



**OHIO AMVETS LADIES AUXILIARY DEPARTMENT, DISTRICT,
AND LOCAL UNIFORM BY-LAWS**
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ARTICLE I – MEMBERSHIP AND DUES

Section 1 Eligibility for membership in AMVETS Ladies Auxiliary is limited to mothers, wives, and grandmothers, regardless of age, and to the daughters, stepdaughters (a stepdaughter must have been a dependent of an AMVET or deceased veteran prior to their eighteenth birthday to be eligible), sisters and granddaughters (of any lineage) not less than eighteen (18) years of age, of regular members of AMVETS; and to the mothers and widows regardless of age and to the daughters, sisters and granddaughters (of any lineage), not less than eighteen (18) years of age of deceased Veterans who would have been eligible for membership in AMVETS; and female Veterans who served honorably in the Armed Forces of the United States after September 15, 1940, or as an American Citizen in the Armed Forces of Allied countries after September 15, 1940, and before May 8, 1975, who maintained their AMVET membership unless they meet the established eligibility criteria. The term mother shall be construed so as to include any female member of the family of, or any female guardian of such person or deceased Veteran who has exercised or is exercising care and responsibility for the rearing of such person or deceased Veteran, or a stepdaughter not less than eighteen (18) years of age.

A person shall become a member of AMVETS Ladies Auxiliary upon written application, establishing her eligibility, and payment of dues to all levels as required by the National Constitution. After application is completed, it must be submitted to the Local AMVETS Membership Chairman for verification of eligibility.

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 refuses to uphold and defend the Constitution of the United States shall be privileged to become or continue to be a member of this organization.

Any member of the Auxiliary who has been duly recognized as a member of the Auxiliary under the provisions of ARTICLE IV, SECTION 1 of the AMVETS Ladies Auxiliary Constitution, shall be allowed to remain a member of the Auxiliary so long as she remains a member in good standing.

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Any member in good standing may transfer to any other Auxiliary on presentation of a completely executed Transfer Form issued by the Local Ladies Auxiliary. Report of the Transfer shall be made to Department Headquarters by the Secretary of the accepting Auxiliary, showing the name and number of the Auxiliary from which the member transferred, and signed by the member. Such transfers shall be subject to approval of the accepting Auxiliary.

No person shall be a member of more than one Auxiliary at any one time. No person expelled by one Auxiliary shall be eligible for membership in any other Auxiliary without the consent of the expelling Auxiliary or the consent of the Department Executive Board after hearing an Appeal. No member may be expelled from membership in AMVETS Ladies Auxiliary without due process as provided for in the Uniform Code of Suspension or Expulsion of a Member.

Section 2

There shall be three (3) forms of membership:

Annual Membership: The minimum dues per member shall be Twenty-Eight Dollars and Sixty Cents (\$28.60) per year. Each Local Auxiliary shall remit to National annually Fifteen Dollars (\$15.00) for each member for National Dues and the sum of Eleven Dollars (\$11.00) for each member to the Department of Ohio annually for Department Dues. The Two Dollars and Sixty Cents (\$2.60) Combo Donation is divided as follows: Hospital/VAVS One Dollar and Fifty Cents (\$1.50), Department Scholarship Fund Twenty-Five Cents (\$0.25), and general fund Seventy-Five Cents (\$0.75). The balance, if any, shall remain in the Local treasury.

Life Membership: Life Membership dues are Two Hundred Sixty-Seven and Fifty Cents (\$267.60) Two Hundred Twenty-Five Dollars (\$225.00) to National, Forty Dollars (\$40.00) to Department of Ohio and Two Dollars and Sixty Cents (\$2.60) to combo donation.

Honorary Membership: Honorary Memberships are granted in instances where circumstances and/or qualifications merit such distinction and shall be limited to ladies who are not eligible for regular membership. Local Auxiliaries may grant two (2) Honorary Membership per year. An Honorary Membership card shall be purchased from National Headquarters for an annual National fee of \$10.00 that will be remitted to National Headquarters. Replacement cards are \$10.00. Any additional charges to the Honorary Member would be up to the Local Auxiliary. The issuing Auxiliary can rescind an Honorary Membership, or, if an Honorary Member becomes eligible for regular membership the Honorary Membership shall be rescinded at the conclusion of the membership year. Notification of such action shall be sent to the Honorary Member and to Department Headquarters. Honorary Members may not transfer. Honorary Members

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are not eligible for an elected office; however, they may hold an appointed office on the local level. Honorary members do not have a vote. They cannot be appointed to the offices of President, 1st Vice President, 2nd Vice President, 3rd Vice President or Treasurer. Honorary Membership shall be reviewed annually for the continuation of honorary status.

No person shall be a member of more than one Auxiliary.

The membership year shall run from January 1 through December 31. Any membership received at the Local level after December 31 shall be counted as a new member and must re-establish eligibility.

The Department Executive Secretary shall remit dues to National Headquarters when received. Locals are to remit dues to the Department as set forth in their Bylaws. All renewals from Departments must be postmarked to National Headquarters by January 31.

Any member in good standing may transfer to any other Auxiliary on presentation of a completely executed transfer form issued by the Local Auxiliary. Report of the transfer shall be made to Departments and National Headquarters by the Secretary of the accepting Auxiliary, showing the name and number of the Auxiliary from which the member transfers, and signed by the member. Such transfers shall be subject to approval of the accepting Auxiliary as determined by Local Bylaws

All dues shall be remitted to the Department Executive Secretary monthly by Local Auxiliaries, preferably immediately following the Regular Business Meeting. Dues shall be paid annually or for life.

Section 3 *SUBORDINATE ORGANIZATIONS*

A. GAVELIERS - The Immediate Past Department President shall be Chairperson.

B. SACKETTES - May be organized in good standing within the Department of Ohio.

ARTICLE II *DEPARTMENT OFFICERS*

Section 1 The Department shall elect a President, First Vice President (Membership), Second Vice President (Child Welfare Chairperson), Third Vice President (Community Service Chairperson), Legislative Liaison Officer (PDP 2 year term, odd years), Treasurer (2 year term, even years), Chaplain (Scholarship Chairperson), Americanism Officer, Sgt.-At-Arms, Public Relations Officer/Historian, Hospital Officer, and National Executive Committee Woman (NEC) (PDP 2 year term, even years).

In the event the Office of President is vacated due to death, disability, or resignation, the First Vice President shall serve as President for the unexpired term. In the event neither the President nor First Vice President can serve, the Second Vice President and Third Vice President, in order of succession, shall serve as President.

The newly elected Department President shall immediately call into session the Department Executive Board who shall, within the maximum of two (2) weeks after such death, disability or resignation, fill the unexpired term of the office from which she left to fulfill the Office of President.

The President, on any level, with the majority approval of the Executive Board, shall fill all other vacancies. Having filled such offices by succession or appointment to a vacancy shall not constitute an election. She shall be eligible for election to the same office.

Section 2

The Immediate Past Department President (PDP) shall be eligible for election as a delegate to the National Convention and the Department President shall be eligible for election as Alternate to the National Convention since the Department Delegate and Alternate to the National Convention shall not be considered Department Officers.

A. The President shall appoint a Parliamentarian (a Past Department President being eligible for this office), for a one (1) year term. VAVS Representatives and Deputies are appointed indefinitely. The President shall appoint VAVS Representatives and Deputies if there are any vacancies or they may be replaced for failure to do the duties of their office. The VAVS Representatives shall be considered Department Officers.

B. The President shall appoint a Fall and Mid-Winter Conference and Convention Chairperson, Junior AMVETS Advisor, Bowling Chairperson, and Honors and Awards Chairperson for a one (1) year term with the approval of the Executive Board and the Meeting Floor at the next scheduled Department Meeting.

Section 3

Auxiliary members in good standing shall not be nominated or elected to a Department Office unless she has completed one (1) year as a Local President, with the exception of the Department Treasurer.

A. No more than two (2) members from a Local, or in the case of a District, no more than three (3) elected Department Officers excluding Department President, Parliamentarian, Treasurer, NEC Woman and Legislative Liaison Officer.

Section 4

The Department President may be re-elected but shall not serve for more than two (2) consecutive terms. No other elected or appointed Officer shall serve more than four (4) consecutive terms, excluding Treasurer and VAVS Representatives.

- A. A member cannot hold more than one (1) appointed and one (1) elected office at Department level.

Section 5 The Department Officers shall be installed by a National Officer, Past National President, or a Past Department President. Installation shall take place at the close of the Department Convention. The President Elect shall choose the Installing Officer. The Officers shall assume their duties following the close of Department Convention. The newly elected Department Executive Board shall convene immediately following the close of Department Convention and transact all necessary business and approval of appointments for the new fiscal year.

Section 6 Any Department Officer or Committee Chairperson missing two (2) consecutive Meetings without a reasonable written excuse shall automatically be retired from her office; said Officer shall be removed with the consent of the Executive Board after the Officer has been duly notified of the impending action. The office shall be filled in accordance with the By-Laws.

Section 7 Any Elected Officer may be removed from office only by a two-thirds (2/3) vote of the Executive Board after written charges against such Officer has been preferred and furnished, by registered mail to the Officer concerned. A hearing shall be held by the Executive Board within thirty (30) days of such notice with such results of said hearing to be to be presented to the Officer in question within ten (10) days.

- A. Charges may be preferred by an Elected Officer or by three (3) members of the Executive Board based upon disloyalty, neglect of duty, violation of law that reflects unfavorably upon AMVETS Ladies Auxiliary, dishonesty, or conduct unbecoming a member of AMVETS Ladies Auxiliary.
- B. Procedure for the hearing shall be prescribed by the Uniform Code of Procedure for the Suspension or Expulsion of an AMVETS Ladies Auxiliary Member.

Section 8 The Department President shall be invited to Install Local Ladies Auxiliaries. In the event that she is unable to attend, the following shall be invited to install: Past National Presidents, Past Department Presidents, present Department Officers and present National Officers. Local Ladies Auxiliaries may be installed by their own Past Local Ladies Auxiliary Presidents.

ARTICLE III DEPARTMENT EXECUTIVE BOARD

Section 1 The Department Executive Board shall be composed of all Elected Officers, the Parliamentarian, and the Immediate Past Department President.

Section 2 The Department Executive Board shall handle administrative matters between Department Meetings.

Section 3 A quorum shall consist of two-thirds (2/3) of the Department Elected Officers.

Section 4 In the event of a Summer Officers' Meeting, the Department shall conduct an Officers' Workshop. PDPs or others chosen by the President shall conduct the Workshop.

ARTICLE IV COMMITTEES

Section 1 Standing Committees of the Department shall be: Appeals, Constitution and By-Laws, Finance, and Executive Secretary Steering Committee with the approval of the Executive Board and the Meeting Floor at the next scheduled Department Meeting.

Section 2 All Department Service Officers are required to submit Reports to the National Executive Committee Woman (NEC) prior to the Mid-Year NEC and National Convention. The NEC Woman shall forward these Reports to the proper National Chairperson.

Section 3 The Executive Committee shall be comprised of all Department Officers and Appointees to Standing Committee Chairpersons, and all Past Department Presidents. The Executive Committee may meet prior to the General Business Session at Fall and Mid-Winter Conferences and Department Convention. A quorum shall consist of two-thirds (2/3) of the members of the Executive Committee.

ARTICLE V DEPARTMENT CONVENTION, MID-WINTER AND FALL CONFERENCES

Section 1 Charter Revalidations will be due to Department by June 1st of each year. This information to include current Officers Revalidation Form, Federal ID Number, and IRS Form 990, together with verification of filing.

Section 2 A Department Convention and Fall and Mid-Winter Conference shall be held annually at the same time and in the same city as the AMVETS.

Section 3 The members of the Department Convention and Conferences shall consist of all Department Officers, Standing Committee Chairpersons, Local Auxiliary Delegates, all Past Department Presidents, and all Past National Presidents who are members of the Department of Ohio.

Section 4 Each member shall be entitled to one (1) vote. The President may vote in the event of a tie. The vote of an absent Delegate may be cast by her Alternate. At all times, Alternates shall have all the rights and privileges of the Delegates, except to vote.

Section 5 Each Local Auxiliary shall be entitled to two (2) Delegates for the first ten (10) members and one (1) Delegate for each additional ten (10) members or fraction thereof.

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Section 6 A majority of the registered voting Delegates shall constitute a quorum to conduct business.

Section 7 The registration fee for Fall Conference, Mid-Winter Conference and Department Convention shall be Fifteen Dollars (\$15.00) for pre-registration and Twenty Dollars (\$20.00) for on-site registration for all Delegates, Alternate and Guests. Guests from other Departments and Department Officers and Past Department Presidents shall have their registration fees waived.

Section 8 All alcoholic beverages are banned from Department Auxiliary Meetings to show proper respect to the open Bible and to honor our Flag.

ARTICLE VI DEPARTMENT EXECUTIVE SECRETARY

Section 1 The Executive Secretary may be located at AMVETS Department of Ohio Headquarters.

Section 2 The Executive Secretary shall attend all Department Meetings for the purpose of taking Minutes.

Section 3 The Executive Secretary shall handle and transmit all membership to the National Ladies Auxiliary in a timely fashion, prepare and mail bulletins and mailings. The Minutes are to be mailed thirty (30) days after Conferences and in a timely manner after Department Convention. She shall be the Website Administrator.

Section 4 The Executive Secretary shall record and transmit all money to the Department Treasurer in a timely manner.

Section 5 The Executive Secretary shall be under the guidance of the Department President, Department Parliamentarian, and Executive Secretary Steering Committee.

Section 6 The Executive Secretary is the liaison between the AMVETS Executive Director and the Department President for hotel accommodations and shall be assisted by the Conferences/Convention Chairperson.

ARTICLE VII DISTRICT UNIFORM BY-LAWS

Section 1 A minimum of two (2) Local Auxiliaries shall be required to organize and maintain a District.

A. To become a District President you must have completed at least one (1) year of service as a Local President.

Section 2 The District President shall be required to provide written reports to the Department President, Parliamentarian, and First Vice President for Fall and Mid-Winter Conferences and Department Convention.

Section 3 Districts shall hold a minimum of two (2) Meetings a year. Officers shall be elected and installed in the month of May and assume their duties prior to June 1. The District Officers and Chairpersons may parallel those of Department as far as the body wishes. The Districts shall elect a President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer. District Auxiliaries may elect or appoint the following Officers: Chaplain/Scholarship, Americanism, Sgt.-At-Arms, PRO/Historian, Hospital Officer, and Parliamentarian.

A Revalidation Form, together with an IRS Form 990, as well as proof of filing must be filed with Department annually by June 1.

District Officers may be dissolved if the following requirements are met: A certified letter must be sent to all Local Auxiliary Presidents within the District by the District President advising that a Meeting will be held to vote on dissolving the District Officers. This letter must also state the location, date, and time of the Meeting or the District President may notify the Local President in person, provided she obtains a written signature of such notification. The Local President must notify her membership of this Meeting by letter within forty-five (45) days.

District Meetings shall be held in accordance with AMVETS District Meetings.

Section 4 A District may bring recommendations to the Department Convention Floor.

Section 5 Districts shall be organized in accordance with AMVETS Department of Ohio Districts.

Section 6 Each District is authorized to enact whatever administrative and fiscal policies and procedures in their Standing Rules as may be necessary to operate efficiently as a District, including the authority to establish dues and assessments from their member Auxiliaries, provided such policies are not in conflict with the National Constitution and By-Laws.

A. District President is not authorized to mediate issues for Local or District without prior approval by Department President.

B. Only current District Presidents during her their term may install Local Auxiliaries within their District.

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- C. A District President shall be considered a Department Officer, without per diem. She shall wear her District Hat, plus be in full uniform, should she give a verbal report on the Department Floor.

Section 7 Executive Board and Executive Committee:

The Executive Board shall be comprised of all Elected Officers and the Parliamentarian who shall be charged with the administrative affairs and property of the District Auxiliary, and the Immediate Past President. The District President shall be the Chairperson.

The Executive Committee shall be comprised of the President, Immediate Past President, Elected Officers and Appointed Officers. The District President shall be the Chairperson.

Section 8 The Executive Board Meetings shall consist of all Elected Officers, as stated in the Department Uniform By-Laws.

ARTICLE VIII LOCAL AUXILIARY UNIFORM BY-LAWS

Section 1 Local Auxiliaries may be formed by not less than ten (10) new applicants, eligible for membership to the Department of Ohio AMVETS Ladies Auxiliary. A current or Life Membership of another Auxiliary may transfer but will not count in the initial ten (10) applicants. If Department approves, a Charter shall be issued. Each Charter shall be signed by the National President, National Executive Secretary, Department President and Department Executive Secretary.

Local Auxiliaries shall be subject to the jurisdiction of the National Constitution and By-Laws and the Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws. No provisions of the Local Auxiliary Standing Rules shall conflict or be contrary to the provisions of the National Constitution and Ohio AMVETS Ladies Auxiliary Department, District, and Local Uniform By-Laws. Each Local Auxiliary member has the right to appeal any action she feels she has a grievance of or that violates her constitutional rights. She shall follow the Uniform Code of Procedure outlined in these By-Laws.

Section 2 Annual and Life membership dues of an Auxiliary Member shall be no less than the amount required by the Department and National organizations.

Section 3 Members may transfer their membership in accordance with the provisions in the National By-Laws and Ohio AMVETS Ladies Auxiliary Department, District, and Local Uniform By-Laws. Such transfers shall be subject to approval of the accepting Auxiliary.

Section 4 Executive Board and Executive Committee: The Executive Board shall be comprised of all Elected Officers and the Parliamentarian who shall be charged with the administrative affairs and property of the District Auxiliary. The Local President shall be the Chairperson.

The Executive Committee shall be comprised of the President, Immediate Past President, Elected Officers and Appointed Officers. The Local President shall be the Chairperson.

Section 5 Officers: A Local Auxiliary shall elect a President, First Vice President, Second Vice President, Third Vice President, Treasurer and Secretary. All remaining offices may be elected or appointed by the President, with the approval of the body, in accordance with the National Constitution of AMVETS Ladies Auxiliary. Local Auxiliaries may elect or appoint the following Officers: Chaplain, Scholarship, Americanism, Sgt.-At-Arms, PRO/Historian, Hospital Officer, and Parliamentarian.

Nominations shall be made from the floor at a Regular Meeting held in the month of April. Second Nominations and Elections of Officers shall be held at the Annual Meeting in May of each year and the newly elected Officers must be legally installed prior to June 1.

Officers will assume their duties in accordance with the Local Auxiliary Standing Rules.

A Revalidation Form, together with an IRS Form 990, as well as proof of filing must be filed with Department annually by June 1. If these forms are not received by Headquarters by June 1, no membership cards will be sent to Local Auxiliaries until they have complied with all requirements of their Revalidation.

Section 6 Quorum: At all Regular and Special Meetings, at least six (6) members present shall constitute a quorum, provided at least two (2) Elected Officers are present, one of whom to preside.

A quorum at Executive Committee Meetings shall consist of five (5) members of the Committee.

The Executive Board Meeting shall consist of three (3) members of the Committee.

Section 7 Meetings: There shall be a minimum of six (6) Regular Meetings per year.

The Annual Meeting shall be held in the month of May.

Special Meetings may be called by the President or any four (4) members of the Executive Board with at least fifteen (15) days prior notice to the members.

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Section 8 Each Local Auxiliary is authorized to enact whatever administrative and fiscal policies and procedures in their Standing Rules as may be necessary to operate efficiently as a Local Auxiliary, including the authority to establish dues and assessments from their Auxiliary members, provided such policies are not in conflict with the National Constitution and By-Laws.

ARTICLE IX DISCIPLINE

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 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.

Members may be suspended or expelled for any of the following reasons.

- A. Any violation of the law that reflects unfavorably on the name AMVETS or AMVETS Ladies Auxiliary.
- B. Any other conduct unbecoming an AMVETS Ladies Auxiliary member as defined in the Code of Ethics.
- C. Ineligibility for membership at time of acceptance into membership.
- D. Procurement of membership by fraud or deception.
- E. 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 Bylaws.
- F. 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.
- G. 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 and clearly state any violations of Article IX, Section 1 including specific examples of conduct unbecoming, or specific examples where the member violated the Constitution or Bylaws no later than thirty (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. If the charges are against a President, then the letter should be sent to the First Vice President. Subsequently, if the President and First Vice President have charges filed against them then letters should follow the proper chain of command.

- B. On receipt of such charges and specifications, the President shall, within seven (7) 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 thirty (30) days after said date of mailing. This letter should also include that the member complained about has the right be represented by counsel and the right to appeal also including the specific examples of all charges. The member complained about shall respond to the President that she will be in attendance at that Hearing. If she is unable to attend that meeting due to a conflict, the President shall attempt to reschedule the Hearing to a mutually agreeable date. If no such date can be reached, the original date of the Hearing shall stand.
- C. The President shall appoint three (3) 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 Grievance Committee 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. The Committee shall inform the accused of the decision.
- 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. Expulsion of membership should not be taken lightly. Expulsion should be considered based on the severity of the charges. Every effort should be made to impose a less restrictive punishment.
- 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).

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- 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-third (2/3) vote of the members of the Grievance Committee hearing the charges and specifications shall be required to sustain any charge(s) or specification(s).
- 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. Any discussion of grievances, Local problems, or claims concerning an individual with respect to her personal interests pertaining to the Grievance Hearing will not be discussed outside of the Grievance Hearing
- R. A letter shall be sent to the Local/Department President notifying her that the membership is suspended or forfeited.
- S. On the Local Level a written document of the results will be sent by the Grievance Committee Chairman to all the members of the Committee, along with the accused's Local and a copy sent to the Department within thirty (30) days.
- T. On the Department Level a written document of the results will be sent by the Grievance Committee Chairman to all the members of the Committee, the Department, and a copy to National within thirty (30) days.
- U. After the Grievance Procedure is completed; all records shall be sealed and kept on file with the President for a period of three (3) 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.
- V. 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.
- W. The Decision of the Grievance Committee stands until a member files an appeal and the appeals hearing is held.

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.

If the Department has violated the rights of a member or the Auxiliary then the charges shall be in writing, signed and filed with the Department President. The Department President then shall, within thirty (30) days, initiate the Department's Appeals process.

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 and Grievance Documents, including tapes if recorded from the Local Grievance Committee must reach the Department President postmarked or hand-delivered within seven (7) days. The Department President shall direct the Appeals Chair to arrange and conduct a meeting within thirty (30) days, with written notices to be received by all parties involved. The member complained about shall respond to the President that she will be in attendance at that Hearing. If she is unable to attend that Hearing due to a conflict, the President shall attempt to reschedule the Hearing to a mutual agreeable date. If no such date can be reached, the original date of the Hearing shall stand.
- 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 witness) 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. 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 Hearing.
- G. 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.
- H. 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.
- I. At the Hearing, the member complained about shall have the right to be represented by Counsel.
- J. The accuser and the accused shall be under oath.
- K. 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. Any discussions of grievances, local problems, or claims concerning an individual with respect to her personal interests pertain be destroyed.
- L. The Appeals Board shall report their final determination to the Executive Board chaired by the Department President.

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- M. 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 Hearing. The Department President and the Appeal Board Chairman shall retain copies.
- N. 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.
- O. In the event new evidence, not previously heard by the Department's Appeal Board, is submitted, a new Hearing may be granted, and the appeal must be filed within sixty (60) days with the Department President.
- P. 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.
- Q. 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 clearly stating where the Department has violated the rights of the member as outlined in Article XII and signed, to the National President.
- R. The National President shall then initiate the National Appeals procedure. The National President shall forward all information to the National Parliamentarian.

The National Parliamentarian will send copies of all correspondence to the Appeals Committee either by mail or electronically. The Appeals Committee consisting of the National First Vice President, National Second Vice President and Immediate Past National President (IPNP) will review all National Appeal requests to determine if proper procedure had been followed. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals Hearing. The decision resulting from the National Appeals procedure shall be binding and final.

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 clearly stating where the Department has violated the rights of the member as outlined in Article XII and signed, to the National President. The National President shall then initiate the National Appeals procedure. The National Appeals Committee will review all National Appeals request to determine if proper procedure had been followed. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals meeting. The decision resulting from the National Appeals procedure shall be binding and final.

Revised: 6/13/2021
Updated: 10/8/2022

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 Appeals Committee consisting of the National First Vice President, National Second Vice President and IPNP will review all National Appeal requests to determine if proper procedures have been followed. The National Parliamentarian will send copies of all correspondence to the Appeals Committee either by mail or electronically. The Appeals Committee will review all documentation and determine if there is a need for an Appeals Committee. The National President shall forward all information to the National Parliamentarian. The National Parliamentarian will send the decision to the National President, who will then notify all members of the decision of the National Appeals Committee with explanation of the reason for their decision. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals Meeting, to be held at the Spring N.E.C. Meeting or National Convention. 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. Any discussion of grievance, local problems, or claims concerning an individual with respect to her personal interests pertaining to the Appeals Hearing or previous grievance meeting will not be discussed outside the Appeals Hearing and will not be permitted in the N.E.C. Meeting or Convention floor.

The National Parliamentarian shall send either by mail or electronically results of the Appeals Committee to the National President.

The National President shall send a certified letter to the accused and the Department President of the decision of the National Appeals Committee, within thirty (30) days.

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.

TRUSTEESHIP

The Department Executive Board, after notification from the Department President and Department Parliamentarian, along with written documentation justifying the reason for Trusteeship, may suspend or revoke the charter or place under Trusteeship a Local Auxiliary for good and sufficient cause or based on information obtained through Grievance and Appeals process and notify the National President and National Parliamentarian.

For good and sufficient reasons, the Department President with the approval of the Revised 9/1/19 (updated 9/1/21) 24 Department Executive Board may designate a trusteeship of a Local Auxiliary. This is to help with the operations and help solve problems, by overseeing the actions within the Local Auxiliary. Copies of any action shall be provided to the National President and National Parliamentarian.

Revised: 6/13/2021
Updated: 10/8/2022

The National Executive Board, after written notice and hearing before a Committee, which includes the NEC and Dept. President may cancel, suspend, or 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.

The Department Parliamentarian shall prescribe specific outcomes to be achieved by the Local Auxiliary which are clear, specific, and measurable. The Trusteeship shall be reviewed by the Department Executive Board at an SEC Meeting and Department Convention.

For good and sufficient reasons, the National President with the approval of the National Executive Board may designate Trusteeship of a Department and/or a Local Auxiliary. This is to help with the operation and help solve problems, by overseeing the actions within the Department. ARTICLE XIII. SUBORDINATE ORGANIZATION

The National Parliamentarian shall prescribe specific outcomes to be achieved by the Department and/or Local Auxiliary which are clear, specific and measured. The Trusteeship shall be reviewed by the National Executive Board at the Spring NEC or National Convention.

A Trusteeship shall be removed upon review by the National President and with the approval of the Executive Board at the Spring NEC or National Convention.

ARTICLE X AUTHORITY

Section 1 Ohio AMVETS Ladies Auxiliary Department, District, and Local Uniform By-Laws may be amended by a two-thirds (2/3) vote of the total registered Delegates on the floor at any Department Convention. Any proposed recommendations/amendments to the Uniform By-Laws must be submitted sixty (60) days prior to the Department Convention, to the Department Parliamentarian.

Section 2 These Ohio AMVETS Ladies Auxiliary Department, District, and Local Uniform By-Laws shall automatically be amended by any Motion taken at the Department Convention of AMVETS governing changes in the AMVETS Constitution and affecting the Uniform By-Laws or by any National Convention of AMVETS Ladies Auxiliary where action shall affect the Uniform By-Laws.

Section 3 All amendments adopted at the Department Convention will take effect upon approval of AMVETS Department Commander and Judge Advocate, as well as the AMVETS Ladies Auxiliary National Parliamentarian.

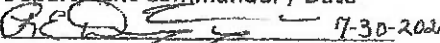
Revised: 6/13/2021
Updated: 10/8/2022

Section 4 The Parliamentary authority is, *ROBERTS RULES OF ORDER, Revised.*

Section 5 These Ohio AMVETS Ladies Auxiliary Department and Local Uniform By-Laws shall be reviewed every three (3) years and approved by the National Parliamentarian. However, changes to the Ohio AMVETS Ladies Auxiliary Department, District, and Local Uniform By-Laws may be voted on and approved on the floor each year at Department Convention.

Section 6 These Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws may be amended at any Department Convention by a two-thirds (2/3) vote on the floor.

APPROVED BY:  7-30-2021

Department Commander / Date
 7-30-2021

Department Judge Advocate / Date

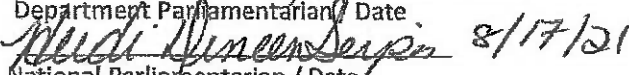
National Judge Advocate / Date

 07/20/2021

Department President / Date

 7-12-2021

Department Parliamentarian / Date

 8/17/21

National Parliamentarian / Date

Signatures on original copy filed with the Department Parliamentarian.

APPROVED ON CONVENTION FLOOR: June 13, 2021