

# **AMVETS LADIES AUXILIARY DEPARTMENT OF MICHIGAN BYLAWS**

*Revised June 2023*

## **ARTICLE I – NAME**

Section 1 The name of this organization shall be AMVETS (American Veterans) Ladies Auxiliary, Department of Michigan. The Department of Michigan, being duly incorporated under incorporation laws of the State of Michigan, as of 1949.

## **ARTICLE II – AIMS AND PURPOSES**

Section 1. The Aims and Purposes of AMVETS Ladies Auxiliary as stated in our National Constitution are:

To serve our country in peace as in war; to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.

To encourage, in keeping with the policies of our Government, the establishment of a concrete plan to secure permanent international peace and to assist in the maintenance of international peace.

To inspire in our membership a sense of responsibility and to develop leadership for the preservation of our American democratic way of life.

To help unify divergent groups in the overall interest of American democracy.

To train our youth to become purposeful citizens in a democracy with full knowledge of the responsibilities as well as the privileges of citizenship.

To cooperate with all duly recognized existing veteran's organizations in the furtherance of the aims of the American Veteran.

To keep the public forever reminded that the American Veteran fought, served and died to preserve peace, liberty and democracy for their nation

To aid in the fulfillment of the Aims and Purposes of the American Veteran, our parent organization.

To promote the welfare and fellowship of our members and families.

To expedite and assist in the rehabilitation of the veteran by sponsoring and giving support to educational opportunities, to recreational advantages, to hospitalization and personal problems, and to support the veteran in all legislation for veterans' benefits.

To recognize that the organization known as AMVETS, and chartered by Congressional action on July 23, 1947, is the parent organization, and that all

organizational divisions of the Auxiliary exist solely to promote the interest of the parent body; therefore, they cannot act independently except as it favors the objectives of AMVETS. (6/21)

### **ARTICLE III – MEMBERSHIP**

Section 1 Eligibility for membership in the AMVETS Ladies Auxiliary shall be limited to the mothers, wives, grandmothers, regardless of age, and to the daughters, stepdaughters (a stepdaughter must have been a dependent of an AMVET or deceased veteran prior to their eighteenth birthday to be eligible), sisters and granddaughters, not less than 18 years of age, of regular members of AMVETS; and to the mothers and widows, regardless of age, and to the daughters, sisters and granddaughters (of a veteran serving after September 15, 1940 or later), not less than 18 years of age, of deceased veterans who would have been eligible for membership in AMVETS, and female veterans who served honorably in the Armed Forces of the United States after September 15, 1940, or as an American Citizen in the Armed Forces of Allied countries after September 15, 1940, and before May 8, 1975, who maintain their AMVET membership unless they meet the established eligibility criteria.

The term mother shall be construed to include any female member of the family, or any female guardian of such person or deceased veteran, who has exercised or is exercising the care and responsibility for the rearing of such person or deceased veteran. The term granddaughter may include great granddaughter. (6/21)

Section 2 Local Auxiliaries may grant two (2) new Honorary memberships each year. Locals must submit two (2) copies of the Honorary Member Card form to the Executive Secretary with a check made out to the Department of Michigan in the amount of \$10, which is the National annual dues for Honorary members, effective September 2018. The Department waives dues for Honorary members. However, a local Auxiliary may charge the Honorary member an assessment each year, if desired. (6/23)

A. Honorary members may be appointed to any local office except President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President and Treasurer.

B. A Local Auxiliary can rescind an Honorary membership if the member becomes eligible for regular annual or life membership.

Section 3 A membership-at-large may be granted to an individual eligible for membership in our organization. Dues are to be \$25 per year and are to be remitted to the Executive Secretary. As such, the member is entitled to all National benefits and privileges as long as her annual dues remain paid. A member-at-large may affiliate with an Auxiliary at any time by remitting dues established by the accepting Auxiliary with a properly executed transfer form. (6/05)

- A. A member-at-large is not eligible to hold an office or vote on any level of AMVETS Ladies Auxiliary.
- B. The Department Membership Chairman will be responsible for sending out reminders to all Members-At-Large (MAL) by September 30 each year according to her officer instructions. The reminder shall indicate the dues are to be remitted to the Executive Secretary and must be received no later than December 31. (6/23)

Section 4 The membership year shall run from January 1 through December 31. Any application or renewal request for annual membership received after December 31 shall be counted as a new member and requires the (re)establishment of membership eligibility. (6/23)

#### **ARTICLE IV – DUES**

Section 1 Dues shall be paid annually or for Life.

Section 2 The yearly membership fee for each annual Auxiliary member shall be a minimum of \$22 plus \$3 for the Department Hospital assessment. (6/23)

Section 3 Each local Auxiliary shall remit annually to the Department Executive Secretary the sum of \$25 per annual member (\$15 for National, \$7 for Department and \$3 for the Department Hospital assessment). Any additional amount may be set at the discretion of the Local Auxiliary. (6/23)

- A. Checks shall be made out to the AMVETS Ladies Auxiliary Department of Michigan. Any additional amount may be set at the discretion of the local Auxiliary. (1/19)
- B. The Department portion for all new members will be \$12 and the local Auxiliary will remit \$30 for each new member including those who do not renew by December 31 (\$15 for National, \$12 for Department and \$3 Hospital assessment).

Section 4 A Life membership in AMVETS Ladies Auxiliary may be granted for a minimum sum of \$278 (\$225 for National, \$50 for Department and \$3 for the Department Hospital assessment). Any additional amount may be set at the discretion of the local Auxiliary. (1/19)

Section 5 Hospital assessments in the amount of \$3 per year shall be paid by all annual and Life members. The \$3 Hospital assessment for all Life members must be paid by December 31 for the local Auxiliary to remain in good standing with the Department.

- A. In the event a Life member does not pay her Hospital assessment, the local Auxiliary shall be responsible for the payment. (6/91)

B. The \$3 Hospital assessment for all Life members must be paid by December 31 for the local Auxiliary to remain in good standing with the Department.

Section 6 Local Auxiliaries shall remit dues monthly to the Executive Secretary. (6/18)

Section 7 A member whose dues have not been paid by December 31 shall forfeit all privileges of active membership. After December 31, eligibility must be re-established by the local AMVETS.

A. Current members who pay their dues after December 31 are considered as a new member and must pay as a new member. (6/23)

B. A Local Officer who does not pay her dues by December 31, is not in good standing and shall be replaced by the Local President. (6/23)

Section 8 The Executive Secretary shall notify the Department President and Department Parliamentarian in the event a Department officer's dues are delinquent as of December 31 and the Department President may replace the Officer. (6/18)

Section 9 All renewals to National must be received from the Department by the date set by National. (6/21)

#### **ARTICLE V – DEPARTMENT OFFICERS**

Section 1 The Department Convention shall elect a Department President, 1<sup>st</sup> Vice President (Membership Officer), 2<sup>nd</sup> Vice President (Child Welfare Officer), 3<sup>rd</sup> Vice President (Community Service Officer), Americanism Officer, Hospital Officer, Scholarship Officer, Chaplain, Sergeant-at-Arms, Treasurer (elected in the even years) and National Executive Committee (NEC) Woman (elected in the even years).

Section 2 District Presidents and/or Elected Representatives shall be elected prior to Convention. If not elected prior to Convention, they shall be elected by a caucus of the respective District at the Department Convention. Districts shall be geographically located as outlined by AMVETS. [See Article XI – Section 1-A] (6/19)

Section 3 The officers elected by the Department Convention delegates shall be installed by a Past Department President or a past or current Auxiliary National officer. All elected officers shall serve for a period of one (1) year with the exception of the National Executive Committee (NEC) Woman and the Department Treasurer, who shall serve for two (2) years. (7/13)

A. Prior to the close of the Department Convention, the President Elect shall get approval of the following appointments: Parliamentarian, Convention Chairman, Fall Conference Chairman, Publicity Officer/Historian, Ways and Means Chairman, a Chairman plus two (2) members to serve on the

Grievance Committee, a Chairman plus two (2) members to serve on the Appeals Committee, a Junior AMVETS Coordinator (if needed) and any elective offices not filled during elections. These appointees shall be installed immediately by her installing officer. (6/21)

- B. A Higgins Lake Lodge Representative is appointed by the Incoming President for a two (2) year term in the even years and a Webmaster is appointed for a three (3) year term (beginning June 2022) prior to the close of the Department Convention. (6/23)
- C. The most senior of the five most recent Past Department Presidents (PDPs) currently serving on the Personnel Committee will be appointed as the Personnel Committee Chairman with all other appointed officers prior to the close of the Department Convention. (6/23)

- Section 4 All newly elected and appointed officers shall assume the duties of their respective office after the close of the Department Convention except for the Department Treasurer, who shall assume her duties immediately following the Department audit.
- Section 5 The Department President shall appoint with SEC approval NO LATER THAN the Spring SEC meeting, fourteen (14) members to serve on the Bylaws Committee. (6/23)
- Section 6 The Department President shall appoint an officer via a poll vote, if necessary, whenever a vacancy occurs with the approval of the Executive Committee. (6/23)
- Section 7 All officers, except the Department President, may be re-elected but shall not serve more than two (2) consecutive terms, except for the Department Treasurer, who shall not be limited in terms of office. (6/23)
- Section 8 The Immediate Past Department President shall be the elected Department Delegate and the Department President shall be the elected Department Alternate Delegate to the National Convention.
  - A. The Department Delegate shall call a caucus at National Convention upon the request of the majority of the delegation.
  - B. If the Department President is unable to attend National Convention, the Department 1<sup>st</sup> Vice President shall be the first choice to take her place as the Alternate Delegate, followed by, in this order, until someone is found who can attend: 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President and Executive Secretary. (6/19)
  - C. Anyone who is chosen to serve as the Alternate Delegate will receive the budgeted monies. (6/19)
- Section 9 Should the NEC Woman be unable to attend the NEC meeting after arrival at the National Convention, she shall be allowed to appoint an Alternate NEC from

those in attendance from the Department, if the Department President is not in attendance to do the appointment. This is to be at no expense to the Department.

- A. The incoming President shall be the Alternate NEC Woman and Alternate Head Delegate.
- B. In the event the NEC Woman and Alternate NEC Woman are unable to attend the NEC meeting of National Convention, by majority vote, the body may seat another member of the Department as a voting representative, if requested. This is according to National Bylaws.

Section 10 Past Department Presidents may be nominated for any Department level Service office on the day of elections provided there have been no nominations made for the office on the first day of nominations, with the exception of the position of NEC Woman.

- A. The NEC Woman shall be a Past Department President.
- B. No member may seek the office of President, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice or 3<sup>rd</sup> Vice Presidents without serving on the Executive Board for two (2) years, including one (1) year as Department Service officer. (6/17)
- C. If a Past Department President (PDP) has been appointed to serve as the Department 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Vice President; she may have the choice to continue up to the next office by announcing her intention at the Spring SEC. She may also send out an announcement in the Convention Digest. (6/23)

## **ARTICLE VI – EXECUTIVE BOARD, EXECUTIVE COMMITTEE AND BOARD OF TRUSTEES**

Section 1 The Executive Board shall consist of those holding elective offices (see Article V, Section 1), and the Parliamentarian.

Section 2 The Executive Committee of the Department shall consist of elected and appointed officers: President; 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice, 3<sup>rd</sup> Vice Presidents; Treasurer; Chaplain; Sergeant-at-Arms; Americanism/SOS, Hospital, Scholarship Officers; NEC Woman; Immediate Past President; Parliamentarian; Publicity Officer/Historian; Ways and Means Chairman; Personnel Chairman; Junior AMVETS Coordinator (if needed); Fall Conference Chairman; Convention Chairman and Higgins Lake Lodge Representative; District Presidents, Webmaster and VAVS/MVH Representatives. 6/(15)

- A. The Department President votes only in the event of a tie. However, when voting on the secret ballot, the President shall have the right to vote.
- B. The elected and appointed officers as noted in Section 2 shall receive up to four (4) days per diem plus mileage to the SEC at the Department

Convention; paid at the current rate, if so budgeted. Mileage will be paid to the driver only. (6/23)

- C. Mileage for all SEC meetings and Convention per diem shall be paid from the Hospital fund for all VAVS/MVH Representatives if funds are available. (6/21)
- D. When funds are available, each Department Officer who drives to a Department SEC meeting will receive mileage and each SEC voting member will receive \$15 per diem. (2/23)
- E. For those officers traveling in the same vehicle to SEC meetings, mileage will be paid to the driver only. (6/13)

- Section 3 The following will only be required to attend the SEC meetings and receive mileage noted for their particular office if funds are available. (6/21)
- A. VAVS/MVH Representatives will attend the Convention Hospital AUDIT meeting but would only be required to send a financial report for the Fall and Spring SEC meetings without mileage. (6/23)
  - B. The Fall Conference Chairman will attend the Convention meeting and the Fall SEC meeting.
  - C. The Convention Chairman will attend the Convention meeting and the Spring SEC meeting.

- Section 4 The Department Board of Trustees shall consist of all Past Department Presidents. When called upon, the Trustees shall act in an advisory capacity. (6/03)

#### **Article VII – MEETINGS AND QUORUM**

- Section 1 The Executive Committee may meet within twenty-four (24) hours prior to the Department Convention. The incoming and outgoing Executive Committee shall meet immediately following the close of the Convention for the purpose of transferring files, with the exception of Department Treasurer, which will be done after the Department audit. Following the transfer of files, the newly elected and appointed Executive Committee shall meet to present their themes, contests, etc. and to have them approved. They shall also engage in Officer training to be completed within 30 days. The Committee also shall meet in the Fall prior to the Fall Conference and in the Spring. (6/21)
- Section 2 The Executive Committee and/or Executive Board shall meet at the call of the President.
- A. The President shall be compelled to call a special meeting of the Executive Committee upon the request of five (5) members of the Committee with a fifteen (15) day notice to be given. (6/87)

B. The President shall be compelled to call a special meeting of the Executive Board upon request of three (3) members of the Board with a fifteen (15) day notice to be given. (6/05)

Section 3 Twelve (12) officers plus the presiding officer shall constitute a quorum of the Department Executive Committee. (6/87)

Section 4 Seven (7) officers plus the presiding officer shall constitute a quorum of the Department Executive Board. (6/98)

Section 5 When the President puts the notice on the Auxiliary website and in the Department newsletter for the SEC meetings, she shall note Past Department Presidents and all Auxiliary members are invited to attend the meeting at no expense to the Department. Past Department Presidents shall have a vote. (6/18)

### **ARTICLE VIII – DUTIES OF OFFICERS**

Section 1 Except as herein described, the duties of the Department officers shall be as outlined in the National Constitution and as clarified in the AMVETS Ladies Auxiliary Officer Instructions posted on the Department website. Copies of these instructions will be distributed to new officers at the Post-Convention SEC meeting by the outgoing Parliamentarian. (6/23)

Section 2 Although the Executive Secretary is not a Department Officer, her position is critical for the Department's function. Applicants shall be interviewed and selected by the Department Personnel Committee. Her role and duties are outlined in her contract.

Section 3 The duties of the District President and/or elected Representative shall be:

A. All District Presidents or elected Representatives shall make a minimum of (1) visit to each local Auxiliary within their respective District during their term of office. A report of this visit shall be completed and a copy given to the Department President and Department Parliamentarian no later than the first SEC meeting following the visit. One copy shall be kept in the District President's files. (A copy of this report form is available to download from the website.) (6/19)

B. District Presidents or elected Representatives must inform each Auxiliary within their District, by letter, at least thirty (30) days prior to the Department Convention, of their District dues status. If unpaid, the District President shall inform the local Auxiliary ten (10) days prior to the Department Convention that their vote will be challenged at the Convention.

C. District Presidents or elected Representatives shall represent the Department when requested to do so.



- D. District Presidents or elected Representatives are responsible for the installation of local Auxiliaries within their District.
- E. The District 1<sup>st</sup> Vice President (in the absence of the District President) shall be afforded the same privileges and benefits of the other Department officers when representing her District and giving the District report at the SEC meetings and/or Convention.

Section 4 The outgoing Parliamentarian shall be responsible to retype the Department Bylaws if any changes have been made at the Department Convention. They shall be submitted to the National Parliamentarian in duplicate, including a separate page indicating where changes are within the Bylaws. They shall be signed by the outgoing Department Parliamentarian and sent within thirty (30) days after adoption by the Convention body. After the signed copies are returned from National to the current Department Parliamentarian, they shall be forwarded electronically to the Department webmaster to be posted on the Department website. (6/23)

#### **ARTICLE IX - FINANCE**

- Section 1 The Department Treasurer shall set up five (5) accounts: General fund account; Hospital fund account, Texas Hold'em account, a Savings account (#1) monies and a Savings account (32) for the donations to the Department service programs (excluding Hospital, which shall be deposited into the Hospital checking account). (6/18) Three (3) names are to appear on these accounts with two (2) names required for all checks written and/or savings withdrawals. (6/23)
- A. The Savings Account #1 reserve accounts are as follows: Equipment Reserve; New Life; Membership Contests; Outstanding checks; General Fund Reserve; President's gift fund and Sunshine fund. (6/23)
  - B. The budget shall be compiled by the Department Treasurer and the Executive Secretary and given to the Finance Committee at Convention for review. After review, it shall be copied by the Executive Secretary and distributed to the Convention delegates one (1) day prior to voting. (6/05)
  - C. The Department budget is to be figured on the membership as of June 1, less Life membership and using the closest round figure (if total membership is 613, use 600). If funds are left in the treasury after all expenses are met, one-third (1/3) of the balance may be used as the starting basis for next year's budget, otherwise funds to meet the current and anticipated budget items will be transferred from the savings account #1 as a starting basis and funds will be reimbursed when monies are available. (6/04)
  - D. Any officer wishing reimbursement for a qualified budget item must turn in her receipt(s) to the Department Treasurer for payment. No item will be paid without a receipt. Hand written receipts will not be accepted. Anything over

the budgeted amount may be approved for payment from the Miscellaneous fund by the SEC.

- E. Within fifteen (15) days following the close of the Department Convention the Department financial records shall be audited. The outgoing Department President shall appoint an auditor. The records will be audited by the incoming Department President, Incoming 1<sup>st</sup> Vice President and/or Department Treasurer and the auditor. The outgoing Department President, Executive Secretary and/or Department Treasurer will be present to answer any questions. (6/23)
1. In the case where the Department Treasurer supersede themselves the Department President shall appoint someone else to take their place. (6/15)
  2. An auditor is to be selected from the area in which the audit will be held.
  3. Mileage is to be paid by the Department at the current rate, not to exceed the budgeted amount.
  4. If members of the audit committee travel to the audit in the same vehicle, mileage will be paid to the driver only. (6/13)

#### **ARTICLE X – VAVS & MVH REPRESENTATIVES**

- Section 1 The Hospital Committee shall budget hospital funds based on the number of veterans being served at each VAMC and MVH location. Funds will be disbursed quarterly on the 1<sup>st</sup> of August, November, February and May to be used to service our veterans in each respective facility. (6/19)
- Section 2 Allocation of these funds shall be under the supervision of the Department Hospital officer with approval of the Department Hospital Committee.
- Section 3 All VAVS/MVH Representatives who are charged with the responsibility of handling funds shall be required to place funds in a checking account, bearing the name of AMVETS Ladies Auxiliary, \_\_\_\_\_ (Aleda E. Lutz, Jacobetti, etc.) Hospital fund.
- A. If both checking and savings accounts are opened, two (2) separate ledger sheets must be used, one for checking and one for savings. (6/00)
  - B. A minimum of two (2) names are to appear on this account with only one signature required to draw checks. The Executive Secretary's signature shall be on all VAVS/MVH bank accounts. (6/23)
- Section 4 The monies are to be under the guidance of the VAVS/MVH Representatives and Deputies.

Section 5 Where there is no Deputy, the President may appoint one with the approval of the SEC. (6/90)

Section 6 The Representative and Deputy of the Michigan VA hospitals will meet with the Chief of Voluntary Services in September to hold their annual joint review. Copies of the review will be sent to the National VAVS Representative, the Department President and the Department Hospital officer. (6/14)

## **ARTICLE XI – DEPARTMENT CONVENTION**

Section 1 The AMVETS Ladies Auxiliary Department of Michigan Convention shall be held annually at the same time and place as the AMVETS Department of Michigan Convention (if feasible, except in a State of Emergency) (6/23)

Section 2 The voting members of the Department Convention shall consist of the elected and appointed Department officers, Past Department Presidents, local Auxiliary delegates and alternates. Each local Auxiliary shall be entitled to one (1) delegate and one (1) alternate for its Charter (first 10 members) and one (1) additional delegate and one (1) alternate for each ten (10) members or major fraction thereof.

Section 3 Past Department Presidents, current Department officers, Executive Secretary and/or Department Chairmen shall have their registration fee waived at the Department Convention. (6/23)

Section 4 All local Auxiliaries, to remain in good standing, must have:

- A. Local Revalidation form submitted to the Department Parliamentarian, postmarked thirty (30) days prior to the Department Convention. (6/18)
- B. Have current bylaws on file with the Department Parliamentarian.
- C. Paid all indebtedness to the AMVETS family, both Department and District.
- D. Have filed a Form 990 or e-postcard with the IRS in accordance with IRS regulation. Any local Auxiliary not in good standing with the Department shall:
  1. Not be seated at Convention
  2. Not receive Department mailings, bulletins, etc.
  3. Not have membership processed until they have resolved their issues and have become an Auxiliary in good standing.

Section 5 Each delegate shall be entitled to one (1) vote at the Convention. Each delegate or alternate shall be a member in good standing, elected or appointed by the Auxiliary she represents. Alternates shall have a vote only in the absence of the delegate.

- Section 6 No Department officer having a vote on the Department Executive Committee shall be eligible to be a delegate from her own Auxiliary.
- Section 7 At least twenty (20) days prior to the Department Convention, the Executive Secretary shall certify to each Auxiliary the membership of the Auxiliary as reflected by the Department records. Each Auxiliary shall have ten (10) days to protest and correct the certification. The membership records of the Executive Secretary shall be considered the official record of membership for the purposes of the Convention.
- Section 8 All Bylaws and policies enacted upon by the Department Convention shall be effective immediately upon adoption and approval of the National Parliamentarian where such approval is necessary.
- A. When changes to the Bylaws are to be made, the way it presently reads is to be typed above the change.
  - B. This also applies to the Standing Rules, if time permits.
- Section 9 The Standing Committees shall be as follows and they shall meet prior to the opening of Department Convention: (6/22)
- A. Honors and Awards Committee, which meets to choose award winners, shall be comprised of all Service officers (Child Welfare, Community Service, Americanism/SOS, Hospital and Scholarship) and the Immediate Past Department President, whom shall serve as Chairman and refrain from voting. This meeting shall be a closed meeting.
  - B. The Bylaws/Resolutions Committee, which meets to approve proposed changes to the Department Bylaws and Standing Rules and any resolutions received from Locals and Districts, shall be comprised of the Department Parliamentarian as Chairman and fourteen (14) members, as designated by the Department President and approved at the Spring Executive Board meeting. (6/23)
  - C. The Finance Committee, which meets to review a proposed budget, shall be comprised of the Department Treasurer as Chairman, the Executive Secretary, 1<sup>st</sup> Vice President, Personnel Chairman, and the Ways & Means Chairman and any existing District Presidents or Representative(s).
  - D. The Hospital Committee, which meets to audit the financial books of the Representatives, shall be comprised of the Department Hospital officer as Chairman, all VAVS/MVH Representatives and/or Deputies. They shall also evaluate the allotment percentages based on the occupancy of each facility. The Hospital Chairman and Treasurer will review budget and/or funds available to determine if the November allotment will be double the usual amount. This shall be a closed meeting. (6/23)

- E. The Americanism Committee, which meets jointly with the AMVETS and SOA, shall be comprised of the Americanism officer as Chairman and four (4) other Auxiliary members, as approved by the post-Convention Executive Committee.
- F. The Scholarship Committee, which meets to judge the Scholarship applications, shall be comprised of the Department Scholarship officer as Chairman and three (3) local Auxiliary members, preferably from three (3) different Districts, as approved by the Department President. This is a closed meeting.
- G. The Scrapbook Committee, which meets to judge scrapbooks (when there are entries), shall be comprised of the Department Publicity Officer/Historian and a committee of four (4) members selected from four (4) different Districts, chosen from those present at the Department Convention and approved by the Department President. This is a closed meeting.
- H. The Personnel Committee is responsible for hiring and assessing the performance of all employed and/or contracted staff and assisting the Department President with oversight of Department Officers and Chairmen.(6/23)
  - 1. This committee will be comprised of five (5) Past Department Presidents (PDPs). Membership continues until the PDP completes her year as chairman (approximately 3-5 years). (6/23)
  - 2. The Chairmanship shall be for one (1) year and shall pass to the next most senior of the PDPs currently serving on the Committee. (6/23)
  - 3. Whenever a committee member resigns/leaves, the Chairman will seek a replacement from PDPs willing to serve on the committee and obtain SEC approval by poll vote or at the next scheduled SEC meeting.(6/23)
- I. The Membership Committee shall be comprised of the Department 1<sup>st</sup> Vice President as Chairman, the District Presidents and/or elected Representative(s), the Executive Secretary and any other Auxiliary members who would like to attend.

Section 10 Service officers (Child Welfare, Community Service, Americanism/SOS, Hospital and Scholarship) may choose to hold a meeting at Convention to discuss matters related to their respective office. The meeting shall be chaired by each Department officer and any interested members may attend this meeting. (6/19)

Section 11 The NEC Woman shall submit resolutions from the Department in duplicate, typewritten, bear Department identification, dated and signed by the Department President and NEC Woman. (6/19)

## ARTICLE XII – FALL CONFERENCE

- Section 1 The registration fee for the Department President, Fall Conference Chairman, Fall Conference instructors, National President, if in attendance, and any out of State guests shall be waived. All other Department Officers, Chairmen and Representatives must pay the registration fee.(6/23)
- Section 2 The Fall Conference Chairman may appoint up to three (3) instructors, approved by the President, to work with her to conduct the classes for Fall Conference. (6/19)

## ARTICLE XIII – DISTRICTS

- Section 1 The Department Ladies Auxiliary shall be composed and organized into Posts also known as Locals and shall be administered and governed through an Executive Department. The Department Ladies Auxiliary may also be divided into Districts as follows: (6/23)
- A. District I: Wayne, Monroe, Washtenaw, Lenawee and Jackson counties (*No District Ladies Auxiliary organized*)
  - B. District II: Macomb, St. Clair, Lapeer, Sanilac, Huron, Saginaw, Tuscola, Midland and Bay counties.
  - C. District III: Oakland, Livingston, Ingham, Eaton, Clinton, Shiawassee and Genesee counties. (*No District Ladies Auxiliary organized*)
  - D. District V: Ottawa, Kent, Ionia, Gratiot, Montcalm, Mecosta, Muskegon, Oceana, Newaygo, Isabella, Calhoun, Branch, Hillsdale, Berrien, Cass, St. Joseph, Van Buren, Kalamazoo, Allegan and Barry counties.
  - E. District VI: Mason, Manistee, Osceola, Clare, Wexford, Benzie, Missaukee, Kalkaska, grand Traverse, Leelanau, Charlevoix, Antrim, Emmett, Crawford, Oscoda, Alcona, Roscommon, Ogemaw, Otsego, Iosco, Lake, Gladwin, Arenac, Montmorency, Alpena, Presque Isle, Cheboygan, and Mackinaw counties. (*No District Ladies Auxiliary organized*)
  - F. District VII: Keweenaw, Houghton, Ontonagon, Iron, Baraga, Gogebic, Marquette, Dickinson, Menominee, Delta, Schoolcraft, Luce and Chippewa counties.
- Section 2 All existing District Councils shall hold two (2) meetings a year at a minimum. One (1) meeting shall be held in the Spring, prior to the Department Convention and one (1) shall be held in the Fall after the National Convention.
- Section 3 District officers shall be elected at their annual meeting. The term of the District officers may parallel that of the Department officers.

- A. The District bylaws or standing rules shall stipulate if the outgoing or incoming Secretary is responsible for sending the completed Revalidation Form to the Department Parliamentarian. It shall be sent within two (2) weeks after the elections. The installing officer shall not sign the form until she has determined it has been filled out completely.
- B. The newly elected District officers shall be installed by a Past District President or current or past Auxiliary Department officer.

- Section 4 The bylaws of the District Council shall be submitted to the Department Parliamentarian every three (3) years in triplicate. Revisions and amendments are to be sent in triplicate at the time they are adopted by the District Council. Any bylaws in conflict with the Department or National shall be null and void. The Parliamentarian must sign her approval in black ink and keep one (1) copy and forward one (1) copy each to the Local Auxiliary, the Department President and the District President if applicable.
- Section 5 The District Councils may bring recommendations to the Department Convention and/or SEC meetings.
- Section 6 No District Council may mandate the vote of any local Auxiliary delegate or her alternate to the Department Convention. However, the vote of the District President may be mandated, if provided for in the District Bylaws.
- Section 7 Dues in the District Council shall be determined by each respective District.
- Section 8 Districts in the Department of Michigan AMVETS Ladies Auxiliary shall coincide geographically with the Department AMVETS. In the event an established District does not have the required two (2) Auxiliaries, a Representative, elected by the SEC, shall be afforded the same privileges as other District Presidents.
- Section 9 In the event a District Auxiliary, within the Department of Michigan AMVETS Ladies Auxiliary disbands, all money, official records and property shall be surrendered to the Department of Michigan AMVETS Ladies Auxiliary, to be held in trust for a period of three (3) years. If the District is reinstated or reactivated, within the period of three (3) years, such money, records and property shall be returned back to the District. If not reactivated within this time frame, all money and property shall become the property of AMVETS Ladies Auxiliary, Department of Michigan.
- Section 10 The District shall notify the Executive Secretary by June 1<sup>st</sup> who their Representative will be at the Department Convention. (6/14)

**ARTICLE XIV – LOCAL AUXILIARIES**

- Section 1 Local Auxiliaries shall be chartered by National and administered by Departments and shall be governed locally by their own officers. (6/87)

- Section 2 The Bylaws of the local Auxiliaries shall be submitted to the Department Parliamentarian every three (3) years, with four (4) copies to be submitted. Revisions and amendments are to be sent at the time they are adopted by the local Auxiliary, with four (4) copies to be submitted. Any provisions of the local bylaws which conflict with the Department or National shall be null and void.
- A. The Parliamentarian shall read the submitted bylaws from each local to make sure they are not in conflict with National or Department. She shall sign and date each copy with black ink. She shall also note the due date they are to be resubmitted. She will then send a copy to the Department President, District President, if applicable, and the local President. (6/19)
- Section 3 Each local within an organized District shall invite the District President to make a visit to one (1) of their meetings each service year. (6/19)
- Section 4 Local Auxiliary officers shall be elected and installed not later than April 30. (6/92)
- Section 5 The District President or Elected Representative shall be notified by letter of the local Auxiliary's choice of installing officer.
- Section 6 Local Auxiliary officers may be installed by the current District President , past local Auxiliary President , or current or past Auxiliary Department officer. (6/23)
- Section 7 The local bylaws or standing rules shall stipulate if the outgoing or incoming Secretary is responsible for sending the completed Revalidation Form to the Department Parliamentarian. They shall be postmarked no later than thirty (30) days prior to the Department Convention. The installing officer is not to sign the form until she has determined it has been filled out completely. (6/18)
- A. The incoming President and incoming Secretary shall sign the back of the local Revalidation form. (6/18)
- Section 8 Any local Auxiliary not up to Charter by January 31 shall be given written notice by the District President or elected Representative or the membership chairman to reactivate.
- A. In the event an Auxiliary is not reactivated by April 1, written notice shall be given (return receipt requested ) to the Commander of the Post, the President and Secretary of the local Auxiliary, with duplicate copies to the Department President, Department 1<sup>st</sup> Vice President and Executive Secretary, stating the said Auxiliary has until Department Convention date to come up to Charter or all possessions will be collected by the District President or elected Representative; or any officer designated by her within thirty (30) days, to be held in trust by the Department for three (3) years.
- B. Failure to surrender the Charter will result in cancellation of same.



- Section 9 Service reports shall cover the period from May 1 through April 30 each year. The mid-year report period is from May 1 through October 31, with a postmark no later than November 5 each year. The final report is May 1 through April 30, with a postmark of no later than May 5 each year.
- A. If reports are submitted electronically, the same dates apply and the Department service officer will download a copy of the email which shows the date submitted and attach it to the report and shall notify the local Chairman the report has been received. (6/14)

#### **ARTICLE XV – GUIDELINES FOR AUXILIARIES DISBANDING**

- Section 1 Prior to disbanding, the local President shall provide notification to all Auxiliary members, in writing, of the intent to disband. (6/19)
- A. Letters must be sent to each member, the Department President, Department Parliamentarian and District President (if applicable) at least fourteen (14) days prior to the meeting date. All members will be invited to attend this meeting to discuss disbanding and offer alternatives to disbanding. The date, time and place of meeting will be provided in the notice.
- B. Decision shall be based on the majority of those present and voting.
- Section 2 If an Auxiliary approves a motion to disband, the following steps must be taken: (6/19)
- A. A letter must be sent within thirty (30) days to the Department President, Department Parliamentarian and District President (if applicable) with the results of this meeting
- B. The Charter, all monies, official records and property shall be surrendered to the Department to be held in trust for three years.
- C. If the Auxiliary reorganizes within three (3) years, the above items shall be returned to them.
- Section 3 Any Life or annual member, in good standing at the time of disbanding, may transfer to another Auxiliary on presentation of a completed transfer form and acceptance of the Auxiliary receiving the member. (6/19)
- Section 4 Districts shall follow the same procedure with the following exceptions:
- A. Notification, in writing, of intent to disband, shall be sent to each local President in the District, the Department President and Department Parliamentarian with the date, time and location provided in the notice. All will be invited to attend and discuss disbanding and to offer alternatives to disbanding.

- B. Decision shall be based on the majority of those officers and delegates present and voting.
- C. If the vote is for disbanding, a letter must be sent within thirty (30) days to the Department President and Department Parliamentarian with the results of the meeting.
- D. Monies, property and records shall be surrendered to the Department to be held in trust for three years.
- E. If the District reorganizes within three (3) years, the above items shall be returned to them. (6/19)

### **ARTICLE XVI – UNIFORMS**

- Section 1 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 is to have a jewel neckline; white or gold jewel neckline blouse may be worn with either the shirt or slacks; dress and skirt shall be not shorter than two (2) inches above the knee and not longer than four (4) inches below the knee; white blazer, with an Auxiliary patch on the left breast; black shoes with a closed heel and toe, heel to be not higher than two (2) inches; black handbag; white gloves and an official Ladies Auxiliary hat. Pearl earrings and single strand pearl necklace or Auxiliary necklace and earrings will complete the accepted uniform. White shoes and purse may be used from April until Labor Day.
- A. Department officers are not to wear any decorations or pins on their hats. Earned pins are to be worn on the Auxiliary blazer, on the upper left pocket or a 2"x 4" gold grosgrain ribbon.

### **ARTICLE XVII – GRIEVANCES**

- Section 1 The Grievance and Appeals procedure shall be as outlined in Article XII of the National Constitution and shall be used by everyone. (6/14)
- Section 2 Any officer or committee member may be removed for cause by a two-thirds (2/3) vote of the voting members in attendance at a SEC meeting on grounds that such person has been derelict in her duties or has been inactive for two (2) consecutive meetings. Should action need to be taken prior to an SEC meeting, the Department President may send out a poll vote to the voting members of the Department Executive Committee.
- Section 3 The President shall appoint a Grievance committee and Appeals board at the Post Convention SEC meeting as outlined in Article XII of the National Constitution.

- A. If a committee member is from a local with a grievance or appeal, the President shall replace her from that hearing by a poll vote of the Department Executive Committee.
- B. The current Department President shall not serve on her local grievance committee.

## **ARTICLE XVIII - STATE OF EMERGENCY**

- Section 1 In the event of a state of emergency which results in the cancellation of Convention and our elections cannot be held in person, voting may be done by mail or email.
  - A. A date for a virtual SEC meeting will be set by the President to announce the results of the election. Past Department Presidents shall be invited to be included in this meeting.
  - B. The ballots will be opened and counted by an Election Committee the day before this meeting. (See #4)
  - C. The results will then be posted on the website and sent to each local president, via email or US mail, within three (3) days.
  
- Section 2 Anyone wishing to serve as a Department Officer will need to contact the Department President unless she has previously announced at an SEC meeting her intentions.
  - A. All candidates shall send a written biography of information to the Executive Secretary no less than 20 days prior to the election date. If this is not done, the candidate will be dropped from the ballot.
  
- Section 3 Members from the locals (depending on the size of the Auxiliary) will be required to make a request for a ballot from the Executive Secretary, by the deadline date set by the President and Parliamentarian.
  - A. The ballots, along with qualifications, should be mailed to the President from each Local Auxiliary. If members want Convention materials, this should be requested and a small fee charged for them..
  - B. Department officers and Past Department Presidents who are not serving on the SEC, will not be required to register per Convention rules and will receive the Convention materials, including a ballot from the Executive Secretary.
  - C. Ballots must be filled out and returned to the Election Chairman, postmarked no later than seven (7) days prior to the election.
  
- Section 4 An election chairman and committee will be appointed by the President no less than twenty (20) days prior to the virtual meeting, with approval of the SEC.

- A. The Chairman and committee members shall be from a District or area with the fewest or no candidate(s) and be from at least three (3) different locals.
- B. The ballots will be checked for the proper postmark, opened and counted the day prior to the virtual meeting set by the President.
- C. The Election Chairman will forward the results of the election to the President as soon as possible following the committee meeting.

Section 5 If voting by mail:

- A. If the vote is not secret: a printed ballot containing a space for the voter’s signature, a specifically recognized, self-addressed stamped envelope with the name and address of the secretary (or person who will count the ballots). If the qualifications of the nominee may not be widely known to the membership, it is permitted to allow each nominee to furnish a brief factual statement of her services and qualifications, provided that all nominees are accorded equal opportunity and space. Electronic mail and other means of electronic communities can be tailored to comply with these requirements.
- B. If the vote is to be secret: an inner return envelope with space for the voter’s signature placed on its face instead of the ballot should be sent to the voter with the ballot, in addition to the self-addressed outer return envelope described above. The ballot sent to the voter should be pre-folded a sufficient number of times so that when returned marked and refolded in the same manner and sealed in the inner envelope there will be no chance of accidental observance of the member’s vote by the teller who removes the ballot from the inner envelope. In other words you are sending back an envelope with your ballot and a signature page inside another envelope to the person collecting the ballots.

Section 6 During a state of emergency, virtual meetings shall be set when any business of the Department needs to be addressed, as soon as possible, with no less than a seven (7) day notice. (National - 3/2021 – Department – 6/21)

**ARTICLE XIX – ELECTRONIC MEETINGS**

Section 1 Except as otherwise provided in these bylaws, meetings of the Auxiliary shall be conducted in person or participate in electronic meetings by Teleconference and/or Telephone when a State of Emergency has been declared or when the President has obtained written consent (email or by hand) by every Executive Board Member or a two-thirds vote with previous notice of motion to do so. The electronic meetings of the Auxiliary shall be subject to all rules as stated in these bylaws.

- A. When a Teleconference is being conducted, an Internet Platform such as Zoom will be utilized. The following criteria needs to be met:

- B. The Secretary shall send an email to every member at least two (2) weeks before each meeting with the time of the meeting, the URL and code necessary to connect to the Internet meeting service, the phone number for audio connection and/or to participate by phone and a copy or link to, these rules.
- C. The President and Secretary must have access to a control panel which enables them to perform their duties during the meeting, such as ensuring the text of the pending motion is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, etc.
- D. The meeting platform, such as Zoom, should begin at least 15 minutes before the start of each meeting.
- E. Each participant must use their own computer or device with audio, speakers and microphone. No action shall be invalidated on the grounds of the loss of poor quality of a member's individual connection. If members are sharing a device roll call votes must be taken.
- F. If the computer has a webcam, it must be turned on to speak if you are a member of the Executive Board.
- G. The list of participants in the meeting must be visible and identified with proper name.
- H. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
- I. To seek recognition by the chair, a member shall use the raise hand feature.
- J. A member who intends to make a motion shall use the raise hand feature.
- K. Motions should be submitted and viewed in writing. The Secretary shall designate an online area exclusively for the display of the motion.
- L. Votes shall be taken by the anonymous voting feature of the Internet Meeting Service, unless a roll call vote is required/ordered. The Secretary shall post the motion using the online survey tool, and the President shall alert the members that the polls are open. The polls shall be closed not less than two (2) minutes after they have been opened. The President's announcement of the voting result shall include the number of members voting and any abstaining. Business may also be conducted by unanimous consent. An anonymous vote conducted through an Internet meeting shall be deemed a ballot vote, fulfilling any requirement in these bylaws that a voter be conducted by ballot.
- M. When a telephone meeting is held, the following criteria will be used.

- N. The Secretary shall send notice to every member at least two (2) weeks before each meeting with the time of the meeting and the phone number and any access code needed to connect to the telephone conference call, using a free service. This meeting shall begin 15 minutes before the start of each meeting.
- O. Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
- P. The presence of a quorum shall be established by roll call at the beginning of the meeting.
- Q. To seek recognition by the chair, a members shall address the chair and state their name.
- R. Motions may be made orally.
- S. All votes shall be taken by roll call. The total of votes shall be announced.
- T. Each member is responsible for their connection to the telephone conference call; no action shall be invalidated on the grounds that loss of, or poor quality of, a member's individual connection prevented participation in the meeting.  
(6/21)

## **ARTICLE XX – AMENDMENTS**

- Section 1. These by-laws may be amended by an annual Department Convention.
  - A. By a majority of the total registered delegates, providing the proposed amendment has been transmitted to the Department President forty-five (45) days prior to the Department Convention and the Department shall transmit proposed amendments to all Local Auxiliaries thirty (30) days prior to the Department Convention.
  - B. By a two-thirds (2/3) vote of the delegates present and voting, provided the proposed amendment has been presented at the Department Convention.

## **ARTICLE XXI – PARIAMENTARY LAW**

- Section 1. Robert's Rules of Order, Newly Revised, shall govern all deliberation not provided for in the By-Laws and National Constitution.

Additions and/or Revisions were approved at the Department of Michigan Annual Convention, June 24, 2023.

Additional revisions to Article III Section 2; Article V Section 3C; and Article XVI Section 1 to eliminate any conflicts with the National Bylaws per discussion with the National Parliamentarian 7/20/2023.

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Faye D. Richardson-Green  
Department Parliamentarian

June 27, 2023  
Resubmitted 7/23/23

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Heidi Dineen-Serpis  
National Parliamentarian

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Date