

AMVETS NATIONAL LADIES AUXILIARY  
CONSTITUTION  
AND  
BYLAWS

AMVETS NATIONAL LADIES AUXILIARY

CONSTITUTION & BYLAWS

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# AMVETS NATIONAL LADIES AUXILIARY

## CONSTITUTION

### AUXILIARY PREAMBLE

We, the mothers, wives, widows, grandmothers, sisters, daughters and granddaughters of the American Veteran and female veterans, fully realizing our responsibilities to the community, State and nation, associate ourselves for the following purposes: To uphold and defend the Constitution of the United States of America; to safeguard the principles of freedom, liberty and justice for all; to promote the cause of peace and good will among nations; to maintain inviolate the freedom of our country; to preserve the fundamentals of democracy and Americanism; to perpetuate the friendship and associations of the American Veteran and to dedicate ourselves to the cause of mutual assistance...this by the grace of God.

### ARTICLE I. NAME

The name of this organization shall be AMVETS National Ladies Auxiliary and it shall be hereinafter referred to as "AMVETS National Ladies Auxiliary."

### ARTICLE II. AIMS AND PURPOSES

The Aims and Purposes of this organization are as follows:

1. To serve our country in peace as in war; to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.
2. To encourage, in keeping with the policies of our Government, the establishment of a concrete plan to secure permanent international peace and to assist in the maintenance of international peace.
3. To inspire in our membership a sense of responsibility and to develop leadership for the preservation of our American democratic way of life.
4. To help unify divergent groups in the overall interest of American democracy.
5. To train our youth to become purposeful citizens in a democracy with full knowledge of the responsibilities as well as the privileges of citizenship.
6. To cooperate with all duly recognized existing veteran's organizations in the furtherance of the aims of the American Veteran.

7. To keep the public forever reminded that the American Veteran fought, served and died to preserve peace, liberty and democracy for their nation
8. To aid in the fulfillment of the Aims and Purposes of the American Veteran, our parent organization.
9. To promote the welfare and fellowship of our members and families.
10. To expedite and assist in the rehabilitation of the veteran by sponsoring and giving support to educational opportunities, to recreational advantages, to hospitalization and personal problems, and to support the veteran in all legislation for veterans benefits.
11. To recognize that the organization known as AMVETS, and chartered by Congressional action on July 23, 1947, is the parent organization, and that all organizational divisions of the Auxiliary exist solely to promote the interest of the parent body; therefore, they cannot act independently except as it favors the objectives of AMVETS.

### ARTICLE III. ORGANIZATION AND STRUCTURE

SECTION 1: There shall be but one Constitution governing all levels. National, Departments, Districts and Local Auxiliaries shall have their own Bylaws by which to govern their membership.

SECTION 2: AMVETS National Ladies Auxiliary is a non-profit organization operating on a National scale; organized with National Headquarters, with Departments in States and the District of Columbia. Local Auxiliaries are formed within these Departments.

SECTION 3: National Headquarters is the medium through which the Local Auxiliary, Department and National appointed committee activities are correlated. It is the principal artery of supply and the central body through which is initiated directives and policies prescribed by the National Convention and/or the National Executive Committee, and through which is accomplished the administration and direction of organization and policies declared by the AMVETS National Ladies Auxiliary Constitution.

SECTION 4: AMVETS National Ladies Auxiliary shall be composed of the National Officers, elected and appointed, and the National Executive Committeewomen from Departments.

## ARTICLE IV. MEMBERSHIP AND DUES

Section 1: Eligibility for membership in the AMVETS Ladies Auxiliary shall be limited to the mothers, wives, grandmothers, regardless of age, and to the daughters, sisters and granddaughters, not less than 18 years of age, of regular members of AMVETS; and to the mothers and widows, regardless of age, and to the daughters, sisters and granddaughters, not less than 18 years of age, of deceased veterans who would have been eligible for membership in AMVETS, and female veterans who served honorably in the Armed Forces of the United States after September 15, 1940, or as an American Citizen in the Armed Forces of Allied countries after September 15, 1940, and before May 8, 1975, who maintain their AMVET membership unless they meet the established eligibility criteria. The term mother shall be construed to include any female member of the family, or any female guardian of such person or deceased veteran, who has exercised or is exercising the care and responsibility for the rearing of such person or deceased veteran.

\*The term daughter for a stepdaughter must have been a dependent of an AMVET or deceased veteran prior to attaining 18 years of age.

A person shall become a member of AMVETS Ladies Auxiliary upon written application, establishing her eligibility, and payment of dues to all levels as required by the Constitution. After application is completed, it must be submitted to the Local AMVETS membership chairman for verification.

No person who is a member of, or who advocates the principles of any organization believing in, or working for the overthrow of the United States Government by force, and no person who refuses to uphold and defend the Constitution of the United States shall be privileged to become or continue to be a member of this organization.

Any member of the Auxiliary who has been duly recognized as a member of the Auxiliary under the provisions of ARTICLE IV, SECTION 1, shall be allowed to remain a member of the Auxiliary so long as she remains a member in good standing. The statement "member in good standing" as it appears in this Constitution, shall be defined as "any member who has complied with ARTICLE IV, SECTION 1 and SECTION 2, but shall not be limited to, or restricted thereto, from the powers and jurisdiction of the National Executive Board.

SECTION 2: There shall be three (3) forms of membership:

- (a) Annual membership: The annual membership fee for each member shall not be less than \$11.50. Each Auxiliary in a Department shall remit annually to National Headquarters the sum of \$10.00 for each annual member as dues; each Department shall determine the amount to be paid annual per member for Department dues; and each Local Auxiliary shall determine the amount for local dues. If no Department exists, Local

Auxiliaries in uncharted Departments shall remit the sum of \$11.50 per annual member directly to National Headquarters. Regulation of annual dues shall be determined by the Delegates at the Annual Convention.

(b) Life membership: Life Membership dues shall be no less than \$125.00 (\$50.00 to the General Fund and \$75.00 to the Life Reserve Account) payable to National through the Department. Life Membership dues above the minimum set forth herein shall be fixed by the Local Auxiliary and/or Department. National Headquarters shall issue all Life Membership cards.

(c) A Membership-At-Large may be granted to any individual eligible for membership. Dues are to be \$20.00 per year with \$10.00 for Department Dues and \$10.00 remitted to National Headquarters. A Member-At-Large is not eligible to hold office or vote on any level. As such, the member is entitled to all National benefits and privileges so long as her annual dues remain paid. A Member-At-Large may affiliate with an Auxiliary at any time, or with a new Auxiliary as a charter member, remit that year's local dues as established by the accepting Auxiliary with proper transfer form executed by the Department.

SECTION 3: Honorary Membership - Honorary Memberships are granted in instances where circumstances and/or qualifications merit such distinction and shall be limited to persons who are not eligible for regular membership. National, Departments, and Local Auxiliaries may grant one Honorary Membership per year. An Honorary Membership card may be purchased from National Headquarters.

An Honorary Membership shall be perpetual unless rescinded by the issuing Auxiliary, or, if an Honorary Member becomes eligible for regular membership the Honorary Membership shall be rescinded at the conclusion of the membership year.

Notification of such action shall be sent to the Honorary Member and to AMVETS National Ladies Auxiliary Headquarters. Honorary Members may not transfer. Honorary Members are not eligible for an elected office; however, they may hold an appointed office, without vote, on the Local level.

Honorary Membership shall be reviewed annually for the continuation of honorary status.

SECTION 4: (a) No person shall be a member of more than one Auxiliary. No person expelled by one Auxiliary shall be eligible for membership in any other Auxiliary without consent of the Department Executive Committee, after hearing an appeal.

(b) The membership year shall run from January 1 through December 31. Any membership received at the local level after December 31 shall be counted as a new member and must re-establish eligibility.

(c) All renewals must be received at National Headquarters by the last working day prior to January 31.

(d) Dues shall be remitted to National Headquarters once each month by the Department. Locals are to remit dues to the Department as set forth in their Bylaws.

(e) Any member in good standing may transfer to any other Auxiliary on presentation of a completely executed transfer form issued by the Local Auxiliary. Report of the transfer shall be made to Departments and National Headquarters by the Secretary of the accepting Auxiliary, showing the name and number of the Auxiliary from which the member transfers, and signed by the member. Such transfers shall be subject to approval of the accepting Auxiliary as determined by Local Bylaws.

## ARTICLE V. DEPARTMENTS

SECTION 1: Each State of these United States shall constitute a Department and shall be under the jurisdiction of the Department whose name it bears. Each Department Auxiliary shall be identical in geographical limits within the respective Department of the AMVETS and shall be known and identified by the same name. The Department shall be composed of officers and representatives selected by Local Auxiliaries at the Department Convention. Departments shall have an Executive Committee and shall conduct its own Convention which shall be held between May 15 and June 30, at which time it shall nominate and elect officers. Departments shall elect a President, Vice Presidents and Treasurer. All other officers may be elected or appointed at the Department Convention according to its Bylaws. Departments shall specify in its Bylaws the voting status of its officers at the Department Convention. Meetings of the Executive Committee shall be provided for in the Department Bylaws.

(a) National Executive Committeewomen shall be elected at the Department Convention. Each NEC woman shall serve for a term of two (2) years. Departments may provide in its Bylaws for the election or appointment of an Alternate National Executive Committeewoman. Schedule for the election in various Departments shall be as follows:

The Departments of Alabama, Alaska, Arkansas, Colorado, Connecticut, Florida, Georgia, Kansas, Louisiana, Maine, Massachusetts, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Vermont, and Wyoming shall elect in the ODD years.

The Departments of Arizona, California, Delaware, District of Columbia, Hawaii, Indiana, Illinois, Idaho, Iowa, Kentucky, Maryland, Michigan, Minnesota, Missouri, New

Mexico, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Utah, Virginia, Washington, West Virginia and Wisconsin shall elect in the EVEN years.

(b) A minimum of three (3) Auxiliaries shall be required to organize and maintain a Department.

(c) The National President, or her representative, shall call a meeting of all Auxiliaries within the State, sixty (60) days from the receipt of a petition for the organization of a Department, signed by not less than three (3) Local Auxiliaries. At such organizational meeting the National President or her representative shall open the meeting and preside until the election of officers; shall install the officers-elect and thereupon surrender the chair to the elected President and her staff.

(d) Each State, upon becoming an organized Department, shall receive the sum of \$300 from National's General Fund. This shall be a one time grant.

(e) It shall be the duty of Departments to aid in organization and provide assistance to Local Auxiliaries, to carry out the policies and plans delegated by National, and to adhere to the provisions of this Constitution. The National President and National Headquarters shall receive copies of all bulletins and information sent by Departments to its Local Auxiliaries.

(f) New Departments shall have sixty (60) days, after the first Department Convention, to submit Bylaws to the National Parliamentarian for approval.

(g) Department Bylaws shall be reviewed every three (3) years. Any amendments to Bylaws shall be submitted, in triplicate, to the National Parliamentarian within sixty (60) days after adoption for approval, at which time they shall become effective. Bylaws that are updated to conform with National Bylaw changes need not be submitted to the National Parliamentarian for approval.

(h) All Department administrative problems shall be resolved within the confines of the Department. If and when it becomes necessary to secure further information or advice on said problems, the matter shall be referred to the National President, who shall refer it to the proper National Officer. Any correspondence sent from these officers shall have copies sent to the Department President and National Executive Committeewoman.

(i) The Department Bylaws shall provide a procedure and provision to protect the constitutional rights of the individual member. Local Auxiliaries, or Departments, shall provide the necessary procedure for hearing appeals.

(j) Departments shall have a Board of Trustees consisting of all Past Department Presidents. When called upon, said Board of Trustees shall act in an advisory capacity.



(k) The State Executive Board shall consist of elected officers.

(l) In the event of the surrender, cancellation or forfeiture of a Department Charter, all money, official records and property shall be surrendered to National Headquarters to be held in trust for a period of not longer than three (3) years. Upon reorganization, the Department shall receive only those funds being held in its Trust Fund, and all other official records and properties which had been surrendered to National Headquarters. At the end of said three (3) years, if the Department remains inactive, all properties of said defunct Department shall become the permanent possession of National Headquarters.

(m) The Department President shall have the right to conduct a poll vote with written notice to the Executive Committee.

(n) The President may vote only in the event of a tie except when voting on a secret ballot the President shall have the right to vote.

SECTION 2: The State Executive Committee shall be composed of the President, all other officers, elected or appointed. Past Department Presidents may be seated at the Executive Meeting with a vote, if such is provided in the Department Bylaws. The Department Bylaws shall outline duties and members of Standing Committees.

(a) The President, or other representative, of each Local Auxiliary may be seated at the State Executive Committee Meeting with a vote, if such is provided in the Department Bylaws.

(b) A quorum for State Executive Committee Meetings shall be established by the Department Bylaws.

SECTION 3: (a) Departments shall elect a delegate and an alternate delegate to the National Convention. The Department President may be eligible for this election. The Department delegate and alternate to the National Convention shall not be considered Department Officers. The Department Delegate or Alternate acting in her behalf shall submit a full report to her Department of all convention action, with a copy to AMVETS National Ladies Auxiliary Headquarters, within 45 days from the close of National Convention.

(b) No Department shall be seated at the National Convention without filing an Annual Revalidation/Officers Form on or before July 1, (a five (5) day grace period shall be allowed if a convention is held during the last weekend in June); and form 990 filed after one (1) year of existence according to IRS regulations. After proper notification, all indebtedness to AMVETS or AMVETS National Ladies Auxiliary must be paid in full before the Department concerned may be seated at National Convention.

(c) A Department President may be re-elected but shall not serve for more than two (2) consecutive terms. All other officers may re-elected or re-appointed, as provided in Department By Laws.

(d) No member shall hold two (2) elective offices on any one level. Officers shall hold office only so long as they remain members in good standing as defined in this Constitution.

(e) The Department shall receive all National and Department Forms (IRS SS4, Dues and Remittance Forms, Revalidation, etc.) from Local Auxiliaries, retaining one copy for Department files and forwarding one copy to AMVETS National Ladies Auxiliary Headquarters. Donations to National programs and dues shall be received and recorded by the Department and promptly forwarded to National.

SECTION 4: (a) Department Officers and Chairmen may parallel with those prescribed by National insofar as the body wishes, regarding the duties of program chairmen.

(b) Nominations for Department Officers shall be made from the floor of the annual convention. Departments may elect by roll call vote or by secret ballot.

(c) Any vacancies occurring in a Department Office shall be filled according to the provisions outlined in the Constitution as they apply to National Officers.

(d) The Department Officers shall be installed and shall assume their duties as provided for in its Bylaws.

SECTION 5: The Department President, with the approval of the Executive Committee, shall appoint VAVS Representatives and Deputies to serve in the VA Medical Centers. The Medical Center Director is authorized to accept appointments of one (1) Representative and, on the basis of demonstrated needs, up to (3) deputy representatives for Committee membership. Names and addresses of the Representatives and deputies shall be sent to the National VAVS Representative for certification. Representatives responsibilities shall be explained prior to appointment by a qualified person, as to administrative duties required, and her leadership role to the organization. Appointments shall be for an indefinite period of service. Departments may remove from office any VAVS Representative or Deputy who fails to comply with established National or Department policies and procedures or by request for replacement due to personal reasons.

## ARTICLE VI. LOCAL AUXILIARIES

SECTION 1: Local Auxiliaries shall be chartered by National and administered by Departments, and shall be governed locally by its own officers, elected and installed, prior to the Department Convention. The policies, activities and action of the Local Auxiliary shall never be at variance with those prescribed by National. A Local Auxiliary shall submit its Bylaws for approval within six (6) months after receipt of its Charter. These Bylaws, and any future amendments, shall be approved by the Department President and Parliamentarian before becoming effective and operative. Bylaws shall be studied for revision every three (3) years.

(a) Local Auxiliaries may be formed on application of not less than ten (10) new applicants eligible for membership. Application for a Charter shall be approved by the AMVET Post and the Department President. If there is no chartered Department, application shall be forwarded directly to National Headquarters. A Charter shall be issued within ninety (90) days after approval. Application for Charter shall be made in writing on a form provided for that purpose by National Headquarters. Auxiliary Charters shall be signed by the National President, countersigned by Headquarters Staff, and bear the National seal. After its receipt, the Charter shall remain open for a period of not longer than six (6) months, at the end of such time, the names to appear thereon shall be furnished to National Headquarters.

(b) At the organizational meeting called by the Department President, or her representative, for the purpose of making application for an Auxiliary Charter, temporary officers shall be elected. After the Charter has been received, these temporary officers shall continue to serve until the date of the annual Auxiliary election, at which time annual officers shall be elected. Temporary officers shall be eligible for the election of annual officers.

(c) Where no AMVETS Post exists an Auxiliary shall not be formed.

(d) In the case of the discontinuance of the AMVETS Post by voluntary surrender of its Charter or by a forfeiture or revocation of the Charter, its Auxiliary shall continue in operation for a period of not more than one (1) year.

(e) Any Auxiliary with less than ten (10) members may have until Department Convention to obtain the required number of members. If membership requirements are not met by this date, the Auxiliary shall forfeit its Charter after due notification by its respective Department. If the required number of members is obtained before the date of the surrender of the Charter, the Auxiliary shall be considered reactivated. If the Auxiliary is reorganized after a period of three (3) years, the Auxiliary shall be considered a new Auxiliary.

(f) An Auxiliary shall be considered in good standing when the following requirements are met: current membership of not less than 10 members, a completed annual Charter Revalidation/Officer Form filed by their Department Convention and no Indebtedness to the organization.

(g) All Local Auxiliary problems shall be resolved within the confines of the Local Auxiliary. If and when it becomes necessary to secure further information and advice, the matter shall be referred to the Department President, who shall refer it to the proper Department Officer.

(h) Local Auxiliaries shall provide in its Bylaws, a procedure and provision to protect the Constitutional rights of the individual member, and shall provide the necessary procedure for hearing appeals in accordance with Department Bylaws.

(i) All correspondence relative to Local Auxiliary matters emanating from the Local Auxiliary or officer, shall be channeled through the next higher Department level. In the event the Department takes no action on said correspondence within thirty (30) days, the Local Auxiliary shall have the right to refer the matter directly to National with copies being forwarded to the Department President and National Executive Committeewoman.

(j) Any Local Auxiliary shall have the right to appeal to the Department President and Parliamentarian the legality of any parliamentary action of the State Executive Committee. In the event no decision can be reached, the Auxiliary has the right to appeal to the National President and Parliamentarian.

(k) Local Auxiliaries shall hold at least six (6) business meetings per year.

(l) Any AMVETS Auxiliary operating a Club Room shall be required to carry Workers Compensation Insurance in accordance with the law of the State in which the Auxiliary Club Room is located, and Public Liability Insurance, including products liability and personal injury coverage, with a minimum single limit of \$300,000. Auxiliaries who maintain a building for meeting purposes shall be required to carry Public Liability Insurance, including products liability and personal injury coverage with a minimum single limit coverage of \$100,000.00 or the minimum local amount prescribed by State law. The AMVETS Auxiliary State Department, AMVETS National Ladies Auxiliary, National AMVETS and AMVETS State Department shall be included as an additional insured on all policies and a certificate of said insurance shall be furnished to the Department and National Headquarters. This provision applies to those Auxiliaries whose AMVETS Post has authorized and/or assigned the operating of the Post Home Club room to said Auxiliary; and those Auxiliaries operating its own Post Home.

SECTION 2: (a) The Local Auxiliary Executive Committee shall be composed of the President, the immediate Past President, all other Officers, elected or appointed, and

Chairman of Standing Committees as outlined in the Local Bylaws. Special meetings of the Committee may be held on reasonable notice to the membership at the call of the President, or by four (4) members of the Executive Committee.

(b) Local Auxiliaries shall provide a definite quorum in its Bylaws.

(c) Applicants for membership are subject to approval by the membership if such is provided for in the Local Bylaws. In the event the application is not approved, the applicant shall be notified by certified mail, stating reason for rejection, with a copy retained in the Local Auxiliary file.

(d) The Local Auxiliary President shall have the right to conduct a poll vote with written notice to the Executive Committee.

(e) The President may vote only in the event of a tie, except when voting by a secret ballot, the President shall have the right to vote.

SECTION 3: (a) Local Auxiliaries shall elect a President, Vice Presidents and Treasurer. All other officers may be elected or appointed according to its Bylaws. Officers may parallel those of the Department insofar as the body wishes, regarding duties of program chairmen.

(b) Nominations for officers shall be made from the floor and shall be elected and installed prior to Department Convention.

(c) Local Officers shall assume their office and duties as provided for in their Bylaws.

(d) Vacancies occurring in the Local Auxiliary shall be filled by the President with the approval of the Executive Committee.

(e) In the event the office of President is vacated and the Vice Presidents refuse to assume the office, the highest ranking officer shall call a special meeting, with the approval of the Executive Board, for the purpose of nominations and election to fill the office of President.

SECTION 4: No Auxiliary shall be seated at the National Convention without filing a Local Auxiliary Annual Charter Revalidation/Officers Form on or before the Annual Department Convention. New Auxiliaries shall be allowed ninety (90) days to file IRS Form (990) after one (1) year of existence according to IRS regulations. After proper notification, all indebtedness to AMVETS or AMVETS National Ladies Auxiliary must be paid in full before the Auxiliary concerned may be seated at the Department or National Convention.

(a) Local delegates to the National Convention shall refer to National Bylaws Article I, Section 3.

SECTION 5: In the event of the surrender, cancellation or forfeiture of an Auxiliary Charter, all money, official records and property shall be surrendered to the Department to be held in trust for a period of not longer than three (3) years. However, in case such Auxiliary is reinstated or reactivated within the period of three (3) years, such money, papers, records, etc. shall be delivered to such reorganized Auxiliary in connection with the Charter. A reactivated Auxiliary may have the privilege of reopening the Charter for a period of not longer than six (6) months. At the end of said three (3) years, if the Auxiliary remains inactive, all properties of said defunct Auxiliary shall become permanent possession of the Department. If no Department exists, all properties become the possession of AMVETS National Ladies Auxiliary.

SECTION 6: All donations to National Programs, Annual Charter Revalidation/Officers Form (two (2) copies), Department and National portion of dues along with the required Dues and Remittance Forms, and request for Replacement of Life Membership cards shall be forwarded to the designated person.

## ARTICLE VII. DISTRICTS

SECTION 1: Departments may permit the organization of Districts, Regions and Divisions. Approval of such plans must come from the Department Convention. Formation of Districts would be based on a geographical arrangement of Auxiliaries existing within the State. If a District plan exists in the AMVETS Department, the Auxiliary arrangement shall coincide. Districts are to be considered booster organizations to stimulate interest and assist in carrying out the programs of the Department.

(a) A minimum of two (2) Local Auxiliaries shall be required to organize and maintain a District.

(b) District organizations shall hold a minimum of two (2) meetings per year. Officers shall be elected in accordance with the Department Bylaws. The District Officers and Chairmen may parallel with those of the Department insofar as the body wishes.

(c) The District Presidents may be voting members of the State Executive Committee if said Department Bylaws so provide. District Presidents should attend each State Executive Committee meeting to become informed of the Department programs which are to be supported by the Districts.

(d) District Organizations, Regions and Division groups may bring recommendations to Department Conventions or State Executive Committee Meetings.

## ARTICLE VIII. ADMINISTRATION

Section 1: The National Executive Board shall consist of all elected officers and shall be empowered to act in administrative matters of AMVETS National Ladies Auxiliary between meetings. The National Parliamentarian and the Immediate Past National President shall be members without a vote but with compensation for travel and lodging.

(a) The National President shall have the right to conduct a poll vote of the Executive Board in writing.

(b) The National President may vote only in the event of a tie. When the vote is by secret ballot, the National President shall have a vote.

SECTION 2: The Headquarters Staff shall be hired by the National Executive Board, following recommendation by the National Search Committee. The Staff may be members of AMVETS Ladies Auxiliary. Necessary experience and qualifications for positions shall be determined by individual job descriptions. The National Search Committee shall consist of the National First Vice President, National Second Vice President, National Treasurer, and National Parliamentarian and Immediate Past National President shall serve ex-officio. The final interview of the candidates will be done by the National President who will make the recommendation on behalf of the Search Committee to the National Executive Board.

SECTION 3: National shall have a Board of Trustees consisting of Past National Presidents. When called upon, said Board shall act in an advisory capacity. The Immediate Past National President shall be Chairman.

SECTION 4: No National fund-raising activities can be sponsored by the Auxiliary, or any of its subordinates, without prior approval of the National Standing Committee of AMVETS.

## ARTICLE IX. NATIONAL EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall be composed of the National President, all officers, elected or appointed, and one (1) National Executive Committeewoman from each Department.

(a) Past National Presidents shall be invited to attend all National Executive Committee Meetings with a vote without compensation. They shall be invited to the National Convention with a vote and with registration fee paid, providing they are members in good standing.

SECTION 2: (a) A majority of the voting members registered shall constitute a quorum of the National Executive Committee.

(b) All Standing Committee Chairmen, as defined in Article VI, Section 1, National Bylaws, shall be members of the Executive Committee without vote and without compensation, with the exception of program chairmen holding an office as an elected or appointed officer, and those members of the Finance Committee and Honors and Awards Chairman as outlined in Article VII, Section 3 (a) of National Bylaws.

## ARTICLE X. OFFICERS

SECTION 1: (a) The National Convention shall elect a President, First Vice President (Membership Chairman and Insurance Coordinator), Second Vice President (Child Welfare Chairman), Third Vice President (Community Service Chairman), Treasurer, Americanism Officer, Scholarship Officer, Chaplain and Sergeant-at-Arms.

(b) The National President-elect shall appoint a Parliamentarian for a one (1) year term with the approval of the Executive Committee.

(c) The National President-elect shall appoint a Hospital Chairman/VAVS Deputy to serve for a two (2) year term with approval of the Executive Committee.

(d) The VAVS Representative shall be appointed by the National President-elect for a two (2) year term with approval of the Executive Committee.

SECTION 2: (a) The National President shall not be eligible for re-election. All other officers may be re-elected or re-appointed but shall not serve for more than two (2) consecutive terms. Exceptions:

- (1) Treasurer;
- (2) VAVS Representative may be reappointed at the discretion of the President-elect;
- (3) Hospital Chairman/VAVS Deputy may be reappointed at the discretion of the President-elect;
- (4) The Parliamentarian may be reappointed at the discretion of the President-elect.

(b) No member shall hold two (2) elective offices at the same time on the same level. The term of the Standing Committee Chairmen shall run concurrently with the term of office of the President. If an elected office is vacated, an appointment may be made by the National President with approval of the Executive Committee, until the successor is elected. The appointed officer shall be eligible for election should she so desire.



(c) Any Auxiliary member in good standing for not less than two (2) years shall be eligible for a National Office.

SECTION 3: (a) In the event the office of National President is vacated, the First Vice President shall serve as the President for the unexpired term. In the event neither the President nor the First Vice President can serve, the Second Vice President shall serve. All other vacancies shall be filled by the National President with the majority approval of the Executive Committee. Having filled such office by succession or appointment to a vacancy shall not constitute an election. She shall be eligible for election to the same office.

## ARTICLE XI. FINANCE

SECTION 1: (a) All finances of AMVETS National Ladies Auxiliary shall be under the control of the National Executive Committee, which shall delegate sufficient general and specific authority to the National Finance Committee to carry out the usual duties of such committee. The National Finance Committee, with the approval of the National Executive Committee, shall have the authority to retain independent investment experts as needed for consultation in supervising any and all AMVETS National Ladies Auxiliary funds.

(b) The National Finance Committee shall serve as the board of trustees for the life membership special trust fund in accordance with the National Bylaws.

(c) The books of the Treasurer and Headquarters Staff shall be at all times open for inspection by the Executive Committee.

## ARTICLE XII. DISCIPLINE

SECTION 1: Section 1. Members may be suspended or expelled for any of the following reasons:

- (a) failure to comply with any obligation imposed on members under the National Constitution, Local, and Department Bylaws;
- (b) any violation of law that reflects unfavorably on the name AMVETS or AMVETS Ladies Auxiliary;
- (c) any other conduct unbecoming an AMVETS Ladies Auxiliary member;
- (d) ineligibility for membership at time of acceptance into membership; or
- (e) procurement of membership by fraud or deception;
- (f) a member may be expelled upon proper showing of cause. Written charges may be based on neglect of duty, misappropriation of AMVETS Ladies Auxiliary funds or disregard for the provisions of the National Constitution, Local or Department Bylaws.
- (g) No person who is a member of, or who advocates the principles of any organization believing in, or working for the overthrow of the United States Government by

force, and no person who refuses to uphold and defend the Constitution of the United States shall be privileged to become or continue to be a member of this organization.

Section 2. Any member of AMVETS Ladies Auxiliary may prefer charges against any other member alleging any of the foregoing causes for suspension or expulsion. Such charges shall be made under oath, setting forth the time and place of the offense or other basis for the charges, as near as may be practicable, and signed by the accuser. Any member of AMVETS Ladies Auxiliary, who determines that her constitutional rights as a member has been violated by any body of this organization, is protected by proper hearings.

Section 3. All charges and specifications shall be filed with the auxiliary president of the auxiliary to which the member belongs or if said member be a member-at-large, then with the National President. On receipt of such charges and specifications, said respective president shall, within seven days, send a copy thereof by certified mail to the member complained about, together with a notice fixing a date, place and time of a hearing to be held not less than 30 days after said date of the mailing.

Section 4. Said charges and specifications shall be heard by the Grievance Committee at a hearing. At the hearing, the member complained about shall have the right to be represented by counsel and to cross-examine her accuser(s) and witnesses presented against her. All parties involved and their witnesses shall be heard separately and be available to the committee until a decision has been reached. No member against whom charges have been preferred or who has preferred charges against another member shall sit in judgment on any panel hearing or deciding the matter.

Section 5. The local auxiliary parliamentarian or department parliamentarian, as the case may be, shall hear the charges, unless stated otherwise by local bylaws, and the attendance of a court reported shall be permitted.

Section 6. The presiding officer of said Grievance Committee shall decide all questions to relevancy of evidence and the regularity of the proceedings. Every effort shall be made to reach an agreement and to resolve the differences and complaints of the parties. Each party is advised that all information and testimony shall be in strict confidence and shall not be discussed outside the Grievance hearing.

Section 7. At the conclusion of the hearing, a vote shall be taken to determine whether there is a basis for the charge(s), it is it determined that there is no basis for the charges; the charges may be dismissed. If the charges are not dismissed, then a vote shall be taken on the guilt or innocence of each charge(s) and each of the specifications. A two-thirds vote of the members of the Grievance Committee hearing the charges and specifications

shall be required to sustain any charge(s) or specification. The voting may be secret or open, and the Grievance Committee, by majority vote, shall determine.

Section 8. If any charge or specification is sustained, the member shall be deemed to be guilty. The Grievance Committee at the hearing shall then determine the degree of punishment and whether there shall be a suspension from the benefits of membership and, if so, for how long; or an expulsion from membership.

Section 9. Any member whose membership is suspended or forfeited may appeal to the next highest level (i.e., from local auxiliary to the Department Appeals Committee) where the decision shall be final. Notice of appeal must be filed in writing with the appellate body not later than fifteen days after the imposition of the penalty.

Section 10. In the event charges are filed against any National elected or appointed officer, such charges shall be directed to the National President.

Section 11. The decision of the appellate body on the Department level shall be binding and final.

Section 12. The procedure for the hearing of an appeal by the Department Appeals Committee shall be prescribed by the Department Parliamentarian and the procedure for handling any appeal to be heard by the committee shall be governed by the Department Bylaws. No procedure on any level, however, shall be inconsistent or in conflict with the National Constitution, National, Department or Local Bylaws or this code. The National Manual is to be followed regarding the Rights of Appeal Policy and Procedure steps to be followed as a guide.

THE SERIOUSNESS AND POSSIBLE LEGAL RAMIFICATIONS OF THE ABOVE SHOULD AT ALL TIMES BE CONSIDERED. THE CONSTITUTIONAL RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP SHALL ALWAYS BE THE FIRST PRIORITY. PERSONALITY CONFLICTS AND PROBLEMS ARE NOT AN ISSUE FOR INFRINGING ON THE MEMBERS CONSTITUTIONAL RIGHTS. PROBLEMS FROM THE POST CLUB ROOM ARE UNDER THE JURISDICTION OF AMVETS OR LICENSING LAWS AND SHOULD BE HANDLED BY AMVETS.

SECTION 13: (a) The National Executive Committee, after notice and hearing before a committee, may cancel, suspend or revoke the Charter of any Department for good and sufficient cause. Procedures for any such action shall be prescribed by the National Parliamentarian.

(b) In the event of the suspension or revocation of the Charter of any Department, the suspended body shall have the right of appeal to the next National Convention.

## ARTICLE XIII. SUBORDINATE ORGANIZATIONS

SECTION 1: AMVETS National Ladies Auxiliary recognizes the following subordinate organizations:

(a) GAVELIERS: AMVETS National Ladies Auxiliary provides for the official recognition of Past Presidents on all levels through membership in an authorized division to be known as AMVETS Ladies Auxiliary Gaveliers. Minimum rules shall be established to govern the membership and eligibility. It shall be self-supporting, self-governing but shall act in no way contrary to the National Constitution and Bylaws.

(b) SACKETTES: Membership in Sackettes shall be limited to members of AMVETS Ladies Auxiliary for the purpose of giving recognition to said members for their meritorious service contributed to AMVETS and AMVETS Ladies Auxiliary. Honorary Membership may be granted to Honorary Members of AMVETS Ladies Auxiliary. Sackettes shall be the official fun and honor group and shall be governed by a Constitution and Bylaws which have been approved by the National President and National Parliamentarian. Any provision of said Constitution and Bylaws, which after such approval, is found to be in violation of the Constitution and Bylaws of AMVETS Ladies Auxiliary shall automatically become void.

SECTION 2: All subordinate organizations shall be required to file an annual audit by September 30 to the National President.

## ARTICLE XIV. PUBLICATIONS

SECTION 1: (a) AMVETS National Ladies Auxiliary recognizes the "AMVET Veteran Magazine" as its official publication. It shall be published and mailed to the entire membership not less than four (4) times each membership year.

(b) The administrative policies, procedures and format governing each published issue shall be under the direction of the Executive Board. A Policy and Procedure book shall stipulate publication information not covered by the Constitution.

## ARTICLE XV. AMENDMENTS AND RESOLUTIONS

SECTION 1: All recommendations and amendments to the Constitution and Bylaws shall reach the National Parliamentarian thirty (30) days prior to the opening day of National Convention. Any such recommendation or Constitution and Bylaws amendment presented by Departments, National Committees or Officers shall be submitted in triplicate, typewritten, dated and signed by the proposer and shall clarify the intent, particularly where one level or all levels are concerned. Other recognized members of this organization shall follow the above procedures through their Department for referral

to the Constitution and Bylaws Committee. Each recommendation, amendment and Constitutional and Bylaw change shall be submitted on a separate page.

SECTION 2: Resolutions requiring the approval of AMVETS shall be offered on the Auxiliary Convention floor for adoption. Those adopted shall be referred to AMVETS for their action. The deadline for other resolutions, submitted by Departments, shall reach the Parliamentarian thirty (30 days) prior to the opening day of Convention. Resolutions must be in proper resolution form; submitted in triplicate; typewritten; bear Department identification; dated and signed by the Department President and Secretary.

The deadline for the submission of Resolutions by any Convention Committee shall be set forth in the Convention Rules. In either case, where a Resolution affects the Constitution and National Bylaws, the intent shall be clarified particularly where one level or all levels are concerned.

SECTION 3: This Constitution shall automatically be amended by AMVETS action governing changes in the AMVETS Constitution affecting the Constitution of AMVETS National Ladies Auxiliary.

SECTION 4: (a) All amendments adopted at any National Convention of AMVETS National Ladies Auxiliary shall become effective upon approval of the AMVETS National Judge Advocate. Convention mandates not requiring AMVETS approval shall become effective immediately unless otherwise specified.

(b) The proposed Constitution amendments shall be read twice before action may be taken.

SECTION 5: The National Constitution shall be studied for revision every three years. The National Constitution may be amended at any convention by proper vote. Printing will only be done every three years, with professional printing prevailing. Any amendments passed between printings shall be filed with the parliamentarian to be included in the reprint.

SECTION 6: This Constitution may be amended at a National Convention by a two-third (2/3) vote of the total authorized voting delegates present.

SECTION 7: Robert's Rules of Order, Newly revised, shall be the parliamentary authority for all matters of procedure not specifically covered in the Constitution and Bylaws of this organization. Any conflict among these authorities shall be governed in the following precedence: the National Constitution first; the National Bylaws second; Department Bylaws third; Local Bylaws fourth; and the provisions of Roberts Rules of order being last.



# AMVETS NATIONAL LADIES AUXILIARY



## BYLAWS



# AMVETS NATIONAL LADIES AUXILIARY

## BYLAWS

### ARTICLE I. NATIONAL CONVENTION

SECTION 1: A National Convention shall be held annually at the same time and in the same city as the National Convention of AMVETS.

SECTION 2: The members of the Convention shall consist of the National Officers, elected and appointed, National Executive Committeewomen, Past National Presidents and Department and Local Delegates.

SECTION 3: Each Department shall elect one (1) delegate and one (1) alternate, and each Auxiliary may elect four (4) delegates and four (4) alternates for the first fifty (50) members, and one (1) delegate and one (1) alternate for each additional twenty-five (25) members or major fraction thereof.

SECTION 4: After proper notification, all indebtedness to AMVETS National Ladies Auxiliary must be paid in full before a member can be seated as a delegate to the National Convention.(Indebtedness is ninety (90) days past due.)

SECTION 5: Each delegate shall be entitled to one (1) vote. The vote of an absent delegate may be cast by her alternate. Alternates shall have all the rights and privileges of the delegates except that of voting.

SECTION 6: Fifty (50%) percent of the registered delegates shall constitute a quorum to conduct business.

SECTION 7: Nominations for National Officers shall be made from the floor of the annual Convention, and election shall be by majority vote at the following Convention session. Election shall be by roll call vote.

SECTION 8: The election of officers at the National Convention shall take place at the designated time as set forth in the convention agenda.

SECTION 9: If on the first ballot a majority is not reached, the name of the candidate receiving the lowest number of votes shall be dropped from the ballot, and so on in successive ballots until a majority is reached. When there is but one (1) candidate for an office, the Chair shall call for a vote of affirmation to elect the candidate.

SECTION 10: The officers-elect shall be installed by a Past National President. The Auxiliary shall hold a joint installation with AMVETS when possible; otherwise they may conduct their own installation. The officers-elect shall assume the duties of their respective office on September 1.

SECTION 11: The President-elect shall meet with the officers and National Executive Committee following National Convention for the purpose of confirming appointments to take effect on September 1. The National VAVS Representative's term of office shall run from January 1 to December 31.

SECTION 12: The National President-elect shall conduct a National Officers Meeting on Saturday following National Convention for elected and appointed officers for the purpose of discussing programs and plans for the ensuing year, and receiving policy and procedure books from the outgoing National Officers.

SECTION 13: (a) The National President shall appoint a Convention Chairman two (2) years in advance of the National Convention from the Department of the Convention site. Said Chairman shall assume her duties, as prescribed in the Convention Policy and Procedure Book, on September 1. Expenses for the Convention Chairman shall be provided for in the annual Convention budget.

(b) A Credentials Committee shall be established on a rotating basis, composed of three (3) members, appointed by the National President for a one (1), two (2), three (3) years duration. A three (3) year member, and Chairman, shall be appointed each year. It shall be their duty to supervise the registration of delegates, alternates, members and guests of the National Convention, and to set forth the voting strength of the Convention in accordance with the provisions of the National Constitution and Bylaws.

## ARTICLE II. DUTIES OF NATIONAL EXECUTIVE COMMITTEE

SECTION 1: Members of the National Executive Committee shall be delegates to the National Convention, each with one (1) vote.

SECTION 2: Meetings of the National Executive Committee shall be held following adjournment of the National Convention, and one (1) mid-year meeting shall be held. Special meetings may be called by the National President upon written notice of not less than forty-five (45) days.



### ARTICLE III. DUTIES OF OFFICERS

SECTION 1: The National President shall be the executive head of AMVETS Ladies Auxiliary and shall be responsible for the functioning of all officers and other members of the Executive Committee. It shall be her duty to officially represent AMVETS National Ladies Auxiliary at all functions where such representation is advisable.

(a) Preside at all meetings of the Executive Committee, Annual Convention and meetings of the Executive Board.

(b) Represent AMVETS National Ladies Auxiliary at all meetings of other organizations as have been authorized by membership in same; the National VAVS meeting and annual joint review.

(c) Shall appoint at the Post Convention National Executive Committee Meeting, Parliamentarian, Hospital and VAVS officers, a Chairman for the Honors and Awards Committee, Junior AMVETS Coordinator, and a History/Scrapbook Chairman, as outlined in these Bylaws, with the approval of the Executive Committee.

(d) Establish the date for Executive Committee Meetings as dates are set by AMVETS.

(e) Enforce the provisions of the Auxiliary Constitution and Bylaws as they relate to the Auxiliary.

(f) Adhere to all provisions in the AMVETS Constitution and Bylaws as they relate to the Auxiliary.

(g) Submit proper invoices for expenses incurred in the course of her duties in accordance with the annual budget.

(h) Appoint two (2) members from the Executive Committee to hear appeals from Departments and to serve with the Parliamentarian.

(i) Shall be Liaison with the National AMVETS and may elect to appoint a committee upon request of National AMVETS.

(j) Be ex-officio member of all standing committees, without vote.

SECTION 2: The First Vice President shall assist the President in the performance of her duties and in the absence or disability of the President, shall preside at all meetings or functions, and such other duties as may be prescribed by the Executive Committee. She shall serve as Membership Chairman and Insurance Coordinator, and as such, shall be

chairman of each committee meeting. It shall be her duty to contribute to the growth of AMVETS Ladies Auxiliary by advising the membership of all insurance plans available. She shall be a member of the Finance Committee and the Search Committee.

SECTION 3: The Second Vice President shall serve as Child Welfare Chairman and as such initiate projects benefiting children, including Worchid Project and John Tracy Clinic program, by submitting varied program ideas to Departments and Local Auxiliaries. In the absence or disability of the President and First Vice President, shall preside at all meetings and perform such duties as may be prescribed by the Executive Committee. Shall serve on the Honors and Awards Committee, and as Chairman of the Child Welfare Committee. She shall be a member of the Finance Committee and the Search Committee.

SECTION 4: The Third Vice President shall serve as Community Service Chairman, promoting projects in Civil preparedness, and submit plans and suggestions on Community and Civic projects for the betterment of citizens requiring special assistance. She shall promote and encourage donations benefiting Paws With A Cause. In the absence or disability of the President, First Vice President and Second Vice President, shall preside at all meetings and perform such duties as may be prescribed by the Executive Committee. She shall serve on the Honors and Awards Committee and as Chairman of the Community Service Committee.

SECTION 5: The Treasurer shall:

- (a) Account for all money of AMVETS National Ladies Auxiliary. Prepare Auxiliary books for annual audit, forwarding same to a Certified Public Accountant for audit.
- (b) Report quarterly to the President, National Officers, NEC women and Finance Committee on the financial condition of the Auxiliary.
- (c) Present a complete financial report to include a balance sheet and operating statement at the Annual Convention, and at each meeting of the Executive Committee, or on reasonable request.
- (d) Transmit all records and files of her office to her successor by November 1.
- (e) Serve as Chairman of the Finance Committee and be responsible for preparing and submitting the annual budget. The proposed annual budget shall be presented and distributed in print to the body one (1) day prior to approval. Shall be a member of the Convention Advisory Committee and the Search Committee.

(f) Receive all vouchers and sign all checks disbursing funds of AMVETS National Ladies Auxiliary as per invoices/vouchers received. All vouchers must be approved by the President or the First Vice President.

SECTION 6: The Chaplain shall offer prayers at all meetings and represent the Auxiliary in all religious services as may be necessary; serve as spiritual leader, familiarizing herself with the rituals of the organization; discharge other duties incidental to the office and as provided in the policy and procedure book.

SECTION 7: Hospital Chairman/VAVS Deputy shall promote programs in VA Medical Centers, general hospitals and nursing care facilities. It shall be her duty to ensure all members are aware of the needs for hospital service programs. VAVS Deputy shall serve in the absence or disability of the National VAVS Representative, attend all annual VAVS National Meetings and serve during her absence or disability in all administrative procedures. She shall be a member of the Honors and Awards Committee and Chairman of the Hospital Committee.

SECTION 8: The Americanism Officer shall promote the American way of life, promote the ideas of God, Country, and patriotic virtues. She shall instill patriotism in her bulletins; promote new and adopted patriotic programs. It shall be her duty to urge participation in the Serve Our Servicemen project; and to encourage program activities in connection with Freedoms Foundation. She shall serve as Legislative Representative with the duties to coordinate and distribute the information received from the AMVETS Legislative Director. The Americanism Officer shall serve on the Honors and Awards Committee and as Chairman of the Americanism Program Committee.

SECTION 9: The Sergeant-at-Arms shall preserve order at all meetings of the Executive Committee and at the National Convention. She shall see that the room is in proper order for the meetings. She shall be responsible for the National Colors; and perform such other duties as assigned by the President.

SECTION 10: The Parliamentarian shall be responsible for the following:

(a) Advise the President, Officers and Chairmen of all committees on matters of legal significance.

(b) Interpret the Constitution and Bylaws in regards to legal matters; approve Department Bylaws, returning a signed and dated copy to the Department, retaining one (1) copy for her files and forwarding one (1) copy to the National President.

(c) Assist the Executive Committee in prescribing the proper disciplinary action for members who disregard provisions of the Constitution and Bylaws.

(d) Assist the President in arrangement of hearing appeals from Departments, and in addition serve as Chairman of the Appeals Board.

(e) Outline a definite procedure for channeling all recommendations and resolutions adopted at an Executive Committee Meeting or Annual Convention.

(f) Serve as Chairman of the Constitution and Bylaws Committee; and shall receive all resolutions, with exception of Courtesy Resolutions, distributing same to proper committee.

(g) Be an ex-officio member of all standing committees ex-officio, without vote. She shall be a member of the Executive Board, Search Committee and Finance Committee ex-officio.

SECTION 11: The VAVS Representative shall serve as liaison to the National VAVS Advisory Committee; represent actively this organization at the National VAVS Advisory Meetings and other related meetings; keep Department VAVS Representatives informed of Central Office policies and procedures; offering guidelines on implementing action approved at VAVS National Meetings; certify qualified individuals to serve on the VAVS Advisory Committees on recommendation of the Department Presidents; urge regular attendance of Department VAVS Representatives and Deputies at all meetings of the VAVS; and promote training of hospital VAVS Representatives; shall be responsible for the National Joint Review, and review Department annual joint reviews and acknowledge receipt of same; complete other duties as directed by the National Executive Committee, National Convention and as provided in the VA M-2 Professional Manual. She shall serve as Chairman of the Auxiliary VAVS Committee and be a member ex-officio of the Honors and Awards Committee.

SECTION 12: The Scholarship Officer shall promote all scholarships; making reports of all donations due the scholarship fund. She shall be a member of the Standing Program Committee and serve as Chairman of the Scholarship Judging Committee; performing other duties as outlined in her policy and procedure book. She shall notify each applicant upon receipt of the application. She shall mail a notice to all scholarship applicants within 21 days after the scholarships have been awarded. She shall be a member, of the Honors and Awards Committee serving as an advisor on Scholarship Awards.

SECTION 13: All Officers are responsible for bulletins as established by the President each year; submitting articles to the American Veteran Magazine,

SECTION 14: Each Program Chairman or Standing Committee Chairman, following Convention or Executive Committee Meetings shall submit in writing to the National Parliamentarian a list of all recommendations passed in respect to her office.

SECTION 15: The National Membership Chairman and the Standing Program Chairmen shall be prepared to present their programs for the ensuing year at the time of the Post Convention National Executive Committee Meeting.

#### ARTICLE IV. NATIONAL EXECUTIVE COMMITTEEWOMEN

SECTION 1: The National Executive Committeewomen shall have the following duties:

- (a) To be the liaison between the Department and National.
- (b) She shall receive all service reports from Department Program Chairmen and forward same to the proper National Program Chairmen.
- (c) She shall submit a written report to the Executive Committee and National Convention by the deadline dates as published by National Headquarters. The outgoing NEC woman shall prepare the Department report for National Convention.
- (d) She shall file a report with her Department, within 45 days of the close of NEC meetings, of all action pertinent information of business conducted with a copy to National Headquarters.
- (e) In the event a National Executive Committeewoman accepts an elected or appointed National Office, she shall resign her office as NECwoman.
- (f) The Alternate NECwoman shall have a vote if the duly elected NECwoman is absent; and in the event of resignation of the NECwoman, assume all duties pertinent to that office.
- (g) In the event the NECwoman and Alternate NECwoman are unable to attend an Executive Committee Meeting or National Convention, by majority vote, the body may seat another member of the Department as a voting representative, if requested.
- (h) Other duties as defined in the Duties of National Executive Committeewoman in the Manual.

#### ARTICLE V. STANDING COMMITTEES

SECTION 1: The Standing Committees of National shall be:

- (a) Constitution & Bylaws
- (b) Convention Advisory
- (c) Council of NECwomen
- (d) Finance
- (e) History/Scrapbook
- (f) Honors & Awards
- (g) Junior AMVETS
- (h) Training

(a) The Constitution and Bylaws Committee shall have the right and authority to recommend approval or rejection of any recommendation or amendment. The Chairman of the Committee shall furnish those resolutions and amendments that require the attention of other National Committees to the appropriate National Committee for approval before presenting same to the National Convention floor.

If any National Committee, receiving approved recommendations or amendments from the Constitution and Bylaws Committee, deems such not their responsibility, or should any committee reject or modify said recommendation or amendment, it shall return same to the Chairman of the Constitution and Bylaws Committee for its further action or approval before the Committee Chairman presents same to the Convention body.

All recommendations referred to Convention Committees shall be presented to the Convention body for a final decision.

Recommendations presented at Executive Committee Meetings, requiring Convention action, shall be referred to the Constitution and Bylaws Committee and processed as above.

The Parliamentarian shall serve as Chairman of the Constitution and Bylaws Committee, with not less than four (4) members nor more than fifteen (15) members in attendance at a scheduled meeting.

(b) This Committee shall consist of the National President, National First Vice President, the immediate Past National President, National Treasurer and National Convention Chairman. The National President shall serve as chairman. This committee is responsible for the preparation of a proposed convention budget which shall be presented to the post convention NEC for approval with the final convention budget approved at the spring NEC.

(c) The Council of National Executive Committeewomen shall be composed of NECwomen and Alternates for the purpose of sharing recommendations, programs and procedures from their Departments in order to stimulate new ideas. The Chairman shall be elected from the members present at a scheduled meeting of the Annual Convention. The Council of NEC shall meet on Monday of Convention at a time specified on the Agenda.

(d) Finance: The National Finance Committee shall consist of the following: National Treasurer, who shall serve as chairman; National President, NEC Council Chairman, Immediate Past Treasurer, National First Vice President, National Second Vice President, Immediate Past National President, One NEC member elected at Post Convention NEC

for one year term and the National Parliamentarian, ex-officio. If the Treasurer is re-elected, the National President shall appoint a member of the NEC for a one-year term.

In the event any of the foregoing members of the committee are unable to serve on the committee for any cause whatsoever, then the National President may appoint another member of AMVETS National Auxiliary to serve in her place. The Finance Committee shall meet prior to each NEC meeting and National Convention. Special meetings may be called by the chairman or any three members of the committee.

(e) The President shall appoint a Chairman and not less than five (5) members to serve on the History/Scrapbook Awards Judging Committee. The Committee members shall serve without compensation.

(f) The Honors and Awards Committee shall be comprised of the First, Second and Third Vice Presidents, Americanism and Scholarship Officers, and the Hospital/VAVS Chairmen. The President shall appoint an Honors and Awards Chairman. The Chairman shall maintain a proper policy and procedure book and criteria of judging National Awards and shall be responsible for verifying the accuracy of the material in the Convention Digest.

(g) The President shall appoint a Chairman and three (3) members to serve on the Junior AMVETS Committee for the purpose of coordinating activities of Junior AMVETS at National Convention.

(h) The President shall appoint a Chairman and not less than four (4) qualified members to the Training Committee. This Committee shall be responsible for conducting seminars and workshops at National Convention, NEC and an annual Retreat. There shall be a budget line item to assist in funding. They shall be expected to provide workshops or seminars at National District Meetings with District 1, 3, and 5 in odd years and District 2, 4 and 6 in even years. A school of instruction shall be conducted in any newly chartered department and may be held in other Departments as requested. In an established Department the Department shall be responsible for transportation and lodging expense for the training committee.

## ARTICLE VI. STANDING PROGRAM COMMITTEES

SECTION 1: The Standing Program Committees shall be:

- |                       |                 |
|-----------------------|-----------------|
| (a) Americanism       | (e) Membership  |
| (b) Child Welfare     | (f) Scholarship |
| (c) Community Service | (g) VAVS        |
| (d) Hospital          |                 |

(a, b, c, d, & e) The Chairman of all Standing Program Committees shall be as prescribed in Article III of the Bylaws. Committees with not less than five (5) members shall be appointed by the President. Program Chairmen shall hold Convention Meetings as prescribed by the President and as provided for in the agenda.

(f) The Scholarship Officer shall serve as Chairman of the Scholarship Judging Committee, submitting three (3) names of qualified persons to serve as Judges to the President by January 1 for approval and notification.

(g) The President shall appoint four (4) certified VAVS Representatives to serve on the Auxiliary VAVS Committee. The Committee shall review recommendations, procedures and program needs relevant to AMVETS National Ladies Auxiliary and the VAVS Program. The VAVS Representative shall serve as Chairman of this Committee.

SECTION 2: All recommendations passed and referred to a committee must be reported back to the proposer with a decision, submitting a copy to the National Parliamentarian.

## ARTICLE VII. FINANCES

SECTION 1: The books of the Treasurer and financial records of National Headquarters shall be audited by a Certified Public Accountant at the close of the fiscal year. The fiscal year shall be September 1 through August 31. The Treasurer shall file IRS Form 990 as submitted by the Certified Public Accountant by the deadline date as required by the IRS.

SECTION 2: (a) The Finance Committee shall present an annual budget to the National Convention for approval. Revenue shall be derived from annual dues and such other sources as may be approved by the Executive Committee.

(b) The following provisions shall govern the establishment and administration of the budget of AMVETS National Ladies Auxiliary:

1. In the determination of a dues income figure to be used for budgetary purposes in any fiscal year, the Finance Committee shall not include, and the National Convention shall not approve, any sum in excess in the amount derived by the actual number of annual members as of July 31 multiplied by the National Department portion of the dues as established for the budget year and interest income derived from the life membership trust fund. Life membership income shall be allowed in the amount of a \$5.00 per life member annual transfer from the life membership and the \$50.00 per new or renewed to life received before the July 31 date as established above. Income from any sources other than membership shall be established and included in any proposed budget based on actual income from similar sources realized as of July 31 of the current year. Revenues resulting from properly executed contracts that contain



performance bond clauses or equivalent that are ratified by the National Finance Committee and the National Executive Committee prior to July 31 of the current fiscal year may be utilized for budget development by AMVETS National Ladies Auxiliary in the following fiscal year. Reasonable assurances should exist that such income will be realized. The annual budget shall be divided into the following sections: Administration; National Officers Expenses; National President Expenses, Miscellaneous and Publication. The expenditures of each shall be itemized. The final budget shall be based on eighty five (85) percent of the anticipated income and upon adoption, shall be the expenditure guide for the fiscal year.

2. In determining revenue for the purposes of operating national convention, the National Convention Advisory Committee shall not budget as income more than the revenue actually realized from the previous year's convention. Income from advertising and other promotions pertaining to the convention shall not be budgeted in excess of the amount guaranteed by written contract. Budgeted expenses for the operation of each national convention shall not exceed the total net income as determined aforesaid.
3. In no case shall the National Finance Committee or any other Body of the National organization be permitted to adopt or approve a budget in which the expenses, provisions for capital expenditures and provisions for debt reduction exceed the income established above. National expense categories may be adjusted within the category subject to approval of the National Finance Committee.
4. Any officer or employee who violated any provision of this section shall, in addition to other disciplinary action taken, be financially liable for any amount spent that exceeds the budget appropriations unless such excess had prior approval of the National Finance Committee. Any salary or expense money due or to become due to any officer or employee may be retained by the organization to offset all or any part of the unauthorized over-expenditure.

SECTION 3: The Finance Committee shall consist of six (6) members. Members of the Finance Committee shall be allowed one night room rate as published by National Headquarters at the NEC, and two nights room rate as published by National Headquarters for National Convention. One night for internal audit for membership, quartermaster and donations and the second night for finance committee and budget preparation. The Chairman of the Honors and Awards Committee shall receive monies as provided in the Convention Budget.

SECTION 4: (a) No money shall be advanced to any National Officer to attend meetings or the National Convention, but after due consideration of the Finance Committee, the officers, elected or appointed, shall receive reimbursement of round trip Air Coach Fare (or reimbursement for miles traveled by automobile at a rate not to exceed Air Coach

Fare), plus up to four (4) days room rate as published by National Headquarters to attend the NEC meeting, and up to ten (10) days room rate as published by National Headquarters to attend the National Convention as provided in the annual budget.

(b) Service Chairmen and History and Scrapbook Chairman shall be given one additional night room rate as published by National Headquarters for National Convention.

(c) Officer reimbursement shall never exceed actual expenses incurred. Statements or invoices shall be attached to all National expense vouchers.

SECTION 5: (a) The Treasurer and Headquarters Staff shall be bonded with an indemnity company as surety in the sum of double the amount of funds for which, so far as can be anticipated, they will be held accountable. The bond of the Treasurer and Staff shall be filed with National Ladies Auxiliary Headquarters.

(b) Travel insurance shall be provided for the National elected and appointed officers and Headquarters Staff.

Section 6: The National Finance Committee shall have the power and authority to designate the depository banks and other financial institutions to receive deposits into various accounts belonging to AMVETS National Ladies Auxiliary and to disburse such funds on checks signed by at least two (2) of the authorized signatures (Treasurer, President and First Vice President are the official signatures on all accounts).

Section 7: The fiscal year shall be September 1 to August 31. The books of the Treasurer and financial records of National Headquarters shall be audited by a Certified Public Accountant at the close of the fiscal year. The Treasurer shall file IRS form 990 as submitted by the Certified Public Accountant by the deadline date as required by the IRS. The Treasurer shall forward copies of the 990 and audit report submitted by the Certified Public Accountant to AMVETS National Executive Director, AMVETS National Commander and to AMVETS Director of Finance immediately upon receipt.

Section 8: Any resolution emanating from a National Convention involving the expenditure of funds or any financial commitment shall be referred to the National Finance Committee for approval. In reviewing resolutions adopted at a National Convention, the National Finance Committee shall have three options: (1) provide funding from the newly adopted national budget, (2) defer funding pending appropriate planning by the National Department as part of the next fiscal year or (3) deny funding based on current and projected funding levels. If a resolution is denied or deferred because of want of available funds within the meaning of Section 6 hereof, the National Finance Committee shall report such decision to the National Executive Committee at its next meeting.

## ARTICLE VIII. HEADQUARTERS STAFF

### SECTION 1: The Headquarters Staff shall:

(a) Consist of such personnel necessary to provide the services required to meet the needs of headquarters operation, as defined by the National Executive Board.

(b) Keep and record the minutes of the National Executive Committee Meetings and Annual Convention, and within forty-five (45) working days following the Executive Committee Meetings, and eighty (80) working days following the Annual Convention, shall send the minutes to the National Officers, Past National Presidents, Department Presidents, National Executive Committeewomen, Department Secretaries and to each Local Auxiliary President.

(c) Perform such other duties as may be prescribed by the President, the Executive Committee, or as found in the Policy of AMVETS National Ladies Auxiliary and Headquarters Staff job descriptions and procedure.

## ARTICLE IX. RIGHTS OF APPEAL

SECTION 1: The Constitutional rights of all members shall be protected by the right of appeal.

SECTION 2: As set forth in the Bylaws Article III(h), the President shall appoint an Appeals Board (Parliamentarian, and 2 members of the Executive Committee) to report the recommendations to the Executive Board, upon the completion of the following steps. The policy and procedure published in the Manual shall be used as a guideline.

STEP 1: Departments desiring to appeal will present a statement to the President who will then refer the written and signed complaint to the Appeals Board.

STEP 2: The Chairman shall arrange a meeting of the Appeals Board to conduct a hearing. The parties involved will be heard separately, and in confidence. The Board and parties involved shall make every effort to reach an agreement.

STEP 3: In the event either party desires to appeal any decision, said appeal must be filed within sixty (60) days. Local Auxiliaries have the right to appeal only to their Departments; Departments are granted the right to appeal to National. The decision rendered on any level shall be final. The records of National appeals shall be filed with National Headquarters, sealed and kept for a period of not less than three (3) years or until all legal matters are resolved and then kept an additional three (3) years. The records may be opened by the Appeals Board upon orders of the National President.

## ARTICLE X. OFFICIAL UNIFORMS

Section 1: AMVETS Ladies Auxiliary recognizes the official uniform as an a-line forest green dress, an a-line forest green skirt, or tailored forest green slacks. Dress to have a jewel neckline. White or gold jewel neckline blouse may be worn with either the skirt or slacks. The dress and skirt should be no shorter than 2 inches below the knee and no longer than 4 inches below the knee. White blazer with large auxiliary patch on left breast. Black shoes with a closed heel and toe, heel should not be higher than 2 inches. Black handbag, white gloves, and official Ladies Auxiliary hat. Pearl earrings and single strand pearl necklace will be acceptable.

Section 2: No pins may be placed on the delegate badge other than their State pin. Pin to be placed in the upper right hand corner away from printing on badges or delegate eligibility to vote.

Section 3: Uniform recommendations shall be referred to the Constitution and Bylaws Committee.

## ARTICLE XI. AMENDMENTS

SECTION 1: The Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a National Convention.

SECTION 2: The National Bylaws shall be studied for revision every three years. The National Bylaws may be amended at any Convention with proper vote. Printing shall be every three years with professional printing prevailing. Any Bylaw changes passed between printings shall be filed with the Parliamentarian to be included in the next reprint.

SECTION 3: Proposed Bylaws amendments shall be read twice before action may be taken.

## AMVETS NATIONAL LADIES AUXILIARY

### STANDING RULES

1. In the event of a death of a National AMVETS or Auxiliary Officer, Past National President or Past National Commander, or the immediate family, proper respect shall be shown by National with a donation to a National Program or a program of the family's request, not to exceed twenty-five (\$25) dollars. The immediate family shall be defined to mean mother, father, spouse or children.
2. Awards presented by National or a Past National President of AMVETS Ladies Auxiliary shall have the approval of the Executive Board and the decision reported to the NEC and National Convention.
3. Standing Rules may be amended by a two-thirds (2/3) vote of the members present and voting at an NEC meeting or National Convention.
4. Candidates for National Office will only pass out campaign materials on Meet the Candidate night and outside the meeting room on Saturday morning.
5. There shall be a published roundtable discussion held in December at the AMVETS Fall NEC meeting.
- 6.

## CONVENTION RULES

1. Except as herein specified by these rules, Robert's Rules of Order, Newly Revised, shall govern proceedings of the Convention not otherwise provided for.
2. At all general sessions of the Convention, delegates shall be seated by Department with the exception of the election (See Election Rules #10).
3. All registered members, who are in good standing, shall have a voice on the Convention floor. Any person who desires to be recognized for the purpose of addressing the Convention or making a motion, shall rise and address the Chair as "Madam President" or "Madam Chairman", state their name, the name of their state, and shall proceed only after being duly recognized by the Chair. The microphone shall be used.
4. All members of AMVETS National Ladies Auxiliary shall be properly registered and identified before they can be admitted to the Convention floor.
5. Those eligible to vote are National Officers, Department Delegates or their accredited Alternates, Past National Presidents, NEC WOMEN or their accredited Alternates, and Local Auxiliary Delegates or their accredited Alternates, provided all provisions of the Constitution have been complied with. The presiding officer may vote only in the event of a tie vote.
6. Debates shall be limited to three (3) minutes for each speaker. The privilege of the floor shall be permitted two (2) times to an individual delegate on any one subject. A delegate who proposes a matter may be accorded a two (2) minute rebuttal, by consent of a majority of the voting delegates present on the Convention floor.
7. Total debate on any one subject shall be limited to twenty (20) minutes. Debate shall be extended by a two-thirds (2/3) vote of the delegates present on the floor but in no case shall debate be extended longer than fifteen (15) minutes. The presiding officer shall appoint a timekeeper.
8. Resolutions, recommendations and amendments to the Constitution and Bylaws shall be submitted in the following manner.
  - a. Must be received by the National Parliamentarian thirty (30) days prior to the opening of the National Convention.
  - b. Be submitted by Departments, National Committees or National Officers.
  - c. Shall be submitted in triplicate, typewritten, dated and signed by the proposer.

- d. Each recommendation, resolution or amendment shall be submitted on a separate page.
- e. The intent of the resolution, recommendation or amendment shall be clearly stated.
- f. No resolution, recommendation or amendment to the Constitution and Bylaws from the Convention Committees shall be received for consideration after Wednesday morning, 9:00 a.m., except by two-thirds (2/3) vote of the authorized delegates on the Convention floor.

9. Resolution, recommendations and amendments to the Constitution and Bylaws shall be handled in the following manner:

- a. The Constitution and Bylaws Committee shall have the right and authority to recommend approval or rejection of any resolution, recommendation or amendment.
- b. The Chairman of the Constitution and Bylaws Committee shall furnish those resolutions, recommendations and amendments that require the attention of other National Committees to the appropriate National Committee for approval before presenting same to the National Convention body.
- c. If any National Committee receiving approved recommendations, resolutions or amendments from the Constitution and Bylaws Committee, deems such not their responsibility, or should any Committee reject or modify said recommendation, resolution or amendment, it shall return same to the Chairman of the Constitution and Bylaws Committee for further action or approval before the Committee Chairman presents same to Convention body.
- d. Recommendations presented at the Executive Committee meetings requiring Convention action shall be referred to the Constitution and Bylaws Committee and processed as above.
- e. A Delegate may rise to question information regarding a resolution, recommendation or amendment submitted to her Department and not reported on.

10. The Department Delegate at the National Convention shall be the permanent Chairman of the delegation for the Convention. When roll call of any Department delegation is demanded by a Delegate entitled to vote, the Chairman of the delegation shall, without debate or discussion, poll the vote of her delegation and announce the vote.

11. The Credentials Committee shall:

- a. Have full authority in ruling on the qualifications of a Delegate or Alternate, subject to appeal to the Convention body which may rule by a two-thirds (2/3) vote.

- b. Report orally, when called upon by the presiding officer, on all registered members and guests.
- c. Be furnished by National Headquarters, a listing of all Auxiliaries, by Departments, stating the voting strength of each as of June 30th.
- d. No Delegate or Alternate of a Department shall be permitted to register without presenting her current or Life membership card, showing membership in the Department for which she is a duly elected Delegate or Alternate from that Department.
- e. Official credential cards shall be sent to each Department by the National Department.
- f. All credential cards must be completely executed and duly signed by the Delegate or Alternate, by the President and Secretary, and shall be presented to the Credentials Committee at the Registration Desk with a current or Life membership card.

12. Registered guests, if they are members in good standing, may be permitted to change their registration from guests to Delegate or Alternate without reimbursement of established fee for guests. Such action shall be presented by the Department chairman and subject to a two-thirds (2/3) vote of the Convention.

13. At least fifty percent (50%) of registered Delegates must be present on the floor of the Convention to constitute a quorum.

14. Campaign posters or distribution of campaign materials shall not be permitted in the Convention meeting room. Such posters and signs may be permitted as each individual hotel may designate. Campaign literature will be permitted outside of the Convention meeting room and/or distribution on Department tables at least one-half (1/2) hour prior to the opening of sessions as printed in the Convention agenda.

15. Discussion of personal grievances, local problems or claims concerning an individual with respect to her personal interests, shall not be permitted on the Convention floor.

16. Nominations for office shall be the first order of business on Friday, and election shall be on Saturday, at a time specified on the Convention Agenda.

17. The Convention Rules may be changed by a two-thirds (2/3) vote of the authorized delegates on the Convention floor.



## ELECTION RULES

1. All Delegates and Alternates must be in good standing and meet the requirements as established and set forth in the Constitution.
2. When an accredited Delegate is absent from the room during the election, her accredited Alternate, if present, may cast her vote. This vote, as announced by the Chairman of the delegation will be accepted unless there is objection, in which case, the presiding officer will order the delegation polled.
3. On roll call voting, each Department shall be entitled to the number of votes of the accredited Delegates or Alternates voting in place of Delegates that are present in the Convention hall.
4. Each office shall be voted on separately. If a candidate is elected, her name shall be dropped from other offices for which she has been nominated.
5. Nominating speeches and the election of National Officers will be in the following order:

First Vice President  
Second Vice President  
Third Vice President  
Treasurer  
Americanism Officer  
Scholarship Officer  
Chaplain  
Sergeant-At-Arms  
National President

6. Nominating speeches shall be limited to five (5) minutes. Seconding speeches, if any, shall be limited to two (2) minutes.
7. Election of all offices shall be by majority vote. In the event there are three (3) or more candidates for any office and no candidate receives a majority vote on the first ballot, the candidate receiving the least number of votes will be dropped from the ballot and balloting will continue until one (1) of the candidates shall have received a majority vote.

8. All Delegates and Alternates shall remain in the Convention hall until the election is completed. No one will be admitted to the Convention hall until the election is completed. No one will be admitted to the Convention hall during the actual voting; however, at the discretion of the presiding officer, admission may be granted in the interval between voting for different officers and, in cases of emergency, Delegates may be permitted to leave the room. If there is no Alternate present to replace the Delegate, the individual vote is forfeited. The presiding officer will, in all instances, announce the change in voting strength and the number necessary to elect, eliminating "passes" and "abstaining" votes.

9. National Officers and Chairmen shall sit with their respective delegations during election of officers, thereby casting their vote with their delegation.

10. At the time of the election, voting members shall be separated from non-voting members and guests.

11. The presiding officer shall appoint two (2) Tellers and a Recorder from the non-voting members. The presiding officer shall announce the voting results.

12. The Election Rules may be changed by two-thirds (2/3) vote of the authorized delegates on the Convention floor.