



PROCEDURE OF OFFICE DEPARTMENT OF OHIO FIRST VICE PRESIDENT

The First Vice President of the Department of Ohio shall serve as Chairman of the Membership Program. In the absence or disability of the President, the First Vice President shall preside at all meetings and perform such duties as may be prescribed by the Executive Committee.

Following the election in June:

- At the Post SEC following the Department Convention which you are elected First Vice President, you shall be prepared to announce your theme and your Chairman's award (if you choose to have one). The cost of the award is not a budgeted item, and it must be stated that the award will be paid for by you.
- You shall bring a typed sheet with your name, address, phone number(s), email address, theme and Chairman's award listed for the President, Parliamentarian and Secretary.

Duties of Office:

- The Department 1st Vice President should read and become familiar with all sections of the 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.
- Familiarize yourself with the different membership types (annual, renew, honorary, life etc.) and the amounts charged for each.
- Offer suggestions and guidance to local auxiliaries for their membership efforts/projects.
- The First Vice President shall attend the following meetings: Department Finance Committee, Department Executive Board, Department Officers Meeting and Strategic Steering Committee. It is recommended to attend the Constitution and

By-Laws Committee. Also, she shall attend the Summer Officers' Meeting, date to be chosen by the Department President.

- The Department President sets deadlines for Fall Conference, Mid-Winter Conference and Department Convention Book Reports. There are also deadlines set for three (3) Bulletins which are sent to Local Auxiliaries throughout the year. You are required to have a Report for the Conferences and Convention books and a letter for each of the Bulletins. All of your Conferences/Convention Reports, as well as your letters for the Bulletins must be first sent to the President and Parliamentarian for review and comment. Once the President approves your reports, she will forward it to the Department Secretary.
- The Department Membership Officer is to prepare a Floor Report where they report anything that has happened after their Report for Conferences/Convention Books were sent to the Department. A copy of your Floor Report is to be given to the President and Parliamentarian and Department Secretary at the Friday Officers' Meeting. The Department Secretary will include membership totals for Conferences/Convention Books. It is important to remind the membership in your Floor Report at Fall Conference that - All membership MUST be sent to the Executive Secretary by (MM/DD/YYYY). The Executive Secretary will provide the date to communicate.
- At Conferences and Convention, the Membership Service Chairman will read the Preamble.
- The Department Parliamentarian shall be contacted by letter, email or phone call of all Auxiliaries that become inactive.
- Review membership reports provided by the Department Secretary to offer assistance to any Auxiliary that has not submitted membership.
- Any monies received should be given to the Department of Ohio Treasurer for recording and tracking of funds.
- Work with the Treasurer to have your name placed on ALL Department bank accounts.
- As the Department Membership Officer, you are required to pass on to the incoming Department Membership Officer an updated Procedure of Office, if changes are needed. Before State Convention it should be sent to the President and Parliamentarian for approval.

- You are to maintain a complete file of all materials pertaining to your office and must update all files and be prepared to forward them to your successor at the expiration of your term of office. This will include copies of correspondence, Department and National mailings. This file should include paperwork from your year as well as the previous two (2) years.
- 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 Fifty cents (\$0.50) per mile, mileage not to exceed airfare, whichever is less. One (1) piece of luggage shall be added not to exceed any weight overage charge. Receipts must be provided at the next Department meeting.
- You are responsible for purchasing a gift for the Department President to be presented at the Department Convention. You should prepare a short request asking for \$X.XX for this and give each officer in an envelope to be returned to you at your earliest convenience.
- 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
- Effective June 2024, all signatories must undergo a BCI background check before being added to Department financial accounts. This is a requirement to be eligible to hold the offices of Department Treasurer, 1st Vice President and/or President. Background checks will be completed at the Departments' expense and not to exceed a total of Two Hundred and Fifty Dollars (\$250.00) annually.
 - Once an Auxiliary member has announced her intent to run for a Department Office which would require her to be a signer on the Department financial accounts, prior to elections at June Convention she is required to follow the steps below. If she does not announce her intent until June Convention, she will have thirty (30) days to complete these

steps and her election status is contingent upon successfully passing the background check.

- Locate a facility in her home area that performs BCI fingerprint background check (i.e. Sheriff's Office, Courthouse, local colleges, etc)
- Complete the form required for the facility selected, be sure to select BCI background check.
- For "Reason being fingerprinted" mark "OTHER" and enter "Non-Profit Organization: Financial Accounts"
- Have results sent to **current** Department Parliamentarian, her information can always be found on the Department website.
- Be sure to get a receipt for the fee you pay when having this done.
- When the Parliamentarian receives the background results in the mail, she will review the results for any of the following issues that would disqualify a member from being able to be added to our financial accounts:
 - All felony convictions
 - Any fraudulent misdemeanor convictions
 - Injunctions from investment or securities activities
 - Expulsions from financial trade organizations
 - Significant debt or poor credit history (under 550)
 - ✓ Applicant shall provide the Parliamentarian with a recent copy of their credit score. If the credit score is below 550 then the Applicant will need to provide a copy of their full credit report for the Parliamentarian to review, in confidence. There may be exceptions made to the credit score requirement on a case-by-case basis, i.e. student loan debt, medical expenses, identity theft (documentation required), etc.
 - ✓ This will be kept in the sealed envelope with the background check results.
- In the event there is a disqualifier indicated, the Parliamentarian will notify the Applicant, current President and 1st Vice President of the pass/fail results; however, all results will be kept confidential. All background results will be kept in the Parliamentarian file box for 3-years in a sealed envelope with the word "Pass or Fail" written on the envelope and the date that the results should be destroyed. If requested by the Applicant, the Parliamentarian will have a second, non-biased party (AMVETS Executive Director) verify that information.
- Once the Applicant has passed the background check, she can turn her receipt for the background check fee in for reimbursement from the Department Treasurer at June Convention. If an Applicant does not pass the background check, she is not eligible for reimbursement.
- If an Officer holds one of these offices for multiple consecutive terms, she will not be required to repeat the background process for each term. However, if she has a gap in her terms in office, then she will need to redo the background check process before being added to the accounts again for her new term.

MEMBERSHIP AWARDS

Department of Ohio

As the Department Membership Officer, you must be familiar with all Awards available to the Local Auxiliaries. Cut off for membership awards are May 1st, except 100% plus gain which is December 31st. The Executive Secretary can print off the reports for all membership awards. Ask her to send you the printout for the 100% query the first week of January. All other awards can be printed off after May 1st.

Department Membership Pins

Review the supply of individual membership pins and order through the Quartermaster if more are needed. (Green and White pins).

- Green pin to Auxiliary members signing up 10 new, renew or combined members.
- White pin to Auxiliary members signing up 11 or more new, renew or combined members.

Award List for Department of Ohio Membership

Plaques Awarded

- Department of Ohio Award PDP Betty Welsh Memorial Award Class A, for the Auxiliary with total membership (150-224) signing up the most new members.
- Department of Ohio Award PDP Lynn Hurtt Barbarotta Award Class B, for the Auxiliar with total membership (100-149) signing up the most new members.
- Department of Ohio Award PDP Marlene Morris Class C, for the Auxiliary with the total membership (45-99) signing up the most new members.
- Department of Ohio Award PDP Lynn McCauley Class D, for the Auxiliary with the total membership (225 and over) signing up the most new members.
- Department of Ohio Award PDP Linda Clark Class E, for the Auxiliary with the total membership (10-44) signing up the most new members.

CERTIFICATES

- The Department of Ohio Award for the Ladies Auxiliary(ies) having 100% renewal and gain in membership.
- The Department of Ohio Award for the Ladies Auxiliary(ies) having the greatest percentage of increase in membership.

- The Department of Ohio Award for the member(s) signing up the most new members.

NATIONAL AWARDS

Award List for National Membership Program for Departments:

- Largest numerical gain in membership by May 31st
- Largest percentage of gain in membership by May 31st
- Largest percentage of renewals by December 31st
- Department organizing the most new Auxiliaries by May 31st (In the event of a tie, the Department with the largest total of the most new members in the new Auxiliaries would be the winner).
- Monetary award given to the Departments with the highest percentage of renewals (by December 31st) for the following classes:
 - Class A 30-350 members;
 - Class B 351-700 members;
 - Class C 701-2,500 members;
 - Class D 2,501 and above members.
- Monetary award given to the Department with the highest percentage of annual (new and Renewals) by December 31st.

Awards List for National Membership Program for Locals:

- Certificate of Merit to the Three (3) Largest Auxiliaries by May 31

Awards List for National Membership Program for Individual Members:

An application form is required for Awards for Individual Members. Application forms must be received by June 1st. Check the Convention Digest for deadlines and details. If you do not enter, you cannot receive your award.

- Crystal Pin – Signing up 41 or more new members
- Gold Pin – Signing up 26 to 40 new members
- Garnet Pin – Signing up 11 to 25 new members
- Emerald Pin – Signing up 10 or more new members

Revised 06/2025: JLMT