

Protocol

What do I do?



- Bylaws Article IV, Section 1 a: The National Executive Committeewomen (NEC) shall be the liaison between the Department and National.
- According to Constitution Article 5, Section 1 e: It shall be the duty of the Department to aid in organization and provide assistance to Local Auxiliaries, to carry out the policies and plans delegated by National, and to adhere to the provisions of the Constitution. **The National President and National Headquarters shall receive copies of all bulletins and information sent by Departments to its Local Auxiliaries.**
- Section 3a states: The Department Delegate shall submit a full report to her Department of all Convention action, with a copy to the National Parliamentarian **within 45 days** from the close of National Convention.
- Section 1 h: All Department administrative problems shall be resolved within the confines of the Department. **If and when it becomes necessary to secure further information or advice on said problems, the matter shall be referred to the National President, who shall refer it to the proper National Officer. Any correspondence sent from these officers shall have copies sent to the Department President and National Executive Committeewoman.**
- Section 1d: (The NEC) shall file a report with her Department within 45 days of the close of NEC meetings, of all action pertinent information of business conducted **with a copy to the National Parliamentarian.**
- According to the National Manual The Duties of the NEC Woman include:
 - Represent her Department at all meetings of the NEC presenting a report on the activities, condition and needs of her Department.
 - All correspondence emanating from the Department, and all National correspondence into the Department shall be copied to the NECwoman and Department President.
 - The NECwoman shall prepare the Department's entries for the National Awards according to specifications on the entry forms in the Convention Digest.
- ❖ Bottom Line: Local Auxiliaries always need to contact their Departments first! When a Department officer needs to contact a National Officer, it should be sent to the National President and National Officer, copied to the Department President and NECwoman.