



**VETERANS OF FOREIGN WARS.**

Indiana

Proposed bylaw changes to the 2024 Department of Indiana State Convention.

#### Article V

##### Officers

Section 4.B. Change the timeline for Department Quartermaster to produce a financial report from 5 to 10 days.

Will read as follows:

- b. The Department Quartermaster shall be responsible for all financial matters, property, and equipment for the Department of Indiana. Within 10 working days after the end of each month the Quartermaster will produce a complete financial report. This financial report will compare expenses/revenue for each line item of the Department budget. The report will be distributed to the members of the Finance Committee and Council of Administration.

#### Article VI

##### Department Districts

Add the following:

Section 5. Posts and Districts shall not schedule meetings or events that interfere with State Convention, Conferences or School of Instruction. Posts shall not schedule meetings or events that interfere with their respective District meetings.

#### Article IX

##### Department Tax and Finance

Change "Finance Committee" to "Budget and Finance Committee" throughout Article IX.

Renumber sections to account for the missing Section 3.

Section 1. Remove “the chairperson shall not serve consecutive terms.” Change “7 days” to “10 business days”

Section 2.a. Add “Review and approve the budget before it goes to the full council for approval.” at the end.

Section 2.c. Change “or” to “and” and correct formatting. Change “review” to “review and internally audit” and correct formatting.

Section 2.d. Change “annual audit” to “annual external audit”.

Section 5. Remove “establish a representative Department Headquarters at each National Convention” and correct wording.

Combine Section 7 & 8 and adjust numbering.

Section 10. Change the delegate registration fee from \$3 to \$4.

Will read as follows:

## **ARTICLE IX**

### **DEPARTMENT TAX AND FINANCE**

Section 1. Budget and Finance Committee: The Department Budget and Finance Committee consists of six (6) members plus the Department Quartermaster. Two (2) new members will be appointed by the incoming Junior Vice Commander, the two members appointed by the retiring Commander will retire.

Members serve a 3-year term. The Committee shall at the first meeting after the Department Convention elect a Chairperson to preside over the meetings and report to the Council of Administration. 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. In the event of a vacancy as defined in National Bylaws Sec 517, the officer who appointed the member to the Committee will appoint a new member to fill the vacancy, the new member will serve the remainder of the previous member's term.

Section 2. The duties of the Budget and Finance Committee shall be as follows:

- a. To assist the Department Quartermaster and Department Commander in preparing the department budget to be presented at the first Council of Administration meeting after the Department Convention. Review and approve the budget before it goes to the full council for approval.
- b. Assist the Department Commander and Quartermaster in preparing spending limits

for each Department officer and contractual obligation limits for approval at the first Council of Administration meeting after the Department Convention.

- c. Prior to each Council of Administration meeting, review and internally audit the books which must include all monthly financial reports, and necessary records and vouchers of the Department Quartermaster and report said review at each Council of Administration meeting.
- d. To review the annual external audit required by Article V, Section 4 - a, and provide a report to the delegates at the annual Department Convention.
- e. To verify, each quarter, the investments of the Department made by the Department Quartermaster, and to report to the Council of Administration the status of the same.

Section 3. Salaries: The Budget and Finance Committee shall recommend, and the Council of Administration shall fix the salaries of all Department employees at the first meeting of the Council of Administration after the Department Convention in June of each year.

Section 4. The Budget and Finance Committee shall recommend, and the Council of Administration shall fix the expense allowance of all Department Officers, Budget and Finance Committee, Inspector, Chief of Staff, Legislative Chairperson, Historian, Membership Chairperson, and employees in the annual budget. There shall also be budgeted a sufficient sum for the necessary travel and hotel expenses to said Convention by the Department Commander, Sr. and Jr. Vice Commanders, Surgeon, Adjutant, Quartermaster, and the Jr. Past Department Commander.

Section 5. The Department Convention, or the Council of Administration may from time to time establish special funds for special purposes. A special fund may be either permanent or temporary and shall consist of all funds, including appropriations from the general fund by the Council of Administration, received with the understanding that they are to be devoted to the purpose indicated. No funds may be expended from such special funds without the approval of the Council of Administration. All other monies in the Department treasury shall be in the general fund.

Section 6. All funds of the Department are to be held, invested, and expended as provided in the National Bylaws and Manual of Procedure. The Council of Administration, on the advice of the Budget and Finance Committee, shall set a policy for the Department Quartermaster to invest the surplus funds of the Department.

Section 7. The Department Per Capita Tax (Department Dues) shall be assessed each year by resolution of Department Convention provided in Section 104 of the National Bylaws and Manual of Procedure. Department dues of life members shall be fixed as provided in the National Bylaws and Manual of Procedure. Membership funds received by the Department shall be allocated to categories within the Department budget as approved by the Department Council of Administration.

Section 8. Not later than fifteen (15) days before the convening of the Department Convention, a delegate registration fee of five dollars (\$5.00) shall be paid by each Post to

the Department in accordance with the National Bylaws, for each and every delegate to which the Post shall be entitled.

Section 9. Any monies or other things of value (in excess of the actual expenses incurred by the Department) realized from the Department Convention, shall revert to the Department's General Fund.

Section 10. All Department officials handling monies of the Veterans of Foreign Wars of the United States shall be bonded with a good and solvent indemnity company, as surety, in a sum at least equal to the average amount of funds and/or the value of property for which, so far as can be anticipated, he/she may be accountable during the year. In case of delinquencies due to Department Headquarters, action shall be taken at once by the proper officials to bring about a speedy and complete settlement. The bond (or bonds) of all Department Officers shall be approved by the Department Council of Administration.

Section 11. The Annual Financial Report, complete in every detail, shall be prepared by the Department Quartermaster as of the last day of the month following each annual Department Convention and shall be certified by an outside firm of Certified Public Accountants.

Section 12. All profits from the sale of Poppies shall be credited to the Department Veterans Relief Fund.

## Article XIII

### Amendments

Add a requirement that bylaw changes must be submitted to state no less than 30 days prior to convention to allow state time to prepare and publish in a timely manner.

Will read as follows

Section 1. These Bylaws may be amended or altered only by the Department Convention and then only by a vote in favor thereof by two-thirds (2/3) of the votes cast at a stated meeting thereof; provided however, that such amendment have been forwarded, through channels, have been approved and have been proposed by a Post, District or Department or have been recommended by a National Officer and written notice thereof, together with a copy of the proposed amendment, has been given each Post, District Commanders, and Department Officers by the Department Adjutant at least fifteen (15) days before the assembling of the Department Convention. Amendments must be submitted to the State Adjutant no later than thirty (30) days before the assembling of the Department Convention. No amendment shall be effective until same has been reviewed by the Commander-in-Chief.

