

# AMVETS LADIES AUXILIARY DEPARTMENT OF WISCONSIN

## STANDING RULES

### 1. DEPARTMENT CONVENTION

Members of the Convention Board shall be appointed by the President in such a manner that their three-year terms will expire in successive years. There shall be three (3) members with the one-year member serving as Chairman.

All funds received by the Convention Board during the year shall be placed in a checking account until those funds are required for the Convention Expenses.

- a Three signatures will be placed on file at the bank, with two signatures required on each check. Signatures will be those of the Convention Board.

A final report of Convention Expenses will be given at the 2<sup>nd</sup> State Executive Committee meeting.

The books of the Convention Board shall be reviewed and verified by an Audit Committee of three (3) members, other than Convention Board members, to be appointed by the President at the post-convention S.E.C. meeting.

The Convention Board Chairman shall be a member of the State Executive Committee. The three (3) members of the Convention Board shall be entitled to mileage whenever the Board travels to the Convention City on Convention Board business, with expenses paid from the Convention Funds

Any resolutions or recommendations by Department Officers, Chairmen or Auxiliaries to be brought before the Convention body must be submitted to the Parliamentarian for distribution to the local Auxiliaries by May 1<sup>st</sup>. Any person wishing to submit an emergency resolution at the Department Convention shall be responsible for bringing enough copies for each member at the Convention.

The Scholarship winner and their escort and the Americanism Poster Contest winner and their escort shall have their luncheon tickets at the Department Convention paid for out of their respective funds.

8. A Credentials Committee shall be established on a rotating basis, composed of three members appointed by the Department President for a one (1), two (2), and three (3) year term. The one (1) year member shall be Credentials Chairman. It shall be their duty to supervise the registration of delegates, alternates, members, and guests of the Department Convention, and set forth the voting strength of the Convention in accordance with Department By-laws and Convention Rules.
9. Mileage shall be paid to Officers, Committee Chairmen, Wisconsin State Veterans Home Chairman and Co-Chairman, and VAVS from their home town to Convention (round trip) at the amount of .25/mile. If the said person is riding with another person who gets their mileage paid, they will not be paid.
10. Per Diem will be paid to Officers, Committee Chairmen, Wisconsin State Veterans Home Chairman and Co-Chairman, and VAVS at the rate of \$10 per day--providing they have been at two (2) SEC's during the year.
11. No other monies will be paid to the Convention Board members.

### 2. EXECUTIVE COMMITTEE

- 1 The out-going Department President shall open and conduct the post-convention State Executive Committee meeting. As the new Department President assumes the duties of her office on August 1, she will open and conduct the remaining S.E.C. meetings for her term of office.
2. The Department Commander shall be invited to attend at least one State Executive meeting.

**3. OFFICERS AND OFFICERS DUTIES**

1. The out-going Department President shall turn over the President's pin to the new Department President as soon as she is installed.
  - a. The newly elected President will automatically be the delegate to National Convention.
2. A Past Department President's jewel pin shall be given the out-going Department President. In the event she already has a pin, an appropriate symbol of her additional term (such as a two-year bar or rocker, etc. which can be affixed to her pin) shall be given to her along with a gift purchased with the remainder of the value of the pin.
3. Correspondence at all levels:
  - a. Correspondence by a member to a State Officer shall be copied to the Department President, 1<sup>st</sup> Vice President and the Executive Secretary.
  - b. Correspondence by a Dept. Officer shall be copied and sent to the Department President, 1<sup>st</sup> Vice President, Executive Secretary and NECwoman.
  - c. In accordance with the National Constitution and Bylaws, all correspondence with National Officers shall be directed to the National President, IN DUPLICATE, thereby informing her of current events. Copies shall be sent to the Department President, 1<sup>st</sup> Vice President, Executive Secretary and NECwoman.
  - d. In case of e-mails, copies of the e-mail correspondence will be sent to those as listed above.
4. The President shall invite the National President to attend one day in our Department (at Convention, State Executive Committee meeting or special occasion). The President shall notify national our Department will be responsible for expenses for only that one day excluding transportation or lodging.
5. The Department President or any member attending the National Convention or National Executive Committee meeting as an official representative of the Department shall compile a written report of the business conducted promptly upon her return.
  - a. The Newly Elected President will automatically become the delegate Convention.
  - b. The official representative who attends the National Convention shall immediately send our Department Headquarters the list of newly elected National Officers.
  - c. The Past Department President shall pick up awards won during her year if she is in attendance at the National Convention.
  - d. Any local auxiliary or department officer submitting an application for a national award at National Convention shall send a copy of the application to the NECwoman so she is aware of anything that needs to be brought back to Wisconsin.

- e. The Department Chairman or local auxiliary is responsible for making arrangements for the return to Wisconsin of items submitted to National for awards by the respective individual.
6. The National Executive Committeewoman shall compile a written report of the business conducted at the National Executive Committee meeting, NEC Council and post-NEC meeting.
7. a. Upon receipt of D & R's the Treasurer will note the number of renewals or new members and certify that the amount on the check matches these. The deposit must be made to the checking account as soon as possible; the D & R's must be sent on to the 1<sup>st</sup> Vice with an enclosed check from our Department.
- b. When fund donations are received for Department programs they must be recorded so each local Auxiliary is noted. Four (4) copies of the transmittal report must be made, with one sent to the President, 1<sup>st</sup> Vice, Executive Secretary, and one copy to be kept on file. These copies must be sent at least once monthly, if not sooner.
- c. When fund donations are received for National programs they must be recorded so each local Auxiliary is noted. Four (4) copies of the transmittal report must be made, with one sent to the President, 1<sup>st</sup> Vice, Executive Secretary, and one copy to be kept on file. Transmittal reports should be sent at least once monthly. All donations should be forwarded to National within two weeks of receipt.
8. The Americanism Officer may conduct the Annual Americanism Poster Contest during her term of office. The award to the winner of the Americanism Poster Contest on the 3<sup>rd</sup> and 5<sup>th</sup> grade levels shall be a\$ 50 Cash for the first place winner, \$25 cash for second place and \$15 for third place plus a 3 x 5 American flag for each. Rules of the poster contest to be sent to each Auxiliary every year.
9. The Historian shall submit the Department History Book to the Department President or a Past Department President for approval before entering the book for National competition.
10. Committee chairmen or officers responsible for any award winners with awards being presented at the Auxiliary Convention luncheon shall submit them in writing to the Executive Secretary or be presented on the Convention floor for inclusion in the minutes.
11. All Auxiliary sponsored contests shall be judged by non-affiliated non-members.

#### **4. TIME KEEPER**

1. The timekeeper's responsibility is to see that debate is limited to 15 minutes. Time may be extended another 15 minutes by a 2/3 vote of voting members.
2. A member can speak twice on a motion, but the second turn can be taken only after every one who wishes to speak the first time has spoken (as per Roberts Rules of Order).
3. Each member can speak 2 minutes on each turn.
4. One time clock is for total debate time of 15 minutes. Second time clock is for each speaker of 2 minutes.

#### **5. LOCAL AUXILIARIES AND DISTRICTS**

1. Local Auxiliary officers and chairmen reporting to the Department officers and chairmen are to report every six months. Six-month report (May 1 through October 31) must be postmarked on or before November 10 and year-end reports (May 1 through April 30) must be postmarked on or before May 10. The local Auxiliary chairman should send four (4) copies to the Department Chairman. (One (1) copy for the Department Chairman,

One (1) copy for the Executive Secretary, and two (2) copies for the NEC woman.) (Department Chairmen see Bylaws Article 8, Section 2)

2. The postmark shall be considered the official date for the submitting of dues, reports, contest entries, etc. Due date postmarked envelopes shall be retained with their respective contents by the Department Officers and chairmen until the end of the Auxiliary year.
3. Only the most current report forms will be accepted.

## **6. PROCEDURE AND RITUALS**

1. Upon the death of a Past Department President, a Past Department Commander, a current presiding AMVET/Auxiliary Officer or a Standing Committee Chairman:

- a. The Department President shall notify the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice Presidents, Treasurer, Executive Secretary, Legislative Liaison Officer, Chaplain, Gavaliers' President and AMVET Department Headquarters.

- b. The Department Chaplain shall notify the Americanism Officer, Sgt.-at-Arms, Parliamentarian, Historian, NECwoman, Alternate NEC, State Hospital Chairman, Scholarship Chairman and White Clover Liaison.

- c. The 1<sup>st</sup> Vice President shall notify the District Presidents. In case there is no District President, she shall notify the local Auxiliary Presidents in that district.

- d. The District Presidents shall notify the local Auxiliary Presidents.

- e. The State Hospital Chairman shall notify the VAVS Representatives/Deputies and the Wisconsin Veterans Homes Chairmen/co-chairmen.

- f. The Department President, or her duly appointed representative, shall, whenever possible, attend the funeral in an official capacity.

- g. The Department shall send a tribute not to exceed ten dollars (\$10.00). The tribute is to be paid out of the Department Memorial fund.

- h. The Department Colors may be taken or shipped to the funeral at the discretion of the Department President with expenses taken out the Department Memorial Fund.

2. Upon the death of a Past National President with membership in the Dept. of Wisconsin, the Department President or her duly appointed representative shall attend the funeral in an official capacity.

- a. The Department shall send a tribute not to exceed ten dollars (\$10.00). This tribute to be paid out of the Department Memorial Fund.

- b. The Department Colors may be taken or shipped to the funeral at the discretion of the Department President with expenses taken out of the Department Memorial Fund.

3. Upon the death of a current or Past AMVET Department Commander:

- a. The Department President, or her duly appointed representative shall, whenever possible, attend the funeral.

- b. The Department shall send a tribute not to exceed ten dollars (\$10.00). This tribute is to be paid out of the Department Memorial Fund.

4. Upon the death of a local Auxiliary member:
  - a. The local Auxiliary President shall notify the Department President and Department Chaplain.
  - b. If a Department representative is desired to attend the funeral, the local Auxiliary may call on the nearest Department officer able to attend.
  - c. All expenses incurred are to be borne by the local Auxiliary.
  - d. Upon request, the Department Colors may be taken or shipped to the funeral, expense to be borne by the local Auxiliary.
5. Upon the death of an AMVET member:
  - a. The local Auxiliary President shall notify the Department Chaplain.

7. **FINANCES**

**Section I**

1. If the President's Fund does not have the budgeted amount at the time of convention, the amount necessary to bring it up to the budgeted amount shall be transferred from the General Fund to the President's Fund.
2. Members desiring to run for a National office shall be given monetary financial aid from Department funds. Amount to be determined by Department funds available at the time the candidate makes her announcement.
3. The Department shall send in the Department's name to the National Convention for the Patrons page. This shall be made an order of business at the Spring State Executive Committee meeting.
4. The Department shall be the sole fund raiser at all State Executive Committee meetings and Department Conventions.
5. At the time the yearly Department budget is approved, the Department Historian shall be given the full amount budgeted for the History book.. All moneys must be accounted for and moneys not used be returned to the Department.
6. Department contributions to National shall be set up no later than the Winter State Executive committee meeting.
7. The Department of Wisconsin shall pay to national the cost of the National mailing for the Alternate NEC. She shall then distribute each national portion to the correct officer.
8. Life Member Department dues are \$30.00 plus the amount currently required by National. Local dues to be determined by each Auxiliary.

9. Annual Department membership dues are \$2.50 plus the amount currently required by National. Local dues to be determined by each Auxiliary.
10. The Treasurer shall issue no checks over the amount in the budget except for necessary operation expenses. The request and amount needed shall be brought to the body for consideration.
11. All Officers, Chairman, VAV's, Associates, & WI Veteran's Home Chairmen must submit and bills with vouchers with bills to the Department Treasurer no later than our Department Convention for payment or forfeit reimbursement.
12. When a Department Hospital meeting is called in conjunction with a State Executive Committee Meeting (SEC), Hospital VAVS & State Veterans Home Chairmen will receive the same mileage as Department Officers and Chairmen.
13. The Department Treasurer will receive three (3) night's lodging to attend the Department Convention paid from the general fund.

#### SUBSIDIARY ORGANIZATIONS

1. GAVALIERS: AMVETS 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 Gavaliers. Minimum rules shall be established to govern the membership and eligibility. They shall be self-governing, self-supporting but shall act in no way contrary to the National Constitution and Bylaws.

#### AMENDMENTS

1. These Standing Rules may be amended by a two-thirds vote of members present and voting at a State Executive Committee meeting or the Department Convention.

7/2018