

## DAV ALAMO CHAPTER 5 STANDING RULES

### **I. Conventions and Conferences:**

**Section 1:** Nomination and election of Chapter delegates will be in accordance with the Chapter, Department and National Bylaws. Delegates will start with Commander, Adjutant, followed by Senior Vice Commander, Junior Vice Commander, Treasurer, Executive Members, and Committee Chairs. Members may also attend at their own expense as a delegate or alternate delegate.

**Section 2:** Delegates will self-register, pay the registration fee and travel. The Chapter will book hotel rooms for the delegates once dates of conventions and conferences are announced. However, the delegate will pay for the hotel. All reimbursed expenses will be within the amount of the approved annual budget for conventions and conferences. The chapter will provide reimbursement, based upon the approved annual budget, for hotel expenses, flight, round trip mileage and per diem to Chapter delegates for attending with prior approval of membership. The chapter will not reimburse any delegate if they receive any type of reimbursement from the District, the Department, or the National organization. National Service Officers (NSOs) will not be reimbursed to attend National Convention since they are assigned to work at the convention.

**Section 3:** Travel vouchers must be submitted within 14 days of attending a convention or conference. Vouchers for reimbursement for POV travel, when authorized, may be reimbursed at the current GSA mileage rate. Travel vouchers must have the required supporting documentation showing the actual mileage one-way, which will be doubled for compensation. Delegates who choose to travel back and forth are entitled to one round trip mileage reimbursement per day of attendance.

### **II. Veteran Assistance Committee**

**Section 1:** The Veteran Assistance Committee shall consist of the Chair and two (2) members appointed by the Commander, all of whom have voting rights on all requests. The duty of this committee is to keep the Chapter informed of public and/or private agencies or organizations, which can offer temporary and/or permanent assistance to veterans or their family members. The committee shall assist such people in securing proper and adequate aid and assistance in a timely fashion.

**Section 2:** The Veteran Assistance Committee shall also have a budgeted line item. An individual or a married couple consisting of two veterans may not receive, from the Chapter, more than \$1500 per 12-month period. The Veteran Assistance Committee shall provide the veteran/family member with VA form 5655, Financial Status Report, and Alamo Chapter 5 Veteran Assistance Form (**encl 1-4**). Upon receipt of the completed forms by the veteran, committee members shall cast their vote on whether to help. A majority committee member vote shall determine if the request is approved or denied. A veteran/family member may appeal to the chapter at-large membership if the request is denied. The chapter at-large vote shall be binding.

**Section 3:** No cash payments will be made to those in need, rather payments will be made to the service/debt requested or use of a gift card from a specific vendor/store. The Treasurer shall present all receipts at the next chapter's meeting. A veteran's personal information should be protected under the Privacy Act and shall not be disclosed.

### **III. Lead Chapter Service Officers (CSO):**

**Section 1:** The Lead Service Officer shall be appointed by the Commander and will be responsible for assisting all Chapter Service Officers who are duly certified within the Chapter. The Lead Service Officer shall coordinate Service Officers presence for special events and/or designated office times to process claims. He/she may also assign veterans requesting assistance with claims through use of the Chapter's website/Gmail. The Lead CSO will serve as a mentor when Chapter Service Officers may have questions regarding the claim process. He/she will notify all Chapter Service Officers of any updates to procedures and/or forms used.

**Section 2:** Chapter Service Officers shall report to the designated Lead Service Officer any veteran benefits assistance provided. Veteran claims submitted on behalf of the veterans, to the National Service Officer (NSO) Office for their submission to the Veterans' Administration shall be reported. Chapter Service Officers shall submit a CSO report (**encl 5**) to the Lead Service Officer by the 10<sup>th</sup> each month.

### **IV. Finances:**

**Section 1:** The Treasurer shall take control of the finances after being duly elected. Once chapter minutes are completed and signed, the minutes shall be taken to the bank to name the Executor of the account and authorized signatories. The Chapter's signature card at the bank shall consist of the Treasurer, Commander, and one other designated Chapter officer. All checks issued will have both the Treasurer, Commander, or one other designated Chapter officer signature. In the case of a check needing to be issued to the Treasurer, the Commander or other designated officer will sign the check.

**Section 2:** The Treasurer may apply for a Chapter credit card and have sole responsibility for the card. A new card shall be requested if a new treasurer is elected. The credit card statement, along with detailed receipts/invoices for all purchases, will be submitted monthly to the Executive Committee for review. The credit card purchases shall be included in the monthly Bank Reconciliation summary for chapter member approval.

**Section 3:** In the absence of the Treasurer, other designated Chapter officers, by Bylaw, shall be charged with handling normal finances in the operation of the Chapter.

**Section 4:** All financial records shall be kept for a minimum of five (5) years. All electronic financial records shall be backed up to prevent loss. The Treasurer shall present a continuous fiscal year, bank reconciled financial report- showing both a detailed and summarized by line category document to the chapter monthly.

**Section 5:** The Treasurer shall present a proposed budget for the next fiscal year to the Chapter members no later than the July Chapter meeting.

**Section 6:** There shall be no cash withdrawals from the Chapter's bank account without membership's approval. There shall be no cash withdrawals from the Chapter's credit card. The Executive Committee shall review the chapter's bank and credit card statements monthly.

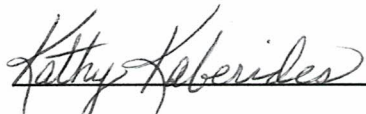
**V. Grievance Committee:**


**Section 1:** Annually, following installation, the Commander will appoint the Judge Advocate, whenever possible, to chair a Grievance Committee. Two other members of the Chapter shall serve on this committee which shall meet at the call of the Chairman. The other two committee members shall be impartial Chapter members selected by the Executive Committee, upon receipt of the grievance.

**Section 2:** Whenever a Chapter member has a grievance, it should be made known to the Commander or, if the grievance is against the Commander, then the Senior Vice Commander. If the grievance cannot be resolved at that level, then it will be referred to the Chairman of the Grievance Committee.

**Section 3:** The committee shall follow National Bylaw Article 16 and shall submit a final report on its findings to the Chapter Executive Committee no later than 30 days from its convening. The Executive Committee may grant an extension, if necessary.

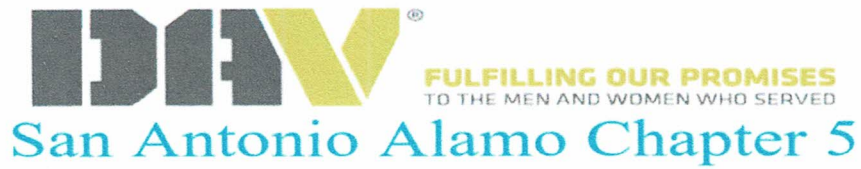
**Section 4:** If the grievance cannot be resolved at the Chapter level, it shall be forwarded to the Department of Texas. The Chapter cannot impose an Article 16.

  
\_\_\_\_\_  
KATHY KABERIDES  
CHAPTER COMMANDER

  
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DONNA NIOUS  
CHAPTER ADJUTANT

Approved by the Chapter members present at the February 17, 2024, Chapter meeting.





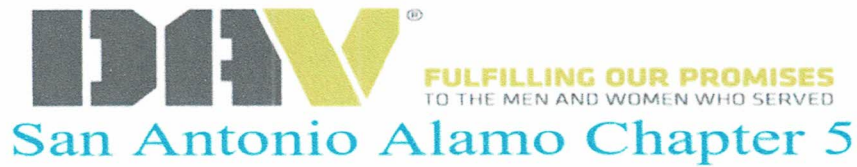
**VETERAN ASSISTANCE COMMITTEE**

**Request for Reimbursement/Disbursement of Funds**

(All applications are individually reviewed on a case-by-case basis. Applying does not guarantee approval)

VETERAN'S NAME	
DATE REQUESTED	
ADDRESS	
PHONE #	
EMAIL	
ID OR DD214 VERIFIED	
DESCRIBE VETERAN ASSISTANCE REQUESTING	
<b>VETERAN ASSISTANCE COMMITTEE VOTE</b>	
YES NO	
YES NO	
YES NO	
APPROVE / DENIED	
Payment made to:	\$
Payment made to:	\$
Payment made to:	\$

To be completed by Veteran Assistance Committee Chair.  
 Send entire packet to DAV Alamo 5 treasurer with receipts, if available.



**VETERAN ASSISTANCE COMMITTEE**

**Request for Reimbursement/Disbursement of Funds**

(All applications are individually reviewed on a case-by-case basis. Applying does not guarantee approval)

Name of Applicant: (Print) \_\_\_\_\_

REASON FOR FINANCIAL HARDSHIP
Please describe what happened that has created the financial hardship. Attach additional documents as necessary.

REQUESTING ASSISTANCE (attach bills)		
Expense: rent, hotel, mortgage, water, gas, electricity, automobile, food, etc	Amount	
	\$	
	\$	
	\$	
	\$	
REQUIRED FIELD- Other agencies I have applied to or are currently working with for assistance.		
Agency	Point of Contact	Phone Number



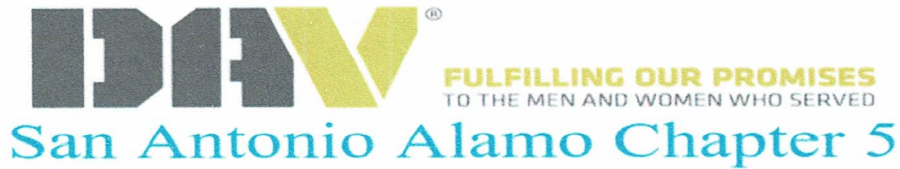
**VETERAN ASSISTANCE COMMITTEE  
TERMS & CONDITIONS**

**(All applications are individually reviewed on a case-by-case basis. Applying does not guarantee approval)**

**Please initial each line acknowledging your understanding of this process.**

1. \_\_\_\_\_ I certify that all the information provided by me in connection with my application, whether on this document or not, is true and correct, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to award, or if awarded, for repayment of award in full. FEDERAL FALSE CLAIMS ACT- 31 USC 3729-3733. ) Updated August 2010 an incorporating passage of Pub. L. No. 111-203, 124 Stat. 1376) 3729, False claims- (a) Liability for certain acts. (1) In general. Subject to paragraph (2) any person who—(A) knowingly presents, or causes to be presented, a false or fraudulent claim is liable to the United States Government for a civil penalty of not less than \$5,000 and not more than \$10,000 as adjusted by the Federal Civil Penalties Inflation Adjustment Act of 1990 (28 U.S.C. 2461 note; Public Law 104-410), plus 3 times the amount of damages which the Government sustains because of the act of that person.
  
2. \_\_\_\_\_ I authorize any of the persons or organizations referenced in this application to give you any and all information concerning the information I have provided, personal or otherwise, with regard to any of the subject of this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.
  
3. \_\_\_\_\_ I agree to allow the Veterans Assistance Program (VAP) to have access to my account information for the sole purpose of payment remittance. I will submit documentation of the expenses for verification by VAP personnel.
  
4. \_\_\_\_\_ I understand that I should submit updated information as I receive it while my application is being processed. Any bill that cannot be independently verified will not be paid. Receipts, handwritten invoices, statements with \$0 due, and notice of automatic withdrawal will not be accepted.
  
5. \_\_\_\_\_ I understand that if I fail to submit requested documents **within 30 days of request** and I have not corresponded with the Chapter during that time, my application will expire, and I will not be notified of the expiration.
  
6. \_\_\_\_\_ I understand that the primary purpose of the VAP is to meet the unique and urgent needs of Texas military/veterans and their immediate family members that meet our eligibility requirements as outlined in 1 and 2, and that **VAP is not a wage replacement due to unemployment nor is it a pension or entitlement program based on veteran status.**





VETERAN ASSISTANCE COMMITTEE
TERMS & CONDITIONS

7. I understand and give my full permission to have a civil law and/or criminal history check at no cost to me conducted as the Chapter deems necessary for the processing and administration of my application for a grant.

8. I agree to obey all the policies of the program and comply with any reasonable directions with respect to questions or concerns that may arise.

9. I understand that I will send legible copies of original documents only as entire application and all supporting documents will not be returned.

10. I agree to hold the DAV Chapter, DAV Department of Texas, Disabled American Veterans their agencies, officers, employees, agents, sponsors, and subordinate units harmless as a result of this request and their handling of it and waive all rights to seek damages from these parties for any loss or perceived loss that may occur.

11. If approved for a grant, I understand that my name and situation may be used to advertise, solicit, promote veteran's issues and thank donors of the program. I understand that I will be contacted by a Chapter representative in this event.

12. Due to privacy concerns, status check requests for applications must be made by email while your file is being processed. Status checks by phone will be denied, and you will be directed to correspond your status check by email to dav.alamo5sa@gmail.org. Please include your full name in the request. We will let you know the status of your application as soon as possible.

Applicant's Signature

Date

Applicant's Printed Name

