

# MODEL SET OF BYLAWS

## ARTICLE I – NAME

Bylaws of AMVETS Ladies Auxiliary of Post # \_\_\_\_\_ of (City) \_\_\_\_\_, Florida

## ARTICLE II – AIMS AND PURPOSES

The Aims and Purposes of this organization shall be to further the AMVETS Ladies Auxiliary programs according to the principles of the AMVETS Ladies Auxiliary Constitution.

## ARTICLE III – MEMBERSHIP AND DUES

- (a) The rules of membership shall be the same as set forth in the 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. Annual dues of this Auxiliary shall be \$\_\_\_\_\_, of which \$24.00 shall be sent to AMVETS Ladies Auxiliary Department of Florida as National and Department Dues. Annual replacement card shall be \$10.00 sent to Department of Florida Ladies Auxiliary, Executive Secretary.
  2. Life Membership shall be a one-time payment of \$\_\_\_\_\_, of which \$450.00 shall be sent to AMVETS Ladies Auxiliary Department of Florida as National and Department Dues. Life replacement card shall be \$20.00 sent to Department of Florida Ladies Auxiliary, Executive Secretary.
  3. A Membership-At-Large may be granted to any individual eligible for membership and dues are sent directly to AMVETS Ladies Auxiliary Department of Florida. 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. As such, the member is entitled to all National benefits and privileges so long as her annual dues remain paid. A Member-At-Large may affiliate with an Auxiliary at any time, or with a new Auxiliary as a charter member, remit that year's Local dues as established by the accepting Auxiliary with proper transfer form executed by the Department.

#### ARTICLE IV – HONORARY

Honorary Membership - Honorary Memberships are granted in instances where circumstances and/or qualifications merit such distinction and shall be limited to ladies who are not eligible for regular membership. An Honorary new membership and renewal card(s) shall be \$20.00 and shall be sent to AMVETS Ladies Auxiliary Department of Florida, Executive Secretary as National and Department dues. An Honorary replacement card shall be \$20.00 and shall be sent to AMVETS Ladies Auxiliary Department of Florida, Executive Secretary.

The issuing Auxiliary can rescind an Honorary Membership, or, if an Honorary Member becomes eligible for regular membership the Honorary Membership shall be rescinded at the conclusion of the membership year. Notification of such action shall be sent to the Honorary Member and to AMVETS Ladies Auxiliary Department of Florida. Honorary Members may not transfer. Honorary Members are not eligible for an elected office; however, they may hold an appointed office on the local level. Honorary members do not have a vote.

- (a) Honorary Membership shall be reviewed annually for the continuation of honorary status.
- (b) Local Auxiliary may grant two (2) Honorary Members per year.

#### ARTICLE V – EXECUTIVE BOARD

All elected officers and parliamentarian shall serve on the Executive Board. The Local President has the discretion to invite any appointed officer to the meetings for informational input. The Board shall be empowered to act in administrative matters of the Local AMVETS Ladies Auxiliary between meetings. The President shall be the Chairman of the Executive Board. A quorum shall be \_\_\_\_\_.

#### ARTICLE VI – EXECUTIVE COMMITTEE

The Local Auxiliary Executive Committee shall be composed of the President, elected officers, appointed officers and Chairman of Standing Committees as outlined in the Local Bylaws. Special meetings of the Committee may be held on reasonable notice to the Executive Committee at the call of the President, or by \_\_\_\_\_ members of the Executive Committee. A quorum shall be \_\_\_\_\_.

#### ARTICLE VII-OFFICERS

SECTION 1: The Auxiliary shall elect a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President and Treasurer. All other officers may be elected or appointed according to its Bylaws.

- (a) The Local Auxiliary President shall have the right to conduct a poll vote with written notice or E-mail to the Executive Board. An emergency telephone poll vote shall be a conference call.
- (b) The President may vote only in the event of a tie, except when voting by a secret ballot, the President shall have the right to vote.

(c) The President, with the approval of the Executive Board, shall appoint such officers as provided for in the Department Bylaws or Constitution of AMVETS Ladies Auxiliary.

SECTION 3: All nominations shall be made from the floor at a regular meeting held in the month of April and/or May.

SECTION 4: Elections of Officers shall be held at the Annual meeting in May. No member shall hold two (2) elected offices at the same time on the same level.

(a) All nominees must be present at Annual Meeting to be elected.

SECTION 5: Installation of officers may be held in conjunction with the AMVETS Post # \_\_\_\_\_. Installed, by a Past Local Auxiliary President or current or Past Auxiliary Department Officer, prior to June 1.

(a) Installation shall not be done by an AMVETS member or Sons of AMVETS.

(b) The fiscal year for local auxiliaries shall run from June 1 through May 31.

(c) Local Officers shall assume their duties as of June 1.

(d) The local outgoing President shall give her report at Convention and introduce her incoming President. The State Executive Committeewoman shall give the President report at the Mid-Year SEC.

#### ARTICLE VIII-QUORUM

At all regular meetings \_\_\_\_\_ elected officers and \_\_\_\_\_ members shall constitute a quorum.

#### ARTICLE IX-MEETINGS

SECTION 1: Regular meeting of this Auxiliary shall be held the \_\_\_\_\_ day of each month.

**(a) Local Auxiliaries shall hold at least six (6) business meetings per year.**

SECTION 2: The Annual meeting shall be held the \_\_\_\_\_ day of May.

SECTION 3: Special meetings may be called by the President or \_\_\_\_\_ members of the Executive Board and/or \_\_\_\_\_ Executive Committee with at least \_\_\_\_\_ day notice to the members.

ARTICLE X-DISCIPLINE & RIGHTS OF APPEAL

This is governed by the National Constitution Article XII Discipline.

ARTICLE XI-AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular business meeting of this Auxiliary, provided that they have been presented at a prior regular business meeting.

ARTICLE XII-RULES

Robert's Rules of Order, LATEST EDITION, shall govern the business of this Auxiliary not specifically covered in the Constitution and Bylaws of this organization. Any conflict among these authorities shall be governed in the following precedence: first, Local Bylaws; second, Department Bylaws; third, National Constitution and Bylaws; and the provisions of Roberts Rules of order being last.

**(Please note that three (3) sets of bylaws shall be signed/dated and one (1) copy of the minutes approving these bylaws shall be sent to the AMVETS Ladies Auxiliary Department Parliamentarian).**

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Local Parliamentarian/Date

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Local President /Date

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Department Parliamentarian/Date

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Department President /Date