

# IMPORTANT REVALIDATION INFORMATION!

Convention will soon be upon us but before we get there, we have some work to do, ladies!

Our Local Auxiliaries will soon be holding elections, swearing in new officers, and mailing in required revalidation, correctly completed and on time. I want to focus on these requirements since they sometimes confuse the Local Auxiliaries.

- Local Auxiliary Officers must be elected **and** installed no later than April 30<sup>th</sup>.
- A link to the *Local Charter Annual Revalidation/Officers Form* can be found at: [www.amvetsauxdeptmi.org](http://www.amvetsauxdeptmi.org), click on the *Membership and Forms* tab.
- Complete **both** sides of the form. Mandatory entries are denoted with an asterisk (\*). Type in information or PRINT LEGIBLY in black ink only.
- Please be sure to use CURRENT addresses/emails/phone numbers. Our Department Officers are expected to contact their Local Auxiliary Officer counterparts but are often unable to do so because of incorrect information included on the Revalidation Form.
- If you do receive a call or an email from a Department Officer, please give them the courtesy of responding to their request so they know you received it. Your input helps us to better do our jobs.
- While we are on the subject, PLEASE include the phone numbers and email addresses for any Local Officer who has them. A revalidation form with names only is not very helpful.
- **BOTH SIDES** of the revalidation form is to be mailed to the Department Executive Secretary.
- Local Auxiliary officers may be installed by the current District President, past local Auxiliary President, or current or past Auxiliary Department officer. The Installing Officer must ensure the Revalidation Form has been correctly and thoroughly completed before signing.
- Lastly, double-check when your Local Auxiliary Bylaws were last signed by the Department. As a reminder, you must submit four (4) copies of the Local Auxiliary Bylaws to the Department Parliamentarian every three (3) years. If Bylaws are not received for approval when they are due, your Local Auxiliary will not be in good standing. Also, any Local revisions and amendments are to be sent at the time they are adopted, with four (4) copies to be submitted.

As always, when you have a question, you can email me at [lema81@wowway.com](mailto:lema81@wowway.com) or give me a call at 586.214.1019 and leave a message. I try to return calls and messages within 24-48 hours.

Bertha (Bert) Zeno Lema, Department Parliamentarian