

**DISABLED AMERICAN VETERANS AUXILIARY  
STATE DEPARTMENT OF NEW MEXICO  
STANDING RULES**

1. The name of this organization shall be the Disabled American Veterans Auxiliary State Department of New Mexico.
2. Permanent records will be kept at the Disabled American Veterans headquarters in Albuquerque, New Mexico.
3. Each active resident Past National Commander, Past State Commander and each elected State Officer shall be entitled to one (1) vote at the State Convention, provided their current membership dues have been received by National.
4. The State Adjutant shall secure the necessary information from National Headquarters to compile a list of the number of votes allowed for each Unit from the population summary report received from National and dated March 31 each year.
5. The names of delegates and alternates shall be certified to the State Adjutant no later than May 15th prior to the opening of the State Convention.
6. Units must have paid the Per Capita Tax and Hospital Mandates by May 15<sup>th</sup> prior to the convention to be considered in good standing with the DAV Auxiliary State Dept.
7. The State Executive Committee shall include any active resident Past National Commander.
8. Department of New Mexico shall elect a Commander, Senior Vice Commander, Junior Vice Commander, Treasurer and Judge Advocate.
  - A. All newly elected officers and SEC's will be installed at the Post Convention SEC meeting.
9. A Finance Committee consisting of three senior members shall also be elected at the annual State Convention. This shall be a revolving committee. The member serving the one-year term shall be the chairman. The three-year term will be elected at the State Convention. The previous three-year term then serves two years. The two-year term will then serve the one-year term.
10. The State Commander may be elected to serve a second term consecutively.
11. The State Commander shall appoint the following: Adjutant, an Assistant Adjutant if deemed necessary, Chaplain, Sergeant at Arms, Conductress/Conductor and Assistant. The Commander shall also appoint chairman for the VAVS Raymond G. Murphy Hospital, Fort Bayard Medical Center, New Mexico Veterans Home, Americanism, Community Service and Junior Activities. A Standing Rules Committee consisting of three (3) members will be appointed prior to the State Executive Committee/School of Instruction meeting held in the fall following the State Convention.

12. The State Commander shall appoint an Audit Committee and a Credential and Resolution Committee at the SEC meeting just prior to the opening of the State Convention. Each Committee shall consist of three members.
13. A Nominating Committee consisting of three members shall be elected at the Pre-Convention State Executive Committee. No Unit may have more than one (1) representative serve on the committee.
14. A State Commander's (representative's) expense shall be paid by a Unit, if the Unit requests that person's presence at their meeting. This does not include the Commander's official visit to the Unit.
15. The State Senior Vice Commander shall be responsible and report to the Convention delegates on the Department's membership, along with the Commander, the Mae Homes Report.
16. The State Junior Vice Commander shall be responsible and report to the Convention on the Legislative Report.
17. At least 45 days prior to the opening of State Convention, the State Adjutant shall mail out notification to each Unit Adjutant.
18. All State Chairman appointments made by the commander must be approved by the SEC's.
19. Should the State Adjutant be unable or require assistance to take or transcribe the minutes of any meeting, a qualified person, who is a member in good standing of this Auxiliary shall be appointed to take such minutes.
20. The SEC shall have the authority to approve all State Convention minutes at the SEC meeting held in the fall.
21. FINANCES:
  - A. Per Capita Tax: The per capita tax for the State of New Mexico is Two Dollars (\$2.00) per Life Member and one dollar (\$1.00) per Junior Member, with exception of members listed as "Inactive.  
Per Capita Tax will be based only on members listed as active on Population Summary report received from National Headquarter dated March 31 for the current year.
  - B. State Mandates: A mandate of Fifty Dollars (\$50.00) per unit shall be assessed. These funds shall be distributed as following: Forty Five Dollars (\$45.00) distributed evenly to the Fort Bayard Medical Center, New Mexico State Veterans Home and Albuquerque VA Medical Center; two dollars and fifty cents (\$2.50) to the General Fund and two dollars and fifty cents (\$2.50) to Service Fund. The mandates must be paid by October 30<sup>th</sup> each year.

C. The State Department shall donate \$150.00 a year to the following institutions; Fort Bayard Medical Center, New Mexico State Veterans Home and the Albuquerque VA Medical Center. The State Mandates shall be used towards these donations. In the event that the mandates received are not sufficient to cover the \$150.00 per institution, the State Treasurer shall make up the difference, if necessary. (Provided Funds are available).

D. Registration Fees: At the State Convention there shall be a registration fee of four dollars (\$4.00) for each Senior Member. In-state guest and junior members shall pay two dollars (\$2.00), out of state guest pay no registration fees. Upon presentation of voucher(s) from a Hosting unit, the SEC's will vote to reimburse. The adjutant must receive all fees by May 15th, anyone registering after that date will be considered a guest.

E. "Forget Me Not Luncheon" fees: At the State Convention the State Department will pay the fees for the luncheon for one (1) representative from each of our visiting states.

F. Each person attending the State Executive Committee meeting/School of Instruction shall pay a four dollar (\$4.00) registration fee.

G. All units conducting fund raisers that require approval from the Chapter and DAV Department shall comply with all regulations imposed by the parent organization, with notification to the Auxiliary Department. This rule excludes garage sales, (if not held more than twice a year) Bake sales and dinners. This does apply to Bingos, Rest Areas (if held more than 4 times a year) and any fund raiser that is conducted on a continuing basis.

H. The Fiscal Year shall be from July 1 to June 30.

I. It shall be the rule of this organization that the elected delegates to the National Convention shall attend all meetings, pertaining to New Mexico, in order to receive the budgeted for such convention. If the delegate does not attend such meetings, monies shall be required to return such monies. she/he

J. Receipts must be turned in for any expenses to be paid by the State Treasurer. If money is given up front, receipts must equal or be less than amount and any excess returned to the State Treasurer within 30 days of the event.

K. All checks to national Headquarters will be made out either of the following ways:  
DAVA-which will be the general fund  
DAVA Service Fund-which will be all of our service

22. Not more than two (2) members from any one (1) Unit can be elected to a State Office.

23. Any charges imposed on the State Department because of insufficient fund, closed account, etc.; on checks written to the State Department will be collected from the person or group the account belongs to.

24. This State Department recognizes the National Organization known as the Disabled American Veterans Auxiliary and affirms its allegiance and subordination to the National Organization, its Constitution, Bylaws, and all rules, mandates and regulations promulgated pursuant thereto. Upon dissolution of the State Department, the assets remaining after the payment of its debts shall be distributed as provided in Article XI, Section 3 of the National Bylaws.

Amended June 2019