

**Military Order of the Purple Heart Auxiliary**  
**Standing Rules**

**Approved by the 2019 National Convention Body**  
**Branson, MO – July 2019**

## **STANDING RULES**

### **NATIONAL BUDGET**

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

### **NATIONAL & DEPARTMENT OFFICERS**

1. Unless responding to a direct contact, the National President and/or National Secretary is the only designated officer to communicate with the MOPH National Commander or Adjutant.
2. The National Secretary shall order a Past National President's pin for the retiring National President and inquire as to who will make the formal presentation.
3. The National President's pin, presented to the Organization by Past National President Gladys Hapsch during her term of office in 1943-1944, shall be passed on to the newly elected National President at the installation.
4. A Region President may hold a School of Instruction during his or her term of office.
5. Department Presidents shall send to the National President, National Secretary, and respective Region President notice of their Department Executive Committee and mid-term and Annual Conventions.

### **GENERAL**

1. To be in compliance and eligible for Life Member Rebates, Units and Departments must submit the Installation Report, Finance Report, proof of **accepted** IRS Form 990 filing and Life Member Verification Report by the designated deadlines.
2. MOPHA correspondence and other items of non-historical value may be destroyed after two (2) years and cancelled checks after seven (7)

years. General ledgers, minutes, by-laws, treasurer's report, contracts, and agreements (still in effect) MUST BE KEPT INDEFINITELY.

3. The presence or absence of the Unit or Department Charter in the meeting room has no bearing on the legality of the business transacted.
4. Chaplains shall inform those participating in Memorial Services of uniform attire.
5. A gift from a Unit, Department or National Auxiliary may not bear the name of an individual member.
6. The presence of a Bible at meetings is a symbol of the religious faith of all members of the Auxiliary and should be respected accordingly.
7. Individual MOPHA members, regardless of their title, shall not solicit funds or initiate legal proceedings without proper authority.
8. The MOPHA National, Region, Department, and Units shall utilize electronic means of communications to the fullest extent possible.