

# AMVETS LADIES AUXILIARY DEPARTMENT OF WISCONSIN

## BYLAWS (2018)

### **ARTICLE I. NAME**

The name of this organization shall be AMVETS Ladies Auxiliary Department of Wisconsin.

### **ARTICLE II. AIMS AND PURPOSES**

The Aims and Purposes of this organization shall be to further the AMVETS Ladies Auxiliary programs according to the principles of the AMVETS Ladies Auxiliary Constitution.

**ARTICLE: III MEMBERSHIP:** The rules of membership shall be: the same as set forth in The AMVETS Ladies Auxiliary Constitution.

### **ARTICLE IV. DEPARTMENT CONVENTION**

#### **Section 1.**

The Auxiliary Department Convention shall be held at the same time and in the same city as the AMVETS Department Convention.

#### **Section 2.**

- a. The members of the Convention with the privilege of a vote, as outlined in Section 3, shall consist of the following: Department Officers, elected and appointed, Convention Board members; VAVS Representatives and Deputies, Wisconsin Veterans Home Chairmen and Co-chairmen, State Executive Committeewomen or alternates, Past National Presidents, Past Department Presidents, District Presidents or representatives and local delegates or alternates.
- b. Each local Auxiliary shall be entitled to one (1) Committee woman (which may be the Local President or her appointee). One (1) delegate and one (1) alternate for each ten (10) members or major fraction thereof

#### **Section 3.**

Department Officers and Convention Board Chairman shall attend two (2) State Executive Committee meetings held during the year to be eligible for their vote, mileage and per diem at the Department Convention.

VAVS Representatives/Deputies and Wisconsin Veterans Homes Chairmen/Co-chairmen shall be entitled to a vote at the Department Convention only if they have attended one (1) State Executive Committee meeting during the year.

- c. Each State Executive Committeewoman or her alternate shall attend two (2) State Executive Committee meetings held during the year to be eligible for a Committeewoman's vote at the Department Convention.
- d. Any Department of Wisconsin Auxiliary member who has held the office of National President shall be entitled to attend the Department Convention with registration paid, with a vote, no other expenses paid, provided she is a member in good standing of an Auxiliary in the Department of Wisconsin.
- e. Past Department Presidents shall be entitled to a vote at the Department Convention, without expenses paid, provided they are members in good standing of Auxiliaries in the Department of Wisconsin.
- f. District President or her representative shall attend two (2) State Executive Committee meetings held during the year to be eligible for a vote at the Department Convention provided the District shall have reviewed their Bylaws and/or Standing Rules within the past three years and submitted them to the Department Parliamentarian for approval.

- g. All Auxiliaries in attendance at the Department of Wisconsin AMVETS Ladies Auxiliary Convention to be registered shall: have filed Form 990, if required, have reviewed their Bylaws within the past three years and submitted them to the Department Parliamentarian for approval, filed revalidation forms, Change of Officers List, by June 15th and have paid all debts to AMVETS or AMVETS Ladies Auxiliary.
- h. Each delegate shall be entitled to one (1) vote. The vote of an absent delegate may be cast by her alternate.
- i. All members of the Convention with the privilege of vote as described in Article IV, Section 2a, shall be members in good standing, belong to an auxiliary in the Department of Wisconsin, and shall not be indebted to AMVETS or AMVETS Ladies Auxiliary.

**Section 4.**

At least fifty percent (50%) of the registered voting members must be present on the floor of the convention to constitute a quorum.

**Section 5.**

Nominations for the Department Officers shall be made from the floor of the annual Convention. Election shall be by majority roll call vote except when there is more than one candidate for an office. The election shall then be done by majority of secret written ballots to be counted from the entire voting delegation as a whole.

In the event there are more than two (2) candidates for any office and no candidate receives a majority on the first ballot, the candidate receiving the least number of votes shall be dropped from the ballot and voting shall continue until one of the candidates receives a majority vote.

**Section 6.**

- a. The Officers-Elect shall be installed by the Immediate Past Department President, or in her absence, another Past Department President, before the close of Convention
- b. The Officers-Elect shall assume duties of their respective offices on August 1.

**Section 7.**

The President-Elect shall meet with the officers and the State Executive Committee at their post-convention meeting for the purpose of confirming appointments to take effect on August 1.

**Section 8.**

The Department shall have a Convention Board of three (3) members, who shall be responsible for the organization of the Department Convention.

**ARTICLE V EXECUTIVE COMMITTEE**

**Section 1.**

The Executive Committee shall have full administrative power between Department Conventions.

The Executive Committee shall approve all appointment(s) of the Department President prior to the effective date of the appointment(s).

The Department President shall have the right to conduct a poll vote with written notice to the Executive Committee. This shall be done through the office of the Executive Secretary.

**Section 2.**

The Executive Committee shall be composed of the Department President, all Past Department Presidents, all other Department officers, elected or appointed, the Convention Board Chairman, one committee-woman from each local Auxiliary and one Representative from each District

- b. This committee shall be in charge of administrative affairs and property of the Auxiliary.
- (c) A minimum of fifteen (15) members of the Executive Committee shall constitute a quorum to transact business at Executive Committee meetings.
- (d) All members of the Executive Committee shall be entitled to vote at the State Executive Committee meetings.

- (e) Officers and chairmen shall answer roll call according to their elected or appointed positions and local Auxiliary representatives shall answer as SEC women.
- (f) Each Past Department President shall be entitled to vote at State Executive Committee meetings, excluding mileage expenses, provided she is a member in good standing of an Auxiliary in the Department of Wisconsin.

**Section 3.**

Three (3) S.E.C. meetings shall be held during the year in the months of August/September, November/December, March/April, no later than the 3<sup>rd</sup> weekend in April or to coincide with AMVETS State Executive Committee meetings. Locations to be selected at the Post-convention SEC.

- b. The meeting place and host Auxiliary for the first State Executive Committee meeting of the new year shall be determined by the Executive Committee at its Post-Convention meeting and the remaining meetings shall be set no later than at the first State Executive Committee meeting.

**ARTICLE VI OFFICERS**

**Section 1.**

- a. Anyone wishing to run for the office of Department President must first have held at least Two Department Offices
- b. Anyone wishing to run for the office of National Executive Committeewoman must have held an office of the Department as either a President , an Officer or Chairman.
- c. The following officers shall be elected at the Department Convention for a term of one year - from, August 1<sup>st</sup> though July 31<sup>st</sup>; President, First Vice President (Membership Chairman), Second Vice President (Child Welfare Chairman), Third Vice President (Community Service Chairman), Treasurer, Chaplain, National Executive Committee woman, and Alternate NEC (even years – 2 year terms).
- d. All Officers may be elected for no more than two (2) consecutive terms, with the exception of the Treasurer, NEC woman and Alternate NEC woman. No member shall hold more than one elective office and two appointed committee positions at the same time. (Committee positions are defined as those listed under Article VIII Standing Committees Section 1 and Article IX Program Committees Section 1).
- e. A National Executive Committeewoman and an Alternate National Executive Committeewoman shall be elected for a term of two (2) years, election to be held at the Department Convention in the even numbered years.
- f. The following officers shall be appointed by the President-elect for a term of one (1) year: Legislative/Liaison Officer, Americanism Officer (S.O.S. Chairman), Sergeant-at-Arms (President’s Fund Chairman), Parliamentarian (Bylaws and Resolutions Chairman and Appeals Board Chairman), Historian/Public Relations Officer, Scholarship Chairman and White Clover Princess Liaison. However, at the discretion of the President, any of these positions may be appointed for additional terms.
- g. The VAVS Representatives/Deputies and the Wisconsin Veterans Homes Chairmen/co-chairmen shall be appointed by the President for an indefinite term.
- h. The Hospital Chairman shall be appointed by the President for a term of two (2) years. However, at the discretion of the President, the Hospital Chairman may be appointed for an indefinite term.
- i. An Executive Secretary shall be selected by the Personnel Committee with approval from the State Executive Committee. Contract shall be for a period of two (2) years with option to renew.

- j. In the event the office of Department President is vacated, the 1<sup>st</sup> Vice President shall serve as President for the un-expired term. In the event neither the President nor the 1<sup>st</sup> Vice President can serve, the 2<sup>nd</sup> Vice President or the 3<sup>rd</sup> Vice President shall serve. All other vacancies occurring shall be filled by the Department President with the majority approval of the Executive Committee. Having filled such office by succession or appointment shall not constitute an election. She shall be eligible for election to the same office.

**Section 2.**

A School of Instruction shall be held at least two weeks prior to the first State Executive Committee meeting after Convention with incoming and outgoing officers and chairmen in attendance. All officers, with the exception of the Treasurer and Executive Secretary, shall turn over to their successors their procedure book and all papers pertinent to the organization during their term of office.

The Executive Secretary shall turn over all records, files and equipment to her successor by August 1.

The Treasurer shall transmit all records and files of her office to her successor by August 1.

**ARTICLE VII DUTIES OF OFFICERS**

**Section 1.**

The Department President's duties shall be outlined in the National Auxiliary Manual. She shall be an ex-officio member of all committees. In addition:

The Department President, wherever possible, shall visit each Auxiliary at a regular business meeting once during her term of office.

She may attend District Meetings at their expense, when invited.

She shall visit each V.A. Hospital in the state during her term of office.

She shall visit each State Veterans Home during her term of office.

She may attend AMVETS or public functions to which she is invited.

**Section 2.**

The Vice Presidents' duties shall be outlined in the National Auxiliary Manual. In addition:

- a. The First Vice President shall act as Membership Chairman:
  - 1. Conduct an annual membership contest
  - 2. Assist and advise local Membership Chairmen in obtaining renewals and new members.
  - 3. Assist any AMVETS Post interested in forming a new Auxiliary with the assistance of the New Auxiliary Committee. She shall keep the State President and Executive Secretary up-to-date on all activity in this area.
  - 4. Contact each local Auxiliary during the year and offer the assistance of the Auxiliary Support Committee when deemed appropriate
- b. The Second Vice President shall serve as Child Welfare Chairman.
- c. The Third Vice President shall serve as Community Service Chairman.

**Section 3.**

The Executive Secretary's duties shall be as outlined by the Personnel Committee.

- a. In addition, she shall be responsible for the annual calendar raffle; adhering to all Wisconsin Gaming Rules.

**Section 4.**

The Treasurer's duties shall be as outlined in the National Auxiliary Manual.

- a. The Department Treasurer shall send copies of the Department bank statements to the Department President and First Vice president within ten (10) days after receiving said statements.

**Section 5.**

The Sergeant-at-Arms' duties shall be as outlined in the National Auxiliary Manual. In addition:

She shall serve as the President's Fund Chairman. This fund is to be made up from donations from local Auxiliaries throughout the Department to help defray the travel expenses of the Department President.

**Section 6.**

The Parliamentarian's duties shall be as outlined in the National Auxiliary Manual. In addition she shall serve as Chairman of the Bylaws and Resolutions Committee, Appeals Board, be Advisor to the Personnel Committee and Finance Committee ex-officio.

**Section 7.**

The Historian/Public Relations Officer's duties shall be as outlined in the National Auxiliary Manual. In addition:

She shall preserve and compile a History Book of the Department's activities and upon completion of her term of office, present it to the outgoing Department President.

**Section 8.**

The Chaplain's duties shall be as outlined in the National Auxiliary Manual.

**Section 9.**

The Legislative/Liaison Officer's duties shall be as outlined in the National Auxiliary Manual. In addition:

- a. As Liaison Officer, she shall submit an annual written report to AMVETS Department of Wisconsin.

She shall serve as the Junior AMVETS Coordinator.

**Section 10.**

The National Executive Committeewoman's duties shall be as outlined in the National Auxiliary Manual.

**Section 11.**

1. It is the responsibility of each Department Officer or chairman to prepare a written report for the SEC meetings,  
with a copy to the Executive Secretary for printing and distribution to local auxiliaries.
2. It is the responsibility of each Department Officer or Chairman to prepare a written report to the Executive Secretary for the convention book as assigned by the Executive Secretary.
3. If the Department Officer or Chairman misses the deadline for her report; it will be the Officer's or Chairman's responsibility to provide copies as designated by the Executive Secretary for the State Executive Meeting or Department Convention for distribution.

**ARTICLE VIII STANDING COMMITTEES**

**Section 1.** The Standing Committees of the Department of Wisconsin shall be:

Appeals Board  
Audit Committee  
Bylaws/Resolutions  
Finance  
Personnel  
President's Fund  
Ways and Means  
Nominating Committee  
New Auxiliary Committee  
Fundraiser Committee  
Auxiliary Support Committee

The Appeals Board shall be appointed when needed. The Appeals board shall be composed of three (3) members from the Executive Committee, One member to be a Past Department president, appointed by the President to hear appeals referred by local Auxiliaries. The Parliamentarian shall serve as Chairman. She shall have no vote in the appeal decision.

- b. The Audit Committee shall consist of three (3) members appointed by the Department President, excluding members of the Finance Committee. VAVS Representatives/Deputies and the Wisconsin Veterans Homes Chairmen/co-chairmen shall not serve on this committee. The committee shall be responsible for reviewing and verifying the records of the VAVS Representatives and the Wisconsin Veterans Home Chairmen. This shall be done during convention and a report given to the convention body. The committee shall also audit the books of the Convention Board and present their report at the 2<sup>nd</sup> Executive Committee meeting. The first year member will serve as chair.
- c. The Bylaws and Resolutions Committee which shall be composed of not less than three (3) members with the Parliamentarian serving as chairman.
- d. The members of the Finance Committee shall be as outlined in Article 14 Section 3 of the Bylaws.
- e. The Personnel Committee shall be composed of three (3) members appointed by the Department President in such a manner that their three-year terms shall expire in successive years. One of the members shall be a Past Department President. The 1-year member shall serve as Chairman.
- f. The Sergeant-at-Arms shall serve as Chairman of the President's Fund. (see Article VI, 5a.)
- g. The Alternate National Executive Committeewoman shall be the Fundraiser Chairman. She shall have the responsibility of raising funds to offset the finances of the Department President and National Committeewoman to attend the AMVETS Ladies Auxiliary National Convention and Spring National Executive Committee Meeting.
- h. The Ways and Means Committee shall be composed of three (3) members appointed by the Department President in such a manner as their three-year terms shall expire in successive years. The one-year member shall serve as Chairman.
  - 1. The Ways and Means Committee's responsibility shall be to raise funds for the Department of Wisconsin AMVETS Ladies Auxiliary general fund.
  - 2. All Fundraisers shall be approved by the State Executive Committee and when necessary, shall be approved through the AMVETS before being put into effect.
- i. The Nominating Committee shall be composed of three (3) members appointed by the Department President in such a manner that their three-year terms shall expire in successive years. The 1-year member shall serve as chairman. It shall be the Nominating Committee's responsibility to interest qualified

Auxiliary members for various offices or positions of interest to them and explain thoroughly the duties of each office.

- j. The New Auxiliary Committee shall consist of the 1<sup>st</sup> Vice President as Chairman, Department President, Executive Secretary and a Past Department President who shall serve for a term of one year. After notification of consent from an AMVET Post to form a new Auxiliary, the new Auxiliary Committee's responsibility will be to meet with potential members to assist in organizing a new Auxiliary. The Department President or her representative shall preside at all organizational meetings.

k. An Auxiliary Support Committee shall consist of the 1st Vice President as chairman, Executive Secretary, and four (4) Past Department Presidents - representing the North Central and South Central areas. This committee will be responsible for attending local Auxiliary meetings throughout the State, upon request, to assist with completion of reports and meeting organization to help ensure the viability of the Auxiliary.

## **ARTICLE IX STANDING PROGRAM COMMITTEES**

### **Section 1.**

The Standing Program Committees of the Department of Wisconsin shall be:

- Americanism/S.O.S.
- Child Welfare (Worchid)
- Community Service
- Hospital
- Membership
- Scholarship

The First Vice President shall serve as Membership Chairman.

- b. The Second Vice President shall serve as Child Welfare Chairman (Worchid).
- c. The Third Vice President shall serve as Community Service Chairman.
- d. Duties of these committees shall be as outlined in the National Auxiliary Manual.
- e. The Scholarship Chairman shall promote all scholarships on the National and Department levels.
- f. The Hospital Chairman shall promote programs in VA hospitals, general hospitals, nursing care facilities, and Wisconsin Veterans Homes.

### **Section 2.**

- a. The Department Program Chairman shall send two (2) copies of her midyear/annual report along with one (1) copy of each local Auxiliary midyear/annual report to the NEC woman and one (1) copy of her midyear/annual report along with one (1) copy of each local Auxiliary midyear/annual report to the Executive Secretary.
- b. The Department Program Chairman shall send a copy of her midyear/annual report to the Department President and Liaison Officer.

## **ARTICLE X VAVS REPRESENTATIVES/DEPUTIES**

### **Section 1.**

The VAVS Representatives/Deputy(s) shall be appointed by the Department President with the approval of the Executive Committee. Appointments shall be for an indefinite period of service.

The Representative shall be responsible for establishing and maintaining a bank account in the name of AMVETS Ladies Auxiliary, Department of Wisconsin. Authorized signatures shall be the Representative and Hospital Officer or the Department Treasurer. Only one (1) signature shall be required on the checks.

Accurate records shall be kept by the representative showing the source of income and amount, funds deposited and expenditures with receipts attached.

Each representative shall present an itemized report of income and expenditures to the convention body.

Records shall be reviewed and verified by the Audit Committee on a yearly basis of May 1 through April 30. This shall be done at convention and a report given to the convention body. If the VAVS Representative will not be attendance at Convention, it will be her responsibility to notify the Hospital Chairman so arrangements can be made to audit her books and a report given at the 1<sup>st</sup> SEC meeting.

Failure to comply with duties, attend required meetings or a request for replacement due to personal reasons shall be cause for removal.

## **ARTICLE XI WISCONSIN VETERANS HOME CHAIRMEN AND CO-CHAIRMEN**

### **Section 1.**

Each Wisconsin Veterans Home Chairman/co-chairman shall be appointed by the President with the approval of the Executive Committee. Appointments shall be for an indefinite period of service.

The Chairman shall be responsible for establishing and maintaining a bank account in the name of AMVETS Ladies Auxiliary, Department of Wisconsin. Authorized signatures shall be the Chairman and the Department Treasurer. Only one (1) signature shall be required on the checks.

Accurate records shall be kept by the Chairman showing the source of income and amount, funds deposited and expenditures with receipts attached.

The Chairman shall present an itemized report of income and expenditures to the convention body.

Records shall be reviewed and verified by the Audit Committee on a yearly basis of May 1 through April 30. This shall be done at convention and a report given to the convention body. If the Wisconsin Veteran's Home Chairman will not be attendance at Convention, it will be her responsibility to notify the Hospital Chairman so arrangements can be made to audit her books and a report given at the 1<sup>st</sup> SEC meeting.

Failure to comply with duties, attend required meetings or a request for replacement due to personal reasons shall be cause for removal.

## **ARTICLE XII LOCAL AUXILIARIES**

### **Section 1.**

The President or other representative of each local Auxiliary shall be seated at the State Executive Committee with a vote.

- b In all cases, expenses incurred by the local Committeewoman shall be the responsibility of the local Auxiliary.

### **Section 2.**

Each local Auxiliary shall remit to State Treasurer the specified amounts for National and State dues. See Finance section in Standing Rules.



Each local Auxiliary shall determine the amount over and above the National and State Department portions of dues that shall remain in its treasury.

**Section 3.**

All moneys for State and National Departments shall be properly earmarked and made payable to AMVETS Ladies Auxiliary, Department of Wisconsin@ and shall be sent to the Department Treasurer.

**Section 4.**

The local President shall be responsible for seeing that the 990 and revalidation forms are sent to the Department Executive Secretary by June 15.

**ARTICLE XIII DISTRICTS**

**Section 1.**

The following Districts have been set up in Wisconsin to coincide with AMVETS Department of Wisconsin:

District #4 Auxiliaries #7 Oshkosh, #13 Redgranite, #41 Fond du Lac, #45 New London  
District #6 Auxiliaries #50 Phillips, #1051 Stevens Point

**Section 2.**

The rosters of all Districts shall be brought up to date at each Department Convention.

**Section 3.**

Districts shall be governed by the following regulations:

The District organization shall be under the direct guidance of the Department President.

Each District shall elect a President and a Secretary.

Other officers may be elected or appointed if the District so desires.

Election of officers shall be held prior to the Department Convention and a list of officers shall be sent to the Department President and Executive Secretary.

Districts shall hold a minimum of two meetings per year, one in the spring prior to Department Convention and one in the fall after National Convention.

After each District meeting, the District Secretary shall send a copy of the minutes to the Department President and the Executive Secretary.

The District President or representative shall be entitled to vote at State Executive Committee meetings and Department Convention. (See Article 3, Section 3f)

**ARTICLE XIV FINANCES**

**Section 1.**

The Department fiscal year shall be August 1 through July 31.

**Section 2.**

The Department Treasurer's books shall be audited annually by an accountant.

**Section 3**

- a. The Finance Committee shall consist of eight (8) members: the Treasurer, who shall act as the Chairman; Department President; immediate Past Department President; immediate Past Department Treasurer; Alternate Executive Committeewoman (Fundraiser Chairman); Ways and Means Chairman; Executive Secretary, who shall be a non-voting member; and one (1) member to be selected from the State Executive Committee.
- b. The term of office for all members shall be one (1) year, with the exception of the Alternate National Executive Committee Woman and Executive Secretary (whose terms are for two years). Should the Department President and/or Department Treasurer be re-elected, the President shall have the right to appoint a member of the State Executive Committee to fill the vacancy.
- c. If a member of the Finance Committee is appointed Ways and Means Chairman, the Department President shall have the right to appoint a member of the State Executive Committee to fill the vacancy.
- d. An annual budget based on the previous year's receipts shall be set up by the Finance Committee to be presented to the Executive Committee for approval at its first meeting after Convention. Upon adoption, it shall be the expenditure guide for the year.
- e. The Treasurer shall issue no checks above the specified amounts set forth in the budget (with the exception of those for operating expenses, which the Finance Committee can authorize), except with the two-thirds (2/3) consent of the Executive Committee. If a request is made for additional funds for any item, the amount needed and the reasons for the request shall be presented to the Executive Committee for approval.
- f. All contracts to be executed by the Department of Wisconsin shall be approved by the Department Executive Committee and signed by the Department President and attested to by the Department Executive Secretary after the Department Parliamentarian has reviewed said contract.

**Section 4.**

- a. Money received by the Department as dues shall be placed in the General Fund.

Money received for Life Memberships shall be placed in a special interest bearing account.

Money received by the Department earmarked for specific purposes shall be recorded in special funds.

**Section 5.**

- a. All moneys sent to the Department shall be properly earmarked and made payable to AMVETS Ladies Auxiliary, Department of Wisconsin and shall be sent to the Department Treasurer to be recorded at regular intervals.
- b. The signatures of the Department President, Department Treasurer and First Vice President shall be placed on  
File at the bank, with two signatures required on each check.
- c. Financial expenditures by the Executive Secretary shall be outlined in the budget as determined  
By the Finance Committee and approved by the SEC body.

**Section 6.**

The Department shall not assess or levy taxes on the local Auxiliaries.

**Section 7.**

The Finance Committee shall determine the reimbursement to attend State Executive Committee meetings (per car, per mile, round trip) to Dept. officers and Standing committee chairmen. The finance committee chairman will recommend to the Post convention SEC the amount of reimbursement.

**Section 8.**

Department Officers and Chairmen reimbursement shall never exceed actual expenses incurred. Statement or invoices shall be attached to all Department expense vouchers.

**ARTICLE XV DISCIPLINE**

**Section 1.**

- a. Disciplinary rules relative to Members/Auxiliaries shall be prescribed by the Department.

The Local/Department Grievance Committee may suspend or expel any member on a proper showing of cause. Written charges may be based on disloyalty, neglect of duty, misappropriation of Auxiliary funds, or disregard of the provisions of the Constitution and bylaws.

- c. If an Auxiliary Member is censured by the Grievance Committee, the Auxiliary membership shall be suspended until due process is completed which includes finalization of the appeal process.

**Section 2.**

The Department Executive Committee, after notice and hearing before a committee, may cancel, suspend or revoke the Charter of any local Auxiliary for good and sufficient cause. Procedures for any such action shall be prescribed by the Parliamentarian, with reference to Article XIV, Section 3 of the Department Bylaws.

In the event of the suspension or revocation of the charter of any local Auxiliary, the suspended body shall have the right of appeal to the next Department Convention.

**ARTICLE XVI RIGHTS OF APPEAL**

**Section 1.**

The constitutional rights of all members shall be protected by the right of appeal.

**Section 2.**

As set forth in these Bylaws, ARTICLE VII, Section 1. (a), the President shall appoint an Appeals Board to report their recommendations to the Executive Board, upon the completion of the following steps:

- Step 1. Local Auxiliaries desiring to appeal will present a Statement thereof to the Department President and the Parliamentarian, who will then refer the written and signed complaint to the Appeals Board.
- Step 2. The Chairman shall arrange a meeting of the Appeals Board to conduct the hearing. The parties involved will be heard separately, and in conference, the Board and parties involved shall make every effort to reach an agreement.
- Step 3. In the event either party desires to appeal any decision, said appeal must be filed within sixty (60) days.

**Section 3.**

The Committee and parties involved shall follow the guidelines for Policy and Procedure of Rights of Appeal as set forth in the National Auxiliary Manual.

**Article XVII Guidelines for Disbanding/Merging Auxiliaries**

**Section 1.**

- a. Prior to disbanding the Local President shall provide notification to all Auxiliary members, in writing, of the intent to disband.

- b. All members will be invited to attend a meeting to discuss disbanding and offer alternatives to disbanding. The date and time of the meeting will be provided to all members. Members shall be informed that failure to attend the meeting will automatically be considered a vote in favor of disbanding. Letters of intent must be sent at least (ten) 10 days prior to the meeting date.
- c. If an Auxiliary approves a motion to disband, the following steps must be taken:
  - The Charter, all money, official records and property shall be surrendered to the Department to be held in trust for three (3) years.

-If the Auxiliary reorganizes within three (3) years, then the above mentioned items shall be returned to them.

- d. Any member in good standing may transfer to another Auxiliary on presentation of a completely executed transfer form.

**Section 2.**

- a. The auxiliary wishing to merge shall notify the Department President and Membership Chairman of their intent to merge with another Auxiliary.
- b. The local President shall contact, in writing, the President of the local Auxiliary with a request to merge.
- c. Upon receipt of request, the receiving Auxiliary shall schedule a meeting to vote on the request. This meeting should be held within thirty days of receipt of the request.
- d. The receiving Auxiliary must approve a motion to accept these members.
- e. Members merging into another Auxiliary must complete transfer forms.
- f. The Charter for the merging Auxiliary must be returned to the Department. The money, official records and property of that Auxiliary shall be turned over to the receiving Auxiliary

**ARTICLE XVIII BOARD OF TRUSTEES**

**Section 1.** The Board of Trustees, consisting of all Past Department Presidents, shall act in an advisory capacity when called upon.

**ARTICLE XIX AMENDMENTS**

**Section 1.**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a Department Convention provided that the proposed amendment(s) have been submitted in writing or read to the convention body at a business session before the vote thereon.

**Section 2.**

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

**Section 3.**

Roberts Rules of Order, newly revised, shall be the parliamentary authority for all matters of procedures 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, and provisions of Robert Rules of Order being last.

Last full revision: voted upon at the 6/2016 State Convention .  
 Changes made June 2017 State Convention.  
 Next full revision due 6/2020