

**ALL SEC DEPARTMENT OFFICERS, CHAIRMEN & REPRESENTATIVES**  
**GENERAL INSTRUCTIONS**

Revised 2023

**Section I – General Information**

1. These General Instructions apply to all Department Officers, Chairman and Representatives who are members of the State Executive Committee (SEC) acting on behalf of the AMVETS Ladies Auxiliary, Department of Michigan.
  - a. Although the Executive Secretary is a contracted position, the position is vital to the functioning of the Department AMVETS Ladies Auxiliary.
  - b. The Executive Secretary as well as Department Officers, Chairmen and Representatives are expected to become familiar with those areas where their job roles intersect to ensure smooth Department functioning.
2. You shall read your instructions within fourteen (14) days following the Department Convention. The Department Parliamentarian shall contact you after the fourteen (14) days to answer any questions you may have regarding your duties.
3. **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.
4. After elections and at the close of convention exchange files with the newly elected officer. The incoming Department Officer will use the checklist included with the files to ensure all records and/or information has been received. Some files may contain a flash and/or thumb drive with records, etc. to keep the amount of paperwork to a minimum. If any items are missing from the file you received, you must notify the incoming Department President and incoming Department Parliamentarian immediately.
  - a. **OUTGOING** Officers shall remove everything except the documents and information from her year prior to the Department Convention.
  - b. **INCOMING** Officers shall check the files to be sure only the documents and information from the outgoing Officer's year. If you have questions, you shall contact the Department Parliamentarian before disposing of anything.
  - c. During your year, this file should only contain the previous one (1) year documents and information and any appropriate documents and information collected by you.

- a. **EXCEPTION:** Department Service officers will turn over all mid-year and final service reports to the Honors and Awards Chairman after judging is finished at convention. She will destroy the reports after the conclusion of convention.
5. Department Officers instructions may only be changed when:
  - a. There is an automatic Bylaw, Manual or Standing Rule change from National or Department
  - b. A change is voted on and passed by the SEC and/or the Convention body
  - c. An officer reviews their instructions and submits recommendations to the Department Parliamentarian in writing by January 1
6. The Department President and Parliamentarian will review all Officer recommended changes to Instructions
  - a. Department Parliamentarian will remind officers by December 1 to review their instructions for potential changes
  - b. Recommendations received by January 1 will be brought to the Spring SEC for consideration and vote, if necessary.
  - c. Revisions accepted and / or approved will be added to the appropriate Instruction and redistributed by April 1.
7. Department Officers shall wear no pins or decorations on their hats. Earned pins are to be worn on the Auxiliary blazer on the upper left pocket or on a 2x4" gold grosgrain ribbon.
8. As a Department Officer with a vote on the State Executive Committee (SEC), you may not be a delegate for your local Auxiliary.
9. When you receive a poll vote, you must reply by the deadline date only to the Department Parliamentarian with your "YAY" or "NAY" vote. Results of the poll vote will be brought back to the next SEC meeting to be ratified and recorded into the minutes.
10. The Department Parliamentarian will send you a copy of the current local Instructions for your office by April 1<sup>st</sup>.
  - a. You are to review them immediately for any possible changes
  - b. If any changes are needed, due to Convention, SEC or other reasonable action, you will make the needed changes and forward a corrected copy to the Department Parliamentarian.

c. If you believe no changes are needed, you must let her know the local instructions are correct no later than April 15<sup>th</sup>.

11. A copy of all correspondence sent to National Headquarters or any National Officer must be sent to the Department President and the NEC Woman.
12. When contact is made by phone from any Local, Department or National Officer on any important Department business, it must be followed up by letters and/or emails with copies to designated appropriate Officers, including the Department President, Department Parliamentarian, Executive Secretary and NEC Woman if applicable to National.

## **Section 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. Do not read your Activity Report at the SEC meeting. However, you will announce any recommendations, or updates related to your programs/projects.
  - a. Your Fall Activity Report should cover the period from post-Convention to the Fall SEC meeting
  - b. Your Spring Activity Report should cover the period from post-Convention until the Spring SEC meeting
2. If you are unable to attend an SEC meeting, you must send three (3) copies (four (4) copies for VAVS/MVH representatives) or email a copy of your Activity report to the Executive Secretary in time for her to receive it and make copies prior to the meeting.
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, 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.
4. Your annual Activity report is to be received by the Executive Secretary **no later than twenty-one (21) days** prior to Department Convention in order to be copied for distribution on the Convention floor.

- a. This report *should only contain* those activities you do yourself *in conjunction with the office you hold* and social obligations you attend as a Department Officer.
- b. Activities you do as a Local or District member or officer DO NOT belong on this report.
- c. If not received by the deadline date, you must provide 50 copies of your annual Activity Report for distribution on the Convention floor. If no report is made available, mileage and per diem, if budgeted, will not be paid.

### **Section III – Bulletins and Newsletter Articles**

1. Department Officers shall submit newspaper articles and bulletins according to the schedule they receive from the Executive Secretary.
2. When required as noted on the schedule received, bulletins describing past events, service program recipient needs or any topic requiring more than three (3) to five (5) sentences are to be submitted to the Department Webmaster by the 15<sup>th</sup> of the month. These topics should include helpful information pertinent to your office.
3. When required as noted on the schedule received, newsletter articles of no more than three (3) to five (5) sentences announcing reminders, upcoming events or activities are due to the Executive Secretary by the 15<sup>th</sup> of each month. These articles should include information specific to your office, reminders of due dates for reports, etc.

### **Section IV – Convention Duties**

1. If you choose to schedule a committee meeting, you need to contact the President so it can be added to the tentative agenda which goes out in March with the Convention Digest, you will act as Chairman for your committee meeting at Convention. The time of the meeting and meeting room information is on the Convention Agenda. This meeting is for any Auxiliary member who has a special interest in your program.
2. If you have a committee meeting at Convention:
  - a. Your report must be given to the Executive Secretary and Department Parliamentarian immediately following the meeting if there are any recommendations.
  - b. If there are no recommendations to be voted on by the Convention Body, give the Executive Secretary a copy of your report after it has been read on the Convention floor.

- c Any exception to the deadline must be approved by the Department President.

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- 3. Inform local members they are all welcome to attend.

### **Section V - Finance**

1. Any Department Officer wishing reimbursement for a qualified budget item (postage, phone, etc.) will fill out a voucher, attach the receipt (not handwritten), and give to the Department Treasurer. If over budget, approval for payment will be presented to the SEC by the officer requesting the additional funds.
2. Any Department Officer attending Fall Conference at their own expense and requested to perform duties by the Department President, shall not receive compensation.
3. Department Officers will have their registration fee waived for the Department Convention ONLY.
  - a. The following shall have their registration fee waived for Fall Conference: Department President, Fall Conference Chairman, Instructors (limit of 3), National President and out-of-State guests.
4. Solicitation of funds by any Department Service Officer/VAVS/MVH, must have approval of the SEC. A complete report, with receipts, shall be forwarded to the Department President and is to be reviewed by the SEC.
5. Any Department Officer conducting a fund raiser for the Department will forward all funds on a weekly basis to the Executive Secretary for deposit. She shall also inform the Ways and Means Chairman of the total funds raised.
6. Any money collected at a department function is to be counted by two (2) people, the event Chairman and the Executive Secretary and/or Department Treasurer. If neither is available, the Chairman is to ask another person to help verify the count. Monies are to be turned into the Executive Secretary by the event Chairman.
7. All Officers shall receive three (3) days per diem to the Department Convention and mileage to all SEC meetings. This is, if budgeted and if funds are available.
8. All Officers attending SEC meetings will receive \$15.00 per diem. For those Officers traveling in the same vehicle to the SEC meetings, mileage will be paid to the driver only.