or officer of the organization.

CHAPTER 1 - STRUCTURE

Refer to MOPHA Bylaws, Article I

Membership forms the foundation of the MOPHA; therefore, the number of members and their dedication to our organization are of the first importance. The structure of the MOPHA begins with a broad base of individual members who make up the various Units. These Units come under the jurisdiction of the Department Auxiliaries which are subject to the National Organization. Departments are the links between the Units and the National Organization, deriving their strength from the members and Units within their respective Departments. A Region is a geographical grouping of states and territories. It is the responsibility of the National Organization to ascertain the wishes of the members and to carry out those wishes insofar as possible.

CHAPTER 2 - MEMBERSHIP

Refer to MOPHA Bylaws, Article II

- Section 1 Life Membership**
- Section 2 Associate Life Membership**
- Section 3 Membership-at-Large**
- Section 4 Life Membership Rebates**

- A. Membership in the Auxiliary shall be limited to grandparents, parents, spouses, widows, widowers, siblings, children and grandchildren of persons who have been awarded the Purple Heart by the Armed Forces of the United States and to anyone who served in the Armed Forces and has received the Purple Heart decoration in their own name. Associate membership in the Auxiliary is granted on the basis of a parent, sibling, or child of a member in the Auxiliary. All membership shall be governed by the provisions of Article II of the National Auxiliary Bylaws.
- B. The Senior Vice President is usually (but not always) the Membership Chairman. When contacting eligible members, it is important to verify the award of the Purple Heart medal. Many individuals are eligible to be awarded the medal but did not receive it. In this case, a Service Officer can assist them.
- C. We all want our organization to grow, and should consider it a privilege to invite an eligible member to join our Unit. An eligible member may request to join any Unit they desire, not necessarily the Unit of the Chapter to which the Patriot belongs. Without members, there can be no organization.
- D. Members should carry application blanks with them-you might meet a potential member. All information concerning the applicant should be printed or typed. Do not abbreviate any words, such as the city where the applicant lives. You may know that GPW, MI is Grosse Pointe Woods, Michigan; the National Membership Officer may not be aware of what that abbreviation means.
- E. The applicant must sign the application. **When the applicant is applying for a junior membership, the sponsor may sign.** If the member on whom the applicant is basing their membership is a member of a Chapter, the Chapter Adjutant must sign the application under "Certified by". The applicant cannot be certified by a Unit member. If the member on whom the applicant is basing membership is not a member of a Chapter or is deceased, the applicant must provide proof to the National Membership Officer of her eligibility. In this case, a copy of

the Purple Heart Recipient's DD form 214, DD form 215, or General Orders must be sent with the application. **(8-9-13)**

Section 1 - Life Membership

- A. Currently, all members of the MOPHA are accepted as Life Members. The membership is divided into three categories: Life, Associate Life, and Life Member-at-Large. There is only one membership fee. The membership fee is paid in full and sent to the National Membership Officer. However, if the prospective member cannot pay the fee all at one time, the Unit can accept small payments until the necessary fee has accumulated and it is then sent to the National Membership Officer.

Section 2 - Associate Life Membership

- A. An Associate member's eligibility for membership is based upon her relationship to a UNIT MEMBER. Associate membership in the Auxiliary is granted on the basis of a parent, grandparent, sibling or child of a member in the Auxiliary. [Example: you signed up your grandchild as a lineal descendant; their parent (your brother-in-law or daughter-in-law) may join as an Associate member because their child is a member.]
- B. Associate members are Life members and shall be without vote and may not hold an elective office but may hold an appointed office except that of Unit, Department or National Secretary. Associate members will not be counted when determining the voting strength of a Unit, when forming a new Unit or Department, or when keeping a Unit or Department up to full charter strength.
- C. The membership fee for an Associate Life member is the same as that of a Life member. The National Auxiliary does not presently issue rebates for Associate members. The Life membership fee is set by the National Convention body. Associate members shall be entitled to wear an appropriate emblem as approved by the National Auxiliary Headquarters.

Section 3 - Membership-at-Large

- A. An eligible Auxiliary member who does not live within a reasonable distance of a Unit may apply to the National Membership Officer to be a Member-at-Large and, if accepted, shall pay the membership fee as established by the National Convention body. When an application for Member-at-Large is presented directly to the National Membership Officer and it is ascertained that there is a Unit within reasonable distance of the applicant's home, the application shall be referred to the Unit in that area for approval by the Unit members. A Member-at-Large has no vote on Unit, Department or National level and cannot hold an elective or appointed office at any level. Members-at-Large must be verified by the Department Secretary.

Section 4 - Life Membership Rebates

- A. Each year the Unit is to complete a Life Member Verification report and submit it to the National Secretary with a copy to National Membership. That form can be found on the website. Unit members must be verified and the form returned to no later than October 1st. The Unit will not receive any Life Membership rebates unless it verifies these members. Rebates based on Life Members are sent out once a year. No rebates are paid on Junior members, Associate Life members, Department or National members at large.

- B. If the National Secretary does not receive a current Installation Report by June 30th, the LMV by October 1st, and the National Treasurer does not receive the annual Finance Report and confirmation of 990-N filing from a Unit or Department by October 1st, membership rebates will not be paid. In this case, the Units and Departments will not be considered in compliance.

CHAPTER 3 - FORMING A UNIT

Refer to MOPHA Bylaws, Article I, Sections 4-8

Section 1 - Procedure

1. You must have approval from the Chapter. The Chapter holds a stated meeting and members approve a request from the Unit organizer by two-thirds (2/3) vote to start up an Auxiliary Unit.
2. The Unit organizer sends a letter of notification (or intention) to the National President regarding Chapter's approval to start an Auxiliary Unit. You must have approval from the National President.
3. Upon approval of the National President, the Unit organizer requests a "Start-Up Kit" from the National MOPHA Secretary, advising her of the Chapter's approval and subsequent notification to the National President.
4. An application for charter is submitted to the National Secretary with no less than ten (10) senior women who are eligible to become active members of the Military Order of the Purple Heart Auxiliary. Please refer to the Constitution and Bylaws (CBL) for eligibility requirements. Members may be new or transfers from other Units. A Charter fee of \$25.00 must be sent with the application. The Charter Fee covers up to ten (10) names with a special fee levied for each additional name.
5. The Application for Charter must include the Chapter name, the Unit Organizer, and the Department President where a Department exists. If there is no Department, that endorsement is left blank. Each Unit will be assigned the name and number of the Chapter to which it is attached.
6. Set up a date for institution of the Unit. The members should meet prior to the institution and elect Unit officers. Give the list to the instituting officer.
7. The National President will authorize the Department President, the Unit organizer, another qualified auxiliary member, or the Chapter Commander to institute the Unit and install the officers in accordance with the MOPHA Ritual.
8. The instituting and installing officer is responsible for instructing the new officers of the Unit. Each officer's title, name, address, zip code, telephone number, and email address, if one is available, must appear on the Installation Report. The instituting officer shall make a report to the office from which the Instituting form was issued. Article I, Section 7.
9. Send the Installation Report to the National Secretary.
10. The Charter is held open for ninety (90) days from the date of institution, but may close sooner by a vote of the Unit. All members who are obligated before the Charter is closed are Charter members, even though they may not have signed the Charter application.
11. After the Charter is closed, the Unit Secretary will send the National Secretary a typed or printed list of all who are obligated before the Charter was closed. Names must be spelled

correctly and listed in the order they are to appear on the Charter. When the Charter is complete, the National President and National Secretary in office on the instituting date will sign the Charter and it will be forwarded to the Unit President.

Section 2 - Installation of an Auxiliary Unit

- A. The President-elect will ask a member to install the slate of officers, providing the person selected is qualified to act in such capacity. This could be the same person who institutes the Unit. If a Department President receives a request for a certain member to be authorized to install an Auxiliary Unit, they must realize no slight to their office is intended and none should be taken. The Unit concerned may have important reasons for making the request. The Department President will have time to make an official visit to the Unit sometime before her term has expired, and will be given honors due her office at that time. When an official visit is made in this manner, the Department President does not have to divide honors with some other dignitary—they are the most important person present.

CHAPTER 4 - FORMING A DEPARTMENT

Refer to MOPHA Bylaws, Article II, Section 3

Section 1 - Procedure

- A. You must have two (2) active Units with a total of 60 members in good standing, discounting junior members, members-at-large and associate members.
- B. You must have the approval of the parent Department Executive Committee.
- C. You must have the approval of the majority of the Units within the state.
- D. Application for a Department Charter shall be obtained from Auxiliary Headquarters.
- E. Application must be signed by the Department Commander and the Region President.
- F. Application shall contain the name, number and location of each Unit within the proposed Department.
- G. Application shall be sent to National Auxiliary Headquarters with Charter fee. Amount of fee shall be determined by the National Convention body.
- H. Set date for institution and organizational meeting.

Section 2 - Department Organizational Meeting

- A. The officer appointed by the National President shall preside at this meeting, assisted by an appointed *Secretary* and Chaplain Pro-Tem.
- B. Each Unit shall elect one Delegate and one Alternate for the first ten (10) senior members and one Delegate and one Alternate for each additional ten (10) senior members or major portion thereof. These names shall be given to officer in charge. The delegate votes shall elect the Department officers. No personal or Charter votes shall be allowed at this meeting.

NOTE: You might want to ask the Units to nominate members for Department offices so you could have a slate of officers ready for the organizational meeting. This could be done by mail or email. The slate of officers would not deprive any member from being nominated from the floor. Those receiving the most nominations would be put on the slate. This would give some idea of who would be willing to take office and would help the meeting go more smoothly.

CHAPTER 5 - MEETINGS & CONVENTIONS

Refer to MOPHA Bylaws, Article VI; and Part III, Ritual & Special Ceremonies

Section 1	General Information about Meetings
Section 2	Don'ts for Members
Section 3	Unit Meetings
Section 4	Region Conferences
Section 5	Department and National Meetings
Section 6	Convention Registration
Section 7	Department and National Conventions

The Unit meeting is the first organizational level. It provides a forum for individual members to join together as one body and work for the aims and desires of its members. The Department meeting is the second organizational level. Units may bring recommendations, agreed upon by the Unit members, for consideration by the body. The third level is the Region Conference, with representatives from the various Departments and Units within the defined Region. Finally, the highest organizational level is the Annual National Convention.

Section 1 - General information about Meetings

- A. The gavel is a symbol of authority and is used by the presiding officer to control the progress of the meeting.
 - 1. One rap of the gavel brings the meeting to order, or indicates to members to be seated.
 - 2. Three raps of the gavel, all stand.
 - 3. The gavel may also be used to restore order.
- B. Endorsements for political candidates or partisan political discussions are not allowed at meetings. Members may not make political endorsements in the name of the MOPHA.
- C. The presiding officer is addressed as "Madam or Mr. President".
- D. Stand when you are addressed by the President.
- E. If you wish to speak you must stand. When the President recognizes you, you may speak. Only one member may have the floor at one time.
- F. When you have the floor, you may not speak directly to another member but must go through the President, i.e., "Madam/Mr. President", through you to Mary Jones.
- G. Stand when making a motion; do not stand to second one.
- H. When approaching the President's station from your left, you must stop in front of the American Flag, salute the Flag, and then proceed.
- I. No presentations or monetary transactions are allowed when the Bible is open. The open Bible signifies an altar and should be treated with respect.
- J. If you see a member doing something that is against the rules, please tell them privately. Do not announce the error before the entire membership. That member may not return.
- K. You should not refuse any request the President may make.
- L. Remember you are attending a business meeting and not a social hour. Leave the socializing for after the meeting.
- M. The American Flag is always placed to the right of the President; the Auxiliary Banner is placed to the left.

- N. Once a motion has been made and seconded the President says: "A motion has been made by (name), seconded by (name), that we (repeat the motion)." The President now allows time for discussion on the motion by asking for the "Question." After the President determines enough time has been allowed, they will ask for the vote, "Those in favor," persons who agree with the motion respond by saying "Aye." Then the President says, "Those opposed," persons who disagree with the motion respond by saying "Nay". The motion is either carried or lost, depending upon the responses. A motion without a second cannot be discussed.
- O. When giving oral reports, include only necessary information and activities which have transpired since the last meeting. Do not repeat information which has already been given. Make the report complete, but be as brief as possible. Further details can be provided in a written report, if necessary

Section 2 - Don'ts for Members

- Do not be late for meetings. Your presence may be necessary to complete the quorum.
- Do not hesitate to take part in any discussion.
- Do not criticize the action of the Unit after the meeting is adjourned.
- Do not refuse to obey the rules of the Unit.
- Do not forget it is as much your duty to further the objects of the Unit as it is of the President and other officers.
- Do not whisper to your neighbor while someone is speaking.
- If you are a member of a committee, do not forget to notify the Chairman if you will be unable to attend a meeting.
- Do not permit your name to be proposed for an office unless you are willing to assume the responsibilities of that office, if elected.
- Do not stand while another member is speaking.
- Do not leave your seat until the President declares the meeting adjourned.

Section 3 - Unit Meetings

- A. Unit meetings are held monthly on a stated date, if possible. Units may adopt a standing rule to dispense with two meetings a year. There must be five (5) or more members in good standing in attendance to constitute a quorum.
- B. A special meeting is a meeting which is called for a specific purpose, and that subject is the only topic discussed. At a special meeting, a quorum is eight (8) or more members in good standing in attendance.

Basic Opening Ceremony

This is the Basic Opening Ceremony for all meetings. Presentation of flag and banner is optional at this time.

President calls the meeting to order with one rap of the gavel. With three raps of the gavel, members stand for the Pledge of Allegiance.

President: "We will join the Patriotic Instructor in the Pledge of Allegiance to the Flag."

Opening Prayer is offered by Chaplain. (One rap of the gavel to seat members after the Prayer is given.)

President: "I now declare this meeting of (name and number of Unit) Military Order of the Purple Heart Auxiliary, open for the transaction of such business as may properly be brought before it."
Guests may be introduced at this time.

Unit Meeting Order of Business

Opening Ceremony

Roll Call of Officers

Pro-Tem appointments. These are made to fill the vacancies of any absent officers.

Minutes of the last meeting are read by the Secretary after which the President says: "Are there any omissions or corrections?" If there are no corrections, the President says, "The minutes stand approved as read." If there are corrections (after the corrections have been recorded by the Secretary), the President says, "The minutes will stand approved as corrected."

Reading of communications. The Secretary reads all communications and official letters that may contain pertinent information for the Unit. Any action needed may be taken immediately, or under "New Business."

Reading of applications for membership by the Membership Chairman (or Secretary). The President will ask any new applicants attending the meeting to please leave the room while a vote is taken on their applications. **NOTE:** It is not advisable to invite proposed members to attend the meeting where their application will be voted upon, since it could be embarrassing if their application is voted down.

Voting on new member applicants. After the voting, have the applicants who were excused return to the room.

Initiation of applicants (See Part III, Ritual for initiation ceremony.)

Committee Reports. Ask for a report from each committee. Any recommendations included in these reports should be acted on at the conclusion of the report.

Unfinished Business. This consists of anything introduced at a previous meeting, but not completed.

New Business. This may include items introduced in this meeting's communications, or anything a Unit member may suggest.

Presentation of Bills. The Secretary reads each bill to be paid, naming the person or firm to be paid and the item or service purchased. A motion must be made and carried before any bills can be paid. All bills, once they have been paid, become disbursements.

Treasurer's Report. If guests are present at the meeting a treasurer's report need not be read, or you may ask guests to leave the meeting while the report is read.

Patriotic Program. This is optional

Example of a "bill":

At the May meeting, the secretary was authorized, by a motion, to purchase a Minutes book. They were not issued a check to pay for the book. At the June meeting they report the book was bought and presents the Unit with a bill for \$20.00. Since the original motion only stated buy the book and did not provide the funds to do so, another motion will have to be made for reimbursement. This \$20.00 would be a "bill" and be presented under "presentation of bills".

Example of a "disbursement":

At the May meeting the secretary is authorized, by a motion, to purchase a Minutes book. The motion also stated a check should be issued in the amount of \$20.00 to pay for it. At the June meeting, the secretary reports the book was purchased and presents a receipt to the treasurer. Since a motion had been made to pay for the book, it is not a bill, it is a disbursement and would not be included in "presentation of bills".

Basic Closing Ceremony

With three raps of the gavel, the members stand. Closing prayer is offered. (If flags have been presented, they must now be properly retired.) President: "I now declare this meeting adjourned. ("Next meeting will be...")

Section 4 - Region Conferences

- A. The Region Conferences serve as links between Departments and National. Conferences are designed to bring the members together for more discussions than are possible on a national scale. They afford an opportunity for members from several states to meet and discuss problems and ideas with a view to placing them before the National Convention body in the form of recommendations.
- B. Through the Region Conferences, members are provided with a School of Instructions on responsibilities for all members; and are made conscious of the fact that however small in membership their own unit may be, it has an important place in the National Organization.
- C. Each Region President shall hold an annual Region Conference in conjunction with the Region Commander's Conference. Prior to the meeting, the Region President shall appoint a Chaplain, Secretary, and Sergeant-at-Arms, if these National Officers are not present at the Conference. (This is a National Meeting.) The National President is always a guest at the Region Conference.

Suggested Agenda for Region Conference

Opening Ceremony. (Pledge of Allegiance and a prayer).

Minutes of last Conference are read. Since these minutes are approximately a year old and may have been published, they need not be read. This recommendation should be made from the floor.

Roll Call of the following: PNP's, National Officers, Department Presidents, and Units in the Region, number of members present from each Unit in the Region.

School of Instruction. (See Outline that follows.) Ask for any questions from members. It is important to instruct members on what they should do, and how it should be done.

Department/Unit President reports. If time permits, Department /Unit Presidents may give a report, which may include the number of Units and members, hospital work being done, etc.

Good of the Order. Members may wish to make recommendations for the Good of the Order.

Close with a prayer.

Basic Outline for School of Instructions

- 1. Objectives of the MOPHA
- 2. Membership: Eligibility, membership applications, membership fee, etc.
- 3. Ceremonies: member initiation, Unit institution, officer installation, Charter draping, etc.
- 4. Nomination and election of officers: Voting procedure

5. Duties and Responsibilities of Officers.
6. Kinds of Meetings: Executive Meetings vs. Conventions vs. Conferences, quorum, etc.
7. Fund raising activities: Obtaining permission, types, etc.
8. Auxiliary Programs
9. Communications: National Magazine, Department Newsletters, etc.
10. Standing Rules
11. Questions and Answers

References to be used include, but are not limited to: National Constitution and Bylaws, Ritual and Special Ceremonies, Standing Rules, MOPHA Procedures Manual, and Membership Applications.

Section 5 - Department and National Meetings

Department and National meetings fall into three categories: Region Conferences, Executive Committee Meetings and Conventions. At a Region Conference only recommendations are made, not motions. The Department and National Executive Committees meet between Department and National Conventions to carry on the business of the Department and National organizations. All of the actions by the Executive Committees must be approved by their respective Convention Body.

Executive Committee Meetings

There are three different agendas for the Executive Committee meetings: a pre-convention agenda, a post-convention agenda, and a mid-year agenda. Both the Department and National Auxiliaries hold Executive meetings prior to and following their respective conventions. Department mid-year Executive meetings are held at the date and place determined by their parent organization. A National mid-year Executive meeting is held at the call of the National President.

Department Executive Committee Meetings

All voting members must be members in good standing. The quorum shall be one-half plus one of the Executive Committee members. Check **the** Constitution and Bylaws to see what Officers are eligible to vote. Only those members listed have a voice and a vote at this meeting. The President may call for a report from Committee Chairmen, Unit Presidents, and any other member she feels will bring pertinent information to the Committee.

Suggested Agenda for Department Mid-Year Executive Committee Meeting

Opening Ceremony

Roll Call: of Executive Committee members.

Pro-Tem Appointments: These are made to fill the vacancies of any absent officers.

Minutes of the Last Meeting: are read by the Secretary. If the minutes have been printed and distributed to the members, a motion may be made to "dispense with the reading of the minutes as they have been published." This motion must be carried through before the President asks for any omissions or corrections to the minutes. The President would then state, "The minutes have been approved (or approved with corrections) as printed." If the motion to dispense with the reading of the minutes is not made, then the minutes must be read, and after omissions and corrections are called for, the President would state, "The minutes are approved (or approved with corrections) as read."

Reading of Communications: The Secretary reads all communications and/or official letters. Any

communications needing action may be acted on immediately, or under "New Business."

Audit of Books: If the Department books were not audited prior to the Executive Meeting, the President should now dismiss the Trustees to audit the books.

Officers and Committee Chairmen Reports: Not all officers are required to give a report at this meeting. The usual reports called for are: President, Membership Chairman, Ways and Means Chairman, Chaplain, Treasurer, and the Auditing Committee Chairman. An officer's report should only include the activities related to the office to which they are elected. The President reports first. The Senior Vice President assumes the "Chair" while the President is reporting. At the end of the report, the Senior Vice President will entertain a motion from the floor to accept the President's report and all other officers' reports. If this motion is carried, it will not be necessary to make other motions to accept reports as they are given by the other offices.

Unit Presidents Reports: Each Unit President, or representative, gives a short report of her Unit's activities, such as new members, hospital work, etc. This report should only cover the time period since the last Department meeting.

Unfinished Business: This consists of anything introduced at a previous meeting, but not completed.

New Business: This may include items introduced in this meeting's communications, or anything suggested by the members.

Presentation of Bills: After bills have been read by the Secretary, or Treasurer, a motion must be made and carried before they can be paid.

Trustees' Report: A motion is needed to accept the Trustees' Report. (This is the auditing committee report.)

Closing and adjournment.

National Executive Committee Meetings

The quorum shall be fifteen (15). Please check the Constitution and Bylaws for eligible voters. Only those listed have a voice and a vote at this meeting. The President may call for a report from Committee Chairmen or other members bringing information to the Committee.

National Mid-Year Executive Committee Meeting

This meeting is called only if the National President feels it is necessary. The President may ask for only the reports containing information to the business at hand. If the business to be discussed concerns Auxiliary funds, a report may be asked for from the Treasurer. A report from the Membership Officer may be given.

Suggested Agenda - Mid-Year Executive Committee Meeting

Opening Ceremony

Roll Call of Executive Committee members

Pro-Tem Appointments

Minutes of the Last Meeting read by the Secretary.

Communications

Officers and/or Chair Reports

Unfinished Business

New Business

Closing Ceremony

National Department Pre-Convention Committee Meeting

The agenda for the National and Department Pre-Convention Executive Committee Meetings are basically the same. The main difference is in the number of committees that must be appointed. Officers and Chairmen do not give reports at this meeting unless there is an item contained within their report that must come before the committee for their approval.

Suggested Agenda - National/Department Pre-Convention Executive Committee Meeting

Opening Ceremony

Roll Call of Executive Committee members.

Pro-Tem Appointments

Minutes of the Last Meeting read by the Secretary.

Reading of Communications by the Secretary.

Committee Appointments

Credentials 3 members

Resolutions 5 members

Officers Reports 3 members (Dept. optional)

Courtesy Resolution 3 members (Dept. optional)

Ways and Means: Number optional for Department. The Region Presidents will assist the National Ways and Means Chairman.

Other Committees the President may feel are necessary

Unfinished Business

New Business: Department only, National optional

Closing Ceremony

Agenda for National/Department Post Convention Executive Committee Meeting

Opening Ceremony

Roll Call of Executive Committee members

Appointments for the coming year are made by the newly installed President. (Further agenda items for this meeting will be completed by the President.)

Closing Ceremony

Section 6 - Convention Registration

The host Unit and Chapter staff a Convention registration desk where you must pay registration and **may** pay banquet fees if attending the convention banquet. The registration desk should not be confused with the credentials registration desk. The credentials registration desk is usually found within the Auxiliary meeting room, and is where members present their voting credentials to the Credentials Committee for voting purposes.

Section 7 - Conventions - Department and National

- A. A Convention session begins when it is called to order by the Convention Chairman and ends when the President declares it adjourned. The entire Convention may take several days to

complete, and will be recessed at the end of the day's business and at other times for attendance at other functions, such as Memorial Services, teas, etc.

- B. The Department Convention is an annual meeting where officers are elected for the next year, reports for the current year are given, and plans for the future are made. Resolutions are sent to the National Secretary indicating the interest and desires of the members
- C. The National Convention body is the SUPREME AUTHORITY. The body meets annually to evaluate and recognize the work done during the year by all those on lower organizational levels, to take final action on the submitted proposals, and to elect the National Officers for the following year.
- D. Please consult the Constitution and Bylaws for the current voting members of the above conventions. The Convention Chairman of the hosting Unit is the Presiding officer; at this time, and calls the meeting to order. The Presentation of Colors, Pledge of Allegiance to the Flag, National Anthem, Opening Prayer and Preamble are all carried out at this time. The President is escorted to the podium, presented to the convention members and guests, and receives the gavel from the Convention Chairman. The President then continues as presiding officer for the rest of the meeting.

Suggested Basic Convention Order of Business

Opening Ceremony

Roll Call

Pro-Tem Appointments

Introduction of Guests and Reading of Greetings

Action on minutes of Last Convention. A motion is in order to dispense with the reading of the minutes because they have been published. The President must ask for omissions or corrections to the minutes and declare them either "approved as published" or "approved as corrected."

Minutes of the Pre-Convention Executive Committee Meeting are read and action taken

Committees and appointments: The President announces committees formed at Executive Meeting and completes appointments, if necessary

Credentials Committee Preliminary Report

Parliamentarian reads "Rules of the Convention"

Officers Reports: These must be received by the National Secretary no later than May 15th; you may also give an oral report at the Convention

Committee Reports (except Credentials)

Unfinished Business

New Business

Credentials Committee Final Report. (This committee should be asked to report several times throughout the Convention.)

Nominations and Election of Officers

Installation of Officers

Courtesy Resolutions

Closing Ceremony

Retiring of Colors, if presented

Adjournment of the Convention.

The foregoing Order of Business is subject to changes which the President may find necessary.

CHAPTER 6 - OFFICERS

**Refer to MOPHA Bylaws, Articles VII & VIII (Units)
Articles IX & X (Departments)
Articles XI & XII (National)**

Section 1	President
Section 2	Unit President
Section 3	Department President
Section 4	National President
Section 5	Senior Vice President
Section 6	Junior Vice President
Section 7	Region President
Section 8	Chaplain
Section 9	Secretary (Unit, Department, National)
Section 10	Treasurer
Section 11	Trustees
Section 12	Parliamentarian
Section 13	Historian
Section 14	Musician

- A. Any member in good standing (*exceptions: Juniors, Associates and Members-at-Large*) may be elected to an office in our organization. It is the responsibility of the members to see those elected are good officer material demonstrated by their support and work for the organization. No Unit can be certain a member will fulfill the obligation as an officer unless the member has proven it by practical work for the Unit. Members ages 14-17 may hold any appointed office except Secretary and elected office except President, Sr. Vice President, Jr. Vice President, Treasurer, Trustee or Parliamentarian at the Unit level. An Associate member shall be without vote but may hold an appointed office except that of Secretary at the Unit, Department, or National level.
- B. If you are elected or appointed to a Department or National office, it means other members believe you are capable of carrying out the duties of that office and of being a fine representative of the MOPHA. You should try very hard not to disappoint them. You must remember at all times you are there to give assistance when needed and requested.
- C. Please remember when visiting a Unit or Department you are not a member of, you have no voice on the floor, no matter how high an office you hold. If you are asked to speak by the President, you may do so. National officers must remember when they are attending a Department meeting, the Department President is the highest ranking member of that Department. The same advice will hold true for a Department officer attending a Unit meeting.

Section 1 – President

- A. A President should bring dignity to the office and be an outstanding representative of MOPHA ideals. A President should be chosen for decision making expertise, acknowledging one should never make decisions for the membership. A President, on every level, will welcome the assistance of any member and assign responsibilities to the most qualified members. No one person can or should be expected to do all the work.

- B. Within the local Unit, Department or National, officers must remember they are Auxiliary members first. They should refrain from imposing their official status and should act in their official capacity only at such times as they are requested. Before making an official comment, they should refer to necessary resources; so when they do make an official comment, it will be correct. Whether members hold a National, Department or Unit office, they owe the presiding officer of any meeting the respect that is due them. They should never abuse their authority.
- C. A President carries through all motions, but does not take part in any question on the floor. Presiding officers should not make motions or second them. If they feel strongly about an issue and wish to speak, the chair must first be vacated. (Senior or Junior Vice President assumes the chair.) This practice is frowned on and not advised. A President shall be an impartial Chair at all times, not giving personal views on any issue.
- D. A President makes all pro-tem appointments, appoints all committees and chairmen, is an ex-officio member (a member by virtue of the office held) of all committees, and should be aware of the progress made by the groups. A President must sign all warrants and checks and see that the books of the Secretary and Treasurer are audited twice each year.

Don'ts for the President

- Do not fail to call the meeting to order on time.
- Do not forget your principal duties as the Presiding Officer are: to maintain order, to see that the members abide by the Constitution and By-Laws and its Standing Rules.
- Do not stand while a member is speaking, or while any other business is being transacted.
- Do not show favoritism to members.
- Do not allow members to deal in personalities
- Do not speak of yourself except as "the Chair."
- Do not forget you are the servant of the membership and not the Dictator.

Section 2 - Unit President

- A. The Unit President is the presiding officer of the Unit meetings, and should ensure that the Constitution, Bylaws, and Procedures Manual, and any Bylaws of the Unit, are upheld. The President should also ensure that the General Orders of the National and Department President are read at each meeting, provided they are available and must try at all times to keep harmony between the Unit and the Chapter. The Unit President must see that the Department President is invited to make an official visit to one Unit meeting during the Department President's term of office. The Department President may visit your Unit without an invitation, but you should extend that courtesy.
- B. The President must prepare a report of the Unit's activities to present at the Department Convention and at whatever other meetings the Department President may so direct. If elected as a Delegate to Conventions, the Unit President may cast the Delegate vote for the Unit, rather than the Charter vote. The incoming newly installed Unit President represents the Unit at Conventions and casts the Charter vote. At Department Conventions, the outgoing Unit President shall give the Unit report.

Section 3 - Department President

- A. The Department President is the presiding officer of Department meetings, and should ensure that the Constitution, Bylaws, and Procedures Manual, and any Bylaws of the Department are upheld. The Department President should also ensure that the General Orders of the National President are read at meetings, provided they are available and must try at all times to keep harmony between the Auxiliary and the Parent Organization.
- B. The Department President is the official inspector of the Units within the Department and must inspect each Unit in the Department at least once during a term of office. If unable to inspect all of the Units, another officer or Past Department President may be appointed to inspect a Unit, providing the officer appointed is not a member of the Unit to be inspected. The President may not inspect their own Unit. The Department President also signs all Charter applications for new Units.
- C. The newly installed Department President is the Department Representative at all National meetings and a member of the National Executive Committee. At the National Convention, the outgoing Department President shall prepare and submit a written report of the Department's activities during her year.

Section 4 - National President

- A. The National President is the Presiding officer of all National Executive Meetings and the National Convention and shall see that the Constitution and Bylaws and any Standing Rules are enforced. The National President shall see that all orders of the National Executive Committee of the parent organization and the National Auxiliary are carried out, issue General Orders and other directives they may feel are necessary, and decide all questions on law and usage subject to an appeal to the National Convention. Those decisions shall be final and can only be reversed by the National Convention body. They shall try at all times to keep harmony between the Auxiliary and the MOPH. The National President must be advised of new units being formed.
- B. Written permission from the National President must be received before a Unit may be formed. The National President shall sign all Charters and appoint all instituting officers. The National President should be notified of the date set for the institution of a new Unit. This may require several letters, but the extra work involved preserves the relationships which should prevail between the local Units, Departments, and the National organization. Sometimes, given ample notice of a pending institution, the National President can attend, and that is always desirable.

Section 5 - Senior Vice President

The Senior Vice President assists the President in maintaining order and is familiar with the duties of the President. A Senior Vice President will preside at meetings in the President's absence and will assume the President's duties should the office become vacant. The Senior Vice President is usually (but not always) the Membership Chairman and those responsibilities include efforts to maintain and increase membership. Senior Vice Presidents will carry out all assignments given to them by the President.

Section 6 - Junior Vice President

The Junior Vice President assists the President and the Senior Vice President in maintaining order and is familiar with the duties of the President. If the Senior Vice President assumes the duties of

the President, the Junior Vice President will assume the duties of the Senior Vice President. In the absence of both the President and the Senior Vice President, the Junior Vice President will preside at meetings and will assume the President's duties if the office becomes vacant. The National Junior Vice President shall supervise the activities of the six Region Presidents and shall be the National Ways and Means Chairman unless the President chooses to assign other duties.

Section 7 - Region President

- A. Region Presidents serve as coordinating officers, in order to relieve the National President of some of the work of her office. They should try to organize new Units and Departments within their respective Regions, and are responsible for signing the Charter applications for new Departments. Since a Department President will generally organize new Units within their own Department, the Region President would be wise to concentrate efforts in states within their Region that are not Departments. Unless assistance is requested by the Department President, it may not be welcome. If it is determined by the convention body that a Region is not viable, they may choose not to elect a Region President.
- B. They work with and through the Department Officers and the National Ways and Means Chairman; and must not presume that because they hold a National Office, they can ignore the Department Officers in any part of their assigned area. The National Junior Vice President shall supervise the activities of the six Region Presidents. The Annual Report of a Region President shall only cover activities as a National Officer and include an itemized list of all donated items and all monies received per item for Ways and Means.

Section 8 - Chaplain

- A. The Chaplain offers a prayer during the Opening and Closing ceremonies of all meetings and at any other time a prayer or memorial ceremony is requested by the President. The President should be informed by the Chaplain when the Charter should be draped in memory of a deceased member. (*Refer to CBL, Part III, Ritual and Special Ceremonies.*) Chaplains may be requested to express condolences to the family of deceased members, visit members who are ill, send out cards, etc. Communications are vital to ensure proper respect is accorded those members who have passed away and to strengthen the bonds of our MOPHA family.
- B. Unit Chaplains should notify the Department Chaplain and Secretary, National Chaplain and Secretary as soon as possible after the death of a Unit member so the name will be added to the Department and National Memorial Services. Information provided should include name, date of death, Unit number and location, name and address where condolences can be sent. The Chaplain is elected at the National level and appointed at the Unit and Department levels. The National Chaplain shall notify the National Executive Committee members of prayer requests, death notices and illness of members and/or their immediate family members. (8-9-2013)

Section 9 - Secretary

- A. A Secretary holds an exacting and responsible position by efficiently carrying on the work of the office to help make the organization function smoothly. A Secretary is the right hand of the President, and should be aware of all matters to be brought up at each meeting and should prepare an agenda pertaining to these matters for the President's guidance, and bring all books, papers, and other equipment needed to the meeting.

- B. One of the most important contributions made by a Secretary is the prompt acknowledgment of all communications. All correspondence is read and any actions taken on any matter are recorded in the minutes, as well as the date and **time** the meeting opened and closed, new members initiated, guests present, and any reports (not the content of the report, just that a report was given). If the report concerns charity or welfare work, the names of the individual(s) assisted may be entered in the minutes in parenthesis, and are to be omitted when the minutes are read, since the person(s) being assisted may be present and this would cause needless embarrassment.
- C. In reporting elections, state how many persons are present and qualified to vote, the number which constitutes a majority, and the names of those appointed as Judge and Tellers. If there is more than one candidate for an office a ballot must be taken. Results are recorded in parenthesis for the official records, but are omitted from the reading of the minutes.
- D. A Secretary takes down the minutes of each meeting, taking care that all motions are properly stated and whether the motion was carried or lost. Discussion on the motion is not recorded—only the motion and the result of that motion. The Secretary reads the minutes of the last meeting and records in the minutes of the current meeting whether the minutes were approved, or approved as corrected. Minutes of the National Convention, Pre- and Post-Convention NEC and Finance meetings are recorded by a Professional Recorder. The Recorder is contracted by the MOPH for both the MOPH and MOPHA.
- E. As soon as possible after the meeting the minutes are entered into a "Minutes book". The Secretary signs the minutes; and when the minutes have been approved, writes the word "approved" and the date under Secretary signature. Do not add "Respectfully submitted"; your signature is sufficient.
- F. The Secretary signs, issues, and records all warrants (countersigned by the President), gives a receipt for and records all monies received. All money should first go to the Secretary so the transaction may be recorded before the money is turned over to the Treasurer.

Do's and Don'ts for the Secretary

- Do not forget the Minutes are the legal record of the meeting and therefore must be accurate.
- Do not forget to paragraph the Minutes.
- Do not use adjectives.
- Do not give your personal opinion regarding any action taken at the meeting.
- Do not fail to record "Motion was carried, Amendment, Recommendation, Resolution was adopted".
- Do not chronicle debate. Chronicle only what was DONE. Do not fail to record lost motions.
- Do not make motions or take part in debate if you can refrain from it. Your thoughts should be centered upon taking the Minutes.
- Do not forget if the President and Vice Presidents are absent; it is your duty to call the meeting to order and preside until a President pro-tem has been elected.
- Do not sit while reading the Minutes.
- Do not forget your Minutes should be entered in a Minutes Book and read from that book at each meeting. Corrections to **the minutes should be** made on the margin opposite the paragraph to be corrected.

- Do not use letterheads and envelopes from another organization or from the Parent Organization.

Unit Secretary

The Unit Secretary is the right hand of the Unit President. In addition to the duties as outlined above, the Unit Secretary is responsible for forwarding delegate and installation reports to the proper Department or National Secretary, sends a copy of the installation report to the Region President; keeps a roster of all members of the Unit, and keeps a copy of all correspondence going out of this office, as well as a file of National and Department General Orders.

Department Secretary

The Department Secretary is the right hand of the Department President. In addition to the duties as outlined above, is responsible for sending out notices to the other veteran organization auxiliaries of the Annual Department Convention, if required by the Department.

National Secretary

The National Secretary is the right hand of the National President. In addition to the duties as outlined above, is responsible for notifying the other veterans' organization auxiliaries of the Annual National Convention, if so required.

Example of Recorded Minutes

The regular meeting of Ludlow, Unit #1, was held on Monday, April 5, 1994, at the Chapter Home.

Call to Order: The meeting was called to order by President Brown at 8:00 p.m.

Opening Ceremony was held followed by the introduction of National VAVS Representative, (Name) and prospective member (Name).

Roll Call found eight officers present.

Pro-Tem appointments: (Name), Chaplain.

Reading of Minutes: The minutes of the last meeting were read and approved.

Communications: National/Department General Orders were read. All communications were read.

New Member Applications: An application for membership was received from (Name), spouse of Patriot (Name). Applicant (Name) was excused from the room while a ballot was taken. Applicant (Name) was accepted for membership and took the membership obligation.

Committee Reports: The Welfare Committee Chairman reported the family of Patriot (Name) was in need of assistance. It was moved by member (Name), seconded by member (Name) that the Auxiliary donate \$50.00 to the (Name) family. Motion carried.

Unfinished Business: Set up for Rummage Sale on April 22 at 7:00 a. m.

New Business: Election of Officers. Roll call indicated 16 votes, majority of nine to elect. (Member Name), Judge; (Member Name) and (Member Name), Tellers. Election results were as follows:

President:	Member Name
Sr. Vice President:	Member Name
Jr. Vice President:	Member Name
Treasurer:	Member Name
Chaplain:	Member Name

A ballot had been taken for Chaplain (Name) seven votes, (Name) nine votes.

Treasurer's Report: General Fund: \$150.00, VAVS Fund \$325.00

VAVS Representative (Name) gave a talk on Veterans Hospitals and ideas for future projects.

Section 10 - Treasurer

- A. The Treasurer is the custodian of the funds and must keep accurate financial records of all receipts and disbursements. Upon receiving properly signed warrants from the Secretary, shall sign and issue all checks, countersigned by the President. Two signatures are required on all Auxiliary checks. The warrant, check and receipts for the same disbursement should be stapled together for less complicated audit. The Treasurer should give a receipt for all monies paid using a duplicate receipt book.
- B. The Treasurer shall keep two separate funds, a general fund and a VAVS fund. VAVS funds must be used for hospital work only and must not be transferred to the general fund. The general fund may be used for anything the body may so direct. The Treasurer's books shall be open for inspection at any time by any Unit member in good standing.
- C. The Unit Treasurer shall be responsible for forwarding any membership fees received from members of the Unit to the National Membership Officer. This should be done as soon as possible after receipt of membership fees.
- D. At each meeting, the Treasurer shall give a report to the members. Starting date of the report should be the same date as the previous meeting. Closing date should be at least one day prior to the meeting at which the report will be read. [Example of how to date a Unit Treasurer's Report: Your Unit meets the first Tuesday of each month (i.e. January 5th, February 2nd, March 2nd, etc.). The report given in February would be dated January 5th to February 1st; report given in March would be dated February 2nd to March 1st.] At the end of the Treasurer's term of office, a complete financial report shall be presented covering the entire year and sent to the National Treasurer by October 1st.

For other duties of the Treasurer, see Chapter 14 (Filing IRS Form 990-N e-Postcard) and Chapter 22 (MOPHA Key Due Dates).

Don'ts for the Treasurer

- Do not hold on to checks received; deposit them as soon as you receive them.
- Do not fail to remit all authorized disbursements in a timely manner.
- Do not fail to keep all receipts of expenditures with the canceled check and warrant used to pay such expenditures.
- Do not fail to keep your books in such a manner that they may be audited on a moment's notice.
- Do not fail to keep all VAVS money in a separate fund.

Warrants

Warrants provide a permanent record of payment authorizations for audit purposes. Warrants usually are based on an approved budget or on individual items approved for payment at a formal meeting. The National Secretary completes a warrant for each expense report and sends the warrant along with a copy of the expense report to the National Treasurer before a check can be written. Units and Departments are encouraged to use the warrant procedure for payments by their treasurers. *(Refer to Appendix B for a sample warrant.)*

Section 11 - Trustees

- A. When new Units and Departments are formed they will elect three Trustees to serve as the Auditing Committee. They will be a 1-Year Trustee, a 2-Year Trustee and a 3-Year Trustee. They will serve on the committee as their titles suggest, i.e. the 1-Year Trustee will serve for one term, the 2-Year Trustee for two terms and the 3-Year Trustee for three terms.
- B. At the end of the first term the 1-Year Trustee will no longer serve on the committee, the 2-Year Trustee will automatically take the position of 1-Year Trustee, and the 3-Year Trustee will automatically take the position of the 2-Year Trustee. The Unit or Department will then elect a new 3-Year Trustee. Each year, the 1-Year Trustee will leave the committee, the 2-Year and 3-Year Trustees will move to their next terms, and a new 3-Year Trustee will be elected.
- C. Should a Trustee resign, a new Trustee shall be elected to complete the term. Example: The 2-Year Trustee resigns after having served only six months of her term. A new Trustee will be elected to serve for 18 months-six months as 2-Year Trustee, and 12 months (one term) as 1-Year Trustee. Remember that each Trustee is elected to serve a certain number of terms. The resignation of one Trustee should not deprive the other Trustees from completing their terms of office.

Section 12 - Parliamentarian

- A. Parliamentarians do not issue rulings; they issue opinions. Only the National President has the authority to issue rulings. When any question arises concerning rulings, the question should be asked of the Parliamentarian and should be in writing. However, should the question and answer occur at a meeting, there would be no need for them to be written, as both would be included in the minutes.
- B. If the Unit Parliamentarian has issued an opinion; and if the member seeking that opinion is not satisfied, she may appeal to the Department Parliamentarian, if a member of a Department. Final appeal shall be to the National Parliamentarian.
- C. The National Parliamentarian must consult with the National President and Secretary before issuing an opinion. Since she has consulted with the National President, and the National President is in agreement, this opinion is final and can only be reversed by the National Convention Body. If she fails to consult with the National President, this would constitute failure to comply with the National Constitution and Bylaws and the National President could reverse the opinion. Only the National President has the authority to issue rulings, following consultation with the National Parliamentarian.
- D. At the Military Order of the Purple Heart (MOPH) 2009 National Convention, the body of the Convention voted to mandate that the MOPHA hire a professional recorder for National Conventions and Pre- and Post-Convention NEC and Finance meetings. (Refer to Chapter 20 - Hiring a Professional Recorder.)

Section 13 - Historian

The Historian shall enter into a permanent history book a record of events and activities of the Unit, including names of officers, and shall also establish and maintain a scrapbook, if desired, for the preservation of clippings, programs and other material which will complete the Unit's historical record. The Historian shall make an annual report to the Department and National Historians at

least thirty (30) days before the annual convention or sooner if so ordered. This report shall follow outlines suggested by Department or National Historian and be on forms furnished for that purpose.

Section 14 - Musician

The Musician shall assist the President in carrying on the work of the Unit by furnishing appropriate music during meetings or special ceremonies and as the President may request or the Ritual may require.

CHAPTER 7 – ELECTIONS - VOTING ELIGIBILITY

Refer to MOPHA Bylaws, Article III, Article VI, and Article X

Section 1	Who Can Vote?
Section 2	Election of Delegates and Alternates
Section 3	Delegate Votes
Section 4	Delegate Credentials
Section 5	At the National Convention
Section 6	Credentials Committee
Section 7	The Judge and Tellers
Section 8	Election of Officers

Section 1 - Who Can Vote?

Unit

- A. All Unit members in good standing
- B. Units with less than ten (10) senior members do not have a vote. Units and Departments not submitting a current Installation Report, Finance Report, and confirmation of 990-N filing will lose their right to vote at the National Conventions and will not be considered in good standing.

Department -

Refer to MOPHA Bylaws, Article VIII

- A. National President, if a member of a Unit within the Department
- B. All elected Department Officers and the Department Secretary
- C. All Past Department Presidents who are members of a unit within the Department
- D. Each Unit President; or in their absence, the Unit Senior or Junior Vice President
- E. Delegates elected by their Units
- F. Past National Presidents who are members of a Unit within the Department.

National

Refer to MOPHA Bylaws, Article X, Section 6

- A. All elected National Officers. National Secretary and National Membership Officer
- B. All Past National Presidents
- C. Each Department President; or in their absence, the Department Senior or Junior Vice President
- D. Each Unit President; or in their absence, the Unit Senior or Junior Vice President
- E. Delegates elected by the Units

- F. The vote cast by any President is known as the "Charter Vote." Each of the above officers and Past Presidents is allowed one vote. If entitled to a vote in more than one capacity, they can elect to vote in one and absent themselves in the other(s). No proxy votes are allowed with the exception of the delegates. If there is more than one delegate elected to a Unit, one delegate may cast the entire delegate vote. When a written ballot is used the Presiding Officer has a vote. When a voice vote is used the President may vote only if the vote will change the result. A tie vote is a lost vote.

Section 2 - Election of Delegates and Alternates

Refer to MOPHA Bylaws, Article X

- A. Notify all members in good standing, in writing, two (2) weeks before election, whether such election is for Unit officers or for delegates and alternates to the National or Department Convention. Delegates and alternates to the National Convention are elected at the business meeting held in April or May of each year. Delegates and Alternates to Department Conventions are elected at the business meeting held in May of each year (or the month preceding the Department Convention).
- B. It is best to elect delegates who would otherwise have no vote at the convention. This will allow more votes for your Unit. One delegate and one alternate for each group of ten (10) senior members, plus an additional one delegate and one alternate for any remainder of six (6) through ten (10) shall be elected at the last regular Unit meeting at least 30 days prior to the Convention (either Department or National). Before the election begins, a motion MAY be made to vote for delegates and alternates collectively on the same ticket. [For example: A Unit with 31 eligible members is entitled to three (3) delegates and three (3) alternates. The President calls for nominations from the floor. The Judge records the names of nominees as they are given by the members. At least six (6) names must be given in order to have three (3) delegates and three (3) alternates; however, there can be more than six (6) names nominated.]
- C. The Tellers distribute ballots to the members, who vote for three (3) names out of the six (6) or more, placing three (3) names on the ballot at one time. After the members have voted, the Tellers collect the ballots. One Teller reads aloud the names on the ballots, the other keeps a tally of names called, while the Judge records the votes after each name. The three (3) members receiving the highest number of votes shall be declared the Delegates, and the lowest three (3) in number shall be declared the Alternates. The same method applies regardless of the number of delegates or alternates allowed to the Unit. Where a Unit is larger, the number of names would increase. As a recommendation, before elections begin, the Parliamentarian could read the sections of the National Constitution and Bylaws pertaining to Delegates and Alternates.
- D. After Delegates and Alternates have been elected, send a list of their names to the National (or Department) Secretary.

Section 3 - Delegate Votes

Each delegate is allowed one vote. If delegates have not been instructed by their Units to vote for a specific candidate, they may vote for the candidate of their choice. If a delegate is absent and has no alternate voting as a delegate, the vote may be cast by the delegate chairman. This is the only time a proxy vote is allowed. If only one delegate is present, they may cast the entire delegate vote. If all

delegates are present, the first delegate may still cast the entire delegate vote, if the delegates so desires. In the absence of a delegate, the first Alternate becomes the last delegate.

Example:	Delegates	Alternates
	Mary Jones	Rose Martin
	Alice Smith	Jane Carson
	Helen Conroy	Susan Harris

Mary Jones does not attend the Convention, thus:

Delegates	Alternates
Alice Smith	Jane Carson
Helen Conroy	Susan Harris
Rose Martin	

If the Unit has only one member attending the Convention it would be wise to elect them as your delegate. This would apply to Units with more than 38 members. Delegates to a Department Convention are elected in April. Delegates to a National Convention are elected in May. As soon as possible after election, the Unit Secretary should forward to the proper secretary the list of delegates and alternates elected by the Unit. Delegates and alternates must attend all business meetings (unless appointed to a committee which meets during business sessions) and bring back a report to their Units containing any pertinent information.

Section 4 - Delegate Credentials

Delegate credentials are to be presented to the Credentials Chairman at all Department and National Conventions, so the Credentials Committee may determine the voting strength of the Convention. Delegates will not be allowed to sign the Credentials book without the proper credentials.

Section 5 - At the National Convention

If a delegate has misplaced, lost or forgotten her credentials, the Credentials Chairman will direct her to the National Secretary. After determining the membership of the delegate, and if it is valid, the National Secretary will issue new credentials. Departments are urged to follow the example of the National Auxiliary.

Section 6 - Credentials Committee

- A. Credential forms are furnished by the Department and National Secretaries. They must be signed by the Unit President and/or Secretary. Do not send the credentials to the Department or National Secretary. The Credentials Committee must be presented with the member's proper credentials at the Convention, and the member must sign the Credentials Book prior to the election. This is separate from other registrations and roll calls. When the Secretary calls the roll at conventions, just prior to the election, you must answer as you have registered with the Credentials Committee. The following is an example:

1. You are a Unit President, but your Unit has elected you as a delegate. You will register with the Credentials Committee as a delegate. When the Secretary calls for Unit Presidents, you will answer "Delegate". The Secretary will then strike your name from the roll of Unit Presidents. When she calls for delegates for the Units, you will answer "Here", when your Unit number is called.

Section 7 - The Judge and Tellers

- A. A Judge and two (2) Tellers shall be appointed by the President. This appointment shall not deprive them of being nominated and elected to any office. When directed to do so by the President, the Tellers will distribute blank ballots to the voting members. After voting is completed the Tellers will collect the ballots, and along with the Judge, tabulate the number of votes received by each candidate. The Judge will then report the results to the President, who will announce the candidate receiving the majority of votes and, therefore, elected to that office.
- B. Blank ballots should be discounted for what they are—scrap paper. Ballots with misspelled names are still valid and should be counted for the intended candidate. Ballots containing only the name of a candidate should be counted as one vote. All ballots should contain the name of the candidate and the number of votes allowed the member casting the vote. At Unit elections only the name of the candidate is necessary. Any member who thinks an error has been made has the right to call for a recount or a new vote. The Judge and Tellers should make sure that the total number of votes cast does not exceed the total voting strength. After count is completed, ballots must be kept for 30 days by the Secretary before being properly destroyed.

Section 8 - Election of Officers

- A. The Secretary takes roll call of all voting members present and reports the voting strength of the Unit, Department, or National Auxiliary. At Conventions this would also include the delegate strength of each Unit present. The majority of votes needed to win the election should then be stated, which is one half of the voting strength plus one.
- B. The President appoints one Judge and two Tellers and then directs the Sergeant-at-Arms, "No one is to leave or enter the meeting room during any voting process, except in an emergency." The President then opens nominations for the office of President. After someone has been nominated, the President will ask twice more for nominations. The President will then close nominations and ask each nominee if they will accept the nomination. If more than one accepts, it must go to a written ballot. If only one accepts, the name is put on the slate for that office. There should be no applause during or after the election of officers.
- C. The President continues in the above described manner until the complete slate of officers has been elected. The Secretary will read the slate of officers-elect and the President will declare them duly elected to serve in the coming year. The President will dismiss the Judge and Tellers and instruct the Secretary to retain the ballots (if any) for a period of 30 days. The President-elect should then announce the names of the appointed officers and the Installing Officer. After Unit/Department officers have been installed, send an election report to the respective National and/or Department Secretary(s).

CHAPTER 8 - PARLIAMENTARY PROCEDURE

Refer to MOPHA Bylaws, Article XII, Section 9

Section 1 - General Information

- A. The term "parliamentary procedure" is used to denote the orderly routine by which an organization is guided in the conduct of its meetings. The Constitution, Bylaws, and Procedures Manual of the MOPHA follow Robert's Rules of Order, Newly Revised (**latest edition**), to fit our particular problems.
- B. A presiding officer is gracious, tactful and just and gives each member a chance to speak, but allows no one member to monopolize the floor. If it appears a matter is going to be overlooked, the Chair can say, "It has been suggested that we should _____." The Chair will entertain a motion to that effect in order that we may discuss it properly. Usually a member will respond at once with the requested motion. An officer is addressed as "Madam/Mister _____". Business meetings should be kept dignified, with proper respect shown to each member.
- C. While we want to conduct our meetings correctly, we must refrain from "airing" our knowledge to the embarrassment of another member. Care must be taken to recognize the intent behind a proposed action, even though it has been introduced improperly. A tactful, gracious presiding officer will suggest proposals be put into the form of a motion, or will rephrase them into the proper form. Here is where a smiling, friendly manner pays big dividends.
- D. A meeting conducted in an informal manner can be just as legal, interesting, and profitable, as one which is so formal it loses the qualities of friendliness and harmony. Business conducted in a relaxed, friendly atmosphere is likely to be good business. Although it is proper to move that a special committee be appointed, it is improper to suggest a certain person be placed on the committee. Remember, the President has the privilege of appointing committees, and at the end of his/her term of office those committees are automatically dissolved.
- E. Our own Constitution, Bylaws, and Procedures Manual are the final authority; other references are to be considered as guides to help us carry out the objectives of our own organization. We may adopt ideas from other groups, but only if they will improve our own organization.

Section 2 - Protocol-Unit and Department

- A. A National President that attends an auxiliary meeting should be treated with the utmost respect and courtesy due to the highest office in the MOPHA, should always be invited to join the presiding officer at their station and be invited to speak to the members. The National President is usually asked to install officers and institute Units, if these items are on the agenda of the meeting. It is considered an honor for a Unit and officers to be instituted and installed by the National President.
- B. The President of the Unit or Department meeting which the National President will attend is the official hostess and is responsible for seeing that the National President receives all the necessary information concerning the meeting. The Unit/Department President should arrange hotel accommodations and escort from the airport, if necessary, and any other courtesies the Department or Unit may wish to extend.
- C. When Department Presidents are making their official visits to the Units within their Departments, they are usually invited to join the presiding officer at her station. When other

National or Department officers are guests at a meeting, they should always be introduced and treated with respect and courtesy. Whether or not they are invited to join the presiding officer at her station is the decision of the presiding officer. Since space is sometimes limited at the President's station, it is acceptable to invite only the highest-ranking officer to join the presiding officer, if more than one officer is present.

- D. When National officers, other than the National President, are attending their own Department meetings, they should be introduced to the body, thus showing respect for the office they hold. In most cases the National officer is there only as a member of the Department and should be treated as such. Each Department and Unit shall decide what courtesies, financial and otherwise, they wish to extend to visiting officers.
- E. Since guests are not usually members of the Unit or Department, and have no voice on the floor, courtesy demands you invite them to speak a few words to the members. Whenever an unscheduled guest is granted permission to speak to the members at a meeting, the Bible should be closed while the guest is speaking. This would indicate to the members the meeting is in recess and would prevent any member from calling for a "point of Order" (To proceed with the order of business), thus embarrassing the speaker and disrupting the meeting.

Junior and Senior Vice Presidents and the President

- A. There is an unwritten rule concerning the Jr. and Sr. Vice Presidents and the President. The rule is: Where the President is making an official visit, (unless it is your own Unit, Department or Region meeting), you do not attend. Your presence would be considered a breach of Protocol. You would be of greater assistance to the President if you would attend your own meetings and extend the President's greetings.
- B. If it is a social event, where many officers will be in attendance, your presence will be very much appreciated. If you are a guest at the same meeting as the President, one of the following might happen: You will not be included in courtesies extended to the President, thus making you feel hurt and ignored, or you will receive the same courtesies, thus making the President feel hurt and ignored. The President cannot possibly accept all invitations, if asked to attend in their place; the President must reimburse you all expenses.

CHAPTER 9 - MOTIONS

Section 1 Form Used in Offering A Motion

Section 2 Don'ts When Making a Motion

Section 3 Writing a Resolution

A motion is a proposal that the body take certain action. Once the motion is carried, if the action proposed is to be permanent, an additional motion must be made to make the original motion become a standing rule. To make a motion, a member must first obtain the floor and then state the action she proposes to have taken.

Section 1- Form Used In Offering A Motion

Member rises:	Presiding Officer recognizes member who has risen
Presiding Officer:	"Mr./Ms. Blank"
Mr./Ms. Blank	"Madam/Mr. President, I move that...."

Mr./Ms. Blank (without rising): "I second the motion"

Presiding Officer: "It has been moved and seconded that..."

"Question on the motion"?

Members obtain the floor and express opinions until all who wish to speak have spoken or the President indicates enough time has been allowed for discussion.

Presiding Officer: "It has been moved and seconded that..."

"All those in favor of the motion, say 'Aye'"

Members agreeing respond

"All those opposed, say 'Nay'"

Members opposed respond

Presiding Officer: "The motion is carried (or lost)"

A tied vote is a lost motion (same number of "ayes" & "nays").

Section 2 - Don'ts When Making a Motion

- Do not talk in the meeting without gaining the floor.
- Do not say "I make a motion"; say "I move"
- Do not say "I amend"; say "I move to amend"
- Do not move to "Lay **motion** on the table until the next meeting". A motion cannot be tabled for a set time. If you wish to consider it at a certain time, move to "Postpone to a stated time".

Section 3 - Writing a Resolution

- A. When a main motion is of great importance, it is best to present it in the form of a resolution. A resolution must be the result of a motion carried at a Unit or Department meeting and must be signed by the President and Secretary of the Unit or Department submitting the resolution. All resolutions originating in a Unit within a Department must first be submitted to the Department. If accepted by the Department, the Department shall submit the resolution to the National Secretary by May 30th. If the resolution originates in a Unit not within a Department, the Unit shall submit the resolution directly to the National Secretary by May 30th.
- B. When writing a resolution, you will first state the reason for the resolution. (This is referred to as the "Preamble".) A resolution should normally deal with only one subject. The preamble or the WHEREAS's must never contain a period (refer to Sample Resolution, Appendix A). Each WHEREAS paragraph should close with a comma or semi-colon, followed by the word "and" except the last WHEREAS, which should close with the word "therefore" or "therefore be it". After the Preamble, you will state what action you wish to be taken. This is the Resolution.
- C. The resolved portion of the resolution begins with the word RESOLVED and is followed by a comma and the word "That" which begins with a capital T. If there is more than one RESOLVED, each of them should be a separate paragraph. Unless the paragraphs are numbered, each one should begin with the word RESOLVED.) All resolutions must be submitted on official MOPHA letterhead and dated and must be signed by the submitting Secretary and President of the Unit and Department; where there is no Department, the resolution is only signed by the Unit Secretary and President. **In instances where the President serves as the Secretary of the Unit or Department, the Resolution must also be signed by the Senior Vice President.** (Refer to Appendix A for the format to use when submitting a Resolution.) (8-9-2013)

CHAPTER 10 - COMMITTEES AND THEIR DUTIES

- A. The President of an organization must depend on competent Chairs and committees for help in carrying out the objectives of the organization. The President appoints all committees (first member named is usually the Chair) not otherwise provided for and is, by virtue of their office, a member of all committees; thus, must be notified of committee meetings.
- B. Standing committees are appointed/elected annually at the Convention and serve for the entire year. Special Committees are appointed for a specific purpose and are dissolved when that purpose has been accomplished.
- C. All committee appointments expire when the President's term expires, unless of such nature as must be held over. The committee chair will be asked to furnish a report to the organization on the progress of the committee. At the Unit level, this may be done verbally or in written form. At the Department and National level, committee and officer reports should be presented in written form, preferably typed, no longer than two pages. A good verbal report is condensed and complete.
- D. The mark of a good leader is to take out the "I", to tell what the committee accomplished through your leadership and to consolidate and summarize. The audience will appreciate your short, but informative report. When giving a verbal report, the chair or officer needs to remember the three "B"s: Be on time. Be brief, and Be gone. Do not give a daily account of every single occurrence, event, etc. Do not try to mention all the individuals or Units by name and date. Someone will always be overlooked and this will lead to hurt feelings. Do not read your written report, word for word to the audience. This way valuable time is not taken away from the meeting. You can always invite those who are interested in more detailed information to read your written report at their leisure.

Section 1 - Appointed Chair and Their Reports

- A. There are eleven (11) reports, ten (10) that need to be completed annually by each unit (Americanism, Chaplain, Community Activities, Community Hospital, History, Installation, Publicity, VAVS, Viola, Finance Report). The Unit Inspection is completed by the Department President. In the absence of a Department, the Region President will complete the report. In the absence of a Region President, the National Senior Vice President will conduct the inspection and submit the report. Refer to Chapter 15 for the Annual Unit and Department Finance Reports procedure and Chapter 21 for National or Department Inspector procedure.
 - 1. Report forms are available on the MOPH website: www.purpleheart.org, click on Auxiliary; click on Download Forms for a list of forms available. Double click on the appropriate form and you may then complete the form and print or save the form to your computer for future use.
 - 2. Forms are also available from the National Secretary whose phone number and address can be found in the *Purple Heart* magazine.
 - 3. Report information is from July 1st of one year to June 30th of the next year. Write the appropriate years on the top of the form that you are submitting.
 - 4. Write the Unit number, name, city, and state as written on your Charter.

5. Be accurate in your reporting; round off dollar amounts to the nearest dollar. Your comments or suggestions are welcomed by the Chair who is receiving your report, as they may be helpful to other units.
6. The Unit President or Unit Secretary (or Chair) must sign and date the forms.
7. When you have completed the reports, make three (3) copies: (1) copy to the National Chair, (1) to the Department Chair, and (1) for your Unit file. At the bottom of each report is indicated who to send the reports to and where you can find their address or email address. It is encouraged that all reports be sent via email.
8. Send every report even when your Unit has not done any activity. In this case, just indicate "No Activity" on the form.
9. Reports are due to the National Chairs by May 15th. Check with your Department to insure that you have the correct report due date for your department, as it may be earlier than the National report due date.
10. Mail or email your Installation Report upon the election and installation of your officers. DO NOT WAIT until the Department or National due date for this report. The Unit Installation Report should be sent to the Department Secretary, Region President and National Secretary by May 31st. The Department Installation Report should be sent to the Region President and National Secretary by May 31st. (WITH THE EXCEPTION OF THE NATIONAL CHAIRS, THE INSTALLATION REPORT IS THE ONLY ONE OF THESE ELEVEN REPORTS SENT TO THE NATIONAL SECRETARY.)
11. It is a good idea to have a notebook at your Unit meetings where members can record their volunteer hours, mileage, donations, and projects sponsored by your Unit. Volunteer hours at community activities, community hospitals, helping veterans and their families, working at voting polls, etc., should be logged into this notebook. This will serve as a record of what was accomplished by the members of the unit when they are to complete the required reports.
12. Keep community hospitals, which are private or public hospitals that are not operated by the VA, separate. VAVS work is done at VA hospitals and Community Based Outpatient Clinics (CBOC's) which are VA clinics in areas where there is not a VA hospital.
13. If you need help with any questions that you may have while filling out your reports, please ask your officers for assistance.
14. The Membership and Ways and Means Chair need only report to their respective Unit, Department or National Auxiliary. The Senior Vice President is usually (but not always) the Membership Chair.
15. Unit Chaplains and Historians are also required to fill out reports and submit a copy to their counterparts on the Department and National levels. Historians are urged to remit their History Books to the National Historian for awarding at the National Convention. The Department and National Chair will compile your information, along with information received from other Units, and give a complete report to the Department and National Conventions.

Membership

- A. The Senior Vice President is usually (but not always) the Membership Chair. They could obtain a list of all Chapter members to ascertain if they have a relative eligible to join the Unit. The list

could be updated each year with the names of new Chapter members and their eligible relatives. The most effective way of gaining new members is through personal contact.

- B. The membership chair should be well acquainted with the objects and purposes of the organization. They should be able to answer questions and explain these objects and purposes to prospective members. It is important to have a good knowledge of the eligibility for membership as set forth in the National Constitution and Bylaws.

Ways and Means

- A. The National Junior Vice President shall be the National Ways and Means Chair unless the President chooses to give them other duties. The National Ways and Means Chair shall prepare a report of an itemized list of all donated items and all monies received per item to be reported at National Convention. It is the job of the Ways and Means Committee to devise and carry out ways of raising funds for the organization. In some instances, written permission must be granted by the parent organization and/or governmental agencies (i.e. raffles, bingo's, etc.). The laws vary from state to state, so it is best to check and determine proper procedures to follow on an individual project basis.
- B. It is against the rules of the Parent organization to hire a professional fundraiser. At the National level, all Region Presidents assist the Ways and Means Chair in fund raising activities and assist at the National Convention. All monies from Ways and Means go directly to the Ways and Means Chair and not to the respective Secretary. The Ways and Means Chairman will forward all monies to the Secretary. It is suggested that Ways and Means Chair deduct their expenses from monies received.

Americanism Officer

The Americanism Officer is in charge of Americanism activities for the Auxiliary. Activities are carried out alone or jointly with the Parent organization. These activities include (but are not limited to) Flag presentations, special patriotic programs, holiday observances, etc.

Community Hospital

The Community Hospital Chair will report work done in non-VA supported hospitals, other medical care facilities within the community, and/or at the home of a veteran. This might include visiting or doing errands for a veteran who is homebound.

Community Service

Your Unit may take credit for monetary donations taken out of Unit funds or donations made in the name of the Unit. Private donations by members, given in their names, cannot be credited to your Unit. You may take credit on your Hospital reports for any work done in your home (i.e. sewing, knitting, cooking, baking, crafts, etc.), that is donated to an institution.

Viola

- A. The Viola is the official flower of the Military Order of the Purple Heart. Viola donations are used for welfare and rehabilitation and cannot be used for any other purpose. The address for ordering Violas is found in "The Purple Heart Magazine". Please remember to get permission from the venue to hold a Viola distribution.
- B. Many Chapters and Units hold annual Viola distributions, either together or individually. When Chapters and Units work together on the Viola distributions, the donations are usually divided

equally, or whatever percentage they may agree upon. A Unit may hold a Viola distribution on its own, without the assistance of the parent Chapter, if they so desire.

Historian/History Book

- A. It shall be your duty to record and preserve for your Unit the incidents and events that would be of historical interest to your members in the future, such as the accomplishments, your outstanding civic, military, and social affairs, and distinguished visitors. Thus your Unit history will influence and impress the future, as well as the present members.
- B. The History Book is the responsibility of the Historian. History books shall contain only the photograph of the respective President each year. It shall also contain a condensed history of the Unit, Department or National Auxiliary, new officers yearly, guests entertained, Department and National Officers from your Unit/Department, and other pertinent information concerning its growth through the years. Scrapbooks may contain any miscellaneous items such as mementos from conventions, candid pictures, etc.

Veterans Affairs Voluntary Service (VAVS)

- A. The VAVS Program, founded in 1946, is in effect throughout the VA medical center system. VAVS, supported by all major Veteran Service Organizations, operates the largest volunteer program in the Federal government, supplementing staff and resources in all areas of patient care and support. Volunteers supplement essential personnel, equipment, facilities and programs for the direct and indirect care, treatment and welfare of veteran patients. Over 350 organizations support the VAVS and volunteers have provided millions of dollars in service hours since its founding.
- B. The annual VAVS form should be completed by the Unit's VAVS Representative or Deputy Representative. If you do not have a Representative or Deputy, the President may appoint a hospital chair.
- C. If your Unit wishes to start a project in one of the VA Medical Centers, you must first notify the Chief of Voluntary Service or the VAVS Representative at the VA Medical Center. Your Unit/Department VAVS Representative may apply for VAVS funds to assist in providing for our veterans (see Chapter 19 and Appendix D for details). For more information on VAVS, see Chapter 18 or contact the National MOPHA VAVS Representative.

Publicity

- A. Publicity of MOPHA activities can take many forms. The right kind of publicity can be productive not only in successful projects, *but can also* increase interest and membership. The basic means of publicity are newspapers, magazines, radio and television. Smaller neighborhood papers are usually more receptive to "News Releases" from a Unit. Many Units and Departments have a newsletter which goes to all of their members on a regular *basis* (*i.e.* monthly, quarterly, etc.).
- B. The parent organization also publishes "The Purple Heart Magazine", and the address for article submission is given in each edition. Remember, newspapers are businesses and they are supported by their advertising. Articles written for submission to newspapers should be timely, of importance to the general public, and should be presented in such a manner as to need little or no editing. Keep in mind the publication date. Some papers are printed daily, others only once or twice a week. You should try to anticipate the event, and have your copy in the hands of the editor for publication prior to the event.

- C. Radio and television stations broadcast public service announcements, or if you are able to participate in a live radio or television program, you should try to meet with the director of the program prior to the actual presentation. Always observe station rules such as timeframes. Arrive on time and be prepared. If you are asked to write a script, have it prepared and be sure of your facts. Make your presentation interesting to everyone, and do not give information which is only of interest to members. Be sure to give an address or telephone number where persons who want more information can contact you. Always send cards of appreciation.

Tips in Writing News Releases

- A. Study the "style" of the newspaper to which the copy will be sent. Figures of speech may be common to one newspaper and never used in another. When you have written your copy, make sure yours conforms to the general style of the newspaper.
- B. Ascertain the deadlines for submitting news. Sunday issues demand more time than daily issues, as a rule. Plan to have your copy in the editor's hands in ample time. Anticipate the event whenever possible so your publicity will be timely.
- C. Check directories, mailing list, etc. for correct spelling, middle names and initials, correct addresses, exact title, etc. Check with the proper chair to be sure of date, place of event, and names of committee members, etc.
- D. If the copy is to be sent to more than one paper, send each one an original. There is nothing flattering about a copy, and they usually go in the wastebasket.
- E. If a certain editor has been usually cooperative, reward them with a "scoop" occasionally an interesting story which is exclusively for their newspaper.
- F. Use letter size paper or official letterhead stationery. Don't scribble on a scrap of paper. If using plain paper, type the name of the organization across the top of the first sheet. Type the copy, if possible. In any case, double space to allow for notations by the editor.
- G. Your name, address, telephone number and official title go in the upper left hand corner. A few spaces below your name, etc., enter the release date (i.e. the date you want the story to appear in print.) Start approximately five inches from the top of the paper to start your story. This allows space for the heading and/or special instruction to the typesetter, etc.
- H. The opening paragraph of your story should answer these questions: Who? What? Why? When? Where? The most important information should come in the first paragraph. If space is limited your story will be cut from the bottom and may end up only being one paragraph long.
- I. Put the word "end" at the end of the story and sign your name below this.
- J. Pictures can tell news at a glance. Whenever possible, they should be action pictures rather than posed groups of people. Large glossy prints are usually best. Select good, clear pictures, **and** have them enlarged to a 5x8 size.

Audit Committee

- A. The members of the Audit Committee are the three (3) elected Trustees, with the Trustee whose term next expires being the Chair or Senior Trustee. If all Trustees are not present for the audit, the President may appoint a Trustee Pro-Tem. The purpose of the Audit Committee is to assure that financial records are correct and current. The Senior Trustee will call the Auditors together for the semi-annual audits or at the direction of the President. The Secretary and Treasurer are

not present at the audit, but should be nearby to answer any questions the committee may have of them.

- B. The Secretary will furnish the warrant book, the account ledger, and any other documentation required by the committee. The Treasurer will furnish the account ledger, receipt book, checkbook, bank statements, canceled checks, and any other documentation requested by the committee concerning financial status. A calculator should be used if possible, especially in large Units or at a Department audit. The work is divided among the auditors, one using the calculator, another reading the receipts and disbursements, and the third checking the warrants and canceled checks. The warrants and canceled checks must correspond with the warrant book stubs and checkbook register. Receipts must correspond with the receipt book.
- C. Any discrepancy found by the Auditing Committee should be discussed with the Secretary and Treasurer. Simple mathematical errors should be corrected immediately by the individual involved. Any problem which cannot be solved should be reported immediately to the President for direction. Each member of the Auditing Committee will sign account ledgers, warrant book, checkbook, and bank statements when the audit is concluded, and the date of the audit is added after the last signature. The Senior Trustee will give a report to the body at the next regular meeting following the audit.

Courtesy Resolutions Committee

This committee is appointed at the Convention by the President to determine who should receive an official thank you letter from the Auxiliary, for courtesies extended during the meetings. Recipients may include members of the hotel staff (*Optional for Unit and Departments*), guest speakers, etc.

Finance Committee

(Optional for Unit and Department)

A budget is a financial estimate of possible income and possible expenditures for the coming year. The budget must be approved by the Unit/Department/National Convention body. The **Finance** Committee estimates the income for the year and then plans how to spend the money to the best advantage.

Officers' Reports Committee

This committee is appointed at the Convention by the President. They read all submitted reports from the officers and offer suggestions on making the reports more informative and precise.

Grievance Committee

Refer to MOPHA Bylaws, Article XV, Sections 9 and 10

- A. A grievance is a complaint from a MOPHA member for some action which causes suffering, distress, or disruption within the Auxiliary. Grievances consist of minor disagreements, arguments, or misunderstandings that do not involve misfeasance, malfeasance, or violation of the Constitution, Bylaws, and Procedures Manual of the Auxiliary.
- B. The grievance will be heard by a Grievance Committee comprised of three Past Presidents at the appropriate level and a member (with no vote) who will act as a recorder of the proceedings. If a sufficient number of Past Presidents is not available for any reason, the President may appoint a sufficient number of qualified members to the Committee. Unit grievances will be heard at the Department level; Department grievances will be heard at the Region or National level as determined by the National President; and National grievances will be heard by three Past

National Presidents. The President appointing the Grievance Committee will make every effort to select members who have no personal involvement or prejudice with the grievance heard. The National Grievance Committee shall only hear those grievances which have already been heard by a Department Grievance Committee, where a Department exists.

C. Points to consider when hearing a grievance:

1. Because of the serious and sensitive nature of matters coming before this committee, only the members with pertinent information are allowed into the hearing.
2. Committee members and those testifying are always cautioned to use the utmost discretion concerning matters coming before the committee.
3. A member's reputation may be harmed by irresponsible gossip.
4. Members testifying are cautioned to speak only of those matters they may have proof of and not of anything another member may have "told" them, and of which they have no proof or firsthand knowledge.
5. You must remember false charges brought against another member could result in charges being filed and penalties up to loss of membership after deliberation and at the close of a grievance hearing.
6. An accurate record must be kept of the proceedings. The record of the proceedings, a summary of the findings, and a recommended decision must be forwarded to the appropriate President, the member filing the grievance, and all participating parties within 15 days of the close of the hearing.
7. The objective of a grievance is to mediate the dispute and eliminate the grievance. The usual recommendation of a Grievance Committee to the appropriate President for a penalty would include one of the following: a President's meeting, a verbal reprimand, or a letter of reprimand.

Appeals

1. Unit body can overrule Unit President.
2. Department President can overrule the Unit body.
3. Department Convention body can overrule Department President.
4. National President can overrule Department Convention body.
5. National Convention BODY can overrule National President.
6. There is no appeal from the National Convention body.

National Bylaws Committee

A National Bylaws Committee (usually three) is appointed by the National President after their election at the National Convention to review proposed Resolutions and Amendments to the Bylaws and to recommend the adoption of those that will improve the operation of the MOPHA. The Chair of the Bylaws Committee will present the recommendations to the National Convention Body.

Resolutions Committee

Resolutions are submitted by Units or Departments to the National Secretary by May 31st. The Resolutions are reviewed by the Resolutions Committee at a National Convention and the

Resolutions Committee Chairman will present the committee's recommendations to the convention body.

CHAPTER 11 - MISCELLANEOUS

Chain of Command

- A. Whenever a problem arises within a Unit or between members, it is best to try to solve the problem within the Unit or between the members without the help of the Department or National Auxiliaries. At times, however, this may not be possible and the help of a higher authority will be needed.
- B. A Unit President may ask the Department President to visit the Unit and advise the members. If this fails they may then ask the Region President to intercede, either by a visit, if possible, or by letter. The intervention of the National President may be needed if all else fails, however, THIS IS A LAST RESORT.
- C. Each Department and the National Auxiliary have a Grievance Committee, which will also try to restore harmony if a grievance is filed. The committee will hear testimony pertinent to the problem and will then advise their respective President of what action should be taken, if any.
- D. If the Unit or members feel that the decision reached by the Grievance Committee and acted on by the President is not in their best interests, they may file an appeal with the next highest authority. All decisions shall be in full effect unless the decision is reversed by a higher authority through a successful appeal.
- E. The National *Grievance* Committee shall not hear any grievance which has not been heard first by the Department Grievance Committee, where a Department exists. If the National President has been asked to intercede in the problem prior to the filing of a grievance, they should be kept informed of proceedings and provided copies of all correspondence pertaining to the grievance. In some cases, the Presidents may require the permission of the Executive Committee before taking action or issuing a ruling. Therefore, an appeal to the Executive Committee might not be in your best interests.

Standing Rules

- A. A Unit/Department may adopt their own set of Standing Rules, if they so desire. A standing rule is a motion which has been carried that the body wants to repeat automatically from time to time. A committee *is* appointed to set up a group of rules (example: a gift for outgoing Presidents, burial tributes for deceased members, etc.). The committee presents the rules to the body and the members make any changes desired. The rules are adopted as a whole, not individually.
- B. Once the rules are adopted the proper officers may act on them without permission from the body. New rules may be added and old ones dropped; however, a motion is needed for this action. Whenever a member makes a motion they want to add to the Standing Rules, they must first make a motion and if it is carried, then make another motion that it become a standing rule. These rules must be sent to the National Parliamentarian for approval. Any motion or standing rule which conflicts with the Constitution and Bylaws of the MOPHA or with any law of the United States shall automatically be null and void.

Hallowed Ground

The space between the altar, and the rostrum and running at an angle to the flags is "Hallowed Ground". This space is not to be trespassed by anyone.



Why We Don't Walk On Hallowed Ground

*Between these flags that proudly fly
Let no man dare to stand,
For here our fallen patriots be;
A symbol, yes, but mark it well,
Here let us ever humbly pause
In memory of the lads who fell
in fighting for our sacred cause.
On sea and land these buddies died.
Some lie beneath a foreign sod.
Caressed by winds and tide,
In spots unknown to all but God.
And so, this place is hallowed ground,
And it shall be forever blest
As tho' it were a grassy mound
Beneath which gallant heroes rest.
Be ever watchful, Ladies/Patriots,
Of those two flags which signify
That we should guard this spot with care
Where our departed Patriots lie
And, if a man should dare to tread
This spot where lie our gallant brave,
He desecrates those noble dead
As tho' he walked upon their grave.*

CHAPTER 12 - ANNUAL COORDINATION WITH THE MOPHSF

- A. The following are recommended steps for the MOPHA to take on coordinating important Fiscal Year dates with the Military Order of the Purple Heart Service Foundation (MOPHSF).
- B. It is proposed that the National President, upon entering office at National Convention, shall send written communication to the MOPHSF-delegated MOPHA grant coordinator and receive confirmation of important due dates by September 1st from the MOPHSF.
- C. The purpose of this written communication shall be to determine the dates for the following actions during their term as President:
 - 1. Confirmation of Audit and 990-N due date to the MOPHSF Compliance Committee.
 - 2. Confirmation of the grant request and budget formation cycle to plan for the following Fiscal Year.
 - 3. Confirmation of grant payment schedule to continue on a quarterly basis. Operational and restricted grants are expected to be paid in equal installments (first quarter having been received in July, second quarter installment in October, third quarter installment in January, and fourth quarter installment in April).
 - a. *NOTE: This information will likely be confirmed by the previous President and Treasurer just prior to the beginning of the Fiscal Year in preparation for the July grant payment, but may be reviewed at convention for planning purposes if an alteration is to be requested by the National Finance Committee.*

CHAPTER 13 - SETTING UP A BANK ACCOUNT

Section I – Opening Bank Account

- A. All savings, checking and investment accounts for MOPHA shall be set up as follows:
 - 1. The account shall be titled “Military Order of the Purple Heart Auxiliary” and include the applicable Department or Unit information.
 - a. *[Example: Military Order of the Purple Heart Auxiliary, Unit (number)(Unit name) or Military Order of the Purple Heart Auxiliary, Department of (state).]*
 - 2. The account shall be opened with the Employer Identification Number (EIN) of the MOPHA Unit or Department ONLY – no personal Social Security numbers or MOPH EIN numbers shall be used to open MOPHA accounts.
 - 3. The account shall be opened with a minimum of three authorized persons—the President, Senior Vice President and Treasurer.
 - 4. Any checks ordered for MOPHA accounts shall be printed with TWO SIGNATURES REQUIRED. It can also be beneficial for recordkeeping purposes to include VOID AFTER 90 DAYS on the checks.
 - 5. Checks ordered shall be printed with NO address. This avoids the waste of printed and paid for checks when officers change.
 - a. *Helpful Hint: When establishing an account with your bank for MOPHA purposes, be sure to let them know of our tax exempt status-many times they will have special low or no-fee accounts for non-profit organizations that will help more of your dollars go towards our mission of helping veterans. If you need help providing documentation of our tax-exempt status your chapter, department or national officers should be able to help you find suitable paperwork.*

Section 2 - Management of Account

- A. All accounts shall require two signatures for any withdrawal or check written.
- B. All accounts shall require two records of deposits and withdrawals, one kept by the Secretary and one kept by the Treasurer.
- C. No receipt, deposit, withdrawal, or check shall ever be authorized or recorded by just one party.

Section 3 - Writing Checks

- A. Before a check is written, there must be minutes from a meeting indicating documentation of the following:
 - 1. The meeting had a quorum.
 - 2. A motion was made to spend funds and the name of the person who made the motion.
 - 3. The amount and purpose of the check needs to be stated.
 - 4. If it is known who the check is to be written to at the time of the motion, this information should also be indicated in the minutes.
 - 5. The name of the person who seconded the motion needs to be stated.
 - 6. The results of the vote need to be recorded in the minutes.
- B. If the motioned passed, a warrant needs to be written indicating the following:
 - 1. The amount of the check.
 - 2. The purpose of the check.
 - 3. The name of the person to whom the check is to be written.
 - 4. The date of the warrant.
 - 5. Receipts for any purchases must be given to the Treasurer to attach to the warrant.
 - 6. One of the signatures on the warrant must be that of the President.
- C. The check is now ready to be written.
- D. All checks must be signed by two of the approved designated signatures on the account—the President, Vice President, and Treasurer
 - 1. They must be two of the same names that are on the signature card at the bank.
 - 2. If there is only one signature on a written check, the person signing the check could possibly be held liable for the amount of the check, if there was a dispute on the reason the check was written.

CHAPTER 14 - FILING IRS FORM 990-N

Following is the procedure for filing a 990-N for MOPHA Units and Departments. The 990-N is an IRS filing that needs to be completed by non-profit, tax-exempt organizations whose income is less than \$50,000.00 annually. The 990-N filing is due each year. The due date is the 15th day of the 5th month after your Fiscal Year ends. To determine your due date, you must know what Fiscal Year the IRS has on file for you. Many times the IRS defaults to 1/1-12/31 and it may not match the Fiscal Year you use. See procedure steps for correcting the Fiscal Year the IRS has on file for your Unit or Department.

Any organization failing to file a 990-N for three consecutive years will have their tax-exempt status revoked automatically by the IRS. This action can threaten the tax-exempt status of all of MOPHA and MOPH. In order to ensure compliance with IRS filings, National will be requiring proof of 990-

N filing for all Departments and Units each year. Also, your 990-N filing must be completed and confirmation forwarded to your Department Treasurer and National Treasurer by October 1st each year to be eligible for any rebate payments or VAVS/Aid & Service funding.

Procedure

- A. Confirm your Department/Unit has a valid tax-exempt EIN (Employer Identification Number) issued by the IRS. A number issued to an MOPH Department or Chapter cannot be used.
- B. Set up your log in on the 990-N E-postcard website: <http://epostcard.form990.org/>
 1. Enter your EIN.
 2. If recognized, your EIN will automatically come up as Military Order of the Purple Heart. That is fine, as we are coded under them for IRS purposes and can add your MOPHA name later.
 3. Select a Password; write it down carefully, it is case sensitive.
 4. Enter contact information.
 - a. *Helpful Hint: As the email address you enter here is the email that the IRS will associate with your Department/Unit, you may want to consider setting up an email address specifically for MOPHA us such as MOPHAUNIT123@hotmail.com or some other email address that the President, Secretary and Treasurer could have access to so that information may be kept in one place and accessed as officers change from year to year.]*
- C. You will receive an email from E-postcard within minutes confirming the setup of your log in information and providing a link for you to click to activate and access your account.
 1. Once you have clicked on this link and saved this information for your files, at the bottom of the page you can opt to file a form 990-N now.
 2. On the first page of the 990-N filing, you will find four sections.
 3. Section A will have your fiscal year dates. You cannot change these numbers; if these are incorrect, you can find instructions on how to correct them with the IRS by clicking the Question Mark (?) next to the dates.
 4. Section B will have two questions.
 - a. Has your organization terminated or gone out of business?
 - b. Are your gross receipts usually \$50,000 or more?
 5. Section C will list the organization name as Military Order of the Purple Heart of the USA. You cannot change this.
 6. Section D will have your EIN (Employer Identification Number). You cannot change this either.
 7. Click "Next Page"
- D. The next page will have six sections:
 1. Section A will have Organization name listed as Military Order of the Purple Heart. You cannot change this.
 2. Section B - DBA or Doing Business As - In line 1 enter Military Order of the Purple Heart Auxiliary and in line 2 you can enter your unit number and name or your department.
 3. Section C - In Care Of - here you can enter the name of your treasurer.
 4. Section D you can enter the contact information for your treasurer.
 5. Section E - Website - you can enter a website if your unit/department has their own website.

6. Section F – Principal Officer – here you can enter your President’s name and contact information.
- E. Once you have verified all of the information on this page is correct you can click “Submit filing to IRS”
- F. About 30 minutes later you will receive an email from the IRS either accepting or denying your filing. This confirmation should be kept for your records, sent to your department treasurer and to the national treasurer with your Finance Report and life rebate roster when requested for rebate information.

NOTE: It is rare that the IRS will not accept your filing.

CHAPTER 15 – UNIT/DEPARTMENT ANNUAL FINANCE REPORTS

Units and Departments are required to complete an annual finance report. Following the National Convention each year, the National Treasurer will send each Unit and Department their membership roster and a finance report form. These are due back to the MOPHA National Treasurer by October 1st of each year along with confirmation of the 990-N filing for the current tax year. The Finance Report is one of the requirements for a Unit or Department to be eligible to receive a life membership rebate.

CHAPTER 16 - MOPHA NATIONAL OFFICERS TRAVEL

All travel by National Officers must be approved by the National President before traveling. The request for travel should be in a written letter or email indicating the purpose and goals of the travel. After the travel is completed a formal report is to be written indicating the outcome of the purpose and goals of the travel. A warrant with written report attached is due to the National Secretary within 30 days of completion of this travel in order to be reimbursed. The National Secretary will forward the warrant and report to the National President for approval; the National President will then forward to the National Treasurer for the check to be written.

National Convention and Other Functions Reimbursement

- A. All MOPHA National Elected Officers, National Secretary, National Membership Officer, Past National Presidents, and current Department Presidents (if Department President cannot attend either the Sr. or Jr. Vice) are eligible for reimbursement when attending authorized functions or meetings such as National Executive Committee meetings, National Finance Committee meetings, and the National Convention, etc. Reimbursement includes travel, lodging and per diem. All eligible officers must complete a MOPHA Expense Reimbursement Report, attach receipts and hand to National Secretary at the meeting or mail to them no later than thirty (30) days following the meeting. All expense reports must be approved by the National President. The following steps will be followed when reimbursing eligible National officers:
 1. If you and your spouse are both reimbursed for attending the National Convention as MOPH/MOPHA National Officers and you travel by airplane, train, or bus, your spouse’s travel expense will be paid by the MOPH and your travel expense will be paid by the MOPHA.
 2. If you and your spouse are both reimbursed for attending the National Convention as MOPH/MOPHA National Officers, and you travel together by car, the travel expenses will be paid by the MOPH.

3. If you and/or your spouse are reimbursed for attending the National Convention as MOPH/MOPHA National Officers, or your spouse receives a set allotment to attend the National Convention, and you travel by car, neither MOPH nor MOPHA will reimburse lodging while traveling to, or returning from the National Convention.
4. If you and your spouse are both reimbursed for attending the National Convention as a MOPH/ MOPHA National Officer, your lodging expense will be reimbursed by the MOPH. In the event that two (2) eligible National MOPHA officers share the same room, only one (1) will declare for reimbursement.
5. If your spouse and you are both reimbursed for attending the National Convention as MOPH/MOPHA National Officers, your spouse will be entitled to per diem from the MOPH and you will be entitled to per diem from the MOPHA.
6. Per diem will be paid for the number of days that you attended the National Convention, plus one day travel before and one day travel after the National Convention.
7. If your spouse is reimbursed for attending the National Convention by his Department or Chapter and you are a National MOPHA Officer who is eligible for reimbursement for attending the National Convention, your spouse's allotment from his Department or Chapter must be expended first. No per diem will be allowed from his disbursement of National Convention funds. The remaining National Convention expenses will be reimbursed by the MOPHA after your spouse's allotment has been exhausted.
8. The above steps will also apply when attending any MOPH/MOPHA function in which both you and your spouse are National Officers who are entitled to MOPH/MOPHA reimbursement or your spouse receives reimbursement or a set allotment to attend a function.

CHAPTER 17 - AID & SERVICE GRANT

- A. Aid & Service grants are available to MOPHA Departments and Units to provide additional funds for aid and service for any veteran and their family having HARSHIP where local or organization income is not available. The "grandfather" states of Illinois, Michigan, Pennsylvania and Wisconsin are ineligible because of their grant status (receiving funds from the MOPH Service Foundation).
- B. The number and size of grant awards vary. Grant recipients typically may receive ONLY one (1) grant within any 12-month period. Grants are awarded on a one-time basis to help the veteran and his family with their present and documented hardship. The Aid & Service Grant is not intended to be a source of ongoing aid to cover the veteran's recurring expenses; rather, it is for EMERGENCY nature only.
- C. The Aid & Service Grant application must be completed by a Department or Unit President. See Aid & Service Grant guidelines below and Appendix C for application. The application and guidelines are also available online at the MOPH website (www.purpleheart.org); go to download forms on the MOPHA page; download to complete.

Section 1 - Aid & Service Grant Guidelines

What Determines the Eligibility of a Veteran for Aid & Service Grant?

ANY United States Veteran with proof of being honorably discharged is eligible for the Aid & Service Grant. The veteran MUST provide a copy of their DD 214 to document service in the military. The

Aid & Service Grant, at the discretion of the National MOPHA President, may also be used to assist the veteran's immediate family, provided the veteran meets the aforementioned criteria. The National MOPHA President reserves the right to withhold approval of any grant request in whole or in part when it is not in the best interest of the MOPHA.

Criteria for Aid & Service Grant

The Aid & Service Grant is intended to assist the veterans and their families in the payment of essential living expenses, such as: rent/mortgage of current residence, utilities, phone (not CELL phones) bills, food, child-related expenses (including clothing), car payments, health, dental, auto and home insurance, etc., on an EMERGENCY, ONE-TIME basis when the National MOPHA President is sure that there is no other funding available to meet the emergency need of the veteran. The items for which this emergency assistance WILL NOT BE PROVIDED include but not limited to the purchase of luxuries and such non-essential transportation (e.g., RV's, watercraft, snowmobiles, etc.) jewelry, vacation expenses, purchase of stock, bonds and other investments, etc.

Guidelines for Issuing Payment

- A. The veteran must provide copies of all current information to document the request for grant assistance. In no event will any grant exceed in the aggregate the sum of EXCESSIVE amount of money. The National MOPHA President reserves the right to cross reference the grant request to insure the potential recipient is in fact a veteran, the sum being requested is for a legitimate obligation and/or need, and that funds for the same purpose are not being provided from any other third party source. IF THE GRANT IS APPROVED, THE FUNDS WILL ONLY BE PAID TO THE SOURCE OF THE REQUEST OR CREDITOR—NOT THE VETERAN.
- B. Under NO circumstances shall the grant award be made payable directly to the veteran. In cases where the veteran needs food or essential clothing, the National MOPHA President, through the Department/Unit President requesting the funds on behalf of the veteran, will determine what merchants provide said goods and where they are located in reasonable proximity to the veteran's home, a gift card will be purchased from the merchant for use by the veteran.
- C. Prior to issuing payment, the National MOPHA President will contact the potential recipient of the grant payment to validate the information provided by the veteran and to notify them of intent to make payment on the veteran's behalf. All Aid & Service Grant payments that are rejected shall be reported to the National MOPHA Executive Committee and/or National Finance Committee.
- D. The Department/Unit President requesting the funds shall notify the veteran that the aid being provided by the National MOPHA is a one-time grant award and future requests for assistance by the veteran or their family will not be considered.

When Request Meets Criteria and Veteran Qualifies for Aid & Service Grant

As the MOPHA Department/Unit President assisting the veteran or their family with the request for an Aid & Service Grant, you must make sure they understand that this is a "one-time" grant to assist in the payment of specific bills such as past due rent/mortgage for the current residence, utility bills, etc., and that the funds are paid directly to the creditor. The grant is not used to provide vehicles or to purchase vehicles, or personal loans. THE NATIONAL AID & SERVICE GRANT DOES NOT ASSIST WITH CREDIT CARD PAYMENTS, SATELLITE/CABLE SUBSCRIPTIONS, MOVING EXPENSES, DEPOSITS FOR RENT, EDUCATIONAL FEES, TUITION OR OTHER SCHOOL COSTS.

Remember to submit the veteran's DD form 214, cut-off notices, copies of past due bills, etc., and any other supporting documentation to be considered with the initial Aid & Service Grant request.

CHAPTER 18 - NATIONAL VAVS PROGRAM

- A. The Veterans Affairs Voluntary Service (VAVS) program, under the management of the Department of Veterans Affairs (VA), provides for community participation in the VA program of care and treatment of veteran patients. The VAVS Program, founded in 1946, is in effect throughout the VA medical center system. VAVS, supported by all major Veteran Service Organizations, operates the largest volunteer program in the Federal government, supplementing staff and resources in all areas of patient care and support. Volunteers supplement essential personnel, equipment, facilities and programs for the direct and indirect care, treatment and welfare of veteran patients. Over 350 organizations support the VAVS and volunteers have provided millions of dollars in service hours since its founding.
- B. The National MOPHA VAVS Program is funded by a Restricted Grant received from the Military Order of the Purple Heart Service Foundation (MOPHSF).

Section 1 - National MOPHA VAVS Representative

- A. The National VAVS Representative (VAVS Rep) has the overall responsibility for the MOPHA VAVS program. They shall provide training and disbursement of funds for this program. The National VAVS Representative is an appointed position. This appointment is made annually by the incoming National President.
- B. The National VAVS Representative's duties and responsibilities are outlined as follows, but are not limited to:
 - 1. Appointing as many as three (3) National VAVS Deputy Representatives—one of whom may serve as the National VAVS Certifying Official. Additional Deputies may be appointed only after approval from the Department of Veterans Affairs Central Office (DVACO) Voluntary Service has been received.
 - 2. Submitting an annual VAVS report to the National Secretary by May 15th each year so it may be included and published in the National Convention Officer's Report.
 - 3. Providing all written VAVS guidelines required and updating all material as may be required on an annual basis. This requires the National VAVS Rep to have direct liaison with the VAVS staff at the central office and direct contact with the MOPH Service Foundation staff, as required in the performance of her duties.
 - 4. Serving as the only voting MOPHA member of the National Advisory Council (NAC) to the Under Secretary of Veterans Affairs for Health and attending each annual NAC meeting which include the Executive Committee meetings where they are a member of that body. The National VAVS Deputies may attend the annual NAC meeting as required by the National VAVS Rep.
 - 5. Reporting directly to the National President, but also will keep the National Leadership Team informed on all VAVS matters. The National VAVS Rep will obtain prior approval of all travel from the National President, and will submit to the National President within thirty (30) days, a report of all MOPHA VAVS business related to their travel. The National leadership will provide overall guidance when required. They are encouraged to attend the annual NAC meeting when feasible.

6. Making appointments of local VAVS Representatives and Deputies to VA sites and State Veterans Homes. If the National VAVS Rep is not the Certifying Official, the National Certifying Official, at the direction of the National VAVS Rep, will make these appointments. The appointments are made only after department presidents have submitted recommendations for these positions from members within their department.
7. Reviewing all VAVS Quarterly Committee minutes and Annual Joint Reviews submitted by the Chief of Voluntary Service. In certain circumstances, the Deputy can do the Annual Joint Review (AJR). It is the duty of the local VAVS Rep/Dep to make the appointment with the Chief of Voluntary Service to do the review in October each year. The Chief and the local MOPHA Representative will jointly prepare and sign the AJR. The local VAVS Rep retains a copy and should ensure that the Department President receives a copy. The Chief will mail the National VAVS Rep a copy of the AJR for review and comments. The National VAVS Rep, after reviewing the AJR, will return it with comments to either the Chief of Voluntary Service or the local VAVS Rep.
8. Removing any VAVS Representatives or Deputies who have failed to attend the required VAVS Quarterly meetings. If they miss three (3) consecutive meetings, they are dropped from the committee and must be recertified. Both the local VAVS Rep and Deputy should attend these quarterly meetings when possible. This is a requirement by the Department of Veterans Affairs.
9. Removing any VAVS Representative or Deputy when requested by the Chief of Voluntary Service, and when requested by the National MOPHA President.

Section 2 - Local VAVS Representative/Deputy Representative

- A. Qualifications: The following qualifications have been suggested by VAVS leadership, MOPHA leadership and VA medical center staff.
 1. Willing and able to participate in the orientation provided by the Voluntary Service Office.
 2. Physically capable of performing regularly scheduled (RS) hours of service and have a source of transportation.
 3. The ability to attend committee meetings regularly. If the MOPHA is not represented by a Representative or a Deputy Representative at three (3) consecutive meetings, the MOPHA may be dropped from the VAVS committee.
 4. The ability to recruit volunteers, both from MOPHA's membership and the community at large.
 5. The ability to work effectively with members of his/her own organization, with representatives from other organizations on the VAVS committee and with VA staff.
 6. A genuine desire to serve on the VAVS committee and a full realization of their responsibility and the work to be done.
- B. Duties of Local VAVS Representatives
 1. Recruitment of volunteers.
 2. Coordination of the volunteer resources of MOPHA and all aspects of their participation in the VAVS program at the medical center.
 3. Interpretation of policies and procedures of MOPHA to the VAVS committee and appropriate VA staff.

4. Annual evaluation of MOPHA participation in the VAVS program with the leadership of MOPHA and VA (Annual Joint Review scheduled with the Chief of Voluntary Service or Program Manager).
 5. Establishment of procedures for keeping all participating units of MOPHA informed of ongoing medical center programs and needs.
- C. Duties of Local VAVS Deputy Representatives
1. MOPHA may have up to three (3) Deputy Representatives to share the duties of the Representative.
 2. Attending VAVS committee meetings in the absence of the Representative.
 3. Attending meetings with the VAVS Representative in order to be fully knowledgeable of the work of the committee and to be able to represent the MOPHA effectively when the Representative is unable to attend.

Section 3 - Associate Representative/Deputy Representative

- A. Organizations represented on the NAC may appoint one VAVS Associate Representative and one VAVS Deputy Associate Representative from adjacent states/Departments to the facility, if MOPHA has members in an adjacent Department participating in that particular VAMC.
- B. Duties of an Associate Representative (except for voting privileges, which may be delegated in the absence of the Representative) are the same as a Representative, but limited to the adjacent department. The Associate Representative must hold membership in MOPHA in the adjacent Department.
- C. Duties of the Associate Deputy Representative consist of those assigned by the Associate Representative. The Deputy Associate Representative may participate fully in discussions at facility VAVS committee meetings and may be appointed to subcommittees and task groups. The Deputy Associate Rep must hold membership in MOPHA in the adjacent Department.

Section 4 - Training

- A. Certification of the MOPHA VAVS Representatives and Deputies is done by the MOPHA National Certifying Official, upon the recommendation of the respective Department President or Unit President where there is no Department.
- B. The VA Voluntary Service office is responsible for providing general user-friendly orientation to regularly scheduled volunteers about the role of the VAVS program including policies and procedures; e.g., privacy training, fire and safety, volunteer rules and ethics, etc.
- C. The Voluntary Service office should provide training annually to all volunteers.
- D. All VA regulatory guidance governing Voluntary Service procedures is contained in VHA Handbook 1620.1. A copy of this handbook should be provided to you at training. Also, copies of all VHA Handbooks/Guidelines are available on the VA website at www.va.gov/vhapublications.
- E. The National VAVS Representative will provide the MOPHA Training Guide for VAVS Representatives and Deputy Representatives to Departments and Units

CHAPTER 19 - REQUESTING MOPHA VAVS FUNDS

- A. To request VAVS funds, the VAVS Representative must complete a MOPHA VAVS Funds Request Form LA 001 (see Appendix D for copy of application and instructions). After the form is

completed, mail the original to the National MOPHA VAVS Representative (VAVS Rep). Be sure to keep a copy for your records.

- B. The following criteria must be met in order for a MOPHA VAVS Rep or Deputy Rep to be eligible to request funds:
 - 1. The VAVS Rep or Deputy Rep MUST have attended three (3) of the last four (4) VAVS Quarterly Committee meetings.
 - 2. The VAVS Rep and/or Deputy MUST have completed their Annual Joint Review (AJR) on time during the month of October of each year.
 - 3. There must be an active VAVS program and the funding must be used for a VA Medical Center, State Home which has a Memorandum of Understanding (MOU) with the VA or a Community Based Outreach Clinic (CBOC) under supervision of the VA.
- C. The National VAVS Rep is responsible for the approval or denial of the request. They will contact the local VAVS Rep if additional information is needed and/or the Chief of Voluntary Service to ensure the project is under the umbrella of the VA. Upon receipt of the Funds request, the National VAVS Rep will initial and date on appropriate line. If the request is denied, the reason will be written in the REASON FOR DENIAL section and returned to the VAVS Rep requesting the funds and/or an email will be sent to the VAVS Representative or Unit President requesting the funds with the explanation of denial.
- D. When the funds have been approved, a request form titled (National VAVS Check Request) is sent by email to the National Secretary who, in turn, will send the request along with a warrant to the National MOPHA Treasurer. The National Secretary will email a copy of warrant with the warrant number and the date the check was requested to the National VAVS Representative.
- E. The National Treasurer will write the check, obtain the National President's signature on the check, and mail check to the National VAVS Rep. The National VAVS Rep will ensure that the check is made out correctly, ensure that if it is being sent to a VA facility, that the check has the General Post Fund (GPF) code(s), and that it is earmarked for a specific project. The National VAVS Rep completes a Letter of Instructions (cover letter) for the local VAVS Rep. Included in the envelope will be an (LOI) and cover letter addressed to the Chief of Voluntary Service. The National VAVS Rep will make copies of check and both cover letters for their records. The check and letters will be sent by Certified mail, requiring a signature of acceptance by the local VAVS Rep requesting the funds. After receiving the check, and as soon as possible, the local VAVS Rep will present the check and letter to the Chief of Voluntary Service.
- F. The date the local VAVS Rep signs the letter acknowledging receipt of receiving the letter is the date the 30 days will begin for them to ensure that receipt Form 1027 and thank you letter from the VA are sent to the National VAVS Representative. This is the responsibility of the requesting VAVS Rep. The Unit and/or Department President should ensure this is done in a timely manner, within the 30 days of receiving the funds. If receipts are not submitted within 30 days, the local VAVS Rep will not receive future funding from the National MOPHA VAVS funds.
- G. Criteria for a Unit President to request VAVS funding:
 - 1. The funding must be used for the benefit of hospitalized veterans either in the VA, a State Home which has a Memorandum of Understanding (MOU) with the VA, or a Clinic under supervision of the VA.
 - 2. The project should be preapproved by the VA site, State Home, or Clinic.

3. The Unit President must provide the name and phone number of the point of contact at the site where the activity will take place.
4. The Unit President must use the form for requesting VAVS funding.
- H. If a Unit President requests VAVS funds, they must fulfill all of the same requirements as a local VAVS Representative, as previously stated. When funding is approved, the check is written to the Unit # or to the VA site where the Unit is going to conduct a special project. The Unit will need to give the Chief of Voluntary Service an activity sheet if the check is not going to a VA facility. The Unit must provide original receipts taped to a sheet of paper and a thank you letter from VA facility or State Home within thirty (30) days of signing for receipt of check to the National VAVS Rep. The original receipts must be equal or greater than the amount of the check. If receipts are not received within 30 days, the Unit will not receive future funding from the National MOPHA VAVS Funds.
- I. Priority Funding goes first to the Local VAVS Representative.

CHAPTER 20 - HIRING A PROFESSIONAL RECORDER

The Military Order of the Purple Heart 2009 Convention body voted that it is mandatory the National MOPHA hire a Professional Recorder for national conventions which include Pre- and Post-Convention National Executive Committee and National Finance Committee meetings.

Note: At the 2016 National Convention the MOPH voted that the MOPHA is no longer required to hire a Professional Parliamentarian (August 2016).

CHAPTER 21 - NATIONAL OR DEPARTMENT INSPECTOR

Refer to MOPHA Bylaws, Article XI, Section 9

- A. The National Inspector should work closely with Department Presidents to ensure that annual inspections are made of Units and Departments. When a Department President or designee conducts an inspection, a report shall be sent promptly to the National Inspector, a copy sent to the National President, a copy retained for Department files and a copy left with the Unit. When the National Inspector conducts an inspection, a report shall be sent promptly to the National President. The Inspector Report form can be obtained from the MOPH website (Auxiliary; click on Download Forms) or from the National Secretary.
- B. The National and Department Inspectors Presidents shall see that Unit and Department meetings are conducted properly and that books and records are being kept correctly. The Inspector's job is to decipher the facts and only report on what is available and what is missing such as minutes, warrants, etc. The Inspector should complete her report within two (2) weeks of the inspection and make distribution of the copies immediately.
- C. Verifying information in the steps below is necessary when doing an inspection.
 1. Insure receipts substantiate all checks written on the Unit or Department account. Handwritten receipts detailing purchases are not acceptable, except in the case where the floor body votes and approves the reimbursement and this fact is detailed in the minutes of the meeting.
 2. Check to insure there is a warrant written for every expense and that the check matches the warrant.

3. Check to be sure the warrant was executed and properly signed, with two or more signatures.
 4. Confirm that each check has at least two signatures.
 5. Verify that there are detailed minutes reflecting that a warrant was called. Is there indication as to: (1) who made the motion, (2) who seconded the motion, (3) how many members were at the meeting, (4) how many voted for, and (5) how many members voted against?
 6. Confirm that the bank statement reflects that the check was cashed. Also verify that there was a deposit to cover these expenses. All checks for deposit should be copied and available for the trustees to audit. If a check was for \$600 and only \$500 was deposited, you need to check the minutes of the meeting to determine who authorized the cash withheld and if it was voted on by the members at the meeting.
 7. The entire cross checks should pertain to an article and section(s) of the bylaws that apply.
- D. If the inspector is looking into matters other than financial issues, be sure you have the MOPHA Bylaws that apply to the situation. The inspector must rely on the minutes of the meeting. If there are no minutes to verify the action, that is a violation of the bylaws and what you are looking for cannot be validated.
 - E. The inspector's job is to seek information which will determine if violations have occurred. Each fact either falls into a violation of the Bylaws or it does not fall into a violation. If the Bylaws appear to be too general, MOPHA Procedures can be used as a directive.
 - F. Emails and letters without substance should be set aside. These letters/emails may be something for a hearing committee to look into, but an inspector must stay focused on facts that can or cannot be verified. The hearing committee will use what you have presented and make a determination on the facts presented.
 - G. NOTE: Formal Bylaws, such as the MOPHA CBL, take their place in precedence over Roberts Rules of Order if passed and approved at the MOPHA Convention. Issues that are not addressed in the MOPHA CBL, then reverts to Roberts Rules of Order.

CHAPTER 22 - MOPHA KEY DUE DATES

MOPHA Fiscal Year	July 1st – June 30th
Annual Reports due to National Chairmen (Americanism, Community Activities, Community Hospital, History, Publicity, Chaplain, Viola, VAVS)	May 15th
Annual Inspections by Department or Region Presidents due to National Inspector	May 15th
Unit and Department Installations Reports due to National Secretary (due immediately after Installation but no later than May 31st)	May 31st
Unit & Department Annual Finance Reports due to National Treasurer – copy to Nat'l Secretary	October 1st
IRS 990-N e-Postcard filing confirmation due to National Treasurer for Departments & Units	October 1st
Life Membership Verification form due to National Secretary with a copy to the National Membership Officer	October 1 st
Life Membership Rebate checks sent to National President by National Treasurer for signing and mailing to Units and Departments	December 1 st
By request, Life Membership Rosters in paper form can be sent to Units by Membership Officer	July and January
By request, Life Membership Rosters in paper form can be sent to Departments by Membership Officer.	April and October
By request, Life Membership Rosters can be sent to National Treasurer, National Secretary or Region Presidents by the Membership Officer	July and January

*Units and Departments not submitting a current Installation Report, Finance Report and confirmation of the IRS 990-N filing will not qualify for delegates at National Convention and will not be eligible to receive a life membership rebate.

NATIONAL BYLAWS COMMITTEES AND APPROVALS

*Revision: This book was revised August 2008-2009
Bylaws Committee appointed by National President Jane Stoel
Committee members: Sharon Carlton and Jan Knapp
Approved August 12, 2009
At the National Convention in Rogers, Arkansas*

*Revision: The Auxiliary Handbook was revised August 2011
Bylaws Committee appointed by National President Karen Haltiner.
Committee members: Diane Grant-Jenkins, Chair
National Parliamentarian Bonnie Dumler
Stephanie Johnson Klug
Approved August 11-12, 2011
At the National Convention in St. Paul Minnesota*

*The Auxiliary Handbook was renamed LAMOPH Procedures Manual
(Revised August 2012).
Committee appointed by National President Barb Cherone.
Committee members: Diane Grant-Jenkins, Chair
National Parliamentarian Bonnie Dumler
Stephanie Johnson Klug
Approved August 8, 2012
At the National Convention in Scottsdale, Arizona*

*2013 Revision by Committee appointed by National President
Committee members: Diane Grant-Jenkins, Chair
Bonnie Dumler, National Parliamentarian
Diane Petrini, President, Dept. of California
Approved August 9, 2013
At the National Convention in Rogers, Arkansas*

*2014 Revision by Committee appointed by National President
Approved August 2014
at the National Convention in Denver. Colorado*

*Revision: This Procedures Manual was revised based on the
voted changes at the 2016 National Convention in Norfolk, VA*

*Revision: At the 2017 National Convention in Dallas, TX it was voted to change
the name of the organization from Ladies' Auxiliary, Military Order of the Purple Heart to
the Military Order of the Purple Heart Auxiliary. This manual has been revised accordingly under
National President Gloria Sanchez; Committee members Jan Knapp, Cheryl Perez & Carol Lance*

APPENDIX
APPENDIX A - SAMPLE RESOLUTION



NOTE: Use this format when submitting a Resolution. Resolutions must be on letterhead and dated.

MOPHA RESOLUTION #: _____
(National Secretary will number.)

DATE RECEIVED BY
NATIONAL SECRETARY:

Committee: RESOLUTIONS

Committee Recommendation:

☐ **Accept**
☐ **Reject**
☐ **Other**

Convention Action:

RE: ADDITION TO NATIONAL SECRETARY RESPONSIBILITIES

WHEREAS: The Military Order of the Purple Heart Auxiliary (MOPHA) Bylaws do not provide an assigned officer to the National Convention Planning Committee, and

WHEREAS: The office of the Military Order of the Purple Heart (MOPH) National Adjutant serves by precedence as a member of the National Convention Planning Committee, and

WHEREAS: The responsibilities have, by precedent, been under the province of the National Secretary, working as a liaison between the National office and the Host Department in a cooperative and supportive effort; therefore, be it

RESOLVED: That a seventh paragraph be added to the MOPHA Bylaws, Article XII, Section 5, to read: The National Secretary shall serve as the MOPHA National Representative on the National Convention Planning Committee, providing information and support to the MOPHA Host Department Auxiliary. The Secretary shall provide punctual reports on the planning progression and decisions to the National President and National Executive Committee.

Pat Smith, Unit President
Cambridge Unit 625
Department of Ohio
Approved (date): _____

Esther Luyster, Unit Secretary
Cambridge Unit 625
Department of Ohio
Approved (date); _____

Judith Fiddler, Department President
Department of Ohio
Approved (date): _____

Joan Walsh, Department Secretary
Department of Ohio
Approved (date): _____

APPENDIX B - SAMPLE WARRANT



MILITARY ORDER OF THE PURPLE HEART AUXILIARY
DEPARTMENT OR UNIT _____

Date: _____

From: Department or Unit Secretary

To: Department or Unit Treasurer

You are authorized to pay:

The sum of \$ _____

For the following purpose(s):

References:

- () Budget Line item _____
- () Meeting minutes dated _____
- () Bill (attached) _____
- () Receipts Attached _____

Warrant Number _____

Drawn by: _____
Secretary

Approved by: _____
President

Date: _____

Date: _____

Check Number _____

Treasurer

Date

APPENDIX C – MOPHA AID & SERVICE GRANT



MILITARY ORDER OF THE PURPLE HEART AUXILIARY AID & SERVICE GRANT REQUEST APPLICATION

To request a grant for a veteran, the Aid & Service Grant Application must be completed by a Department/Unit President. The “grandfathered” states of Illinois, Michigan, Pennsylvania and Wisconsin are ineligible because of their grant status.

REQUESTING MOPHA DEPARTMENT OR UNIT INFO:

Department/Unit	
President's Name	
Address:	
Phone #	
Cell #	
Email	

VETERAN/FAMILY IN NEED OF GRANT:

Veteran/Family Name	
Address	
Phone	
Cell	
Email	

The Veteran MUST SUBMIT:

1. DD Form 214 _____
2. Cut-Off Notices _____
3. Copies of Past Due Bills, etc. _____
4. Any supporting documentation that should be considered, please attach to this application.

Department/Unit President Signature: _____

Print Name: _____

Date: _____

(Department/Unit President: Please keep a copy of the veteran's application and documentation in your Aid & Service Grant file until the grant has been approved or denied. Send completed original application and supporting documentation to the MOPHA National President.)

Appendix C continued

WHEN REQUEST MEETS CRITERIA AND VETERAN QUALIFIES FOR AID & SERVICE GRANT: The veteran and family must understand this is a one-time grant to assist them in the payment of specific bills such as past due rent/mortgage of the veterans current residence, utility bill, etc. The funds are made directly to the creditor. The grant is not used to provide vehicles or to purchase vehicles, or personal loans. THE NATIONAL AID & SERVICE GRANT DOES NOT ASSIST WITH CREDIT CARD PAYMENTS, SATELLITE/CABLE SUBSCRIPTIONS, MOVING EXPENSES, DEPOSITS FOR RENT, EDUCATIONAL FEES, TUITION OR OTHER SCHOOL COSTS.

IMPORTANT INFORMATION

The billing statement must indicate the account is in “past due” status with contact information on the Creditor.

The veteran will need to contact the Creditor and inquire what steps need to be taken to allow the Creditor to discuss the status of the account with the National MOPHA President.

Mortgage payments should be past the grace period allowed for a late payment.

If veteran is past due on rent payment, a signed statement from the landlord or rental agency along with their contact information must be submitted.

If the veteran pays bills online, you will need to print out whatever documentation the Creditor provides and mail it along with telephone contact information.

All late notices must be verified to be considered. Grants are reviewed as “one time” grants. Please submit ALL OF the veterans DOCUMENTATION AT ONE TIME. Your request will be active for thirty (30) days from the date submitted and acknowledged by the National MOPHA President. If the required documentation has not been received within 30 days, NO ACTION will be taken and the request will be denied.

APPENDIX D – VAVS FUNDS REQUEST

MOPHA VAVS Funds Request - Form LA 001

The following criteria must be met to be eligible to request a grant:

1. The Representative or Deputy Rep. **MUST** have attended three (3) of the last four (4) VAVS Committee meetings.
2. The Rep or Deputy Rep **MUST** be current on completing their AJR's.
3. Current on 990N filings, and be in compliance with National's Unit filing requirements.

Unit Name and Number requesting funds: _____

Unit VAVS Representative to complete:	
Name of Representative	
Address	
City/State/Zip	
Phone	
Email	

VA Facility Where Funds Will Be Used:	
Name of Facility	
VAVS Chief Name	
Address	
City/State/Zip	
Phone	
Email	

Funds Request:	
Amount requested	
Check written to:	
Date of event(s)	
GPF (General Post Fund Code) (required if check is payable to VAMC/CBOC)	
Please give in detail, what the requested funds will be used for. Use additional paper if needed.	
Unit President to complete:	
Unit President Name	
Address	
City/State/Zip	
Phone number	
Email	
Unit EIN number	
Date last 990N filed	
AJR completed by VAVS Rep/Dep. Rep.	

I understand, as the requesting VAVS Representative, the 30 day requirement for submitting receipts and letters (as outlined in MOPHA VAVS Funds Request Form LA 001 Instructions and Information to the MOPHA National VAVS Representative.		
_____ Unit VAVS Representative Signature	_____ Print Name	_____ Date
As the Unit President, I verify that the above information is correct and accurate.		
_____ Unit President's Signature	_____ Print Name	_____ Date
As Department President of _____, I submit the above Unit VAVS Funds Request.		
_____ Department President Signature	_____ Print Name	_____ Date
Date form is mailed/emailed to MOPHA VAVS National Representative _____		

Unit VAVS Representative, keep a copy for your records. Mail or email to:

National VAVS Representative

Please allow up to 40 days for check from the date form is received by the National VAVS Rep.

Internal Use

Date rec'd by Nat'l Rep _____ CSN# _____ Date mailed to Nat'l Secr. _____
 Funds Approved _____ Funds Denied: ____ (letter of explanation will be included).

MOPHA VAVS Funds Request
Form LA 001
Instructions and Information

There must be an active VAVS program and the funding must be used for a VA Medical Center (VAMC), Veteran State Home with a Memorandum of Understanding (MOU) with a VAMC, VA Community Based Outreach Clinic (CBOC), or other event, program, or site that is under the supervision of the VAMC.

Unit VAVS Representatives, VAVS Representatives without a Unit or Department, and Unit Presidents must complete MOPHA VAVS Funds Request Form 001 and send to the National VAVS Representative by mail or email to request funds.

The National VAVS Representative is responsible for the approval or denial of the request.

When funds have been approved:

- A request form will be sent by email to the National Secretary who, in turn, will send the request along with a warrant to the National MOPHA Treasurer.
- The National Treasurer will write the check, obtain the National President's signature on the check, and mail check to the National VAVS Rep.
- The National VAVS Rep will ensure that the check is made out correctly and mail the check by **Certified mail**, requiring a signature of acceptance by the requester.

Thirty (30) day requirements for receiving VAVS funds:

- If check is made out to VAMC facility: **within 30 days** the National VAVS Rep must receive Receipt Form 1027 and an acknowledgement letter from the VA.
- If the check is made out to Unit: **within 30 days** of signing for the certified letter, the National VAVS Rep must receive **original receipts** taped to a sheet of paper (receipts must be equal or greater than the amount of the check), and, **within 30 days of the event**, an acknowledgement letter from the VA.

Please note:

If receipts are not submitted within 30 days, the VAVS Representative will not receive future funding from the National MOPHA VAVS funds.

Priority Funding goes first to the local VAVS Representative.

Further information and details about VAVS Funds Requests can be found in the MOPHA Procedure Manual.

For further information contact: National VAVS Representative

Appendix E - Sample VAVS Letter



MILITARY ORDER OF THE PURPLE HEART AUXILIARY

Name of National VAVS Representative

National VAVS Representative

National VAVS Rep Address

National VAVS Phone & Email Address

Date: _____

To MOPHA National Treasurer:

Via MOPHA National Secretary: Warrant #: _____ Date Processed: _____.

Subject: VAVS Funds Check Request

National MOPHA VAVS Representative Control Serial Number: _____.

Unit/Representative Requesting Funds: _____.

VAMC Name: _____

General Post Fund Code (GPF): _____ Specific Program: _____

Make Check Payable to: _____

I have receipts: YES _____ NO _____

The check is for reimbursement: YES _____ NO _____

1. All checks should be mailed directly to the National VAVS Representative; and I will, in turn, attach a Letter of Instructions (LOI) for sending receipt(s) to me within 30 days after receiving their check(s).
2. The VAVS National Representative will retain all requests and receipts from the Units, Reps, and VA's that have received MOPHA VAVS funds. Once the file is completed, the receipts will be sent to the National Treasurer.

Amount Requested: \$ _____ Date Needed: _____ If ASAP, please indicate.

Comments: _____

I want to thank you for assisting me with this new accountable system for MOPHA VAVS funds.

(Name)

National MOPHA VAVS Representative

Appendix F - Sample VAVS Letter

MILITARY ORDER OF THE PURPLE HEART AUXILIARY

Name of National VAVS Representative

National VAVS Representative

National VAVS Rep Address

National VAVS Phone & Email Address

Date: _____

Dear VAVS Chief of Voluntary Service:

Subject: MOPHA Donation of Funds

The MOPHA VAVS Representative_____ has received check #_____ made out to VAMC
_____ in the amount of \$_____, General Post Fund (GPF) #_____, for Project
_____.

As required within 30 days, I must receive a letter from you indicating how the funds were spent along with Form 1027. Please state the amount of the check, the GPF Code # and that the funds were used for the project as earmarked. In other words, it must be the mirror image of what is written on the check.

Our Service Foundation requires that we be very specific as to where the monies are spent and that they are used for a specific project which we are supporting. In order to be totally accountable, I need the letter stating how the funds were expended and Form 1027 from you. I want to thank you in advance for you sending me the letter and form.

In closing, I want to thank you for all you do for our veterans and volunteers. If I can answer any questions, please feel free to contact me either by email or phone.

In service to our veterans,

(Name)

National VAVS Representative

Appendix G - Sample VAVS Letter



MILITARY ORDER OF THE PURPLE HEART AUXILIARY

Name of National VAVS Representative

National VAVS Representative

National VAVS Rep Address

National VAVS Phone & Email Address

Date: _____

Dear MOPHA Member and/or VAVS Representative:

Subject: VAVS Check

Please find enclosed the VAVS special project check #_____ for \$_____. You must insure that within 30 days from the receipt of these funds that I receive a letter and Form #1027 from the Department of Veterans Affairs, local VAMC for this donation. These funds must be used as requested for GPF_____ \$_____, GPF_____ \$_____, GPF_____ \$_____ and GPF_____ \$_____.

In order for your unit or VA site to receive additional funding, it is paramount that the required receipts be returned to me in a timely manner, within 30 days from the receipt of these funds. I want to thank you for volunteering and helping our hospitalized veterans. It is volunteers like you that make our National VAVS program such a successful undertaking.

Attached you will find a copy of the Letter of Instructions {LOI} and forms for requesting future VAVS funding.

Comments:

In service to our veterans,

(Name)

National VAVS Representative

APPENDIX H -COMMONLY USED ACRONYMS



LAMOPH	Ladies' Auxiliary, Military Order of the Purple Heart (name changed August 2017 to MOPHA)
MOPHA	Military Order of the Purple Heart Auxiliary
MOPH	Military Order of the Purple Heart
CBL	Constitution, Bylaws and Procedures Manual
PNP	Past National President
PRP	Past Region President
PDP	Past Department President
PUP	Past Unit President
NEC	National Executive Committee
DEC	Department Executive Committee
NFC	National Finance Committee
MOPHSF	Military Order of the Purple Heart Service Foundation
IRS	Internal Revenue Service
VAVS	Veterans Affairs Voluntary Service
CBOC	Community Based Outpatient Clinic
AJR	Annual Joint Review
VAVS Rep	VAVS Representative
VAVS Dep Rep	VAVS Deputy Representative
YIP	Yours in Patriotism
PNC	Past National Commander

APPENDIX I - MARTHA WASHINGTON SPIRIT AWARD

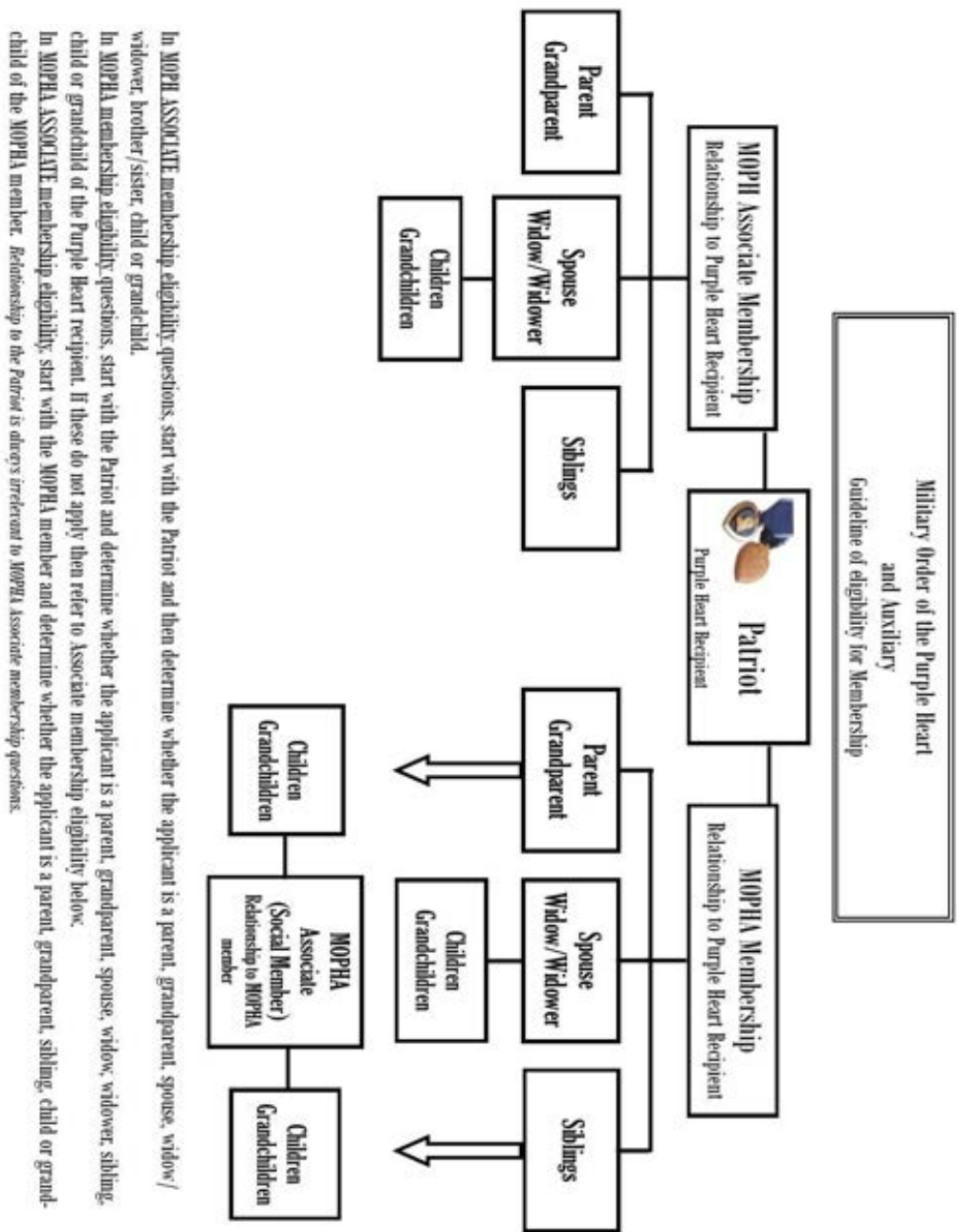


2006 to 2016

The Martha Washington Spirit Award was first awarded in 2006, and the award is presented at the National Convention. The MOPHA National President has the opportunity to choose a lady who has done an exemplary job assisting or making Veterans' lives more enjoyable. The recipient is a person who is associated with a specific project or projects that illustrate her passion for working for the betterment of Veterans and their families. She is someone who has definitely "gone the extra mile" for the good of the Veteran community. No monetary gift is attached to this award; however, there is a budgeted line item within the Convention budget for the travel, accommodations, and banquet costs for the recipient of the Martha Washington Spirit Award.

YEAR	National President	Recipient
2005-2006	Judy Spaulding	Heather French Henry
2006-2007	Nancy Lee Birschbach	Elizabeth Fisher
2007-2008	Harriet Hems	Jean Thiede
2009-2010	Gwen Gilliard	Dar Schuff
2010-2011	Karen Haltiner	Army Strong (returned)
2011-2012	Barb Cherone	Helen Casti
2012-2013	Barbara Cannode (interim)	Bonnie Dumler
2013-2014	Barbara Cannode	Alice Lemle
2014-2015	Jan Knapp	Macra Brunson
2015-2016	Eileen Oltmann	Carol Lance
2016-2017	Terri Shattuck	Jan Knapp

APPENDIX J - MEMBERSHIP FLOW CHART



APPENDIX K – ABC FOR MEMBERS



ABC's FOR MOPHA MEMBERS

ATTEND your Unit and Department meetings regularly.

BE a working member.

CHECK out the facts before repeating things told to you.

DO not walk between the Flag and Banner, or between Chairman and Speaker.

EXPRESS yourself freely and honestly AT meetings – not **AFTER**.

FAMILIARIZE yourself with organization.

GIVE proper respect to all officers in their official capacity.

HAVE an adequate knowledge of parliamentary procedure.

IT is your duty to vote on matters. By not voting, your silence indicates you favor the matter voted upon.

JOIN in discussions, group activities. You will learn and have fun too!

KINDLE that spark of friendliness and enthusiasm within yourself.

LISTEN to and respect the opinion of others.

MEMBERSHIP is everyone's responsibility.

NO speaking across the floor to members (always through the Chair).

OBEY the rules of the organization.

PARTICIPATE in your Chapter, Department and Region programs.

QUESTION reports and actions you do not fully understand.

REFRAIN from talking while business is being transacted or while a speaker is giving a report.

STUDY Unit/Department and National Bylaws and Standing Rules.

TAKE an active part in meetings, but do not monopolize.

UNITE your talents and ideas with other members.

VOLUNTEER your time, energy and best efforts for our VETERANS and their families.

WEAR your MOPHA cap (Optional). When wearing your cap, wear it proudly.

X marks the spot on membership application forms where new members sign their names.

YOU - the members, are the most valuable asset of the MOPHA!

ZEALOUS members make our organization prosper and grow.