

**The Department of FL Bylaws Proposed Recommendations
February 21, 2026**

The recommendations will be read at the February 2026 SEC Meeting and again at the June 2026 Department Convention, followed by a vote.

**BYLAWS
AMVETS LADIES' DEPARTMENT OF FLORIDA**

ARTICLE IV - HONORARY MEMBERSHIP

- d. **Local Auxiliaries may grant two (2) Honorary Memberships per year.**
- e. **Honorary Members are not eligible for an elected office; however, they may hold an appointed office on the Local level.**
- f. **Honorary Membership shall be reviewed annually by December 31st for the continuation of honorary status.**

ARTICLE VIII - OFFICERS

- H. To be eligible to hold an elected office, a person must be an auxiliary member in good standing for at least two (2) years. To be eligible to hold an appointed office, a person must be an auxiliary member in good standing for at least six (6) months. To be considered a member in good standing of the Department of Florida, a member must attend at least one-third (1/3) of local meetings per year unless an excuse is given. No member shall hold two (2) elected offices at the same time. However, you can hold one (1) elected office and one (1) appointed office at the same time.
(1) A member in good standing has no indebtedness to the AMVETS Ladies Auxiliary organization and is a member of an auxiliary meeting their requirements to be in good standing and seated at all meetings.
- N. On behalf of the AMVETS Ladies Auxiliary, Department of Florida, authorization is given to the President, **First Vice President**, Treasurer, or Executive Secretary to finalize any contracts needed for conducting business. (i.e., Hotel, Webmaster, CPA 990, etc.)

ARTICLE IX - DUTIES OF OFFICERS AND CHAIRS

- b. The following committee chairmen are not eligible to wear a department hat, unless previously earned. See list: Convention Chair, Awards Chair, VAVS Representative, VAVS

Deputy, Public Relations Officer, SEC Council Chair, Presidents Council Chair, **and any other chairs appointed by the President.**

SECTION 4: **Third Vice President** shall serve as the Department Community Service Chair.

(d) She shall be responsible for the Department Patrons Page **and ads.**

SECTION 6: The **Recording Secretary**

e. She shall bring a working copy of the Department Officers' calendar to the February SEC and then prepare a finalized calendar to be emailed to the Department President, 1st Vice, and Parliamentarian **before the June Convention.**

SECTION 7: The **Executive Secretary** shall maintain the official headquarters for the Department of Florida.

- o. She shall email **or** mail out information as directed by the Department President, which includes three (3) issues of the HOT LINE, unless a hardcopy is requested or if the email address is not available.
- s. She shall notify all Department officers, Past Department Presidents, **and SEC Women** of any death of another Department Officer, Past Department President, FL Past National President-Commander/FL National Officers, AMVETS Department Officer, or Past Department Commander or their immediate family.

SECTION 10: The **Chaplain**

e. ~~She shall notify each District President who, in turn shall inform the auxiliary presidents within that district of any death of an auxiliary member or her immediate family, as well as any president not affiliated with a district.~~

h. She shall plan and conduct the Memorial Service in conjunction with the AMVETS **and Sons of AMVETS Chaplain** at the Department Convention.

SECTION 11: The **Public Relations (PRO) Officer** shall compile a Department ~~History Scrapbook~~ according to the National criteria for submission to the National for award competition. The Department ~~History Scrapbook~~ shall be presented at the President's Reception to the Department President.

SECTION 13: The **National Executive Committeewoman**

e. She shall file a report with her Department, within 45 days of the close of NEC meetings, of all **motions** and pertinent information of business conducted, with a copy to the National Parliamentarian.

f. She shall assist in coordinating arrangements for the visitation of the **Florida** National President or her representative.

m. She shall be a member of the Honors and Awards Committee without a vote.

SECTION 14: The **Alternate National Executive Committeewoman**

(a) The Alternate National Executive Committeewoman shall chair the ~~Convention School~~ **February SEC School of Instruction.**

(b) She may be a member of the Honors and Awards Committee without a vote.

SECTION 15: **The Honors and Awards Chair** shall assemble and distribute the Convention Forecast.

d. Honors and Awards Committee shall consist of five (5) Service Chairs (Child Welfare, Community Service, Scholarship, Americanism, and Hospital), Membership Chair, Honors and Awards Chair, the Immediate Past Honors and Awards Chair, **and the NEC Woman without a vote. In the absence of the NEC Woman, the Alt. NEC Woman shall attend without a vote.**

SECTION 17: The **Convention Chair** shall oversee the convention before and during the convention; bring greetings at the opening session, and present the **Past National Presidents, Past Department Presidents**, and the Department President.

b. At the Fall SEC meeting, following the Department Convention, **she shall** give a full report of activities, monies received, and disbursed.

c. She shall be a member of the Convention Advisory Committee.

~~**(a)** She shall assemble the administrative pages of the Convention book and provide the Executive Secretary with a camera-ready copy.~~

SECTION 18: The **Credential Chair**

(a) She shall prepare name badges for all meetings. (Registration is paid for all Elected and Appointed Officers, including Past Department Presidents, Bushnell Cemetery Representative, **Fisher House Representative**, and VAVS Representatives).

(e)She shall set up the registration desk for all elected and appointed officers, including Past Department Presidents, Bushnell Cemetery Representative, **Fisher House Representative**, and VAVS Representatives that are pre-registered on Thursday from 3:00 pm – 6:00 pm.

(1) Credentials hours of operation shall be open:

Friday: 12:00 noon – 4:00 pm

Saturday: 7:00 am – 8:00 am Reopen: 9:30 am – 11:30 am

Only open on Sunday during the June Convention, 7:00 am – 8:00 am.

Section 19: **All Department Officers and Chairs** shall refer to the National Constitution/Bylaws,

Auxiliary Manual, and Policy & Procedures for details of their duties.

j. A School of instructions shall be conducted by the Gaveliers to be held at least once each year, preferably at the Fall State Executive Committee Meeting. ~~The National Constitution and Bylaws shall be studied by the Local Auxiliaries.~~ Special attention shall be given to the duties of local auxiliary officers and members. The Gaveliers' President shall appoint the Chairperson.

ARTICLE XVII - DEPARTMENT CONVENTION

~~The registration fee for all Elected, Appointed Officers, and Florida PDPs shall be waived at all SEC Meetings and the Department Conventions.~~

(g)The registration fee is waived for all Elected and Appointed Officers, including Past Department Presidents, Bushnell Cemetery Representative, Fisher House Representative, and VAVS Representatives.

ARTICLE XVIII – ALLOWANCES

(a)Rooms at the SEC Meetings, Special Meetings, and the Department Convention shall be paid from the Department Treasury for the Department President, 1st, 2nd & 3rd Vice Presidents, Department Treasurer, Executive Secretary, Parliamentarian, Credentials Chair, Sgt.-At-Arms, and Quartermaster, who are entitled to three (3) nights and must attend all committee meetings. ~~and any committee members required to come in early for a maximum of three (3) nights. The Recording Secretary's room nights shall be at the discretion of the Department President.~~

1. Committee members are entitled to one (1) night, or if requested by the President, for Thursday night only.

- (1) If funds are available, all other elected and appointed officers shall be entitled to two (2) nights lodging **excluding Fisher House Representative, Bushnell Cemetery Representative**, all VAVS Representatives and Deputies at all SEC meetings and Convention.
- o. Each year, the Department shall donate two hundred dollars (\$200) each to Paws with a Cause, John Tracy Center, Ronald McDonald House, ~~Freedom's Foundation~~, **Founding Forward**, Make-A-Wish Foundation, Saint Jude Research Hospital, Department Scholarship, and State Veterans Nursing Homes.