

DISTRICT PRESIDENT'S INSTRUCTIONS

Reviewed 2023

Section I – General Information

1. Districts are considered a booster organization to help stimulate interest and to assist in carrying out the programs of the Department. As a District President, you may be asked to be a representative of the Department in handling possible issues a local may have.
2. Thirty (30) days prior to Convention, a letter shall be sent to any Local Auxiliary in your District regarding any indebtedness to the District. The letter shall state if not paid ten (10) days prior to Convention, their vote will be challenged at the Department Convention. A copy of the letter shall be sent to the Executive Secretary and Department Parliamentarian. If the local complies, the Executive Secretary and Department Parliamentarian shall be notified immediately.
3. You will advise the Local Auxiliaries in your District that any forms needed can be found on the Department website.
4. Check the Department website to be familiar with the various programs and any changes. Study the National Constitution, Manual, Department By-Laws, Standing Rules and your District By-Laws and Standing Rules to become familiar with all levels of AMVETS Ladies Auxiliary.
5. You will make arrangements for the District's annual audit per the District Bylaws or Standing Rules.
6. Your name is to be one of the three on the District bank account.
7. Suggest your District purchase two books of Convention raffle tickets to help the Department Ways & Means Chairman.
8. When the Department Parliamentarian approves Bylaws for any Local Auxiliary in your District, she will send you a copy for your files.

Section II – Meeting, Visits and Reports

1. You are to preside at all District meetings or make arrangements to have the District 1st Vice President preside in your absence.

2. Contact the Department President no later than the Fall SEC meeting to invite her to make her official visit to one of your District meetings.
3. You shall send out meeting reminders to the District officers, local Presidents and delegates at least fourteen (14) days prior to each District meeting.
4. You shall make sure the District By-Laws are sent in for approval every three (3) years. Also, any time amendments are voted on and passed, they must be sent in immediately. All are to be sent in triplicate to the Department Parliamentarian.
5. You shall make an official visit to each local's meeting in your District at least once during your term of office. Installation without a formal auxiliary meeting does not count as an official visit.
 - a After this visit, you will complete a local visitation form, make two (2) copies and send one (1) each to the Department President and Department Parliamentarian.
 - b You shall keep a copy in your files. (You can find a copy of this form on the Department website.)

Section III – Elections and Installations

1. District Presidents shall be elected prior to the Department Convention. If not elected prior to Convention, they shall be elected by a caucus of the respective District at the Department Convention.
2. You shall make sure a Revalidation form is completed and two (2) copies are sent to the Department Parliamentarian within seven (7) days following the installation of the new officers.
3. The Department Parliamentarian will send a copy of each Local Auxiliary Revalidation Form in your District for your files.
4. You are responsible for the installation of Local Auxiliaries within your District. If a local want to have someone other than the District President install them, they shall inform you, in writing, of the person they have chosen to replace you.

Section IV – SEC and Department Convention Requirements

1. You are a member of the SEC and shall report to the Department all work being done and the needs of the Local Auxiliaries in your District.

- a. Your uniform should include the Department level hat – not the District level hat since you are a member of the SEC.
2. Encourage the incoming District President to attend the Membership Committee meeting, if one is scheduled during the Department Convention.
3. You shall preside over all District caucus meetings at Convention. In your absence, the District 1st Vice President will preside. If she is not in attendance, you will appoint a chairman.
 - a. The vote of the District President may be mandated at the Department or National Convention, if provided for in the District Bylaws.
4. As the District President, you are a member of the Membership Committee and Finance Committee at the Department Convention.
5. If you are unable to attend an SEC meeting or the Department Convention, ask your 1st Vice President to represent you and inform her she shall be afforded the same privileges and benefits as the District President.
6. Notify the Executive Secretary fourteen (14) days prior to Department Convention, if the outgoing or incoming District President will be the District representative to the Department Convention.

Section V – Organization and Charter Obligations

1. In the event the District wishes to disband, you must notify the Department President, Department 1st Vice and Department Parliamentarian. Procedures from the Department Bylaws, Article XIII must be followed before you can disband the District.
2. If there is an AMVET Post in your District that is interested in organizing an Auxiliary, you may request the Department Secretary to send them a starter kit.
3. You shall attend the Organizational meeting to help run the meeting and to be sure all paperwork, etc. is properly filled out and signed.
4. If the Executive Secretary sends a starter kit to an AMVET Post in your District during your term of office and an Auxiliary has not been chartered or had an organizational meeting, leave a note in your file for the incoming President so she can follow up.