



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO DISTRICT PRESIDENT

- The District President should read and become familiar with all sections of the District President's Procedure of Office, Ohio AMVETS Ladies Auxiliary Guidebook, National AMVETS Ladies Auxiliary Manual, National Constitution and By-Laws, and the Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules.
- When working with Local Auxiliaries, you should consult their Standing Rules.
- Rules of Protocol in reference to Department Meetings should be used at any visit or meeting.
- The Department President sets deadlines for Fall Conference, Mid-Winter Conference and Department Convention Book Reports. You are required to have a Report for the Conferences and Convention books. All of your Conferences/Convention Reports must be first sent to the President, First Vice President and Parliamentarian for review and comment. Once the President approves your report, she will forward it to the Department Secretary.
- The District President should be involved in Local Auxiliary problems ONLY when directed to by the Department President. If problems are presented to her, she shall listen ONLY and immediately report back to the President with a copy to the Parliamentarian and Department 1<sup>st</sup> Vice. Local Auxiliary issues and/or personal member disputes are to be appealed directly to the Department level.
- As a District President, your primary responsibility will be to work with the Local Auxiliaries, building communication among area Auxiliaries and with the Department Officers. This will include training, building bridges from Locals to the Department, and acting as a Liaison for your District to Department.
- As a Department Officer, you should always remember to be willing to work with all the Local Auxiliaries, with the demeanor and attitude reflective of your office. Past Department Presidents (PDP's) are in all the Ohio Districts. Use them as a sounding board and resource.

- The Department of Ohio By-Laws require you to be in full uniform when giving a report on the Department floor at all Conferences and Convention.
- District President is encouraged to visit all the Local Auxiliaries in her district that have chosen to be part of the Ladies District Auxiliary, not to exclude Locals that have opted out, if invited to visit.
- Before going to any Auxiliary, a courtesy phone call is to be made to the Local President and ask to visit that Auxiliary. As each Auxiliary has a right to refuse your visit.
- Taking only one (1) other person with you at the time of the visit is appropriate.
- District meetings will coincide with your District AMVETS meeting.
- All Districts are required to send a Revalidation Form (use Local from) and 990 to the Department following May elections.
- District Presidents may install Local Auxiliary officers, but only in the year she is District President.
- District Officer elections should coincide with your AMVETS District elections. First round nominations to be made the meeting prior to elections. Officers to be sworn in by an Auxiliary Department Officer or PDP.
- All Department Officers are expected to attend the following events:
  - Fall Conference:
    - Training Session held for Auxiliary
  - Mid-Winter Conference:
    - Legislative Breakfast
    - Training Session held for Auxiliary
    - Joint Testimonial Dinner
  - June Convention:
    - Memorial Service
    - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
    - Training Session held for Auxiliary
    - Honors & Awards Banquet

*Revised 02/2024 - DMSmathers*