

**AMVETS LADIES AUXILIARY  
DEPARTMENT OF NEW YORK  
BY-LAWS  
REVISED 2024**

**ARTICLE I – NAME**

- Section 1. The name of this organization shall be AMVETS Ladies Auxiliary Department of New York.
- Section 2. The Headquarters of the AMVETS Ladies Auxiliary Department of New York shall be the respective city of the Department Secretary.

**ARTICLE II – CONVENTIONS**

- Section 1. A Department Convention shall be held annually at the same time and place as the AMVETS Department of New York for the purpose of electing a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Treasurer, Sgt-at Arms, Scholarship Officer (to include the duties of Chaplain), PRO/Historian, Americanism Officer, Hospital Officer, all for a one (1) year term. National Executive Committee Woman to be elected in the odd year for a two (2) year term as the Department Representative to the National Executive Committee.
- Section 2. The Department Convention shall have the further purpose of deliberating upon legislative matters and matters of policy including changes in the By-Laws.
- Section 3. The Department President will designate a Department Recording Secretary to notify local auxiliaries two (2) months in advance of the convention as to dates, places and prices.
- Section 4. The Department Executive Secretary shall send delegate and alternate cards two (2) months prior to convention to each local Auxiliary in good standing.
- Section 5A. All elected Department Officers shall have a vote at Department Convention. In the event a Department Officer is elected as a delegate from her Auxiliary, she must resign her Department Office.
- Section 5B. The Alternate National Executive Committee Woman shall have a vote only in the absence of the National Executive Committee Woman. A VAVS Deputy Representative shall have a vote only in the absence of the VAVS Representative unless she is a delegate from her local Auxiliary, or holds another voting office.
- Section 5C. The Department President or Presiding Officer may vote only in the case of

tie or when voting by ballot.

- Section 6. Each Past Department President in good standing shall have a vote at the Department Convention. Voting members of the Department Convention shall consist of elected Department Officers, Local Auxiliary delegates and Past Department Presidents.
- Section 7. Sixty percent (60%) of the voting delegates shall constitute a quorum to conduct business.
- Section 8. There shall be a Post Convention Officer meeting prior to leaving the convention site. The time and place to be announced by the President-elect.
- Section 9. The Department shall elect one delegate (preferably the current out-going President) and one (1) alternate to attend the National Convention at the Department Convention.
- Section 10. The newly elected Department Officers shall be installed by a Past Department President or National Officer.

### **ARTICLE III – DEPARTMENT EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall hold at least two (2) meetings during the year. These are the Fall S.E.C. and the Spring S.E.C. to be held at the same time and place as called by the AMVETS Department of New York.
- Section 2. A State Executive meeting may be called by the President or on written request of three (3) members of the Executive Committee.
- Section 3A. The Executive Board shall be composed of all elected Officers and the immediate Past President. The immediate Past President shall hold this position without compensation.
- Section 3B. The State Executive Committee Body shall be composed of elected Officers, one (1) delegate from each local Auxiliary and the Gavelier's President. Individually each shall have one (1) vote. The President voting only by ballot or in the case of a tie.
- Section 4. The President shall appoint with the approval of elected Officer, an Executive Secretary (responsible for the processing of membership) and a Recording Secretary (responsible for Department mailings to local Auxiliaries) for a two (2) year term in even years, a Legislative Director/ Liaison and Convention Chairlady for a two (2) year term in odd years. A Parliamentarian (preferably a Past Department President) for a one (1) year term annually, and one (1) Alternate National Executive Committee Woman (preferably the Department President) for a one (1) year term

- Section 4A. When necessary the President shall appoint, with the approval of the elected officers, a VAVS Representative for an indefinite term. VAVS representatives who attended Department meetings (SEC and/or Convention) shall be compensated as a Department Officer as long as she has attended all officer required Department meetings (including Hospital Committee meeting) and met all VAVS requirements.
- Section 5. The term of office of the Department Secretary and Treasurer shall be July 1 to June 30.
- Section 6. The term of office for all other Department elected and appointed officers, except for VAVS Representative and Deputies shall be from installation until installation takes place the following year.
- Section 7. The Board of Directors (Gavelier's) President is a member of the executive Committee Body with a vote at all meetings.
- Section 8. Sixty Percent (60%) of the registered delegates and officers shall constitute a quorum to conduct business at SEC meetings.
- Section 9. AMVETS Ladies Auxiliary Department of New York President shall be authorized to call a Department Executive meeting of the Auxiliary for the purpose of handling emergency matters requiring joint action of both AMVETS and the AMVETS Ladies Auxiliary.

#### **ARTICLE IV- FINANCE**

- Section 1. The revenue of the AMVETS Ladies Auxiliary Department of New York shall be derived from the annual and life dues of members and by such means as may be determined by the Department or by the Executive Committee body.
- Section 2. Annual Dues of \$25.00 shall be payable to the AMVETS Ladies Auxiliary Department of New York. The National portion shall be \$15.00 and the Department portion shall be \$10.00. Local Auxiliaries may choose to charge an additional portion to be retained in the local treasury.
- Section 3. Life Membership dues shall be payable to AMVETS Ladies Auxiliary Department of New York. Each local Auxiliary shall remit the sum of \$325.00 for each new life member. The National portion shall be \$225.00 and the Department portion shall be \$100. Local Auxiliaries may choose to charge an additional portion to be retained in the local treasury.
- Section 4. The Department Treasurer shall appoint a Department Finance Committee composed of at least three (3) members, subject to the approval of the

Executive Committee body. The term of the Finance Committee shall be the same as the Treasurer.

Section 5. All Department finance records shall be audited at the fall SEC, Spring SEC, at the Department Convention by the Audit Committee or prior to these meetings and/or by an accredited bookkeeper/ CPA.

Section 6. Local Auxiliaries in order to be considered in good standing must submit two (2) copies of their 990E Postcard or long form to be seated at convention according to their fiscal year to the Department Secretary

#### **ARTICLE V- DEPARMENT STANDING COMMITTEES**

Section 1. The committee chairman for all standing Service Program committees shall be the respective elected Department Officer. The committee chairman for Finance and By-Laws and Resolutions shall be the Department Treasurer and Parliamentarian respectively. 1<sup>st</sup> Vice President shall serve as the committee chairman of Honors and Awards. Committee chairmen are responsible for appointing members to committees at the approval of Department President and Department Officers.

Section 2. There shall be a Department Standing Committees on Finance, By-Laws and Resolutions, Service Programs, Honors and Awards, Training and Membership.

Section 3. The term of office of standing or special committees shall be the same as that of the President except Finance.

Section 4. All officers and committee chairman shall report to the Department Executive Board upon request.

#### **ARTICLE VI- LOCAL AUXILIARIES**

Section 1. The procedures of the Local Auxiliaries shall be set forth in the AMVETS Ladies Auxiliary National Constitute and By-Laws and in the AMVETS Ladies Auxiliary Manual.

Section 2. Local Auxiliary By-Laws and Standing Rules are to be reviewed by Department Parliamentarian and Department President every three (3) years.

Section 3. Each Local Auxiliary shall submit amendment to the Department for approval immediately upon said amendment being approved in the local floor in compliance with the requirements of the Annual Local Charter Revalidation/ Officer Listing form

Section 4. Each Local Auxiliary of the AMVETS Ladies Auxiliary Department of New York must submit two (2) copies of the Annual Local Charter Revalidation/ Officer Listing Form with the Department Secretary ten (10) days prior to the Department Convention each year as the accrediting procedure to be seated at the Department Convention.

Section 5. Each Local Auxiliary shall be entitled to one (1) delegate and one (1) alternate for the first ten (10) members and one (1) delegate and one (1) alternated for each additional twenty-five (25) or the majority fraction thereof, whose dues are paid two (2) months prior to the date of the Department Convention.

Section 6. The Local Auxiliaries shall elect delegates at least two (2) weeks prior to the Department Convention.

Section 7. Each local delegate shall be entitled to one (1) vote. Alternates will have the privilege of voting on the floor of the Department Convention only in the absence of the elected delegate including serving on Committees.

Section 8. Each Local Auxiliary in the AMVETS Ladies Auxiliary Department of New York is entitled to be represented with a vote by the delegate (preferably the Local President) at the State Executive Committee Meetings, at no expense to the Department.

Section 9. Local Auxiliaries shall pattern their Appeals Board and procedures as those outlined in the AMVETS Ladies Auxiliary National Constitution and By-Laws and in the AMVETS Ladies Auxiliary Manual.

Section 10. An appeal from the Local Auxiliary can only be brought to the Department Auxiliary and the decision of the Department shall be final and binding on all parties.

Section 11. Any appeal directed to the Department shall be sent by certified mail to the Department President.

#### **ARTICLE VII- DISCIPLINE**

Section 1. Disciplinary rules relative to Local Auxiliaries and the Department shall be establish by the AMVETS Ladies Auxiliary National Constitution and By-laws.

Section 2. The Executive Committee may suspend or expel any member on a proper showing of cause. Written charges may be based on the disloyalty, neglect of duty, misappropriation of Auxiliary funds, or disregard of the provisions of the National Constitution and By-laws.

### **ARTICLE VIII- RIGHTS OF APPEAL**

- Section 1. The constitutional rights of all members shall be protected by the right of appeal.
- Section 2. The Policy and Procedures form Rights of Appeals shall be as set forth in the 2022 AMVETS Ladies Auxiliary National Constitution and By-laws.

### **ARTICLE IX- AMMENDMENTS**

- Section 1. These By-laws may be amended at any Department Convention by a majority vote of the total authorized voting members present.
- Section 2. Proposed amendments shall be submitted to the Department Parliamentarian and members of the By-laws Committee by mail at least thirty (30) days prior to the opening of Department Convention.
- Section 3. The Department By-laws may be amended at any Convention without notice by a two thirds (2/3) yes vote of the members present.
- Section 4. The Department By-laws shall automatically be amended by actions taken by the Department Convention of AMVETS Constitution, affecting the By-laws of the AMVETS Ladies Auxiliary.
- Section 5. Except for provision herein started all amendments to the By-laws of the AMVETS Ladies Auxiliary Department of New York shall become effective and operative at the close of the Convention at which they were adopted.
- Section 6. AMVETS Ladies Auxiliary Department of New York recognizes that the National Constitution and By-Laws is the governing document by which we must abide on all level.

### **ARTICLE X- JR. AMVETS**

- Section 1. Jr. AMVETS as the sons, daughters, brothers, sisters and grandchildren of AMVETS; Deceased members of AMVETS, members of the Ladies Auxiliary, and servicemen who died on active duty who would have been eligible for AMVETS membership, including all children that they may be legal guardians of, and who are five (5) through eighteen (18) years of age.
- Section 2. Rules and regulations governing Jr. AMVETS are according to the Jr. AMVETS Constitution and By-Laws and the Jr. AMVETS leader's manual.

**ARTICLE XI- GAVELIERS/ BOARD OF DIRECTORS**

Section 1. AMVETS Ladies Auxiliary Department of New York 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/ Board of Directors. They shall be self governing, self- reporting, but shall not act contrary to the National Constitution and By-laws. The Gaveliers/ Board of Directors shall act in an advisory manner.

Debra Feary  
Department President

6/10/24  
Date

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Department Parliamentarian

\_\_\_\_\_  
Date

\_\_\_\_\_  
National Parliamentarian

\_\_\_\_\_  
Date