



**STANDARD OPERATING PROCEDURES**

**FOR**

**DEPARTMENT OF INDIANA**

**VETERANS OF FOREIGN WARS  
OF THE UNITED STATES**

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The purpose of these Standard Operating Procedures, herein after called SOP, is to maintain a coherent and 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 Indiana By-Laws.

## **SECTION 1**

### **CONTROL AND ADMINISTRATION**

The official name of this organization is "Department of Indiana, Veterans of Foreign Wars of the United States. The name may be abbreviated herein to read "Department, Dept., State, IN, VFWIN" 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 affairs. 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 VFWIN 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 VFWIN members on all questions pertaining to National requirements and VFWIN governance. Between conventions this duty is delegated to the Council of Administration.

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

## **SECTION 2**

### **DEPARTMENT**

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 VFWIN shall be governed by an annual Department Convention and the C of A.

Department Convention shall consist of the officers and members designated in Article 5, Section 503 of the National By-Laws. The Department Convention shall be held in accordance with the National By-Laws. The place, date and time shall be designated by a 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 ten posts in the Department.

The Department Adjutant shall coordinate planning to conduct the annual State Convention as authorized by the C of A or State Commander.

In accordance with National By-Laws, Article 7, Section 716, the officers, and committee members of the Department of Indiana shall have their office or title designated as State rather than Department.

### Section 3

#### GENERAL GUIDELINES FOR EXPENSE REIMBURSEMENT

Before any reimbursement of expenses incurred by any officer is paid, an approved Expense Reimbursement form must be completed, signed, and forwarded to:

VFW State Headquarters  
9555 E 59<sup>th</sup> Street  
Indianapolis, IN 46216  
qm@vfw.in.org

The following conditions also apply:

1. Any Claim received at State, which does not meet the guidelines adopted by the Council of Administration MUST, be approved personally by the State Commander.

- a. **Note:** In those cases, where the Commanders expenses are in question, the Council of Administration will approve.

2. Only the State Commander has the authority to authorize travel other than that authorized by approved guidelines or budget.

3. Mileage is only authorized for travel for State Officers, elected or appointed with the State Commander's approval or as outlined within these guidelines. Expenses paid by the post, district or national while traveling for the state will not be doubled paid by the state.

4. Mileage will be reimbursed AT THE current IRS business standard rate.

5. Per Diem is governed by the VFW officer expense allowance form which is authorized by the council of administration.

6. Receipts for miscellaneous items must accompany all claims for reimbursement.

7. Officers traveling by either air or driving will be reimbursed at which ever rate is the lowest.

8. If two (2) or more Officers travel together in the same automobile, only one (1) Officer will be entitled mileage reimbursement.

9. Travel is authorized for State Officers and employees only. Anyone traveling with an officer or employee will be at their own expense.

**WHEN THERE IS DOUBT IF AN EXPENSE IS REIMBURSABLE BY STATE, DO NOT INCUR IT WITHOUT PRIOR APPROVAL OF THE STATE COMMANDER.**

**Expense Reimbursement Procedure - Quartermaster/Commander/Finance Committee**

1. The amount and authorized persons receiving expense reimbursements shall follow the guidelines set forth in the VFW Department of Indiana Officer Expense Allowance. Any changes to the Officer Expense Allowance must be approved by the Council of Administration.
2. Department Quartermaster shall define and produce a form for Expense Reimbursement.
  - a. Expense Reimbursement Form must be approved by Finance Committee. Current form will be used until new form is approved by Committee.
  - b. The form must allow the person seeking the reimbursement the option of having a check mailed or receiving reimbursement through an electronic funds transfer.
  - c. As a minimum the form must include:
    - i. Directions on how to complete and submit.
    - ii. Date expense incurred.
    - iii. Fields showing the purpose of the expense.
    - iv. Budget line expense should be charged to
    - v. Approved per mile reimbursement rate.
    - vi. Approved per diem and requirements for per diem
3. Persons authorized travel expenses or other authorized expenses reimbursed shall within 30 days of incurring the expense submit Expense Reimbursement form to Quartermaster. Submission can be by electronic means (preferred) or paper.

4. Quartermaster will review forms submitted:
  - a. Ensuring the expenses are allowable, authorized, and reimbursable.
  - b. Ensuring expense is allocated to the correct budget line.
  - c. Ensuring the expenses are valid by:
    - i. Verify milage using Google Maps or another reputable map application.
    - ii. If receipts are attached, verify the date and amount match the Reimbursement Form.
5. After form is reviewed and verified by Quartermaster:
  - a. IF the amount is under \$400 and has no exceptions to the Officer Expense Allowance, Quartermaster is authorized to pay expense reimbursement.
  - b. IF the amount is over \$400 or has exceptions to the Officer Expense Allowance the Quartermaster will forward the Expense Reimbursement form to the Commander with exceptions noted.
    - i. Commander will approve or disapprove within 24 hours.
6. Quartermaster must pay all expense reimbursements received by 1600 hours Wednesday no later than close of business Friday of the same week, expense reimbursements received by 1600 hours Friday no later than close of business Tuesday.
  - a. The only exceptions will be expense reimbursements awaiting approval from Commander.
7. Quartermaster will produce a report each Monday showing all expense payments, all other disbursements, and payments, regardless of the method of payment, processed in the previous week. Report will show date of payment, payee, amount, and type (electronic or check). This report will be emailed to the Commander and Chairperson of the Finance Committee.

Quartermaster shall be responsible for timeliness of reimbursements and payment obligations.

#### **GENERAL GUIDELINES FOR DEBIT CARD USE**

The following condition applies to Debit Card holders:

Persons authorized to hold a VFWIN Company Debit Card:

Commander

Quartermaster

Adjutant

State Service Officer

Hospitality Chairperson (separate account set up by the quartermaster)

#### Terms of VFWIN Debit Cards

1. No purchasing of clothing apparel is authorized.
2. Any purchases over \$200.00 must be approved by the QM and/or Commander.
3. Uses of VFWIN Debit Cards are for company use only.
4. All charges incurred on your card will be charged to your budgeted account unless approved by the Commander.
5. If you go over or have unauthorized charges, you will be required to reimburse the VFWIN for such charges.

**There are no exceptions to the conditions listed above. If any violation occurs, you may lose your privilege of holding a VFWIN debit Card.**



## SECTION 4

### RESOLUTIONS AND AMENDMENTS

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Suggestions or criticisms directed at Department or National, by individual members must be forwarded through their representatives in the form of a resolution. Most such resolutions originate at the Post level are passed through the District and Department before being acted upon at a National Convention.

A resolution contains two separate parts; a statement of the problems to be solved, and the proposed solution to the problem. The problem is outlined in the "WHEREAS" clauses, and the proposed solution is given in the "RESOLVED" section.

The "RESOLVED" section of a resolution should be complete in itself without depending on the "WHEREAS" clauses to give it meaning. It must be specific in nature, courteous in tone, and must be approved by the Post of which the author is a member.

If a resolution deals with a local problem, it needs no action on a level higher than that of the Post. If the resolution is intended for consideration at the Council of Administration Meeting, it should be forwarded to the District Commander. The District Commander shall present the resolution at the next Council of Administration Meeting. All resolutions of statewide, regional, or national concern must be acted upon by the Department Convention. 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. Nothing herein contained shall prevent a resolution from being presented from the floor of a Convention meeting. The resolution must be submitted under the proper order of business and by an accredited delegate.

Any member in good standing, a Post, a District, or Department, may propose an amendment to the National By-Laws, Manual of Procedure, or Ritual; provided, however, before consideration of the National Convention, the proposed amendment must be approved by a Department Convention. Immediately

following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

A proposed change to the National By-Laws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by Convention delegates cannot be amended on the floor.

**By-Law, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.**

## **SECTION 5**

### **PUBLICATIONS**

The VFWIN website, [www.vfwin.org](http://www.vfwin.org), is declared to be the official publication of the of the Department of Indiana, Veteran of Foreign Wars of the United States.

The official electronic newspaper of the VFWIN shall be a newspaper entitled "The Combat Veteran." This newspaper will be published quarterly.

## **SECTION 6**

### **COUNCIL OF ADMINISTRATION**

The VFWIN Council of Administration (Council) shall consist of the Department Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Quartermaster, Judge Advocate, Chief of Staff, Inspector, Surgeon, Chaplain, District Commanders, and the Jr Past Department Commander.

The Council shall govern the affairs of this Department between annual Department Conventions. In the absence of the District

Commander, any District member appointed by the District Commander may represent their district on the Council of Administration.

The VFWIN Council of Administrations shall meet not less than three (3) times each year for business purposes. The time and place of meetings shall be at the direction of the Department Commander, unless specified by the Council.

Special meetings called by the State Commander or upon the written request of the majority of the Council of Administration will be held at a location to be determined by the State Commander.

For purposes of acting without a Council meeting, electronic voting may be used in the solicitation of written consents on each matter submitted to a vote of the Council. Each Council Member in Good Standing shall be entitled to one (1) vote. Such procedure shall be initiated by the electronic distribution of all related materials for consideration by the Council to all the Council Members in Good Standing at the time of such distribution. Thereafter, Council Members shall be permitted to cast their votes electronically in response to the distributed material. The deadline for receipt of such electronic votes cast by the Council Members shall be no more than forty-eight (48-72 hours) hours from the date and time of electronic distribution (EMAIL) of the related materials.

The council shall, by budget, establish salaries and/or expenses for State Officers and employees; the allowances, if any, to be made to the Council members and committees for attendance at council meetings. The Council of Administration shall approve all department contracts.

Members of the VFWIN Council of Administration shall be entitled to expenses as noted in the current VFWIN Officer expense allowance. Vouchers for expenses must be submitted each month. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted.

The following guidelines should be followed when submitting Claims for Reimbursement. Any deviation from these guidelines must be approved in advance by the State Commander.

1. NOTE: If two (2) or more members travel together, only one (1) is authorized to claim mileage.

2. Telephone, postage, copying expenses and other miscellaneous expenses incurred by the District Commander and other officers within the district are the responsibility of the district.

3. Other than what is provided for the VFWIN during the C of A meetings and State Convention, Council members may not exceed the amount appropriated in the budget for their respective office as approved by the C of A.

## SECTION 7

### COMMITTEES

VFWIN activities shall be facilitated using Committees. 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 Departments. They will, when authorized, make full and complete reports to the C of A and/or to the Department Convention and reports will be subject to full and open discussion.

Members of all committees shall be known to the membership of the VFWIN by the publishing of the chairperson and committee member names in General Order No. 1, on 1 July of each year.

The State Commander shall be an ex-officio member of all VFWIN committees but shall not serve as Chairperson.

The State Quartermaster shall serve as the Treasurer of all VFWIN committees which manage funds.

Members of Standing or Special committees except the finance/time and place committee may be removed at any time by the State Commander.

No quorum is fixed for either Standing or Special committees. It shall be the duty of every Committee Chairperson to notify all members of their committee of a scheduled meeting. The committee may proceed with business provided the Chairperson reports to the reviewing body the number of members present.

Members of the VFWIN Committees shall be entitled to expenses as noted in the current VFWIN Officer Expense Allowance. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted.

The State Commander will appoint all members of the VFWIN Convention Committees, in such numbers as deemed advisable and in doing so will designate the Chairman and Vice Chairman of each. The State Commander may appoint such additional VFWIN special committees as deemed advisable or required of by the VFWIN Convention, VFWIN By-Laws, VFWIN Council of Administration, National Convention, National By-Laws, National Council of Administration, or the Commander-in-Chief.

The State Commander may appoint as many committee members as deemed necessary and shall designate the Chairperson of each committee.

Committee Chairpersons shall be entitled to expenses as authorized the Council of Administration. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted.

The following VFW Program Committees may be appointed by the State Commander to serve during the administrative period.

Such Committee Chairpersons may include but not limited to:

- Buddy Poppy
- Building Committee
- Camping / Golf Chairman
- Community Activities
- Conference and Convention / Registration
- Fire / Police / EMT
- Finance
- Fundraiser
- Historian
- Homeless Vets
- Hospital
- Indiana Combat Vet Board
- Indiana Veterans Home
- Legislative Chairman-National / State
- Membership/ Life & Legacy
- Patriots Pen / Voice of Democracy / Teacher of the Year
- POW/MIA

State Service Office  
Safety  
Sgt at Arms / Guard  
Student Veterans  
Veterans & Military Support  
Veterans Service  
VFW Motorcycle Riders  
VFW National Home  
Women Veterans  
Youth Activities

**SPECIAL COMMITTEES** will be appointed, as required, by the current State Commander. Special Committees may be appointed only for the current year of the current Commander.

**Redistricting Committee** shall be appointed for the purpose of reestablishing boundaries of any or all Districts in the Department of Indiana:

1. When the State Commander feels it is necessary.
2. When the Council of Administration, by at least a two-thirds (2/3) majority vote, directs this to be done.
3. When the Convention Delegates assembled at a Department Convention by a majority votes, direct this to be done.

**MISCELLANEOUS EXPENSES:** Authorized reimbursement for actual expenses for such things as telephone calls and postage needed to perform duties assigned. These expenses may not exceed the amount appropriated in the budget as approved by the Council of Administration for the respective program and requires the State Commander approval.

**OFFICIAL TRAVEL:** Authorized mileage, and cost of hotel room and tax, when directed to travel in the performance of their duties by the State Commander resulting in overnight travel and requires State Commander approval.

## **SECTION 8**

### **Inspections**

Post will be inspected annually, and the report will be submitted by the District Inspector to the State Inspector. Districts will be inspected annually, and the report will be submitted by the Department representative to the State Inspector. State Inspector will generate a report to be given at each C of A meeting.

## **SECTION 9**

### **REPORTING**

All Posts within the Department are expected to submit Community Activities, Deceased Comrades, Hospital, Homeless Veterans, Quarterly Audits, Safety and Youth Activity Reports.

Program Reporting: The preferred method of reporting is online at VFW.ORG (All American Dashboard). The Program reports can be emailed to Department Headquarters. The Department will ensure the reports are properly submitted.

Post Reporting: The reporting period runs from May 1 to April 30<sup>th</sup> of the current VFW year. The preferred method of reporting is on-line at VFW.ORG (All American Dashboard). Post reports are requested monthly.

To ensure Department has sufficient time to prepare citations, plaques, for award presentations at the Department Convention, Chairpersons are to submit District and Post nominees no later than May 3<sup>rd</sup> of the current year.

It is important that Posts and Auxiliaries do not submit "double reporting" for combined projects.



## **SECTION 10**

### **AWARDS**

National and Department awards shall be specified in the National Membership Program and the Department of Indiana All-State Program documents. These documents shall contain the requirements for each Post, District and Department award selection.

## **SECTION 11**

### **ENDORSEMENT OF CANDIDATES FOR NATIONAL OFFICE**

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

## **SECTION 12**

### **DEPARTMENT HEADQUARTERS & SERVICE OFFICE**

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

Direct management of Department Headquarters and employees of the headquarters except the Quartermaster will be the State Adjutant. The State Adjutant, Quartermaster and Administrative Asst. will receive a salary authorized by the Department C of A.

Department Headquarters shall be required to update and publish General Orders on a monthly schedule. General orders will be made available to Posts, District Commanders, and all Line

Officers by the first day of each month by being published on the Department website. State officers must attend State functions as directed by State Commander.

Department Headquarters shall be closed on all holidays as defined on page 20 of this document and the first Monday following Fall Council of Administration, Winter Council of Administration, Spring Council of Administration and Department Convention.

Any remote work agreements will be approved by the council of administration.

**SERVICE OFFICE is governed by the Service Office SOP.**

Department Service Officers and Department Headquarters employees required to travel in the performance of their duties as directed and approved by the State Commander will be authorized reimbursement as follows:

All Department Employees shall use the Department owned vehicles for all official business, when available.

Lodging

Cost of any function tickets required.

Employees may not exceed the amount appropriated in the budget for their office as approved by the Council of Administration.

## SECTION 13

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

All Department of Indiana, Veterans of Foreign Wars employees understand that any employment at Department of Indiana, Veterans of Foreign War is at-will and of indefinite duration, and that either the employee or the Department of Indiana, Veterans of Foreign Wars may terminate employment at any time, with or without cause. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by at least two of the following Commander, Sr. Vice, Jr Vice, or State Adjutant.

The Immigration Reform and Control Act of 1986 requires that the VFWIN ensure employees are authorized for employment in the United States. Only individuals lawfully authorized for employment in the U.S. will be employed.

In connection with the Immigration Reform and Control Act of 1986, the VFWIN must collect certain information on INS Form I-9 and review certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If employee's employment authorization changes or terminates after the hire date that he/she employed, notification to the State Adjutant is required.

Policies set forth in this manual do not create a contract of employment, either expressed or implied, nor are they to be construed to constitute contractual obligations of any kind.

#### Employee Categories:

Employee categories as established by the Department of Indiana; Veterans of Foreign Wars are:

1. **Regular Full Time:** An individual employed to work a full basic work week of 40 hours.

2. **Part-Time:** An individual employed to work less than a basic work week of 40 hours.
3. **Contract Employee:** An individual employed for a Specified, limited period, not to exceed one year, on a full-time basis, pursuant to a written contract.

**Employee Positions:**

Employee positions are classified as exempt or non-exempt under the Fair Labor Standards Act and Indiana Labor Code. Exempt positions are not eligible for overtime pay in accordance with the Act. Exempt workers fall into four categories: executives, administrative employees, outside salesperson and professionals.

A list of exempt VFWIN positions is maintained by the Department Headquarters and is available from the State Adjutant. The State Adjutant may classify new positions and reclassify existing positions as appropriate to conform to FLSA guidelines. (The position must meet the FLSA criteria), the following positions (indicated by a \*) are exempt:

State Adjutant \* - Regular Full Time (combination of in-office and tele-work)

State Quartermaster \* - Regular Full Time (combination of in-office and tele-work)

Social media Manager/Grant Writer/Administrative Assistant \* - Regular Full Time

Service Officer \*

Assistant Service Officer \*

Claims Representative \*

Service Office Receptionist \*

### **Probationary Period:**

Whenever the term "Introductory Period" or "Probationary Period" is used in this SOP, it shall mean up to the first ninety days (90) of employment by a newly hired or rehired regular full-time or part-time employees unless otherwise notified of termination.

After completing the ninety days (90) days of employment, the employee is given a performance evaluation. The review is conducted by the employee's immediate supervisor includes goals based on the new employee's strengths and weaknesses. Performance evaluations will be given semi-annually.

Completion of an Introductory or Probationary period does not guarantee future employment and does not alter the "at-will" status of an employee. Employees may be terminated for or without cause during the Introductory or Probationary period.

### **Workweek:**

The regular workweek is defined as Sunday through Saturday inclusive.

Regular working hours are from 8:00am to 4:00pm, Monday through Friday (unless otherwise assigned), with 30 minutes for lunch. There shall be one (1) ten (10) minute break in the morning and one (1) ten (10) minute break in the afternoon.

### **Compensatory Time and Overtime:**

Exempt employees are not entitled to overtime pay.

To meet VFWIN business requirements, overtime is sometimes necessary, and employees may be required to work such overtime. Supervisors will use reasonable efforts to reduce the hardship or inconvenience to employees required to perform overtime work. Overtime must be authorized to non-exempt employees by the State Adjutant in advance.

All hours worked more than 40 hours a week and more than 8 hours per day will be considered overtime for non-exempt employees. Overtime will be paid at a rate equal to 1.5 times the regular hourly rate. The work week for VFWIN employees runs from Sunday to Saturday. For overtime purposes, a holiday falling within the week will be considered a workday and 8 hours worked. Sick leave and vacation leave will not be considered hours worked for overtime purposes.

VFWIN reserves the right to adjust working hours so that an employee's hours do not exceed forty (40) during the workweek.

**Holidays:**

Holidays will conform to those holidays observed by the Federal Government employees, including the Friday (Good Friday) prior to Easter Sunday, and the Friday following Thanksgiving Day. When a holiday falls on a Saturday, the employees shall observe the prior Friday; when a holiday falls on a Sunday, the employees shall observe the following Monday.

**Federal Holidays:**

New Year's Day	
Memorial Day	Martin Luther King Day
Labor Day	Presidents Day
Christmas day	July 4th
Thanksgiving Day	Veterans Day

**Grievances:**

Employees with grievances should go first the State Adjutant or Service Officer and if no satisfaction is obtained will in turn be authorized to contact the State Commander, Senior Vice Commander, and the Junior Vice Commander.

**Vacation Accrual:**

Vacation for full-time employees will accrue as follows:

One year = 40 hours  
Two years = 80 hours

5 years = 120 hours  
15 years = 160 hours

vacation leave is not cumulative, and all vacation must be used by the end of the VFW calendar year.

**Annual Leave:**

Annual/Vacation leave must be requested and approved in advance, and such approval is subject to the needs and/or convenience of the VFWIN.

Annual/Vacation leave and/or leave of absence shall be applied for by the employee and approved in advance by the State Commander or Adjutant, prior to absence from duty. In emergencies, prior approval is not necessary. Emergencies are serious illness, and/or death of an immediate family member. Annual leave or leave of absence for the State Adjutant and/or State Quartermaster must be applied for and approved in advance by the State Commander. In emergencies, prior approval shall not be required. Emergencies are serious illness and/or death of an immediate family member.

**Personal/Sick Days:**

Regular full-time employees accrue three personal days and three sick days each calendar year, if personal and sick days are exhausted, absence due to sickness or to seek medical treatment will be charged against vacation leave to the extent such leave is available. If personal/sick days and vacation leave has been exhausted; the time off will be without pay. Unused personal/sick days cannot be rolled over to next VFW calendar year.

For the purposes of this SOP, a year of service is defined as 12 months from the employee's actual date of hire provided the employee was actively at work or on paid leave status during the 12-month period.

Any absence due to sickness or injury must be reported to supervisors as soon as practicable. Telephone contact should be made at the earliest opportunity on the first day of any absence, advising supervisors that the absence is due to sickness or injury and advising of an expected date of return. Except in emergency, the employee must personally call in and leave a contact telephone number for verification purposes, or

should a work-related question arise. A doctor's statement shall be required to substantiate sick leave more than three consecutive workdays or should a pattern of absences occur. The Department Headquarters should be notified of anyone taking three or more consecutive days of sick leave. An employee must call in each day of an absence unless otherwise directed by their supervisor.

Periodic (at least weekly) contact shall be conducted with supervisors should the absences extend beyond three working days to keep supervisors informed of the employee's status and expected date of return. Periodic reports from treating physicians will be required to substantiate such extended absences.

**Medical Leave:**

Time off for extended medical or personal leave shall be scheduled through the FMLA program and must be approved by the State Commander. All personal, sick and vacations shall be used before using FMLA.

**Bereavement Leave:**

A paid leave of absence of up to 3 days plus travel time, not to exceed 2 days when required, is granted to an employee in case of death in his/her immediate family.

Included in the immediate family is:

- Mother and Current Mother-In-Law
- Father and Current Father-In-Law
- Sister
- Brother
- Spouse
- Children
- Grandmother
- Grandfather
- Grandchildren

**Military Leave:**

Military leave is defined as annual training required by the Armed Forces for Reservists or members of the National Guard, or such other active-duty training as might be in lieu thereof. Up To 15 days each year will be authorized without loss of vacation time.



Compensation to the employee during such periods will be reduced by the amount of total military pay received for the same period. Additional or prolonged absence due to military service shall be charged to vacation leave or on an unpaid basis. A copy of the military payment stub must be submitted for record keeping.

This policy is intended to comply with all laws regarding military leave and will be interpreted in accordance with such laws and regulations.

#### **Jury/Civic Duty:**

Jury or Civic duties are defined as: An official summons to serve on Jury Duty or to appear as a subpoenaed witness in the court system.

When any regular full-time employee is called upon for jury service, the employee shall advise his/her Supervisor upon receipt of such a call and furnish a copy of the summons to the Department Headquarters. The employee shall be authorized and paid for up to fifteen (15) working days for jury service. Jury duty will not be counted as time off, but a time sheet record must be completed for the file.

A subpoenaed witness will be managed in the same manner. The employee must furnish a copy of the subpoena.

Employees are encouraged to fulfill their civic responsibility by participating in election. Employees should find time to vote either before or after their regular work schedule.

However, should it be necessary for an employee to take time away from your regularly scheduled workday to vote, VFWIN will provide you with up to two hours off without a loss of pay to vote if they do not have enough time to do so in their non-work hours. If you will need time off to vote, please provide your supervisor with two business days' notice.

#### **Personnel Records:**

VFWIN maintains a record system containing personnel information. Each employee's individual personnel file is regarded as confidential information and is treated as such. Personnel files are the property of the VFWIN and access to the information they contain is restricted. The only persons with access to the file shall be the employee's immediate supervisor,

and the State Adjutant. Access to personnel files will be on a need-to-know basis.

Any employee desiring to review his or her file must make a written request to the State Adjutant. Requests should state the reason for the file review and the information or documents being sought.

Staff personnel files contain the following items:

- At-Will Employment Agreement
- Appropriate Tax Forms
- Copy of Valid State Driver's License
- Copy of Social Security Card
- Signed Confidentiality Statement
- Agreement to the Office Policy
- Copy of DD-214 if applicable
- disciplinary files

**Change of Personal Information:**

Any time an employee's personal status changes, he or she must report the change to the Department Headquarters. A change of personal information form is provided for this purpose.

The Type of changes required are listed below:

- Name
- Address
- Telephone number
- Direct Deposit information
- Marital Status
- Change in family status

Failure to provide the above information could cause problems or delays in tax returns and paychecks. It is important that employees remain diligent and responsible for reporting all changes promptly to the Department Headquarters.

**Releasing Employee Information:**

All requests for information from prospective employers and/or financial institutions about a current, retired or terminated employee must be transferred to the Department Headquarters, which may disclose only the former employee's dates of employment, final title or position and job location. The State Quartermaster may verify salary history.

**Employee Disciplinary Action:**

When disciplinary action is required for an employee of the VFWIN, the immediate supervisor will initiate the action. The disciplinary action may be in the form of a letter of reprimand or termination of employment. When charges are initiated, they will be investigated and the results of the investigation, with a recommended action, will be presented to the Department Council of Administration. A roll call vote of the Council at a regular or special meeting or via telephone will be conducted. A majority vote will be required to complete the recommended disciplinary action.

**Health, Dental, Vision Insurance or Retirement Plan:**

The Department of Indiana, Veterans of Foreign Wars, at the present time does not have nor does it offer Health, Dental, Vision insurance or a Retirement Plan.

**SECTION 14  
DEPARTMENT VEHICLES**

VFWIN, will furnish the State Commander every three (3) years a vehicle for use during the Commander's term of office starting in 2023. The State Commander, Sr. Vice Commander and JR. Vice Commander will work together to pick out a vehicle for the Department. The State Commander is authorized to use the state debit card for fuel and maintenance of the vehicle while conducting official/social VFWIN business. Vehicle must be used for official business only.

VFWIN, will furnish the State Adjutant a vehicle for use during the Adjutant term of employment. The State Adjutant is authorized to use the state debit card for fuel and maintenance of the vehicle while conducting official VFWIN business. The State Adjutant will buy their own fuel for travel to and from work. The C of A will have the authority to choose the time to replace the State Adjutant car.

All state and local laws will be observed when operating these vehicles. Any traffic violations or other violations will be charged to the licensed driver. Any damages occurring due to negligence of the driver will be the responsibility of that driver. If a driver elects to use other forms of music the driver will be responsible for those charges.

The Adjutant's vehicle will have a trip log sheet. The trip log sheet be completed by the authorized drive showing the milage at the start and end of each trip and the reason for the trip. The authorized usage will be determined by the then current Commander.

## **SECTION 15**

### **ADOPTION AND AMENDMENTS OF STANDARD OPERATION 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. The SOP must be changed by a majority vote of the Department Council of Administration and the approved changes shall take effect immediately.

APPENDIX 1

AGREEMENT AND ACKNOWLEDGEMENT OF VFWIN STANDARD  
OPERATING PROCEDURES

Employee:

I acknowledge that I have received a copy of VFWIN Standard Operation Procedures, which contains vital information on the Department's policies, procedures, and benefits.

I understand that this document's policies are intended only as guidelines, not a contract of employment. I understand that my employment is on "at will" terms (unless appointed) and therefore subject to termination, with or without notice or obvious reason, by myself or the Department. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Department as well as myself. This agreement supersedes all prior agreements.

I understand that the Department may change its policies, procedures, and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.

I have read and agree to abide by all policies and procedures contained therein.

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

STATE ADJUTANT

## APPENDIX 2

### **JOB DESCRIPTION**

#### **DEPARTMENT OF INDIANA ADJUTANT**

**Job Title:** State Adjutant, Veterans of Foreign Wars, Department of Indiana

**Department:** Veterans of Foreign Wars, Department of Indiana  
Headquarters, Indianapolis, Indiana

**Supervisor:** State Commander, Veterans of Foreign Wars,  
Department of Indiana

**General Job Description:**

The Adjutant will be responsible for administrative oversight and support for the Veterans of Foreign Wars.

**Major Duties and Responsibilities:**

Be the official corresponding officer for the Department and shall attest to all official communications and reports with the Adjutant's signature.

Maintain a digital file for all forms and records.

Department Officers and Committees

Supervise Department Administrative Assistant.

Support all VFW National and Departmental Programs.

Coordinate communication between the Department and VFW National Headquarters.

Maintain communication between the Department and Districts to ensure smooth flow of information.

Manage all Departmental reports to ensure accurate information is getting out to Districts including the District and Post Status Reports.

**Minor Duties and Responsibilities:**

Ability to cross-train with Administrative Assistant Duties

- o Answer phone calls
- o Utilize office equipment
- o Filing and Typing of Reports and Correspondence
- o Maintain a continuity file

**Qualifications and Skills:**

Management, Leadership and Communication skills

Typing ability

Microsoft Word and Excel knowledge including Mail Merge

\*\*\*Must be available to travel to all

parts of Indiana.

\*\*\*All other duties that the State Commander might ask

#### **JOB DESCRIPTION**

##### **STATE ADMINISTRATIVE ASSISTANT/MEDIA MANAGER/GRANT WRITER**

**Job Title:** State Administration Assistant/Media Manager/Grant Writer

**Department:** Veterans of Foreign Wars, Department of Indiana  
Headquarters, Indianapolis, IN

**Supervisor:** Department Adjutant, Department Quartermaster  
Veterans of Foreign Wars, Department of Indiana

##### **General Job Description:**

**Excellent communication skills both oral and written.**

##### **Social Media**

- Using social media marketing tools to create and maintain the Department of Indiana's brand.
- Interacting with customers and other stakeholders via the Department's social media accounts.
- Setting key performance indicators (KPIs) for social media campaigns, such as targets for certain number of shares or likes and measuring a campaign's performance against the KPIs.

##### **Assistant Grant Writer**

- Research and evaluate grant opportunities for program and capacity alignment and make recommendations for pursuit of grant funding.
- Collaborate with team members to gather pertinent program information and goals for outcomes and outputs for submissions, and disseminate details for awarded grants, including measurement plans.
- Compose and edit grant proposals, letters of intent, concept papers, and grant report with strict adherence to deadlines.
- Assist with grant budget tracking and reporting.

- Execute annual fundraising efforts acquired through foundation and corporate foundation grants.
- Maintain grants calendar.
- Attend grant information meetings and build relationships with foundation partners.

#### **Administrative Assistant**

- Administrative Support at State Headquarters, Conferences, Conventions, and Meetings.
- Making and confirming room reservations for National Convention and State Conferences and Conventions.
- Maintain the VFW Department of Indiana website and social media accounts.
- Work with the State Quartermaster in writing grants.

#### **Knowledge, Skills and Abilities Required:**

- Position requires advanced leadership and management skills, human relations, analytical, organizational and management skills to move the purposes and goals of the organization to a successful conclusion.
- Requires knowledge gained through extensive study in either a business or academic environment.
- The position further requires the ability to effectively communicate through written correspondence and public speaking.
- Proficient in Microsoft Word, Excel, Outlook, and Microsoft Calendar.
- General office skills, operation of standard office machines, copiers, document scanners, printers.

**Current membership or eligibility for membership in the Veterans of Foreign Wars or Auxiliary is required.**



**JOB DESCRIPTION**  
**DEPARTMENT OF INDIANA QUARTERMASTER**

**Job Title:** State Quartermaster, Veterans of Foreign Wars,  
Department of Indiana

**Department:** Veterans of Foreign Wars, Department of Indiana  
Headquarters, Indianapolis, IN

**Supervisor:** Department Commander, Veterans of Foreign Wars,  
Department of Indiana

**General Job Description:**

The Quartermaster is the custodian of all Department property and funds. The Quartermaster is responsible for safeguarding Department funds and property. The quartermaster is responsible to the Post, Department, and the National Organization for all the monies, securities, vouchers, and property of the Department

**Major Duties and Responsibilities:**

Collect all monies due the Department and have charge of all the funds, securities, and other property of the Department. The Quartermaster shall be the accountable officer of the Department and Treasurer of all committees handling funds. Disburse funds as properly authorized by the Department using accepted banking practices.

**Minor Duties and Responsibilities:**

- o Receive annual membership dues
- o Provide the auditors with all records

**Qualifications and Skills:**

Quicken  
Intern

### APPENDIX 3

#### **COMMITTEE DESCRIPTIONS** (NOT ALL INCLUSIVE)

**COMMUNITY ACTIVITIES:** The Chairman shall provide information and assistance as deemed appropriate to subordinate units and the membership to assist them in carrying out their latest programs, ongoing programs, and programs of a special nature related to Americanism, Community Activities, Safety, and Youth Activities. The Chairperson shall make written recommendations to the State Commander via the Awards and Citations Committee relative to special recognition of deserving subordinate units, members or other persons for their efforts related to Americanism, Community Activities, Safety, and Youth Activities. It shall coordinate with and assist the State Adjutant and State Convention Committee in those award presentations as needed.

**FINANCE:** SEE VFWIN BY-LAWS FOR DETAILS

**FUNDRAISING:** This committee shall consist of a minimum of three (3) members. This committee shall consist of the Commander, Sr Vice CMDR and Quartermaster. The committee shall assist in the initiation, execution, and monitoring of fundraising efforts to help defray VFWIN expenses for administration and operations, support of normal veterans and community related programs and special unplanned programs. It shall function as the VFWIN liaison with other units of the Veterans of Foreign Wars in these efforts, as well as fundraising activities involving outside commercial interests that has been approved by the Commander and the Council of Administration.

**LEGISLATIVE:** This committee shall consist of a minimum of two (2) members. This committee shall function as VFWIN liaison with National VFW Legislative Committee to advise the State Commander and the membership in a timely manner of those national legislative efforts considered to be of importance and/or general interest. It shall recommend in writing to the State Commander and Council of Administration a prioritized listing of state and local legislative measures it feels worthy of support by the membership. To the extent of its ability, it shall assist with official VFW visits with elected officials at the national, state, and local level.

**MEMBERSHIP:** This committee shall provide information and assistance throughout the VFWIN about membership eligibility, dues, programs and incentives for the recruitment, reinstatement and /or renewal of membership for all worthy comrades. The committee shall conduct membership program classes at the VFWIN School of Instruction and, shall conduct classes and assist at the District and Post level as deemed necessary by the State Commander. The committee shall report the level of membership for each District and Post in the General Orders, at each VFWIN Council of Administration meeting and to the State Commander as required.

**PATRIOT'S PEN:** This chairperson shall provide information and assistance throughout the VFWIN to enable subordinate units to conduct the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to ensure the proper submission of program entries. It shall provide for judging at the VFWIN level of properly submitted program entries and shall make written recommendations to the State Commander relative to awards and recognition. It shall coordinate and assist in those award presentation, as necessary, with the State Adjutant, State Convention Committee, and other others as appropriate.

**POW/MIA:** This committee shall make itself available to the membership to provide information and assist on issues related to Prisoners of War and those listed as Missing Action. It shall seek out, collect, and consolidate information from reliable sources relative to Prisoners of Wars and those listed as Missing in Action and shall submit a written report to the State Commander and the VFWIN Council of Administration and membership at the Fall and Spring Conferences and State Convention at such other times deemed necessary by proper authority. It shall submit appropriate time sensitive information to the State Adjutant with a request to be included in the General Orders, as necessary.

**PUBLIC RELATIONS:** This committee shall prepare and coordinate, as necessary, all official media releases at the VFWIN level. It shall assist subordinate units and members, as necessary, in providing timely and appropriate information on VFWIN activities and programs to the media. Guidance provided shall be consistent with standing VFWIN policy and shall not infringe on a member's right to express his/her individual opinions as an individual.

**RESOLUTIONS/AMENDMENTS:** This committee shall receive, consolidate, review, present and make recommendations on all resolutions/amendments that have been submitted for the membership's consideration. It shall provide advice and assistance to the State Commander and the membership on the proper format and procedures for the submission of proposed resolutions/amendments in accordance with the By-Laws, Manual of Procedure, and other official written requirements. It shall coordinate with the State Adjutant and the State Convention Committee, as appropriate, for the presentation of proposed resolutions/amendments to the membership.

**STATE CONVENTION:** This committee shall meet as directed by the State Commander. All requests for setting up and scheduling of conventions related events (i.e., meetings, awards presentations etc.) should be submitted to the committee in a timely manner. The committee shall prepare a proposed VFWIN Convention Program for approval by the State Commander. The approved program will be published in the VFWIN General Orders prior to the convention.

**TIME and PLACE:** The Chairperson shall, in a timely manner, solicit, evaluate, and report on the availability of facilities required to carry out and conduct the VFWIN Convention, Fall and Winter Council of Administration meetings and the VFWIN School of Instruction.

**VOICE OF DEMOCRACY:** This Chairperson shall provide information and assistance throughout the VFWIN to enable subordinate units to carry-out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to insure the proper submission of program entries. It shall provide for judging at the VFWIN level of designated program entrants and shall make written recommendations to the State Commander relative to awards and recognition. It shall coordinate and assist in those awards presentations, as necessary, with the State Adjutant, State Conference Committee and other as appropriate.

**SCOUTING:** This Chairperson shall provide information and assistance to the subordinate units and the membership, relative to the National Scouting Program of the VFWIN as it relates to the Department. It shall receive, evaluate, and make recommendations to the State Commander on all Scouting Award applications submitted to the Department. The Chairperson shall coordinate and assist in those awards presentations and the promotion of all Scouting Programs.

**TEACHER OF THE YEAR:** This Chairperson shall provide information and assistance to subordinate units and the membership relative to the VFW National Citizenship Education Teachers Award Program as it relates to the Department. It shall receive, evaluate, and make recommendations to the State Commander on all Teacher awards applications submitted to the Department. The Chairperson shall coordinate and assist in those award presentations.

**VETERANS SERVICE OFFICE COMMITTEE:** The Department Service Office Committee shall consist of four (4) immediate Past Department Commanders. When a Department Commander shall retire at the end of their term, they shall become a member of said committee and the Senior Past Department Commander of the four (4) members of the committee shall retire from the committee. If

a member is removed or resigns, they will be replaced by an appointment of the Department Commander.

The Department Service Office Committee shall have full control of the Rehabilitation and Service work of the Department, subject to the By-Laws and Manual of Procedure. The committee shall elect its own chairperson. The chairperson will appoint a member to be Committee Secretary. The Committee Secretary shall be responsible for Committee minutes and providing a copy of the minutes of each meeting to the Council of Administration, within seven (7) days of the meeting. The Committee Chairperson shall make a written and oral report to each regular meeting of the Council of Administration and Department Convention.

The Department Service Officer shall be appointed by the Department Commander upon the recommendation and approval of the Department Service Office Committee, after a thorough investigation of the applicant has been made by those concerned.

Approved by the Department Council of Administration on 19 August 2022.

BY ORDER OF:

A handwritten signature in black ink, appearing to be 'R L', followed by a long horizontal line.

RICHARD LEIRER  
STATE COMMANDER

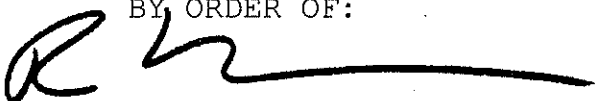
ATTEST:

A handwritten signature in black ink, appearing to be 'RMS', enclosed within a large, loopy circular flourish.

REBECCA MURPHY  
STATE ADJUTANT

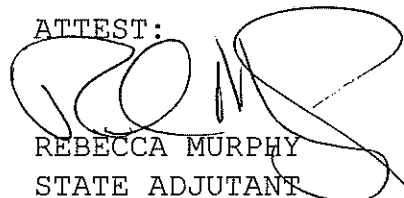
Amended by the Department Council of Administration on 10 December 2022.

BY ORDER OF:

A handwritten signature in black ink, appearing to be 'R L', followed by a long horizontal line.

RICHARD LEIRER  
STATE COMMANDER

ATTEST:

A handwritten signature in black ink, appearing to be 'RMS', enclosed within a large, loopy circular flourish.

REBECCA MURPHY  
STATE ADJUTANT

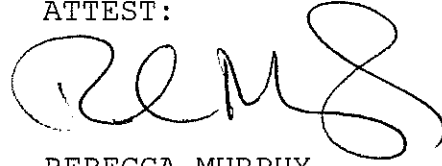
Amended by the Department Council of Administration on 27  
October 2023.

BY ORDER OF:

A handwritten signature in black ink, appearing to read 'Sheila Corcoran', written in a cursive style.

SHEILA CORCORAN  
STATE COMMANDER

ATTEST:

A handwritten signature in black ink, appearing to read 'Rebecca Murphy', written in a cursive style.

REBECCA MURPHY  
STATE ADJUTANT