

## **STANDING RULES**

### **NATIONAL BUDGET**

1. The National President, National Senior Vice President, National Junior Vice President and Region Presidents shall be allowed a budgeted amount annually for travel expenses.
2. The Annual MOPHA grant from the MOPH Service Foundation shall be paid in three (3) increments as follows: At or just prior to a National Convention, again at the beginning of the calendar year and one additional payment requested by the National Treasurer after consultation with the National President.
3. The National President may authorize a representative from MOPHA to official function(s) only (no social functions). If the representative does not have a travel budget, expenses will be taken from any portion of National travel funds.
4. The National President may budget up to \$100 for a donation to a charity of their choice to be disbursed prior to June 30th.
5. If funds are available, the National Secretary, National Membership Officer, National Treasurer, and National Communications Officer may receive budgeted amounts per month for their services.
6. The National President, National Secretary or National Treasurer shall submit any expenditure that exceeds 10% over the budgeted line item to the Finance Committee Chair for review prior to payment. (The breakdown of budget account #5000 for travel is at the discretion of the National President.)
7. Life Membership Rebate checks will be sent to the Unit and Department Treasurers.

### **NATIONAL & DEPARTMENT OFFICERS**

1. Unless responding to a direct contact, the National President and/or National Secretary is the only designated officer to communicate with the MOPH National Commander or Adjutant.
2. It is the responsibility of the National Senior Vice and National Secretary to keep notes of all motions that may change Bylaws, Procedures or Standing Rules made at a National Convention.
3. It is the responsibility of the incoming National President to see that updates to Bylaws, Procedures Manual or Standing Rules are completed promptly.
4. The National Secretary shall order a Past National President's pin for the retiring National President and inquire as to who will make the formal presentation.
5. The National President's pin, presented to the Organization by Past National President Gladys Hapsch during her term of office in 1943-1944, shall be passed on to the newly elected National President at the installation.

6. As approved at the 2020 National Convention, the National Treasurer may maintain use of a debit card when practical for certain purchases.
7. A Region President may hold a School of Instruction during his or her term of office.
8. In Regions where no Region President is elected, the National President may appoint a liaison to assist the members of the region.
9. Department Presidents shall send to the National President, National Secretary, and respective Region President notice of their Department Executive Committee and midterm and Annual Conventions.

## **GENERAL**

1. To be in compliance and eligible for Life Member Rebates, Units and Departments must submit the Installation Report, Finance Report, proof of accepted IRS Form 990 filing and Life Member Verification Report by the designated deadlines.
  - ✓ Rebates checks will be mailed to treasurers no later than December 1<sup>st</sup>.
  - ✓ Any rebate check received from the MOPHA National Organization must be cashed by June 30<sup>th</sup> or will become void and deposited in the General Fund.
2. MOPHA correspondence and other items of non-historical value may be destroyed after two (2) years and cancelled checks after seven (7) years. General ledgers, minutes, by-laws, treasurer's report, contracts, and agreements (still in effect) **MUST BE KEPT INDEFINITELY.**
3. The presence or absence of the Unit or Department Charter in the meeting room has no bearing on the legality of the business transacted.
4. Chaplains shall inform those participating in Memorial Services of uniform attire.
5. A gift from a Unit, Department or National Auxiliary may not bear the name of an individual member.
6. The presence of a Bible at meetings is a symbol of the religious faith of all members of the Auxiliary and should be respected accordingly.
7. Individual MOPHA members, regardless of their title, shall not solicit funds or initiate legal proceedings without proper authority.
8. The MOPHA National, Region, Department, and Units should utilize electronic means of communications to the fullest extent possible.
9. Any funds used by Ways and Means exclusively for veteran projects will be called Helping Our Veterans (HOV) in memory of Past National President Sharon Carlton, who created the project name.
10. The National Secretary and the National Treasurer shall keep a password log for all National MOPHA internet accounts and accounts that have administrative privileges.