

STANDARD OPERATING PROCEDURES

(SOP)

FOR

DEPARTMENT OF MISSOURI

VETERANS OF FOREIGN WARS

OF THE UNITED STATES

Revised October 2025

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.

The appointees to the SOP Committee are as follows:

Jim Nail	Committee Co-Chair - Past State Commander
Chris Weber	Committee Co-Chair - State Judge Advocate
Scott Huffman	Committee Secretary – State Sr Vice Cdr
Tom McLerran	Committee Member – State Jr Vice Cdr
Quincy Myrick	Ex-officio Committee Member - State Commander

The Committee has reviewed the SOP and made several revisions after careful consideration to update.

With the National By Laws and Manual of Procedures regarding “Post Service Officers and District Service Officers retitling to Post Benefit Advisor and District Benefit Advisor. These Standard Operating Procedures shall reflect this change. As the Department’s Commander and Quartermaster Book has already been printed and distributed, no effort will be made to update until it is redeveloped for next year. Just understand there is no attempt at misdirection, and all are advised to understand the Title Change. The Duties have not changed with what was presented at the then called District Information Officer Training and the possible name change was mentioned even then at the State Level Training.

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 Vote at the Fall Council Meeting.

Respectfully submitted.

Chris Weber, SOP Committee Co-Chairman

STANDARD OPERATING PROCEDURES (SOP)

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**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 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 survive 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 Washington Conference in Washington, DC. Those budgeted to attend shall be the State Commander, State Senior Vice Commander, State Junior Vice Commander, Legislative Chairperson and Legislative Co-Chairperson. A budget line-item amount shall be established for this purpose. If one of the above cannot attend the Conference, the State Commander may appoint a Missouri VFW member in good standing to go in his/her place. The State Commander may (Based upon their All State Program and Budget) authorize up to two (2) additional VFW members in good standing to attend this conference.

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

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 accommodation at the Headquarters Hotel shall be reserved for three (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, Quartermaster, Adjutant, and the VFW Headquarters office staff. This applies to the Department Veteran Service Officers and the VSO Consultants if attendance is required at the Fall and Winter C of A's and State Convention, all others must pay state headquarters for their tickets.

SECTION 3

RESOLUTIONS

1. Refer to National By Laws and Manual of Procedure and Department By Laws.

SECTION 4

COUNCIL OF ADMINISTRATION (COA)

Refer to National By Laws and Manual of Procedure and Department By Laws.

1. The Council of Administration shall consist of the Department Commander, Senior Vice Cdr, Junior Vice Cdr, Adjutant, Judge Advocate, Chief of Staff, Inspector, Surgeon, Chaplain, Immediate Past Department Cdr, and all District Commanders.
2. 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 closure of the Department Convention. Other meetings will be held as scheduled by the State Commander.
3. The State Commander may call a special meeting of the Council of Administration when necessary for the welfare of the Department in accordance with Sec. 522 (g) (h) of VFW By-Laws.
4. Members of the Department Council of Administration, Chairpersons, and Employees shall be entitled to expenses as shown in the current Budget. Vouchers for expenses must be submitted within thirty (30) days of expense.
5. Reimbursement for official travel will be at the rate set by the Council of Administration.
6. Lodging will be paid at the actual cost, not to exceed the current GSA rate.
7. 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 the current year.
2. District Commanders shall appoint a sufficient number of District 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 Fifteen (15) days following each District Meeting.

2. POSTS

1. Non-submission of Quarterly Audit Reports shall result in action per (Section 211 of the National By-Laws and Procedure Manual).
2. All Posts in the Department who fly the American Flag should also fly the POW/MIA Flag in proper position.
3. All donations/contributions to National Home should be mailed direct to the National Home marked for what fund the donation/contribution is for.
4. All donations/contributions for Department Veterans Service should be sent to Department Headquarters indicated for such.
5. Donations/contributions to Veterans & Military Support should be sent to National Headquarters through the VFW Online Membership System All American Dashboard Tools Donation Link.
6. Post Commanders or their designated representatives are reminded that National by Laws require they attend all District Meetings.
7. Posts failing to have the Commander or a Representative in attendance at their respective District Meetings will be disciplined in accordance with the Department of Missouri Procedure for Disciplinary Action as adopted by the Council of Administration in October 2008 Council Meeting as produced in the current Commanders and Quartermaster Handbook.

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's names in General Order No. 2, on or before August 1st of each year.

The 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.

(Department Chairpersons and Appointments Continued)

1. Budget and Finance
2. Buddy Poppy
3. By-Laws / SOP / Resolutions
4. Community Service
5. Legislative
6. Membership
7. POW/MIA
8. Public Relations
9. Voice of Democracy / Patriots Pen
10. Scouting (if warranted)
11. Americanism – Teacher of the Year
12. Veterans Service Information
13. Employment and Homeless Veterans
14. Student Veterans
15. National Home
16. Veterans and Military Support
17. Webmaster
18. Hospitality Room
19. Special Committees (if warranted)

4. 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 ten (10) days prior to the council meeting for review.
- C. All questions and concerns of the Budget Committee members should be addressed with the QM and errors corrected at a minimum of three days (3) prior to the Budget Meeting held at the CoA's or State Convention.

4. BY-LAWS / SOP / Resolutions:

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.

5. HIRING COMMITTEE:

- A. The Hiring Committee shall consist of the Department Quartermaster, the Department Adjutant, and the Department Service officer. The Department Headquarters office manager will be an active part of this Committee as to the natures of their duties.
- B. If the 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.
- C. All applications 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.
- D. 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 to review and determine interview dates and times.
- E. 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.
- F. In the event of Employee Termination (voluntary or involuntary), notifications shall be given to the Department Commander, Senior Vice Cdr, Junior Vice Cdr, Surgeon, Adjutant, Quartermaster, and Department Headquarters within 48 hours.

6. HOSPITALITY ROOM CHAIRPERSON

- A. The purpose of this position is to raise funds and manage the hospitality suite should the Department decide to have one. The Chairperson shall:
 1. 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.
 - c. 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 expenditure 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 Procedures.
- D. If funds remain after all suite expenditures have been paid, then the remaining funds shall be applied for the next Hospitality Room Event the Department decides to have.

7. SPECIAL COMMITTEES

The State Commander will appoint Special Committees as needed.

SECTION 6

Department Service Officer 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.
- C. The Department VSO will arrange for additional VSO Training at State Headquarters as training becomes available.
- D. The Department Service Officer may provide training to the District and Post Benefit Advisors as timing and need is present at the State Convention and / or Council of Administration Meetings.

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. The Department Service Officer shall give a report on the status of the program at the Council of Administration Meetings and Department Convention.

SECTION 7

REPORTING

- 1. All posts within the Department are expected to submit Community Involvement, Americanism, Legislative, Veterans Service, POW/MIA, Post Benefit Advisor Event and Recruiting Events reports.
- 2. Reports are to be reported online to the VFW Department of Missouri Online Program Reporting.
- 3. Online Reporting can be accessed on the Department of Missouri website under LOGIN / ONLINE 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.
5. Audit Reports submitted to State Headquarters need not be signed as the Official Signed Copies are maintained by the Post / District Quartermasters.

SECTION 10

AWARDS

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

SECTION 11

REGISTRER OF DECEASED MEMBERS

The State Chaplain 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) years 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, Cashier's Checks and / or Money Orders will be issued 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.

There may be a usage charge of 3.5% for charge card transactions.

3. DEPARTMENT ADJUTANT

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

SECTION 14

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 sixty (60) days after the expense has been incurred.
3. A Department issued Direct Deposit will be transacted to the Banking Account on file or as specified on the Travel Voucher as submitted. OR, a Department check or will be sent to your address of record within two (2) weeks of receipt of your completed "Travel Voucher".
 - a. Be sure to include a complete and correct address on your voucher.
 - b. Be sure to have complete banking routing number and account number on your completed "Travel 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, Department Veterans Service Officer, Sergeants at Arms, Officer of the Day and other travel authorized by the State Commander.
2. Department Conventions: Outgoing Officers, Chairpersons, and other required attendees, will receive Thursday and Friday Night Hotel Compensation, and the Incoming Officers will receive Saturday Night Compensation. Mileage will be for the round trip not to exceed GSA rate, and an auto expense of \$.35 per mile. A hotel receipt is required with your expense voucher.
3. Council of Administration Meetings: Officers, Chairpersons, and other required attendees, 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, Chairpersons, 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 reservations 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 the attendee's responsibility)

b. AUTO:

1. Department Officers, and Chairmen of the Department traveling on official and authorized Department business are authorized auto expense of \$.35 per mile from home (round) trip. Employee's auto expense is controlled by the Employee's Manual.
2. Department Officers, Chairmen, and Employees 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 an 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, Chairmen, and Employees that are required to travel on official Department business to functions other than those referred to in this policy shall be authorized to reimbursement of their travel expenses by line item within the Department budget as approved by the Council of Administration.
2. Expense allowances for the Department Officers, Chairmen, and Employees are authorized at a maximum allowance of \$25.00 per overnight stay away from home, as meals (Excludes Alcohol). Meals paid for by the Department will be deducted from this allowance. Receipts are required for all expenditures.

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 the conditions (mileage, maintenance records, and appearance), of each vehicle to determine if they need to be replaced.
3. When it is determined the vehicles that need to be replaced the committee shall be authorized to purchase and have delivered two (2) vehicles to the State Headquarters 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 registrations, 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 Vehicles shall be wrapped with "Missouri VFW Official Vehicle"
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 damage 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 Department Commander, Department Quartermaster, Officer Manager, and Potential Incoming Commanders of the Department VFW, Department Officers, and Staff will undertake discussions with the Department Auxiliary President 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 Quartermaster 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 Quartermaster 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 Department Quartermaster 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 or size of the Auxiliary meeting room,

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 the National **Headquarters, Department Council of Administration or the general membership, or the SOP** Committee.

Read and approved at the Fall Council of Administration Meeting

On 11 October 2025

Department Adjutant

Department Commander