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Parliamentarian

Why should you have a Parliamentarian in local auxiliaries?

The Parliamentarian assist in interpreting the bylaws and rules of order, in planning and conducting your meetings.

When electing or appointing a Parliamentarian – I personally feel that it should be someone that would be **fair**, a **good listener** and would **read all levels of the bylaws, constitution, and manual**.

A copy of your local bylaws, Department bylaws, and Constitution should be on hand in all meetings as a reference. **These are your guidelines and you must abide by them.**

You can purchase a copy of the Department Bylaws, Constitution, and Manual from the Quartermaster.

If you ever have any questions regarding your local auxiliary, you should contact the Department President or Department Parliamentarian.

Never, ever go to National for your answers. Anytime you go over the Department to National, it will be directed back to the Department President and Parliamentarian.

Local Officers, can always contact the Department Officers if there's a question about your position.

We as Auxiliary Members must always remember to stay out of AMVETS business and remember anything that happens in the Canteen is an AMVETS issue.

Here are some common bylaws concerns:

- There are only three (3) forms of membership: Annual, Life, and Member-at-Large.
- Membership: You do not have to write in your bylaws how much money goes to Department and National. Here's some examples:
 - Annual dues of the Auxiliary shall be \$30.00, of which \$24.00 is sent to the Department of FL.
 - Life Membership dues shall be \$375.00, of which \$350.00 is sent to the Department of FL.
 - Honorary dues shall be \$15.00, and is sent to the Department of FL
 - (Monies sent to the Department of Florida, shall be mailed to the Department of Florida Executive Secretary for distribution to Department and National)
- No member shall hold two (2) elective offices. But, you can hold an elected and an appointed position at the same time. Honorary Members cannot hold an elected position.
- Nominations shall take place in April and/or May; elections, at the Annual Meetings in May.
- Monies for AMVETS National Ladies Auxiliary, and Department of Florida, shall all be sent to the Department of Florida Executive Secretary for distribution.
- The revalidation form must be completed **20 days** prior to Department Convention and submitted to the Department Executive Secretary.

Local Bylaws Procedures

Bylaws are reviewed every 3 year from the signature date of the Department Parliamentarian. But, always remember that bylaws can be updated at any time if there's a need.

A committee must meet chaired by the Parliamentarian with an uneven number of members. Example: The Parliamentarian and 3, 5 or etc. members.

The Bylaws Committee shall discuss the recommendation(s) from a meeting or suggestions of the committee. The parliamentarian gives a report of the recommendations for the members to vote on for approval.

The process of the local bylaws:

Local Members

The bylaws must be read at one meeting and read again and voted on at the next meeting.



The bylaws are copied into (3) sets
(The President and Parliamentarian must date and sign all copies)
(1) copy of the minutes which includes the changes and approval of the bylaws
must be sent with copies of the bylaws.



Mail to the Department Parliamentarian (Please do not request signature when mailing bylaws)



Once the Parliamentarian receives the bylaws she shall review the documents.
Afterwards, she will date and sign the bylaws and mail to the Department President for her approval.



The Department President will review and sign the bylaws and mail (1) copy of the bylaws to local auxiliary contact person and (1) copy to the Parliamentarian.

Please note that the bylaws are not approved until you received the bylaws with both signatures of the Department President and Parliamentarian.

**Standing Rules can be changed at any meeting but cannot conflict with your bylaws.
Please do not send copies of your Standing Rules to Department.**