AMVETS LADIES AUXILIARY
DEPARTMENT OF KENTUCKY
BY-LAWS

ARTICLE I—NAME

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

ARTICLE II—OBJECT

The object 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 eligibility for membership shall be the same as set forth in AMVETS National Ladies Auxiliary Constitution.

ARTICLE IV—EXECUTIVE COMMITTEE

All elected officers, appointed officers, Chairmen of standing committees shall constitute the EXECUTIVE COMMITTEE, which shall be charged with the administrative affairs and property of the Department Executive Committee. The President shall be Chairman of the committee, but may vote only in the event of a tie. However, when voting by ballot, the President shall have the right to vote.

Past Department Presidents, after their term of office has expired on the Department Executive Committee, shall be invited to attend all Department meetings, with a vote, and provided the meeting requirements of the Department officers are met by the Past Department Presidents.

Past Department Presidents who have not consecutively renewed their membership and attended the required S.E.C. meetings shall not be permitted voting privileges at the State Convention as a Past Department President.

The Department shall have a Board of Trustees consisting of all Past Department Presidents. When called upon, said Board of Trustees shall sit in as advisory capacity only.

ARTICLE V—OFFICERS

Section 1:
A. The Department, at State Convention, shall elect annually a President, First Vice President (Membership Chairman), Second Vice President (Child Welfare Chairman), Third Vice President (Community Service Chairman), PRO Historian, Sergeant at Arms, Chaplain, and Treasurer for a term of one year.

B. A National Executive Committee Woman (NEC) and an Alternate National Executive Woman (NEC Alternate) shall be elected at State Convention in the even years for a two year term.

Section 2:
The Trustees and Recording Secretary of the AMVETS State Convention Corporation shall be elected for a term of three years and in proper sequence every three years thereafter. Prior to Convention, the
Convention Corporation Recording Secretary is to notify the Department Secretary of the Convention Corporation officers to be elected.

Section 3:
Auxiliary members serving on the State Convention Corporation shall have a vote at all SEC meetings and at Convention.

Section 4:
The Parliamentarian, Legislative Director-Liaison Officer, Scholarship Chairman, Hospital Chairman, Ways and Means, Seminar Officer, Americanism Chairman, Training Chairman and Chairman of all standing committees shall be appointed for a one year term. A Convention Banquet Chairman shall be the choice of the newly elected President.

Section 5:
The V.A.V.S. Representatives and Deputy’s shall be appointed by the Department President with the approval of the State Executive Committee. Appointments shall be for an indefinite period of service. A new representative may be appointed for failure to comply with duties, failure to attend required meetings as specified by VA, or by request for replacement due to personal reasons or by the request of the Department President.

Section 6:
No member shall hold two (2) elected or two (2) appointed offices with the exception of the Ways and Means Chairman, unless there is a dire need.

Section 7:
Nominations of officers shall be held at the opening session of the State Convention. All nominations shall be made from the floor at this meeting. Nominees must be present on the meeting floor unless a valid excuse, in writing, has been presented, subject to the approval of the Convention body.

Section 7A
If any Auxiliary Officer resigns for any reason other than medical, she may not be nominated for or appointed to an office at the next upcoming election. She must wait at least one more consecutive term before holding any office, elected or appointed. There must be a written resignation on file at all times.

Section 8A:
Any Auxiliary member who has been in good standing for not less than one year shall be eligible for any elective or appointed office, with the exception of the office of Department President.

Section 8B:
To be eligible for the office of Department President, a candidate must be an Auxiliary member in good standing for not less than one year and she must have served as a Department Officer, elected or appointed, for a minimum of two (2) years.

Section 9:
In the event the office of President is vacated and the Vice Presidents refuse to assume the office, with the approval of the Executive Committee, the highest ranking officer shall call a special meeting to be held for the purpose of nominations and election to fill the office of President. In the event the office of NEC Woman is vacated, the Alternate NEC Woman shall serve for the un-expired term. All other vacancies
occurring, the elective and appointed offices of the Department Auxiliary shall be filled by the President with the approval of the Executive Committee.

Section 10:
A vacancy filled by succession or appointment shall not constitute an election; however, one may be eligible for election to the same office.

Section 11A:
All officers may be re-elected or re-appointed, but shall not serve for more than two (2) consecutive terms, with the exception of the VAVS representatives, who may be re-appointed at the discretion of the President-elect.

Section 11B:
The Secretary and Treasurer may be elected by the body for a continuous term.

Section 12:
Officers shall hold office only so long as she remains a member in good standing, as defined in the AMVETS National Ladies Auxiliary Constitution.

ARTICLE VI—ELECTION

Section 1:
Election of Department Officers shall be held at the final session of the State Convention. Election shall be written ballot. When there is but one candidate for an office, the requirements of a ballot shall be dispensed with, and the Secretary shall be instructed by the chair to cast an elective ballot.

Section 2:
Officers shall be elected by majority vote (1 more than half) by persons registered and entitled to vote.

Section 3:
Newly elected officers shall assume their duties immediately after installation. All books and records shall be turned over to the newly elected officers and committee chairmen within thirty (30) days after the close of Convention. All outgoing officers and committee chairmen shall complete all records pertaining to her office before submitting her records to newly elected officers. This is to include all Convention action.

ARTICLE VII—DUTIES OF OFFICERS

Section 1:
See AMVETS National Ladies Auxiliary By-laws for duties.

Section 2:
The Hospital Chairman, appointed by the Department President, shall be responsible for submitting the Department Hospital reports to the National Executive Committee Woman.

Section 3A:
The Secretary shall mail or email copies of the SEC minutes to members of the SEC body at least ten (10) days prior to the SEC meetings and Convention meetings and Department officers list thirty (30) days after Convention.
Section 3B:
When there are revisions to the Department Bylaws, the Secretary shall mail or email copies to members of the SEC body.

Section 4:
It is advised that the President’s Banquet Chairman attend the Convention Corporation meetings to coordinate the President’s Convention activity.

ARTICLE VIII—QUORUM

At all SEC meetings and State Convention, a quorum shall consist of one-half (1/2) the voting power, i.e., (50%) of those entitled to vote.

ARTICLE IX—MEETINGS

Section 1:
There shall be four (4) scheduled SEC meetings. These meetings to be held in conjunction with the AMVETS State Department.

Section 2:
In the event a special meeting is called, the Executive Committee shall be notified, either by telephone or in writing via mail or email, at least five (5) days in advance, and the business to be discussed shall be stated in the notice.

Section 3:
Special meetings may be called by the President, or any four (4) members of the Executive Committee.

Section 4:
Should any Department Officer miss two (2) consecutive meetings, she must forfeit the right to her office unless she had a valid excuse for NOT ATTENDING. An acceptable excuse MUST be in the form of a telephone call or in writing to the Department President or Department Secretary. An officer can be removed with two-thirds (2/3) consent of the Executive Committee after the officer has been notified of impending action.

ARTICLE X—CONVENTIONS

Section 1:
The Annual Convention of AMVETS Ladies Auxiliary shall be held in the same place and on the same dates as the AMVETS State Convention.

Section 2:
Convention rules, as adopted at the Annual State Convention and approved by the body, shall govern the Convention, providing they do not conflict with AMVETS Ladies National Auxiliary Constitution or by Robert’s Rules of Order.

Section 3A:
All elected and appointed Department Officers in good standing, must attend three (3) out of four (4) regularly scheduled meetings to be eligible to vote and receive an amount not to exceed Registration and Convention fees. This includes Post Convention meeting and three (3) regularly scheduled SEC meetings.
Section 3B:
All Past Department Presidents that do not hold an elected or appointed office that HAVE ATTENDED two (2) out of four (4) regularly scheduled meetings will be eligible to vote and received the full package deal. This includes the Post Convention meeting and three (3) regularly scheduled SEC Meetings. They may receive one (1) excused absence if she missed a regularly scheduled meeting for one of the following reasons only: She is on Department or National business or is hospitalized or has a death of an immediate family member or has a family emergency. Notification for the absence must be filed with the Department Secretary and Department President.

Section 3C:
Any elected or appointed Department Officer in good standing or active Past Department President may receive one (1) excused absence if she missed a regularly scheduled meeting for one of the following reasons only: She is on Department or National business, or is hospitalized or has a death of an immediate family member or has a family emergency. Notification for the absence must be filed with the Department Secretary and Department President.

Section 3D:
All eligible State Officers and Past Department Presidents need to pre-register for the Department Convention by sending their names to the Convention Corporation President by May 31st.

Section 4:
In the event it is necessary to replace an officer or chairman by appointment, she may be reimbursed by a two-thirds (2/3) vote of the Convention body, for an amount not to exceed Registration and Convention fees.

Section 5:
The Delegate to National Convention and Alternate shall be elected at the State Convention after the election of Department Officers. The incoming Department President shall be given first consideration for election as a Delegate to the National Convention.

Section 6:
The Delegate or Alternate, NEC and NEC Alternate’s expense to National Convention shall be decided upon at the Annual State Convention.

Section 7:
The expenses to National Convention shall be based on the cost of transportation (round trip air coach), registration fee, Commander’s Banquet, single room rate for five (5) nights for the Department Delegate and six (6) nights for the NEC Woman plus $25.00 for incidentals. The Department Treasury shall be reimbursed for any unused Convention monies.

Section 8:
Written reports shall be submitted by the NEC Woman for the NEC meetings and National Convention. The Department President shall submit a written and oral report of the National Convention. Reports shall be submitted at the next regularly scheduled SEC meeting. Shall be submitted by January 15th and June 30th. The NEC Woman’s reports and the Department President’s National Convention report shall be sent to the National Executive Secretary, National President and National Parliamentarian.
ARTICLE XI—LOCAL AUXILIARIES

Section 1:
Each Local Auxiliary shall appoint or elect a SEC Woman and Alternate to serve for one year at all Department SEC meetings and State Convention.

Section 2:
The Local SEC Delegate and Alternate may be seated at the SEC meetings and State Convention provided they meet the requirements established within their Local Auxiliary.

Section 3:
The Local Auxiliary SEC Delegate shall be seated at the SEC meetings with a vote and in her absence, the SEC Alternate may be seated with a vote.

Section 4:
Each Local Auxiliary may elect one (1) Delegate and one (1) Alternate for every ten (10) members up to fifty (50) members and one (1) Delegate and one (1) Alternate for each additional twenty-five (25) members or major fraction thereof as recorded by the Department 1st Vice President by April 30th. She shall send a copy of the membership report to the Department President, Department Secretary and Department Parliamentarian.

Section 5:
Each Auxiliary shall submit names and monies for Registration and/or Package deal of Local Delegates, Alternates, and Guests for the State Convention to the Department Convention Corporation Secretary by May 31st for the upcoming Convention.

Section 6:
All Local Auxiliaries must submit proof of filing their form 990 within proper time given by the Internal Revenue Service for their previous year, to the Department Secretary by May 31st. This shall be attached to the local revalidation form. All Local Auxiliaries must have their fiscal year on file with the Department Secretary. No Auxiliary shall be seated at the State Convention without proof of having filed form 990 with the Internal Revenue Service.

Section 7A:
Each Local Auxiliary shall submit either a letter stating no revisions to their local bylaws or a complete copy of their local bylaws including a letter listing revisions made every year to the Department Parliamentarian by the opening session of Department Convention. If not, your Auxiliary will not be seated at the Department Convention.

Section 7B:
Three completed Revalidation forms with attached proof of filing form 990 must be in the hands of the Department Secretary no later than May 31st. If not, your Auxiliary will not be seated at the Department Convention. The Department Secretary will retain one (1) copy, forward one (1) copy to National Headquarters, and forward one copy to AMVETS Department Executive Director.

Section 7C:
The Department Secretary shall notify each Local Auxiliary and the Convention Corporation Recording Secretary thirty (30) days prior to the State Convention the number of Delegates each Auxiliary is entitled for the State Convention.
Section 8:
Expenses of SEC Woman, Delegates, and Alternates shall be assumed by the Local Auxiliary.

Section 9:
All Local Auxiliary Bylaws shall be reviewed every three (3) years at minimum. All Bylaws and any future amendments shall be approved by the Department Parliamentarian before becoming effective and operative.

ARTICLE XII—FINANCES

Section 1:
The books of the Treasurer shall be audited by the Finance Committee. The Finance Committee is to consist of the current Treasurer, who shall be chairman, and four (4) appointees, to be appointed by the Department President, with the approval of the Executive Committee. The immediate past Treasurer shall be invited to attend the Audit Committee meeting in an ex-officio capacity.

Section 2:
All finances of the Department shall be under jurisdiction of the Treasurer and Executive Committee and within the approved budget.

Section 3:
A proposed budget shall be submitted to the Fall SEC meeting by the Treasurer for approval.

Section 4:
It shall be the responsibility of the Treasurer to file form 990 with the Internal Revenue Service and National Department by July 1.

Section 5A:
Each Local Auxiliary shall remit annually to the Department the sum of $5.00 due for each member of the Auxiliary. Additional revenue may be derived from other sources approved by the Executive Committee.

Section 5B:
Any Auxiliary member who receives a life membership, the Local Auxiliary shall remit to the Department of Kentucky the sum of $255.00 (dues for National is $225.00 and dues for the Department is $30.00).

Section 6:
The Department President shall receive forty-five (.45 cents) per mile plus one (1) night lodging (single room) for out of town visitation.
   A. This visit must be by written invitation for official business only to Auxiliaries within the Commonwealth of Kentucky.

   B. No visits outside the Department of Kentucky will be paid for by the Department.

   C. Should the visit extend to more than one night, the inviting Auxiliary shall be responsible for any other expenses.

Section 7A:
The Treasurer shall disburse funds only on presentation of proper expenditure receipts, designating clearly to whom payment is made, itemizing as to what the expenditure is, within the approved budget allowance.
Section 7B:
The Treasurer may, by approval of the Department Executive Committee, advance funds for special functions.

Section 8:
Disbursement from all bank accounts of the Department shall require two (2) signatures of designated persons. Said persons being the Department President, Treasurer and/or Secretary.

Section 9:
Dates for all Department Auxiliary activities, whether social or fundraising, must be cleared through the Department Commander and Department President.

Section 10:
All unpaid bills shall be mailed directly to the Treasurer.

Section 11:
The retiring President shall be given a Past Department President’s pin. The pin is purchased by the Department and ordered by the Department Secretary.

Section 12:
The NEC Woman’s expenses to attend the NEC mid-year meeting shall be based on cost of transportation (round trip Tourist Air Coach), single room rate for three (3) nights, Silver Helmet Awards Banquet, transportation to and from the airport, and fifteen dollars ($15.00) for incidentals. Should the NEC Woman not be able to attend, the NEC Alternate shall receive the money to attend the mid-year NEC meeting.

Section 13:
The Department President and NEC Alternate expenses shall be the same as the NEC Woman’s, if funds are available.

Section 14A:
AMVETS Ladies Auxiliary Department and all Local Ladies Auxiliaries shall contribute one hundred dollars ($100.00) per year to the VAVS fund in December of each year. Any Auxiliary, not in compliance will not be seated at the January SEC, the Spring SEC and Department Convention.

Section 14B:
All monies collected for VAVS shall be put into a money market checking account. The amount shall maintain a minimum balance of $2,000.00. At no time shall the amount go below the minimum balance. The funds received by the Department Treasurer, as constituted by the AMVETS Ladies Auxiliary Department of Kentucky By-laws, collected at the SEC meeting and the Department Convention. These funds shall be divided by the number of VA facilities that the Department serves. The Department currently serves four (4) facilities – VA Louisville, VA Lexington, VA Nashville and VA Huntington. An amount not to exceed $100 may be requested each quarter for each facility. An amount not to exceed $200 may be requested once a year for each facility for a special project. No funds shall be given to the VA representative without a receipt. Nor shall funds be given over the amount budgeted to any one facility. At each SEC meeting and Department Convention, the VAVS representative shall give a written report along with receipts to the Department Treasurer, and an oral report to the body. If a VAVS representative needs additional funds, she may have a fundraiser with approval as constituted per the Department By-laws or ask her post home for additional funds.
Section 15:
An engraved gavel and an Auxiliary Manual shall be purchased by the Department to be presented to each newly organized Auxiliary. These to be ordered by the Department Secretary.

Section 16:
No Department fundraising can be sponsored by the Department Auxiliary or any of its subsidiaries without prior approval of the State Executive Committee of the AMVETS.

Section 17:
All monies in the Scholarship fund are to be expended for the presentation of Scholarships only. Expenses related to the Scholarship program are to be withdrawn from the General Fund.

Section 18:
A balance not to exceed twenty thousand dollars ($20,000.00) shall be maintained in the checking account. All other monies shall be placed in the savings account for interest purposes, and remain there until needed.

Section 19:
If the Auxiliary has any function that anticipated gross receipts over $2,500.00 in any fiscal year, the contract, agreement or other arrangements under which such a project or program is to operate has first been submitted for the prior approval to the AMVETS Standing Committee composed of the President of the National Service Foundation, the National Judge Advocate and the National Commander. In addition, if the Auxiliary has any function that anticipates gross receipts over $2,500.00 in any fiscal year, the Auxiliary must have said letter (as previous mentioned) on file with the Department of Kentucky AMVETS Commander, AMVETS Department Judge Advocate and President. If anticipated gross receipts will not exceed the sum of $2,500.00, prior approval is granted as follows:
Department Auxiliary – Department Commander and Department Judge Advocate
Local Auxiliary – Post Commander and Post Judge Advocate
The Auxiliary shall be required to adhere to the provisions as outlined in AMVETS Constitution and By-laws concerning Public Fundraising Projects.

ARTICLE XIII—REPORTS

Section 1:
Reports are to be twice a year. Department Chairman’s reports are to be submitted to the NEC Woman in order for her to meet the required date deadlines as directed by the National Auxiliary Department.

Section 2A:
All local reports are to reach the Department Service Chairman one (1) copy and Seminar Officer one (1) copy by November 10 (first six months) and May 10 (second six months and yearly).

Section 2B:
All Department Service Chairman reports are to reach the NEC Woman two (2) copies by November 20 (first six months) and May 20 (second six months and yearly).

Section 2C:
The NEC Woman reports one (1) copy to reach the National Service Chairman Officer by December 1 (first six months) and June 1 (yearly report).

Section 2D:
The periods covering these reports are as follows: First six months service reports will be May 1 to October 31. Second six months service reports will be November 1 to April 30. The yearly service reports will be May 1 to April 30.

Section 2E:
All service reports are to be printed or typed or will be returned back to the appropriate Chairman.

Section 2F:
Yearly reports shall be submitted to the Department Secretary for her files. These reports to be submitted by the following officers: Second Vice President, Third Vice President, Americanism Chairman, Hospital Chairman and the Scholarship Chairman.

ARTICLE XIV – RIGHTS OF APPEAL AND DISCIPLINE

When an AMVETS Ladies Auxiliary member of members determines that her constitutional rights as a member has been violated, she has the right to expect proper protection by means of a hearing conducted by the Local Appeals Board and the Department Appeals Board when the proper procedure has been followed.

Each year, the Local and Department President shall appoint three members to serve on an Appeals Board. One shall be the Chairman and she shall appoint one of the Committee members to act as Secretary. The Parliamentarian shall serve as an ex-officio member only to see that proper procedure is followed.

Hearings of Local Department Appeals Board shall be conducted in the same manner. Parties involved and their witnesses shall appear separately before the Appeals Board and then all together in conference. On each level, every effort shall be made to reach satisfactory settlement. All information is to be held in strict confidence.

If any of the parties involved on either level do not appear at the hearings as requested, the hearing will take place as though all parties were present.

All complaint letters on any level must include dates, names and addresses of parties involved, witnesses and a complete explanation. If no action is taken on any given level within specified time limits, local member can appeal directly to next highest level.

All records of the Local or Department Appeals Board hearing shall be sealed and filed with the Local or Department President for a three year period. Appeals Board may order records re-opened only upon the request of the Local or Department President.

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 By-laws;
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 By-laws;
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 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.
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 to be represented by counsel and the right to appeal.
C. 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.
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.

R. Any member whose membership is suspended or forfeited may appeal to the next highest level (Local Auxiliary to the Department Appeals Board). A letter shall be sent to the Local/Department President notifying her that the membership is suspended or forfeited.

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

T. 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.

U. 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.

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.

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 must reach the Department President within thirty (30) days. She shall direct the Appeals Chair to arrange and conduct a meeting within 30 days, with written notices to be received by all parties involved.

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 witnesses) 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. The Chairman shall arrange the meeting of the Appeals Board to conduct a hearing.

G. 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.

H. 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.
I. 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.
J. At the hearing, the member complained about shall have the right to be represented by Council.
K. The accuser and the accused shall be under oath.
L. 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. The meeting may be
taped by the Appeals Board Chairman only.
M. The Appeals Board shall report their final determination to the Executive board chaired by the
Department President.
N. 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 Appeals Board Chairman shall retain
copies.
O. 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.
P. In the event new evidence, not previously heard by the Department’s Appeals Board, is submitted,
a new hearing may be granted and the appeal must be filed within sixty (60) days with the
Department President.
Q. 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.
R. The decision of the National Appeals procedure shall be binding and final and the specific
charges cannot be re-filed on any level.

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 and signed, to the National President. The
National President shall then initiate the National Appeals procedure. The decision resulting from the
National Appeals procedure shall be binding and final.

The National Executive Board, after written notice and hearing before a Committee, which includes the
NEC and Department President may cancel, suspend, 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 a trusteeship of a Department and/or their Local Auxiliaries. This is to help with
the operation and help solve problems, by overseeing the actions within the Department.

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 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.

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.

ARTICLE XV—AMENDMENTS

Section 1:
These By-laws may be amended by two-thirds (2/3) vote of the authorized Delegates present and voting at the State Convention.

Section 2:
Proposed amendments shall be submitted in writing at the Department meeting in Spring for referral to the Constitution and By-law Committee.

Section 3: The Bylaws shall automatically be amended by any action taken by AMVETS National Ladies Auxiliary or AMVETS Department.

Section 4:
All amendments at any National or State Convention of AMVETS Ladies Auxiliary shall become effective immediately after approval of the AMVETS Ladies National Parliamentarian.

Section 5:
Robert’s Rules of Order shall serve as the supplementary authority on questions or procedure not covered by AMVETS National Ladies Auxiliary or Department of Kentucky Ladies Auxiliary By-laws.

Lynda Taylor, National Parliamentarian 2018-2019

Theresa Adkins, Department President 2019-2020

Laura Risen, Department Parliamentarian 2019-2020

8-27-19

7/15/19

7/15/19
AMVETS LADIES AUXILIARY
DEPARTMENT OF KENTUCKY
STANDING RULES

1. Special Committees shall be appointed by the Department President with the approval of the SEC.

2. The Department shall purchase a wreath to present at Memorial Day Services at State Headquarters.

3. In the case of death of the present Department Commander or Department President, his or her spouse, children, or parents, a memorial gift shall be sent from the Department, not to exceed $50.00 plus tax and delivery. It is the responsibility of the Local Auxiliary President to notify the Department Chaplain and the Department President of any illness, hospitalization, or death of a Department Officer, Past Department President, or NEC Woman.

4. In case of illness, flowers or an appropriate gift shall be sent to hospitalized or seriously ill Department Officers, Active Past Department Presidents or SEC Woman and present Department Commander. Said flowers or gift not to exceed $50.00 plus tax and delivery. It is the responsibility of the Local Auxiliary President to notify the Department Chaplain and the Department President of any illness, hospitalization, or death of a Department Officer, Past Department President, or NEC Woman.

5. In case of death of a current Department Officer, Past Department President, their spouse, children or parents, a memorial gift shall be sent, not to exceed $50.00 plus tax and delivery. It is the responsibility of the Local Auxiliary President to notify the Department Chaplain and the Department President of any illness, hospitalization, or death of a Department Officer, Past Department President, or NEC Woman.

6. All flowers or memorial gifts are to be sent by the Department Chaplain with the approval of the Department President. Department Chaplain is to notify each local in case of hospitalization or death.

7. The Department shall contribute a minimum of $10.00 annually to the following:
   A. February: National Scholarship Fund
   B. April: John Tracy Center
   C. May: National President’s Project
   D. September: Freedoms Foundation

8. Department SEC meetings shall be held in the same town and at the same hour as AMVETS Department SEC meetings.

9. A copy of newly elected officers shall be sent by the outgoing Department Secretary to the following within ten (10) days after the annual State Convention: AMVETS National Ladies Auxiliary Department, incoming Department Commander, incoming Department Ladies Auxiliary President, Convention Corporation President and Department Adjutant.

10. The necessary expenses incurred by the Ladies Auxiliary Convention Banquet Chairman for performing her duties are to be assumed by the Department Ladies Auxiliary. A detailed statement of all expenses to are to be submitted at Department Convention.
11. Prior to State Convention, the Ladies Auxiliary Convention Banquet Chairman shall be given an amount, not to exceed $350.00 to cover cost of expenses.

12. In the event the Department or Convention Corporation receives a returned check from the bank, for any reason, from any persons or parties, only cash or money order shall be accepted thereafter from those persons or parties.

13. The NEC Woman, as Chairman of the National President’s visitation to our Department, shall supervise the budgeted expenses. Receipts for expenses to be turned over to the Department Treasurer.

14. A life membership shall be given to the Department President providing she serves her term of office, (her home Post shall waive their portion of the dues). In the event she is already a life member, she shall be given $100.00 cash.

15. All members shall show a current membership card at SEC and Convention meetings to verify she is a member in good standing as defined by AMVETS National Auxiliary Constitution.

16. Each Auxiliary have one (1) fundraiser each year for the Department Ways and Means to help the Treasury. The funds are to be in the hands of the Department Treasurer by March 1. The amount to be raised is a minimum of $100.00. Any Auxiliary not in compliance will not be seated at the Spring SEC and Department Convention.

17. All service reports are to be printed or typed when submitted by the Local Chairperson to the Department Chairperson. Also, the Department Chairperson must submit their service reports printed or typed to the NEC Woman. Any service reports that are not printed or typed will be submitted back to the originator.

18. Dress Code: No shorts or skorts will be permitted on the Convention and SEC meeting floor. DRESS JEANS ONLY, will be permitted on the Convention and SEC meeting floor.

19. All officers at the Head Table must wear uniforms and other Department Officers and Past Department Presidents use their own judgment with what they want to wear at all SEC meetings and Convention.

20. AMVETS Ladies Auxiliary Department, all Local Ladies Auxiliaries shall contribute a minimum of one hundred dollars ($100.00) per year to the Scholarship fund before the Spring SEC. Any Auxiliary not in compliance will not be seated at the Spring SEC and Department Convention.

21. You are asked to bring a gift for raffle at the Department Convention.

22. It shall be the duty of the Department Secretary to send a copy of each Auxiliary’s Revalidation form to the AMVETS Department Executive Director.

23. At the time of roll call at the Department Convention, we do not give room numbers. Only answer present or here.