

AMVETS Ladies Auxiliary Department of Michigan

LOCAL PRESIDENT INSTRUCTIONS

2025-2026

#1 It is your responsibility to preside at all local meetings. You should conduct your meeting in a business-like manner according to Parliamentary Procedure. You should keep your 1st Vice President aware of any issues/information she may need if you are unable to preside over a meeting.

#2 Be prepared by having an agenda for each meeting. An agenda and guidelines can be found in the AMVETS Ladies Auxiliary Manual. You are not allowed to make motions and you will only vote in the event of a tie or on a secret ballot.

#3 Start the meetings on time. Try to limit meetings to two (2) hours or less. Use the gavel and limit discussions to the business at hand. Make sure your Parliamentarian is present at your meetings. If she is absent, appoint another member to act in that capacity during your meeting to help maintain procedural order or respond to procedural questions.

#4 Provide all members an equal opportunity to voice their opinions. Be sure to:

- limit the amount of time spent discussing each issue. Everyone with an opinion should be able to voice her opinion ~~once~~ one time in an initial round after having been properly recognized by the Chair.
- A retort/remark by anyone who has already had a turn to speak is out of order in the initial round of discussion.
- Once everyone who has raised their hand and been recognized, you can ask if anyone has one more comment/question etc.
- Each member should be limited to only speaking on an issue twice. You may wish to appoint a timekeeper to limit the amount of time spent discussing each issue.
- After this, if appropriate, you could have your vote or table the motion, if any, for a later time.

#5 Discover the talents and abilities of members and place them on committees where they are best suited. Recognize and praise the good work done by the members - it pays big dividends!

#6 Bring National and Department newsletters, bulletins and correspondence to the meetings to keep the members informed so they may take any action which is necessary. Distribute National and Department bulletins to the appropriate Officers and Chairmen of the Auxiliary. It is very important for you to share all

information to the appropriate officer(s), so they can perform their duties as needed.

#7 As President, you must learn to delegate tasks. Give the members a chance to serve and let the Officers and Chairmen do their jobs.

#8 Remember - any activity (program and/or fundraiser) which carries the name of your local Auxiliary must be cleared through your AMVETS.

#9 Make sure the service work being done by the members of the Auxiliary is reported to the next level by the stipulated deadlines.

#10 Be sure your officers pay their dues or any assessments by December 31. If they have not done so, they are not in good standing. It is your responsibility to appoint someone to take over with the approval of the members present at a meeting.

#11 Make sure the Officers and Committee Chairmen of the Auxiliary receive the portion of the Convention Digest which pertains to their office or committee and any awards the Auxiliary desires to apply for are completed in accordance with the guidelines set forth in the Donor Rules which are included in the Digest.

#12 To ensure your Auxiliary remains in good standing, it is your responsibility to:

- Make sure the Charter Revalidation Form is completed and filed with the Department Executive Secretary on or before the deadline date. This is very important! Failure to do so could prevent your Auxiliary from being seated at the Department Convention. This form should be postmarked annually by May 5th unless otherwise directed by Department. Or, it may be scanned and emailed to the Department Executive Secretary. The revalidation form may be signed by the outgoing or incoming President and Secretary.
- Also, have your Secretary mail a copy of the revalidation form to your District President, if applicable.
- **IMPORTANT:** To remain in good standing, all Local Auxiliaries must file an e-postcard or 990 with the IRS. A copy must remain in your files but does not need to be submitted to the Department Parliamentarian.
- You must also pay the \$3.00 assessment for each of your Life members to the Department, by December 31 to remain in good standing.
- Ensure your bylaws are updated and submitted every three (3) years to the Department Parliamentarian. If amendments or changes have been made to your bylaws, they are to be submitted after approval by the membership.

#13 Be available to represent the Auxiliary at all events where the presence of the President will bring attention to AMVETS Ladies Auxiliary. If you are unable to do so, send the 1st Vice President or another Officer to represent the Auxiliary. If there is no one able to represent your Auxiliary, send appropriate greetings in writing.

#14 Maintain proper files as they pertain to the office of President and turn these files over to your successor. These files should contain one year of previous information.

#15 As President, it is your responsibility to oversee your Officers to make sure they are able to fulfill their duties, follow instructions, keep deadlines, and offer your help and guidance when necessary.

#16 When you take office, make sure you have made appointments for any open offices within your Local. These need to be approved by the members present at any meeting. Be sure to appoint a Grievance Committee Chairman and two committee members. This should be done at your first meeting to ensure you are prepared for any grievance hearing which may come up. It should not be done AFTER you have received a grievance.

#17 Become familiar with your Local, District (if applicable) and Department Bylaws and Standing Rules to help guide you and to respond to member questions or concerns which might come to you. Do not hesitate to contact your District (if applicable) or Department when you have questions about your responsibilities. Do not rely on other members to guide you, especially if they have never held your office. Remember, there are changes almost every year on the Department and National levels.

Reviewed and Revised by Department Parliamentarian May 2025
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