AMVETS
NATIONAL LADIES
AUXILIARY

BYLAWS

BYLAWS
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AMVETS NATIONAL LADIES AUXILIARY

BYLAWS

ARTICLE I. NATIONAL CONVENTION

SECTION 1: A National Convention shall be held annually at the same time and in the same location as the National Convention of AMVETS.

SECTION 2: The voting members of the Convention shall consist of the National Officers, elected, and appointed National Executive Committeewomen, Past National Presidents and Department and Local Delegates.

SECTION 3: Each Department shall elect one (1) delegate and one (1) alternate, and each Local Auxiliary may elect one (1) delegates and one (1) alternates for the every ten members up to fifty (50) members, and one (1) delegate and one (1) alternate for each additional twenty-five (25) members or major fraction thereof (thirteen or more), as recorded at National Headquarters by May 31st.

SECTION 4: After proper notification, all indebtedness to AMVETS National Ladies Auxiliary must be paid in full before a member can be seated as a delegate to the National Convention. Indebtedness is ninety (90) days past due.

SECTION 5: Each delegate shall be entitled to one (1) vote. An alternate may cast the vote of an absent delegate. Alternates shall have all the rights and privileges of the delegates except that of voting.

SECTION 6: Fifty (50%) percent of the registered delegates shall constitute a quorum to conduct business.

SECTION 7: Nominations for National Officers shall be made from the floor of the annual Convention, and election shall be by majority vote at the following Convention session. Election shall be by roll call vote.

SECTION 8: The election of officers at the National Convention shall take place at the designated time as set forth in the convention agenda.

SECTION 9: If on the first ballot a majority is not reached, the name of the candidate receiving the lowest number of votes shall be dropped from the ballot, and so on in

successive ballots until a majority is reached. When there is but one (1) candidate for an office, the Chair shall call for a vote of affirmation to elect the candidate.

SECTION 10: A Past National President shall install the officers-elect. The Auxiliary shall hold a joint installation with AMVETS when possible; otherwise, they may conduct their own installation. The officers-elect shall assume the duties of their respective office on September 1.

SECTION 11: The President-elect shall conduct a Post Convention N.E.C. meeting following National Convention for the purpose of confirming appointments to take effect on September 1. The National VAVS Representative's term of office shall run from September 1 to August 31. The Department VAVS Representative whose term of office is indefinite may be replaced at the request of the VA Medical Center or at the request of the Department President.

SECTION 12: The National President-elect shall conduct a National Officers Meeting on Saturday following National Convention for elected and appointed officers for the purpose of discussing programs and plans for the ensuing year and receiving policy and procedure books from the outgoing National Officers.

SECTION 13: The National President-elect shall appoint a Convention Chairman two (2) years in advance of the National Convention from the Department of the Convention site. Said Chairman shall assume her duties, as prescribed in the Convention Policy and Procedure Book, on September 1. Expenses for the Convention Chairman shall be provided for in the annual Convention budget.

SECTION 14: The National President-elect shall appoint at the Post Convention National Executive Committee Meeting, Parliamentarian, VAVS Officer, Chairman for the Honors and Awards Committee, Junior AMVETS Coordinator, Scrapbook Chairman, Training Committee Chairman, as outlined in these Bylaws, with the approval of the Executive Committee.

SECTION 15: Departments who have Conventions the last weekend in June have a five-day grace period to pre-register Department Delegates for National Convention.

SECTION 16: Resolutions, recommendations and amendments to the Constitution and Bylaws shall be submitted in the following manner.

a. Must be received by the National Parliamentarian thirty (30) days prior to the opening of the National Convention.
b. Be submitted by Departments, National Committees or National Officers.

c. Shall be submitted in duplicate, typewritten, bear Department identification; dated and signed by the proposer. If from a Department, it should be dated and signed by Department President and Secretary.
d. Each recommendation, resolution or amendment shall be submitted on a separate page.
e. The intent of the resolution, recommendation or amendment shall be clearly stated.
f. No resolution, recommendation or amendment to the Constitution and Bylaws from the Convention Committees shall be received for consideration after Wednesday morning, 9:00 a.m., except by two-thirds (2/3) vote of the authorized delegates on the Convention floor.

Resolution, recommendations and amendments to the Constitution and Bylaws shall be handled in the following manner:

a. The Constitution and Bylaws Committee shall have the right and authority to recommend approval or rejection of any resolution, recommendation, or amendment.
b. The Chairman of the Constitution and Bylaws Committee shall furnish those resolutions, recommendations and amendments that require the attention of other National Committees to the appropriate National Committee for approval before presenting it to the National Convention body.
c. If any National Committee receiving approved recommendations, resolutions or amendments from the Constitution and Bylaws Committee, deems such not their responsibility, or should any Committee reject or modify said recommendation, resolution, or amendment, it shall return same to the Chairman of the Constitution and Bylaws Committee for further action or approval before the Committee Chairman presents same to Convention body.
d. Recommendations presented at the Executive Committee meetings requiring Convention action shall be referred to the Constitution and Bylaws Committee and processed as above.
e. A Delegate may rise to question information regarding a resolution, recommendation or amendment submitted by her Department and not reported on.

ARTICLE II. NATIONAL EXECUTIVE COMMITTEE

SECTION 1: Members of the National Executive Committee shall be delegates to the National Convention, each with one (1) vote.

SECTION 2: Meetings of the National Executive Committee shall be held following adjournment of the National Convention, and one (1) mid-year meeting shall be held. Special meetings may be called by the National President upon written notice of not less than forty-five (45) days.

ARTICLE III. DUTIES OF OFFICERS

SECTION 1: The National President shall be the executive head of AMVETS Ladies Auxiliary and shall be responsible for the functioning of all officers and other members of the Executive Committee. It shall be her duty to officially represent AMVETS National Ladies Auxiliary at all functions where such representation is advisable.

(a) Preside at all meetings of the Executive Committee, Annual Convention, and meetings of the Executive Board.

(b) Represent AMVETS National Ladies Auxiliary at all meetings of other organizations as have been authorized by membership in same; the National VAVS meeting and annual joint review.

(c) Enforce the provisions of the Auxiliary Constitution and Bylaws as they relate to the Auxiliary.

(d) Adhere to all provisions in the AMVETS Constitution and Bylaws as they relate to the Auxiliary.

(e) Submit proper invoices for expenses incurred in the course of her duties in accordance with the annual budget.

(f) The National Appeals Committee consisting of the Immediate Past National President, National First Vice President, National Second Vice President to hear appeals from Departments and to serve with the Parliamentarian who is an ex-officio member.

(g) Shall be Liaison with the National AMVETS and may elect to appoint a committee upon request of National AMVETS.

(h) Be ex-officio member of all standing committees, without a vote.

SECTION 2: The First Vice President shall assist the President in the performance of her duties and in the absence or disability of the President, shall preside at all meetings or functions, and such other duties as may be prescribed by the Executive Committee. She shall serve as Membership Chairman and shall be Chairman of the Membership Committee meeting. She shall be a member of the Finance Committee and the Personnel Committee. In the event the National Treasurer is unable to serve, she shall serve as Treasurer until a suitable replacement can be appointed.

SECTION 3: The Second Vice President shall serve as Child Welfare Chairman and as such initiate projects benefiting children, including Worchid Project and John Tracy Center

program, by submitting varied program ideas to Departments and Local Auxiliaries. In the absence or disability of the President and First Vice President, she shall preside at all meetings and perform such duties as may be prescribed by the Executive Committee. She shall serve on the Honors and Awards Committee and as Chairman of the Child Welfare Committee. She shall be a member of the Finance Committee and the Personnel Committee. She shall oversee terms of any Department Trusteeships entered by the National Executive Board.

SECTION 4: The Third Vice President shall serve as Community Service Chairman, promoting projects in Civil preparedness, and submit plans and suggestions on Community and Civic projects for the betterment of citizens requiring special assistance. She shall be a member of the Finance Committee. She shall promote and encourage donations benefiting Paws With A Cause. In the absence or disability of the President, First Vice President, and Second Vice President, she shall preside at all meetings and perform such duties as may be prescribed by the Executive Committee. She shall serve on the Honors and Awards Committee and as Chairman of the Community Service Committee.

SECTION 5: The Treasurer shall:

(a) Account for all money of AMVETS National Ladies Auxiliary. Prepare Auxiliary books for annual audit, forwarding it to a Certified Public Accountant for audit.

(b) Report quarterly to the President, National Officers, NEC women and Finance Committee on the financial condition of the Auxiliary.

(c) Present a complete financial report to include a balance sheet and operating statement at the Annual Convention, and at each meeting of the Executive Committee, or on reasonable request.

(d) Transmit all records and files of her office to her successor by November 1.

(e) Serve as Chairman of the Finance Committee and be responsible for preparing and submitting the annual budget. The proposed annual budget shall be presented and distributed in print to the body one (1) day prior to approval. She shall be a member of the Convention Advisory Committee and the Personnel Committee.

(f) She shall receive all vouchers and sign all checks disbursing funds of AMVETS National Ladies Auxiliary as per invoices/vouchers received. The President or the First Vice President must approve all vouchers.

(g) She shall be responsible for maintaining and reconciling employees vacation time, sick time, personal time, and tardiness.

(h) She shall have served two (2) years on the National Finance Committee to be eligible to be a candidate for National Treasurer.

SECTION 6: The Chaplain shall offer prayers at all meetings and represent the Auxiliary in all religious services as may be necessary; serve as spiritual leader, familiarizing herself with the rituals of the organization; discharge other duties incidental to the office and as provided in the policy and procedure book. It is customary to drape the picture of a Past National President or National Officer at the National Meeting immediately following their passing.

SECTION 7: Hospital Officer/VAVS Deputy shall promote programs in VA Medical Centers, general hospitals, and nursing care facilities. It shall be her duty to ensure all members are aware of the needs for hospital service programs. VAVS Deputy shall serve in the absence or disability of the National VAVS Representative attend all annual VAVS National Meetings and serve during her absence or disability in all administrative procedures. She shall be a member of the Honors and Awards Committee and Chairman of the Hospital Committee.

SECTION 8: The Americanism Officer shall promote the American way of life; promote the ideas of God, Country, and patriotic virtues. She shall instill patriotism in her bulletins; promote new and adopted patriotic programs. It shall be her duty to urge participation in activities that encourage program activities in connection with Founding Forward. She shall obtain information from the AMVETS Legislative representative and Sons of AMVETS Legislative Action Week (LAW) for distribution. The Americanism Officer shall serve on the Honors and Awards Committee and as Chairman of the Americanism Program Committee.

SECTION 9: The Sergeant-at-Arms shall preserve order at all meetings of the Executive Committee and at the National Convention. She shall see that the room is in proper order for the meetings. She shall be responsible for the National Colors; and perform such other duties as assigned by the President.

SECTION 10: The Parliamentarian shall be responsible for the following:

(a) Advise the President, Officers, and Chairmen of all committees on matters of legal significance.

(b) Interpret the Constitution and Bylaws in regard to legal matters; approve Department Bylaws, returning a signed and dated copy to the Department, retaining one (1) copy for her files.

(c) Assist the Executive Committee in prescribing the proper disciplinary action for members who disregard provisions of the Constitution and Bylaws.

(d) Assist the President in arrangement of hearing appeals from Departments, and in addition oversees the Appeals Board.

(e) Outline a definite procedure for channeling all recommendations and resolutions adopted at an Executive Committee Meeting or Annual Convention.

(f) Serve as Chairman of the Constitution and Bylaws Committee; and shall receive all resolutions, with exception of Courtesy Resolutions, distributing it to proper committee.

(g) Be a member of all standing committees without a vote. She shall be a member of the Executive Board, Search Committee and Finance Committee ex-officio.

SECTION 11: The VAVS Representative shall serve as liaison to the National VAVS Advisory Committee; represent actively this organization at the National VAVS Advisory Meetings and other related meetings; keep Department VAVS Representatives informed of Central Office policies and procedures; offering guidelines on implementing action approved at VAVS National Meetings; certify qualified individuals to serve on the VAVS Advisory Committees on recommendation of the Department Presidents; urge regular attendance of Department VAVS Representatives and Deputies at all meetings of the VAVS; and promote training of hospital VAVS Representatives; shall be responsible for the National Joint Review, and review Department annual joint reviews and acknowledge receipt of same; complete other duties as directed by the National Executive Committee, National Convention and as provided in the VA M-2 Professional Manual. She shall serve as Chairman of the Auxiliary VAVS Committee and be a member ex-officio of the Honors and Awards Committee.

SECTION 12: The Scholarship Officer shall promote all scholarships; making reports of all donations due the scholarship fund. She shall be a member of the Standing Program Committee and serve as Chairman of the Scholarship Judging Committee; performing other duties as outlined in her policy and procedure book. She shall notify each applicant upon receipt of the application. She shall mail a notice to all scholarship applicants within 21 days after the scholarships have been awarded. She shall be a member of the Honors and Awards Committee serving as an advisor on Scholarship Awards.

SECTION 13: The Immediate Past National President shall serve on the National Executive Board, Finance Committee, Appeals Committee, National Personnel Committee, and the Convention Advisory Committee.

SECTION 14: All Officers are responsible for submitting articles for the National Lines by the deadlines established by the President.

SECTION 15: Each Program Chairman or Standing Committee Chairman, following Convention or Executive Committee Meetings shall submit in writing to the National Parliamentarian a list of all recommendations passed in respect to her office.

SECTION 16: The National Membership Chairman and the Standing Program Chairmen shall be prepared to present their programs for the ensuing year at the time of the Post Convention National Executive Committee Meeting.

ARTICLE IV. NATIONAL EXECUTIVE COMMITTEEWOMEN

SECTION 1: The National Executive Committeewomen shall have the following duties:

(a) To be the liaison between the Department and National.

(b) She shall receive all service reports from Department Program Chairmen and forward it to the proper National Program Chairmen postmarked or sent as an email attachment (no text messages) no later than December 1 for mid-year and June 1 for annual report.

(c) She shall submit a written report to the Executive Committee and National Convention. Reports shall be due on January 15th and June 30th. Any reports submitted after these dates will not be included in the NEC and National Convention books. The outgoing NEC woman shall prepare the Department report for National Convention.

(d) She 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.

(e) In the event a National Executive Committeewoman accepts an elected or appointed National Office, she shall resign her office as NECwoman.

(f) The Alternate NECwoman shall have a vote if the duly elected NECwoman is absent; and in the event of resignation of the NECwoman, assume all duties pertinent to that office.

(g) In the event the NECwoman and Alternate NECwoman are unable to attend an Executive Committee Meeting or National Convention, by majority vote, the body may seat another member of the Department as a voting representative, if requested.

(h) Other duties as defined in the Duties of National Executive Committeewoman in the Manual.

(i) NECwomen shall receive a copy of toolkits and any other information National Headquarters sends to the Departments.

ARTICLE V. STANDING COMMITTEES

SECTION 1: The Standing Committees of National shall be:

(a) Constitution & Bylaws
(b) Convention Advisory
(c) Council of NECwomen
(d) Finance
(e) Scrapbook
(f) Honors & Awards
(g) Junior AMVETS
(h) Training

(a) The Constitution and Bylaws Committee shall have the right and authority to recommend approval or rejection of any recommendation or amendment. The Chairman of the Committee shall furnish those resolutions and amendments that require the attention of other National Committees to the appropriate National Committee for approval before presenting it to the National Convention floor.

If any National Committee, receiving approved recommendations or amendments from the Constitution and Bylaws Committee, deems such not their responsibility, or should any committee reject or modify said recommendation or amendment, it shall return same to the Chairman of the Constitution and Bylaws Committee for its further action or approval before the Committee Chairman presents same to the Convention body.

All recommendations referred to Convention Committees shall be presented to the Convention body for a final decision.

Recommendations presented at Executive Committee Meetings, requiring Convention action, shall be referred to the Constitution and Bylaws Committee and processed as above.

The Parliamentarian shall serve as Chairman of the Constitution and Bylaws Committee, with not less than four (4) members nor more than fifteen (15) members in attendance at a scheduled meeting.

(b) The Convention Advisory Committee shall consist of the National President, National First Vice President, the immediate Past National President, National Treasurer and National Convention Chairman. The National President shall serve as chairman.

(c) The Council of National Executive Committeewomen shall be composed of NECwomen and Alternates for the purpose of sharing recommendations, programs, and procedures from their Departments in order to stimulate new ideas. The Chairman shall be elected from the members present at a scheduled meeting of the NEC Meeting. The Council of NECwomen shall be Spring NEC to Spring NEC. In the event the Chairman is not able to attend a meeting the immediate past Chairman will chair the meeting. The Council of NEC shall meet one day prior to the opening of Convention at a time specified on the agenda.

(d) Finance: The National Finance Committee shall consist of the following: National Treasurer, who shall serve as Chairman; National President, ex-officio, NEC Council Chairman, Immediate Past Treasurer, National First Vice President, National Second Vice President, National Third Vice President, Immediate Past National President, ex-officio,without vote, one NEC member elected at Post Convention NEC for one year term and the National Parliamentarian, ex-officio,without a vote.

In the event any of the foregoing members of the committee are unable to serve on the committee for any cause whatsoever, then the National President may appoint another member of AMVETS National Ladies Auxiliary to serve in her place. The Finance Committee shall meet prior to each NEC meeting and National Convention. The Chairman or any three members of the committee may call special meetings.

In the event there is no Immediate Past Treasurer, the President shall appoint a member of the National Executive Committee to the Finance Committee. Term to coincide with the National Treasurer.

(e) The President shall appoint a Chairman and not less than five (5) members to serve on the Scrapbook Awards Judging Committee. The Committee members shall serve without compensation.

(f) The Honors and Awards Committee shall be comprised of the First, Second and Third Vice Presidents, Americanism and Scholarship Officers, and the Hospital/VAVS Chairmen. The President shall appoint an Honors and Awards Chairman. The Chairman shall maintain a proper policy and procedure book and criteria of judging National Awards and shall be responsible for verifying the accuracy of the material in the Convention Digest. The Chairman of the Honors and Awards Committee shall receive monies as provided in the Convention Budget.

(g)The President shall appoint a Chairman of the Junior AMVETS Committee for the purpose of coordinating activities of Junior AMVETS at NEC and National Convention.

(h) The President shall appoint a Training Chairman. Other members will be used to provide training as needed by the Chairman. This Committee shall be responsible for conducting seminars and workshops at National Convention, and the NEC meeting. An Annual Training Seminar may be offered. Training will be provided upon request.

ARTICLE VI. STANDING PROGRAM COMMITTEES

SECTION 1: The Standing Program Committees shall be Americanism, Child Welfare, Community Service, Hospital, Membership, Scholarship, and VAVS.

(a) The Chairman of all Standing Program Committees shall be as prescribed in Article V of the Bylaws. All committees shall have not less than five members.

SECTION 2: All recommendations passed and referred to a committee must be reported back to the proposer with a decision, submitting a copy to the National Parliamentarian.

ARTICLE VII. FINANCES

SECTION 1: The books of the Treasurer and financial records of National Headquarters shall be audited by a Certified Public Accountant at the close of the fiscal year. The fiscal year shall be September 1 through August 31. The Treasurer shall file IRS Form 990 as submitted by the Certified Public Accountant by the deadline date as required by the IRS.

SECTION 2:

(a) The Finance Committee shall present an annual budget to the National Convention for approval. Revenue shall be derived from annual dues and such other sources as may be approved by the Executive Committee.

(b)The following provisions shall govern the establishment and administration of the budget of AMVETS National Ladies Auxiliary:

In the determination of a dues income figure to be used for budgetary purposes in any fiscal year, the Finance Committee shall not include, and the National Convention shall not approve, any sum in excess in the amount derived by the actual number of annual members as of July 31 multiplied by the National Department portion of the dues as established for the budget year and interest income derived from the life membership trust fund. Life membership income shall be allowed in the amount of a $6.00 per life member annual transfer from the life membership and the $100.00 per new or renewed to life received before the July 31 date as established above. Income from any sources other than membership shall be established and included in any

proposed budget based on actual income from similar sources realized as of July 31 of the current year. Revenues resulting from properly executed contracts that contain performance bond clauses or equivalent that are ratified by the National Finance Committee and the National Executive Committee prior to July 31 of the current fiscal year may be utilized for budget development by AMVETS National Ladies Auxiliary in the following fiscal year. Reasonable assurances should exist that such income will be realized. The annual budget shall be divided into the following sections: Administration; National Officers Expenses; National President Expenses, Miscellaneous and Publication. The expenditures of each shall be itemized. The final budget shall be based on eighty-five (85) percent of the anticipated income and upon adoption, shall be the expenditure guide for the fiscal year.

The National Convention Operating Budget will be prepared by the Finance Committee and presented by the Treasurer with an itemized list of proposed income and expenses to be approved at the Post Convention NEC meeting.

In no case shall the National Finance Committee or any other Body of the National organization be permitted to adopt or approve a budget in which the expenses, provisions for capital expenditures and provisions for debt reduction exceed the income established above. National expense categories may be adjusted within the category subject to approval of the National Finance Committee.

Any officer or employee who violates any provision of this section shall, in addition to other disciplinary action taken, be financially liable for any amount spent that exceeds the budget appropriations unless such excess had prior approval of the National Finance Committee. Any salary or expense money due or to become due to any officer or employee may be retained by the organization to offset all or any part of the unauthorized over-expenditure.

SECTION 3: The Finance Committee shall consist of ten (10) members. Members of the Finance Committee shall be allowed one night room rate as published by National Headquarters at the NEC, and up to two nights room rate as published by National Headquarters for National Convention. Members shall receive (1) one night for internal audit for membership, quartermaster, and donations and (1) one night for the finance committee and budget preparation.

SECTION 4:

(a) No money shall be advanced to any National Board Members to attend meetings or the National Convention. After due consideration of the Finance Committee, the officers, elected or appointed, shall receive reimbursement of round-trip Air Coach Fare (or reimbursement for miles traveled by automobile at a rate not to exceed Air Coach Fare). Up to five (5) days room rate as published by National Headquarters to attend the NEC

meeting. Up to ten (10) days room rate as published by National Headquarters to attend the National Convention as provided in the annual budget. Per Diem for the National Officers at National Convention shall be $50.00 per day.

(b) Officer reimbursement shall be as outlined in Policy and Procedures and shall never exceed actual expenses incurred. Statements or invoices shall be attached to all National expense vouchers.

SECTION 5:

(a) The Treasurer and Headquarters Staff shall be bonded with an indemnity company as surety in the sum of double the amount of funds for which, so far as can be anticipated, they will be held accountable. The bond of the Treasurer and Staff shall be filed with National Ladies Auxiliary Headquarters.

(b) Travel insurance shall be provided for the National elected and appointed officers and Headquarters Staff.

SECTION 6: The National Finance Committee shall have the power and authority to designate the depository banks and other financial institutions to receive deposits into various accounts belonging to AMVETS National Ladies Auxiliary and to disburse such funds on checks signed by at least two (2) of the authorized signatures (Treasurer, President and First Vice President are the official signatures on all accounts).

SECTION 7: The Treasurer shall forward copies of the 990 and audit report submitted by the Certified Public Accountant to AMVETS National Executive Director, AMVETS National Commander and to AMVETS Director of Finance immediately upon receipt.

SECTION 8: Any resolution emanating from a National Convention involving the expenditure of funds or any financial commitment shall be referred to the National Finance Committee for approval. In reviewing resolutions adopted at a National Convention, the National Finance Committee shall have three options: (1) provide funding from the newly adopted national budget, (2) defer funding pending appropriate planning by the National as part of the next fiscal year or (3) deny funding based on current and projected funding levels. If a resolution is denied or deferred because of want of available funds within the meaning of Section 6 hereof, the National Finance Committee shall report such decision to the National Executive Committee at its next meeting.

ARTICLE VIII. HEADQUARTERS STAFF

SECTION 1: The Headquarters Staff shall:

(a) Consist of such personnel necessary to provide the services required to meet the needs of headquarters operation, as defined by the Personnel Committee. Perform such other duties as may be prescribed by the President, the Personnel Committee, or as found in the Policy of AMVETS National Ladies Auxiliary and Headquarters Staff job descriptions and procedure.

ARTICLE IX. OFFICIAL UNIFORMS

SECTION 1: AMVETS National Ladies Auxiliary recognizes the official uniform as an a-line forest green dress, an a-line forest green skirt, or tailored forest green slacks. Dress to have a jewel neckline. White or gold jewel neckline blouse may be worn with either the skirt or slacks. The dress and skirt should be no shorter than 2 inches above the knee and no longer than 4 inches below the knee. White blazer with large Auxiliary patch on left breast. Black/white shoes with a closed heel and toe, heel should not be higher than 2 inches. Black/white handbag, white gloves, and official Ladies Auxiliary hat. Pearl earrings and single strand pearl necklace, or Auxiliary necklace and earrings will be acceptable. Handbag should match shoe choice.

SECTION 2: No pins may be placed on the delegate badge other than their State pin. Pin to be placed in the upper right hand corner away from printing on badges or delegate eligibility to vote.

SECTION 3: Uniform recommendations shall be referred to the Constitution and Bylaws Committee.

SECTION 4: If wearing an official uniform or hat to an auxiliary meeting or function, it must be an auxiliary uniform. (The exception being when making a special presentation or report representing a subordinate organization.)

ARTICLE X. AMENDMENTS

SECTION 1: The Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a National Convention.

SECTION 2: The National Bylaws shall be studied for revision every three years. The National Bylaws may be amended at any Convention with proper vote. Printing shall be every three years with professional printing prevailing. Any Bylaw changes passed between printings shall be filed with the Parliamentarian to be included in the next reprint.

SECTION 3: Proposed Bylaws amendments shall be read twice before action may be taken.

AMVETS NATIONAL LADIES AUXILIARY

STANDING RULES

1. In the event of a death of a National AMVETS or Auxiliary Officer, Past National President or Past National Commander, proper respect shall be shown by National with flowers or a donation to a National Program or a program of the family's request, not to exceed one hundred ($100) dollars.

2. Awards presented by National or a Past National President of AMVETS Ladies Auxiliary shall have the approval of the Executive Board and the decision reported to the NEC and National Convention.

3. The National Americanism Committee is allowed to sell raffle tickets immediately following National Convention for the Auxiliary seminar at Freedoms Foundation for $1.00 each. A total of 1,000 tickets are allowed to be sold, but not to be sold on the Convention floor. Up to two winners will be drawn at the National Convention.

5. Shorts, skirts (no shorter than 2" above the knee), jeans and jean capris are not appropriate attire for the NEC or National Convention floor. Blue jeans and blue jean capris can be worn on t-shirt day only.

6. All expenditures shall be dependent upon finances permitting.

7. Members who are also AMVET Riders may wear black slacks and red shirts on the auxiliary floor; no vest nor beret to be worn.

8. Copies of all correspondence must be sent to the National President, National First Vice President, Headquarters, and the National Parliamentarian. This directive shall be followed with corresponding going to the Department also.

9. The official uniform will be reviewed every ten years (last reviewed in 2021).

9. Standing Rules may be amended by a two-thirds (2/3) vote of the members present and voting at an NEC meeting or National Convention.

CONVENTION RULES

1. Except as herein specified by these rules, Robert's Rules of Order, Newly Revised, shall govern proceedings of the Convention not otherwise provided for.

2. At all general sessions of the Convention, delegates shall be seated by Department with the exception of the election (See Election Rule #10).

3. All registered members, who are in good standing, shall have a voice on the Convention floor. Any person who desires to be recognized for the purpose of addressing the Convention or making a motion, shall rise and address the Chair as "Madam President" or "Madam Chairman", state their name, the name of their state, and shall proceed only after being duly recognized by the Chair. The microphone shall be used.

4. All members of AMVETS National Ladies Auxiliary shall be properly registered and identified before they can be admitted to the Convention floor.

5. The National AMVETS Convention Rules requires that all subordinate organizations members register as a delegate with the parent organization. Therefore, Auxiliary Rider members and Sackette members must register as an Auxiliary delegate or guest and must show an Auxiliary registration in order to register as a Rider or Sackette delegate.

6. Those eligible to vote are National Officers, Department Delegates or their accredited Alternates, Past National Presidents, NEC WOMEN or their accredited Alternates, and Local Auxiliary Delegates or their accredited Alternates, provided all provisions of the Constitution have been complied with. The presiding officer may vote only in the event of a tie vote.

7. Debates shall be limited to three (3) minutes for each speaker. The privilege of the floor shall be permitted two (2) times to an individual delegate on any one subject. A delegate who proposes a matter may be accorded a two (2) minute rebuttal, by consent of a majority of the voting delegates present on the Convention floor.

8. Total debate on any one subject shall be limited to twenty (20) minutes. Debate shall be extended by a two-thirds (2/3) vote of the delegates present on the floor but in no case shall debate be extended longer than fifteen (15) minutes. The presiding officer shall appoint a timekeeper.

9. No resolution, recommendation, or amendment to the Constitution and Bylaws from convention committees shall be received for consideration after Wednesday morning,

9:00 a.m., except by two-thirds (2/3) vote of the authorized delegates on the convention floor.

10. The Department Delegate at the National Convention shall be the permanent Chairman of the delegation for the Convention. When roll call of any Department delegation is demanded by a Delegate entitled to vote, the Chairman of the delegation shall, without debate or discussion, poll the vote of her delegation and announce the vote.

11. The National Convention Chairman will determine the voting strength of the National Convention.

12. Registered guests, if they are members in good standing, may be permitted to change their registration from guests to Delegate or Alternate without reimbursement of established fee for guests. Such action shall be presented by the Department Chairman and subject to a two-thirds (2/3) vote of the Convention.

13. At least fifty percent (50%) of registered Delegates must be present on the floor of the Convention to constitute a quorum.

14. A general caucus of all candidates will be on Friday of National Convention at a time specified on the agenda.

15. Campaign posters or distribution of campaign materials shall not be permitted in the convention meeting room. Campaign literature will be permitted outside of the convention meeting room and/or distribution on department tables at least one-half hour to the opening of Saturday business session as printed in the convention agenda.

15. Discussion of personal grievances, Local problems or claims concerning an individual with respect to her personal interests, shall not be permitted on the Convention floor.

16. Nominations for office shall be the first order of business on Friday, and election shall be on Saturday, at a time specified on the Convention Agenda.

17. The Convention Rules may be changed by a two-thirds (2/3) vote of the authorized delegates on the Convention floor.

ELECTION RULES

1. All Delegates and Alternates must be in good standing and meet the requirements as established and set forth in the Constitution.

2. When an accredited Delegate is absent from the room during the election, her accredited Alternate, if present, may cast her vote. This vote, as announced by the Chairman of the delegation will be accepted unless there is objection, in which case, the presiding officer will order the delegation polled.

3. On roll call voting, each Department shall be entitled to the number of votes of the accredited Delegates or Alternates voting in place of Delegates that are present in the Convention hall.

4. Each office shall be voted on separately. If a candidate is elected, her name shall be dropped from other offices for which she has been nominated.

5. Nominating speeches and the election of National Officers will be in the following order:

   First Vice President
   Second Vice President
   Third Vice President
   Treasurer
   Americanism Officer
   Scholarship Officer
   Hospital Officer
   Chaplain
   Sergeant-At-Arms
   National President

6. Nominating speeches shall be limited to five (5) minutes. Seconding speeches, if any, shall be limited to two (2) minutes.

7. Election of all offices shall be by majority vote. In the event there are three (3) or more candidates for any office and no candidate receives a majority vote on the first ballot, the candidate receiving the least number of votes will be dropped from the ballot and balloting will continue until one (1) of the candidates shall have received a majority vote.

8. All Delegates and Alternates shall remain in the Convention hall until the election is completed. No one will be admitted to the Convention hall until the election is completed. No one will be admitted to the Convention hall during the actual voting; however, at the discretion of the presiding officer, admission may be granted in the interval between voting for different officers and, in cases of emergency, Delegates may be permitted to leave the room. If there is no Alternate present to replace the Delegate, the individual vote is forfeited. The presiding officer will, in all instances, announce the change in voting strength and the number necessary to elect, eliminating "passes "abstaining" votes.

9. Nominations for office shall be the first order of business on Friday, and election shall be on Saturday, at a time specified on the Convention agenda.

10. National Officers and Chairmen shall sit with their respective delegations during election of officers, thereby casting their vote with their delegation.

11.The National Convention Chairman will determine the voting strength of the National Convention.

12.The National Parliamentarian and a member from Headquarters will record the vote. The vote will be televised and announced in real time. The Presiding Officer shall announce the final voting results.

The Election Rules may be changed by two-thirds (2/3) vote of the authorized delegates on the Convention floor.