

BYLAWS
AMVETS LADIES AUXILIARY, DEPARTMENT OF FLORIDA

ARTICLE I - NAME

The name of the organization shall be AMVETS Ladies Auxiliary, Department of Florida.

ARTICLE II - OBJECT

The object of this organization shall be to further the AMVETS Ladies Auxiliary programs according to the principles of the National and Department Bylaws and AMVETS Ladies Auxiliary Constitution. Nothing herein shall be in conflict with the Constitution of AMVETS Ladies Auxiliary. All meetings, including committee meetings, are open meetings except those of the Appeals Board and Grievance Committee or unless specified that the meeting is in "executive session."

ARTICLE III - MEMBERSHIP AND DUES

- (a) The rules of eligibility for membership shall be the same as set forth in AMVETS Ladies Auxiliary Constitution.
- (b) A member shall be allowed to transfer only once every twelve (12) months.
- (c) The membership year is the calendar year: January 1 through December 31.
- (d) There shall be three (3) forms of membership.
 - 1. Dues for annual members in the Department of Florida shall be a minimum of \$24.00 of which \$15.00 is sent to the National AMVETS Ladies Auxiliary and \$9.00 retained by the Department of Florida. Each local auxiliary shall determine its own dues to be retained in the local treasury. Annual replacement cards shall be \$10.00. (\$5.00 to National AMVETS Ladies Auxiliary and \$5.00 retained by AMVETS Ladies Auxiliary Department of FL).
 - 2. Dues of Life Membership shall be a minimum of \$350.00 of which \$225.00 is sent to National AMVETS Ladies Auxiliary and \$125.00 retained by the Department of Florida. Each local auxiliary shall determine its own dues to be retained in the local treasury. Life replacement cards shall be \$20.00 (\$15.00 to National AMVETS Ladies Auxiliary and \$5.00 retained by AMVETS Ladies Auxiliary Department of FL).
 - 3. A Membership-At-Large may be granted to any individual eligible for membership. Dues are to be \$25.00 per year with \$10.00 for Department Dues and \$15.00 remitted to National Headquarters. A Member-At-Large is not eligible to hold office or vote on any level.

ARTICLE IV - HONORARY MEMBERSHIP

- (a) The rules of eligibility shall be the same as set forth in AMVETS Ladies Auxiliary Constitution.
- (b) Honorary Card and/or replacement card shall be \$15.00 (\$10.00 to National AMVETS Ladies Auxiliary and \$5.00 retained by AMVETS Ladies Auxiliary Department of FL).
- (c) Honorary members may wear the uniform; their hat must have an honorary pin or honorary member embroidered on their hat.

ARTICLE V - OFFICIAL UNIFORM

AMVETS National 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 or shell may be worn with either the skirt or slacks. The dress and skirt should be no shorter than 2 inches above 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, or Auxiliary necklace and earrings will be acceptable. White shoes/purse may be worn from April until Labor Day. Hat must be worn two (2) fingers above the eyebrows.

- (a) 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.
- (b) No pins may be placed on the hat except those earned and only your highest office pin.

ARTICLE VI - EXECUTIVE BOARD

- (a) All elected officers and parliamentarian shall serve on the Executive Board. Fifty-one percent (51%) of the Board shall constitute a quorum. The Department President has the discretion to invite any appointed officer or Past National/Department Presidents to the meetings for informational input.
- (b) The Executive Board shall meet at least twice per year. One meeting shall be conducted Immediately following the Department Convention and the second immediately prior to the Mid-Winter Executive Meeting. Additional meetings may be called at the discretion of the Department President who shall serve as Chair of the Board.
- (c) The Board shall be empowered to act in administrative matters of AMVETS Ladies Auxiliary Department of Florida between meetings.
- (d) The Department President shall have the right to conduct a poll vote of the Executive Board in writing or by e-mail. An emergency phone poll shall be a conference call.

ARTICLE VII - EXECUTIVE COMMITTEE

- (a) All elected officers, appointed officers, Chairs of standing committees, all active Past Florida Department Presidents, the State Executive Committeewoman from each Local Auxiliary, all District Presidents and all Local Presidents shall serve on the State Executive Committee (SEC).
- (b) The State Executive Committee (SEC) shall be charged with the administrative affairs and property of the Department. Fifty-one percent (51%) of the roll call shall constitute a quorum.
- (c) All Department SEC meetings shall convene on Friday, Department Convention on Saturday with adjournment of all meetings on Sunday. Meeting times shall be at the discretion of the Department President.
- (d) The call for a special meeting shall be in writing by the President upon the approval of three (3) elected Department Officers. Notice shall be sent seven (7) days in advance of the meeting date, and the business to be discussed shall be stated in the notice.

ARTICLE VIII - OFFICERS

- (a) Election of officers shall be held at the Annual Department Convention as outlined in the Department Election Rules.
- (b) All nominations shall be made from the floor of the Department Convention as outlined in the Department Election Rules. When there is but one (1) candidate for an office, the chair shall call for a vote of affirmation to elect the candidate. All candidates must be on the floor for nominations and election.
- (c) The annual Convention shall elect a President, First Vice President, Second Vice President, Third Vice President, Sergeant-at-Arms, Treasurer, Chaplain, Scholarship Officer, Hospital Officer, Americanism Officer, National Executive Committeewoman, and an Alternate National Executive Committeewoman. The NEC woman and the Alternate NEC woman shall be elected to serve a two-year term, and this election takes place in the odd years.
- (d) The President may be re-elected but shall not serve for more than two (2) consecutive terms of one year each. All other officers may be re-elected but shall not serve for more than two (2) consecutive terms with exception of the Treasurer.
- (e) At the post-convention meeting, the President, with the approval of the Executive Board, shall appoint the following: Parliamentarian, Executive Secretary, Recording Secretary, Public Relations Officer/Historian, Jr. AMVETS Coordinator, Convention Chair, Credentials Chair, Honors and Awards Chair, and all other officers and Chairs not otherwise provided for in these Bylaws.

1. Incoming President shall appoint Department Officers Training Chair for the following year.

- (f) The Veterans Administration Voluntary Services (VAVS) Representatives and Deputies shall be appointed by the Department President, with the approval of the Executive Committee to serve for an ongoing term in the VA Medical Centers.
- (g) To be eligible to hold an elected office, a person must be an auxiliary member in good standing for at least two (2) years. To be eligible to hold an appointed office, a person must be an auxiliary member in good standing for at least six (6) months. To be considered a member in good standing of the Department of Florida, a member must attend at least one-third (1/3) of local meetings per year unless an excuse is given. No member shall hold two (2) elected offices at the same time. However, you can hold one (1) elected office and one (1) appointed office at the same time).
- (h) Installation of officers shall be held at the close of the Department Convention, and if possible, jointly with AMVETS. The incoming President shall select the installing officer who shall be a Past Department President or Past or Current Auxiliary National officer.
- (i) Each officer and committee chair shall immediately turn over all books, correspondence, and records of the office to her respective successor at the close of the Department Convention, with the exception of the Executive Secretary, Recording Secretary, Treasurer, President, and Parliamentarian. The books of these five officers shall be turned over to their successors within forty-five (45) days following the Department Convention which will allow time for auditing the financial records of the Treasurer and Executive Secretary and for transcribing the convention minutes by the Secretary.
- (j) The Fiscal year for the Department shall begin July 1 “each year”. At that time all officers and committee chairs shall assume their duties.
- (k) If an elected or appointed office is vacated, an appointment may be made by the Department President with the approval of the Executive Board, until the successor is elected. The appointed officers shall be eligible for election should she so desire.
- (l) The AMVETS Ladies Auxiliary Department of FL three (3) credit cards of the President, Executive Secretary and Treasurer shall not be cancelled/terminated until July 15th. The new credit card for the incoming officers shall be effective on July 15th.

1. The following credit card limits shall be:

President	\$4,000.00
Executive Secretary	\$5,000.00
Treasurer	\$1,000.00

- (m) On behalf of the AMVETS Ladies Auxiliary, Department of Florida, authorization is given to the President, Treasurer or Executive Secretary to finalize any contracts needed to enter for conducting of business. (i.e. Hotel, Webmaster, CPA 990, etc.)

ARTICLE IX - DUTIES OF OFFICERS AND CHAIRS

- (a) The Standing Committees of the Department of Florida shall be Finance, Audit, Bylaws, Convention, Honors, and Awards, Scrapbook Judging, Scholarship Judging, Appeals Board, Grievance Committee, and any other committees that the President deems necessary.
- (b) The following committee chairmen are not eligible to wear a Department hat, unless previously earned. See list: Convention Chair, Awards Chair, Credentials Chair, Grievance Committee Chair, Appeals Board Chair, VAVS Representative, VAVS Deputy, Junior AMVETS Coordinator, Quartermaster, Public Relations Officer, SEC Council Chair, and Presidents Council Chair.
- (c) The Pre-con Meeting shall be an Executive Session Meeting. The following officers shall attend: The Auxiliary Department President, Department Treasurer, Department First Vice President, and Department Sgt. at Arms. The Convention Chair shall only attend the State Convention Pre-con Meeting.

SECTION 1: **The President** is the executive leader of the Department and is responsible for the functioning of all officers and Chairs.

- (a) She shall update website to include Officers List, President's message, forms, etc. She shall send all updated information to the Executive Secretary, who shall then send in PDF format to the Webmaster.
- (b) She shall preside over the Department SEC Meetings and the Annual Department Convention and may call special meetings with reasonable notice to consider specific matters.
- (c) She shall be responsible for securing the Department Charter. Upon arrival to each meeting it is your duty to give the Charter to the Sgt. at Arms to place in the meeting room. Afterwards, it shall be returned to the President.
- (d) She shall receive and approve, all communications sent in the name of AMVETS Ladies Auxiliary Department of Florida prior to publication.
- (e) She shall receive and approve all vouchers.
- (f) She shall make every effort to fulfill official visits within National and the Department. Visits requiring the President's assistance to resolve internal problems or special situations shall be at the expense of the Department of Florida. Any other visits, such as installations or social functions, shall be at the expense of local auxiliary requesting her visit.
- (g) She shall serve as an ex-officio member of all committees, except Grievance, Appeals Board, and Audit Committee.

- (h) She shall appoint two (2) members to serve on the Scrapbook Judging Committee with the Public Relations Officer serving as Chair. No committee member belonging to an auxiliary with a Scrapbook entry shall serve on this committee.
- (i) She shall appoint three (3) members to serve on the Scholarship Selection Committee with the Department Scholarship Chair serving as committee Chair without a vote. No committee member with a scholarship applicant shall serve on this committee.
- (j) She shall appoint five (5) members to the Bylaws Committee. If possible, at least two (2) members shall either be Past Department Presidents or Past Department Parliamentarians. The Parliamentarian shall serve as Chair of the Committee. The immediate Past Parliamentarian shall be a member of this committee.
- (k) She shall appoint three (3) members, to the Finance Committee. The Treasurer shall serve as Chair of the Committee.
- (l) She shall appoint the Audit Committee consisting of three (3) members; The Audit Committee shall select its own Chair from the committee members.
- (m) She shall appoint three (3) members to serve on the Appeals Board and three (3) members to serve on the Grievance Committee, none of whom shall be from the auxiliary involved in the appeal or grievance. The Chair shall be appointed by the President and the Chair shall appoint a secretary to record minutes of all proceedings. The Parliamentarian shall be ex-officio member of this committee.
- (n) She shall be Chair of the Convention Advisory Committee.
- (o) She shall announce all deadline dates for receipt of bulletins for THE HOT LINE and reports for the book containing the floor reports.
- (p) She shall keep the Department First Vice President informed of all important and pending matters and situations.
- (q) The Department President must serve for one (1) full term to be considered a Past Department.
- (r) If a Department President is not fulfilling her duties she shall be replaced by the Executive Board.

SECTION 2: First Vice President shall serve as the Department Membership Chair.

- (a) She shall promote membership.
- (b) She shall be a member of the Honors and Awards Committee and the Convention Advisory Committee and any other duties deemed necessary by the President.

- (c) The First Vice President shall ensure that the Department, present the out-going President with a Past Department Presidents pin at the end of her term and a life membership. If said President has a life membership, she will be given a monetary gift of equal value.
- (d) She shall confirm with Executive Secretary that all Department (elected and appointed) Officers' Membership dues are paid by December 31. She shall report the outcome to the President and Parliamentarian.
- (e) She shall be responsible for collection of 990's from Local Auxiliaries by September 15th due date.

SECTION 3: **Second Vice President** shall serve as the Department Child Welfare Chair.

- (a) She shall provide a statistical and floor report at each SEC Meeting and Department Convention.
- (b) She shall forward accurate and timely reports to the NEC woman by dates specified. These reports shall include the names of each local auxiliary's youth volunteers.
- (c) She shall be a member of the Honors and Awards Committee, Convention Advisory Committee and AMVETS AADAA Committee.

SECTION 4: **Third Vice President** shall serve as the Department Community Service Chair.

- (a) She shall provide a statistical and floor report at each SEC Meeting and Department Convention.
- (b) She shall forward accurate and timely reports to the NEC woman by dates specified. These reports shall include the names of each local auxiliary's youth volunteers.
- (c) She shall be a member of the Honors and Awards Committee and Convention Advisory Committee.
- (d) She shall be responsible for the Department Patrons Page.

SECTION 5: The **Americanism, Hospital and Scholarship Officers** shall be a member of the Honors and Awards Committee.

- (a) They shall provide a statistical and floor report at each SEC Meeting and Department Convention.
- (b) They shall forward accurate and timely reports to the NEC woman by dates specified. These reports shall include the names of each local auxiliary's youth volunteers.
- (c) The Americanism Officer shall be a member of the AMVETS Poster and Essay Committee.
- (d) The Scholarship Officer shall update Department Scholarship Application and forward to the President, 1st Vice President, and Parliamentarian for approval.

SECTION 6: The **Recording Secretary** shall tape minutes of all meetings, transcribe same within thirty (30) days and shall forward to the President for her approval.

- (a) She shall keep a roster of all members of the Department Executive Committee.
- (b) She shall conduct the roll calls at all department meetings.
- (c) She shall read all motions that were passed at the previous Department Meeting.
- (d) She shall be responsible for all incoming correspondence and any other requests by the Department President pertaining to the office.

SECTION 7: The **Executive Secretary** shall maintain the official headquarters for the Department of Florida.

- (a) She shall forward a roster of newly elected and appointed officers to the AMVETS Ladies Auxiliary National Headquarters immediately upon the adjournment of the convention.
- (b) She shall send, in PDF format to the Webmaster, all updated information received from the President.
- (c) She shall email minutes of the meetings to the State Executive Committeewomen (SEC) and Officers within two (2) weeks after receiving approval from the President unless hard-copy is requested in writing.
- (d) She shall receive all memberships, record same on the department computer, obtain check from Treasurer and forward to AMVETS Ladies Auxiliary National Headquarters.
- (e) She shall deposit all monies, make copies of deposit slips, and send originals to the Treasurer. She shall receive copies of the bank statements, vouchers, deposit slips from the Department Treasurer, and record all financial transactions on the computer. Her records shall be current and complete with those of the Treasurer.
- (f) She shall send a list of all donations to the appropriate National, Department Service Officers and to the NEC woman.
- (g) She shall furnish each local auxiliary a membership printout at each SEC Meeting and Department Convention.
- (h) She shall provide a statistical membership and floor report at each SEC and Department Convention.
- (i) She shall send the National First Vice President and National Headquarters the membership report as so mandated.
- (j) She shall copy to disc all membership records at the end of each month. The disc shall be mailed to the Department First Vice President.

- (k) She shall send revalidation form by May 1 to Local and District Presidents with instructions and requirements for revalidation.
- (l) She shall forward copies of Local and District revalidation forms to National Headquarters.
- (m) She shall send convention delegate voting strength based on membership as of April 15 to each Local Auxiliary President no later than April 20.
- (n) She shall send the department revalidation form to National Headquarters immediately following the Department Convention.
- (o) She shall furnish a roster of Department Officers to all members of the State Executive Committee.
- (p) She shall copy and mail out information as directed by the Department President which includes three (3) issues of the HOT LINE.
- (q) She shall mail out remaining Forecasts not distributed at the February SEC.
- (r) She shall be responsible for the SEC and Convention books.

The SEC and Convention book should include:

1. Department Officers Reports approved and forwarded by the Department President
2. VAVS Representatives, Local, and District Presidents Reports are sent directly to the Executive Secretary for the February SEC and Department Convention only.

- (s) She shall receive and assemble bulletins from the officers and chairs for THE HOT LINE. Department officers and chairs shall send a copy of this bulletin to the Department President for approval prior to being printed. The Department Parliamentarian and the First Vice President shall receive a copy of the bulletins at the same time.
- (t) She shall notify all Department officers and Past Department Presidents of any death of another Department Officer, Past Department President, FL Past National President-Commander/FL National Officers, AMVETS Department Officer or Past Department Commander or their immediate family.
- (u) She shall e-mail all SEC's Women the minutes unless a hard copy is requested in writing.
- (v) The Executive Secretary shall provide the President at the Department Convention a complete book of all local and Department Revalidations.

SECTION 8: The **Treasurer** shall be responsible for all Department funds. She shall also receive all records from the Executive Secretary, record same, and shall send all financial records (copies of bank statements, vouchers) to the Executive Secretary on a timely basis; within seven (7) days of receipt.

- (a) She shall investigate financial institutions in the State of Florida, seeking the highest interest rate, bring the data to the finance committee, and the recommendation of the committee to the membership for action. All bank accounts shall have three (3) signatures to include the Department President, the Executive Secretary, and the Department Treasurer, two (2) of the three (3) signatures are required on all checks.
- (b) She shall prepare and sign checks, disburse funds of the Department, and send checks to the President or Executive Secretary to be countersigned, after receiving proper vouchers approved by the Department President.
 - 1. Any checks returned for non-sufficient funds from an auxiliary or an individual shall be charged \$30.00 plus the bank fee for each time it is returned for non-sufficient funds.
- (c) She shall distribute a printed financial report, which shall include dates of maturity of all CD's, and a current report of the budget, at each SEC Meeting, the annual convention, and an end-of year report at the first SEC meeting after the Department Convention.
- (d) She shall be Chair of the Finance Committee and prepare all budgets.
- (e) She shall be a member of the Convention Advisory Committee.
- (f) She shall furnish copies of the IRS form 990 and the Articles of Incorporation to the Department President and Executive Secretary prepared by a CPA.
- (g) She shall send all National donations by December 31st and Year End to national Headquarters.

SECTION 9: The **Parliamentarian** shall serve as the Chair of the Bylaws Committee, Ex-officio of the Grievance committee and a member of the Appeals Board

- (a) She shall be a member of the Executive Board and all standing committees ex-officio, without vote.
- (b) She shall interpret the Constitution and Bylaws, and Roberts Rules of Order. Newly Revised, when requested.
- (c) She shall advise the President and Executive Board in all matters of legal importance.
- (d). She shall approve all Local and District Bylaws, all Guidelines, and any amendments then forward copies to the Department President for her approval.
- (d) She shall receive all resolutions and/or recommendations thirty (30) days before Department Convention from local auxiliaries or districts. Afterwards, she shall forward to the proper committee for action.

- (e) She shall have the oversight responsibility of keeping the Department Bylaws current, and if bylaws are revised or amended, she shall submit these changes to the National Parliamentarian in duplicate, including a separate page indicating where the changes are within the bylaws for approval.

SECTION 10: The **Chaplain** shall offer prayer at the opening and closing of all Department meetings.

- (a) She shall be responsible for the Bible, Candles and Drape belonging to the Department.
- (b) She shall send cards of condolence or get well wishes from the Department. A sympathy card will be sent if notification is received within two (2) months from date of death. A "Thinking of You" card will be sent if notification is sent within four (4) months from date of death.
- (c) Once notified by President or her designee, upon the death of a Department Officer or Past Department President or a member of their immediate family (husband, child, mother, father, or a child raised from infancy), she shall prepare a voucher for bereavement of \$50 donation for the family's use at their discretion.
 - (1) Once voucher has been approved and check has been issued, she shall mail check to family with a card from the Department of Florida.
- (d) Once notified by President or her designee, upon the death of current Department Commander, a \$50 donation will be sent following same protocol as above. Once notified of the death of Past Department Commander or Department AMVETS Officer, she will mail card of condolence on behalf of AMVETS Ladies Auxiliary, Department of Florida.
- (e) She shall notify each District President who, in turn shall inform the auxiliary presidents within that district of any death of an auxiliary member or her immediate family, as well as any president not affiliated with a district.
- (f) She shall drape the charter for deceased Department Officers or Past Department Presidents at the next scheduled meeting.
- (g) She shall give instruction during floor report to Local Auxiliaries (at each SEC and Convention) regarding proper distribution of current Deceased Member Forms (refer to current Deceased Member Form).
 - (1.) She shall provide Executive Secretary with a current Deceased Member List along with written report for book at each SEC and Convention.
- (h) She shall plan and conduct the Memorial Service in conjunction with the AMVETS Chaplain at the Department Convention.
- (i) She shall be a member of the Convention Advisory Committee.

SECTION 11: The **Public Relations (PRO) Officer** shall compile a Department History book according to the National criteria for submission to National for award competition. The Department History book shall be presented at the President Reception to the Department President.

- (a) Every media should be used to secure publicity for our group; the press, radio, television and other public information sources.

SECTION 12: The **Sergeant-at-Arms** shall be responsible for the department flags, microphones and table signs. It will be her duty to see that the meeting rooms are in good order.

- (a) She shall keep order at all meetings and secure the necessary Pages to assist in her duties.
- (b) She shall assist the President as necessary.
- (c) She shall receive the Charter from the Department President to place in the meeting room. Afterwards, return the Charter to the Department President.
- (d) She shall be a member of the Convention Advisory Committee.

SECTION 13: The **National Executive Committeewoman** shall serve as the Department's voting representative on the National Executive Committee. She is the liaison between the Department and the National Ladies Auxiliary.

- (a) She shall attend the Spring NEC meeting, the National Convention NEC Council, all business sessions and Post-Convention NEC Meeting.
- (b) She shall prepare annually two reports of activities, conditions and needs of her Department, have them approved by the Department President, and submit a copy to the National President and a copy to National Headquarters for publication in the NEC and Convention Books.
- (c) She shall be responsible for submitting all service reports to the National Service Chairs on the due dates as established by National Headquarters. These reports shall include the names of all local auxiliary's youth volunteers, as submitted.
- (d) She shall submit any and all resolutions, recommendations of the Department to the National Executive Committee and/or National Convention for action.
- (e) 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 the National Parliamentarian.
- (f) She shall assist in coordinating arrangements for the visitation of the National President or her representative.

- (g) The NEC woman shall prepare the Department entries for the National Awards according to the specification on the entry form supplied annually in the Convention Digest.
- (h) She shall be responsible for collecting names for the National Convention Patrons Page.
- (i) In the election year, the outgoing NEC woman shall prepare the Department's report of the National Convention.
- (j) The NEC woman shall be the official hostess when the National President makes her official visit to the Department of Florida.
- (k) The NEC woman shall meet, greet, and introduce invited distinguished guests attending any Department meetings.
- (l) She shall prepare a statistical report for Mid-Year and Year End of all Service Categories by auxiliaries.

SECTION 14: The **Alternate National Executive Committeewoman** shall assume the duties of the NEC woman in her absence or resignation.

- (a) The Alternate National Executive Committeewoman shall chair the Convention School of Instruction.

SECTION 15: **The Honors and Awards Chair** shall assemble and distribute the Convention Forecast.

- (a) She shall print (double-sided) Forecast.
- (b) She shall be responsible for securing plaques to be presented at the Department Convention.
- (c) She shall organize an Honors and Awards Program for the presentation of the awards at the Department Convention and she shall serve on the Convention Advisory Committee.
(The Past Department Presidents shall present their award during the program)
- (d) Honors and Awards Committee shall consist of five (5) Service Chairs (Child Welfare, Community Service, Scholarship, Americanism, and Hospital), Membership Chair, Honors and Awards Chair and the Immediate Past Honors and Awards Chair.
- (e) She shall present the Department President a complete listing of award winners at the conclusion of the Judging Committee and prior to the awards presentation ceremony.

SECTION 16: **Quartermaster Chair** shall provide a written report on her inventory. The report shall include a breakdown of the wholesale, shipping, and value after each SEC and Department Convention, this report shall be sent to the President within seven (7) days of each SEC and Department Convention.

(a) Quartermaster register tapes shall be given to the Treasurer at the end of SEC and Department Convention and copies of receipts of items sold between SEC and Department Convention.

(b) Quartermaster hours of operation shall be open:

Friday: 12:00 noon – 4:00 pm

Saturday 7:30 am (closed during business sessions) reopen until thirty (30) minutes after morning recess and one (1) hour after the afternoon recess.

(c) She shall receive copies of invoices not purchased by her.

SECTION 17: The **Convention Chair** shall be in charge of convention prior and during the convention; bring greetings at the opening session and present the Department President. She shall be a member of the Convention Advisory Committee. At the Fall SEC meeting following the Department Convention give a full report of activities, monies received and disbursed.

(a) She shall assemble the administrative pages of the Convention book and provide the Executive Secretary with a camera-ready copy.

SECTION 18: The **Credential Chair** shall examine the credentials of all officers and delegates, record same by auxiliary and report to the Department Convention the number present and the number entitled to vote.

(a) She shall prepare name badges for all meetings. (Registration is paid for all Elected and Appointed Officers including Past Department Presidents and VAVS Representatives).

(b) She shall report to the membership at all meetings the number of members pre-registered, on-site Members, and the number of no-shows registered.

(c) She shall always set-up registration desk at least 15 minutes before registration is scheduled to open. Volunteers may assist.

(d) She shall be a member of the Convention Advisory Committee.

Section 19: **All Department Officers and Chairs** shall refer to the National Constitution/Bylaws, Auxiliary Manual, and Policy & Procedures for details of their duties.

- (a) All Service Officers shall promote Department and National Programs pertaining to their respective Office. No other individual awards shall be given, with the exception of Department President's Project.
- (b) An orientation shall be conducted by the Gaveliers for all elected and appointed officers prior to the Fall SEC. The Chairman shall select her Gaveliers trainers.
- (c) Each Officer and Chair shall submit a written activity and statistical report at each SEC and at the Department Convention.
- (d) Each officer and Chair shall be expected to attend all SEC Meetings and the Annual Department Convention.
- (e) Each officer and Chair shall be expected to answer all correspondence, e-mails, and telephone calls in a reasonable time, sending an informational copy to the Department President.
- (f) Each officer and Chair shall submit appropriate and timely bulletins/messages for the HOT LINE and an annual report for the Convention Book.
- (g) All Department Officers and Chairman shall give a copy of their oral floor report to the Recording Secretary at each meeting.
- (h) All elected and appointed Department Officers must serve one (1) full term in order to continue to wear a Department hat.
- (i) All Department Service Officers shall email or hardcopy the Mid-Year and Year End Master spread sheet to the NEC woman.
- (j) A School of instructions shall be conducted by the Gaveliers to be held at least once each year, preferably at the Fall State Executive Committee Meeting. The National Constitution and Bylaws shall be studied pertaining to the Local Auxiliaries. Special attention shall be given to the duties of local auxiliary officers and members.
- (k) Officers and Committee Chairs not fulfilling their duties may be replaced by the President with the approval of the Executive Board. Absence from State Executive Meeting without justification shall be considered cause for replacement.

ARTICLE X - NATIONAL CONVENTION DELEGATE

- (a) The outgoing Department President shall be the delegate to the National Convention; the incoming Department President shall be her alternate. If the outgoing President is elected NEC, the incoming Department President shall become the delegate and an election shall be held at the Department Convention to elect the alternate delegate. If the President is re-elected, she shall be the delegate and an election shall be held to elect the alternate delegate.

- (b) The Department Delegate shall be the permanent Chair of the delegation.
- (c) She shall call a caucus of her delegation upon request of the members of the delegation or as she deems necessary.
- (d) She shall poll, without debate or discussion, her delegation on a roll call vote and announce the vote.
- (e) She shall receive any awards at National Convention unless the newly-elected NEC woman is the immediate past Department President. If individual/Local Auxiliary award is presented, the individual/Local Auxiliary (if present) shall accept that award. All awards shall be presented at the Fall SEC.
 1. Monetary awards shall be distributed to the recipient (Local/Individual) for deposit. The award itself will be given to the Delegate. Department monetary awards shall be given to the Executive Secretary for deposit.
 2. At the time of presentation of awards at the Fall SEC, the award will be presented with information of monetary award.
- (f) The Department delegate or Alternate acting on her behalf shall submit a full report to her Department, within 45 days of all convention actions, with a copy to AMVETS National Ladies Auxiliary Parliamentarian.
- (g) The outgoing President shall represent the Department at the National Memorial Service. If she is not in attendance the Department President shall serve in that capacity.
- (h) All Department Officers and Department Delegates, receiving room rate, must attend all business sessions and the Department Delegate shall give a report on the floor.

ARTICLE XI - STATE EXECUTIVE COMMITTEEWOMAN

- (a) Each local auxiliary, as described in these bylaws, shall elect or appoint a State Executive Committeewoman (SEC) and an Alternate State Executive Committeewoman. The SEC, or in her absence, the alternate SEC shall serve as the liaison between the Department and Local and shall represent her auxiliary at SEC meetings. She shall distribute any information to the respective officer.
- (b) She shall present her President's auxiliary report at the Mid-Winter SEC Meeting and the Local out-going President shall present her floor report at the Department Convention.
- (c) The SEC woman, or in her absence, the Alternate SEC woman, shall represent her auxiliary at the Council of SEC women.

- (d) The SEC Council Meetings shall be held at the Department SEC Meetings and Department Convention. A Chair and a Vice Chair shall be elected for a one year term at the time of the Department Convention. The term of the office shall begin immediately following the election. The Chair shall preside at all Council Meetings, and she shall appoint a secretary. The Chair and Vice Chair may be re-elected but shall not serve for more than two (2) consecutive terms.
- (e) The purpose of the Council is to exchange ideas in order to strengthen the Local Auxiliaries.

ARTICLE XII - PRESIDENTS COUNCIL

- (a) Each Local/District President shall be a member of the Presidents' Council.
- (b) The President, or in her absence the First Vice President, shall represent her auxiliary at the Presidents Council.
- (c) The purpose of the Council is to exchange ideas in order to strengthen all Auxiliaries.
- (d) The Presidents' Council Meetings shall be held at the Department SEC Meetings and Department Conventions. A Chair and Vice Chair shall be elected for a one year term at the Department Convention. The term of the office shall begin immediately following the election. The Chair shall preside at all Council Meetings, and she shall appoint a secretary. The Chair and Vice Chair may be re-elected but shall not serve for more than two (2) consecutive terms.
- (e) The SEC woman shall present the President's auxiliary report at the Mid-Winter SEC Meeting and the Local out-going President shall present her floor report at the Department Convention.

ARTICLE XIII - ADVISORY BOARD

- (a) The Advisory Board shall consist of all active Past Florida Department Presidents.
- (b) The Gaveliers shall serve in an advisory capacity only and shall be known as the Gaveliers.
- (c) The Gaveliers shall meet at each SEC Meeting and the Department Convention. The goals of the group are to be a support team for the Department of Florida, to foster the programs of the Department, and provide financial assistance as the needs arise.
- (d) The Gaveliers shall be guests of the Department at the State Convention Banquet.

ARTICLE XIV - FINANCE AND AUDIT COMMITTEES

- (a) The Finance Committee shall meet to prepare a tentative budget and shall also meet at the Department fall SEC meeting to adjust the annual budget based on current programs and plans. The outgoing president, the immediate past treasurer, and the executive secretary shall be invited to the meeting without vote.
- (b) This committee shall be responsible for preparing the budgets, making recommendations as to investments of department monies and overseeing all the accounts and budget reports. No major financial transaction may be made without the majority vote of this committee and the membership approval.
- (c) If additional funds are needed for any line item in the adopted budget, a request in writing, stating reasons for the increase, shall be presented to the Finance Committee for consideration. No officer, chair, or members shall incur expenses on behalf of AMVETS Auxiliary, Department of Florida if said expenses exceed the annual budget.
- (d) When the purchase of Department equipment has been approved, a committee of at least three (3) board members shall be appointed to search for the best buy. When a computer is purchased all necessary software and installation must be included in the purchase price. This committee shall be responsible for checking old equipment to see if it needs to be repaired, disposed of, sold or placed with another board member. This committee shall report to the Executive Board for approval.
- (e) The Audit Committee shall conduct an audit at all SEC meetings and Department Convention. If two (2) complete sets of books are not presented to the Audit Committee by the Treasurer, Executive Secretary or anyone responsible for keeping records, the officer missing records shall be required to return home to get the records or to the local bank at their own expense to complete the audit.
- (f) It shall be the duty of the Audit Committee to properly audit the books and records of the Department Treasurer and Executive Secretary as described above or if there is a change of said officers. The committee chair shall give a floor report of any audit.
- (g) The three (3) members shall sign the financial books certifying the records to be in good order.

ARTICLE XV - LOCAL AUXILIARY

- (a) Local auxiliaries shall be chartered by the National Department, administered by the Department and governed locally by their own bylaws.
- (b) No auxiliary charter shall be issued until the Department President or her designee has visited that potential auxiliary.

- (c) Local auxiliaries shall define in their bylaws “a member in good standing” or “an active member.”
- (d) Existing auxiliaries shall submit revised bylaws no later than thirty (30) days before the Department Convention. Bylaws shall be studied for revision every three (3) years. Auxiliaries shall submit their bylaws and any amendments, typed in triplicate, to the Department Parliamentarian for approval before becoming effective. Bylaws that are updated to conform to Department/National Bylaw changes need not be submitted for approval.
 - 1. New auxiliaries shall submit bylaws within six (6) months after receipt of charter.
- (e) When a local auxiliary submits bylaws or amendments to the Department Parliamentarian for approval, one (1) copy of the minutes shall include the amendments. A separate sheet of the amendments indicating where the membership voted to adopt or a copy of the bylaws highlighted where changed, will be acceptable. Also, three (3) signed copies of the bylaws signed and dated by the President and Parliamentarian (if appointed) must be submitted to the Department Parliamentarian.
- (f) Local nominations shall take place in April and/or May; elections, at the Annual Meeting in May; oath of office prior to June 1.
- (g) Newly-elected local officers shall be installed by a Present/Past National or Department Officer, a Past or Present District President or a Past Local President. Local Officers shall assume their duties as of June 1. When a local auxiliary needs assistance, they should contact the Department President. She will send the proper Department Officer to address the problem.
 - 1. Installation shall not be done by an AMVET or a Sons of AMVETS.
- (h) The fiscal year for local auxiliaries shall run from June 1 through May 31.
- (i) The Local President shall have the right to conduct a poll vote with written notice to the Board, or by e-mail. An emergency telephone poll vote shall be a conference call.
- (j) The local outgoing President shall give her report at Convention and introduce her incoming President.
- (k) The Local President shall appoint three (3) members on June 1 to serve on the Grievance Committee, one of which shall be designated as Chairman. The Chairman shall appoint a Secretary from the members of the Committee, to take minutes of all proceedings. The Parliamentarian shall be an ex-officio member of the Committee.
- (l) Once a member is signed out by the ‘FROM’ Auxiliary, they have the option to reclaim or decline said member if that transferring member is rejected by the “TO” Auxiliary. If the transferring member is declined from both the new Auxiliary and her old Auxiliary she shall re-apply or become a Member at Large (MAL) or transfer to another Auxiliary.

ARTICLE XVI - DISTRICTS

- (a) Districts shall serve as liaison between local and department to further the Department's programs.
- (b) The Department President shall only authorize or be permitted to organize or advise auxiliaries.
- (c) District Presidents shall attend all meetings of the State Executive Committee in order to be informed of all Department programs that require their support.
- (d) District Presidents shall be required to submit reports to the Department regarding the activities and needs of the auxiliaries within the District.
- (e) Districts must follow Department's procedures regarding all local auxiliary matters.
- (f) District Bylaws shall submit revised bylaws no later than thirty (30) days before the Department Convention. Bylaws shall be studied for revision every three (3) years. Districts shall submit their bylaws and any amendments, typed in triplicate, to the Department Parliamentarian for approval before becoming effective. Bylaws that are updated to conform to Department/National Bylaws changes need not be submitted for approval.
- (g) When a District submits bylaws or amendments to the Department for approval, one (1) copy of the minutes shall include the amendments. A separate sheet of the amendments indicating where the membership voted to adopt or a (1) copy of the bylaws highlighted where changed, will be acceptable. Also, three (3) signed copies of the bylaws signed and dated by the President and Parliamentarian (if appointed) must be submitted to the Department Parliamentarian.

ARTICLE XVII - DEPARTMENT CONVENTION

- (a) There shall be a set of guidelines to be followed by for the Convention Advisory Committee which consist of the Department President who shall serve as Chair, the Treasurer, the First Vice, Second Vice and Third Vice Presidents, the Credentials Chair, the immediate Past Convention Chair, Sgt-At Arms, Chaplain, the Honors and Awards Chair and Executive Secretary. The Department Parliamentarian she shall serve by virtue of her office.
- (b) The voting members of the Convention shall consist of the Department Officers (Elected and Appointed), Past Department Presidents, SEC Women, Local Presidents, District Presidents, and Local Delegates. The Delegate strength allows three (3) delegates for the first ten (10) members and one (1) for each additional ten (10) or fraction thereof. Fifty-one percent (51%) of the registered members entitled to vote shall constitute a quorum.
- (c) In order to have delegates seated at the Department Convention, each Local Auxiliary must be revalidated 20 days prior to Department Convention. That is:

1. Submit revalidation form with newly installed Officers with Department Executive Secretary.
2. Have legal Bylaws on file with the Parliamentarian.
3. Have paid all indebtedness to AMVETS and AMVETS Ladies Auxiliary.
4. Current IRS 990 Form shall be completed and returned to Department 1st Vice President.

(d) Nominees must be present on the convention floor during balloting to be eligible for election to office. A person not on the convention floor will not be nominated for office.

(e) Resolutions shall be disposed of as outlined in the Constitution and Bylaws of National AMVETS Ladies Auxiliary.

(f) The Parliamentarian shall present the Convention and Election Rules at the Department Convention.

(g) The registration fee for all Elected, Appointed Officers, and Florida PDP's shall be waived at all SEC Meetings and the Department Conventions.

(h) Suggested order of business at the Department Convention:

- Joint opening of Convention with AMVETS
- Call to order Auxiliary Convention
- Presentation of Past National/Department Presidents
- Presentation of Department President
- Invocation
- Posting of Colors
- Opening ceremonies (Preamble, Definition of Americanism, Code of Ethics)
- Roll call of officers, newly-installed presidents, SEC women
- First Credentials Report
- Approval of Agenda
- Reading of Convention Rules
- Appoint Timekeeper
- Reading of minutes
- Communications
- Financial Reports
- Reports of officers
- Reading of Election Rules
- Nomination of officers
- Unfinished business
- New business
- Final report of Credentials Chair
- Nominations and election of officers
- Installation of officers
- Benediction
- Retirement of Colors
- Adjournment

- (i) The order of business may be suspended at any time for a definite purpose by two-thirds (2/3) vote of the Department Convention to be taken without debate.
- (j) Awards, except membership, presented at the Department Convention shall cover the dates of May 1 through April 30. All auxiliary awards shall be accepted by the out-going Local President. Individual awards shall be accepted by those individuals, if present.
- (k) Immediately following the Department Convention, the Convention Chair, and Honors & Awards Chair shall provide all administrative pages for the Convention Report Book and Convention Forecast to their successors and to the Executive Secretary.

ARTICLE XVIII - ALLOWANCES

- (a) Rooms at the SEC Meetings, Special Meetings, and the Department Convention shall be paid from the Department Treasury for the Department President, 1st, 2nd & 3rd Vice Presidents, Department Treasurer, Executive Secretary, Parliamentarian, Credentials Chair, Sgt At Arms, Quartermaster, and any committee members required to come in early for a maximum of three (3) nights. The Recording Secretary's room nights shall be at the discretion of the Department President.
- (b) If funds are available all other elected and appointed officers shall be entitled to two (2) nights lodging excluding all VAVS Representatives and Deputies at all SEC meetings and Convention.
- (c) Two (2) night's lodging shall be paid for the Past Florida Department Presidents that are members of the Gaveliers at each SEC meeting and Department Convention, if funds are available.
 - 1. The Gaveliers nights cannot be combined if she is a Department Officer or Committee Chair.
- (d) When Officers and PDP's are submitting their hotel reservation form it shall be received by the Executive Secretary forty-five (45) days prior or upon the AMVETS request to the SEC and Convention for days of stay; a check must be included for any extended days made payable to the AMVETS Ladies Auxiliary Department of Florida. If deadline is missed they shall be responsible for making their own reservation and shall absorb the tax. Any cancellations shall be made five (5) days in advance to the Department President. If not, the officer/PDP shall be responsible for any cost to the AMVETS ladies Auxiliary Department of Florida except in case of an emergency.
- (e) The Treasurer shall remit to the Executive Secretary the sum of one thousand five hundred dollars (\$1,500.00) annually towards the operation of Headquarters.
- (f) The Convention Chair and Honors & Awards Chair shall be entitled for three (3) nights lodging to the Department Convention.

- (g) The Sergeant-At-Arms and Quartermaster shall receive seventy-five (\$75) per meeting.
- (h) Monies may be advanced to the NEC woman, Department President or a Committee Chair for a specific purpose, but expenditures must be verified by supporting bills and then the adjustment shall be made.
- (i) The NEC woman shall be reimbursed or advanced paid for three (3) nights for Spring NEC and six (6) nights at the National Convention, forty dollars (\$40) per diem, and receive payment for mileage at the rate of fifty cents (\$.50) per mile round trip (not to exceed the lowest air fare) from the Department Treasury. She shall also be reimbursed for her registration fee and cost of the banquet ticket. The Alternate NEC will be entitled to receive the room allowance to attend functions, if the Department NEC's roommate's room is paid for, at the same function.
- (j) The Department President Travel Budget can include Spring NEC, Freedoms Foundation, Leadership Training, etc.
- (k) The Department Delegate and the incoming President shall be reimbursed or advanced paid for her hotel room for six (6) nights and forty dollars (\$40) per diem at the National Convention. She shall receive the rate of fifty cents (\$.50) per mile round trip (not to exceed the lowest airfare) from the Department Treasury. She shall also be reimbursed for her registration fee and cost of the banquet ticket.
- (l) If a Department Officer is entitled to receive expense monies and her roommate receives monies for the same function, the Department will only pay the difference in the amount of money the roommate receives and the amount specified in the Department Auxiliary Bylaws.
- (m) If a Department Officer is entitled to receive monies from two or more sources (example: Department and Local, or Department and District) the Department will only pay the difference in the amount received by the officer and the amount specified in the Department Auxiliary Bylaws.
- (n) Each year the Department shall donate two hundred dollars (\$200) each to Paws with a Cause, John Tracy Clinic, Ronald McDonald House, Freedoms Foundation, Make-A-Wish Foundation and Saint Jude's Research Hospital, Department Scholarship and State Veterans Nursing Homes.
- (o) "No bills will be paid for the previous year after July 10 with the exception of the June telephone bill which is received in July."
- (p) The Department President shall be provided all vouchers by the end of each SEC and Convention.
She shall approve all expense vouchers and itemized vouchers prior to reimbursement.
- (q) The Department President shall approve all expense vouchers, and all itemized vouchers, all order forms prior to issuing check and submitting orders.

- (r) The fiscal year for the Department of Florida shall be from July 1 through June 30.
- (s) Department officer's registration will be paid at the National Convention providing the delegate attends all business sessions and funds are available.

ARTICLE XIX - COMMUNICATIONS

- (a) The official publication of AMVETS Ladies Auxiliary, Department of Florida shall be "THE HOT LINE."
- (b) "THE HOT LINE" shall be published at least three (3) times each year and shall be posted on the website, e-mailed and in the mail sixty (60) days prior to the State Executive Meetings and the Department Convention.
- (c) "THE HOT LINE" shall contain the Call to the Meeting, tentative agenda, appropriate and timely bulletins from Department Officers and Chairs, each bulletin including address and telephone number.
- (d) "THE CONVENTION FORECAST" shall be published and shall contain detailed information regarding the State Convention. All required award applications shall also be included. Each person on the official department mailing list shall receive this material. Each person on the official department mailing list shall receive a hard copy of this material excluding; President and SEC Council Chairmen, all Representatives and Deputies, inactive PDP's, District and Local Presidents.
- (e) All Department Officers' mass communications sent to auxiliaries must be approved by the Department President prior to mailing and a copy be sent to the Department Parliamentarian and First Vice President.
- (f) All reports sent to National must be approved by the Department President and a copy sent to the Department Parliamentarian and First Vice President. (Not to include statistical reports).

ARTICLE XX PUBLICATIONS

AMVETS Ladies Auxiliary recognizes that the use of Social Media is a powerful way to discuss and promote veterans' issues as well as promote the programs of the AMVETS Family. Social Media includes but is not limited to: Facebook, Twitter, and Instagram. **Members should remember that Social Media is a public representative of your Local or Department Auxiliary.** Therefore, members should remember, know, and abide by our **Aims and Purposes and Code of Ethics** when creating Social Media pages. All pages using the AMVETS Ladies Auxiliary name must be regularly monitored by the leadership of each level of our organization.

To create Social Media Pages using the AMVETS Ladies Auxiliary name and/or emblem you will need permission from your Local/Department and it must be approved at a Local or Department meeting. The name must begin with AMVETS Ladies Auxiliary and should include your official name (as indicated on your Bylaws). This page should have multiple administrators (at least 2). The administrators should be determined and approved at a Local/Department meeting. All information used to create AMVETS Ladies Auxiliary Social Media Accounts should be shared during a meeting and reflected in the official minutes. This ensures that if an individual is no longer an administrator, someone else can take over.

All pages should be to promote the Aims and Purposes of the AMVETS Family and not about Local or Department business issues. These pages should be non-political and non-discriminatory. Nudity or sexually explicit language is not allowed. AMVETS Ladies Auxiliary Social Media pages are to build community no to harass, bully, intimidate or impersonate any other individual.

Any member using AMVETS Ladies Auxiliary Social Media should maintain the integrity and ideals of our organization and our Bylaws. Any postings infringing this policy may be removed by the administrator without notice. All postings must respect local, state, and federal laws as well as copyright laws, be respectful and shared with National.

ARTICLE XX1 - DISCIPLINE

All matters of discipline and appeals for the Department, Districts, and local Auxiliaries shall be followed as outlined in Article XII in the National Constitution.

ARTICLE XXII – ELECTRONIC MEETINGS

All electronic meetings for Department, District, and Local Auxiliaries shall be followed as outlined in Article XIV in National Constitution.

ARTICLE XXIII- OTHER ORGANIZATIONS

- (a) Sackettes--the fun and honor group, organized in local units, shall hold fracas at SEC Meetings and Department Conventions. Sackettes gives recognition to Auxiliary members who contribute outstanding leadership and dedication to AMVETS Ladies Auxiliary. The primary focus for Sackettes is to raise funds for nursing scholarships.
- (b) Junior AMVETS - the youth group (ages 5-17) of AMVETS and AMVETS Ladies Auxiliary, sponsored by local Posts, shall hold their department meeting at the Mid-Winter SEC and the Department Convention in June.

ARTICLE XXIV- RULES

The latest publication of Robert’s Rules of Order. Newly-revised, shall govern the business of the AMVETS Ladies Auxiliary, Department of Florida not covered in AMVETS Ladies Auxiliary Constitution, National Bylaws, Department of Florida Bylaws and Department Convention Rules.