

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF VIRGINIA

**VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

Updated 6-4-23

**STANDARD OPERATING PROCEDURES
(SOP) FOR
DEPARTMENT OF
VIRGINIA
VETERANS OF FOREIGN WARS OF THE UNITED
STATES**

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**STANDARD OPERATING PROCEDURE
(SOP) DEPARTMENT OF VIRGINIA
VETERANS OF FOREIGN WARS OF THE UNITED
STATES**

PURPOSE

The purpose of these Standard Operating Procedures (SOP) is to maintain a coherent and consistent Department organization, to establish consistent Department operations, to efficiently control Department finances and manage efforts to eliminate duplication of effort.

**SECTION 1
CONTROL AND
ADMINISTRATION**

The supreme control of this Department shall be vested in its members. Each member shall have an equal right to a voice in its affairs. These rights are to be expressed under procedures outlined by National and Department By-Laws.

The Department is governed by representatives. Members are represented in the Department Convention by their own elected delegates from each Post. They are represented at the Council of Administration Meetings by their District Commander.

The primary objective of the Department Convention is to ascertain the wishes of the majority of the Department members on all questions pertaining to National requirements and Department governance. Between conventions this duty is delegated to the Council of Administration.

Department Officers are the Executives whose duty is to carry out the mandates of the Department Convention, the Council of Administration, and requirements of National Headquarters. In this duty they are assisted by the various committees.

**SECTION 2
DEPARTMENT**

The Department shall be governed by an annual Department Convention and the Council of Administration.

Department Convention shall consist of the officers and members designated in Article 5, Section 503 of the National By-Laws and further defined by the Department Bylaws.

The annual Department Convention shall be held in the month of June. The place, date and time shall be designated by the preceding convention.

Convention meetings shall be called to order promptly on the hour set. If a quorum is not present when the meeting is called to order, the presiding officer may declare a recess ending

sufficient arrivals to make a quorum. A quorum shall consist of accredited representatives from no less than ten (10) posts in the Department.

Delegates will be elected in accordance with Section 222 of the VFW Manual of Procedure. Each Post will pay a registration fee for every delegate to which the Post is entitled. The fee will be set by the delegates at the State Convention. The fees will be used to help offset the costs of the Convention.

SECTION 3 RESOLUTIONS

Suggestions or criticisms directed at Department or National, by individual members must be forwarded through their representatives in the form of a resolution. Such resolution should be prepared in triplicate. It must be specific in nature, courteous in tone, and must be approved by the Post of which the author is a member. It should then be forwarded by the Post Adjutant to the Department Adjutant. The Department Adjutant shall forward the resolution to the Resolution Committee Chairman. The committee will review and present the resolution with recommendations at the Department Convention. Resolutions may also be originated by Department Officers or by the Department Convention itself. If the resolution is intended for consideration at a Council of Administration Meeting, it should be forwarded to the District Commander. The District Commander shall present the resolution at the next Council of Administration Meeting. All resolutions of statewide, regional, or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention which affect matters outside state boundaries must be forwarded by the Department Adjutant to the National Convention for final disposal. Nothing herein contained shall prevent a resolution from being presented from the floor of a Convention meeting. The resolution must be submitted under the proper order of business, by an accredited delegate and in writing. It will be referred to the resolutions committee without debate.

SECTION 4 PUBLICATIONS

The official publication of the Department of Virginia shall be a newspaper entitled VIRGINIA VETERAN. This newspaper will be published three times a year.

SECTION 5 COUNCIL OF ADMINISTRATION

The Department Council of Administration shall consist of the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Quartermaster, Judge Advocate, Chief-of-Staff, Inspector, Surgeon, Chaplain, District Commanders, and immediate Past Department Commander.

The Department Council of Administration shall govern the affairs of this Department between annual Department Conventions. In the absence of the District Commander, the District Senior or Junior Vice Commander may represent their district on the Council of Administration.

The Department Council of Administration shall meet in regular sessions not less than twice each year. The first meeting shall be held immediately following the close of the Department Convention. Other meetings will be held as scheduled by the Department Commander. The Department Commander may call a special meeting of the Council of Administration when necessary for the welfare of the Department. Members of the Department Council of Administration shall be entitled to expenses as shown in the current Department Budget. Vouchers for expenses must be submitted each month. The reimbursement for official travel for in-state travel will be at the rate set by the COA per mile and out of state travel will be reimbursed at the lower cost of the mileage rate or airfare. Food, lodging, and other expenses will be reimbursed at actual cost, but is not exceed the budget provided. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted. Reservations for lodging will be made by State Headquarters. Any exceptions must be approved by the State Commander or the State Adjutant/Quartermaster. If the Commander or the Adjutant/Quartermaster is not available, the individual should contact the vendor and then use best judgement. Tolls documented on EZ Pass will be reimbursed, total will be reimbursed by EZ Pass or receipt.

SECTION 6 COMMITTEES

Department activities shall be facilitated using Committees. The members of committees shall be appointed by the Department Commander. They will, when authorized, make full and complete reports to the Council of Administration or to the Department Convention and such reports shall be subject to full and open discussion.

The Department Commander shall be an ex-officio member of all Department committees but shall not serve as Chairman.

The Department Quartermaster shall serve as the Treasurer of all Department committees which handle funds.

Members of Standing or Special committees may be removed at any time by the Department Commander.

Members of all committees shall be known to the membership of the Department by the publishing of the chairperson and committee member names in General Order No. 2, on August 1st of each year. No quorum is fixed for either Standing or Special committees. It shall be the duty of every Committee Chairperson to notify all members of their committee of a scheduled meeting. The committee may proceed with business provided the Chairperson reports to the reviewing body the number of members present.

If this committee is promotional in nature, the chairperson will also prepare a tentative schedule of the committee's activities and forward the schedule to the Department Commander.

Members of the Department's Committees shall be entitled to expenses as shown in the current Department Budget. The reimbursement for official travel for in-state travel will be at the rate set by the COA per mile. Food, lodging, and other expenses will be reimbursed at actual cost, but is not to exceed the budget provided. All Lodging arraignments shall be made by State Headquarters with the exceptions of Council Meetings and State Convention. Exceptions can be approved by the State Commander or the State Adjutant/Quartermaster. In the event the Commander or the Adjutant/Quartermaster is not available, the individual should contact the vendor and then use best judgement. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted.

The Department **STANDING COMMITTEES** and their composition and responsibilities are listed below:

AUDIT: This committee shall consist of a minimum of three (3) members. The committee shall conduct monthly audits of the books and records of the Department Adjutant and Quartermaster. The committee shall submit a written report to the Department Commander and Council of Administration at its regular meetings and at the Department Convention of all audits it has conducted together with any recommendations it deems appropriate.

AWARDS and CITATIONS: This committee shall consist of a minimum of three (3) members. The committee shall receive, evaluate, and make recommendations in writing to the Department Commander on all awards, citations and other formal recognition of Posts, Districts and/or individuals at the Departmental level. A copy of all pertinent correspondence received from other committees or individuals will be made a part of that report. The exception to the foregoing being those programs designated in writing as being the direct duty and responsibility of another committee or designated authority. It shall meet at those times designated by the Department Commander or Chair. Its evaluations and recommendations shall be in keeping with National VFW requirements and those guidelines formally established by the Department. It shall co-ordinate and assist with all awards, citations and recognition presentations with the Department Adjutant, State Convention Committee, and others as appropriate.

BUDDY POPPY: This committee will consist of a minimum of two (2) members. The committee shall provide for and monitor the availability and distribution of Buddy Poppies to all units throughout the Department and shall emphasize, as necessary, the importance of the program. It shall report to the Department Commander, as necessary, and the Council of Administration at its regular meetings on those units that have participated in the program during the current year. It shall make written recommendations to the Department Commander on any unit or individual Buddy Poppy Program awards. It shall co-ordinate and assist with those awards presentations with the Department Adjutant and the State Convention Committee as appropriate.

BUDGET and FINANCE: This committee shall consist of five (5) members. The committee shall receive and review a tentative budget for the upcoming year as prepared and proposed by the Department Quartermaster. The committee shall make recommendations and present the proposed budget for approval by the Council of Administration at its first regular meeting

immediately following the Department Convention. The committee shall make a detailed report at each Council of Administration meeting showing the extent of variation of the actual receipts and expenditures from the anticipated receipts and expenditures.

BY-LAWS/SOP: This committee will consist of a minimum of three (3) members. The committee shall, at a minimum, conduct an annual review of the Department By-Laws and SOP to ensure they are current and in keeping with the National By-Laws, Manual of Procedure, and other written guidelines. It shall receive and evaluate all recommendations for changes and amendments submitted by subordinate units and the membership. It shall submit a written report of all recommended changes or amendments at the Council of Administration meetings for appropriate consideration and action. Final approval shall be consistent with the By-Laws.

COMMUNITY ACTIVITIES: This committee will consist of a minimum of three (3) members. The committee shall provide information and assistance as deemed appropriate to subordinate units and the membership to assist them in carrying out new programs, on-going programs and programs of a special nature related to Americanism, Community Activities, Safety and Youth Activities.

The committee shall make written recommendations to the Department Commander via the Awards and Citations Committee relative to special recognition of deserving subordinate units, members or other persons for their efforts related to Americanism, Community Activities, Safety and Youth Activities. It shall co-ordinate with and assist the Department Adjutant and State Convention Committee in those award presentations as needed.

CREDENTIALS: This committee shall consist of a minimum of three (3) members. The committee shall accredit delegates to the Department Convention from Posts which are currently listed as being in good standing as attested by the Department Adjutant and Quartermaster.

FUNDRAISING: This committee shall consist of a minimum of two (2) members. The committee shall assist the Commander and the Council of Administration in the initiation, execution, and monitoring of fundraising efforts to help defray Department expenses for administration and operations, support of normal veterans and community related programs and special unplanned programs. It shall act as the Department's liaison with other units of the Veterans of Foreign Wars in these efforts, as well as fundraising activities involving outside commercial interests that have been approved by the Commander and the Council of Administration.

LEGISLATIVE: This committee shall consist of a minimum of seven (7) members. The committee shall act as Department liaison with the National VFW Legislative Committee to advise the Department Commander and the membership in a timely manner of those national legislative efforts considered to be of importance and/or of general interest. It shall recommend in writing to the Department Commander and Council of Administration a prioritized listing of state and local legislative measures it feels worthy of support by the membership. To the extent of its ability, it shall assist with official VFW visits with elected officials at the national, state, and local level.

MEMBERSHIP: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance throughout the Department about membership eligibility, dues, programs and incentives for the recruitment, reinstatement and/or renewal of membership for all worthy comrades. The committee shall conduct membership program classes at the Department School of Instruction and, shall conduct classes and aid at the District and Post level as deemed necessary by the Department Commander. The committee shall report the level of membership for each District and Post in the General Orders, at each Council of Administration meetings and to the Department Commander as required.

PATRIOT'S PEN: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance throughout the Department to enable subordinate units to carry out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to ensure the proper submission of program entries. It shall provide for judging at the Department level of properly submitted program entries and shall make written recommendations to the Department Commander relative to awards and recognition. It shall co-ordinate and assist in those awards presentations, as necessary, with the Department Adjutant, State Convention Committee, and others as appropriate.

PERSONNEL COMMITTEE: The Personnel Committee advises the Adjutant/Quartermaster, State Commander and the Council of Administration on matters relating to personnel policies and practices, compensation and benefits, employee relations, staffing and organizational structure. The applicants will be interviewed by the Committee and the best qualified will be selected by the Adjutant. The committee is chaired by the Adjutant/Quartermaster and has three appointed members.

POW/MIA: This committee shall consist of a minimum of three (3) members. The committee shall make itself available to the membership to provide information and assist on issues related to Prisoners of War and those listed as Missing in Action. It shall submit appropriate time sensitive information to the Department Adjutant with a request it be included in the General Orders as necessary.

RESOLUTIONS: This committee shall consist of a minimum of three (3) members. The committee shall receive, consolidate, review, present and make recommendations on all resolutions that have been submitted for the membership's consideration. It shall provide advice and assistance to the Department Commander and the membership on the proper format and procedures for the submission of proposed resolutions in accordance with the By-Laws, Manual of Procedure, and other official written requirements. It shall co-ordinate with the Department Adjutant and the State Convention Committee, as appropriate, for the presentation of proposed resolutions to the membership.

TIME and PLACE: This committee shall consist of a minimum of three (3) members. The committee shall solicit, evaluate, and report on the availability of facilities required to carry out and conduct the Department Convention, and Winter Council of Administration meetings. The written recommendations should address the location, timeframe, affordability, and the

facilities' ability to meet the needs of the Department and those in attendance. If possible, at least three locations for each evolution should be offered for consideration.

Additionally, the Committee shall assist in the execution of the event planned. Those assigned to the Committee shall ensure proper coordination of delegate registration, assist with sponsors, and any manage any additional responsibilities assigned to them by the State Commander or State Adjutant.

VIRGINIA HOUSE: This committee shall consist of a minimum of two (2) members. The committee shall, in conjunction with the VFW National Home, monitor the adequacy of the Virginia House in helping the VFW National Home carry out its mission. It shall report in writing to the Council of Administration at its regular meetings on conditions and activities at the house deemed to be of interest to the membership. It shall advise the membership through the Department Commander of any emergent needs that might arise regarding the Virginia House specifically or the VFW National Home in general.

VOICE OF DEMOCRACY: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance throughout the Department to enable subordinate units to carry out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to insure the proper submission of program entries. It shall provide for judging at the Department level of designated program entrants and shall make written recommendations to the Department Commander relative to awards and recognition. It shall co-ordinate and assist in those awards presentations, as necessary, with the Department Adjutant, State Convention Committee, and others as appropriate.

SCOUTING COMMITTEE: This committee shall consist of a minimum of three (3) members. The Committee shall provide information and assistance to subordinate units and the membership relative to the National Scouting Program of the VFW as it relates to the Department. It shall receive, evaluative and make recommendations to the Department Commander and all Scouting Awards applications submitted to the Department. The committee shall coordinate and assist in those awards presentations and the promotion of all Scouting Programs.

TEACHER OF THE YEAR: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance to subordinate units and the membership relative to the VFW National Citizenship Education Teachers Award Program as it relates to the Department. It shall receive, evaluate, and make recommendations to the Department Commander on all Teacher awards applications submitted to the Department. The Committee shall coordinate and assist in those awards presentations.

DISASTER PREPARATION: This committee shall consist of a minimum of three (3) members, one of which shall serve as the Chairman. The committee shall spread information related to disaster preparation for natural disasters and shall work with the Safety Committee to support activities in the state which both committees are concerned with.

SPECIAL COMMITTEES will be appointed, as required, by the current Department Commander. Special Committees may be appointed only for the current year of the current Commander.

VFW Riders

See Appendix C

SECTION 7 REPORTING

All Posts within the Department are expected to electronically submit one report quarterly in each of the five categories: Americanism, Community Activities, Hospital, Safety and Youth Activity Reports; via vfwva.org. Must be four consecutive quarters to be considered for All State.

Deceased Comrades can be updated directly in the OMS System. Posts will be inspected at least once yearly, and the report will be submitted by the District Inspector/Commander to the Department Adjutant. Districts will be inspected at least once a year, and the report will be submitted by the Department representative to the Department Adjutant. The required method of reporting is online reporting at vfwva.org.

SECTION 8 AWARDS

National and Department awards shall be specified in the appropriate membership plan published by either National or Department Headquarters. This document shall contain the requirements for each Post, District, member, or citizen award selection.

SECTION 9 REGISTRAR OF DECEASED MEMBERS

The Department Chaplain shall read aloud the number of deceased members in each District and the total number of deceased members in the Department at the annual Department Convention Memorial Services.

SECTION 10 DEPARTMENT HONOR GUARD

The Department Honor Guard shall be governed by and under the control of the Department Commander.

The Department Honor Guard members may elect such officers as the members of the Honor Guard deem necessary for proper operation. The Department Honor Guard Captain will be appointed by the Commander.

Only current members of the VFW, Department of Virginia, shall be eligible for membership in the Department Honor Guard.

SECTION 11 ENDORSEMENT OF CANDIDATES FOR NATIONAL OFFICE

The Department of Virginia may endorse a candidate for National Office with the approval of the Department Convention or Winter Council of Administration meeting.

Such endorsement shall be made no earlier than two (2) years prior to the candidate's nomination for such office. An exception to the two (2) year rule is when the candidate is from Virginia. A Virginia candidate's endorsement shall be made no earlier than four (4) years prior to the nomination for national office.

SECTION 12 DEPARTMENT HEADQUARTERS

Direct management of Department Headquarters and employees of the Veterans of Foreign Wars Department of Virginia will be by the Department Adjutant. The Adjutant will receive 70 % of the salary authorized by the Department Council of Administration for the Department Adjutant/Quartermaster.

SECTION 13 RULES GOVERNING HOURS OF EMPLOYMENT, LEAVE AND OTHER CONDITIONS OF EMPLOYMENT FOR FULL-TIME EMPLOYEES OF THE DEPARTMENT OF VIRGINIA, VFW

Hiring practices of the Department of Virginia will be in keeping with Veterans Preference policies. All positions will be approved by the Council of Administration. The positions will be based on the approved position descriptions on file at State Headquarters. The positions will be advertised, and the applications reviewed by the Personnel Committee to determine the best qualified applicants. The applicants will be interviewed by the Committee and the best qualified will be selected by the Adjutant.

When disciplinary action is required for a salaried employee of the Department of Virginia, the action will be initiated by the Department Commander or the Department Adjutant. The disciplinary action may be in the form of a letter of reprimand or termination of employment. When charges are initiated, they will be investigated and the results of the investigation, with a recommended action, will be presented to the Department Council of Administration.

A roll call vote of the Council at a regular or special meeting or via telephone will be conducted. A majority vote will be required to complete the recommended disciplinary action.

The Department Commander shall have access to buildings, keys, security codes, files, computer passwords and all other assets of the Department.

See Appendix D

SECTION 14 RETIREMENT PLAN

The retirement program will be jointly invested by the employees and the Department of Virginia. A reputable company will be selected by the Retirement Committee and the Employees. The company must be approved by the Department Council of Administration.

The Department shall offer matching contributions for the retirements plan offered to employees. The amount of the matching contribution shall be equal to 3% of the employee's gross annual salary and shall be transmitted to the company chosen to manage the retirement plan. Additionally, the Department shall be responsible for fees considered by the plan to be "Employer Fees" and the employee shall be responsible for fees considered by the plan to be "Employee Fees".

An employee will be fully vested in the retirement plan after a period set by the Council of Administration based on the options available in the approved plan. If an employee is terminated for any reason before being vested, they will only be entitled to the portion of the matching contributions available as listed in the plan requirements.

Other requirements of the plan will be approved by the Council of Administration in accordance with the options available in the approved plan.

SECTION 15 DEPARTMENT VEHICLES

This committee will consist of the Current Department Commander, incoming Department Junior Vice Commander, and the Department Quartermaster. The vehicle selected must be able to meet the needs of the Department and be approved by the Council of Administration. The committee shall be authorized to purchase and have delivered to the Junior Vice Commander each year a new vehicle in the name of the Veterans of Foreign Wars, Department of Virginia.

All tags, insurance and taxes will be paid by the VFW, Department of Virginia, for 3 years. After which time the committee will determine the cash value of the vehicle using a reputable firm such as Car Max or Carvana. The Commander must decide whether to purchase or turn the vehicle in. The proceeds from the vehicle will be used in the purchase of the new Jr. Vice vehicle. If for any reason the individual drops out of the chairs and does not complete 3 years on the COA, the vehicle will not become theirs and the COA will decide what to do with it.

These vehicles shall display signs stating Veterans of Foreign Wars, Department of Virginia. The vehicles displaying the signs are advertising the Veterans of Foreign Wars, Department of

Virginia and therefore all miles are considered official VFW business miles regardless of destination.

The Department Commander, Department Senior Vice Commander, Department Junior Vice Commander will be responsible for all owner's manuals, maintenance, repairs, and fuel for the vehicle.

The Department will purchase a vehicle to be used by the current Department Adjutant/Quartermaster. This vehicle should be replaced when it is no longer physically and mechanically sound.

The Department Adjutant/Quartermaster will be responsible for ensuring all maintenance is performed on the vehicle. All maintenance costs will be paid by the Department of Virginia, VFW. Only funds spent on fuel in the performance of official business will be paid by the dept credit card and taken from the Department Adjutant/Quartermaster's annual budget allowance.

All department vehicles will be non-smoking. All state and local laws will be observed when operating these vehicles. Any traffic violations or other violations will be charged to the licensed driver. Any damages occurring due to negligence of the licensed driver will be his/her responsibility.

SECTION 16

Instructions for those allowed Travel and other expenses

1. Expense reports are to be submitted no later than the 10th of the following month.
2. Any State Service Officer travel must be preapproved by State Headquarters.
3. District Commanders are required to submit District Commander's Report with Expense Voucher. Failure to receive this report will delay Expense Check.
4. Mileage is allowed at the rate of \$0.50 per mile.
5. District Commanders should visit each Post at least once. Additional visits to Posts should not be necessary at Department expense unless trouble exists.
6. Expense Vouchers will not be approved unless authority has first been received from State Commander.
7. Hotels are at single rate, postage, meals, telephone calls, toll bridges, and parking are considered Department expenses. Maximum hotel allowance at Council Meetings is two nights. Any Hotel accommodations will be made by Department Headquarters.
8. The year District Commanders are installed into office at the State Convention only expenses of one night's stay and travel to and from are paid. All expenses are allowed the following year provided they have not exceeded their budget.

9. The Budget appropriations vary for State Officers, and each officer is expected to stay within his/her Budget allowance.

SECTION 17 CREDIT CARD USAGE

The Department credit cards are issued to the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Quartermaster, Immediate Past Department Commander, State Headquarters, and the Department Service Officer. The cards are to be used for only official business. Any points or rewards on a Department credit card will accrue to the Department for use on official Department business.

SECTION 18 MISCELLANEOUS

Payments may be made from the Veterans and Military Support Fund, after the need has been vetted and determined to meet the requirements specified for the fund and properly approved by the Commander, Adjutant/Quartermaster and submitted on the VMS application, found on the State website under forms.

[Application \(PDF\)](#)

[Application \(Word\)](#)

The Junior Vice Commander is also authorized a new laptop or iPad allowance not to exceed \$750.00.

SECTION 19 ADOPTION AND AMENDMENTS OF STANDARD OPERATING PROCEDURES

The Department Council of Administration is responsible for approving changes to the SOP as deemed necessary due to new or revised requirements from National Headquarters, Department Council of Administration, or the general membership. The SOP may be changed by a majority vote of the Department Council of Administration and the approved changes shall take effect immediately.

APPENDIX A

OF

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF VIRGINIA

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

Veterans of Foreign Wars of the U.S., State Headquarters for Virginia

Job Title:	State Adjutant	Job Category:	Appointed
Department/Group:	State Headquarters	Job Code/Req#:	State Adjutant
Location:	403 Lee Jackson Hwy Staunton, VA 24401	Travel Required:	As required by the State Commander
Level/Salary Range:	Set by the State Council of Administration	Position Type:	Appointed and subject to confirmation by the State Council of Administration
HR Contact:	State Commander	Date Posted:	N/A
Email: adj@vfwva.org		Mail: State Adjutant VFW Virginia 403 Lee Jackson Hwy Staunton, VA 24401	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. This position shall meet all requirements required by various sections of the National By-Laws and Manual of Procedure as well as the State Standard Operating Procedure. 2. This position shall also comply with all directives of the State Commander and State Council of Administration. <p>Qualifications for the Position</p> <p>The State Adjutant shall meet all requirements set for by the National By-Laws and Manual of Procedure for membership eligibility. Additionally, the person in this position must comply with the requirements of the State Standard Operating Procedure.</p> <p>Additional Notes</p> <p>This position is exempt from various, but not all, labor requirements of both the state and federal government as appropriate considering the nature of the position. The State Commander shall have discretion to fill this position in a non-paid status in accordance with the National By-Laws and Manual of Procedure but confirmation by the State Council of Administration shall serve to alter the terms of employment as prescribed by applicable sections of the National By-Laws and Manual of Procedure as well as the State Standard Operating Procedure.</p>			

By signing this job description, the employee understands they will complete the requirements of the job as listed above and that they will be completed in accordance with the State SOP.

Employee signature: _____

Date: _____

Veterans of Foreign Wars of the U.S., State Headquarters for Virginia

Job Title:	State Quartermaster	Job Category:	Elected
Department/Group:	State Headquarters	Job Code/Req#:	State Quartermaster
Location:	403 Lee Jackson Hwy Staunton, VA 24401	Travel Required:	As required by the State Commander
Level/Salary Range:	Set by the State Council of Administration	Position Type:	Elected by the annual State Convention and subject to oversight by the State Council of Administration and State Commander
HR Contact:	State Commander	Date Posted:	N/A
Email: qm@vfwva.org		Mail: State Adjutant VFW Virginia 403 Lee Jackson Hwy Staunton, VA 24401	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. This position shall meet all requirements required by various sections of the National By-Laws and Manual of Procedure as well as the State Standard Operating Procedure. 2. This position shall also comply with all directives of the State Commander and State Council of Administration. <p>Qualifications for the Position</p> <p>The State Quartermaster shall meet all requirements set for by the National By-Laws and Manual of Procedure for membership eligibility. Additionally, the person in this position must comply with the requirements of the State Standard Operating Procedure.</p> <p>Additional Notes</p> <p>This position is exempt from various, but not all, labor requirements of both the state and federal government as appropriate considering the nature of the position. Benefits of employment shall be defined by the State Standard Operating Procedure.</p>			

By signing this job description, the employee understands they will complete the requirements of the job as listed above and that they will be completed in accordance with the State SOP.

Employee signature: _____

Date: _____

Veterans of Foreign Wars of the U.S., State Headquarters for Virginia

Job Title:	Administrative Assistant (State Headquarters)	Job Category:	Full-time or Part-time, as needed
Department/Group:	State Headquarters	Job Code/Req#:	Administrative Assistant (State Headquarters)
Location:	403 Lee Jackson Hwy Staunton, VA 24401	Travel Required:	As required by the State Adjutant
Level/Salary Range:	Set by the State Council of Administration	Position Type:	Hired by the State Adjutant
HR Contact:	State Adjutant	Date Posted:	N/A
Email: statehq@vfwva.org		Mail: State Headquarters VFW Virginia 403 Lee Jackson Hwy Staunton, VA 24401	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Shall assist with work related to various administrative functions of State Headquarters. 2. Shall support those VFW members with issues in a manner approved by the State Adjutant. 3. Additional duties as assigned. <p>Qualifications for the Position</p> <p>Experience in administrative functions a plus. Must be able to use Microsoft Office programs.</p> <p>Additional Notes</p> <p>This position is exempt from various, but not all, labor requirements of both the state and federal government as appropriate considering the nature of the position. Benefits of employment are defined in the State Standard Operating Procedure.</p>			

By signing this job description, the employee understands they will complete the requirements of the job as listed above and that they will be completed in accordance with the State SOP.

Employee signature: _____

Date: _____

Veterans of Foreign Wars of the U.S., State Headquarters for Virginia

Job Title:	Claims Consultant	Job Category:	Full-time or Part-time, as needed
Department/Group:	State Headquarters	Job Code/Req#:	Claims Consultant
Location:	As assigned	Travel Required:	As required by the State Commander or State Adjutant
Level/Salary Range:	Set by the State Council of Administration	Position Type:	Hired by the State Adjutant
HR Contact:	State Adjutant	Date Posted:	N/A
Email: As assigned		Mail: Depending on assigned office	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Shall serve as a VFW accredited representative for issues related to VA benefits in Virginia. 2. Shall support those with issues related to benefits managed by the U.S. Department of Veterans Affairs in a manner approved by the Director, National Veterans Service. 3. Shall attend and successfully complete all required training by the Director, National Veterans Service. 4. Shall complete other tasks as assigned. <p>Qualifications for the Position</p> <p>As set for by the VFW National By-Laws and Manual of Procedure, the Director, National Veterans Service, and applicable sections of Title 38 of the U.S. Code and the associated Code of Federal Regulations.</p> <p>Additional Notes</p> <p>This position is exempt from various, but not all, labor requirements of both the state and federal government as appropriate considering the nature of the position. The State Commander shall have discretion to fill this position in a non-paid status in accordance with the National By-Laws and Manual of Procedure but confirmation by the State Council of Administration shall serve to alter the terms of employment as prescribed by applicable sections of the National By-Laws as well as the State Standard Operating Procedure.</p>			

By signing this job description, the employee understands they will complete the requirements of the job as listed above and that they will be completed in accordance with the State SOP.

Employee signature: _____

Date: _____

Veterans of Foreign Wars of the U.S., State Headquarters for Virginia

Job Title:	State Service Officer	Job Category:	Appointed
Department/Group:	State Headquarters	Job Code/Req#:	State Service Officer
Location:	403 Lee Jackson Hwy, Staunton, VA 24401/ 1400 Lynchburg St, Hopewell, VA 23860	Travel Required:	As required by the State Commander or State Adjutant
Level/Salary Range:	Set by the State Council of Administration	Position Type:	Appointed by the State Commander, confirmed by the State Council of Administration
HR Contact:	State Adjutant	Date Posted:	N/A
Email: serviceofficer@vfwva.org		Mail: Depending on assigned office	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Shall serve as a VFW senior accredited representative for issues related to VA benefits in Virginia. 2. Shall support those with issues related to benefits managed by the U.S. Department of Veterans Affairs in a manner approved by the Director, National Veterans Service. 3. Shall attend and successfully complete all required training by the Director, National Veterans Service. 4. Shall host annual training sessions for Post and District Service Officers who operate in an unaccredited manner but in accordance with the National By-Laws and Manual of Procedure and as prescribed by the Director, National Veterans Service. <p>Qualifications for the Position</p> <p>As set for by the VFW National By-Laws and Manual of Procedure, the Director, National Veterans Service, and applicable sections of Title 38 of the U.S. Code and the associated Code of Federal Regulations.</p> <p>Additional Notes</p> <p>This position is exempt from various, but not all, labor requirements of both the state and federal government as appropriate considering the nature of the position. The State Commander shall have discretion to fill this position in a non-paid status in accordance with the National By-Laws and Manual of Procedure but confirmation by the State Council of Administration shall serve to alter the terms of employment as prescribed by applicable sections of the National By-Laws as well as the State Standard Operating Procedure.</p>			

By signing this job description, the employee understands they will complete the requirements of the job as listed above and that they will be completed in accordance with the State SOP.

Employee signature: _____

Date: _____

Veterans of Foreign Wars of the U.S., State Headquarters for Virginia

Job Title:	Assistant State Service Officer	Job Category:	Appointed
Department/Group:	State Headquarters	Job Code/Req#:	Assistant State Service Officer
Location:	403 Lee Jackson Hwy, Staunton, VA 24401/ 1400 Lynchburg St, Hopewell, VA 23860	Travel Required:	As required by the State Commander or State Adjutant
Level/Salary Range:		Position Type:	Appointed by the State Commander, confirmed by the State Council of Administration
HR Contact:	State Adjutant	Date Posted:	N/A
Email:		Mail:	
As assigned		Depending on assigned office	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Shall serve as a VFW accredited representative for issues related to VA benefits in Virginia. 2. Shall support those with issues related to benefits managed by the U.S. Department of Veterans Affairs in a manner approved by the Director, National Veterans Service. 3. Shall attend and successfully complete all required training by the Director, National Veterans Service. 4. Shall complete other tasks as assigned. <p>Qualifications for the Position</p> <p>As set for by the VFW National By-Laws and Manual of Procedure, the Director, National Veterans Service, and applicable sections of Title 38 of the U.S. Code and the associated Code of Federal Regulations.</p> <p>Additional Notes</p> <p>This position is exempt from various, but not all, labor requirements of both the state and federal government as appropriate considering the nature of the position. The State Commander shall have discretion to fill this position in a non-paid status in accordance with the National By-Laws and Manual of Procedure but confirmation by the State Council of Administration shall serve to alter the terms of employment as prescribed by applicable sections of the National By-Laws as well as the State Standard Operating Procedure.</p>			

By signing this job description, the employee understands they will complete the requirements of the job as listed above and that they will be completed in accordance with the State SOP.

Employee signature: _____

Date: _____

Veterans of Foreign Wars of the U.S., State Headquarters for Virginia

Job Title:	Administrative Assistant (State Service Office)	Job Category:	Full-time or Part-time, as needed
Department/Group:	State Headquarters	Job Code/Req#:	Administrative Assistant (State Service Office)
Location:	As assigned	Travel Required:	As required by the State Adjutant
Level/Salary Range:	Set by the State Council of Administration	Position Type:	Hired by the State Adjutant
HR Contact:	State Adjutant	Date Posted:	N/A
Email: As assigned		Mail: Depending on assigned office	
Job Description			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Shall assist with work related to various administrative functions of the VFW State Service Office. 2. Shall support those with issues related to benefits managed by the U.S. Department of Veterans Affairs in a manner approved by the Director, National Veterans Service. 3. Additional duties as assigned. <p>Qualifications for the Position</p> <p>Experience in administrative functions a plus. Must be able to use Microsoft Office programs. Must be able to handle sensitive documents in a confidential manner.</p> <p>Additional Notes</p> <p>This position is exempt from various, but not all, labor requirements of both the state and federal government as appropriate considering the nature of the position. Benefits of employment are defined in the State Standard Operating Procedure.</p>			

By signing this job description, the employee understands they will complete the requirements of the job as listed above and that they will be completed in accordance with the State SOP.

Employee signature: _____

Date: _____

APPENDIX B

OF

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF VIRGINIA

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

DEPARTMENT OF VIRGINIA
STANDARD OPERATING
PROCEDURES FOR
MEMBERSHIP

Membership is one of the most challenging and important programs in the VFW. A robust membership program is required to ensure continued success of the Department of Virginia VFW. A membership plan should contain realistic and obtainable goals and the results of the program should be tracked closely and adjusted as necessary to achieve a successful membership year. Recruiting and membership retention techniques and practices are documented in a number of available documents such as National Commander's Leadership Guide, Department of Virginia's Recruiter's Handbook, and Membership Campaigning at the Post Level. District and Department membership training will provide the basic information needed for Posts to develop a membership plan and will concentrate on recruiting new members, retaining current members and reinstating members that have let their membership lapse.

POST RESPONSIBILITIES

Each Post Commander is responsible for developing a written membership plan at the beginning of each year. In developing a membership plan each Post must consider individual factors that will impact their specific Post such as local area demographics – remember no one size fits all. Post membership plans (see attachment) will be forwarded to the appropriate District Commander by the first District meeting and will include:

1. The Post's Membership Chairperson and contact information.
2. Date, time and location of each quarterly recruiting event.
3. Date and person responsible for contacting the members on the unpaid list.
4. Membership goals: new, renewals, and reinstates.
5. Brief synopsis of how the Post intends to meet its membership goals.

In addition, Post Commanders should:

1. Identify and train, if necessary, at District or Department recruiting training sessions, members of the Post membership team. If sufficient in-house recruiter support is not available, Post Commanders will contact their District or Department to obtain recruiter support.
2. Ensure sufficient National, Department and locally developed membership/recruiting materials are available.
3. Identify those members whose membership have expired or will soon expire.
4. Identify Post member(s) responsible for contacting continuing members for dues collection and lapsed members for reinstatement.
5. Ensure copies of the latest Post unpaid list are available.
6. Determine the method or combination of methods that will be used to contact members (telephone, letter, email, face-to-face meeting, etc.).

7. Identify and use available outreach contacts methods such as social media and public service announcements on TV/Cable, radio and community activities in the local newspapers.

DISTRICT RESPONSIBILITIES

Each District Commander should:

1. Assist Posts in developing their membership plans.
2. Collect and forward a copy of each Post's membership plan to the Department Commander and Membership Chairperson,
3. Ensure sufficient recruiters are available to support Post membership initiatives. If needed, conduct a District Recruiting Training class or contact the Department Membership Chairman for out-of-District recruiting support.
4. Monitor each plan and identifying Posts needing additional assistance (recruiters, recruiting materials, documentation, etc.) from the District or Department.

DEPARTMENT RESPONSIBILITIES

The Department will:

1. Provide at least one Recruiter training session at or near the beginning of each year. The class will cover techniques and practices contained in the:
 - i. National Commander's Leadership Guide
 - ii. Department of Virginia Recruiter's Handbook
 - iii. Membership Campaigning at the Post Level
 - iv. Recruiting Tips' Winning Tips from VFW All-Americans
 - v. VFW Accomplishments
 - vi. Membership Plan Schedule
2. Provide membership and recruiting material, and information needed to assist Posts in their membership program.
3. Provide Recruiter support to Posts or Districts by making State Certified Recruiters available. Scheduling of out-of-District recruiters will normally be made through the Department Chairperson.
4. Ensure the Department Recruiting Coordinators list is current, and each District has at least one assigned State Certified Recruiter.
5. Monitor the overall progress of the membership program throughout the year.

APPENDIX C

OF

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF VIRGINIA

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

Veterans of Foreign Wars Virginia
Motorcycle Riding Group



CONSTITUTION

The Veterans of Foreign Wars Riding group is a motorcycle group made up of VFW and VFW Auxiliary members in good standing. We are a group within the VFW that enjoys the pastime of motorcycles, and we are officially a part of the VFW.

We are a family-oriented group. We are pro military. Distinction of class, nationality, or gender will not be recognized nor tolerated by our organization. Our members act in good faith with other members and uphold the traditions of the Veterans of Foreign Wars.

Our members come from all walks of life and have served honorably in the Armed Forces of the United States in times of conflicts or their family members. We ride all types of motorcycles, both foreign and/or domestic.

PURPOSE

The Groups purpose is to support the Veterans of Foreign Wars by promoting the public's visibility of the organization, its programs, and the Veterans of Foreign War.

GOALS

1. Develop and maintain a strong active membership.
2. Promote a positive public image of the Veterans of Foreign Wars and motorcyclists.

3. Promote and encourage motorcycle safety awareness.
4. Develop an active and diversified list of activities designed to encourage maximum member participation and enjoyment of the VFW and the VFWR.
5. Support the VFW National Home, Honor Flight, Howard Vander-Clute Ride, and other programs as voted by the VFWR group.

ORGANIZATIONS

All Officers of the VFWR are elected by the general membership at a monthly meeting to be held in June of each year. The Group Officers, also known as the Executive Committee.

PRESIDENT: The duties of the President are as follows: **Elected**

- Administer group's policies and oversee all elected officers.
- Preside over meetings both of the general membership and of the Groups Officers.
- Keep the group organized.
- Ensure that group business is carried out.
- If needed, appoint Committees for special projects/functions.

VICE PRESIDENT: The duties of the Vice President are as follows: **Elected**

- Assist the President in the operation and oversight of the group and its activities.
- Preside at meetings not attended by the President.
- Responsible for recruitment, advertising and public affairs.
- Perform other duties as assigned by the President.
- The Vice President succeeds to the position of President if the President resigns or is unable to perform his/her duties.

TREASURER: The duties of the Treasurer are as follows: **Elected**

- Responsible for the receipt, care, and disbursement of all group funds.
- Keeps proper records of all membership dues, reports group financial activities at each meeting.
- Responsible for preparing monthly finance report and reporting results at monthly meetings.
- All funds will be maintained by the VFW-VA Dept. Quarter Master.
 - The Treasurer will aid in management of the groups revenue and expenses, keeping the Executive Committee and membership apprised of transactions.

SERGEANT AT ARMS (SAA): The duties of the Sergeant at Arms are as follows: **Elected**

- Ensures that group meetings shall be conducted according to the Roberts Rules of Order and be in possession of the Roberts Rules of Order during Group meetings.
- Responsible for the safety of motorcycles and riders on any Group ride.
- Organize and conduct training sessions for any new member who may be either new to riding or lacks experience riding with large formations.
- The SAA will act on the behalf of the Vice President during any absences.
- Gives safety briefing at monthly meetings.
- Perform other duties as assigned by the President.

SECRETARY: The duties of the Secretary are as follows: **Appointed**

- Record and report the minutes of all group meetings.
- Handle all group correspondence.
- Draft to all members the minutes of each meeting.
- Perform other duties as assigned by the President.
- Maintain a current list of group member's names, addresses, phone numbers and email addresses.
- Maintain membership applications.
- Minutes must be emailed to the members within seven (7) days of meeting.

ROAD CAPTAINS: In conjunction with the SAA the duties of the Road Captains are as follows:

- These positions are approved by the SAA with the advice and consent of the President.
- Help plan and oversee all group rides and functions.
- Ensures all standing and perspective members are instructed in group riding rules and formation.
- Responsible for collection and maintaining all waivers for guests.
- The Road Captains authority may be delegated by the SAA as necessary.
- Will maintain a list of riders per ride.
- Perform other duties as assigned by the President.
- Required to attend annual training, set up by the SAA.

CHAPLAIN: The duties of the Chaplain are as follows: **Appointed**

- Lead the group in the blessing of the bikes before organized rides and monthly meetings.
- Report on any illness of the group members.
- Responsible for authorizing condolence items i.e. flowers, cards, etc. not to exceed \$45.00 once per year per member in distress.

WEBMASTER: The duties of the Webmaster are as follows: **Appointed**

- This position is appointed by the President.
- Oversee the design and maintenance of the group web site.
- Monitor any abuse of the site and take measures to protect members from receiving harmful, threatening or offensive communication.

HISTORIAN: The duties of the Historian are as follows: **Appointed**

- Record all yearly history of the group.

ELECTIONS/OFFICERS/EXECUTIVE COMMITTEE

Elections shall be held in the month of June and take effect in the month of July of the same year. Elected Officers serve for one year and assume office in July following the annual election. The same person can hold no two elected offices at the same time. The President, Vice President, Treasurer and Sergeant at Arms must have a minimum of two (2) years membership in the VFWR.

In May an announcement of June's impending elections will be announced at the meeting and discussion opened to the membership to nominate their choice of the membership able to hold elected positions for available positions. During the meeting but prior to elections in the June meeting, the membership will be able to nominate additional members to available positions. The member nominated can accept the nomination at any time during this process in person, by phone, in writing, or email to any member of the existing executive committee.

If an elected officer misses, three consecutive unexcused meetings, their office may be considered vacated and the President may appoint, with the advice and consent of the Executive Committee, a replacement to fill the position until the next regular election. If the office vacated is that of the President, the Vice President assumes office and appoints a new Vice President with the advice and consent of the Executive Committee. Should both the offices of President and Vice President be vacant, a special election will be held to fill these positions for the remainder of their annual terms. A special election will be held in the same manner as an annual election and is presided over, in descending priority order, by the Treasurer, SAA.

- If an Officer that misses two consecutive meetings, the senior officer will contact the missing officer about their absences.
- An elected or appointed officer may be removed from office by the Dept. Commander at his/her discretion.
- Elected officers shall be allowed to conduct phone conferencing or email communication with the other Officers for meeting purpose.
- Elected positions (Officers) must own a motorcycle/valid motorcycle license.

- The Executive Committee consists of all elected Officers. This committee meets at the discretion of the President. The responsibilities of the Executive Committee are as follows:
- Considers and drafts group policy and guidance to be presented to the general membership for discussion and resolution.
- Advises on candidates to fill appointed position and unexpected vacancies of elected Officer Positions (except for the President).
- The Executive Committee is limited to \$200.00 per emergency instance in both spending and purchasing with Committee funds.
- Appointed Officers and other group members may be invited to the Executive Committee meetings to discuss special interest topics.

STANDARD OPERATING PROCEDURES

1. The President shall have the authority to make day-to-day decisions concerning the operations of the Group and report those decisions to the membership.
 - Minutes shall be taken at each general membership meeting by the Secretary. Copies of the minutes will be distributed via email to all members within seven (7) days of the meeting.

2. Admittance to the VFW Riders:
 - Upon completing a membership application and paying an annual \$25 donation, a person interested in joining the VFWR becomes an applicant. An applicant is placed on probationary membership status pending the following:
 - Attendance at our group meeting, in person or by Zoom.
 - Receipt of a briefing on group riding rules by the SAA and/or Road Captains.
 - A vote into full membership by the majority present at the meeting.
 - Applicant must own a motorcycle or be a spouse of a motorcycle owner.
 - Applicant must be a member, in good standing of a VFW/VFW Auxiliary post located within the Dept. of Virginia.
 - Unless they are an active duty service member, permanently stationed in the state of Virginia. In this case, they may retain their home post affiliation and become a member of VFW Riders VA.
 - Supporter—A person that supports the VFWR and does not ride/own a motorcycle and will wear a supporter patch showing they are supporters. If a supporter purchases a motorcycle and wishes to become a full rider, a new application will be submitted to the secretary and voted on by the general membership. No additional annual donation is required.
 - The VFW Riders shall not discriminate against any person based on race, religion, gender, or color.

3. Any proposed changes to the VFWR Constitution or its SOP's must be submitted and discussed by a majority of a quorum. The proposed change cannot be voted upon before the next regularly scheduled meeting.
4. Any unforeseen problems occurring in conflict with the general rules contained in this Constitution and SOP's may be resolved on a one-time basis by a majority vote of the members present at a meeting or Group ride. If an unforeseen problem persists beyond the one-time resolution addressed here, it must be promptly presented for resolution at a future meeting of the general membership or the Executive Committee.
5. The VFWR may be dissolved by not less than two-thirds majority vote of the membership. Should this occur all VFWR assets will be liquidated and the proceeds distributed to the Dept. of Virginia.

GENERAL GROUP RULES

1. Members operating motorcycles must have a valid motorcycle license and verified by the SAA.
2. Motorcycles ridden by members must be maintained in conformance with the laws of the state in which they are registered
3. Members should strive to be neat, courteous, and promote a reasonable image to the community
4. Motorcycles used for Group activities must be capable of safely cruising at posted speed limits
5. Membership donations:
 - a. The VFWR fiscal year will run from January until the end of December of the following year. Annual donations are \$25.00 payable once a year or by the March monthly meeting, but will be prorated for new members who join during the year.
 - b. Any member who has not paid their donations by the March monthly meeting will be considered in arrears and will not be allowed to participate in Group activities until their donations are paid. If donations are still in arrears after a thirty-day period, the concerned member shall be dropped from the VFWR.
6. Elections/Meetings:
 - a. The Election of Officers meeting will be held in June of each year
 - b. Monthly meetings will be held on the 1st Thursday of each month at 7:00pm, unless otherwise designated by the President
 - c. Members may attend the Riders meeting via electronic platform provided the following are met and notwithstanding an emergency order:
 - i. Two of the elected officers must physically be present at all membership meetings.
 - ii. The technology used should allow participating members to communicate with the group.
 - iii. The meeting shall be recorded, a link provided to the Riders Secretary for inclusion into the meeting minutes, and the video kept on record in

accordance with VFW document Retention/Destruction policy for minutes of the post.

7. Membership responsibilities and privileges:
 - a. Resolve and vote on group resolutions
 - b. Attend group rides and other group activities
 - c. Help organize and conduct group activities
 - d. Hold elected offices
 - e. Hold and wear the VFWR group patch
 - f. Make annual donations as required
8. Applicants for membership must:
 - a. Complete a VFWR application, upon acceptance pay the annual or prorated membership donation.
 - b. Observe VFWR rules and regulations while attending Group meetings and the necessary ride to complete their membership eligibility requirements.
 - c. New applicants must be in attendance for initial membership vote or electronic platform

General Conduct

1. VFWR members and participants will conduct themselves in a manner consistent with the values and mission of the VFWR, VFW and its Auxiliary.
2. Members and Participants who fail to live up to those values or exhibit inappropriate behavior will be asked to leave the meeting, activity, or ride.
 - a. For egregious or second offense of this standard then the individual or individuals will be brought before the Executive Board Committee (Current VFW Rider officers and Department Rider Chairman) were counseling or a suspension from any rider events of up to 45 days can be imposed. The suspended party has 7 Days to appeal this suspension to the appropriate Commander. (Post, District, or Department)
3. The Commander upon review can overturn, endorse, or extend the suspension for up to 90 days or decide to bring charges under Article IX of the National By-Laws and Manual of Procedure.
4. VFWR members and participants are responsible for the actions of their guest at a VFWR event. Actions of a member's guest can be grounds for the member and their guest being asked to leave and subject the member to action as defined under this Document.

DEFINITIONS

Liability Waiver:

- a. This waiver absolves the VFW Riders of all liability
- b. All members will sign a Liability Waiver when their yearly membership dues are collected
- c. All guests must sign a waiver before all organized rides

Amendments

The owner of the patches, if they become unable to ride/own a motorcycle, but continue to participate in group events may also continue to wear the VFWR Patch as long as they are a member in good standing.

SOP's will be reviewed and updated on an annual basis to take place during the month of elections. All of the accumulated annual amendments will be incorporated, and the historical copies of the amendments will be filed within

Vest

Minimum requirements for placement of patches on VFW Riders Virginia vest

1. American Flag over the heart on left side of the vest as shown below.
2. A religious emblem can be placed above the American Flag.
3. Name tag below the Flag and if you're an officer your title below your name tag as shown below.
4. POW/MIA patch on right side as shown below.
5. Riders Back patch centered on back of your vest as shown below.
6. No patches on your vest should have any derogatory statement or bad language on it.

APPROVED BY THE DEPARTMENT OF VIRGINIA, VETERANS OF FOREIGN WARS OF THE UNITED STATES.

(Date)

Department Adjutant

VFW RIDERS VIRGINIA



VFW RIDERS VIRGINIA
Vest Back with VFW Emblem Patch



APPENDIX D OF
STANDARD OPERATING PROCEDURES (SOP)
FOR
DEPARTMENT OF VIRGINIA
VETERANS OF FOREIGN WARS
OF THE UNITED STATES

Department of Virginia Veterans of Foreign Wars

Approved by Council of Administration January 14, 2023

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1.Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Organization. Employment with the Department of Virginia Veterans of Foreign Wars is "AT-WILL." This means employees or the Department of Virginia Veterans of Foreign Wars may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with D the Department of Virginia Veterans of Foreign Wars for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Organization also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to the Department of Virginia Veterans of Foreign Wars! We are pleased with your decision to join our team. The Department of Virginia is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our organization in our service to Virginia's Veterans and Their Families. This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or Myself.

Welcome aboard. We look forward to working with you!

Sincerely,

Ed Mann
Adjutant/Quartermaster
Department of Virginia

1.3 Changes in Policy

Change at the Department of Virginia Veterans of Foreign Wars is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by the Department of Virginia Veterans of Foreign Wars, and after those dates, all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Department Adjutant/Quartermaster.

2. General Employment

2.1 At-Will Employment

Employment with the Department of Virginia Veterans of Foreign Wars is "at-will." This means employees are free to resign at any time, with or without cause, and the Department of Virginia Veterans of Foreign Wars may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with the Department of Virginia Veterans of Foreign Wars for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by the Department of Virginia Veterans of Foreign Wars, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the Adjutant/Quartermaster and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between the Department of Virginia Veterans of Foreign Wars and any of its employees.

2.2 Immigration Law Compliance

The Department of Virginia Veterans of Foreign Wars is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Department within the past three years, or if their previous I-9 is no longer retained or valid.

The Department of Virginia Veterans of Foreign Wars may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, the Department of Virginia Veterans of Foreign Wars provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity (Virginia Employees)

The Department of Virginia Veterans of Foreign Wars is an Equal Opportunity Employer. Employment opportunities at the Department of Virginia are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical condition, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Department strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. The Department will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of the Department of Virginia Veterans of Foreign Wars to maintain a harmonious workplace environment. The Department encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Department Adjutant/Quartermaster.

After receiving a written grievance, The Department may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with D the Department of Virginia Veterans of Foreign Wars Sexual and other Unlawful Harassment Policy.

The Department of Virginia Veterans Foreign Wars assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within the Department of Virginia Veterans of Foreign Wars is essential. As such, the Organization maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, the Department uses the Department email to facilitate communication and share access to documents.

For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns about information disseminated.

2.6 Outside Employment

Employees may hold outside jobs if the employee meets the performance standards of their position with the Department of Virginia Veterans of Foreign Wars.

Unless an alternative work schedule has been approved by the Department of Virginia Veterans of Foreign Wars, employees will be subject to the Organization's scheduling demands, regardless of any existing outside work assignments.

The Department's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address the Department of Virginia Veterans of Foreign Wars commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, The Department will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Organization or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or the Adjutant/Quartermaster directly. Employees should also review their state and local requirements for any additional reporting guidelines.

The Department will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Adjutant/Quartermaster or State Commander in any state for investigating alleged violations.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, The Department of Virginia Veterans of Foreign Wars classifies employees as exempt. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with the Department or if your job responsibilities change, you will be informed by the Adjutant/Quartermaster of any change in your exempt status.

You also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work more than or equal to 40 hours per week. Generally, regular full-time employees are eligible for Department benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees are not entitled to benefits but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by the Adjutant/Quartermaster of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Department Adjutant/Quartermaster of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the N/A as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

The Department of Virginia Veterans of Foreign Wars reimburses employees for necessary expenditures and reasonable costs incurred while doing their jobs. Expenses incurred by an employee must be approved in advance by the Department Adjutant.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out Department business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economic options.

To be reimbursed, employees must submit expense vouchers to the Quartermaster for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate their employment with the Department of Virginia Veterans of Foreign Wars shall provide the Department with at least two weeks' written notice. Such notice is intended to allow the Organization time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Return of Company Property

Any employee who terminates employment with the Department shall return all files, records, keys, and any other materials that are the property of the Department prior to their last date of employment.

Final Pay

The Department will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. The Department will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact the Adjutant/ Quartermaster at State Headquarters.

4. Working Conditions & Hours

4.1 Company Hours

The Department of Virginia Veterans of Foreign Wars is open for business from Monday - Friday 8:00 AM to 4:00 PM. This excludes holidays recognized by the Veterans of Foreign Wars. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt Department operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by the Adjutant/Quartermaster.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Workplace Safety

The Department of Virginia Veterans of Foreign Wars is committed to providing a clean, safe, and healthy work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Department employees must comply with all occupational safety and health standards and

regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to the:

Adjutant/Quartermaster
403 Lee Jackson Hwy
540-886-8112

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

The Department of Virginia Foreign Wars expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Adjutant/Quartermaster.

4.4 Security

The purpose of the Department of Virginia Veterans of Foreign Wars security policy is to protect Organization assets and to maintain a safe working environment for all employees.

Facility Access:

All regular Department employees will be issued a key to gain access to the Department's facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from the department and at any other time at the Department's request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off except for the lights normally left on for security purposes.

4.5 Meal & Break Periods

Exempt employees will be provided with meal and break periods in accordance with applicable federal, state, and local rules.

4.6 Break Time for Nursing Mothers

Department of Virginia Veterans Foreign Wars accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so.

For questions related to this policy, please contact State Headquarters.

5. Employee Benefits

5.1 Health Insurance

The Department of Virginia Veterans of Foreign Wars health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits 6 months after completing the introductory period.

This policy provides a summary of the benefits which may be provided at the Organization's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will be controlled. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through the department as well as copies of the plan documents, contact State Headquarters.

5.2 Life Insurance

An important facet of your benefits at the Department is your life insurance.

Eligible employees may elect to begin life insurance benefits after one year of continuous service. Upon attaining eligibility for National Veterans of Foreign Wars life insurance coverage, employees will be asked to designate a beneficiary. You may request a change in beneficiary at any time.

This policy provides a summary of the benefits which may be provided at the Organization's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will be controlled. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific life insurance plans offered through the Veterans of Foreign Wars, as well as copies of the plan documents, contact State Headquarters.

5.3 Retirement Plan

The Department of Virginia Veterans of Foreign Wars employees have the opportunity to participate in a company-sponsored retirement plan following 6 months of service. Full-time employees only are eligible to participate in the plan.

This policy provides a summary of the benefits which may be provided at the Organization's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will be controlled. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific retirement plans offered through the department, as well as copies of the plan documents, contact State Headquarters.

5.4 Holidays

Department of Virginia Veterans of Foreign Wars observes the following paid holidays:

- New Year's Day
- Dr. Martin Luther King, Jr., Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve
- Christmas Day

Due to the nature of our business, the Department may require employees to work on a holiday.

5.5 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time employees only

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

After 1 year(s) of service employees are eligible for 8 PTO Days. After five (5) years of employment annual leave will accrue at the rate of one and one-half (1½) day per month. Leave accrues to a full-time employee while on leave-with-pay status, provided that the permanent employee shall return to duty.

Employees can carry over PTO but cannot exceed 36 days in calendar year; otherwise, the time will be forfeited. Paid time off is paid at your base pay rate at the time of the absence. It does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e., sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor and State Headquarters on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which the department operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

5.6 Bereavement Leave

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Employees in the following employment classification(s) are eligible for bereavement leave: Full-time employees only

An immediate family member for purposes of the Department's bereavement leave policy includes the following:

- Spouse
- Child (including foster children and stepchildren)
- Parent (including legal guardian and stepparent)
- In-laws (including mother and fathers-in-law and brother and sisters-in-law)
- Grandparent
- Grandchild
- Sibling
- Same-sex partner

Eligible employees are entitled to 5 days paid time off for a death in the immediate family.

Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's supervisor.

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, THE DEPARTMENT OF VIRGINIA VETERANS OF Foreign Wars may require verification of the need for the leave.

5.7 Military Leave (Virginia Employees)

An employee who is a member of the Virginia National Guard, Virginia State Defense Force or naval militia may be eligible to take reasonable leave when he or she is ordered to active duty or military duty under applicable state and federal law.

Employees must be prepared to provide the department with certification from the proper military authority to verify the employee's eligibility for military leave. Group insurance and any other benefits with premium payments will be continued during leave provided the employee pays 100% of the premium during leave.

Upon honorable release from active duty, an employee must apply for re-employment in writing within:

- 14 days of his or her release from duty or from hospitalization if the length of the employee's absence does not exceed 180 days; or
- 90 days of his or her release from duty or from hospitalization if the length of the employee's absence exceeds 180 days.

When possible, the department will restore the employee to the position held by the employee when he or she was ordered to active duty. If the position no longer exists, the employee will be reinstated to a position of like seniority, status and pay or to a comparable vacant position for which the employee is qualified, unless to do so would be unreasonable.

Military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.8 Jury Duty Leave (Virginia Employees)

The Department of Virginia Veterans of Foreign Wars encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either the Department of Virginia Veterans of Foreign Wars or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.9 Workers' Compensation

Employees who are injured on the job are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated in accordance with workers' compensation laws. This protection is paid for in full by the department. No premium is charged for this coverage and no individual enrollment is required. the department will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact State Headquarters to obtain the required claim forms and instructions.

5.10 Crime Victims Leave (Virginia Employees)

An employee may be entitled to a reasonable amount of leave if the employee is a victim of a crime. Such leave may be taken to attend all criminal proceedings related to the crime.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, an employee requesting crime victims leave must provide notice to his or her supervisor and State Headquarters regarding the need for leave as soon as practical.

Employees must be prepared to provide The Department with certification to verify the employee's eligibility for the leave requested such as a police report, a court order or evidence that they appeared in court.

Crime victims leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.11 Election Duty Leave (Virginia Employees)

An employee who serves as an officer of election will be granted leave in order to perform the duties of the position to which they have been appointed. The leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. Requests must be submitted to the employees' supervisor and State Headquarters.

Employees must be prepared to provide Department with certification to verify the employee's eligibility for the leave requested.

5.12 Virginia Pregnancy Accommodation Policy

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions may request reasonable accommodation as is necessary.

Department of Virginia Veterans of Foreign Wars will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Organization. Reasonable accommodation includes, but not limited to:

- More frequent or longer bathroom breaks
- Breaks to express breast milk
- Access to a private location other than a bathroom to express breast milk
- The acquisition or the modification of equipment or seating

- A temporary transfer to a less strenuous or hazardous position
- Assistance with manual labor
- Job restructuring
- A modified work schedule
- Light duty assignments
- Leave to recover from childbirth

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Organization will not retaliate against an employee who requests or uses reasonable accommodation under this policy. Employees should speak with the [[HR_REP]] to discuss their need for reasonable accommodation or for questions regarding this policy.

5.13 Disability Accommodation (Virginia Employees)

Employment opportunities at the Department of Virginia Veterans of Foreign Wars are based upon one's qualifications and capabilities to perform the essential functions of a particular job without regard to disability. Employees who are limited in their abilities to perform their jobs because of a physical or mental impairment may request reasonable accommodation.

The Department of Virginia Veterans of Foreign Wars will provide eligible employees with reasonable accommodation as long as the accommodation does not impose an undue hardship on the Organization. Reasonable accommodation may include, but not limited to:

- Changing job duties or work hours
- Relocating the employee's work area or improving accessibility in a work area
- Transferring the employee to a less strenuous or less hazardous position
- Providing mechanical or electrical aids
- Providing leave under the conditions in this policy

Employees should be prepared to provide the Organization with medical certification to verify the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Organization will not retaliate against an employee who requests or uses reasonable accommodation under this policy. Employees should speak with the Adjutant/Quartermaster to discuss their need for reasonable accommodation or for questions regarding this policy.

6. Employee Conduct

6.1 Standards of Conduct

The Department of Virginia Veterans of Foreign Wars rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Organization's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment at any time.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Organization's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

If you have questions regarding The Departments standards of conduct, please direct them to your supervisor or the Department Adjutant/Quartermaster.

6.2 Disciplinary Action

Disciplinary action at the Department of Virginia Veterans of Foreign Wars is intended to fairly and impartially correct behavior and performance problems early on and to prevent re-occurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Employees who are members of the Veterans of Foreign Wars may also be subject to Article IX of the National Bylaws and Manual of Procedure. The Department reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

The Department recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Department business practices or any other confidential information
- Any misrepresentation of the Department to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

The Department of Virginia Veterans of Foreign Wars takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Organization's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with the Department of Virginia Veterans of Foreign Wars and as a direct result of your job responsibilities with the Department of Virginia Veterans of Foreign Wars. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Organization to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of the Department of Virginia Veterans of Foreign Wars, may result in disciplinary action, up to and including termination of employment. If you leave the Organization, you may not disclose or misuse any Confidential Information.

Questions regarding this policy should be directed to Adjutant/Quartermaster

6.4 Workplace Violence

The Department of Virginia Veterans of Foreign Wars strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions include, but are not limited to, the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or use a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to the Department Adjutant/Quartermaster. Employees should warn their supervisor of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. The Department will not tolerate any form of retaliation against any employee for making a report under this policy.

The Department will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.5 Drug & Alcohol Use

Department of Virginia Veterans of Foreign Wars is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for the Department is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of the Department, or in any vehicle owned or leased on behalf of the Department or while on Organization business unless at a sanctioned event.

The use of over-the-counter drugs and legally prescribed drugs is permitted if they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need reasonable accommodation when using such medication.

The Department will not tolerate employees who report for duty while impaired using alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Adjutant/Quartermaster immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Department employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, The Department reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Department of Virginia Veterans of Foreign Wars, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to

alter or amend the at-will employment relationship between The Department and its employees. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.6 Sexual & Other Unlawful Harassment

The Department of Virginia Veterans of Foreign Wars is committed to a work environment in which all individuals are treated with respect. The Department expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Organization's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Organization

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

The Department of Virginia Veterans of Foreign Wars strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your

supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Adjutant/Quartermaster
403 Lee Jackson Hwy
540-886-8112

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

The Department expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.7 Telephone Usage

The Department of Virginia Veterans of Foreign Wars telephones are intended for the sole use of conducting Department business. Personal use of the Organization's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.8 Personal Property

Employees should use their discretion when bringing personal property into the workplace. The Department of Virginia Veterans of Foreign Wars assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Department premises.

6.9 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Organization and is subject to reassignment and/or use by the Organization without prior

notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

The Department has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly, and all equipment should be well-maintained. Theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.10 Smoking

The Department of Virginia Veterans of Foreign Wars provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.11 Visitors in the Workplace

To ensure the safety and security of the Department of Virginia Veterans of Foreign Wars and its employee's, only authorized visitors are permitted on Organization premises and in Organization facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. Authorized visitors will be escorted to their destination and must be always accompanied by a representative of the Organization.

6.12 Computer, Email & Internet Usage

Computers, email, and the Internet allow The Department of Virginia Veterans of Foreign Wars employees to be more productive. However, it is important that all employees use good business judgment when using Department electronic communications systems (ECS).

Standards of Conduct and ECS

The Department strives to maintain a workplace free of discrimination and harassment. Therefore, the Department prohibits the use of the Organization's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Organization's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Organization's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Organization's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

The Department purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Department does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. The Department of Virginia Veterans of Foreign Wars prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Organization that violate the Organization's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Organization-owned software without permission.
- Sending or posting the Organization's confidential material, trade secrets, or non-public proprietary information outside of the Organization. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.

- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of The Department of Virginia Veterans of Foreign Wars.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by The Department are the property of The Department of Virginia Veterans of Foreign Wars. Employees have no right of personal privacy when using The Department's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related to this policy should be directed to your supervisor or the State Adjutant/Quartermaster.

6.13 Company Supplies

Only authorized persons may purchase supplies in the name of the Department of Virginia Veterans of Foreign Wars. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the Department or binding the Department by any promise or representation without express written approval from the Adjutant/Quartermaster.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Organization. The Department of Virginia Veterans of Foreign Wars expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Organization's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees who are going to be absent for more than one day should contact their supervisor on each day of their absence. The Department reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, The Department will presume that the employee has voluntarily resigned. The Department personnel committee will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Paydays

The Department of Virginia Veterans of Foreign Wars employees are paid on a Weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Organization makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.3 Payroll Deductions

The Department of Virginia Veterans of Foreign Wars makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Adjutant/Quartermaster immediately. The Department will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.