

AMVETS LADIES AUXILIARY DEPARTMENT OF NEW YORK STANDING RULES
(REVISED 2016) (RETYPE – ADDING REVISED 2017 CHANGES)

1. The National Executive Committee Woman and the Department Delegate or Alternate will receive complete airfare including shuttle service back and forth to the airport or \$.40 per mile round trip and \$75.00 for up to 6 nights not to exceed actual costs for attending the National Convention.
2. Registration fees for the NEC Woman and the Department Delegate to be paid by the Department at the pre-registration rate for the National Convention.
3. All elected and appointed officers of the AMVETS LADIES Auxiliary; Department of New York will receive half the double room rate for 2 nights, and \$.40 per mile round trip actual mileage from home to hotel site for SEC meetings. Reimbursement not to exceed actual expenses incurred. VAVS Officers shall receive a stipend of \$150.00 as they are only required to attend the SEC meeting. Three (3) officers to a room shall receive one third the room rate for 2 nights, provided that the officer attends all scheduled SEC meetings, trainings for the locals, and committee meetings that they are appointed
4. All elected and appointed officers except the President shall be reimbursed for Department Convention at half of the rate of a double room for 3 days, and \$.40 a mile per actual mileage. Reimbursement not to exceed actual expenses incurred. Three (3) officers to a room shall receive one third the room rate for 2 nights, provided that the officer attends all scheduled convention meetings, trainings for the locals, and committee meetings that they are appointed to.
5. The Department Convention registration fees for Department Officers and Past Department Presidents will be waved.
6. All bills shall be on the voucher system. No checks will be written for bills submitted at times other than meetings, unless approved by the Department President, prior to checks being written. Proper documentation for such bills shall be attached to the voucher. Department Presidents bills shall be approved by the Secretary. Reimbursement not to exceed actual expenses incurred. Expenses incurred must be addressed before or at the next Department Meeting or they will not be reimbursed.
7. All Department of New York's National Donations are to be made at the Spring SEC meeting.
8. The Department may sponsor 2 delegates to the AMVETS Ladies Auxiliary Freedoms Foundation Seminar, preferably the President and the Americanism Officer. The Seminar fee is to be paid by the Department. The Delegates shall be reimbursed \$.40 a mile round trip and tolls for travel.

9. The Department President or her appointed officer or PDP shall make a business visit to each local Auxiliary yearly. Expenses to be paid from the Department Treasury.
10. The Department will give a onetime stipend of \$50.00 to a new Auxiliary to help them get started.
11. All Donations to Department shall be to existing accounts. Their expendable use shall be under the jurisdiction of the Department thru motions, By-laws or Standing Rules, and shall be good for the whole Department. Special interest accounts shall not be created.
12. The Department President and the NEC Woman, who represent the Department at the NEC meeting, will receive reimbursement for travel, and 2 nights lodging, registration fees for the NEC meeting. (If they attend the meetings.) Reimbursement not to exceed actual expense.
13. Upon the death of a Department Commander or Spouse, a Department President or spouse, a Past Department President or a Past Department Commander, a \$50.00 donation will be made in their memory to a charity at the discretion of the family.
14. Upon the death of an officer's mother, father, spouse or child, a mass card will be sent or the Department will make a \$25.00 donation to a charity.
15. Of the \$100.00 received by the Department for Life Membership, \$75.00 should be transferred to the Department Savings account and \$25.00 shall stay in the General fund.
16. The Department President shall be reimbursed for the following expenses, travel – invited or as necessary to visit Auxiliaries, travel can be airfare or mileage, hotel, if not otherwise reimbursed for any of these expenses.
17. The Department will assess a fee of \$25.00 when a check or any other document that is sent to Department is incorrect.
18. A properly completed copy of the New Member Application must accompany the Dues and Remittance (D&R) form for all new members, signed by the Membership Officer of the AMVETS POST. If the signature is not legible, please print the name underneath.
19. The Department Secretary will mandate the return of the Charter from any local Auxiliary who has no membership on January 31.
20. The Department will pay the Amerasian Child Sponsorship per invoice by September 1st of each year.

21. Each local Auxiliary is required to have a Department Training every 2 years. All Department officers are required to attend an Officers Training once a year.

Rosalie Waid

, Department Parliamentarian
March 25, 2017

PARLIAMENTARY PROCEDURES

Principles

Parliamentary procedure is the application of Parliamentary Law in conducting the business of an organization. Its purpose is the harmonious conduct of business on a cooperative basis. It is designed to maintain order, to insure justice and equality, to expedite business and to enable an organization to accomplish the objectives for which it was formed.

The principles upon which it is based are:

- Courtesy and justice to all
- Orderly consideration of one (1) subject at a time
- Rule of the majority
- Rights of the minority
- Partiality to none

The rules protect the rights of:

- the individual
- the majority
- the minority
- the absentee and
- the organization

They provide the means by which deliberative assemblies arrive at the minority opinion of those present by granting the right to debate impartially, and in the minimum amount of time. These rules should prevail in any organized group: and if they are followed, no injustice can occur.

Phrases

For the President:

- "This meeting will please come to order"
- "The secretary will read the minutes of the previous meeting"
- "The Chair recognizes..."
- "It has been moved and seconded that..."
- "The motion is not in order at this time..."
- "Please repeat the motion"
- "Those in favor of the motion signify by saying "Aye"
- "Those opposed say "No"
- "The "Ayes" have it: the motion is carried"
- "The "No's" have it: the motion is defeated"
- "If there is no objection the Chair will..."
- "If there is no further business, the meeting is adjourned"

For Members:

- Address the Chair as: "Madam Chairman". or "Madam President"
- "I move that..."
- "I move to amend the motion by..."

- "Is there a quorum present?"
- "I appeal the decision of the Chair"
- "I rise for a parliamentary inquiry"
- "I move to suspend the rules and take up..."

The Rights of Members:

- To expect meetings to start on time.
- To expect a well run meeting.
- To attend meetings.
- To receive notices of meetings.
- To explain her motion.
- To request information from the Presiding Officer.
- To nominate.
- To be nominated.
- To vote.
- To abstain from voting.
- To vote for herself when she is a candidate for office.
- To inspect official records.
- To insist on enforcement of the rules of AMVETS Ladies Auxiliary.
- To know the motion and its effects before voting.
- To have a hearing before any penalty is imposed or being expelled.
- Cannot be compelled to vote.
- Cannot be assessed for any additional payments aside from dues unless provided for in the bylaws.
- To raise a point of order when Presiding Officer overlooks mistake or an omission.

Every member of an organization enjoys the protection and privileges that Parliamentary Law provides; therefore, every member should understand the fundamental principles, and consider it a duty to be able to use them to take part in the effective participation. It is sometimes assumed that parliamentary knowledge is necessary only for officers, or for those who aspire to office. This is a mistaken idea. One of the requisites of a good officer is to have been a good member. A good member is one who not only attends meetings, pays dues promptly, works for the organization, but also takes a constructive part in the business meeting.

Knowledge and familiarity with these fundamentals will enable a Presiding Officer to conduct a business meeting with ease and dispatch. It will enable officers to be more effective in performing their respective duties and will assist members to participate in the proceedings of the meeting.

To know Parliamentary terms, to understand their usage and to be able to apply them at a meeting will bring individual satisfaction and will benefit the assembly. It is not enough for the President of a society to be familiar with them. Other officers, chairmen and members should also have a clear comprehension of them and be ready to use them to permit the meeting to run smoothly and expeditiously.