



SONS OF AMVETS DEPARTMENT OF OHIO, INC.

STANDING RULES OF ORDER

#1 EXPENSE AND TRAVEL :

Providing funds are available, upon determination of the Department Finance Committee, expense for a meeting of the Department Elected and All Appointed Officers excluding the District Commanders shall be reimbursed as follows: From (a) through (f). The District Commanders will receive (a) through (f) providing they turn in reports of Squadron visits to the State Commander at Headquarters (1) one week prior to Conferences and Convention. 25% by Fall Conference, 50% by Mid Winter Conference, and 75% by State Convention. They must also hold at least one (1) District meeting between State Convention and Fall Conference, between Fall Conference & Midwinter Conference and between Midwinter Conference and State Convention. These meetings shall be held as described in Article VII, Section 1c of the Sons of AMVETS Constitution. These shall be reported to the State Commander at State Headquarters via squadron visitation form.

☐ **a.** Mileage at the rate of (.45) forty five cents per mile of driving between the officer's city of permanent address and the city where the meeting is to be held.

☐ **b.** Two nights lodging at the site of the meeting (if applicable), two nights for Department Convention. The Immediate Past Commander and the present Department Commander will have 3 nights lodging at said meetings.

c. The Department Commander must approve any function other than an Executive meeting in which travel expenses are necessary. A written report must be submitted to the Executive Committee prior to, or at the next scheduled meeting stating what was accomplished and noting the expenses claimed.

d. All financial vouchers must be submitted to the Finance Officer Prior to, or at the next scheduled meeting. A copy of all vouchers shall be kept on permanent file at Department Headquarters.

e. No reimbursements will be made if said officer failed to attend a "scheduled meeting" except excused by the Commander. The E Board will be the governing body between the Fall, Mid-Winter, and June Convention.

#2 Membership Card Procedures

- a.** The Department Administrative Professional will distribute National Sons Membership cards to all Squadron Vice Commanders in charge of membership. The Department 1st Vice will be responsible for counting and sorting all of Squadron membership cards for Executive Secretary mailing.
- b.** The Department Administrative Professional shall be responsible for sending a monthly membership report to the National Sons headquarters.
- c.** The Department Administrative Professional shall return all unused membership cards to the National Sons of AMVETS headquarters by December 15th.
- d.** All D&R monies will be sent to the Sons of AMVETS Department of Ohio Headquarters where the Department Administrative Professional will then be responsible for sending that information to the Department 1st Vice Commander in charge of membership and the Department Finance Officer
- e.** As of September 1st, the Department will begin processing new and renewal membership cards that are provided by the Sons National Department.
- f.** The Administrative Professional will not issue any membership cards to any Squadron within the Department that has not submitted their Change of Officers form for the New Year.

#3 OLDEST MEMBER

The Department shall reimburse the Squadron with the eldest member in the Department his annual dues of what that Squadron Charges. Information for this determination shall be obtained from the D&R's submitted for the current membership year. This will close on June 1st of the same year.

#4 ADMINISTRATIVE PROFESSIONAL

- a.** The salary of the Administrative Professional will be set by E-Board.
- b.** When the Department of Ohio Sons of AMVETS Commander (hereafter the Commander) receives a resignation letter from the Secretary, he shall appoint an Advisory Committee which will consist of 3 past Department Commanders, the Judge Advocate, the Finance Officer, and the Commander. The Advisory Committee should be appointed within 48 hours after receipt of the resignation letter. After appointment, the Advisory Committee will handle the hiring of a new secretary for the State of Ohio. The Committee will instruct the Commander to lace ads in local newspapers or possibly on-line with the Job and Family Services. The newspaper ads will run for 10 consecutive days starting in the middle of the week. The ad should state a deadline date of 7 days after the ad running time for accepting resumes. The Commander will receive all resumes via United States first class mail or e-mail. He will

then send them via United States first class mail or e-mail to the Advisory Committee. The Commander will contact all applicants giving them a brief description of the job duties to see if they are really interested in the position. After calls are made, the Commander shall contact the Advisory Committee with the results. After the Commander compiles his final list of interested applicants, the Advisory Committee will set a date to interview the applicants at Headquarters. The Commander should then call all applicable applicants to inform them of the interview day and time. After all applicants have been interviewed the Advisory Committee will make a decision on which applicant, will be hired. Once the decision has been made and the secretary hired, the elected officers will be notified via a phone call or e-mail.

#5 Elected National Executive Committee Man and Alternate N.E.C.

The Sons of AMVETS Department of Ohio, Inc., at their Department Convention shall elect an N.E.C. Man. He shall not be a current Elected National Officer; but, must have been a past elected department officer, appointed state officer, or district commander for 2 years minimum. In the event the elected N.E.C. Man is unable to attend any meetings or functions required by the National Sons of AMVETS, the governing body will temporarily appoint a qualified member to fulfill these duties. If notified early enough to be addressed at a Conference/convention the general body will vote, if in between State meetings, the E Board will vote.

#6 DUES

The annual dues for the Department will be eleven (\$11.00) per year, effective with the 2018 membership. Out of the \$11.00 per year, the Department of Ohio will take fifty cents (\$.50) per member for the Scholarship Fund. There will be five (5) scholarships awarded of up to five hundred dollars (\$500.00) each, if funds are available. The Department will also take twenty-five cents (\$.25) per member for marketing/promotional purposes.

#7 UNIFORMS AND BADGES

The official uniform of the Sons of AMVETS shall consist of a Navy Blue jacket, light blue shirt, gray slacks, tie and official cover.

a. All past and present National and State Officers present at fall, MidWinter Conference, and State Convention Meetings shall wear the official uniform or there will be a fine imposed on them.

#8 AIDES-DE-CAMP

With the approval of the Executive Committee, the 3rd Vice may appoint an aide-de-camp. He will NOT be a State Officer.

a. Providing funds are available, upon the determination of the Department Finance Committee, reimbursement as follows: Up to 2 (Two) nights lodging at the site of event.

#9 Registration Conferences and Convention.

- a. The Department 1st Vice will be in charge of the times and place of registration at the Mid-Winter, Fall Conferences, and State Convention.
- b. *The National AMVETS Convention Rules requires that all subordinate organizations' members register as a delegate with the parent organization; therefore, Sons Rider Members and Sad Sack Members must register as a Sons delegate and must show a Sons registration in order to register as a Rider or Sad Sack delegate. Directive from National AMVETS – Does not need vote.*

#10 Voting

All Past Departments Commanders may be seated at the Executive Committee meetings with a vote. There will be no compensation for these meetings.

#11 Past Department of Ohio Commanders

- a. Sons of AMVETS recognize an organization known as the Council of Ohio Past Department Commanders, to be chaired by the Immediate Past Department of Ohio Commander. Said Council shall meet at the call of the Chairman and shall present annually a written report to the Department Commander.
- b. The Council of Past Department of Ohio Commanders shall be an advisory and overview council to consider all facets of the organization; to maintain unity and harmony; and to develop matters pertaining to the good and welfare of the Sons of AMVETS. Its suggestions and recommendations shall be reported at an SEC meeting or Department of Ohio convention for further consideration and action.
- c. Any Past Department Commander who attends Midwinter, Fall Conference or State Convention and is a member in good standing, registration will be paid by the Department.

#12 Charter Revalidation

In addition to the change of officer form, all squadrons must submit a copy or receipt of proper 990 tax filing and, at least 1 project report to remain a quality Squadron and to be in compliance with the AMVETS Constitution and By-Laws and also IRS regulations as a non-profit organization.

#13 Conduct/Discipline

Any member attending any event/function, including all conferences or conventions sponsored by the AMVETS, Sons of AMVETS, Ladies Auxiliary, AMVETS Riders, Junior AMVETS, Sad Sacks or Sackettes will conduct themselves in an appropriate manner. If any member is observed by anyone in attendance as to inappropriate actions or conduct, a minimum of 3 Department Officers (Elected or Appointed and excluding the Department Judge Advocate), will form a committee to observe and evaluate the situation. If deemed necessary, the member complained about will be asked and warned about his conduct and complaint. (If 3 officers are not available, a written complaint/charges may be filed and processed according to the Sons of AMVETS Constitution and By-Laws.) If said actions continue, the member will be asked to leave the event/function. If the member in question refuses or resists the appropriate authorities will be called (Hotel Security, Police, etc.) Disciplinary action will follow in accordance with the Sons of AMVETS Constitution and By-Laws, and no refund of any funds paid to attend the said event / function will be granted.

#14 Change in Executive Secretary job title:

As a courtesy to the profession, our Executive Secretary will now be referred to as Administrative Professional/Assistant.

#15 District Tours:

During Commander's Tours of the Districts, all department officers will be encouraged to join the visits and when appropriate, lodging will be provided for officers. Two Sons members will be required per room, if the officer has a spouse (or non-member) on the tour with him, they will be able to have a room, provided they pay half of the cost for said room. Mileage will be paid for District Tours at a rate of \$.15 per mile, ride sharing will be encouraged.

Department of Ohio Standing Rules Revised June 2019.

*All recent revisions reflected in this document are highlighted in yellow