

STANDARD OPERATING PROCEDURES
(SOP)
FOR
DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS
OF THE UNITED STATES

Revised June, 2024

FOREWORD

The attached Standard Operating Procedure (SOP) is presented to the Council of Administration, Department of Missouri, VFW at the instruction of the State Commander and pursuant to an inspection report issued on November 2, 2017 which outlined a need to correct deficiencies and to conform to guidelines as defined over the signature of Hal Roesch, Past Inspector General 2016-2017, Veterans of Foreign Wars of the United States of America.

The appointees to the SOP Committee are as follows:

Jim Holmes	Committee Chair - Past State Commander
Larry Phillips	Committee Member - State Judge Advocate
John Hoffman	Committee Secretary - Past District Commander
Tom McLerran	Committee Member - State Quartermaster
Troy Williams	Ex-officio Committee Member - State Commander

The SOP Committee requested input and advice from three (3) other knowledgeable and respected Department Officers and we are greatly appreciative for the many hours of time and words of wisdom from the following:

Chris Bell, Past State Commander

Eric Sullivan, State Sr. Vice Commander

Jim Nail, State Surgeon

The Committee has reviewed the SOPs of other Departments and taken great care to incorporate existing Department of Missouri Standing Rules into the attached and proposed SOP document.

We believe this document to be properly researched, discussed and written in proper format.

This Committee submits the SOP to the Council of Administration, Department of Missouri, VFW for review and suggestions or changes to be added, deleted, or altered and are requesting any proposed changes be presented for discussion prior to the Department Convention in June 2019.

Please forward any comments, **in writing**, to any of the Committee Members for inclusion in the final document.

In the absence of any proposed changes, this SOP is presented to the Council of Administration for consideration of passage and implementation.

Respectfully submitted;

Jim Holmes, SOP Committee Chairman

STANDARD OPERATING PROCEDURES (SOP)

INDEX

FOREWORD

PURPOSE

SECTION:

1. CONTROL AND ADMINISTRATION
2. DEPARTMENT
3. RESOLUTIONS
4. COUNCIL OF ADMINISTRATION
5. DEPARTMENT ORGANIZATION
 1. DISTRICTS
 2. POSTS
 3. DEPARTMENT CHAIRPERSONS
6. TRAINING AND EVALUATION
7. REPORTING
8. INSPECTIONS
9. TRUSTEE AUDITS
10. AWARDS
11. REGISTERS OF DECEASED MEMBERS
12. ENDORSEMENTS OF CANDIDATES FOR NATIONAL OFFICE
13. DEPARTMENT HEADQUARTERS
14. DEPARTMENT CREDIT CARDS
15. EMPLOYMENT RULES (LEAVE, OTHER CONDITIONS)
16. DEPARTMENT TRAVEL POLICY
17. REIMBURSED EXPENSES (HOTEL/AUTO/OTHER)
18. DEPARTMENT VEHICLE
19. ADOPTIONS AND AMENDMENTS OF SOP
20. APPENDIX

STANDARD OPERATING PROCEDURE (SOP) DEPARTMENT OF MISSOURI VETERANS OF FOREIGN WARS OF THE UNITED STATES

PURPOSE

The purpose of these Standard Operating Procedures, herein after called SOP, is to maintain a coherent and consistent Department organization, to establish consistent Department operation, to efficiently control Department finances and manage efforts to eliminate duplication of effort.

This SOP may not conflict with Veterans of Foreign Wars of the United States Congressional Charter, By-Laws, Manual of Procedure or Ritual, as well as Department of Missouri By-Laws. If a section of this SOP is found to be in such conflict, then the above stated shall rule and that section shall be removed from the SOP, but all other sections of the SOP will sever and remain in effect.

SECTION 1

CONTROL AND ADMINISTRATION

The official name of this organization is “Department of Missouri, Veterans of Foreign Wars of the United States”. The name may be abbreviated herein to read “Department, Dept., State, MO” and any such abbreviation shall mean the same as the official name.

The supreme control of this Department shall be vested in its members. Each member shall have an equal right to voice in its affair. These rights are to be expressed under procedures outlined by National and Department By-Laws.

The Chain of Command shall be Department to District, District to Post.

The Department is governed by representatives. Members are represented in the Department Convention by their own elected delegates from each Post. They are represented at the Council of Administration Meetings by their District Commander.

The primary objective of the Department Convention is to ascertain the wishes of the majority of the Department members on all questions pertaining to National requirements and Department governance. Between conventions this duty is delegated to the Council of Administration.

Department Officers are the Executives whose duty is to carry out the mandates of the Department Convention, the Council of Administration and requirements of National Headquarters. In their duty they are assisted by committees.

SECTION 2

DEPARTMENT

The Department is entitled to five (5) delegates to the Big Ten Conference. They shall be the State Commander, State Senior Vice Commander, State Junior Vice Commander, State Quartermaster, and the State Surgeon. One additional Member may be authorized to attend as an observer upon appointment by the State Commander. If a delegate cannot attend the Conference, the State Commander shall appoint the State Adjutant as an Alternate Delegate at his/her discretion. A budget line-item amount shall be established for this purpose.

The Department shall attend the Legislative Conference in Washington, DC. Those budgeted to attend shall be the State Commander, State Senior Vice Commander, State Junior Vice Commander, State Quartermaster, State Adjutant, Legislative Chairman, and Legislative Co-Chairman. A budget line-item amount shall be established for this purpose. If one of the above cannot attend the Conference, the State Commander shall appoint the State Surgeon to go in his/her place. The Commander may appoint others to go at his discretion.

The Department Legislative Chairman shall attend the Fall Legislative Committee Meeting in Washington, DC. Hotel and travel are paid by National Headquarters.

This Department, all Districts and all Posts within the State shall adhere to The Veterans of Foreign Wars of the United States Congressional Charter, By-Laws and Manual of Procedure and Ritual in effect and as updated by National VFW Conventions.

The Department shall be governed by an annual Department Convention and the Council of Administration. Department Convention shall consist of the officers and members designated in Article 5, Section 504 of the National By-Laws. The annual Department Convention shall be held in the month of June. The place, date and time shall be designated by the preceding convention.

Convention meetings shall be called to order promptly on the hour set. If a quorum is not present when the meeting is called to order, the presiding officer may declare a recess pending sufficient arrivals to make a quorum. A quorum shall consist of accredited representatives from no less than fifty (50) posts in the Department.

Delegates will be elected in accordance with Section 222 of the VFW Manual of Procedure. Each Post will pay a registration fee for every delegate to which the Post is entitled. The fee will be set by the delegates at the State Convention.

The Department Office Manager shall coordinate logistics to conduct the annual State Convention as authorized by the Council of Administration, the State Commander and/or the State Quartermaster.

All sleeping room accommodations at the Headquarters Hotel shall be reserved for 3 nights stay, (Thursday, Friday and Saturday of Department Convention Weekend) unless otherwise authorized by The State Quartermaster.

The Department Office Manager shall make room reservations for the Council of Administration for the State Convention, Fall C of A, and Winter C of A.

The Department will pay for the banquet/buffet tickets for the Commander and his/her guest, VFW office staff, and other employees that attend the Fall and Winter C of A's and State Convention, all others must pay state headquarter for their tickets.

SECTION 3

RESOLUTIONS

1. Suggestions or criticisms directed at Department or National, by individual members must be forwarded through their representatives in the form of a resolution.
2. Such resolution should be prepared in triplicate.
3. It must be specific in nature, courteous in tone, and must be approved by the Post of which the author is a member.
4. It should then be forwarded by the Post Adjutant to the State Adjutant.
5. The State Adjutant shall forward the resolution to the Resolution Committee Chairman.
6. The committee will review and present the resolution with recommendations at the Department Convention.
7. Resolutions may also be originated by State Officers or by the Department Convention itself.
8. If the resolution is intended for consideration at a Council of Administration Meeting, it should be forwarded to the District Commander.
9. The District Commander shall present the resolution at the next Council of Administration Meeting.
10. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention.
11. Those resolutions approved by a Department Convention which affect matters outside state boundaries must be forwarded by the State Adjutant to the National Convention for final disposal.
12. Nothing herein contained shall prevent a resolution from being presented from the floor of a Convention meeting.
 - a. The resolution must be submitted under the proper order of business and by an accredited delegate.

SECTION 4

COUNCIL OF ADMINISTRATION (COA)

1. The Council of Administration shall consist of the State Commander, Sr. Vice-Commander, Jr. Vice-Commander, Adjutant, Quartermaster, Judge Advocate, Chief of Staff, Inspector, Surgeon, Chaplin, immediate past State Commander and District Commanders.
2. The Council of Administration shall govern the affairs of this Department between annual Department Conventions.
3. In the absence of the District Commander, the District Senior or Junior Vice Commander may represent their District on the Council of Administration.

4. The Council of Administration shall meet in regular sessions not less than three (3) times each year. The first meeting shall be held immediately following the close of the Department Convention. Other meetings will be held as scheduled by the State Commander.
5. The State Commander may call a special meeting of the Council of Administration when necessary for the welfare of the Department in accordance of Sec. 522 (g) (h) of VFW By-Laws.
6. Members of the Department Council of Administration shall be entitled to expenses as shown in the current Budget. Vouchers for expenses must be submitted each month.
7. Reimbursement for official travel will be at the rate set by the Council of Administration.
8. Lodging will be paid at the actual cost, not to exceed the current GSA rate.
9. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted.

SECTION 5

DEPARTMENT ORGANIZATION

1. DISTRICTS

1. All Districts shall submit dates, Post, and town locations of scheduled District Meetings for the upcoming year to Department Headquarters by June 1st of current year.
2. District Commanders shall appoint a sufficient number of Deputy Inspectors to ensure that all Posts within the District are inspected, and the inspection results are reported to the State Inspector no later than December 31st. of the current year.
3. All Districts are required to submit the "Report of District Meeting" not later than 30 days following each District Meeting.

All Districts are required to submit Quarterly Audit Reports to be filed with the Department Headquarters no later than 30 days following the end of the quarter. Non-submission of Quarterly Audit Reports shall result in action per (Section 420 of the National By-Laws and Manual of Procedures).

2. POSTS

1. All Posts are required to submit Quarterly Audit Reports.
2. Non-submission of Quarterly Audit Reports shall result in action per (Section 211 of the National By-Laws and Procedure Manual).
3. All Posts in the Department who fly the American Flag should also fly the POW/MIA Flag.
4. All donations/contributions to National Home should be mailed direct to the National Home marked for what fund the donation/contribution is for.

5. All donations/contributions for Department Veterans Service should be sent to Department Headquarters annotated for such.\
6. Donations/contributions to Veterans & Military Support, should be sent to National Headquarters annotated for such.
7. Post Commanders or their designated representative are reminded that National by Laws require they attend all District Meetings.
8. Post failing to have the Commander or a Representative in attendance at a District meeting will be disciplined in accordance with the Department of Missouri Procedure for Disciplinary action, adopted by the Council at the October 2008 Council meeting.

3. DEPARTMENT CHAIRPERSONS AND APPOINTMENTS

The Commander shall appoint such officers, chairpersons and committees in compliance with the National By-Laws and Manual of Procedure and others as deemed appropriate to properly conduct the affairs of the Department. They will, when authorized, make full and complete reports to the Council of Administration and/or to the Department Convention and such reports shall be written and subject to full and open discussion.

Chairpersons shall be known to the membership of the Department by the publishing of the chairperson names in General Order No. 2, on or before August 1st of each year. Department Chairpersons shall be entitled to expenses as authorized by the Council of Administration. The reimbursement for official travel will be set by the COA per mileage rate. Lodging will be reimbursed at actual cost but is not to exceed the GSA rate and budget provided. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted.

1. Budget and Finance
2. Buddy Poppy
3. By-Laws / SOP
4. Community Service
5. Legislative
6. Membership
7. Patriots Pen
8. POW/MIA
9. Public Relations
10. Resolutions
11. Voice of Democracy
12. Scouting – National Representative
13. Americanism – Teacher of the Year
14. Veterans Service Information
15. Employment and Homeless Veterans
16. Student Veterans

- 17. National Home
- 18. Veterans and Military Support
- 19. Web Master
- 20. Employee Oversight Committee
- 21. National Convention Hospitality Suite
- 22. Special Committees

1. **BUDGET AND FINANCE**

This committee shall consist of four (4) members. The Department Quartermaster (QM) shall be the Chairperson. The immediate Past Quartermaster, Department Veteran Service Officer, and one (1) additional member appointed by the Department Commander shall serve on the committee. If the immediate Past QM is unable to serve the Commander will appoint someone else.

- A. The committee shall assist the QM throughout the fiscal year in reviewing actual expenses compared to the approved budget. In support of this review, the QM shall make the following financial reports available to the committee: Budget vs Actuals, Profit and Loss, and Balance Sheet.
- B. The QM shall make a complete financial report at each Council of Administration meeting showing the extent of variation of the actual receipts and expenditures. A copy of the report will be provided to the budget committee at least one (1) week prior to the council meeting for review.

2. **BY-LAWS/SOP:**

This committee will consist of three (3) members. The State Judge Advocate will be the committee Chairperson, The Sr. Vice Commander and Jr. Vice Commander will serve as committee members. The committee shall, at a minimum, conduct an annual review of the Department By-Laws and SOP to ensure they are current and in keeping with the National By-Laws, Manual of Procedure and other written guidelines. It shall receive and evaluate all recommendations for changes and amendments submitted by subordinate units and the membership. It shall submit a written report of all recommended changes or amendments at the Council of Administration meetings for appropriate consideration and action. Final approval shall be consistent with the By-Laws.

3. **EMPLOYEE OVERSIGHT COMMITTEE**

The purpose of the Department of Missouri Employee Oversight Committee is to Advise the Commander and Council of Administration on matters pertaining to all Department employees, to include Department Veterans Service Officers, Assistant Service Officers and office staff as well as to provide employees an additional path for submission of grievance in the event they have a grievance that involves a direct supervisor or Department Officer.

A. The scope of the committee is to include, but is not limited to:

1. Advise on hiring
2. Advise on disciplinary measures
3. Advise on Discharges
4. Investigations of complaints about Assistant VSO's and office staff
5. Create a grievance process for VOS's
6. Assist in conducting or reviewing performance reviews
7. Assist in creating performance review criteria
8. Report to the State Commander and Council of Administration
9. Advise on Compensation
10. Other duties as assigned by the Commander and Council of Administration

B. The Employee Oversight Committee shall be comprised of the following:

1. A three (3) year Committee person
2. A two (2) year Committee person
3. A one (1) year Committee Person
4. Non-Voting Advisors consisting of:
 - a. Immediate Past Commander
 - b. Department Surgeon
 - c. Department Quartermaster (advising in matters pertaining to expenditures)
 - d. The Department Veterans Service Officer

C. The incoming Department Jr. Vice Commander will recommend a three (3) Year Committee Person to be appointed by the Commander.

C. As one (1) year Committee member's term expires, the remaining members will advance from their current year term to a new term of one (1) year less.

D. The one (1) year Committee person will serve as the Committee Chairman and will be the spokesperson at the Council of Administration and Department Convention and is responsible to report as described in Sec. 3.A.8 above.

F. In each ensuing year after the first year of the committee, the Jr. Vice Commander shall recommend a new committee member to the Commander for appointment.

G., if possible, the committee members should consist of one (1) member from the Eastern part of the State, one (1) member from the Central part of the State and one (1) member from the Western part of the State, who are not current members of the Council of Administration.

H. Initial Committee Start Up

1. The current Commander shall appoint a one (1) year committee member
2. The current Sr. V. Commander shall recommend a two (2) year committee member to the Commander for appointment.

3. The current Jr. V. Commander shall recommend a three (3) year committee member to the Commander for appointment.
4. This Sub-section H. shall automatically expire and terminate from this SOP at the end of the first year after the Employee Oversight Committee is put into effect and will have no consideration beyond that date.

4. HIRING COMMITTEE:

- A. The hiring committee shall consist of the Department Commander, the Department Quartermaster, the Department Adjutant, and the Department Service officer. If Department is hiring for an office position only, the hiring committee may consist of only the Department Commander, the Department Quartermaster, and the Department Adjutant.
- B. All application for Department positions must be forwarded to the Department Quartermaster. The QM shall keep an application file at the Department office and review at least annually to remove any applications that are over a year old.
- C. When a VSO position opens, the Department Quartermaster will review applicants and determine those eligible for an interview. Once eligibility has been determined, the Department Quartermaster will distribute the resumes to the hiring committee for review and determine interview dates and times.
- D. The hiring committee will also serve as the interview panel. All interviews will be conducted at the Department Office in Jefferson City, or via electronic means, if necessary, the hiring committee will have the sole say in which applicants ultimately get hired.

5. HOSPITALITY SUITE CHAIRPERSON

- A. The purpose of this position is to raise funds and manage the hospitality suite should Department decide to have one. The Chairperson shall:
 1. Be assigned by the line officer whose Commander year the hospitality suite is desired.
 2. Oversee ways and means projects for the purpose of supporting the suite to include:
 - a. Specific-event raffles approved by the Council (i.e., State Convention, Fall CoA, Mid-winter CoA, or National Convention);
 - b. Solicitation of individual or business donations for cash, food, or beverages.
 3. Report progress of funds raised and donations procured at each Council of Administration meeting.
 - a. A detailed, final accounting of monies raised, donations procured, and expenditures shall be given to the Council of Administration at the Fall C of A following the National Convention.
- B. The Dept. QM shall be the treasurer of this committee, per National Bylaws and Manual of Operating Procedures.
- C. If the Chairperson requests a supporting committee, then the committee shall consist of the chairperson plus no more than three (3) comrades, one each nominated by the Senior Vice Commander, Junior Vice Commander, and Surgeon, respectively.

D. If funds remain after all suite expenditures have been paid, then the remaining funds shall be applied for the next suite Department decides to have at the National Convention.

E. No Department line officer shall serve as Hospitality Suite Chairperson or conduct individual raffles in support of the suite. Department line officers may give recommendations regarding the items to be raffled and a list of possible donors for the Chairperson or committee to pursue.

6. SPECIAL COMMITTEES

The State Commander will appoint Special Committees as needed.

SECTION 6

TRAINING

- A. The Services Officers shall receive training annually at the Department Convention. The Department Service Officer is responsible for overseeing and scheduling the specific training themes.
- B. The service officers may receive additional training at the fall and winter Council of Administration meetings, if the Department Quartermaster and Department Commander feel it necessary.

EVALUATION

The Department Service Officer shall visit each office throughout the Department annually to support, train, and inspect the proper working order of each office. He/she will also be responsible for doing an annual performance evaluation on all Field Service Officers and the Regional Office Staff.

SECTION 7

REPORTING

- 1. All posts within the Department are expected to submit Community Involvement, Americanism, Veterans Service, POW/MIA, Service Officer Event and Recruiting Events reports.
- 2. Reports are to be reported online to the VFW Department of Missouri Online Program Reporting.
- 3. The Online Reporting can be accessed on the Department of Missouri website under RESOURCES/ONLIN REPORTING.

SECTION 8

INSPECTION:

1. Posts will be inspected at least once yearly, and the report will be submitted by the District Inspector to the State Inspector.
2. Districts will be inspected at least once yearly and submitted to the State Inspector.
3. Post and District inspections should be completed by December 31st.

SECTION 9

TRUSTEE AUDITS:

1. Posts and Districts are required to submit Quarterly Trustee Audit Reports.
2. Audit Reports are due at Department Headquarters by the last day of the month following the audit.
3. Audit Periods are January through March, April through June, July through September and October through December.
4. Sample Inspection Report and Trustee Audit Report forms are contained in the appendices.

SECTION 10

AWARDS

National and Department awards shall be specified in the Department Annual Membership Campaign document. This document shall contain the requirements or each Post, District, member or citizen award selection.

SECTION 11

REGISTRER OF DECEASED MEMBERS

The State Chaplin shall read aloud the number of deceased members in each District and the total number of deceased members in the Department at the annual Department Convention Memorial services.

SECTION 12

ENDORSEMENT OF CANDIDATES FOR NATIONAL OFFICE

1. The Department of Missouri may endorse a candidate for National Office with the approval of the Department Convention.
2. Such endorsement shall be made no earlier than two (2) year prior to the candidate's nomination for such office.
3. An exception to the two (2) year rule would be when the candidate is from Missouri, a Missouri candidate's endorsement shall be made no earlier than three (3) years prior to the nomination for National Office.

SECTION 13

1. DEPARTMENT HEADQUARTERS

The State Commander shall have access to buildings, keys, security codes, files, computer passwords and all other assets of the Department.

Direct management of Department Headquarters and employees of the Veterans of Foreign Wars Department of Missouri will be the State Quartermaster. The Quartermaster and Adjutant will receive a salary authorized by the Department Council of Administration.

Department Headquarters shall be required to update and publish General Orders on a monthly schedule. General Orders shall be sent or made available to Posts, District Commanders, and all Line Officers by the 26th of each month and shall be posted on the Department web site.

Department Headquarters shall be closed on all legal holidays as defined in the employee Handbook and the first Monday following, State Convention, Fall Council of Administration, Winter Council of Administration.

2. QUARTERMASTER

All returned checks shall be subject to a \$35.00 fee to the individual, Post, or District whom the check is written by.

Checks for the State Voice of Democracy, Patriot Pen and Teacher of the Year winners will be issued during the month of February each year.

The Quartermaster will be responsible for closing out the financial records of the Department following the annual convention. All records will be prepared for audit by the end of July. The completed audit report will be provided to the Council of Administration at the next C of A after he/she has received it from the outside Auditing Firm.

3. DEPARTMENT ADJUTANT

Dept. Adjutant will prepare a list of meeting and convention rules for approval by the council of administration at each meeting and convention.

SECTION 14

1. DEPARTMENT CREDIT CARDS

Department credit cards will be issued to the State Commander, State Quartermaster for travel expenses, air fare, motel rooms, that is authorized by the State Commander, and the Department Office Manager for operational expenses of Department Headquarters. All receipts are to be turned into State Quartermaster monthly. All other Department Officers will be reimbursed for their official travel expenses in accordance with Section 16 of this SOP.

SECTION 15

RULES GOVERNING HOURS OF EMPLOYMENT, LEAVE AND OTHER CONDITIONS OF EMPLOYMENT FOR PERMANENT EMPLOYEES

Rules governing employment, hours of work, vacation and sick leave, accrued time off, etc., are as detailed in the Department of Missouri Employee Handbook

SECTION 16

DEPARTMENT TRAVEL POLICY

1. Cash will not be paid for travel or expenses incurred while on Department Business.
2. Mail or fax (1-573-636-2664) a completed "Travel Voucher" to arrive at Department Headquarters no later than thirty (30) days after the expense has been incurred.
3. A Department check will be sent to your address of record within two (2) weeks of the receipt of your completed "Travel Voucher".
 - a. Be sure to include a complete and correct address on your voucher
4. The Department asks that you cash your checks promptly.
 - a. We have informed our banks that all checks will be void ninety (90) days from the date of issue.
 - b. Travel and other expense vouchers will not be honored past sixty (60) days from the date that you incurred the expense.

SECTION 17

1. REIMBURSED EXPENSES:

a. HOTEL:

1. Department Council of Administration Officers, Chairpersons, Budget Committee Members, Veterans Service Officer, Sergeants at Arms, Officer of the Day and other travel authorized by the State Commander.

2. Department Conventions: Outgoing and Incoming Officers shall be entitled to three (3) nights lodging reimbursement at the actual rate per night, not to exceed GSA rate, and an auto expense of \$.35 per mile. A hotel receipt is required with your expense voucher. A maximum of three (3) nights lodging will be allowed for Convention reimbursement expense to anyone participating as an Outgoing and Incoming Department Officer.
3. Council of Administration Meetings: Officers shall be entitled to two (2) nights lodging reimbursement at the actual rate paid, not to exceed GSA rate and an auto expense of \$.35 per mile for the round trip. A hotel receipt is required with your expense voucher for reimbursement.
4. Other Travel: Department Council of Administration, Officers, Chairman's, Budget Committee Members, State Inspector, VFW Staff Members, Veterans Service Officers, Asst. Service Officers, and others as may be designated and authorized by the State Commander.
5. The Department Office Manager will be responsible for making room reservation for:
 - A) Department Convention and Council of Administration meetings: Current Council of Administration, National Council member, and National Representative.
 - B) Big 10 Conference, Washington Conference, and National Convention: Those Budgeted to attend and those appointed by the Commander to attend. (Any changes to the reservation after the reservation is made will be attendee's responsibility)

b. AUTO:

1. Officers shall be entitled an auto expense of \$.35 per mile from home (round) trip.
2. Officers and members of the Department traveling more than 200 miles from home (round trip) on official and authorized Department business are allowed lodging reimbursement at the actual rate paid per night not to exceed the current GSA rate.
3. A hotel receipt is required with expense voucher for reimbursement.
4. Exceptions to the 200-mile restriction may be considered on a case-by-case basis by the State Commander.

c. OTHER DEPARTMENT TRAVEL

1. Expense allowances for State Officers that are required to travel on official Department business to functions other than those referred to in this policy shall be authorized reimbursement of their travel expenses by line item within the Department budget as approved by the Council of Administration.
2. Expense allowances for Department are authorized at a maximum allowance of \$25.00 per overnight stay away from home, as meals and misc. expense allowance. Meals and other expenses paid for by the Department will be deducted from this allowance. Receipts are required for all expenditures.

d. OTHER EXPENSES:

1. Expense reimbursements for telephone, postage and other misc., expenses required to perform their duties up to a maximum of \$25.00 for each expense.

2. Amounts above \$25.00 require approval of the State Quartermaster. Receipts are required to be included with the expense voucher.

SECTION 18

DEPARTMENT VEHICLES

1. A committee, made up of the Current State Commander, Current State Senior Vice Commander, State Junior Vice Commander and the State Quartermaster, shall determine when the vehicles need to be replaced.
2. The Committee shall meet annually, prior to when the Budget Committee convenes in May, to review condition, (mileage, maintenance records, and appearance), of each vehicle to determine if they need to be replaced.
3. When it is determined the vehicles need to be replaced the committee shall be authorized to purchase and have delivered to the Commander two (2) vehicles in the name of the Veterans of Foreign Wars, Department of Missouri.
4. The vehicles shall be ordered after the State Convention in June. At the end of their VFW life the vehicles will be used as a trade in or sold for cash at the trade in value or Kelly Blue Book price whichever is greater.
5. All tags, insurance and taxes will be paid by the Department.
6. Department vehicles shall be used for Department Business only.
7. If you are provided a Department vehicle but choose to use your personal vehicle you will be re-imbursed for gas only.
8. The Department Commander's vehicle shall display signs stating Veterans of Foreign Wars, Department of Missouri, and the current position of "State Commander" on the vehicle. The second vehicle will display the organization but no officer title.
9. The assigned drivers will be responsible for all owner's manuals, maintenance, repairs and fuel for the vehicles, at the cost of the Department.
10. All state and local laws will be observed when operating the vehicles.
 - a. Any traffic violations or other violations will be charged to the licensed driver. Any damages occurring due to negligence of the licensed driver will be his/her responsibility.

INDEMNIFICATION: IN THE EVENT OF ACTS OF GROSS NEGLIGENCE WHILE OPERATING A DEPARTMENT VEHICLE, THE OPERATOR AGREES TO INDEMNIFY THE DEPARTMENT OF MISSOURI AND THE VFW OF THE USA AGAINST ANY AND ALL LOSSES AS A RESULT OF SAID NEGLIGENCE.

SECTION 19

DEPARTMENT CONVENTIONS AND COUNCILS OF ADMINISTRATION CONSIDERATIONS, FUNDING, NEGOTIATIONS, CONTRACTS, AND CHANGES”

1. The Contract Officer, Department Commander, and designated members of the Department VFW (Department) officers and staff will undertake discussions with the Department Auxiliary (Auxiliary) to determine the good faith and reasonable needs and requests of the Auxiliary for each Convention and C of A held during each fiscal year.
 - a. These discussions will be held during the final quarter of each VFW fiscal year, i.e. the months of April and May.
 - b. Dates and location of the events.
 - c. General services provided during the events.
 - d. Joint sessions and activities included.
 - e. The name and position of the Department and Auxiliary Points of Contact (POCs).
2. A Memoranda of Agreement (MOA) will be drafted and agreed upon by the Department and Auxiliary for each C of A and Convention for each Department event held during the coming fiscal year and will include:
 - a. All pertinent information from the above discussions.
 - b. The signatures of the incoming Department Commander and the incoming Auxiliary President.
 - c. MOAs will be presented to the appropriate Councils at the Department Convention in June of each year.
3. As part of the proposal and negotiating process, the Department Contract Officer will conduct an onsite survey of the proposed meeting hotel and/or facilities to determine their viability of providing the necessary services for the Department meetings.
 - a. The Auxiliary may assign a representative to accompany the Contract Officer during onsite surveys.
 - b. The Auxiliary representative may ask questions regarding additional costs and meeting room functionality.
 - c. The Auxiliary representative will have no negotiating authority.
 - d. The observations, answers, and discussions with facility personnel may be utilized by the Contract Officer for negotiation purposes.
4. The Department is under no obligation to pay for additional services in support of specific Auxiliary needs that include, but may not be limited to:
 - a. Additional audio and visual equipment,
 - b. Unique configurations of the Auxiliary meeting room,
 - c. And, the size of the meeting room used for Auxiliary business or ritual sessions. That is the VFW may assist with funding for a smaller Auxiliary meeting room to accommodate event attendees, but may choose to not pay for the entire price of a large room due to budgetary constraints, if necessary.

SECTION 20

ADOPTION AND AMENDMENTS OF STANDARD OPERATING PROCEDURES

The Department Council of Administration is responsible for approving changes to the SOP as deemed necessary due to new or revised requirements from National **Headquarters, Department Council of Administration or the general membership or SOP** Committee.

APPENDIX A

STANDARD OPERATING PROCEDURES (SOP)

DEPARTMENT OF MISSOURI

VETERANS OF FOREIGN WARS OF THE UNITED STATES