

PNP Charlene D. Kee, Dept. Parliamentarian  
90 Hidden Lake Drive #132  
Sanford, FL 32773  
407.716.4244  
CHRLNKEE@AOL.COM

***Congratulations to the newly elected/appointed Parliamentarians!*** Your job consists of assisting the President, Officers, and members when asked. You are the chair of the Bylaws Committee and ex-official of the Grievance Committee. Please read your Local, Department Bylaws, and National Constitution. All should be a reference when governing the business of the AMVETS Ladies Auxiliary.

**Listed below are a few reminders:**

Local nominations shall occur in April and/or May; elections at the Annual Meeting in May; oath of office before June 1. Nominations for officers shall be made from the floor and be elected and installed by a Past/Current National or Department Officer, a Past/Current District President, or a Past/Current Local President. **AMVETS or Sons of AMVETS cannot install Auxiliary members.**

The bylaws committee must meet, chaired by the Parliamentarian and review for recommendations if any to the auxiliary. If there are no changes, make sure the President and Parliamentarian, sign and date a new last page of the bylaws. There should also be a space for the Department Parliamentarian and President to sign once approved. If there are changes to the bylaws, it must be read at one meeting and read again at the next meeting and voted on for approval at that same meeting.

Make sure you include the bylaws cover sheet that can be found on our website, ([www.amvetsauxfl.org](http://www.amvetsauxfl.org)), listed under forms. The cover sheet gives instructions to include one (1) copy of the minutes approving the bylaws and three (3) copies of the bylaws. Always remember that your bylaws are not approved until they are returned to your auxiliary

Local Auxiliaries shall elect a President, 1st Vice President, 2nd Vice President, 3rd Vice President, and Treasurer. All other officers may be elected or appointed according to its Bylaws.

**In order to have delegates seated at the Department Convention, an auxiliaries must have:**

1. A Revalidation form completed with a list of newly installed officers to the Executive Secretary, twenty (20) days before the Department Convention.
2. Have up-to-date bylaws on file with the Parliamentarian.
3. Current 990 form completed and returned to 1st Vice President.
4. Have paid all indebtedness to AMVETS and AMVETS Ladies Auxiliary to be seated at the Department Convention. If not, you shall be registered as a guest.
5. Submit at least one (1) Service Report in any category.