AMVETS LADIES AUXILIARY DEPARTMENT OF OHIO
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 Department of Ohio.

3. The President's Pin shall be purchased by the Department of Ohio 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 about the expenditure of this money.

5. The Department President is ex-officio Chairperson of all Committees.

6. The President shall visit the Executive Secretary's Office at the beginning of her term of office to acquaint herself with the procedure of that office.

7. If the President's room is not complimentary, the Department is to pay for three (3) nights' lodging. The President does not receive *per diem*.

PARLIAMENTARIAN

1. The Department Parliamentarian shall serve as Chairperson of the Constitution and By-Laws 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 from a Local Ladies Auxiliary must be in the hands of the Parliamentarian at least Sixty (60) 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 three (3) times prior to voting.

3. The Parliamentarian shall complete a review of the Ohio AMVETS Ladies Auxiliary 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 in this office.

TREASURER

1. The Finance Committee shall consist of the Treasurer, President (No Vote, only votes in case of a tie), First Vice President, Second Vice President, Third Vice President, Parliamentarian, and the Immediate Past Department President with a vote, and the Executive Secretary (No Vote).

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 of more than 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. The Department President shall be allowed up to Two Hundred Dollars ($200.00) per transaction for a non-budgeted expense.

4. The Treasurer's books shall be reviewed every year by a Certified Public Accountant. That review shall be completed prior to the Fall Conference Meeting. (Treasurer's books close June 30.)

FINANCE

1. All Department Officers will provide to the Department Treasurer receipts showing the expenditures of their Department provided funds, excluding per diem. Also, if any Department Officer has not spent all their Department provided funds their next disbursement will be minus the amount they have left. This will help the Department account for each dollar spent as well as save money if all disbursements are not utilized fully for their intended purposes. This change will NOT affect the VAVS Representatives disbursement due to the fact that at Fall and Mid-Winter Conferences and Department Conventions the balance in each VAVS Representative's Department account must be Five Hundred Dollars ($500.00) or less in order for them to receive their Department funds. However, they are required to turn in all receipts and provide bank statements to the Treasurer at each Department Meeting.

2. 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 Sixty-Five Cents ($0.65) per mile.

3. The Department shall compensate Department Officers, the Immediate Past Department President, Standing Committee Chairpersons, VAVS Representatives, and Ohio Veterans Home (hereinafter referred to as OVH) Representative 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.

a) The Treasurer shall have the option to receive Seventy-Five Dollars ($75.00) *per diem* per day for three (3) days or her hotel room paid for two (2) nights at Fall and Mid-Winter Conferences and Department Convention if funds are available.

b) If an Officer holds more than one (1) office at a time (elected or appointed) that would normally receive *per diem*, she is only permitted to collect *per diem* for ONE office, not all offices held.

4. The Department shall provide lunch for Department Officers, Standing Committee Chairpersons, VAVS Representatives, OVH Representative, or any person required to be in attendance for 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 hosting Ladies Auxiliary, with the exception of organizational meetings or installations of newly formed Ladies Auxiliaries.

6. The Department shall establish a Four Thousand Five Hundred Dollar ($4,500) account for the Department President's travel expenses, available by voucher and requested by the President. Receipts must be provided at the next Department Meeting.

7. The Department Delegate to National Convention (outgoing President) and the National Executive Committee Woman shall receive an advance as follows: Upon completion of a voucher submitted with airfare (checked at least two (2) weeks in advance), or mileage from destination to destination, whichever is less, but not less than One Hundred Dollars ($100.00) plus the sum of One Thousand Dollars ($1,000.00) for the National Convention. The NEC Woman to submit voucher information and the Delegate to receive the same amount. To be paid after July 1. Registration fees will be paid by Department. The cost of one (1) piece of luggage shall be added not to exceed any weight overage charge. This will start with the 2020-2021 year if funds are available. Receipts must be provided at the next Department Meeting. Should the NEC Woman and the Department Delegate or Alternate Delegate decide to share a hotel room at National Convention each shall bear one-half (1/2) of the cost of said room. Receipts must be provided at the next Department Meeting.

8. The National Executive Committee Woman shall be advanced the following upon voucher submitted: Coach airfare (priced at least two (2) weeks in advance), or mileage from destination to destination, plus the sum of Eight Hundred Dollars ($800.00) for the National Executive Committee Meeting. Mileage is not to exceed airfare, whichever is less, but no less than One Hundred Dollars ($100.0) total. In addition, she must attend all Meetings. Department will also pay her registration fees and her ticket to the Silver Helmet Banquet. Vouchers are to be submitted at Department Meeting prior to National Executive Meeting. The cost of one (1) piece of luggage shall be added not to exceed any weight overage charge. This will start with the 2020-2021 year if funds are available. Receipts must be provided at the next Department Meeting.

9. The current or Immediate Past Department Americanism Officer shall have her registration fee to the Freedoms Foundation Seminar paid by the Department, if attending, plus coach airfare or mileage from destination to destination whichever is less, but not less than One Hundred Dollars ($100.00). Mileage is calculated at Sixty-Five Cents ($0.65) per mile, not to exceed airfare. One (1) piece of luggage shall be added not to exceed any weight overage charge. This will start with the 2020-2021 year if funds are available. Receipts must be provided at the next Department Meeting.

10. *Per diem* is paid to a Deputy VAVS Representatives and/or a Deputy Representative at OVH when representing the VAVS and/or OVH Representative 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 must attend all Meetings related to that office.

11. The Department First Vice President shall be sent to the National Leadership Retreat each year when offered, with registration paid, plus coach airfare or mileage from destination to destination. Mileage is calculated at Sixty-Five Cents ($0.65) per mile, mileage is not to exceed airfare, whichever is less. One (1) piece of luggage shall be added not to exceed any weight overage charge. This will start with the 2020-2021 year if funds are available. Receipts must be provided at the next Department Meeting.

12. 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.

13. Copies of the Ohio AMVETS Ladies Auxiliary Department, District, and Local Uniform By-Laws and Department Standing Rules shall be made available to all Local Auxiliaries and members. Cost as follows: Three Dollars and Fifty Cents ($3.50) per set if purchased at a Department Meeting from the Department Executive Secretary. If ordered by mail the cost is Five Dollars ($5.00) per set.

14. All charges incurred by the Department due to returned checks will be passed on to the issuer.

15. 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 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 equally between the five (5) VAVS Representatives and the Ohio Veterans Home Representative.
    a) 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 Department balance.

b) The VAVS Representatives and the OVH Representative shall receive Three Hundred Dollars ($300.00) for "Because We Care Day" at Mid-Winter Conference, if funds are available.
c) The VAVS Representatives and the OVH Representative shall receive Three Hundred Dollars ($300.00) for a Christmas Party at Fall Conference, if funds are available.

16. Provided funds are available, a chosen VAVS Representative, OVH Representative or Department Hospital Officer attending the Annual VAVS Advisory Committee Meeting shall receive One Thousand Dollars ($1,000.00) for attending, plus airfare, destination to destination, or Sixty-Five Cents ($0.65) per mile if driving. Mileage is not to exceed airfare. The cost of one (1) piece of luggage shall be added not to exceed any weight overage charge. This will start with the 2020-2021 year if funds are available. Receipts must be provided at the next Department Meeting.

17. Department Executive Board Meetings: These Meetings shall be comprised of all Elected Officers, the Parliamentarian, and the Immediate Past President. Lunch will be provided for those attending a one (1) 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.

a) Steering Committee Meetings will be held in Executive Session. Comprised of the Department President, First, Second and Third Vice Presidents, Parliamentarian, Treasurer, and Executive Secretary.

18. Department Officers' Meeting: These Meetings shall be comprised of all Elected Officers and Committee Chairpersons. 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 (1) day Special Officers' Meeting such as the Summer Officers' Meeting shall have lunch provided, not *per diem.* Department Officers' Meetings are scheduled as follows:

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

19. 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.

20. The Conference/Convention Chair as well as the Ways & Means Chair are required to attend Fall Conference, Mid-Winter Conference and June Convention. Both Chairs need to be in attendance and set-up at the Registration Desk area on Friday, Saturday and Sunday during the registration hours designated by Madam President. As long as all attendance requirements are met, both Chairs will receive three (3) days *per diem* at the current rate, provided funds are available.

21. The Bowling Chairperson is required to attend Fall Conference to present updates. She will publish the results of the Tournament in the Convention Book and provide all additional results in her floor report. The Chairperson will receive three (3) days *per diem* at Fall Conference and Department Convention.

22. PRO/Historian: 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 Dollar ($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.

23. Chaplain: The Chaplain shall send flowers, in an amount of up to One Hundred Dollars ($100.00) upon the death of current Department Officers, Standing Committee Chairpersons, Past Department Presidents, or their spouse. Children or parents shall receive a card. If the family of the deceased desires, or if the Chaplain determines it more appropriate, monetary gift or appropriate gift memorial will be sent in lieu of flowers.
    a. A charge account will be established with 1-800-Flowers for the Chaplain's use with the bills being sent to Department Headquarters for payment.

24. The Chaplain shall send flowers, in an amount up to Seventy-Five Dollars ($75.00) 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 Chairperson and Past Department President shall receive a card.
    a. A charge account will be established with 1-800-Flowers for the Chaplain's use with the bills being sent to Department Headquarters for payment.

25. One Dollar ($1.00) shall be paid for the National Patrons Page, listing the Department of Ohio in the National Convention Book.

26. When a Department Officer is compensated to go to a National sponsored event, and they go with their spouse or significant other who is also compensated, the Department Officer will receive one-half (1/2) of the Department Auxiliary allotted funds.

27. A donation of One Hundred Fifty Dollars ($150.00) shall be given to all National Service Officer's Projects and the National President's Project, and the James H. Parke Memorial Youth Scholarship if funds are available. Funds will be dispersed following Mid-Winter Conference.

28. A disbursement of up to Four Hundred Dollars ($400.00) shall be given to the AMVETS Department of Ohio after receiving an invoice for Fall and Mid-Winter Conferences and Department Convention, effective 2020.

29. Effective June 2024, all signatories must undergo a background check before being added to Department financial accounts. The exact process, listing the steps to take and the disqualifiers that would be a "fail" of the background check, have been added to the affected Officers' Procedures of Office.

    Background checks will be completed at the Departments' expense and not to exceed Two Hundred and Fifty Dollars ($250.00) annually.

OTHER DUTIES OF DEPARTMENT OFFICERS

1. There will be Six (6) Bulletins/Mailings issued during the year.

    - July Mailing will include Minutes, Officers' List, President's welcome and Officers' letters.
    - One Bulletin between Summer Officers' Meeting and information for Fall Conference.
    - One Mailing with Minutes after Fall Conference and Officers' letters.
    - One Mailing between Fall Conference and Mid-Winter Conference with information for Mid-Winter Conference.
    - One Mailing with Minutes after Mid-Winter Conference with Officers' letters.
    - One Mailing between Mid-Winter Conference and June Convention with information for June Convention.

2. Each outgoing Department of Ohio Officer or Chairperson shall pass on to the respective incoming Officer or Chairperson an updated "Procedure of Office," to be sent three (3) weeks prior to June Convention to the current President and Parliamentarian. Following their review and approval a copy is to be sent to the Executive Secretary at Department Headquarters to be kept on file and posted to the Department website.

3. In the Fall Conference Mailing the Executive Secretary shall include a Department Officers and Past Department Presidents list.

4. The Department Parliamentarian shall contact, by letter/email, all Local Ladies Auxiliaries that become inactive as of July 1, annually.

5. The Department Delegate to the National Convention shall be responsible for the Department Colors at the National Convention if the Department Sergeant-at-Arms is not in attendance.

6. The Department Delegate Report in the Fall Conference Book shall include a synopsis of the following items from the National Convention
    a) Outline of all Committee Meetings.
    b) An outline of all General Membership Meetings.
    c) National Honors and Awards Winners

7. The NEC Report in the Fall Conference Book shall include a synopsis of the following items:
    a) The NEC Meeting.
    b) The Post NEC Meeting.

8. 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 presented for the visitation, funeral, or memorial service.

SECRETARY

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

2. The Department Executive Secretary shall be answerable only to the Department President, Parliamentarian, and Executive Secretary Steering Committee.

HOSPITAL PROGRAM

1. All Standing Rules affecting Veterans Administration Voluntary Service (VAVS) Representatives 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 paid 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. The VAVS Representatives and Ohio Veterans Home Representative shall be given authority to work out and plan their own projects and programs.

OPERATIONS OF THE DEPARTMENT

1. All Department Officers and Chairpersons are required to email a Department Meeting Book Report to the President, Parliamentarian, and First Vice President by the established deadline. Department Officers shall highlight their Book Report on the floor, by stating additional information not included in the Book Report, if applicable. These are to be copy ready.

2. The Department President or two-thirds (2/3) members of the Executive Board have the authority to call an Emergency Department Officers' Meeting at their discretion.

3. 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 Ohio AMVETS Ladies Auxiliary Department, District, and Local Uniform By-Laws and Standing Rules.

b) The National Constitution, By-Laws, and Standing Rules.
c) The Department of Ohio Local Ladies Auxiliary Manual.

4. 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.

5. In the event the Ladies Auxiliary reactivates within three (3) years, their Charter will be reopened for a period of no longer than six (6) months, during which time additional names shall be added to the Charter.

6. When an Auxiliary forfeits their Charter, they must turn over their financial records, checkbook(s), and all monies in their Local Auxiliary account(s) within ten (10) days to Department. Funds will be held in an escrow account. If the Auxiliary is reinstated within the required three (3) year period, all funds and records will be returned to the Auxiliary.

7. A record shall be kept of members expelled from AMVETS Ladies Auxiliary. The Executive Secretary must be notified by the Local Ladies Auxiliary.

8. 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.

9. 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 Department of Ohio AMVETS Ladies Auxiliary.

10. 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.

11. Shorts will not be considered proper apparel on the Department Meeting floor; discretion of apparel will be that of the Department Sergeant-at-Arms.

12. The White Auxiliary Hat shall be worn by Officers that are elected on the Department Floor only. Current and Past District Presidents and past elected Officers shall wear the hat appropriate to the highest office held. No other appointed Officers are to wear white hats with the exception of VAVS Representatives.

13. The Gaveliers (Past Department Presidents) shall judge all awards based on reports provided by the Service Officers to the Greenest Gavelier (Immediate Past Department President) with the exception of the scrapbooks, which are judged at Department Convention.

14. Local Auxiliaries are encouraged to bring a Twenty-Five Dollar ($25.00) gift for the drawing at Fall and Mid-Winter Conferences and June Convention, along with Ways and Means and Early Birds and labeled appropriately.

15. Twenty-Five Dollar ($25.00) gifts are required from:
    a) Fall Conference from Auxiliaries: 4, 26, 27, 31, 40, 43, 45, 51, 95, 102, 109, 112, 124, 176, 290, 1312, 1928, 1971, 1979, 1985, 2000 and 2256.
    b) Mid-Winter Conference from Auxiliaries: 24, 25, 36, 66, 71, 76, 88, 96, 99, 120, 121, 148, 149, 444, 464, 726, 1789, 1969, 1983, 1988 and 2003.
    c) June Convention from Auxiliaries: 17, 21, 22, 32, 39, 47, 48, 54, 55, 59, 61, 69, 84, 87, 89, 93, 162, 222, 333, 698, 711, 1776, 1991 and 1994.

16. 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.

17. Candidates who wish may announce their candidacy for a Department Office at Mid-Winter Conference.
    a) Only two (2) candidates from any Local Auxiliary, not to include the President and Treasurer.

18. Candidates who wish to announce their candidacy for a Department Office at the Department Convention shall submit a letter of intention and qualifications to the Department President and Parliamentarian. The letter of intention shall be submitted by email or postal mail at least fifteen (15) days prior to Convention. Each candidate shall make her own announcement. However, any qualified member can be nominated from the floor at the time of nominations. At the close of these nominations, elections shall begin.

19. A Caucus and introduction of all candidates may be held immediately following the Meeting on Saturday afternoon of the Convention in assigned rooms.

20. Election Procedures:
    a) Appoint a Table Captain.
    b) 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.
    c) She will then announce the total number of votes and include total of those Delegates who passed or abstained from voting.
        i. A tally sheet shall be included as part of the Convention Book to keep an accounting of votes cast by the Local Ladies Auxiliaries.

21. The order of Nominations and Elections will be as follows:

    First Vice President
    Second Vice President
    Third Vice President
    Americanism
    Hospital
    Treasurer
    Chaplain/Scholarship

PRO/Historian
Sergeant-at-Arms
Legislative Liaison
NEC Woman
President

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

23. All Standing Rules pertaining to finances shall be “if funds are available.”

Approved on the June Convention Floor: June 13,2026 JLMT