

Standing Rules
Capital Region NY2 Blue Star Mothers of America, Inc.

Mission

Mission Statement: The Blue Star Mothers of America, Inc. is a non-partisan, non-political organization. We do not support any political candidate, nor do we endorse any religious organization. The military represents all aspects of America, as does our organization. We are mothers who now have, or have had, children honorably serving in the military. As we support our military, we develop a strong bond to each other. We support each other in times of stress and celebrate together our happy times. We are proud patriots. We are a non-profit (501[c]3) Veterans service organization supporting our military children while promoting patriotism.

Motto

The motto of our chapter is: “Come as You Can, Think of Us When You Can’t, and know you’re ALWAYS welcome!”

Duties of Elected Chapter Officers

President:

1. Represent the organization with dignity and impartiality
2. Attend local events including Veterans Day and Memorial Day ceremonies, Blue Star Mother conventions, etc.
3. Preside at chapter meetings, executive board meetings, etc.
4. Be knowledgeable in the history of Blue Star Mothers of America, Inc., its Constitution, and by-laws.
5. Appoint non-elected positions and committee chairs. Chairs will send thank you notes after their events have concluded
6. Respond to member questions, inquiries from other organizations and individuals, media, etc.
7. File National reports
8. *Send thank you notes to individuals and organizations as required.*

First Vice President:

1. Assist in the running of the organization by communications
2. Attend events and ceremonies whenever possible that the Chapter President invites you to attend
3. Represent the Chapter President when she is unable to attend and calls upon you to do so
4. Assist in any other activities, projects, etc. when called upon by the Chapter President

5. *A debit card that we use only for the credit function will be reissued every year in August to the current Vice President. E-mail use of card must be sent to treasurer at time of transaction for all purchases. Prior approval is needed from Treasurer for purchases over \$250.00. All receipts must be submitted at the next executive meeting.*
6. *Will now be one of two signatures required on all checks.*

Second Vice President:

1. Register new members on National site
2. Enter members' names on gmail list
3. Send a welcome letter to new members
4. Maintain membership roster
5. Submit yearly roster to National in a timely manner
6. May also serve as first Vice President

Third Vice President

1. Assist in running organization
2. Publicity to promote events
3. Apparel/Store
4. Order Plaques for new GSM & mail them out
5. Other activities as requested by president

Secretary:

1. Minutes to reflect record of decisions made during executive and monthly meetings. Send monthly minutes to chapter president two weeks ahead of next scheduled meeting via email. *Monthly business meeting minutes will be sent to members one week prior to the next meeting.*
2. Assist the President in transmitting documents as asked
3. *Will read all pertinent correspondence at the monthly meeting*

Financial Secretary:

1. Receive and deposit all monies of the organization however in her absence the Treasurer can make deposit. If the Financial Secretary or Treasurer is not at a particular function then money/checks collected should be counted twice and signed off by two people. The amount should be recorded on the money-received form. The Financial Secretary should be called and arrangements made for pick up of funds as soon as possible.
2. Transmit all bills to be paid with authorization
3. Maintain accurate financial records
4. *Will be issued a debit/charge card every August*

5. *Will be one of two signatures required on all checks*
6. *Send thank you notes to individuals and organizations for monetary donations.*
7. Member of Budget & Finance Committee

Treasurer:

1. Pay bills of the organization upon receipt of the disbursement request
2. Assure that all checks are prepared properly
3. Maintain accurate financial records and have them available upon request at any time
4. Send monthly treasurer's report to chapter president two weeks ahead of next scheduled meeting via email
5. Prepare annual tax return – IRS Form 990A (Electronic)
6. *Prepare state tax form CHAR 500 (Electronic)*
7. Prepare annual reports for submission to BSMA, Inc
8. Submit Chaplain Fund form (Electronic) and mail check
9. Member of Budget & Financial Committee
10. *Will have a debit/credit card issued every August*
11. *Will be one of two signatures required on checks*

Terms of Office: Two years with the goal of not serving more than two consecutive terms.

Election of Officers:

A nominating committee will be appointed by the immediate past president at or before the May meeting. A slate of officers will be presented to the membership at the June meeting. Nominations will also be taken from the floor. A vote will take place at the July meeting. Officers will assume office at the August meeting where an installation ceremony will take place.

The Executive Board shall consist of the Chapter President, 1st, 2nd, and 3rd Vice Presidents, Treasurer, Financial Secretary, Recording Secretary, and all Past Chapter Presidents. The Executive Board every year will determine the committees needed based on the anticipated activities for our Chapter. The President will appoint committee chair (s) and communicate the responsibilities/guidelines of each committee when they are created and/or continued. *In any situation that requires an executive board vote, members will be able to vote by phone, text message, or email. This vote will become part of the executive board minutes.*

Appointed Positions

Patriotic Instructor:

1. Display the flag of our country
2. Lead the Pledge of Allegiance at meetings

Historian:

1. Compile a yearly report of accomplishments of the chapter
2. Display the Blue Star Service banner at meetings
3. Lead the Preamble of the Blue Star Mothers of America, Inc. at meetings.

Sergeant At Arms:

1. Prepares the meeting room and welcomes members and guests as they arrive.
2. Perform such other duties as may be required

Chaplain:

1. Lead in the devotional exercises
2. Obligate new members (found in the Ritual book)
3. Respond to all sicknesses and deaths that are reported
4. Perform such other duties as may be required

Blue to Gold Liaison

1. Work with Casualty Assistance Officer and National guidelines

Veteran Affairs Voluntary Service (VAVS):

(One representative and two deputy representatives)

1. Represent our organization at quarterly meetings to be held at the Stratton VA Medical Center in Albany. These meetings are to inform the veterans service organizations of updates regarding health care, operations, events, etc. at the Stratton VA Hospital. Representatives are encouraged to express concerns they may have with health care or other issues as brought forth by the membership in their organizations

Webmaster

1. Update website and calendar on a regular basis

Facebook administrator

1. *Post photos and events approved by the executive board*

Meetings

Chapter meetings are usually scheduled for the third Sunday of each month at the Joseph E. Zaloga American Legion Post 1520 in Colonie at 2 pm. Executive meetings are held on the same day at 1 pm. *Exceptions will include the scheduling of meetings on Tuesday nights every third month to accommodate those members who cannot attend Sunday*

meetings as follows : March, June, September, and December.

Times of these alternate meetings to be announced. Meetings are open to all members, associates, friends, and guests at no charge. Meetings can be cancelled or rescheduled at the discretion of the President.

New Members

It is our intent to provide all new members attending their first chapter meeting with a blue star service banner (no charge) and opportunity to buy a Blue Star Mother pin at the cost of \$10.00.

Annual Budget- A budget is to be prepared each July by the Budget Committee for the following year, 9/1/XX thru 8/31/XX and approved by the Executive Board in August by majority vote. General membership approval will take place in September. The Budget Committee will consist of a minimum of 3 members: the Treasurer, President and Past President/VP. All items for new budget requests should be submitted by June 1 to the Budget committee for their review.

Expenditures

The Chapter President is authorized to make purchases/ expenditures up to the amount of \$500 without prior approval.

Expenditures over \$500 must be approved by a quorum (15) of the membership present at a regularly scheduled business meeting.

It is preferred that purchases/expenditures should be done by using BSM checks or the debit/credit cards so that our group does not have to pay state sales tax.

Prior approval by the board is required for any non budgetary expense that would exceed \$50.

Fundraising

All requests for fundraising activities *or events that involve having a budget* are to be approved by the Executive Board by majority vote and then brought before the membership for approval at a regular meeting.

Guidelines for sending flowers or memorial contributions:

Flowers or appropriate gift will be sent by BSM if a member passes away, if a member loses *a military or civilian child* (child as defined by National Bylaws) or a significant other. Chaplain will send cards as notified thru email to captialregion2bsm@gmail.com for illness, surgery or other family losses.

Auditing

Finance committee to review books yearly. The finance committee shall consist of the Treasurer, Financial Secretary and member to be announced.

Standing Rules

This Standing Rules document must be approved by majority vote at a regularly scheduled business meeting. It can be amended and changed as necessary by majority vote.

The President retains an updated copy of the standing rules and can provide them to members as requested.

Quorum should be 15 members to transact business at a general membership meeting.

National Convention – (Subject to yearly review)

Delegates will be chosen in the following order:

1. President and Vice President Elect
2. Executive Board
3. Membership Chairs
4. Other appointed positions i.e.: Chaplain
5. Members at Large that have not previously received reimbursement
6. Members at Large

Guidelines for Reimbursement:

1. The first two people to indicate they are going in the order listed above will be fully reimbursed. The second two people will be reimbursed 50% as funds permit. Items to be reimbursed are registration fees, luncheon and dinner banquets, hotel (double occupancy when feasible), airfare, gas reimbursement (if driving, will use gas & toll receipts), transportation to hotel and meals. Meal expenses will be capped at \$35 dollars a day.
2. You must submit to the Board a letter of intention to attend the National Convention and request of funds to attend no later than June 22nd. You will be notified in writing by the Exec Board on or before June 30 of your acceptance for reimbursement.
3. Receipts must be submitted to Treasurer and will be paid as received. All expenses are subject to review by the Executive Board.
4. If you are not one of the delegates being reimbursed, the Executive Board needs to be notified of your intention to attend by July 15th. National needs to be notified of the number of delegates attending.

5. In the event all funds are not used in a given year they will be carried over to the following year.

Committees-*subject to yearly review*

1. *After committee chairs are appointed by the President, the chairs will canvass the members to get volunteers to serve on each committee.*
2. *Each chair will receive a committee financial report sheet. The amount budgeted annually for each committee will be recorded at the top of each committee sheet, so the chair knows the amount that each committee has to spend.*
3. *All expenses and income must be itemized and a running total kept in each column.*
4. *All purchases must be made using the approved debit/ credit card or BSM checks that our Treasurer, Financial Secretary, and First Vice President have been authorized to use for any amount over \$50.00. After the purchase has been made, the Treasurer should be notified so funds can be transferred to our bank account to cover any future purchases.*
5. *For any purchase under \$50.00, all receipts must be given to the Treasurer for reimbursement as soon as possible. All reimbursements must have 2 signatures from among the three authorized signers. It is preferred that all purchases be made by the debit/credit card or BSM checks to prevent paying sales tax.*
6. *No monetary donations can be made without the approval of a majority vote of the executive board (5 people). There will be no exceptions.*
7. *Tallied financial record sheets must be turned in to the Treasurer within one month of the event's conclusion.*
8. *Unused funds will revert back to the general fund.*

Revised January 2015

