

**AMVETS LADIES AUXILIARY DEPARTMENT OF MICHIGAN**  
**STANDING RULES – Revised 6/2024**

**FINANCE**

1. All checks issued by the Department are to carry the words “Void in 30 days” and will require two (2) of the three signatures listed on the account to appear on the check. Savings account withdrawals will also require two of the listed signatures on all withdrawal slips.
2. When any Department accounts are closed or modified for any reason, approval from the Department President is required and both the Department Treasurer and Executive Secretary must be notified. (6/24)
3. 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)
  - a. Each Department officer who drives to a SEC meeting shall fill out a voucher with the mileage from their home to the site of the meeting they are attending (if required to attend). Drivers will be paid round trip at the current rate budgeted. (6/19)
  - b. For those who forget to check their mileage, you may check with the Department Treasurer, who will have a chart which states the mileage for each officer from their home to the meeting site. (6/19)
4. Mileage for SEC at Department Convention, Fall SEC and Spring SEC which totals less than \$5.00 will not be paid. (6/23)
5. No funds will be taken from the General fund to use for the service projects. At the discretion of the Executive Secretary, donations postmarked after the deadline may be returned to the local Auxiliary. (6/19)
6. All fund raisers held at Department Convention, Fall Conference and SEC meetings are to be by Ways & Means.
7. Solicitation of funds by any Department Officer must have approval of the SEC. All funds received shall be forwarded to the Department Executive Secretary on a weekly basis for deposit and a complete report shall be given to the SEC upon completion of the project. (10/2023)
8. Fundraisers for the Department which are not held in conjunction with Convention, Fall Conference and SEC meetings will need to be coordinated with the Ways and Means Chairman to avoid conflicts. (10/2023)
9. Because Texas Hold'em fundraisers are often set one (1) to two (2) years in advance, the Department Treasurer shall be in charge of approving the event dates. (6/18)
10. Money taken in at the Department functions is to be counted by the Chairman and one other person to verify, placed in an envelope, provided by the Executive Secretary, with the amount written on the outside and with the signatures of the persons doing the counting.

The envelope(s) is/are to be turned into the Executive Secretary as soon as possible for her to make the deposit and fill out the transmittal. (6/23)

11. When extra money becomes available the Secretary, Treasurer and President may together make the decision to purchase CDs.
12. The Department shall establish a "Sunshine Fund" for providing cards and/or gifts to Ladies Auxiliary members who are hospitalized, recovering from an accident and/or an extended illness.
  - a. The guidelines shall be approved by the SEC.
  - b. Copies of the approved guidelines shall be in the Chaplain's and Secretary's files.
13. In the event of the death of the Department President, Department Commander, or Sons of AMVETS (SOA) Commander, a \$50 donation shall be given to the Auxiliary Scholarship fund, the AMVETS Service Foundation or the SOA Special Projects fund unless the family designates a preference. In the event of the death of a spouse, child or parent a donation will be made in the amount of \$25. (6/23)
  - a. In the event of the death of an elected or appointed Officer, Past Department President, or their immediate family (spouse, child, or parent), a Scholarship card is to be sent by the Department Chaplain and a \$25 donation is to be made to the Department Scholarship fund.
  - b. In the event of the death of a Past Department AMVETS, Past Sons of AMVETS (SOA) Commander or their immediate family (spouse, child, or parent), a \$25 donation shall be made to the AMVETS Service Foundation or the SOA Special Projects fund.
  - c. These donations are to be done when information is received by the Department. (2/24)
14. In the event of the death of a National President, a donation in the amount of \$25 shall be made to her project.
15. When an Auxiliary member from the Department of Michigan announces her candidacy for a National office all campaign expenses are to be at her own expense. No funds will be used from the Department of Michigan Ladies Auxiliary.
16. Any indebtedness to the Department AMVETS family relating to an Auxiliary member shall be stated at an SEC meeting. A letter shall be sent by the Executive Secretary informing her of the obligation. The name of the Auxiliary member shall be anonymous until further action is necessary.
  - a. No additional action shall be taken against the indebted Auxiliary member by the SEC until the following SEC meeting.
  - b. If the problem is brought to the pre-Convention SEC meeting, the offending member shall have until the Fall SEC meeting to resolve the problem.
17. The Department will allocate registration, travel, and expense funding to support the NEC Woman, Head Delegate and Department President for attendance at the National AMVETS Ladies Auxiliary Convention. These funds support the following costs: (6/19)
  - a. Convention pre-registration

- b. Coach airfare purchased at least thirty (30) days in advance of travel OR auto mileage at fifteen (\$.15) cents per mile, round trip, whichever is less.
  - c. The Department Treasurer and Executive Secretary will budget for convention. this will include an allotment for lodging from Tuesday thru Friday evenings, an allotment for mileage, per diem and registration. May include Monday evening if an additional night is required to attend early Tuesday pre-Convention meetings. (6/23)
  - d. This budgeted amount will be based on the Officer being in attendance during the required period of time. If not in attendance, the amount allowed will be prorated.
  - e. Meals at twenty-five (\$25) dollars per diem. (6/19)
18. Funds for National Convention will be disbursed when confirmed reservations or expense receipts are received by the Department Treasurer. Any funds disbursed, but not used, must be returned to the Department Treasurer no later than the Fall SEC meeting. (6/23)
19. A department debit card will be issued to the Executive Secretary for approved expenses. The Executive Secretary will provide the Department Treasurer a debit card preloaded with funds not to exceed the approved Treasurer's budgeted amount. (6/23)
20. Any purchase exceeding the approved budget, must have SEC approval. (6/23)

### **NATIONAL CONVENTION**

1. The Department President will retain any permanent National awards won by the Department in her respective year as Department President.
2. The outgoing Department President will accept any awards won by the Department with the Department Chairperson (if present) at the National Convention to accompany her.
  - a. Local award won at National Convention will be accepted by a member of the winning Auxiliary, if in attendance. If not in attendance, the Department Head Delegate will accept the award.
3. All National awards not present to the winning member or Auxiliary shall be presented at the following SEC meeting.
4. If a committee member from Michigan knows, in advance, she will not be attending the National Convention and/or committee meeting, she will notify the NEC Woman so the National Chairman will be aware of the absence.
5. Neither the NEC Woman nor the Head Delegate are required to vote with the majority on National Convention motions. (6/24)

### **FALL CONFERENCE**

1. The National President is to be invited to make her official visit to Michigan at our Fall Conference. (6/14)

2. The registration fee for Fall Conference shall be \$20. Pre-registration shall be available for \$15 and must be received by the Executive Secretary no less than fifteen (15) days prior to the Fall Conference. Forms will be provided by the Executive Secretary in the August Department newsletter. Refunds of pre-registration will be made only in the case of an emergency. (6/18)

### **DEPARTMENT CONVENTION**

1. The registration fee for Convention shall be \$20 for Delegates, Alternates, and guests. Pre-registration can be purchased for \$15 on forms provided by the Executive Secretary but must be submitted 15 days prior to the Convention date. Refunds of pre-registration will be made only in the case of an emergency. (6/14)
2. 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.
3. All recommendations, questions and/or requests for the National Ladies Auxiliary shall be put in writing from the person requesting same with an explanation and/or sample and submitted to the NEC Woman at least fifteen (15) days prior to any Department SEC meeting or the Department Convention. (6/23)

### **HONORS & AWARDS**

1. Local Auxiliaries are to follow guidelines in the Donor rules when filing reports. (6/23)
2. All donations to the Department must be postmarked to the Executive Secretary by the report deadline date (May 5) to be eligible for Department awards.
3. Service Officers must notify the local Auxiliary officer regarding the postal or e-mail date if the report is late. When the deadline date fall on a Sunday or holiday, the next business day will apply for the post office date. (10/13)
4. Local Auxiliaries are to have their scrapbook to the PRO/Historian one hour prior to judging in order to be eligible for the Department PRO award. (6/16)
5. At least one (1) Scholarship grant in each category shall be a minimum of \$500 and others as finances are available. There are two (2) Scholarship grants – Scholarship and Career Start Scholarship. (6/16)
  - a. The Scholarship Officer shall obtain the dollar amount in the Scholarship fund from the Department Treasurer. The judging committee shall use as much of these funds as possible when granting the Scholarship awards as these funds are donated every year by the Local Auxiliaries to be used during the same year. (10/13)
6. If there is no award donor for one of our service programs or membership categories, the Honor & Awards Chairman will obtain a certificate from the Executive Secretary to present

to the winning Auxiliary. The Honor & Awards Chairman shall review the Award's language for any needed changes or clarifications and shall present same to the Fall SEC meeting for approval.

7. The Honors and Awards Chairman shall submit a complete set of approved Donor Rules to the Executive Secretary no later than March 1 to be included in the Convention Digest. (6/23)
8. If not designated by the Donor, all plaques will be retired to the Auxiliary which has won it the most times.

### **MISCELLANEOUS**

1. Any requested poll vote or survey, should have all "YEA" or "NAY" votes sent directly to the Department Parliamentarian by the specified deadline date. Immediately after the deadline, the overall results will be tabulated and communicated in writing to the requestor and copied to the Executive Secretary. At the next SEC meeting, the Parliamentarian will report poll vote results for ratification and to be recorded in the minutes. (6/23)
2. The Scholarship Officer shall notify the Department Secretary when her supply of Memorial cards is low so the Secretary can order or print more. The selling price of the cards shall be determined by the Department Secretary based on the cost and number of cards. The Scholarship Officer shall advise the members of the cost on the Auxiliary website. (6/18)
3. Department officer's instructions shall be listed individually on the Department website and are available to anyone who is interested in running for a Department office. The officer instructions may be modified anytime when recommended by the Personnel or Long-Range Planning Committees. (2/24)
4. The Department Parliamentarian shall have all the rights and privileges as the other Department Officers. (10/13)
5. These Standing Rules may be changed at the SEC meeting or the annual Convention by a majority vote.
6. When a Department Officer becomes unable to fulfill her duties for a temporary time frame, 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 the duties of her office.
7. Honorary members may have a vote on the local level only, if stipulated in their local Bylaws (6/23)
8. The Department of Michigan official uniform may include an A-line black dress, A-line black skirt or tailored slacks. The dress will have the jewel neckline as will the white or gold blouse which can be worn with the skirt or slacks. The dress and skirt shall be no shorter than two (2) inches above the knee and no longer than two (2) inches below the knee. The

blazer, handbag, gloves hat and jewelry remain the same as the National uniform code. This uniform does not apply outside the State of Michigan. (6/23)

9. Effective June 1, 2024 only current year service report forms and project evaluation sheets will be accepted by Department Service Officers for mid-year and year-end reporting. Any non-current forms sent to Service Officers will be disqualified from Department and National awards if not replace with the correct current forms. (6/24)
10. Non-current membership forms will be returned to the sender. (6/24)

Please note:

Standing Rules Approved at Department Convention June 24 & 25, 2023. \*Items # 7 & 8 were also approved at the Department Convention as part of the Department Bylaws. However, due to conflicts identified by the National Parliamentarian 7/20/23, these two items were deleted from the bylaws and moved to these Standing Rules.

Department Parliamentarian  
Faye Richardson-Green 2023-24

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Department President  
Patricia Michalski 2023-24

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