



American Gold Star Mothers, Inc.
NATIONAL EXECUTIVE BOARD STANDING RULES

HEADQUARTERS:

1. The National President, National Treasurer and National Service Officer at the September NEB meeting shall audit the AGSM headquarters safe.
2. Only National Executive Board members and former National Officers (and their guests) may request overnight lodging at Headquarters. The National Service Officer will have the member complete the Overnight Lodging Request Form. Each request will be considered for approval on a case-by-case basis. A donation of \$25 per person, per night is suggested to cover expenses of maintaining Headquarters. NEB members may stay five days, extraneous to NEB meetings, per calendar year, without a suggested donation. Past National Presidents may stay at Headquarters without a suggested donation.
3. No items or artifacts shall leave National Headquarters without the approval of the National Executive Board.

FINANCES:

1. Officers of the NEB of AGSM will be reimbursed expenses related to their office per the approved annual budget.
2. NEB members shall be reimbursed for postage and supplies incidental to their office. NEB members living in remote areas with poor cell reception may be reimbursed for long-distance land-line phone expenses. Members must present receipts to the National Treasurer for reimbursement of all expenses. Reimbursements will be requested within 30 days.
3. National Officers will be reimbursed travel costs to NEB meetings and Convention, *if funds are available*. Travel costs are defined as reasonable airfare, mileage to and from the airport or NEB meeting location, baggage fees, and parking fees. AGSM will pay baggage fees for only one piece of luggage, unless member is transporting additional supplies needed to or from Washington, D.C. Reasonable cost is defined as the usual cost of airfare from the NEB member's location to the NEB location, mileage not to exceed the cost of airfare. Headquarters parking expenses will be reimbursed for business days.
4. In limited circumstances, advances of authorized travel expenses may be provided when determined to be appropriate by the National President and/or National Service Officer. The amount of the advance must be reasonably calculated, not to exceed the amount of

the anticipated travel expenditures. The advance will be made not more than 30 days prior to the actual occurrence of payment of the expenditures.

5. Expenses related to furnishings at National Headquarters shall be a line item on the approved budget. Any amount over \$500.00 must have the approval of the NEB. The National Service Officer has authority to spend up to \$1500.00 at National Headquarters without NEB approval in an emergency situation for repairs.
6. Grocery expenses for NEB meetings at headquarters will be divided equally among NEB members in attendance with the payment remitted to the National Treasurer.
7. Debit/Credit card purchases are authorized when it is not feasible to submit written check for payment of goods or services.
8. The President shall appoint two NEB members on the Budget and Finance Committee to perform an internal audit of the Treasurer's books at the February and Pre-Convention NEB meetings.
9. Automatic drafts and ACH for recurring pre-approved operating expenses can be paid from the AGSM checking account. An AGSM credit card will be allowed to pay for pre-approved recurring operating expenses or individual invoices, so long as there are not additional fees incurred.
10. Automatic drafts and ACH payments may be established by using AGSM checking account for utilities and other recurring expenses. Automatic drafts and ACH may be used when recurring pre-approved operating expenses cannot be made directly to the checking account.
11. An event-planning file shall be kept for the upcoming Vice Presidents, for the previous three (3) years. Prior event information, including financials should be added by each National President, each year. This will include Gold Star Mothers Weekend, Veterans Day, Memorial Day, National Convention and any added AGSM events. (Added same to "Officer Duties" section, June 2020.)

NATIONAL CONVENTION PLANNING:

-2nd Vice President (2 years before her convention):

- Prepares for the National Convention to be held during her administration as President by selecting a convention site with attention to convenience of travel for members, financial responsibility to the organization and appropriate venue to accommodate essential requirements according to the National Constitution and Bylaws and the Ceremonial and Business Procedures of AGSM.
- Signs a contract with the selected hotel and makes a request to the NEB for a check to deposit with the contract. NEB approves the location and the details in the contract.

-1st Vice President (1 year before her convention):

- Reviews details of the outgoing National President's convention and makes any necessary adjustments with the NEB approval.

-National President:

- Having selected the location and signed the contract for a hotel of her choice, she must now finalize all the details of her convention projecting the necessary number in attendance to stay within the budgeted allocation. All details of her convention should be planned with the local chapter in the area. She should utilize the Department as a resource if needed.
- Prepares the National Convention budget following her installation as National President and presents it to the Finance and Budget Committee for the NEB approval before the National budget is presented to the Manor Board at their August meeting.
- Provide an update at the September NEB meeting of the schedule for each day of the convention.
- Provides updates to the Finance and Budget Committee as needed (October-January) to determine the registration costs for members and guest.
- Provides an update to the NEB at the February Board meeting with final decisions on the agenda for each day and the cost of each activity, meal and closing banquet.
- Provide all the details for Convention Call, Registration, Journal Ads, Nominating Committee, Tellers Committee, Pages, etc. for NEB approval at the February meeting and for the March-April newsletter.
- There shall be no refunds given for convention registration fees within 30 days of the convention date.
- Finalize the Conference Agenda, VAVS Luncheon, Memorial Service, Installation Ceremony and Closing Banquet programs for approval by the NEB before the close of Memorial Day weekend.
- National President appoints the Nomination Committee and provides guidelines for Convention.

ETHICS:

1. Members of the National Executive Board (NEB) will be mindful of their duty of care, for their loyalty to the organization, and shall participate in board meetings and AGSM activities accordingly.
2. Each member of the NEB will respect, honor and protect the confidentiality of all matters involving AGSM, including the discussions at meetings of the NEB and the records of the organization, be they on paper or electronically, excepting of course information which is a matter of public record or common knowledge.
3. Members of the NEB acknowledge that the membership application process and maintenance of membership records may involve the disclosure of private or confidential information. Each member of the NEB will protect the privacy and confidentiality of such information and refrain from copying it or disseminating it.
4. Failure of a member of the NEB to attend the September and February business

meetings without written notification and just cause, acceptable to the NEB, shall forfeit her position. The National President with majority approval of the NEB shall appoint her successor. The forfeited officer shall send all property related to her office immediately to the appointed successor.

OFFICER DUTIES/RESPONSIBILITIES:

1. The National President may appoint a member of the National Executive Board (in her absence) to attend official business events.
2. Season's Greetings from the National President shall be printed in the November/December issue of the Gold Star publication.
3. The Executive Committee made up of the President, 1st Vice President, 2nd Vice President and the National Service Officer will lead the development of a 3-Year Strategic Plan with the entire Board. The plan will be reviewed and updated each year at the September Board meeting.
4. The National President shall formally acknowledge any member who reaches her 90th and 100th birthday by sending a personal letter. The NSO will provide the National President with a list of members reaching 90 and 100 years of age during her term.
5. An event-planning file, both electronic and paper, shall be kept by the President for the upcoming Vice Presidents, to include prior event information, vendors, schedules, and financials. Events include Gold Star Mothers Weekend, Veterans Day, Memorial Day, National Convention, and any added AGSM events. (Also in "Finances" section).
6. National officers, who draft letters in regard to official organizational business, shall send a copy of such draft to the National President.
7. National officers, who send articles regarding their office for publication in the Gold Star Mother, shall also send a copy to the National President.
8. Members of the NEB are expected to participate in all scheduled agenda functions at the National Convention and Gold Star Mothers' Sunday weekend.
9. As hostesses of both the National Convention and Gold Star Mothers' weekend, members of the NEB shall avail themselves to meet and greet AGSM members.
10. The National Service Officer is responsible for coordinating memorial contributions in memory of past National Officers. A contribution in the amount of \$50.00 in memory of Past National Officers (PNOs) will be made to the Department of Veterans Affairs Medical Center or any supported Veterans Service Organization near her home Chapter. Donations for Past National Presidents (PNPs) shall be \$400 and made to the PNP's favorite

charity. A letter of condolence will be sent to her family, which will include notification of the memorial donation. A limit of \$200 will be allowed for flowers in memory of the PNP.

11. The National Treasurer will send a monthly financial report to the National President and First Vice President upon request. A report of financial audits must be presented at the September NEB meeting.
12. The National VAVS Representative may serve two or more consecutive years with the consent of the National President and the approval of the NEB. This recommendation is in compliance with the Director of Voluntary Services of the Department of Veterans Affairs. The National VAVS Chair shall choose two Deputy VAVS Representatives with approval by the National Executive Board.
13. The National VAVS Representative and one Deputy Representative shall be reimbursed transportation, lodging, and registration fees to the annual VAVS Advisory Committee meeting. The VAVS Representative will be responsible for requesting and presenting a donation to the James Parke Scholarship annually.
14. The Resolutions Committee shall meet at all NEB meetings and prior to the opening of the National Convention to consider all resolutions received by the Chair. The Chair shall present resolutions to the NEB with recommendations of the committee. Only resolutions approved by the NEB will be presented to delegates at the National Convention. The Chair of the Resolutions committee will notify the author of rejected resolutions of rationale for unapproved action within 30 days following the National Convention.

MISCELLANEOUS:

1. Electronic devices are to be turned off during functions scheduled by the NEB and during all NEB meetings. Board members utilizing electronic devices to perform duties during NEB meetings must coordinate such use with the Sgt-At-Arms prior to the meeting. Emergency phone calls may be directed to the National Service Officer or the Sgt-at-Arms.
2. Members of the NEB that volunteer at a VA Medical Center are expected to credit all or part of their hours to AGSM per their individual facility protocol.
3. Gold Star Mothers' Sunday shall be observed at National Headquarters. The agenda shall include memorial ceremonies at Arlington National Cemetery and a visit to the Vietnam Memorial.
4. The logo of American Gold Star Mothers, Inc. is a registered trademark of the corporation. It can only be used with the expressed written permission of the NEB using the Logo Use Application process. Departments, Chapters, and third parties who wish to use the logo must apply for written permission from the National Executive Board of AGSM, Inc.

5. Service dogs, individually trained to provide assistance to an individual with a disability, are permitted at AGSM events, as per the Department of Justice statutes.
6. A Past President's bar will be purchased by AGSM each year, for the outgoing President's pin, with engraving of her choice.

HOSPITALITY:

1. In the event a NEB member has surgery, is hospitalized, or has a death in the family, the President may request a card and/or flowers be sent to the Board member.

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