

# AMVETS Department of Nebraska LADIES AUXILIARY



## STANDING RULES

### DOCUMENT HISTORY

Revision May 13, 2017  
Amended May 16, 2016  
Original Adoption: June 3, 2000

### **SECTION 1. OBLIGATION OF LOCAL AUXILIARIES TO DEPARTMENT**

Each Local auxiliary is responsible for the following actions including submitting information delineated below to the Department or National Office or both and, in the case of the IRS Form 990-N, to the IRS. All necessary paperwork and instructions may be found on either the AMVETS National Ladies Auxiliary or the AMVETS National website; respectively: <http://www.amvetsaux.org/> and [www.AMVETS.org](http://www.AMVETS.org)

- A. Yearly – Submit Local Auxiliary IRS Form 990-N to IRS and National. INFO @ Auxiliary website; Heading: Publications; Form 990-N Filing.
- B. Yearly – Distribute Membership cards to Local members as provided by National.
- C. Yearly – Distribute, to local communities, information concerning AMVETS National Americanism and AADAA (AMVETS Against Drugs and Alcohol Abuse) Contests. INFO @ AMVETS website; Action (bottom of homepage) Heading: AMVETS in Action; Programs.

- D. Yearly – Submit Nebraska student entries for AMVETS National Americanism and AADAA (AMVETS Against Drugs and Alcohol Abuse) Contests to AMVETS Department Chair prior to April 1. (Contact information for AMVETS Department Chair listed on Nebraska website <http://AMVETSne.com> )
  
- E. Yearly (immediately after local auxiliary elections and prior to June 1) – Submit Local Auxiliary Revalidation to Department and National. INFO @ Auxiliary website: Heading: Forms, Local Revalidation.
  
- F. Semi-annual – Submit, before November 25 and before May 25, Local Auxiliary Service and Youth Service Reports to Department NEC woman. before November 25 and May 25. INFO @ Auxiliary website: Heading: Forms; Local Service Reports and Local Youth Service Reports. (Contact information for Department NEC woman listed on Nebraska website <http://AMVETSne.com>); left sidebar: Ladies Auxiliary.)
  
- G. Monthly – Local Auxiliary Dues and Remittance Forms with monies. INFO @ Auxiliary website: Heading: Forms; Dues Remittance. (Contact information for AMVETS Department Chair listed on Nebraska website <http://AMVETSne.com> )

**SECTION 2. NATIONAL CONVENTION**

1. The Department President shall be the Department Delegate to the National Convention if possible.

**SECTION 3. DEPARTMENT**

1. Taxes. The IRS Form 990-N submission shall be the responsibility of the Department Treasurer.

2, Credit Cards. No Department officer shall hold a credit card in the name of the Department unless approved by vote at a Department Convention.

3. Reimbursement. With a documented receipt, merchandise purchases for the benefit of the Department may be reimbursed by the approval of the SEC or Convention body.

4. Member Dues.

A. While allowed to set their own portion of dues, Local auxiliaries are strongly encouraged charge \$25 annually for REGULAR Member dues effective January 1, 2018, calculated as follows:

Dues collected at Local Auxiliary level	\$25.00
minus National	\$13.00
minus Department	\$ 5.00
Remaining at Local Auxiliary	\$ 7.00

B. While allowed to set their own portion of dues, Local auxiliaries are strongly encouraged charge a one-time fee \$250.00 for LIFETIME Member dues, effective January 1, 2018, calculated as follows:

Dues collected at Local Auxiliary level	\$250.00
minus National	\$200.00
minus Department	\$ 25.00
Remaining at Local Auxiliary	\$ 25.00

5. Convention Stipend. To help defray costs, a stipend is allowed to both the NEC woman and the Department Delegate or alternate in attendance at the Fall NEC meeting and/or the National Convention for representing Nebraska at required meetings and providing a report of same at the subsequent Department meeting - the sum total for stipends per year not to exceed \$800.00 total.

NEC Woman	Fall meeting \$200.00	Annual Convention \$200.00
Nebraska Delegate OR Alternative	Fall meeting \$200.00	Annual Convention \$200.00

6. If the Department Auxiliary can not revalidate, all funds shall go into the Department of Nebraska AMVETS Treasury to be held for a period of three years. If the Department cannot revalidate within that time, all funds held for the Auxiliary shall be dispersed as follows:

- 2/3 – Department of Nebraska AMVETS – Scholarship Fund
- 1/3 – Department of Nebraska AMVETS – General Fund