AMVETS
NATIONAL LADIES
AUXILIARY

CONSTITUTION

AMVETS NATIONAL LADIES AUXILIARY

CONSTITUTION

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AMVETS NATIONAL LADIES AUXILIARY

CONSTITUTION

AUXILIARY PREAMBLE

We, the mothers, wives, widows, grandmothers, sisters, daughters, stepdaughters and granddaughters of the American Veteran and female veterans, fully realizing our responsibilities to the community, State and nation, associate ourselves for the following purposes: To uphold and defend the Constitution of the United States of America; to safeguard the principles of freedom, liberty and justice for all; to promote the cause of peace and good will among nations; to maintain inviolate the freedom of our country; to preserve the fundamentals of democracy and Americanism; to perpetuate the friendship and associations of the American Veteran and to dedicate ourselves to the cause of mutual assistance…this by the grace of God.

ARTICLE I. NAME

The name of this organization shall be AMVETS National Ladies Auxiliary, and it shall be hereinafter referred to as "AMVETS National Ladies Auxiliary."

ARTICLE II. AIMS AND PURPOSES

The Aims and Purposes of this organization are as follows:

1. To serve our country in peace as in war; to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.

2. To encourage, in keeping with the policies of our Government, the establishment of a concrete plan to secure permanent international peace and to assist in the maintenance of

international peace.

3. To inspire in our membership a sense of responsibility and to develop leadership for the preservation of our American democratic way of life.

4. To help unify divergent groups in the overall interest of American democracy.

5. To train our youth to become purposeful citizens in a democracy with full knowledge of the responsibilities as well as the privileges of citizenship.

6. To cooperate with all duly recognized existing veteran's organizations in the furtherance of the aims of the American Veteran.

7. To keep the public forever reminded that the American Veteran fought, served, and died to preserve peace, liberty, and democracy for their nation

8. To aid in the fulfillment of the Aims and Purposes of the American Veteran, our parent organization.

9. To promote the welfare and fellowship of our members and families.

10. To expedite and assist in the rehabilitation of the veteran by sponsoring and giving support to educational opportunities, to recreational advantages, to hospitalization and personal problems, and to support the veteran in all legislation for veterans benefits.

11. To recognize that the organization known as AMVETS, and chartered by Congressional action on July 23, 1947, is the parent organization, and that all organizational divisions of the Auxiliary exist solely to promote the interest of the parent body; therefore, they cannot act independently except as it favors the objectives of AMVETS.

ARTICLE III. ORGANIZATION AND STRUCTURE

SECTION 1: There shall be but one Constitution governing all levels. National, Departments, Districts and Local Auxiliaries shall have their own Bylaws by which to govern their membership.

SECTION 2: AMVETS National Ladies Auxiliary is a non-profit organization operating on a National scale; organized with National Headquarters, with Departments in States and the District of Columbia. Local Auxiliaries are formed within these Departments.

SECTION 3: National Headquarters is the medium through which the Local Auxiliary, Department and National appointed committee activities are correlated. It is the principal

artery of supply and the central body through which is initiated directives and policies prescribed by the National Convention and/or the National Executive Committee, and through which is accomplished the administration and direction of organization and policies declared by the AMVETS National Ladies Auxiliary Constitution.

SECTION 4: AMVETS National Ladies Auxiliary shall be composed of the National Officers, elected and appointed, and the National Executive Committeewomen from Departments.

ARTICLE IV. MEMBERSHIP AND DUES

SECTION 1: Eligibility for membership in the AMVETS Ladies Auxiliary shall be limited to the mothers, wives, grandmothers, regardless of age, and to the daughters, stepdaughters (a stepdaughter must have been a dependent of an AMVET or deceased veteran prior to their eighteenth birthday to be eligible), sisters and granddaughters, not less than 18 years of age, of regular members of AMVETS; and to the mothers and widows, regardless of age, and to the daughters, sisters and granddaughters (**of a veteran serving after September 15, 1940 or later)**, not less than 18 years of age, of deceased veterans who would have been eligible for membership in AMVETS, and female veterans who served honorably in the Armed Forces of the United States after September 15, 1940, or as an American Citizen in the Armed Forces of Allied countries after September 15, 1940, and before May 8, 1975, who maintain their AMVET membership unless they meet the established eligibility criteria. The term mother shall be construed to include any female member of the family, or any female guardian of such person or deceased veteran, who has exercised or is exercising the care and responsibility for the rearing of such person or deceased veteran. The term granddaughter may include great granddaughter.

A person shall become a member of AMVETS Ladies Auxiliary upon written application, establishing her eligibility, and payment of dues to all levels as required by the Constitution. After application is completed, it must be submitted to the Local AMVETS membership Chairman for verification of eligibility.

AMVETS Ladies Auxiliary shall not be discriminatory on the basis of race, color, religion, sexual orientation or national origin.

No person who is a member of, or who advocates the principles of any organization believing in or working for the overthrow of the United States Government by force, and no person who refuses to uphold and defend the Constitution of the United States shall be privileged to become or continue to be a member of this organization.

Any member of the Auxiliary who has been duly recognized as a member of the Auxiliary

under the provisions of ARTICLE IV, SECTION 1, shall be allowed to remain a member of the Auxiliary so long as she remains a member in good standing. The statement "member in good standing" as it appears in this Constitution, shall be defined as "any member who has complied with ARTICLE IV, SECTION 1 and SECTION 2, but shall not be limited to, or restricted thereto, from the powers and jurisdiction of the National Executive Board.

SECTION 2: There shall be three (3) forms of membership:

(a) Annual membership: The annual membership fee for each member shall not be less than $15.00. Each Auxiliary in a Department shall remit annually to National Headquarters the sum of $15.00 for each annual member as dues; each Department shall determine the amount to be paid annual per member for Department dues; and each Local Auxiliary shall determine the amount for Local dues. If no Department exists, Local Auxiliaries in unchartered Departments shall remit the sum of $16.50 per annual member directly to National Headquarters. The Delegates at the Annual Convention shall determine regulation of annual dues.

(b) Life membership: Life Membership dues shall be no less than $300.00 ($200.00 to the General Fund and $100.00 to the Life Reserve Account) payable to National through the Department. The Local Auxiliary and/or Department shall fix life Membership dues above the minimum set forth herein. National Headquarters shall issue all Life Membership cards.

(c) A Membership-At-Large may be granted to any individual eligible for membership. Dues are to be $25.00 per year with $10.00 for Department Dues and $15.00 remitted to National Headquarters. A Member-At-Large is not eligible to hold office or vote on any level. As such, the member is entitled to all National benefits and privileges so long as her annual dues remain paid. A Member-At-Large may affiliate with an Auxiliary at any time, or with a new Auxiliary as a charter member, remit that year's Local dues as established by the accepting Auxiliary with proper transfer form executed by the Department.

SECTION 3: Honorary Membership - Honorary Memberships are granted in instances where circumstances and/or qualifications merit such distinction and shall be limited to ladies who are not eligible for regular membership. Local Auxiliaries may grant **two** Honorary Membership per year. An Honorary Membership is $15.00 annually to National Headquarters. Any additional charges to the Honorary Member would be up to the Local and Department Auxiliary.

The issuing Auxiliary can rescind an Honorary Membership, or, if an Honorary Member becomes eligible for regular membership the Honorary Membership shall be rescinded at the conclusion of the membership year.

Notification of such action shall be sent to the Honorary Member and to AMVETS National Ladies Auxiliary Headquarters. Honorary Members may not transfer. Honorary Members are not eligible for an elected office; however, they may hold an appointed office on the local level. Honorary members do not have a vote. They cannot be appointed to the offices of President, 1st Vice President, 2nd Vice President, 3rd Vice President or Treasurer.

Honorary Membership shall be reviewed annually by December 31st for the continuation of honorary status.

SECTION 4:

(a) No person shall be a member of more than one Auxiliary.

(b) The membership year shall run from January 1 through December 31. Any membership received at the Local level after December 31 shall be counted as a new member and must re-establish eligibility.

(c) All renewals from Departments must be postmarked by January 31.

(d) The Department shall remit dues to National Headquarters once each month. Locals are to remit dues to the Department as set forth in their Bylaws.

(e) Any member in good standing may transfer to any other Auxiliary on presentation of a completely executed transfer form issued by the Local Auxiliary. Report of the transfer shall be made to Departments and National Headquarters by the Secretary of the accepting Auxiliary, showing the name and number of the Auxiliary from which the member transfers, and signed by the member. Such transfers shall be subject to approval of the accepting Auxiliary as determined by Local Bylaws.

ARTICLE V. DEPARTMENTS

SECTION 1: Each State of these United States shall constitute a Department and shall be under the jurisdiction of the Department whose name it bears. Each Department Auxiliary shall be identical in geographical limits within the respective Department of the AMVETS and shall be known and identified by the same name. The Department shall be composed of officers and representatives selected by Local Auxiliaries at the Department Convention. Departments shall have an Executive Committee and shall conduct its own Convention which shall be held between May 15 and June 30, at which time it shall nominate and elect officers. Departments shall elect a President, 1st Vice President, 2nd Vice President, 3rd Vice President and Treasurer. All other officers may be elected or appointed at the Department Convention according to its Bylaws. Departments shall specify in its Bylaws the voting

status of its officers at the Department Convention. Meetings of the Executive Committee shall be provided for in the Department Bylaws.

(a) National Executive Committeewomen shall be elected at the Department Convention. Each NEC woman shall serve for a term of two (2) years. Departments may provide in its Bylaws for the election or appointment of an Alternate National Executive Committeewoman. Schedule for the election in various Departments shall be as follows:

The Departments of Alabama, Alaska, Arkansas, Colorado, Connecticut, Florida, Georgia, Kansas, Louisiana, Maine, Massachusetts, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Vermont, and Wyoming shall elect in the ODD years.

The Departments of Arizona, California, Delaware, District of Columbia, Hawaii, Indiana, Illinois, Idaho, Iowa, Kentucky, Maryland, Michigan, Minnesota, Missouri, New Mexico, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, and Wisconsin shall elect in the EVEN years.

(b) A minimum of three (3) Auxiliaries shall be required to organize and maintain a Department.

(c) The National President, or her representative, shall call a meeting of all Auxiliaries within the State, sixty (60) days from the receipt of a petition for the organization of a Department, signed by not less than three (3) Local Auxiliaries. At such organizational meeting, the National President or her representative shall open the meeting and preside until the election of officers; shall install the officers-elect and thereupon surrender the chair to the elected President and the elected officers of the Department.

(d) Each State, upon becoming an organized Department, shall receive the sum of $300 from National's General Fund. This shall be a one-time grant.

(e) It shall be the duty of Departments 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 this Constitution. The National President and National Headquarters shall receive copies of all bulletins and information sent by Departments to its Local Auxiliaries.

(f) New Departments shall have sixty (60) days, after the first Department Convention, to submit Bylaws to the National Parliamentarian for approval.

(g) Department Bylaws shall be reviewed every three (3) years at their annual convention. Any amendments to Bylaws shall be submitted, in duplicate, including a separate page indicating where changes are within the Bylaws, to the National Parliamentarian by July 15 after adoption for approval, at which time they shall become effective. Bylaws that are updated to conform to National Bylaw changes need not be submitted to the National Parliamentarian for approval.

(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.

(i) The Department President shall appoint three members to serve on the Grievance Committee, one of which shall be designated as Chairman. The Chairman shall appoint a Secretary from the members of the Committee to take minutes of all proceedings. The Parliamentarian shall be an ex-officio member of the committee.

(j) Departments shall have a Board of Trustees consisting of all Past Department Presidents. When called upon, said Board of Trustees shall act in an advisory capacity.

(k) The State Executive Board shall consist of elected officers.

(l) Any Department with less than three (3) Auxiliaries shall have until the next National Convention to obtain the required number of Auxiliaries.

(m) In the event of the surrender, cancellation or forfeiture of a Department Charter, all money, official records, and property shall be surrendered to National Headquarters to be held in trust for a period of not longer than three (3) years. Upon reorganization, the Department shall receive only those funds being held in its Trust Fund, and all other official records and properties which had been surrendered to National Headquarters. At the end of said three (3) years, if the Department remains inactive, all properties of said defunct Department shall become the permanent possession of National Headquarters.

(n) The Department President shall have the right to conduct a poll vote with written notice or E-mail to the Executive Committee**.** An emergency telephone poll vote shall be a conference call.

(o) The President may vote only in the event of a tie except when voting by secret ballot the President shall have the right to vote.

SECTION 2: The State Executive Committee shall be composed of the President, all other officers, elected or appointed. Past Department Presidents may be seated at the Executive Meeting with a vote if such is provided in the Department Bylaws. The Department Bylaws shall outline duties and members of Standing Committees.

(a) The President, or other representative, of each Local Auxiliary may be seated at the State Executive Committee Meeting with a vote, if such is provided in the Department Bylaws.

(b) A quorum for State Executive Committee Meetings shall be established by the Department Bylaws.

SECTION 3:

(a) Departments shall elect a delegate and an alternate delegate to the National Convention. The Department President may be eligible for this election. The Department delegate and alternate to the National Convention shall not be considered Department Officers. The Department Delegate or Alternate acting in her behalf shall submit a full report to her Department of all convention action, with a copy to AMVETS National Ladies Auxiliary Parliamentarian, within 45 days from the close of National Convention.

(b) No Department shall be seated at the National Convention without filing an Annual Revalidation/Officers Form on or before July 1, (a five (5) day grace period shall be allowed if a convention is held during the last weekend in June), with EIN included on form. After proper notification, all indebtedness to AMVETS or AMVETS National Ladies Auxiliary must be paid in full before the Department concerned may be seated at National Convention.

(c) A Department President may be re-elected. All other officers may re-elected or re-appointed, as provided in Department Bylaws.

(d) Officers shall hold office only so long as they remain members in good standing as defined in this Constitution.

(e) The Department shall receive all National and Department Forms (Dues and Remittance Forms, Revalidation, etc.) from Local Auxiliaries, retaining one copy for Department files and forwarding one copy to AMVETS National Ladies Auxiliary Headquarters. Donations to National programs and dues shall be received and recorded by the Department and promptly forwarded to National.

SECTION 4:

(a) Department Officers and Chairmen may parallel with those prescribed by National

insofar as the body wishes, regarding the duties of program Chairmen.

(b) Nominations for Department Officers shall be made from the floor of the annual convention. Departments may elect by roll call vote or by secret ballot.

(c) Any vacancies occurring in a Department Office shall be filled according to the provisions outlined in the Constitution as they apply to National Officers.

(d) The Department Officers shall be installed by a Past Auxiliary Department President or past or current Auxiliary National Officer and shall assume their duties as provided for in its Bylaws.

SECTION 5: The Department President, with the approval of the Executive Committee, shall appoint VAVS Representatives and Deputies to serve in the VA Medical Centers. The Medical Center Director is authorized to accept appointments of one (1) Representative and, on the basis of demonstrated needs, up to (3) deputy representatives for Committee membership. Names and addresses of the Representatives and deputies shall be sent to the National VAVS Representative for certification. Representative's responsibilities shall be explained prior to appointment by a qualified person, as to administrative duties required and her leadership role to the organization. Appointments shall be for an indefinite period of service. Departments may remove from office any VAVS Representative or Deputy who fails to comply with established National or Department policies and procedures or by request for replacement due to personal reasons.

ARTICLE VI. LOCAL AUXILIARIES

SECTION 1: Local Auxiliaries shall be chartered by National and administered by Departments, and shall be governed Locally by its own officers, elected, and installed, prior to the Department Convention. The policies, activities and action of the Local Auxiliary shall never be at variance with those prescribed by National. A Local Auxiliary shall submit its Bylaws for approval within six (6) months after receipt of its Charter. The Department President and Parliamentarian shall approve these Bylaws, and any future amendments, before becoming effective and operative. Bylaws shall be studied for revision every three (3) years.

(a) Local Auxiliaries may be formed on application of not less then ten (10) new applicants eligible for membership. The AMVET Post and the Department President shall approve application for a Charter. If there is no chartered Department, application shall be forwarded directly to National Headquarters. A Charter shall be issued within ninety (90) days after approval. Application for Charter shall be made in writing on a form provided for that purpose by National Headquarters. Auxiliaries Charters shall be signed by the National President, countersigned by Headquarters Staff, and bear the

National seal. After its receipt, the Charter shall remain open for a period of not longer than six (6) months, at the end of such time; the names to appear thereon shall be furnished to National Headquarters.

(b)At the organizational meeting called by the Department President, or her representative, for the purpose of making application for an Auxiliary Charter, temporary officers shall be elected. After the Charter has been received, these temporary officers shall continue to serve until the date of the annual Auxiliary election, at which time annual officers shall be elected. Temporary officers shall be eligible for the election of at the annual meeting.

(c) Where no AMVETS Post exists, an Auxiliary shall not be formed.

(d) In the case of the discontinuance of the AMVETS Post by voluntary surrender of its Charter or by a forfeiture or revocation of the Charter, its Auxiliary shall continue in operation for a period of not more than one (1) year.

(e) Any Auxiliary with less than ten (10) members may have until Department Convention to obtain the required number of members. If membership requirements are not met by this date, the Auxiliary shall forfeit its Charter after due notification by its respective Department. If the required number of members is obtained before the date of the surrender of the Charter, the Auxiliary shall be considered reactivated. If the Auxiliary is reorganized after a period of three (3) years, the Auxiliary shall be considered a new Auxiliary.

(f) An Auxiliary shall be considered in good standing when the following requirements are met: current membership of not less than 10 members, a completed annual Charter Revalidation/Officer Form filed by their Department Convention, up to date Bylaws on file with the Department and no indebtedness to the organization.

(g) All Local Auxiliary problems shall be resolved within the confines of the Local Auxiliary. If and when it becomes necessary to secure further information and advice, the matter shall be referred to the Department President, who shall refer it to the proper Department Officer.

(h) All correspondence relative to Local Auxiliary matters emanating from the Local Auxiliary or officer, shall be channeled through the next higher Department level. In the event the Department takes no action on said correspondence within thirty (30) days, the Local Auxiliary shall have the right to refer the matter directly to National with copies being forwarded to the Department President and National Executive Committeewoman.

(i) Any Local Auxiliary shall have the right to appeal to the Department President and Parliamentarian the legality of any parliamentary action of the State Executive Committee. In the event no decision can be reached, the Auxiliary has the right to appeal to the National President and Parliamentarian.

(j) Local Auxiliaries shall hold at least six (6) business meetings per year.

(k) Any AMVETS Auxiliary operating a Club Room shall be required to carry Workers Compensation Insurance in accordance with the law of the State in which the Auxiliary Club Room is located, and Public Liability Insurance, including products liability and personal injury coverage, with a minimum single limit of $300,000. Auxiliaries who maintain a building for meeting purposes shall be required to carry Public Liability Insurance, including products liability and personal injury coverage with a minimum single limit coverage of $100,000.00 or the minimum Local amount prescribed by State law. The AMVETS Auxiliary State Department, AMVETS National Ladies Auxiliary, National AMVETS and AMVETS State Department shall be included as an additional insured on all policies and a certificate of said insurance shall be furnished to the Department and National Headquarters. This provision applies to those Auxiliaries whose AMVETS Post has authorized and/or assigned the operating of the Post Home Club room to said Auxiliary; and those Auxiliaries operating its own Post Home.

SECTION 2:

(a) The Local Auxiliary Executive Committee shall be composed of the President, the immediate Past President, all other Officers, elected or appointed, and Chairman of Standing Committees as outlined in the Local Bylaws. Special meetings of the Committee may be held on reasonable notice to the membership at the call of the President, or by four (4) members of the Executive Committee.

(b) Local Auxiliaries shall provide a definite quorum in its Bylaws.

(c) Applicants for membership are subject to approval by the membership if such is provided for in the Local Bylaws. In the event the application is not approved, the applicant shall be notified by certified mail, stating reason for rejection, with a copy retained in the Local Auxiliary file.

(d) The Local Auxiliary President shall have the right to conduct a poll vote with written notice or E-mail to the Executive Committee. An emergency telephone poll vote shall be a conference call.

(e) The President may vote only in the event of a tie, except when voting by a secret ballot, the President shall have the right to vote.

SECTION 3:

(a) A member may hold more than one office simultaneously; however the office of President may not be held concurrently with any other elected office.

(b) Nominations for officers shall be made from the floor and shall be elected and installed, by a Past Local Auxiliary President or current or past Auxiliary Department Officer, prior to Department Convention.

(c) Local Officers shall assume their office and duties as provided for in their Bylaws.

(d) The President with the approval of the Executive Committee shall fill vacancies occurring in the Local Auxiliary.

(e) In the event the office of President is vacated, and the Vice Presidents refuse to assume the office, the highest-ranking officer shall call a special meeting, with the approval of the Executive Board, for the purpose of nominations and election to fill the office of President.

SECTION 4: No Auxiliary shall be seated at the National Convention without filing a Local Auxiliary Annual Charter Revalidation/Officers Form on or before the Annual Department Convention. New Auxiliaries shall be allowed ninety (90) days to file IRS Form (990) after one (1) year of existence according to IRS regulations. After proper notification, all indebtedness to AMVETS or AMVETS National Ladies Auxiliary must be paid in full before the Auxiliary concerned may be seated at the Department or National Convention.

(a) Local delegates to the National Convention shall refer to National Bylaws Article I, Section 3.

SECTION 5: In the event of the surrender, cancellation or forfeiture of an Auxiliary Charter, all money, official records, and property shall be surrendered to the Department to be held in trust for a period of not longer than three (3) years with notification to national headquarters. However, in case such Auxiliary is reinstated or reactivated within the period of three (3) years, such money, papers, records, etc. shall be delivered to such reorganized Auxiliary in connection with the Charter. A reactivated Auxiliary may have the privilege of reopening the Charter for a period of not longer than six (6) months. At the end of said three (3) years, if the Auxiliary remains inactive, all properties of said defunct Auxiliary shall become permanent possession of the Department. If no Department exists, all properties become the possession of AMVETS National Ladies Auxiliary.

SECTION 6: All donations to National Programs, Annual Charter Revalidation/Officers Form (two (2) copies), Department and National portion of dues along with the required Dues and Remittance Forms, and request for Replacement of Life Membership cards shall

be forwarded to the designated person.

ARTICLE VII. DISTRICTS

SECTION 1: Departments may permit the organization of Districts, Regions, and Divisions. Approval of such plans must come from the Department Convention. Formation of Districts would be based on a geographical arrangement of Auxiliaries existing within the State. If a District plan exists in the AMVETS Department, the Auxiliary arrangement shall coincide. Districts are to be considered booster organizations to stimulate interest and assist in carrying out the programs of the Department.

(a) A minimum of two (2) Local Auxiliaries shall be required to organize and maintain a District.

(b) District organizations shall hold a minimum of two (2) meetings per year. Officers shall be elected in accordance with the Department Bylaws. The District Officers and Chairmen may parallel with those of the Department insofar as the body wishes.

(c) The District Presidents may be voting members of the State Executive Committee if said Department Bylaws so provide. District Presidents should attend each State Executive Committee meeting to become informed of the Department programs that are to be supported by the Districts.

(d) District Organizations, Regions and Division groups may bring recommendations to Department Conventions or State Executive Committee Meetings.

ARTICLE VIII. ADMINISTRATION

SECTION 1: The National Executive Board shall consist of all elected officers and shall be empowered to act in administrative matters of AMVETS National Ladies Auxiliary between meetings. The National Parliamentarian and the Immediate Past National President shall be members without a vote but with compensation for travel and lodging.

(a) The National President shall have the right to conduct a poll vote with written notice or E-mail to the Executive Board. An emergency telephone poll vote shall be a conference call.

(b) The National President may vote only in the event of a tie. When the vote is by secret ballot, the National President shall have a vote.

(c) The National President, the National 1st Vice President and the National Treasurer have the right to sign contracts and official documents of the AMVETS National Ladies

Auxiliary and two of the signatures are required on contracts after approval of the National Executive board.

SECTION 2: The National Executive Board, following recommendations, shall hire the Headquarters staff. The staff may be members of AMVETS Ladies Auxiliary. Necessary experience and qualifications for positions shall be determined by individual job descriptions. The National Personnel Committee shall consist of the National President, National First Vice President, National Second Vice President, National Treasurer, and National Parliamentarian and Immediate Past National President shall serve ex-officio.

SECTION 3: National shall have a Board of Trustees consisting of Past National Presidents. When called upon, said Board shall act in an advisory capacity. The Board of Trustees shall determine the Chairman. The Board of Trustees will act as the long-range planners to ensure that our history is maintained and the goals of our organization are adhered to. The Board will provide strategic action steps to promote the growth, financial support and operation of AMVETS National Ladies Auxiliary.

SECTION 4: The Auxiliary or any of its subordinates, without prior approval of the National Standing Committee of AMVETS will sponsor any National fund-raising activities.

ARTICLE IX. NATIONAL EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall be composed of the National President, all officers, elected or appointed, and one (1) National Executive Committeewoman from each Department.

(a) Past National Presidents shall be invited to attend all National Executive Committee Meetings and National Convention with a vote and with registration fee paid, providing they are members in good standing.

SECTION 2:

(a) A majority of the voting members registered shall constitute a quorum of the National Executive Committee.

(b) All Standing Committee Chairmen, as defined in Article VI, Section 1, National Bylaws, shall be members of the Executive Committee without vote and without compensation, with the exception of program Chairmen holding an office as an elected or appointed officer, and those members of the Finance Committee and Honors and Awards Chairman as outlined in Article VII, Section 3 (a) of National Bylaws.

ARTICLE X. OFFICERS

SECTION 1:

(a) The National Convention shall elect a President, First Vice President (Membership Chairman), Second Vice President (Child Welfare Chairman), Third Vice President (Community Service Chairman), Treasurer (2-year term), Americanism Officer, Scholarship Officer, Hospital Officer, Chaplain, and Sergeant-at-Arms.

(b) The National President-elect shall appoint a Parliamentarian for a one (1) year term with the approval of the Executive Committee.

(c) The National President-elect shall appoint (in even years) the VAVS Representative for a two (2) year term with approval of the Executive Committee. Term of office will be September 1 to August 31.

SECTION 2:

(a)The National President shall not be eligible for re-election. All other officers may be re-elected or re-appointed but shall not serve for more then two (2) consecutive terms. Exceptions:

(1) Treasurer.
(2) VAVS Representative may be reappointed at the discretion of the President-elect.
(3) The Parliamentarian may be reappointed at the discretion of the President-elect.

(b) No member shall hold two (2) elective offices at the same time on the same level. The term of the Standing Committee Chairmen shall run concurrently with the term of office of the President. If an elected office is vacated, the National President may make an appointment with approval of the Executive Committee, until the successor is elected. The appointed officer shall be eligible for election should she so desire.

(c) Any Auxiliary member in good standing for not less than two (2) years shall be eligible for a National Office.

SECTION 3: In the event the office of National President is vacated, the First Vice President shall serve as the President for the unexpired term. In the event neither the President nor the First Vice President can serve, the Second Vice President shall serve. The National President with the majority approval of the Executive Committee shall fill all other vacancies. Having filled such office by succession or appointment to a vacancy shall not constitute an election. She shall be eligible for election to the same office.

ARTICLE XI. FINANCE

SECTION 1:

(a) All finances of AMVETS National Ladies Auxiliary shall be under the control of the National Executive Committee, which shall delegate sufficient general and specific

authority to the National Finance Committee to carry out the usual duties of such committee. The National Finance Committee, with the approval of the National Executive Committee, shall have the authority to retain independent investment experts as needed for consultation in supervising any and all AMVETS National Ladies Auxiliary funds.

(b) The National Finance Committee shall serve as the Board of Trustees for the life membership special trust fund in accordance with the National Bylaws.

(c) The books of the Treasurer and Headquarters Staff shall be at all times open for inspection by the Executive Committee.

(d) If the National Treasurer is unable to serve, the National First Vice President shall assume the duties of the office until a suitable appointment can be made.

ARTICLE XII. DISCIPLINE

The seriousness and possible legal ramifications of the above should at all times be considered. The constitutional rights and responsibilities of membership shall always be the first priority. Personality conflicts and problems are not an issue for infringing on the members constitutional rights.

Problems from the Post Clubroom are under the jurisdiction of AMVETS or licensing laws and shall be handled by AMVETS. Violations of the canteen rules are disciplined by AMVETS. However, depending upon the severity of the canteen infractions, further charges may be filed by the auxiliary through the Auxiliary Discipline Procedure.

SECTION 1. Any member of AMVETS Ladies Auxiliary may prefer charges against any other Auxiliary member alleging any of the foregoing causes for suspension or expulsion. A proper hearing protects any member of AMVETS Ladies Auxiliary, who determines that her constitutional rights as a member have been violated by any other Auxiliary member.

Members may be suspended or expelled for any of the following reasons.

A. Failure to comply with any obligation imposed on members under the National Constitution, Department and Local Bylaws;
B. Any violation of the law that reflects unfavorably on the name AMVETS or AMVETS Ladies Auxiliary.
C. Any other conduct unbecoming an AMVETS Ladies Auxiliary member as defined in

the Code of Ethics;

D. Ineligibility for membership at time of acceptance into membership;
E. Procurement of membership by fraud or deception;
F. A member may be expelled upon proper showing of cause. Written charges may be based on neglect of duty, misappropriation of AMVETS Ladies Auxiliary funds or disregard for the provisions of the National Constitution, Department or Local Bylaws.
G. No person who is a member of, or who advocates the principles, of any organization believing in, or working for the overthrow of the United States Government by force, and no person who refused to uphold and defend the Constitution of the United States shall be privileged to become or continue to be a member of this organization.
H. Charges cannot be filed on any level based on hearsay nor personality conflicts.

Section 2. The following Grievance Procedure shall be followed on both the Department and Local levels.

A. All charges and specifications shall be filed in writing and clearly state any violations of Article XII, Section 1 including specific examples of conduct unbecoming, or specific examples where the member violated the Constitution or Bylaws no later than 30 days of occurrence/discovery with the President of the Local or Department Auxiliary to which the member complained about belongs or if said member is a Member at Large shall file with the National President. If the charges are against a President, then the letter should be sent to the First Vice President. Subsequently, if the President and First Vice President have charges filed against them then letters should follow the proper chain of command.
B. On receipt of such charges and specifications, said President shall, within seven days, send a copy of these charges to all parties involved along with a copy of the Discipline procedure by certified mail together with a notice fixing a date, place, and time of hearing to be held within 30 days after said date of mailing. This letter should also include that the member complained about has the right be represented by counsel and the right to appeal also including the specific examples of all charges. The member complained about shall respond to the President that she will be in attendance at that meeting. If she is unable to attend that meeting due to a conflict, the President shall attempt to reschedule the meeting to a mutually agreeable date. If no such date can be reached, the original date of the meeting shall stand.
C. If an accused refuses to attend the grievance hearing, her request for an appeal should not be allowed.
D. The President shall appoint three members to serve on the Grievance Committee, one of which shall be designated as Chairman. The Chairman shall appoint a Secretary from the members of the Committee, to take minutes of all proceedings. The Parliamentarian shall be an ex-officio member to this committee.
D. No member against whom charges have been preferred or who has brought charges against another member shall sit in judgment on any board hearing or be involved in

the decision. If the accused or the accusers are members of the Grievance Committee, they shall be replaced by poll vote of the Executive Committee.

E. The accuser and the accused shall be under oath.

F. Each party is advised that all information and testimony shall be in strict confidence and shall not be discussed outside the Grievance hearing.

G. At the hearing, the member complained about shall have the right to be represented by counsel.

H. All parties involved and their witnesses shall first be heard separately.

I. Then the Accused shall have the right to question her accuser(s) and witnesses presented against her.

J. All parties shall remain available to the committee until a decision has been reached.

K. The Chairman of the Grievance Committee shall decide all questions to relevancy of evidence and the regularity of the proceeding.

L. Every effort shall be made to reach an agreement and to resolve the differences and complaints of the parties involved. Expulsion of membership should not be taken lightly. Expulsion should be considered based on the severity of the charges. Every effort should be made to impose a less restrictive punishment.

M. At the conclusion of the hearing, in a closed hearing of the Grievance Committee a vote shall be taken to determine whether there is a basis for the charge(s).

N. If it is determined there is no basis for the charges; the charges will be dismissed. If the charges are not dismissed then a vote shall be taken on the guilt or innocence of each charge and each of the specifications.

O. A two-thirds vote of the members of the Grievance Committee hearing the charges and specifications shall be required to sustain any charge(s) or specification.

P. The voting may be secret or open.

Q. The Grievance Committee at the hearing shall then determine the degree of punishment and whether there shall be a suspension from the benefits of membership and if so, for how long; or an expulsion from membership. Any discussion of grievances, local problems, or claims concerning an individual with respect to her personal interests pertaining to the Grievance meeting will not be discussed outside the Grievance Hearing.

R. Any member whose membership is suspended or forfeited may appeal to the next highest level (Local Auxiliary to the Department Appeals Board).

S. On the Local Level a written document of the results will be sent by the Grievance Committee Chairman to all the members of the committee, along with the accused and Local Auxiliary and a copy sent to the Department within 30 days.

On the Department Level a written document of the results will be sent by the Grievance Committee Chairman to all the members of the committee, the Department, and a copy to National within 30 days.

T. The member has the right to appeal in writing to the next level. (see Appeals Process Section 3).

U. After the Grievance Procedure is completed; all records shall be sealed and kept on

file with the President for a period of three years and then destroyed unless legal action is pending then records should not be destroyed until legal action is finalized. The Appeals Board must be provided with all relevant materials pertaining to the charges filed and the decision rendered by the Grievance Committee.

V. If the meeting is taped, the Grievance Chair is the only one to tape the proceeding. The one recording is to be retained in the official file unless the decision is appealed, then the tape shall be turned over to the Appeals Board.

W. The decision of the Grievance Committee stands until a member files an appeal and the appeals hearing is held.

Section 3. Rights of Appeal

When a member of AMVETS Ladies Auxiliary determines that another member of AMVETS Ladies Auxiliary has violated her constitutional rights, as a member, she has the right to appeal and a proper hearing shall protect her.

If the Department has violated the rights of a member or the Auxiliary then the charges shall be in writing, signed and filed with the Department President. The Department President then shall, within thirty (30) days, initiate the Department's Appeals process.

Departments in preparing a hearing of the Department Appeals Board shall do as follows:

A. When properly executed action has been taken by the Local Grievance Committee and a decision rendered to the Local Executive Board, said decision may be appealed by either party to the Department President.

B. The Local Executive Board or member desiring to exercise their right of appeal shall present a written and signed full explained complaint to the Department President within thirty (30) days following the decision of the Local Grievance Committee, as presented to the Local Executive Board.

C. Appeals and Grievance Documents, including tapes, if recorded, from the Local Grievance Committee must reach the Department President postmarked or hand-delivered within seven (7) days. The Department President shall direct the Appeals Chair to arrange and conduct a meeting within 30 days, with written notices to be received by all parties involved. The member complained about shall respond to the President that she will be in attendance at that meeting. If she is unable to attend that meeting due to a conflict, the President shall attempt to reschedule the meeting to a mutual agreeable date. If no such date can be reached, the original date of the meeting shall stand.

D. The Department President shall appoint three (3) members to serve on the Appeals Board, one (1) of which shall be designated as Chairman. The Chairman shall appoint a Secretary from the members of the Board to take minutes of all proceedings. The Parliamentarian shall be ex-officio member of this Board.

E. The Department President shall refer the written and signed complaint (which shall

include complete details, names, and addresses of all witness) to the Chairman of the Department Appeals Board. A properly assigned meeting room shall be preferred so that a dignified and impersonal hearing may be conducted.

F. Any witnesses stated in the complaint shall be so notified that their testimony may be given; and to make themselves available to meet with the Appeals Board, upon request, at the site of the meeting.
G. If, after notice has been duly served, either party involved is not present at the time and place of the hearing, the Appeals Board shall conduct the hearing to a final conclusion.
H. All parties involved and their witnesses shall be heard separately, the accused shall have the right to question her accuser(s) and witnesses presented against her.
I. At the hearing, the member complained about shall have the right to be represented by Counsel.
J. The accuser and the accused shall be under oath.
K. The Appeals Board shall make every effort to reach an agreement to resolve the difference and complaints of the parties. Each party is advised that all information and testimony shall be held in strict confidence and shall not be discussed outside the Appeals hearing. Any discussion of grievances, local problems, or claims concerning an individual with respect to her personal interests pertaining to the Appeals Hearing or previous Grievance meeting will not be discussed outside the Appeals Hearing. The meeting may be taped by the Appeals Board Chairman only.
L. The Appeals Board shall report their final determination to the Executive Board chaired by the Department President.
M. The Department President shall forward the final decision of the Appeals Board, by certified letter, to the Auxiliary member or Local Executive Board originating the appeal, within ten (10) days following the meeting. The Department President and the Appeal Board Chairman shall retain copies.
N. The Department Appeals Board, only upon orders of the Department President, may open the records. All records of the Appeals hearing shall be sealed and filed with the Department President and kept for a period of three (3) years at which time they are to be destroyed.
O. In the event new evidence, not previously heard by the Department's Appeal Board, is submitted, a new hearing may be granted, and the appeal must be filed within sixty (60) days with the Department President.
P. In the event the Executive Board grants an appeal, the above procedure shall be followed, and the decision of the appeal shall be final, and no further action may be taken. The decision of the Appeals Committee can overturn/confirm the decision of the Grievance Committee.
Q. If the member or Auxiliary wishes to appeal the Department's decision on the alleged violation of their rights on the Department level, then the member or Auxiliary may appeal, within twenty (20) days, in writing clearly stating where the Department has violated the rights of the member as outlined in Article XII and signed, to the National

President. The National President shall initiate the National Appeals Procedure.

R. The National President shall forward all information to the National Parliamentarian. The National Parliamentarian will send copies of all correspondence to the Appeals Committee either by mail, or electronically. The Appeals Committee consisting of the National First Vice President, National Second Vice President, and Immediate Past National President (IPNP) will review all National Appeal requests to determine if proper procedure had been followed.

   The National Appeals Committee will review all National Appeals requests to determine if proper procedure had been followed. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals meeting. The decision resulting from the National Appeals procedure shall be binding and final.

DEPARTMENT LEVEL

If the Department has violated the rights of a member or Auxiliary then the charges shall be in writing, signed and filed with the Department President. The Department President then shall, within fifteen (15) days, initiate the Department's Appeals process. If the member or Auxiliary wishes to appeal the Department's decision on the alleged violation of their rights on the Department level, then the member or Auxiliary may appeal, within twenty (20) days, in writing clearly stating where the Department has violated the rights of the member as outlined in Article XII and signed, to the National President. The National President shall then initiate the National Appeals procedure. The National Appeals Committee will review all National Appeals request to determine if proper procedure had been followed. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals meeting. The decision resulting from the National Appeals procedure shall be binding and final.

NATIONAL LEVEL

If a Department, Auxiliary or a member determines that their rights have been violated on the National level then charges shall be, in writing and signed, and filed with the National President. The National President shall initiate the Appeals procedure. The Appeals Committee consisting of the National First Vice President, National Second Vice President and IPNP will review all National Appeal requests to determine if proper procedures have been followed. The National Parliamentarian will send copies of all correspondence to the Appeals Committee either by mail or electronically. The Appeals Committee will review all documentation and determine if there is a need for an Appeals Committee. The National President shall forward all information to the National Parliamentarian. The National Parliamentarian will send the decision to the National President, who will then notify all members of the decision of the National Appeals Committee with explanation of the reason

for their decision. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals Meeting, to be held at the Spring N.E.C. Meeting or National Convention. The decision resulting from this Appeals procedure may be appealed at the next Executive Committee meeting. The decision of the National Executive Committee shall be binding and final. Specific charges cannot be re-filed on any level. Any discussion of grievance, local problems, or claims concerning an individual with respect to her personal interests pertaining to the Appeals Hearing or previous grievance meeting will not be discussed outside the Appeals Hearing and will not be permitted in the N.E.C. Meeting or Convention floor.

The National Parliamentarian shall send either by mail or electronically results of the Appeals Committee to the National President.

The National President shall send a certified letter to the accused and the Department President of the decision of the National Appeals Committee, within thirty (30) days.

Trusteeship

The Department Executive Board, after notification from the Department President and Department Parliamentarian, along with written documentation justifying the reason for Trusteeship, may suspend or revoke the charter or place under Trusteeship a Local Auxiliary for good and sufficient cause or based on information obtained through Grievance and Appeals process and notify the National President and National Parliamentarian.

For good and sufficient reasons, the Department President with the approval of the Department Executive Board may designate a trusteeship of a Local Auxiliary. This is to help with the operations and help solve problems, by overseeing the actions within the Local Auxiliary. Copies of any action shall be provided to the National President and National Parliamentarian.

The Department Parliamentarian shall prescribe specific outcomes to be achieved by the Local Auxiliary which are clear, specific, and measureable. The Trusteeship should be reviewed by the Department Executive Board at an SEC meeting and Department Convention.

The National Executive Board, after written notice and hearing before a Committee, which includes the NEC and Dept. President may cancel, suspend, or revoke the Charter of any Department for good and sufficient cause. The National Parliamentarian shall prescribe procedures for any such action. In the event of the suspension or revocation of the Charter of any Department, the suspended body shall have the right to appeal to the next National Convention.

For good and sufficient reasons, the National President with the approval of the National Executive Board may designate Trusteeship of a Department and/or a Local Auxiliary. This it to help with the operation and help solve problems, by overseeing the actions within the Department.

The National Parliamentarian shall prescribe specific outcomes to be achieved by the Department and/or Local Auxiliary which are clear, specific, and measurable. The Trusteeship should be reviewed by the National Executive Board at the spring NEC or National Convention.

ARTICLE XIII. SUBORDINATE ORGANIZATIONS

SECTION 1: AMVETS National Ladies Auxiliary recognizes the following subordinate organizations:

(a) GAVELIERS/BOARD OF TRUSTEES: AMVETS National Ladies Auxiliary provides for the official recognition of Past Presidents on all levels through membership in an authorized division to be known as AMVETS Ladies Auxiliary Gaveliers/ Board of Trustees. Minimum rules shall be established to govern the membership and eligibility. It shall be self-supporting, self-governing but shall act in no way contrary to the National Constitution and Bylaws.

(b) SACKETTES: Membership in Sackettes shall be limited to members of AMVETS Ladies Auxiliary for the purpose of giving recognition to members for their meritorious service contributed to AMVETS and AMVETS Ladies Auxiliary. Honorary Membership may be granted to Honorary Members of AMVETS Ladies Auxiliary. Sackettes shall be the official fun and honor group and shall be governed by a Constitution and Bylaws that have been approved by the National President and National Parliamentarian. Any provision of said Constitution and Bylaws, which after such approval, is found to be in violation of the Constitution and Bylaws of AMVETS Ladies Auxiliary shall automatically become void.

SECTION 2: All subordinate organizations shall be required to file an annual audit by September 30 to the National President.

ARTICLE XIV. ELECTRONIC MEETINGS

Section 1: Except as otherwise provided in these bylaws, meetings of the Auxiliary shall be conducted in person or participate in electronic meetings by Teleconference and/or Telephone when a State of Emergency has been declared or when the President has obtained written consent (email or by hand) by every Executive Board Member or a two-thirds vote with previous notice of motion to do so. The electronic meetings of the Auxiliary shall be

subject to all rules as stated in these bylaws.
When a Teleconference is being conducted an Internet Platform such as Zoom will be utilized. The following criteria needs to be met:

- The Secretary shall send an email to every member at least two (2) weeks before each meeting with the time of the meeting, the URL and code necessary to connect to the Internet meeting service, the phone number for audio connection and/or to participate by phone and a copy of, or link to, these rules.
- The President and Secretary must have access to a control panel which enables them to perform their duties during the meeting, such as ensuring the text of the pending motion is properly displayed, assigning the floor to a member, opening and closing the polls for taking a vote, etc.
- The meeting platform, such as zoom, should begin at least 15 minutes before the start of each meeting.
- Each participant must use their own computer or device with audio, speakers and microphone. No action shall be invalidated on the grounds of the loss or poor quality of a member's individual connection. If members are sharing a device roll call votes must be taken.
- If the computer has a webcam, it must be turned on to speak of if you are a member of the Executive Board.
- The list of participants in the meeting must be visible and identified with proper name.
- The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.
- To seek recognition by the chair, a member shall use the raise hand feature.
- A member who intends to make a motion shall use the raise hand feature.
- Motions should be submitted and viewed in writing. The Secretary shall designate an online area exclusively for the display of the motion.
- Votes shall be taken by the anonymous voting feature of the Internet Meeting Service unless a roll call vote is required/ordered. The Secretary shall post the motion using the online survey tool, and the President shall alert the members that the polls are open. The polls shall be closed not less than two (2) minutes after they have been opened. The President's announcement of the voting result shall include the number of members voting and any abstaining. Business may also be conducted by unanimous consent. An anonymous vote conducted through an Internet meeting shall be deemed a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

When a telephone meeting is held the following criteria will be used:

- The Secretary shall send notice to every member at least two (2) weeks before each meeting with the time of the meeting and the phone number and any access code needed to connect to the telephone conference call, using a free service. This meeting shall begin 15 minutes before the start of each meeting.

- Members shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt a speaker to do so.
- The presence of a quorum shall be established by roll call at the beginning of the meeting.
- To seek recognition by the chair, a member shall address the chair and state their name.
- Motions may be made orally.
- All votes shall be taken by roll call. The total of votes shall be announced.
- Each member is responsible for their connection to the telephone conference call; no action shall be invalidated on the grounds that loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

ARTICLE XV. PUBLICATIONS

SECTION 1: AMVETS Ladies Auxiliary recognizes that the use of Social Media is a powerful way to discuss and promote veterans' issues as well as promote the programs of the AMVETS family. Social Media includes but is not limited to: Facebook, Twitter, and Instagram. Members should remember that Social Media is a public representative of your Local or Department Auxiliary. Therefore, members should remember, know, and abide by our Aims and Purposes and Code of Ethics when creating Social Media pages. All pages using AMVETS Ladies Auxiliary name must be regularly monitored by the leadership of each level of our organization.

To create Social Media Pages using the AMVETS Ladies Auxiliary name and/or emblem you will need permission from your Local/Department, and it must be approved at a Local or Department meeting. The name must begin with AMVETS Ladies Auxiliary and should include your official name (as indicated on your Bylaws). This page should have multiple administrators (at least 2). The administrators should be determined and approved at a Local/Department meeting. All information used to create AMVETS Ladies Auxiliary Social Media Accounts should be shared during a meeting and reflected in the official minutes. This ensures that if an individual is no longer an administrator, someone else can take over.

All pages should be to promote the aims and purposes of the AMVETS family and not about Local or Department business issues. These pages should be non-political and non-discriminatory. Nudity or sexually explicit language is not allowed. AMVETS Ladies Auxiliary Social Media pages are to build community not to harass, bully, intimidate or impersonate any other individual.

Any member using AMVETS Ladies Auxiliary Social Media should maintain the integrity and ideals of our organization and our Bylaws. Any postings infringing this policy may be removed by the administrator without notice. All posting must respect local, state, and federal laws as well as copyright laws and be respectful and shared with the National

Organization.

ARTICLE XVI. AMENDMENTS AND RESOLUTIONS

SECTION 1: All recommendations and amendments to the Constitution and Bylaws shall reach the National Parliamentarian thirty (30) days prior to the opening day of National Convention. Any such recommendation or Constitution and Bylaws amendment presented by Departments, National Committees or Officers shall be submitted in triplicate, typewritten, dated, and signed by the proposer and shall clarify the intent, particularly where one level or all levels are concerned. Other recognized members of this organization shall follow the above procedures through their Department for referral to the Constitution and Bylaws Committee. Each recommendation, amendment and Constitutional and Bylaw change shall be submitted on a separate page.

SECTION 2: Resolutions requiring the approval of AMVETS shall be offered on the Auxiliary Convention floor for adoption. Those adopted shall be referred to AMVETS for their action. The deadline for other resolutions, submitted by Departments, shall reach the Parliamentarian thirty (30 days) prior to the opening day of Convention. Resolutions must be in proper resolution form; submitted in duplicate; typewritten; bear Department identification; dated and signed by the Department President and Secretary.

The deadline for the submission of Resolutions by any Convention Committee shall be set forth in the Convention Rules. In either case, where a Resolution affects the Constitution and National Bylaws, the intent shall be clarified particularly where one level, or all levels are concerned.

SECTION 3: This Constitution shall automatically be amended by AMVETS action governing changes in the AMVETS Constitution affecting the Constitution of AMVETS National Ladies Auxiliary.

SECTION 4:

(a) All amendments adopted at any National Convention of AMVETS National Ladies Auxiliary shall become effective upon approval of the AMVETS National Judge Advocate. Convention mandates not requiring AMVETS approval shall become effective immediately unless otherwise specified.
(b) The proposed Constitution amendments shall be read twice before action may be taken.

SECTION 5: The National Constitution shall be studied for revision every three years. The National Constitution may be amended at any convention by proper vote. Printing will only be done every three years, with professional printing prevailing. Any amendments passed between printings shall be filed with the Parliamentarian to be included in the reprint.

SECTION 6: This Constitution may be amended at a National Convention by a two-third (2/3) vote of the total authorized voting delegates present.

SECTION 7: Robert's Rules of Order, Newly revised, shall be the parliamentary authority for all matters of procedure not specifically covered in the Constitution and Bylaws of this organization. Any conflict among these authorities shall be governed in the following precedence: the National Constitution first; the National Bylaws second; Department Bylaws third; Local Bylaws fourth; and the provisions of Roberts Rules of order being last.