

SPRING S.E.C. MINUTES FEBRUARY 15, 2020

The Spring SEC was called to order by President Bert Lema at 2:06pm on February 15, 2020.

The invocation was given by Chaplain Caroline Wisniewski

The Colors were presented by Sgt-at-Arms Becky Kovach and she led the Pledge of Allegiance.

Roll call was given by Secretary Nancy Middleton and all Officers were present with the exception of: Hospital Officer and John Dingell VAVS Rep. Harriet Biela, excused; Parliamentarian Maureen Jackson, excused; Ways & Means Chairman Harriet Altherr, excused; Personnel Chairman Kathy Biela, excused; Pat Krzesowik, Ann Arbor VAVS Rep, excused; Jacobetti Home Rep Judy Smith, excused; District VII President Barb Robare, excused.

Correspondence: N/A

OFFICER'S REPORTS:

President Bert Lema reported many of our Officers do not respond to their e-mails. They must do better.

Several of our Officers are out sick or couldn't travel because of the weather. Parliamentarian Maureen Jackson has had many tests trying to find the cause of her medical problems. Right now, they are looking at a pinched nerve in her neck and one other problem.

President Bert has asked PDP Kathy Keizer to fill in for the Parliamentarian at this meeting.

****Wendy Lynema/2nd Faye Richardson-Green to accept Kathy Keizer as a temporary replacement to Parliamentarian Maureen Jackson. CARRIED**

President Bert showed a certificate of appreciation received from George Bournias, MWR from Selfridge AFB.

President Bert announced the Ladies Higgins Lake Lodge weekend is now April 17-19. The AMVETS have a rule stating lodge reservations can only be made 6 months in advance of the date wanted. When a request was made 6 months to the day of the planned event, she was told by the AMVET Executive Director the date had already been taken. President Bert stated she attended the AMVET SEC meeting and asked them to reconsider the six months' time slot.

At the Ladies Weekend, there will be training on building leadership. Because part of the weekend is a training, there will be no cost for the rooms.

Because the AMVETS start their meeting with a salute to the colors followed by the invocation, Americanism Officer Pat Michalski did some research because we were always taught "God before Country". In the National AMVET Constitution it says invocation first in one section and country first in another. President Bert informed Pat, the AMVET SEC started with the invocation.

A flyer was passed out regarding the U.S. census. They are looking for workers and preference is given to veterans.

1st Vice President Kathy Keizer turned in her activity report. She said to check the website because an updated membership chart has been sent. Last year our ending total of memberships was 1,532. Right now, we have 1,517. We also have 32 honorary which is down about 10 from last year.

We have had one Auxiliary 100% by October 31 - #910. We also have 6 Auxiliaries who have increased their membership over last year: #72, #93, #126, #1978, #1988, #3720. Don't forget when sending in new life memberships, honorary memberships and other changes, all forms are needed.

There is a recent problem with Aux. #123. A life member was sent a notice stating she was not in good standing. There is some type of misunderstanding which needs to be corrected. We are working on it and will watch for updates.

2nd Vice President Cel Rose Solak reported the midyear report had 97 projects, 71 volunteers, 1096 hours for a total evaluation of \$32,624. Rose also told about the change in the way Box Top Coupons are handled. They can all be done electronically now.

Three Auxiliaries have turned in gift cards for Penrickton - #79, #93 and #910. (This is the project Rose has chosen for her Child Welfare Chairman's Award.)

April is John Tracy Clinic Month.

3rd Vice President Wendy Lynema has a box full of red and blue Paws Prints for locals to take home. They can be sold at their Post Home and hung on the walls to promote PAWS. The month of March is PAWS month nationwide.

Wendy has the information on the "Name a Puppy Litter" contest. There is a list of names and the top 15 will be selected at convention.

Secretary Nancy Middleton no report at this time.

Treasurer Gloria Hall turned in her report.

She distributed copies of our finance report with a listing of the current balances in the General fund, Hospital fund, Texas Hold'em fund, Savings restricted fund and the Savings donation fund for a total of \$42,647.52.

The listing of the Certificates of Deposit which show a total value of \$39,009.51

Gloria distributed copies of the 2019/2020 budget with up-to-date expenses and balances in the account. President Bert questioned the national convention expenses. She returned some of the money she received. Gloria report Kathryn Schultz also returned some of the money. We still need to list the expenses as the checks were written. The returned money is listed (on the transmittals) and deposited into the General fund. Our budget for 2019/2020 is \$23,580. We have spent \$12,263.98 and have a remaining balance of \$11,316.02

The President questioned Gloria about not writing bulletins which are required on the bulletin schedule she (the President) made. Gloria responded she didn't know what she was supposed to write because she has no projects or programs. President Bert said she could be writing about fund raising. It was pointed out this is what the Ways & Means Chairman should be writing - not the Treasurer. Kathy Keizer suggested writing something about filing a 990, doing budgets and/or local audits of finances.

Americanism/SOS Officer Pat Michalski turned in her activity report. The Americanism Poster/Essay/Flag Coloring contests need to be sent to Pat postmarked by April 1st. The judging will be held on April 25 at Post #22 in Bay City.

Pat had a question about the National prizes for the Americanism contest. There is no amount given this year on the applications. The AMVETS will take this to National convention and ask it to be put back on the application.

Pat stated she overlooked getting her project for SOS approved at convention. She would like to have the project be the Great Lakes U.S.O.

****Motion Pat Michalski/2nd Cel Rose Solak** to approve the Great Lakes U.S.O. as the

Department SOS project this year. **CARRIED**

Carol Pickett asked if Pat had people to get in touch with for this program. Pat stated "Yes".

Pat has Americanism tickets for the Auxiliaries to pick up to sell. She has a signup sheet to be signed when the tickets are taken. Faye Richardson-Green asked if the AMVETS were also selling the tickets. The Auxiliaries are required to sell them when they already fund so many of these programs for Americanism. Pat said the Auxiliaries don't have to take them to sell. If they do, and can't sell them, they should send them back.

The tickets sell for \$5 each. They need to be back to Pat by 5/20. The prizes are 1st-\$300; 2nd-\$200, 3rd-\$100, and 20 for \$20 for a total prize amount of \$1,000.

Scholarship Officer Linda Marshall turned in her activity report. The new, updated applications are now on the website. The judging is done as follows: 40% financial need, 30% academic, 20% goals, 5% volunteerism, 5% grammar/punctuation.

Linda has book worm cutouts to use as a Scholarship fundraiser in the month of February. They can be sold for \$1, (or more!) Return the money to Linda for Scholarship as soon as possible.

Hospital Officer Harriet Biela - excused but sent her activity report.

Clarice Poisson brought up a question on her instructions (Grand Rapids Home #6) and it should be covered when we get to Officer's Instructions.

Chaplain Caroline Wisniewski discussed the Scholarship cards. Who should have them? (answer: Scholarship Officer). Caroline also was confused about the names in the Auxiliary Bible. Should they just be PDP's? This is confusing because some years many names were listed and then nothing was put in the Bible for several years. It was stated (NOTE: didn't get by who), the names should only be the Past Department President's. It would be nearly impossible to fill in all deceased members.

****Motion Nancy Middleton/2nd Clarice Poisson:** The Dept. Chaplain shall look into purchasing a new Bible with a limit of \$100. She shall notify the Treasurer who will write a check. CARRIED

It was also stated (although not part of the motion) the check should be written to the seller for a better paper trail. Nancy Middleton stated Staples sells a Sharpie with gold ink which is very easy to read (not too light)

There was another discussion on recording names in a black book. Many years are missing and several past Chaplains didn't even know the book existed.

****Motion Nancy Middleton/2nd Linda Marshall** to stop recording in the black book. CARRIED The book should just be part of the files which are passed on and not put in use.

Sgt-at-Arms Becky Kovach turned in her activity report. She has the activity reports in the separate folders for the President, Parliamentarian, Secretary and Hospital Officer.

N.E.C. Woman Pat Michalski announced Peggy Liss is seeking the Office of National 3rd Vice President.

Pat questioned Standing Rule #16 regarding expenses to National Convention. She specifically wanted to know why we are now suggesting the Head Delegate and Alternate each get 4 nights instead of the previous 3 nights. It was explained because of the scheduling of the 1st Auxiliary session on Wednesday in the early morning, the Michigan delegates (3) need to be in the hotel on Tuesday night. The reason the allotment was smaller for the last convention compared to the previous year is last year was in Louisville KY (450 miles) compared to the 2018 convention

in Orlando FL (1,250 miles). Mileage can change yearly depending on where the convention is.

Honors & Awards Chairman Kathryn Schultz stated the Service Officers had their meeting and had questions about putting activities on the final reports when they happened in the beginning of the year. It was said the Service Officers had a difficult time with some of the very large amounts of hours and miles if they bundled several alike projects together on one line. It was said the individual service officers needed to call the Auxiliary Chairman to clarify the figures.

Kathryn said this year's convention would be the final year for the Kathy Keizer Membership award, Doreen Pierce Scholarship award, Pat Michalski Americanism Award and the District V PAWS award unless they wish to continue them. There are also 3 hospital awards which are certificates from the Department because there are no individual donors.

****Motion Kathryn Schultz/2nd Linda Marshall** to continue the Pat Michalski Americanism Travel Award for an additional 10 years. CARRIED

Acting Parliamentarian Kathy Keizer had 3 proposed changes to the Standing Rules.

#1 Under the Finance Section

Rule #16 - c. now reads: Double occupancy hotel room at three (3) days each for the Head Delegate and Department President and four (4) days for the NEC Woman unless an exception has been requested and approved by the SEC.

Change to read: *The Department will cover the cost of double occupancy hotel rooms for the NEC Woman, Head Delegate and Department President (alternate delegate). They will receive funds for four (4) nights each, arriving on Tuesday and departing on Saturday.*

****Motion Kathy Keizer/2nd Wendy Lynema** to accept the change. CARRIED

#2 Under the Department Convention Section

Rule 2 now reads: The registration desk will be open during the times listed on the President's agenda which will be in the Convention Digest, the Department newsletter and on the Department website. These times will be set times from this point forward beginning with the 2019 Convention.

Change to read: *The registration desk will be open during the times listed on the President's agenda which will be in the Convention Digest, the Department newsletter and on the Department website. These times will be set times as noted in the instructions of the President and Convention Chairman.*

NOTE: times will need to be added to the President's instructions. (times were approved at the 2019 Spring SEC meeting)

****Motion Kathy Keizer/2nd Becky Kovach** to make the corrections to the President's instructions. CARRIED

#3 Under the Miscellaneous Section

Add a new Rule 6 to read: When a Department Officer becomes unable to fulfill her duties for a temporary time frame (over 3 weeks), the Department President may appoint someone, with approval of the SEC, to take over the responsibility of the office until the Officer is ready to resume her office.

****Motion Kathy Keizer/2nd Wendy Lynema** to approve the addition of Rule #6 CARRIED

Ways and Means Chairman Harriet Altherr - excused.

PRO/Historian Kathy Jo Johnson (Note: Kathy Jo did not turn in an activity report but did e-mail one within a day to the President, Parliamentarian and Secretary)

Kathy Jo requested pictures from local Auxiliaries. She distributed a flyer about the President's Testimonial on March 28th - Harper Woods #57 - cocktails at 5 - buffet dinner at 6 - program at 7 - music and dancing to follow program. Contact Diane VandenBoom, 313/300-2088 or dvboom@yahoo.com by March 14th. Make checks payable to AMVETS Auxiliary Post #57.

Convention Chairman Carol Pickett turned in her activity report. The Department convention is June 11 thru June 14. Call Carol if you have any questions or special needs. Doreen Pierce will be the attendance prize chairman and they are asking every local to bring 2-3 door prize gifts.

Clarice Poisson announced her Auxiliary #126 will have 4 delegates at convention.

Higgins Lake Lodge Rep Peggy Liss reported the Lodge has spent approx. \$21,291 on repairs and/or updates. They spent over \$5,200 on a septic system, bought new mattresses, sheets, etc. During a Higgins Lake Ladies weekend a couple years ago

those attending had a "Shower" and brought items from the lodge wish list. It would be nice to do it again although it is not mandatory. They need kitchen 'stuff' for the cabins: pots, pans, toasters, coffee pots, towels, etc.

Website Chairman Pat Michalski states Auxiliaries are not sending in pictures except for #93 and #57. Pat asked everyone to contribute more to the website.

Special Committee Chairman Wendy Lynema discussed the proposed new award submitted from District I - the Member of The Year Award. The committee held a meeting before the SEC. Members were Chairman Wendy, PDP Doreen Pierce, PDP Carol Pickett, PDP Rose Solak and PDP Clarice Poisson. At this time the committee is not recommending the Department Auxiliary pick up this award. They do recommend transferring the information to the Gaveliere's President, Faye Richardson-Green for their consideration.

Carol Pickett mentioned our Honorary Members and thought we need to do more recognition for them. Many times, they do more work than many of our Auxiliary sisters. It was pointed out the restrictions for Honorary members comes from National. We have no control over those restrictions. At last year's membership meeting during National Convention, the entire time was spent discussing Honorary members without much success is getting changes, etc.

VAVS/HOME REPS:

Grand Rapids Home Clarice Poisson her report was turned in.

Aleda E Lutz VA Linda Marshall thanked the President for her visit to Aleda Lutz.

President Bert gave the dates of her next visits:

John Dingell-April 11 / Grand Rapids Home-May 16 / Battle Creek VA-May 16

Jacobetti Home - May 25

(NOTE: no balances were recorded from activity report received)

DISTRICT REPORTS:

District I President Cel Rose Solak District I donated a microwave to Piquette Square in Detroit. She also talked about VAVS Youth Scholarships for those with 100+ hours of volunteering.

Rose announced Bert Lema will be running for President again. The guest from District I is PDP Seletha Robinson.

District II President Peggy Liss turned in her activity report. She has made one of her official visits to Auxiliaries in District II: #93 Armada. Her visit to #72 was postponed because of the weather. Peggy totally forgot the visit to #121 (to which she apologized several times!!) She will be attending #115 and #52 in April.

District II will be holding their Americanism program in April.

The guests of District II are Rosemary Perdue from #22 and Doreen Pierce from #121. Peggy made the District II announcements for candidates for Dept. Offices:

Linda Marshall, 2nd Vice / Kay Kemp, Hospital / Caroline Wisniewski, Chaplain

District V President Faye Richardson-Green reported she made her official visit to Aux. #23 on December 19. She will attend Aux. #126's meeting in April. Nothing has been set up yet for #1978 or #1941.

Faye presented gift cards (\$130) from Aux. #23 to 2nd Vice Cel Rose Solak. She also told Rose gift cards would also be in the mail from District V.

District V is looking forward to our Department President's visit in May. For District fundraisers, we have 3 Texas Hold'ems this year. District V guests are Michelle Funkhauser and Teresa McLane both from #23.

Faye gave a report on #23's Commander and Dept. Officer Barry Abshire. He is very ill and cards and prayers would be appreciated. His wife Sally (who once served as our Dept. Scholarship Officer) was hit by a car and has a broken wrist, thumb and vertebrae, big toe and a sprained foot. She is having back surgery on Tuesday. Cards can be sent to Sally and Barry at 4034 Childs Ave NW - Comstock Park MI 49321.

Faye withdrew her decision to run for National Americanism and will seek the office of Michigan's NEC Woman with the approval of her local and District.

Faye made the District V announcements for candidates for Department Offices:

Kathy Keizer, President / Wendy Lynema, 1st Vice / Gloria Hall, 3rd Vice /
Becky Kovach, Sgt-at-Arms.

District VII President Barb Robare excused

Unfinished Business

#1 Ways & Means - since the Chairman wasn't there, the Secretary has all the Department Convention raffle tickets printed, stapled in packets and in envelopes for the individual Officers and each local/district Auxiliary. Please pick them up so there aren't too many to mail. Each Officer got one packet of tickets and each local/district received two packets. Mail the stubs and checks back to the Ways & Means Chairman: Harriet Altherr, 6250 Lily Lane NE - Kalkaska MI 49646

#2 Two gas cards were purchased but there were no tickets available to sell them. The Ways & Means Chairman wanted to use roll tickets instead of printed ones. The gas cards will be held over until a later time.

#3 Linda Marshall, Scholarship Officer requested more Memorial Cards from the Secretary. There are not many left - maybe 8-10 packets.

OFFICER'S INSTRUCTION PROPOSED CHANGES: by acting Parliamentarian Kathy Keizer. These are the Officer Instructions which were voted on at the Spring SEC

Article I - General Information

2. YOU ARE TO READ THE CURRENT DEPARTMENT BY-LAWS AND STANDING RULES TO BECOME FAMILIAR WITH THEM. They may contain more information and/or instructions for your specific office.

****Motion Kathy Keizer/2nd Wendy Lynema to approve change. CARRIED**

3. After elections and at the close of convention exchange files with the newly elected officer. The incoming Department Officer will use the checklist included in the file to ensure all records are received. After reviewing the received files, inform the Department President and Department Parliamentarian of any missing items.

d. EXCEPTION: The mid-year and final service reports in all Service Officers files are destroyed by the Honors & Awards Chairman after the Convention.

****Motion Kathy Keizer/2nd Peggy Liss to approve change. CARRIED**

4. Officer's instructions may only be changed if:

c. You will be contacted by the Department Parliamentarian by December 1st to remind you to submit recommendations for changes to instructions for your Department Office. You must submit those recommendations in writing to her no later than January 1st.

d. The Department President and Department Parliamentarian will review your recommendations when they meet to discuss proposed changes to

Department Officers' instructions. If other changes are deemed necessary, you will be contacted by them to discuss.

- e. All revisions to the Department Officers' instructions will be brought to the attention of the SEC for discussion and vote. Following approval, you will be contacted by the Department Parliamentarian to discuss any required changes to your instructions.

****Motion Kathy Keizer/2nd Linda Marshall to approve change. CARRIED**

8. The Department Parliamentarian will send you a copy of the current local Instructions for your office by April 1st. If any changes are needed, due to Convention or SEC action, you will make the needed changes and forward a corrected copy to the Department Parliamentarian by April 20th. If you believe no changes are needed, you must let her know the local instructions are correct no later than April 20th.

****Motion Kathy Keizer/2nd Faye Richardson-Green to approve change. CARRIED**

Article II - SEC Meetings

1. Three (3) copies (four (4) copies for VAVS/MVH Representatives) of your Activity report are to be given to the Sergeant-at-Arms prior to the start of the Fall and Spring SEC meetings. You will not read your Activity report as part of your Officer report at the meetings. However, you will give recommendations you may have, or updates related to your programs/projects.

****Motion Kathy Keizer/2nd Linda Marshall to approve change. CARRIED**

3. Any Department Officer not submitting the required copies of her Activity report to the Fall and Spring SEC meetings will not be paid mileage unless excused from this requirement by the Department President. If so, your report must be sent to the Department President, Department Executive Secretary and Department Parliamentarian within fourteen (14) days following the SEC meeting. The VAVS/MVH Representatives must also send a copy to the Department Hospital Officer.

****Motion Kathy Keizer/2nd Wendy Lynema to approve change. CARRIED**

4. Your annual Activity report is to be received by the Department Executive Secretary no later than twenty-one (21) days prior to Department Convention in order to be copied for distribution on the Convention floor.

****Motion Kathy Keizer/2nd Peggy Liss to add 'Department' in all necessary places CARRIED**

Article III - Bulletins and Newsletter Articles

1. Department Officers shall submit newsletter articles and bulletins according to the schedule they receive from the Department Executive Secretary.

****Motion Kathy Keizer/Wendy Lynema to approve change. CARRIED**

2. When required as noted on the schedule received, bulletins are to be submitted to the Department Webmaster by the 15th of the month and should include helpful information pertinent to your office.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve change. CARRIED**

3. When required as noted on the schedule received, newsletter articles are due to the Department Executive Secretary by the 1st of each month. These articles should include information specific to your office, reminders of due dates for reports, etc.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve change. CARRIED**

DEPARTMENT *SERVICE OFFICER'S* GENERAL INSTRUCTIONS **[Americanism/SOS, Child Welfare, Community Service, Hospital, Scholarship]**

Article II - Judging and Awards

4. You can receive information regarding local Auxiliary donations and program donation balances from the Department Treasurer at any time, upon request.

****Motion Kathy Keizer/2nd Wendy Lynema to approve change. CARRIED**

DEPARTMENT PRESIDENT'S INSTRUCTIONS

Article III - State Executive Committee (SEC) Meetings

1. Fall, Spring and pre-Convention SEC meetings will be held in conjunction with the AMVETS. If it is not feasible to hold the Spring SEC meeting at the same time or place as the AMVETS, you shall set the date, time and place for the meeting. You shall inform the Department Commander and Department Executive Director of the change of your meeting, if different from the AMVETS.

****Motion Kathy Keizer/2nd Faye Richardson-Green to approve change. CARRIED**

3. You shall approve the Department Liaison Officer's reports for the AMVETS. They are to be sent to AMVETS Headquarters fourteen (14) days prior, or by the deadline date required by AMVETS in any received communication, to each AMVETS SEC meeting with a financial review.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve change. CARRIED**

4. You shall prepare an agenda for each SEC meeting and send it to the Department Executive Secretary, no later than seven (7) days prior to the meeting so she can make copies for you.

AUTOMATIC CHANGE

Article VI - Department Convention

1. B. You shall prepare an agenda for each Convention session (this is different than the daily agenda) and submit it to the Department Executive Secretary thirty (30)

days prior to Convention. Be sure you include a section for the outgoing Department Officer's final reports which should be done just before you close the Convention.
AUTOMATIC CHANGE

Article VII-Nat'l. Convention & Nat'l. Executive Committee (NEC) Meetings

- 3 The NEC Woman and Head Delegate shall send their reports from National Convention to you for approval before they are posted on the Auxiliary Website. The NEC Woman reports on the NEC & post-Convention NEC meetings and the Head Delegate reports on the Convention. The Head Delegate report should include recommendations from National Officers; Bylaw changes; newly elected Officers, motions, etc. The NEC Woman's report should include the newly elected Officers' themes and programs and any other recommendations made at that time.

****Motion Kathy Keizer/2nd Clarice Poisson to approve change. CARRIED**

INCOMING DEPARTMENT PRESIDENT'S INSTRUCTIONS

Article I - Things to do Prior to Convention

7. Prepare the following letters: *Greetings to New Members* and *Welcome Back to the Auxiliary*. Examples of both are included following these instructions. Give these letters to the Department Executive Secretary at Post-Convention SEC. Samples are included with your instructions.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve change. CARRIED**

8. Work with the Department Executive Secretary to develop a schedule which Department Officers will use to submit timely newsletters and bulletins.

****Motion Kathy Keizer/2nd Linda Marshall to approve change. CARRIED**

****Motion Kathy Keizer/2nd Becky Kovach to reconsider previous motion. CARRIED**

****Motion reconsidered and DEFEATED - remove Article VII-#8 from instructions**

Article II - Post-Convention SEC Meeting

12. You will develop Department Officer training and use it to engage newly elected and appointed officers at the Post-Convention SEC.

AUTOMATIC CHANGE - by change was done at 2019 Convention

13. Remind all officers they can find their instructions on the Department website (www.amvetsauxdeptmi.org). They should also see the Department Executive Secretary for a copy of the newsletter/bulletin chart as well as any additional information she may have for them.

****Motion Kathy Keizer/2nd Clarice Poisson to approve change. CARRIED**

14. Discuss with the Immediate Past President a convenient date, time and place for the Department audit, no later than fifteen(15) days following convention.

****Motion Kathy Keizer/2nd Wendy Lynema to approve change. CARRIED**

POST CONVENTION SEC SAMPLE MEETING AGENDA

Approval of Committee appointments: AUTOMATIC CHANGE

Remind all Officers:

- Their instructions are available on the website (www.amvetsauxdeptmi.org).
- They are to read their instructions within fourteen (14) days of the close of Convention in preparation for a call from the Department Parliamentarian.
- Before leaving, pick up the bulletin/newsletter schedule and any other information the Department Executive Secretary may have for them.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve change. CARRIED**

DEPARTMENT 1st VICE PRESIDENT'S INSTRUCTIONS

Article I - General Instructions

7. (NEW) You will send renewal notices to the annual MAL members. You will collect payments from these annual MAL members and complete the D&R. Forward the D&R and payments to the Department Executive Secretary.

****Motion Kathy Keizer/2nd Nancy Middleton to add this instruction. CARRIED**

Article II - D & R'S and How to Compile Reports

2. D & R's, deceased member notices and various changes will be sent to you frequently from the Department Executive Secretary, as she receives them from the local Auxiliaries. You will keep a roster of each Auxiliary with their current members by name and current membership status. Be sure to make changes on the roster when Change Forms or other corrections are received from the Department Executive Secretary. Retain copies of all documents in alpha or date order, whichever is most appropriate depending on the type of document received.

****Motion Kathy Keizer/2nd Faye Richardson-Green to approve change. CARRIED**

Article III - Auxiliary Rosters

2. Two (2) up to date membership charts shall be sent via email (regular mail to those with no email) to each Local Auxiliary 1st Vice President during the year, as well as a copy of their updated member roster. These charts and rosters represent information you have received from the Department Executive Secretary, who has documented and confirmed them as she receives them from the local Membership Chairmen. You will include a letter indicating what is included and instructing the local Membership Chairman to notify the Department Executive Secretary of any corrections immediately.

- b. If a local auxiliary officer is an annual member who does not renew her membership by the final deadline, she must be replaced, with notification of

this requirement sent to the Local Auxiliary President and Local 1st Vice President. Provide copies of this communication to the Department President, Department Parliamentarian, Department Executive Secretary and the District President, if there is one.

****Motion Kathy Keizer/2nd Clarice Poisson to approve change. CARRIED by majority**

Article IV – Reports

3. No later than January 10th, you shall send letters or e-mails to ~~all auxiliaries~~ each auxiliary with Life members still owing hospital donations after December 31st. Advise these local auxiliaries they are now considered not in good standing until the donation(s) have been received by the Department Executive Secretary. Inform the Department President, Department Parliamentarian, and the Department Executive Secretary to whom the letters have been sent.

****Motion Kathy Keizer/2nd Wendy Lynema to approve change. CARRIED**

Article VI – Convention and pre-Convention Responsibilities

3. Prepare envelopes for winners of the Department Membership Contests. You will need to contact the Department Treasurer **fourteen (14) days before Convention** to let her know how much money you will need, so she can write a check prior to her cut-off date.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve change. CARRIED**

6. Be sure you have completed the preparations indicated in the Incoming President's Instructions before arriving at Convention.

Automatic change

DEPARTMENT HOSPITAL OFFICER'S INSTRUCTIONS

Article III – Bars, Pins and Certificates

1. Local Auxiliary Hospital Officers shall send a letter requesting pins and bars to you no later than March 1st. It must be signed by the Local President and Hospital Officer. The hospital served and hours worked must be included in the letter.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve change. CARRIED**

DEPARTMENT EXECUTIVE SECRETARY'S INSTRUCTIONS

Article II – Department Convention

Prior to Convention:

1. You are responsible for preparing the Department Convention books and making enough copies for the total pre-registration plus ten (10) extra for those who register at Convention. The following items are to be included in the Convention book:

There was a suggested change but after discussion it was withdrawn.

Article XIV - Sunshine Fund

1. The AMVETS Ladies Auxiliary Department of Michigan Sunshine Fund was developed to send positive messages of encouragement to our seriously ill or injured members. The fund is part of the Department Chaplain's duties.

****Motion Kathy Keizer/2nd Faye Richardson-Green to approve change. CARRIED**

2. A copy of the complete guidelines shall be in the Department Chaplain's and the Department Executive Secretary's files.

****Automatic Change**

- ~~3. The Department Chaplain shall be the Department contact for this program and she will be the person who determines if the Sunshine gift request meets Department guidelines.~~

****Motion Kathy Keizer/2nd Faye Richardson-Green to delete #3 CARRIED**

4. If the Chaplain determines a Sunshine Fund gift is appropriate, she will contact the Department Treasurer who will write a \$20 check in the name of the requesting member and mail it to the Department Chaplain who will forward it to the requesting member, along with a card from Department to let our ailing member know we are praying for her and keeping her in our thoughts.

****Motion Kathy Keizer/2nd Becky Kovach to approve changes. CARRIED**

NOTE: be sure this is included in the Treasurer's instructions

DEPARTMENT TREASURER'S INSTRUCTIONS

Article I - General Information

2. You will chair the Finance Committee meeting at the Department Convention. The members of your committee are the Department Secretary and the District Presidents. You shall have your committee report to the Department Executive Secretary and Department Parliamentarian immediately following the meeting if there are any recommendations. If there are no recommendations to be voted on by the Convention Body, provide the Department Executive Secretary with a copy of your report after it has been read on the Convention Floor. There are NO EXCEPTIONS without the approval of the Department President.

****AUTOMATIC CHANGE**

Article II - Auxiliary Accounts, Transmittals and Vouchers

1. **#9.** The number of all bank accounts/CD amounts and the name and address of the banking facility in which they are held are to be on file with the Department President, Department Executive Secretary, and Department Treasurer.

****AUTOMATIC CHANGE**

4. When extra money becomes available, you, the Department President and Department Executive Secretary may together make the decision to purchase CD's.

****AUTOMATIC CHANGE**

5. There will be savings accounts and/or certificates of deposits to hold the bulk of the Auxiliary funds. These accounts will be in the name of AMVETS Ladies Auxiliary, Department of Michigan and shall have the names of the Department President, Department Executive Secretary and Department Treasurer on them.

****AUTOMATIC CHANGE**

Article III - Department Vouchers

1. You or the Department Executive Secretary will design voucher forms for the current year for each of the accounts for use by yourself and the Department Executive Secretary. They will be:
 - a. General Fund
 - b. Hospital Fund
 - c. Savings #1
 - d. Savings #2
 - e. Texas Hold'em Fund

****AUTOMATIC CHANGE**

5. You will keep the original voucher along with the receipts. The Department Executive Secretary will keep a copy of the voucher.

****AUTOMATIC CHANGE**

Article IV - Report, Audits and Record Relinquishment

2. You shall issue no checks fourteen (14) days prior to Convention except for emergencies or necessary convention expenses, in order to give yourself enough time to prepare the convention finance report.

****AUTOMATIC CHANGE**

3. The Treasurer's books are not to be turned over to the incoming Treasurer until all accounts are balanced out showing the correct amounts to be carried forward and the fiscal year-end audit has been completed. - The audit completed within fifteen (15) days following Convention.

****Motion Kathy Keizer/2nd Becky Kovach to approve change. CARRIED**

5. The Department AMVETS will review the Department Ladies Auxiliary ~~books~~ financial records. If you are unable to attend on the date scheduled, you will offer an alternative date on which you can participate in this meeting. If no other reasonable arrangements can be made, inform the AMVETS and forward copies of all items requested by the AMVET Audit Committee using the least expensive mailing option. You shall give them a phone number where you may be reached if they have any questions.

****Motion Kathy Keizer/2nd Linda Marshall to approve change. CARRIED**

6 At the end of your term in office, all records pertaining to your year will be placed in a large manila envelope for storage and transferred to the incoming Treasurer. The year will be written on the front of each envelope and the date which the contents can be destroyed. Records are to be retained for seven (7) years: the current year plus the six (6) previous years.

****AUTOMATIC CHANGE**

7. Receipts are to be given to the Department Treasurer for all monies received and/or requested from the Department Officers. The only exception to this requirement is: mileage for SEC meetings, compensation, allotments and donations.

****AUTOMATIC CHANGE**

Article V - Budget Requirements

3. Per Department Bylaws, you will meet with the Department Executive Secretary, no later than May 1, to compile a proposed budget to be presented to the Finance Committee meeting prior to Convention. The Department Executive Secretary will prepare the copies for you to have at your meeting. After review of the proposed budget by the Bylaws & Resolutions Committee, you shall submit the proposed budget, if there are changes, to the Department Executive Secretary or confirm the acceptance of the proposed budget so copies can be made for distribution to the Convention delegates, one (1) day prior to voting.

- a. You shall try to ~~have~~ obtain information ~~of~~ regarding those who intend to run for office at Convention or whom the Incoming President expects to appoint for the purpose of mileage calculation.

****Motion Kathy Keizer/2nd Linda Marshall to approve change. CARRIED**

NOTE: needs to be included in the Incoming President's instructions

Article VI - Receipts and Disbursements

3. The Executive Committee shall receive mileage to the SEC meetings at the current rate paid round trip from home address to meeting site. If it has been budgeted and funds are available, they shall also receive \$10.00 per diem for three (3) days of Department Convention. Mileage and per diem for VAVS/MVH Representatives is paid out of the Hospital Fund.

****AUTOMATIC CHANGE**

Article VIII - Sunshine Fund

1. If the Chaplain determines a Sunshine Fund gift is appropriate, she will contact you and request a \$20 check in the name of the requesting member. You will then forward the completed check to the Department Chaplain. She will then mail it to the requesting

member, along with a card from Department to let our ailing member know we are praying for her and keeping her in our thoughts.

****Motion Faye Richardson-Green/2nd Cel Rose Solak to approve changes. CARRIED**

~~2. You will provide the Department Chaplain with quarterly reports, or upon request, as to the balance in the Sunshine Fund.~~

No motion - not approved - delete requested change.

DEPARTMENT CHAPLAIN'S INSTRUCTIONS

Article II - Courtesies

2. If you are requested to conduct a memorial service at a funeral home, consult the family regarding time and offer any services you can provide. (See National Auxiliary Manual)

****AUTOMATIC CHANGE**

Article III - Sunshine Fund

1. The AMVETS Ladies Auxiliary Department of Michigan Sunshine Fund was developed to send positive messages of encouragement to our seriously ill or injured members. It is our small way of letting our member know we care about her and that our Chaplain is praying for her recovery. This fund is part of your Department Chaplain duties.
2. You may be contacted by a Local Auxiliary when one of their members is in a hospital, nursing home, hospice or is at home with what is considered to be a serious/lingering illness or injury. For the purposes of this fund, a serious/lingering illness or injury is defined as one which is life-threatening or is an extended illness/injury with an anticipated lengthy recovery period. By contacting you by letter or email you to request monies from the Sunshine Fund, the Local Auxiliary member is indicating a willingness to take responsibility for presenting the member with a gift to cheer her up.
3. You will determine if the Sunshine Fund applies to the particular situation. Due to limited resources, you can only allow one gift per member per year. If you determine a Sunshine Fund gift is appropriate, you will contact the Department Treasurer. She will write a \$20 check in the name of the requesting member. The check will then be mailed to you.
4. You will then forward the check to the requesting member along with a card to present to our ailing Auxiliary sister on behalf of Department. The check recipient will in turn use the \$20 check to obtain an appropriate gift and deliver it to the ailing member.
5. If funds are not available or the member does not meet the Department criteria for serious/lingering illness or injury and is therefore not eligible for a gift from the

Sunshine Fund, you will obtain the member's name, address, and send a card wishing her a speedy recovery on behalf of Department.

6. We are only able to provide this small gift of Sunshine when funds are available. In your bulletins and newsletter articles, remind Local Auxiliaries to please include the Sunshine Fund in their yearly donations to Department projects. Individual member donations are also appreciated.

7. The Department Treasurer will provide you with Sunshine Fund balance upon request.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve changes to entire section. CARRIED**

Article IV - Deceased Members

1. Upon notification of the death of the Department President, you shall send a card notifying the family we have made a donation to the Department Auxiliary Scholarship fund. Upon notification of the death of the Department Commander, you shall send a card notifying the family we have made a donation to the AMVETS Service Foundation. If the family has designated a specific charity, you will state a donation has been made to the specified charity in the card. Notify the Department Treasurer to transfer \$50.00 to the Auxiliary Scholarship Fund or to send a check to the AMVETS Service Foundation. If the donation is to a family-designated charity, let her know the name and address so she can forward the check.

****AUTOMATIC CHANGE**

- ~~4. In the black Memorial Book, list all deceased Auxiliary members, including name, local auxiliary and date of death. This book identifies deceased members whose names have been provided to the Department.~~

DELETE FROM INSTRUCTIONS BASED ON PREVIOUS MOTION

Article V - Memorial Services

1. Contact the AMVET Chaplain to offer your services and help with the Memorial services held at Fall Conference and Department Convention. The AMVETS are in charge of the Memorial services.

****AUTOMATIC CHANGE**

2. Prior to Department Convention, contact the President of the Gaveliers to see if they have any deceased members during this past year. If they have, the Past Department Presidents will walk in as a group and the Gavelier's President will place a rose on the memorial table. This presentation is the first order of business at the Memorial Service. The only exception would be if the AMVETS have experienced the death of a Past Department Commander, the Gaveliers would then be second to present. Notify the AMVETS Chaplain of the Gaveliers presentation so he/she can incorporate this addition into the service. If the Gaveliers are honoring the memory of a deceased member, please reserve seating for approximately 15 at the front of the room.

****AUTOMATIC CHANGE**

3. The names and date of death of ONLY Past Department Presidents are to be printed in gold in the back of the Bible in your file.

****AUTOMATIC CHANGE**

DEPARTMENT SERGEANT-AT-ARMS' INSTRUCTIONS

Article II - Posting the Colors, Ceremonies and Escorting

- 7 If you post the Auxiliary Colors at another organization's function, advise your Local Americanism Officer so credit may be taken on her Americanism report.

****AUTOMATIC CHANGE**

Article III - Meetings

4. For Fall & Spring SEC meetings, you will prepare three (3) folders with a complete list of Officers attached to the front of each. You will prepare another folder with a complete list of the VAVS/MVH Representatives attached to the front. As the Officers arrive, each will hand you her Activity reports. One copy of the Officer's report goes into each folder. Place a checkmark next to the name of each Officer from whom you receive a report. This checkmark is vital so the Secretary will know at a glance of any Officer who did not submit a report. The 4th copy of any report goes into the VAVS/MVH Representative folder which will be turned over to the Hospital Officer. One (1) each of the other folders go to the Department President, Department Executive Secretary and Department Parliamentarian.

****AUTOMATIC CHANGE**

It was agreed this is to be in the Sgt-at-Arms instructions since she has the list in her files

The Sgt-at-Arms must notify all Auxiliaries having traveling awards to return them in time to be presented at the Department Convention. Local Auxiliaries are responsible for any award in their possession from the time of receipt until it is returned at Convention.

****Motion Kathy Keizer/2nd Linda Marshall to approve change. CARRIED**

NATIONAL EXECUTIVE COMMITTEE WOMAN'S INSTRUCTIONS

Article II - Finance

- 4 When the National 3rd Vice makes her official visit to Paws with a Cause, you or your representative, shall have a budgeted amount to entertain her. The unused monies are to be returned to the Department Executive Secretary, along with the receipts.

****AUTOMATIC CHANGE**

IMMEDIATE PAST PRESIDENT'S INSTRUCTIONS

Article II - Department Delegate Duties

3. You shall write a report of the National Convention within fourteen (14) days of your return and forward it to the Department President for approval. Copies shall be sent to the National Parliamentarian within forty-five (45) days of the close of the National Convention.

- a. In making your report you will include any changes from National Convention regarding the National Constitution and all Convention action. You will send copies of the report to the Department President, Department Parliamentarian and the Department webmaster to be posted on the website.

****Motion Kathy Keizer/2nd Wendy Lynema to approve changes. CARRIED**

Article III - Honors and Awards Chairman Duties

2. In conjunction with the Spring SEC meeting, you will work with the Department President to arrange an Honors and Awards Committee meeting time which is in agreement with your needs and will not interfere with other scheduled meetings. Contact the Department President to ask that she contact the AMVETS Executive Director to ensure the SEC meeting room will be available for you to use prior to the SEC meeting. Notify the Service Officers of the date, time, and room assignment for this meeting.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve changes. CARRIED**

5 You are responsible for destroying all mid-year and final service reports following the Department Convention.

****AUTOMATIC CHANGE**

6. Prior to Convention, you will work with the Department President to arrange an Honors and Awards Committee meeting time which is in agreement with your needs and will not interfere with other scheduled meetings. Notify the Service Officers of the date, time, and room assignment for this meeting. As Chairman, you will refrain from judging and voting on all awards.

- a. All Service officers are required to attend the Honors and Awards Committee meeting prior to Convention. If an officer does not attend, you are to notify the Department President as soon as possible to determine if she was excused. If they have not been excused, she will not receive mileage and per diem, if budgeted.

****AUTOMATIC CHANGE**

15. Only Past Department Presidents and Districts are eligible to be award donors. Preference will be given to Past Department Presidents on a seniority basis, to be reviewed after ten (10) years. The SEC shall review new donor's requests and use the donor's guidelines and rules for the approval or disapproval of such requests.

- b. Districts will only be allowed to hold an award for three (3) years. If no Past Department President asks to take the award as hers, the District may take it again for the three (3) years.

****AUTOMATIC CHANGE**

DEPARTMENT PARLIAMENTARIAN'S INSTRUCTIONS

Article II - Officers, Officers Instructions and Local Instructions

2. The individual Department Officer's instructions will be reviewed by you and the Department President to make sure they are not in conflict with any new National or Department Bylaws or Standing Rules.

****AUTOMATIC CHANGE**

3. Fourteen (14) days after post-Convention, you shall begin contacting newly elected/appointed Department Officers to ensure each understands the requirements of her office.

****Motion Kathy Keizer/2nd Linda Marshall to approve changes. CARRIED**

4. You shall send notification to Department Officers by December 1st to remind them to submit recommendations for changes to their respective offices to you no later than January 1st. After that date, you will meet with the Department President to review recommended changes and are ~~be~~ responsible for making any authorized revisions, corrections or deletions to the Department Officers' Instructions. -Submit written changes to the Department Executive Secretary no later than 1 week prior to Spring SEC for copying purposes. You will present and request these changes at the Spring SEC meeting.

****Motion Kathy Keizer/2nd Cel Rose Solak to approve changes. CARRIED**

5. Within fourteen (14) days following the Spring SEC, you shall revise the Department Officer's Instructions with any changes made at the meeting and e-mail them to the Department webmaster-to be posted to the Department website.

****AUTOMATIC CHANGE**

DEPARTMENT CONVENTION CHAIRMAN'S INSTRUCTIONS

Article I - General Information

5. As soon as possible after your appointment, contact the AMVETS Executive Director to introduce yourself as the Convention Chairman for the Auxiliary and find out when there will be a site visit. (This is usually in July and you will receive mileage if you must travel more than fifty (50) miles round trip for the visit.) not to exceed the amount budgeted. At this time, you will be able to get the following information: hotel address & phone number, room rate, reservation code & cut-off date and any meeting room costs.

- a. You will also approve the room to be used for the Convention and an office for the Department Executive Secretary, preferably as close to the Convention

room as possible. The Convention room will be used for the following meetings: Honors & Awards meeting, pre-Convention SEC, Finance meeting, Bylaws & Resolutions meeting, Scholarship judging, Scrapbook judging and post-Convention SEC meeting.

- b. Advise the hotel representative you will need to have a separate bill for the Auxiliary meeting room charges which will be paid on Sunday before we leave.
- c. Advise the AMVETS Executive Director you will need a copy of the signed contract for the Department Treasurer's records, as soon as possible.

****AUTOMATIC CHANGE**

DEPARTMENT PERSONNEL CHAIRMAN'S INSTRUCTIONS

Article II - Receipt of Interest in Position

1. When you receive an inquiry of interest for the position, mail the following to the interested member:
 - a. Application - with a note this is for a two (2) year term and the application is due back to you by May 1. EXCEPTION: The incumbent may simply express her interest in continuing in the position. No separate application is required. Eligibility to continue in the position will be determined by evaluating current competency.
 - b. A copy of the Department Executive Secretary's instructions (a copy can be downloaded from the Department website).

****Motion Kathy Keizer/2nd Wendy Lynema to approve changes. CARRIED**

New Business

There was a long discussion about Past Department Presidents being nominated for a Department office. The by-laws state a PDP can be nominated on Sunday morning provided no other candidate has been placed in nomination. There was also questions about a 2nd term for President. Who fulfills the 2nd part of her term? The current President is automatically the elected Head Delegate for the next National convention and she is the Department Liaison and the Honors & Awards Chairman for the following year. There was a bit of confusion.

By this point, several of the attendees had left the meeting.

****Motion Kathy Keizer/2nd Linda Marshall to pay the bills. CARRIED**

****Motion Linda Marshall/2nd Cel Rose Solak to adjourn the meeting. CARRIED**

The Benediction was given by Chaplain Caroline Wisniewski and the Colors were retired by Sgt-at-Arms Becky Kovach.

The meeting was adjourned at 8pm.

Respectfully submitted:

Nancy Middleton, Executive Secretary

Department of Michigan AMVETS Ladies Auxiliary

February 21, 2020

Corrected and approved by acting Parliamentarian
Kathy Keizer 2/21/2020

Approved by President Bert Lema 2/22/2020

(and some appreciated 'catches' by webmaster Pat
Michalski)