

**BY-LAWS**  
OF THE  
**AMERICAN LEGION**



**DEPARTMENT OF MINNESOTA,  
SEVENTH DISTRICT**

including

**RULES**

and

**APPLICABLE MANDATES**

As prepared and approved by

**THE AMERICAN LEGION,  
DEPARTMENT OF MINNESOTA,  
SEVENTH DISTRICT**

**Date Ratified:**     **May 30, 2026**    

**OFFICIAL:** The By-Laws of The American Legion, Department of Minnesota, Seventh District and as set herein, are in full force and effect, and represent actions taken by the Seventh District Conventions up to and including the Department of Minnesota Convention.

**Jan Ekert  
District 7 Adjutant**

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**BY-LAWS  
SEVENTH DISTRICT OF  
THE AMERICAN LEGION  
DEPARTMENT OF MINNESOTA**

**SECTION I AREA ORGANIZATION**

**THE TERRITORIAL BOUNDARIES** of the Seventh District of the American Legion, Department of Minnesota, are as described in Department of Minnesota Constitution and By-Laws

The District may be divided into geographical areas to promote maximum post membership and activity. The geographical areas shall be recognized as Areas (example: A, B, C, and D., etc.)

**SECTION II DISTRICT OFFICERS**

**NO ELECTED DISTRICT COMMANDER OR VICE-COMMANDER AT LARGE** shall succeed themselves in office (unless approved by a majority vote of members attending said District Convention).

1. All District officers shall be members of the District in good standing.
2. The following ten (10) officers shall be elected annually at District convention: Commander, Vice-Commander at Large, four (4) area Vice-Commanders (one from each recognized area of the District), Finance Officer, Chaplain, Historian and Sergeant at Arms.
3. The Adjutant, Judge Advocate and Membership Director shall be appointed by and serve at the pleasure of the District Commander, with the approval of the District Executive Committee.
4. Members who hold elective or appointed political office or are candidates for elective or appointed political office, state office or above, may not be elected as officers of the District.
5. Elected District officers shall be installed before the close of the District Convention at which they are elected to office.
6. The term of office of an elected District Officer shall commence at the close of the Department of Minnesota Convention held in the year in which the Officer is elected to District Office and terminate at the close of the Department of Minnesota Convention which is held in the year following the year in which the Officers' term of Office commenced.

### **SECTION III EXECUTIVE COMMITTEE**

**THE DISTRICT EXECUTIVE COMMITTEE** shall consist of not more than fourteen (14) voting members: Commander, Vice-commander at Large, Area Vice-Commanders, Finance Officer, Chaplain, Historian, Sergeant at Arms, Judge Advocate, Membership Director, Adjutant and immediate Past District Commander. Other members of the district may attend, or be invited to attend, in an advisory capacity only and shall not be entitled to vote. A Department Officer elected from the district shall be an ex-officio member (without vote authority) of the District Executive Committee.

1. The Executive Committee shall manage the affairs of the District between District conventions and shall have the power:
  - a. To fix the time and place of the annual District Convention, which shall be held not more than sixty (60) days and not less than fifteen (15) days before the Department of Minnesota annual convention, if the time and place of the convention is not fixed by the District Constitution, or the preceding District Convention;
  - b. To decide all questions concerning American Legion programs and District administration between District Conventions;
  - c. To provide for the implementation of the American Legion programs;
  - d. To fill a vacancy in an elective District office;
  - e. To establish the boundaries of the areas if the district is divided into areas;
  - f. To fix the amount of the District Finance Officer's fidelity bond;
  - g. To recommend to the Department Executive Committee that a District Post's charter be suspended or revoked;
  - h. To recommend to a District convention that a District Post or Post member be disciplined;
  - i. To meet and take all necessary actions if a District Convention cannot be held for any reason;
  - j. To establish per diem to be paid to Department and National Convention delegates;
  - k. To take any further action as required for the administration of the district's affairs.

2. A simple majority of the district executive committee members shall constitute a quorum. A majority vote of the members of the Executive Committee quorum present and voting shall decide all questions.
3. The District Commander shall preside at meetings of the District Executive Committee.
  - a. In the absence of the District Commander, the members of the executive committee present and voting shall elect a presiding officer.
  - b. Use of electronic sources such as telephone conferencing, video conferencing (example: Zoom, Google), etc. can be used to hold general, special, post executive committee and other meetings as necessary to complete the business of the district. Members joining meetings via electronic sources shall count towards establishing quorums and can participate in meetings as a full member (with full participation in voting, nominations, and making or furthering a motion).
4. The District Commander may call a meeting of the Executive Committee at any time. The District Commander shall designate the place of an Executive Committee meeting. Three (3) days' notice of a meeting of the Executive Committee shall be given. Notice may be given in writing, by telephone, or by another electronic device.
5. The District Commander shall call a meeting of the Executive Committee upon the written request of three other members of the Executive Committee. If there is a vacancy in the office of the District Commander, three (3) members of the Executive committee shall call a meeting of the Executive Committee, designating place and time with at least three (3) days' notice of said meeting.
6. The District Commander may establish sub-committees and authorize the sub-committees to act on behalf of the Executive committee. Members of sub-committees shall be members of the Executive Committee, and the actions of a sub-committee may be reviewed and rejected or approved by the Executive Committee.

#### **SECTION IV OFFICER DUTIES**

1. **THE DISTRICT COMMANDER** shall preside at all District meetings. He/She shall carry out all mandates as assigned by the Department, including attendance at Department Executive Board meetings. The District Commander shall enforce the National, Department and District Constitution, by-laws, and regulations, and the mandates of the National, Department and District Conventions; direct the activities of the other District Officers; and perform all of the other duties enjoined on the District Commander by the District constitution and By-Laws and by noted custom and practice in the District;
  - a. The District Commander shall appoint chairpersons for each standing committee.

- b. The District Commander shall call a minimum of two District Executive Committee (DEC) meetings. (1) within 30 days of the annual district convention to announce his/her administration (assigned positions) and selected committee chairs; and (2) no earlier than 60 days or later than 30 days before the annual district convention to announce suggested changes to district by-laws, introduce new potential incoming officers, and ensure all is ready for the annual convention.
2. **THE DISTRICT VICE-COMMANDER AT LARGE AND DISTRICT AREA VICE-COMMANDERS** shall represent the district commander and the district when authorized to do so by the District Commander;
  - a. Shall be part of the membership team receiving compensation to cover cost of phone calls, mileage and postage in the course of obtaining membership in his/her area.
  - b. Other duties assigned to them by the District Commander and the Executive Committee.
3. **DISTRICT FINANCE OFFICER** shall receive and deposit district funds in a financial institution located in the district.
  - a. Disburse funds as authorized by the District Convention, the District Commander, the District Executive Committee and these by-laws;
  - b. Maintain a complete set of financial records;
  - c. Present a written financial record at the district convention, for inspection by the District Commander, Executive Committee, and delegates upon request;
  - d. Present a closing financial record no later than the date of the annual District Convention for audit by three District members appointed by the District Commander.
4. **DISTRICT HISTORIAN** shall collect and preserve significant or valuable District records;
  - a. Make a record of District events;
  - b. If a scrapbook is made for the Commander, the Historian shall be allowed compensation for the scrapbook;
  - c. Compile an annual history of the district's activities and events
  - d. Cooperate with the National and Department Historians in preserving the history of the American Legion and perform such other duties as may be assigned by the District Commander or the Executive Committee.

- e. For historical record keeping purposes, Historian shall collect and store Commander Historical Books donated by past District 7 Commanders.
5. **DISTRICT CHAPLAIN** shall perform non-sectarian divine services at the opening session of the District Convention, District Mid-Winter Conferences, other District meetings, and perform such other duties as requested by the District Commander.
6. **DISTRICT ADJUTANT** shall keep a permanent record of District convention proceedings and district meetings and meetings of the Executive Committee;
  - a. Give notice to the Posts and the Executive Committee of District conventions and meetings, and the meetings of the Executive Committee;
  - b. Keep a record of Post and District membership goals & accomplishments;
  - c. Be responsible for preparing and distributing the district newsletter, with expenses reimbursed from the district.
  - d. Perform such other duties as the District Commander shall assign him/her;
  - e. The Adjutant's records shall be open to inspection by the District Commander, the members of the Executive Committee and delegates to the district convention upon request.
7. **DISTRICT JUDGE ADVOCATE** shall counsel the District Convention, the District Commander and the Executive Committee concerning legal issues and parliamentary procedure interpreting applicable constitutions, by-laws and regulations; perform other duties as assigned-him/her by the District Commander and the Executive Committee.
8. **DISTRICT SERGEANT-AT-ARMS** shall keep order at District conventions and meetings, accompany visitors at conventions and meetings as directed by the District Commander, maintain & present District Flags at District functions, perform other duties as assigned by the District Commander or the Executive Committee, and appoint assistant Sergeants-at-Arms to assist in the performance of the duties of the office.
9. **DISTRICT MEMBERSHIP DIRECTOR**, under the direction of the District Commander, shall organize and direct the annual District membership campaign. He/She should attend Department membership rallies with reimbursement from the District for mileage.

## **SECTION V: COMMITTEES**

1. The District standing committees are:
  - Americanism
  - American Education Week
  - American Legion Baseball
  - American Legion Fast Pitch Softball

- Scouting America
  - Boy's State
  - Blood Program
  - Children and Youth
  - Employment
  - Law and Order
  - Legionville
  - Legislative
  - National Security/Foreign Relations
  - Oratorical
  - Rehabilitation
  - Jr. Shooting Sports
  - Sons of The American Legion
  - American Legion Riders
  - Public Relations (PR) & Media Communications
2. Other special committees as may be established by a District Convention
  3. The District Commander shall appoint a chairperson for each standing committee. The standing committee chairperson may appoint additional committee members with approval of the District Executive Committee;
  4. The District Commander shall appoint special committee chairpersons and other committee members
  5. An elected or appointed public office holder, or candidate for public office may be appointed to a standing or special committee.

### **SECTION VI DISTRICT CONVENTIONS**

1. The District Commander shall preside over the district convention; The District Commander may authorize a District Vice-Commander to preside over the District Convention, with the approval of the Executive Committee.
  - a. Use of electronic sources such as telephone conferencing, video conferencing (example: Zoom, Google), etc. can be used to hold general, special, post executive committee and other meetings as necessary to complete the business of the District. Members joining meetings via electronic sources will count towards establishing quorums and can participate in meetings as a full member (with full participation in voting, nominations, and making or furthering a motion).
  - b. District conventions shall adopt rules of order of the convention and establish convention Committees.

- c. District conventions shall be governed by the District Constitution, District By-Laws, convention rules, and Robert's Rules of Order (current revised edition).
- d. The District Convention Host Post shall receive monies (as noted in District's DEC-approved budget) from the District General fund to be used for general convention expenses. These monies will be paid to post host at the conclusion of the convention.
- e. The District Convention Host Post shall receive the registration monies from the members attending the District Convention.

## 2. DELEGATES

- a. Each District Post shall be entitled to elect from its members in good standing two (2) delegates to the district convention and one (1) additional delegate for each 100 members or major fraction of 100 members (*51 or more*) by which the Posts' membership exceeds 100 members. Post membership (determined by the American Legion membership report four (4) weeks prior to the date of the district convention) shall determine the number of Delegates in excess of two that a District Post is entitled to elect to the District Convention This number of authorized delegates will equal the number of votes each post may submit at each District Officer election.
- b. Each District Post shall be entitled to elect from its members in good standing, one (1) alternate delegate for each authorized delegate to the District Convention. A duly elected alternate delegate shall be a member of the District Convention but may vote only when seated in place of an absent delegate;
- c. In the absence of a Post delegate from the floor of a District convention, an alternate Post delegate seated by majority vote of the Post's delegates present and voting shall be entitled to vote;
- d. If no duly elected Post delegates are present on the floor of the convention, all of the alternate Post delegates, who are present on the floor of the convention, shall be seated as delegates and shall be entitled to vote;
- e. The first order of convention business shall be the seating of alternate delegates.
- f. Each District convention shall be the final judge of the qualifications and seating of convention delegates and alternate delegates.
- g. Ten (10) per cent of the Districts' Posts with a delegate or delegates seated at a District convention shall constitute a quorum.
- h. A District Post delinquent more than 30 days in remitting district dues to The American Legion, Department of Minnesota, shall not be entitled to have its delegates or alternate delegates seated at a District Convention.

- i. District officers shall be members of a District convention, but an officer may not vote unless the officer is a Post Delegate or seated as an alternate delegate.
- j. Past District Commanders shall be members of a District convention, but a past District Commander may not vote unless the Past District Commander is a Post delegate or seated alternate delegate.
- k. A Post may cast all of its authorized votes if one delegate or alternate is present on the floor of the convention. A majority of a Post's delegates shall be entitled to cast the vote of all absent delegates.
- l. A Post's vote may not be cast at a District convention if no duly elected Post delegate or alternate is present on the floor of the convention.
- m. No proxy for a delegate or alternate delegate shall have the right to vote on any District convention question.
- n. A Post's delegate is not required to cast their vote by the unit rule.
- o. A majority of the delegates present and voting shall decide all convention questions except those questions which the District Constitution and By- laws require unanimous votes.

#### **SECTION VII DEPARTMENT CONVENTION**

1. The district shall establish any per diem and expenses to be paid to any delegates to the Department Convention, as noted in these standing rules.
2. The (Outgoing) District Commander shall preside at all District Caucuses at the Department Convention.

#### **SECTION VIII: NATIONAL CONVENTION**

1. General
  - a. Candidates for election as national convention delegates must be nominated (endorsed) by the candidates' Post, and the names of the nominees must be submitted to the District Adjutant at least 30 days before District Convention;
  - b. The district executive committee shall establish (*at District Convention*) expenses to be paid from District funds to delegates to the National Convention.
  - c. Monies received by the District from the Department for National Convention expenses shall be divided equally among the seated and alternate delegates to the National Convention.

- d. Adjustments in compensation shall be determined by the District Delegate Chair if an elected delegate or alternate delegate does not attend all sessions of the National Convention.
- e. The out-going District commander shall be the district's chairperson of the National Convention delegation. In the absence of the out-going District Commander, the district's Convention delegation shall elect its chairperson at the first caucus held at the National Convention (normally held Monday morning).
- f. The outgoing District Commander may appoint delegates to the National and Department Conventions if there are not a sufficient number of elected delegates and alternates who will attend the convention to enable the district to seat a full delegation at the convention.

## **SECTION IX: FINANCE**

### **1. General**

- a. In the event of the death of a Past District Commander a memorial flower arrangement (dollar amount shall be left to the discretion of the District Commander but shall not exceed \$100) shall be sent and/or given to the family using 7<sup>th</sup> District American Legion General Funds
- b. The 7<sup>th</sup> District American Legion monies, excluding savings and investments, shall remain in one chosen bank for a minimum of three (3) years. The Bank shall be approved by the Executive Committee.
- c. REIMBURSEMENT REQUESTS: All members requesting reimbursement for travel, supplies and approved incidentals must do so in a timely manner and submit to the District Finance Officer with applicable receipts attached.
  - i. Requests must be recorded and completed on the "7<sup>th</sup> District Official Expense Voucher" IAW instructions on the reverse side (*Appendix A*).
  - ii. Requests must be printed and legible (*no cursive*) or payment may be delayed.
  - iii. Requests must be signed by the requestor.
  - iv. Submission must be done in a timely manner to expedite payment and ensure accurate, up-to-date records of all line items.
- d. All outstanding bills, receipts, travel, etc. shall be turned in to the Finance Officer no later than two weeks prior to the district convention in order to facilitate a more accurate accounting of funds for the membership year close-out.

### **2. District Executive Committee and Committee Chairs**

- a. Per diem and mileage rates shall be determined at the District Executive Committee's first meeting after the annual District Convention. These rates shall stand for the

membership year. Any funds collected for said events shall be claimed from available position's approved budgeted line-item. *(If transportation is shared, then only one shall be allowed travel expenses)*;

- b. Committee Chairs shall be paid at the same rate as Executive Committee members while staying within their Executive Committee-approved line item for their committee. *If transportation is shared, then only one shall be allowed travel expenses.*
- c. District Executive Committee members and Committee Chairs must stay within their approved budget line-item limits and cannot be exceeded without approval of the District Executive Committee.

### 3. Oratorical Contest

The District shall allow monies for the Oratorical contest. The dollar amounts for first, second, and third place shall be presented to the Executive Committee by the Oratorical Committee Chair as a line item and must be approved by the Executive Committee. Unused funds remain in the General Fund.

- 4. **Finance not included in these by-laws:** Any items not specifically outlined as an allowable expenditure in these by-laws shall be considered unallowable and payment of said expense from the Seventh District funds shall not be made without the Finance Officer having first obtained the permission of the District Commander and/or Executive Committee. See additional approved exceptions in Appendix A.

### 5. Mid-Winter Conference

- a. Per Diem and mileage rates – as determined at the District Executive Committee's first meeting after the annual District Convention and shall be allowed for the Executive Committee Officers and Committee Chairs. *(If transportation is shared, then only one shall be allowed mileage expense)*
- b. The District Mid-Winter Conference Host Post shall receive monies from district funds (as noted in District's DEC-approved budget) to be used for general expenses. These monies will be paid to host post at the conclusion of the mid-winter conference.
- c. Host post responsibilities shall provide space for said meetings for American Legion, Auxiliary, and Sons of the American Legion and additional space for registration. Host post shall provide coffee, some kind of cookies or rolls, and a small noon meal. All funds received during the registration process shall be retained by the Host Post to help cover expenses incurred for this event.

## 6. District Convention

- a. District funds shall pay for the following:
  - i. Finance Officer will present convention Host Post a check (as noted in District's DEC-approved budget) at the conclusion of the convention.
  - ii. Registration tickets for the current Department Commander (*or his/her representative*) and his/her guest;
  - iii. Registration tickets for invited guest speakers and their guest (NOTE: Department Office candidates must pay their own meal costs)
  - iv. Convention calls and credential cards;
  - v. Past Commander pin to be presented at the convention. Pins shall be ordered by the Finance Officer prior to the convention;
  - vi. No expenses shall be allowed for gifts for anyone;
  - vii. Reimbursement for attending the Executive Committee meeting prior to (or following) District Convention or attending the Convention shall be made at the rates approved at the Executive Committee budget meeting.
  
- b. Convention Host Post shall pay for the following
  - i. Badges
  - ii. Programs
  - iii. Registration and meal tickets for distinguished guests (*those on the program from outside the Seventh District*) and Past Department Commanders from the Seventh District.

## 7. District's Post 1998 At Large Post

- a. The former Appleton Prairie Post 1998, a formerly chartered post, is reorganized as **District 7's official (holding) At Large Post 1998** and will include legion members that do not wish to be official members of an established post but rather a member of an At Large post.
  
- b. Officers of Post 1998 shall be District Commander, District Adjutant, and District Membership Director – serving as the post's administrative Commander, Adjutant & Membership Director respectively.
  
- c. Post 1998 officers, when required to maintain a separate bank account for the processing of their At Large memberships, will have authority to establish bank account(s), manage, utilize, and audit any funds associated with Post 1998 funds. This bank account can be renamed and used as the district 7 account without additional action by the District Executive Board.

## SECTION X MISCELLANEOUS

1. Pins
  - a. Commander: The out-going District Commander shall pass the District Commander pin to the newly elected Commander
  - b. Past Commander: The district shall purchase, from general funds, a Past District Commander pin to be presented to the out-going District Commander at the District Convention during installation of the new incoming officers.
2. Every officer of the Seventh District shall be responsible for securing their own accommodations, as needed, for any Convention or Meeting.
3. Any Seventh District member whose current dues are paid may request endorsement from the Seventh District for candidacy for any given year, at any District Convention or Mid-Winter.
4. The incoming District Commander shall select his/her own installing Officer and other individuals he/she chooses to be part of his/her installation ceremony
5. The District Commander, Adjutant and Finance Officer shall surrender all property to their District successors, including files, ledgers and supplies - and all money - no later than two weeks after the end of the Department Convention.
6. District Executive Committee shall have the right to discipline Posts, SAL, & ALR members for disloyalty, neglect of duty, dishonesty, and/or actions detrimental and unbecoming of American Legion leadership & membership. Potential actions may include removal from their leadership position(s), limited time (up to 90 days) of banishment from all post and district activities.
7. AMERICAN LEGION RIDERS (ALR) will be recognized and endorsed by the Seventh District.
  - a. Seventh District ALR chapters will fall under the purview of the Seventh District Executive Committee but shall be governed by their elected officers as provided by their bylaws.
  - b. District Commander will annually appoint a District ALR Director.
  - c. New charters will be reviewed by the Seventh District Executive Committee in association with the Seventh District ALR Director for recommendation of approval or denial.
  - d. Any complaints stemming from actions of ALR chapters or members will be reviewed by Seventh District Executive Committee and applicable actions will be recommended.

8. SONS OF THE AMERICAN LEGION (SAL) will be recognized and endorsed by the Seventh District.
  - a. Seventh District SAL Squadrons will fall under the purview of the Seventh District Executive Committee but shall be governed by their elected officers as provided by their bylaws
  - b. District Commander will appoint a District SAL Liaison.
  - c. New squadrons will be reviewed by the Seventh District Executive Committee in association with the Seventh District SAL Liaison for recommendation of approval or denial.
  - d. Any complaints stemming from actions of SAL Squadrons or members will be reviewed by Seventh District Executive Committee and applicable actions will be recommended.

**SECTION XI AMENDMENTS**

1. These By-Laws shall be reviewed annually by the Executive Committee following the mid-winter and before the District Convention.
2. These By-Laws may be amended at the annual District Convention by a two-thirds (2/3) vote of the total authorized attendees, provided that written notice of the proposed amendments was included in the Convention Call bulletin.
3. These By-Laws shall take effect at the close of the District Convention, posted on the District 7 Website, and shall be distributed upon request to any Posts in the District.
4. There shall be a few copies of the By-Laws available at the Mid-Winter and at the District Conventions.

*On this, the 30<sup>th</sup> day of May, 2026, the undersigned acknowledge they approve this Seventh District By-Laws, American Legion, Department of Minnesota, for the purposes contained therein.*

*/s/ Pete Flannery*

\_\_\_\_\_  
Pete Flannery  
District Commander

*In witness hereof,*

*/s/ Jannette Ekert, Adjutant*

\_\_\_\_\_  
Jan Ekert  
District Adjutant

PERIODIC REVIEW:

Reviewed: \_\_\_\_\_ BY \_\_\_\_\_  
DATE SIGNATURE



# APPENDIX A

## 7<sup>TH</sup> DISTRICT AMERICAN LEGION



**OFFICIAL EXPENSE VOUCHER**  
**(PLEASE PRINT LEGIBLY, DO NOT USE CURSIVE)**

**DATE:** \_\_\_\_\_

**LINE ITEM** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**SUBMITTED BY** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

I certify that this claim is true and correct to the best of my knowledge and credit or payment has not been received from any other source

**SIGNATURE:** \_\_\_\_\_

### MILEAGE EXPENSE

DATE	FROM LOCATION	TO LOCATION	TOTAL MILES	RATE	AMOUNT CLAIMED
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
<b>TOTAL</b>					\$

### OTHER EXPENSES

**(PLEASE ATTACH REQUIRED RECEIPTS FOR INCURRED EXPENSES)**

**NOTE:** Per Diem is a set amount payment for meals and incidental expenses. If justification is required for expenses, please make a detailed note on the reverse of this document or attach supporting documentation (i.e., receipts)

DATE	ITEM / EXPENSE DESCRIPTION	PER DIEM AMOUNT (IF APPLICABLE)	AMOUNT CLAIMED
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTAL</b>			\$

TOTAL MILEAGE EXPENSES	\$	
TOTAL OTHER EXPENSES	+	\$
TOTAL AMOUNT DUE	=	\$

TURN VOUCHER IN AT EVENT OR MAIL TO DISTRICT FINANCE OFFICER

**APPROVED:**

\_\_\_\_\_  
7<sup>TH</sup> DISTRICT COMMANDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
7<sup>TH</sup> DISTRICT FINANCE OFFICER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHECK #

# INSTRUCTIONS:

## APPENDIX A

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### WHAT YOU SHOULD CLAIM ON YOUR VOUCHER

1. **MILEAGE** – Mileage may be claimed roundtrip at a rate approved by District Executive Committee.
2. **PER DIEM** – Per Diem may be paid as below:
  - a. **Per Diem is payment to defray expenses** pursuant to travel as incurred while on official 7<sup>th</sup> District business.
    - i. *Definition: Per Diem is a daily allowance usually for living expenses while traveling in connection with one's work or being employed at a distance from one's home.*
  - b. **Allowable Per Diem and mileage rates shall be established by the District Executive Committee at their first meeting held after the end of the district convention.**
    - i. *District Convention (no per diem for 1-day meetings)*
    - ii. *Department Convention (3 days maximum)*
    - iii. *Fall Conference (2 days maximum)*
    - iv. *District Mid-Winter Conference (no per diem for 1-day meetings)*
    - v. *Per Diem to attend Department Membership Rallies (will apply if overnight lodging is necessary and is pre-approved by the 7<sup>th</sup> District Commander)*
    - vi. *District Executive Committee Meetings (no per diem for 1-day meetings)*
    - vii. *Other as directed by the District Commander/Executive Committee*
3. **ADMINISTRATIVE COSTS** – Any cost incurred for administrative purposes which is approved by the District Commander and/or Finance Officer, to include:
  - a. **Toll Phone Calls** – For official business only. Copy of bill required, highlight phone numbers which were for District business
  - b. **Postage** – If USPS receipt is available, it must be attached
  - c. **Printing Costs** – Copy of receipt is required
  - d. **Incidentals** – Expendable and durable office supplies, receipts required
  - e. **Other** – Items which have been properly reviewed and approved by the District Commander and/or Finance Officer. Justification and approval letter shall be attached.
4. **VICE COMMANDER TRAVEL** –
  - a. The purpose of having Area Vice Commanders is to create manageable areas to limit travel distance. Vice Commanders shall submit for normal travel to/from Posts in their assigned geographic area.
  - b. Travel reimbursement may be provided if called to a specific area by Department or 7<sup>th</sup> District Commander and pre-approved.

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### WHAT MAY NOT BE CLAIMED ON YOUR EXPENSE VOUCHER

Mileage and Per Diem is to be paid **ONLY** to the 7<sup>th</sup> District Commander to attend Department Commander's Testimonial and the 2<sup>nd</sup> District Commander's Testimonial.

Officers who receive mileage & Per Diem from the Department **WILL NOT** collect again from the district. (However, Officers can collect the allowable cost differences between Department and District for Per Diem when applicable)

#### **IMPORTANT NOTE**

Please submit expense vouchers within 30 days of incurring said expenses.

Final expense vouchers **MUST BE SUBMITTED NO LATER THAN 2 weeks prior to District Convention**