

AMVETS LADIES AUXILIARY OHIO DEPARTMENT

STANDING RULES

PRESIDENT

1. The Department President shall be invited to visit the Local Ladies Auxiliaries sometime during her term of office.
2. The President's Cap shall be purchased by the Ohio Department.
3. The President's Pin shall be purchased by the Ohio Department and passed from President to President.
4. Funds derived from the half & half raffles shall be given to the President. She will not be questioned on expenditures of this money.
5. The Department President is ex-officio Chairman of all Committees.
6. The Department President shall attend the National Executive Committee Meeting (NEC) and she shall be reimbursed the amount budgeted for the NEC Woman's financial assistance.
7. The President shall visit the Executive Secretary's Office at the beginning of her term of office to acquaint herself with the procedures of that office.

PARLIAMENTARIAN

1. The Department Parliamentarian shall serve as Chairman of the Constitution and Resolutions Committee. The Committee members shall include the Immediate Past Parliamentarian, one (1) Past Department President and two (2) Local Ladies Auxiliary members.
2. Any resolution or recommendation submitted to a Local or District Ladies Auxiliary must be in the hands of the Parliamentarian at least forty-five (45) days prior to the Department Convention. Those received after that date will be deferred until the following year for action. All resolutions must be read on the floor.
3. The Parliamentarian shall complete a review of the AMVETS Ladies Auxiliary Ohio Department, District and Local Uniform By-Laws every three (3) years in accordance with the AMVETS National Ladies Auxiliary Constitution.
4. The Parliamentarian's year shall begin the Sunday of the Post SEC Meeting and continue until after the appointment one (1) year later at the following Post SEC Meeting. This is to eliminate any period of vacancy of this office.

TREASURER

1. The Finance Committee shall consist of the Treasurer, President, First Vice President and two (2) Immediate Past Department Presidents with a vote. Without a vote includes the Second Vice President, Executive Secretary and Parliamentarian.
2. Fifteen Percent (15%) of the Department Savings Account may be used in case of an emergency, with the approval of the Executive Board, to be reported at the next Department Business Meeting.
3. All disbursements over Twenty-Five Dollars (\$25.00) on a non-budget expense shall be submitted to the Finance Committee for review and approval before being brought to the floor, with the exception of the Department President, who is allowed up to One Hundred Dollars (\$100.00).
4. The Treasurer's books shall be audited every year by a Certified Public Accountant. That audit (Treasurer's books close June 30th) shall be completed prior to the Fall Conference Meeting.

FINANCE

1. With the direction of the Department President, any Ladies Auxiliary member acting in the name of AMVETS Ladies Auxiliary, Department of Ohio shall be reimbursed for necessary expenses. Mileage rate is Fifty Cents (\$0.50) per mile.
2. The Department shall compensate Department Officers, the two (2) Immediate Past Department Presidents and Standing Committee Chairman, with the exception of the Department Treasurer (see #12), the sum of Seventy-Five Dollars (\$75.00) per diem for attendance at Officers' Meetings and Regular Meetings of the Department Executive Committee at Department Fall and Mid-Winter Conferences and Department Convention.
3. The Department shall compensate the VAVS Representatives the sum of Seventy-Five Dollars (\$75.00) per diem for attendance at the Regular Meetings of the Department Executive Committee, Department Fall and Mid-Winter Conferences and Department Convention as called by the President, provided their reports are received by the Department Hospital Chairman on or before the specified times throughout the year.
4. The Department shall compensate Department Officers, Standing Committee Chairman, VAVS Representatives or any person required to be in attendance the sum of Fifty Dollars (\$50.00) for attendance at a Special Meeting called by the President outside of a Conference, Convention or special function.
5. In the event the Department President, or her representative, is requested to attend a Local Ladies Auxiliary function, her expenses or a portion thereof, shall be paid by the hostess Ladies Auxiliary, with the exception of organizational meetings or installations of newly formed Ladies Auxiliaries.
6. The Department shall establish a Four Thousand Dollar (\$4,000.00) account for the Department President's travel expenses, available by voucher and requested by the President.

7. The Department Delegate to National Convention and the National Executive Committee Woman shall receive an advance as follows: Coach air fare or mileage from destination to destination, plus the sum of One Hundred Dollars (\$100.00) for the National Convention. Mileage is not to exceed air fare, whichever is less, but not less than One Hundred Dollars (\$100.00). Matching funds shall go to the President if she attends.
8. The National Executive Committee Woman shall be advanced the following: Coach air fare or mileage from destination to destination, plus the sum of Four Hundred Dollars (\$400.00) for the National Executive Committee Meeting. President shall receive matching funds. Mileage is not to exceed air fare, whichever is less, but no less than One Hundred Dollars (\$100.00) total.
9. The Department Americanism Officer shall have her registration fee to the Freedoms Foundation Seminar paid by the Department if attending, plus coach air fare or mileage from destination to destination. Mileage is calculated at Fifty Cents (\$0.50) per mile, not to exceed air fare.
10. Per diem is paid to a District First Vice President when representing the District President at a Department Meeting when a letter has been presented to Madam President advising of the representation. The *pro-tem* Representative shall have knowledge of the office she is representing to answer questions that may be asked and attend all meetings related to that office.
11. Per diem is paid to a Deputy VAVS Representative and the OVH Representative, when representing the VAVS, OVH Representatives at a Department Meeting when a letter has been presented to Madam President advising of the representation. The *pro-tem* Representative shall have knowledge of the office she is representing to answer questions that may be asked and attend all meetings related to that office.
12. The Department Treasurer shall receive a stipend of Six Hundred Dollars (\$600.00) at Fall and Mid-Winter Conferences and Department Convention.
13. The Department First Vice President shall be sent to the National Leadership Retreat each year when offered, with registration paid plus coach air fare or mileage from destination to destination. Mileage is calculated at Fifty Cents (\$0.50) per mile, if funds are available.
14. The Fall and Mid-Winter Conferences Chairman is to be paid the sum of One Hundred Dollars (\$100.00), before the close of each Conference, provided funds are available. This is available by voucher request and paid by a Department check. The Department Convention Chairman is to be paid the sum of One Hundred Dollars (\$100.00), following the Department Convention, provided funds are available. This is available by voucher request, paid by a Department check. A room will be supplied for the Convention Chairman, if needed.
15. The subscription rate for Department mailings shall be Fifteen Dollars (\$15.00) for members, other than the regular mailing list, and shall run from Convention to Convention. The Fifteen Dollars (\$15.00) mailing charge shall be charged regardless of when the subscription request is received, and will only be in effect until the following Convention.

16. Copies of the Ohio Department By-Laws and Standing Rules shall be made available to all Local Auxiliaries and members. Cost is as follows: Three Dollars and Fifty Cents (\$3.50) per set, if purchased at a Department Meeting from the Executive Secretary. If ordered by mail, the cost is Five Dollars (\$5.00) per set.
17. An Ohio Department Ladies Auxiliary member that has the approval of the Ohio Department to be a National Candidate will receive Five Hundred Dollars (\$500.00) for campaign expenses, if funds are available.

PRO-HISTORIAN

1. Three Hundred Dollars (\$300.00) shall be designated each year in the budget for use of the PRO-Historian for a Department History Book to be entered into the National Department Competition, and presented to the Department President at the end of her term. At the Post SEC Meeting the PRO-Historian shall be given a One Hundred Fifty Dollars (\$150.00) advance to start her year. An additional One Hundred Fifty Dollars (\$150.00) to be vouchered as needed. Total amount is not to exceed Three Hundred Dollars (\$300.00). Receipts must be presented in advance prior to releasing any additional funds. Receipts must be presented for all additional expenditures for reimbursement.

OTHER DUTIES OF DEPARTMENT OFFICERS

1. The Chaplain shall send flowers, in the amount of up to Fifty Dollars (\$50.00), upon the death of current Department Officers, Standing Committee Chairman, Past Department Presidents, or their spouse. Child or parents shall receive a card. If the family of the deceased desires, or if the Chaplain determines it is more appropriate, a monetary gift or appropriate gift memorial will be sent in lieu of flowers. The Chaplain shall send flowers, in an amount up to Fifty Dollars (\$50.00) to a Department Officer, elected or appointed, when she is hospitalized or admitted for out-patient procedures, once per year. In the event of additional medical care, they shall receive a card. Any Committee Chairman and Past Department President shall receive a card.
2. There will be three (3) bulletins issued during the year:
 - One bulletin/minutes between Summer Officers' Meeting and Fall Conference.
 - One bulletin/minutes between Fall Conference and Mid-Winter Conference.
 - One bulletin/minutes between Mid-Winter Conference and Department Convention.
3. Upon election, each outgoing Department Officer and Chairman shall pass on to the respective incoming Officer or Chairman an updated "Procedure of Office," a copy of which shall be sent to the Executive Secretary for her file, one to the Department President and Parliamentarian.
4. Following Department Convention, the Executive Secretary shall send the Convention Minutes and a list of new Officers for the year, to include Auxiliary points of contact, to Department Officers, Committees, and Past Department President.
5. The Department Parliamentarian shall contact, by letter, all Local Ladies Auxiliaries that become inactive as of July 1 of each year.

6. The Department Delegate to the National Convention and the NEC Woman shall be responsible for the Department Colors at the National Convention if the Department Sgt-At-Arms is not in attendance.
7. The Department Delegate Report in the Fall Conference Book shall include a synopsis of the following items from the National Convention:
 - a. An outline of all Committee Meetings
 - b. An outline of all General Membership Meetings; and
 - c. National Honors and Awards Winners.
8. The NEC Report in the Fall Conference Book shall include a synopsis of the following items:
 - a. The NEC Meeting; and
 - b. The Post NEC Meeting
9. The Department AMVETS Ladies Auxiliary Banner is used only for Department and National Meetings, and will only accompany the Department President, if she so desires, to any official functions, parades, etc. In the case of the death of a Past Department President or current Department Officer, the Department Colors shall be present for the visitation/funeral/memorial service.

SECRETARY

1. The Executive Secretary's Procedure and the Personnel Policy Manual shall be reviewed each year by the President, Parliamentarian and by the Executive Secretary Steering Committee.
2. The Department Executive Secretary shall be answerable only to the President, Parliamentarian and Executive Secretary Steering Committee.

CONTRIBUTIONS TO THE NATIONAL DEPARTMENT

1. One Dollar (\$1.00) to the Patrons Page, listing the Department in the National Convention Book.
2. Contributions to other special projects/programs, such as CARE, SOS, etc., are to be mailed directly to them and reported on respective reports.

HOSPITAL PROGRAM

1. All Standing Rules affecting a Veterans Administration Volunteer Service (VAVS) Representative shall also govern the Ohio Veterans Home Representative where the Representative is not named in the following rules.
2. All approved expenses incurred through the Hospital Program shall be taken from the Hospital Fund.
3. The checking account for a VA Hospital must be established by the VAVS Representative and shall be in the Representative's and the Deputy's name so checks may be written by either person.

4. If funds are available, the VAVS Representatives and Ohio Veterans Home Representative shall receive a check for One Thousand Dollars (\$1,000.00) at Fall and Mid-Winter Conferences and at Department Convention, providing their checking account is not over Five Hundred Dollars (\$500.00) for Department designated funds. If funds are not available, the amount available shall be divided by seven (7) and given to the VAVS Representatives and the Ohio Veterans Home Representative.
- 4A. All donations given to a VAVS Representative or Ohio Veterans Home Representative by a Local Ladies Auxiliary at Department Meetings, or by direct mail for their general purpose, shall be earmarked on their financial statement reports, amount received, from whom and if possible show how it was used or will be used. These donations are not to be counted in their One Thousand Five Hundred (\$1,500.00) balance.
5. Some form of identification shall be furnished by the Ohio Department to both VAVS Representatives and Deputies so that confusion will not arise when depositing or cashing checks from the Ohio Department for work in VA Hospitals.
6. The VAVS Representatives and Ohio Veterans Home Representative shall be given authority to work out and plan their own projects or programs.
7. Provided funds are available, a chosen VAVS Representative or Department Hospital Chairman attending the Annual VAVS Advisory Committee Meeting shall receive Seven Hundred Dollars (\$700.00) for attending, plus coach air fare, designation to designation, or Fifty Cents (\$0.50) per mile if driving. Mileage is not to exceed air fare.

OPERATIONS OF THE DEPARTMENT

1. **Department Executive Board Meetings:** These Meetings shall be comprised of all Elected Officers, the Parliamentarian, and two (2) Immediate Past Department Presidents. A per diem of Seventy-Five Dollars (\$75.00) shall be allocated if such meeting is held at a Department Conference or Convention. A sum of Fifty Dollars (\$50.00) shall be paid to Officers attending a one day Special Officers' Meeting scheduled by the President. The Department President has the authority to call an Emergency Board Meeting prior to a Department General Meeting.
2. **Department Officers' Meetings:** These Meetings shall be composed of all Elected Officers and Committee Chairmen. A per diem of Seventy-Five Dollars (\$75.00) shall be paid. Past Department Presidents may attend with a vote, without per diem. Department Officers' Meetings are called by the President prior to a regularly scheduled Department Meeting. Officers attending a one day Special Officers' Meeting such as the Summer Officers' Meeting shall receive in the sum of Fifty Dollars (\$50.00). Department Officers Meetings are scheduled as follows:

Summer Officers' Meeting	Officers - 1 day
Fall Conference	Officers/Chairmen/VAVS - 3 days
Mid-Winter Conference	Officers/Chairmen/VAVS - 3 days
Department Convention	Officers/Chairmen/VAVS - 3 days

3. The Junior AMVETS Coordinator shall receive per diem of Seventy-Five Dollars (\$75.00) for three (3) days at Fall and Mid-Winter Conferences and Department Convention.

4. The Bowling Chairman is required to attend Fall Conference for promotion of the Bowling Tournament. She will publish the results of the Tournament in the Convention Book. The Chairman will receive three (3) days per diem. She is required to attend all Meetings.
5. The Honors and Awards Chairman shall hold a Meeting with the Department Service Officers at Mid-Winter Conference to discuss and plan the Honors and Awards Program. She will receive three (3) days per diem at Mid-Winter Conference and Department Convention and is required to attend all Meetings.
6. All Department Officers and Chairmen required to report at Department Meetings must have a copy of their Reports for the President, First Vice President, Executive Secretary and Parliamentarian.
7. The Department President or two-thirds (2/3) members of the Executive Board has the authority to call an Emergency Department Officers' Meeting at their discretion.
8. The Department President or her appointed representative attending a Ladies Auxiliary Organizational Meeting, shall present the newly formed Ladies Auxiliary with a complimentary copy of:
 - a. The Department By-Laws and Standing Rules;
 - b. The National Constitution, By-Laws, Manual and Service Report Guidelines;
 - c. The Ohio Department Local Ladies Auxiliary Manual; and
 - d. District By-Laws.
9. Any new Ladies Auxiliary formed with ten (10) or more members between July and December shall be seated at Fall and Mid-Winter Conferences.
10. Any Ladies 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, that Ladies Auxiliary shall forfeit their Charter after due notification in writing by Department. This letter (per the Department By-Laws) shall be written by the Department Parliamentarian by July. If the Ladies Auxiliary is reorganized after a period of three (3) years, the Auxiliary shall be considered a new Ladies Auxiliary.
11. In the event the Ladies Auxiliary reactivates within three (3) years, their Charter will be reopened for a period of no longer than six months (6), during which time additional names shall be added to the Charter.
12. A record shall be kept of members expelled from AMVETS Ladies Auxiliaries. The Executive Secretary must be notified by the Local Ladies Auxiliary.
13. At the end of a three (3) year period, the Department President of three (3) preceding years shall be contacted and presented the personal records of her term of office, if she so desires.
14. Any Ladies Auxiliary member proven to have willfully caused damage or destruction at our Meeting hotel/motel, shall have their membership card cancelled by the Ohio Department AMVETS Ladies Auxiliary.

15. The Registration Desk hours at Fall and Mid-Winter Conferences and Department Convention will be scheduled by the Department President and posted in the agenda.
16. Shorts will not be considered appropriate apparel on the Department Meeting floor; discretion of apparel will be that of the Department Sgt-At-Arms.
17. The White Auxiliary Hat shall be worn by Officers that are elected on the Department Floor only. District Hats are to be worn by District Presidents and their Elected Officers. No other appointed Officers are to wear white hats with the exception of VAVS Representatives.
18. The Honors and Awards Committee is to be comprised of all Service Officers. The Chairman is to be appointed by the President. All judging is to be done prior to the Department Convention in according with the judging criteria, with the exception of the scrapbooks, which are judged at Department Convention prior to the Honors and Awards Ceremony.
19. At Fall Conference Districts 7 and 13, Mid-Winter Conference Districts 1, 20 and 16, and at Department Convention Districts 9, 13 and 21 are responsible to bring District Raffle Gifts worth at least Twenty-Five Dollars (\$25.00). Local Auxiliaries from these Districts are invited to also bring gifts for the District Raffle. Any Local Auxiliary in or out of those Districts are encouraged, but not mandated, to bring Ways and Means and Early Bird Gifts.
20. All candidates for a Department Office shall limit their campaign materials to handouts and table decorations. Drawings/lotteries, etc., are not allowed. Campaign signs and literature are to be placed in hotel/motel approved areas only.
21. All candidates for a Department Office shall prepare a letter stating their name, that they are a member in good standing; that they served as President of Local Auxiliary No. ___ and District Auxiliary No. ___; and that they are willing to serve in a Department Office. This letter is to be in the Department President's hands prior to Nominations of Officers on Saturday of our Department Convention.
22. All candidates for a Department Office shall make their own announcement at Mid-Winter Conference. All candidates for a Department Office shall make their own nominations on Sunday at Department Convention.
23. A Caucus and introduction of all candidates may be held immediately following the meeting on Saturday afternoon of the Convention in assigned rooms.
24. Candidates for a Department Office may make their own nominations on Sunday morning during Nominations of Officers or they can be nominated by a member from the floor. The Department President or Department Parliamentarian will ask them to state their qualifications.
25. Election procedures: (1) Appoint a Table Captain; (2) Immediately following the vote, the Captain shall go to the microphone and announce the table number and the total number of delegates at her table; (3) She will then announce the total number of votes and include total of those delegates who passed or abstained from voting.
 - a. A tally sheet shall be included as part of the Convention Book to keep an accounting of votes cast by the Local Ladies Auxiliaries.

26. The order of Nominations and Elections would be as follows

President
First Vice President
Second Vice President
Third Vice President
Americanism
Hospital
Treasurer
Chaplain/Scholarship
PRO-Historian
Sgt-at-Arms
Legislative Liaison
NEC Woman

27. The Outgoing President of the Department of Ohio will be the Delegate to the National Convention and the incumbent the Alternate.

Revised: 6/11/10