

DEPARTMENT OF ILLINOIS AMVETS POLICY AND PROCEDURES

1. All elected members of the State Executive Committee shall appear at all State Executive Committee Sessions prepared to present a full report of all activities of their office occurring from the close of the preceding session until the opening of the present session.

a. State Executive Committee Sessions shall be held one of the first three (3) weekends in September and as nearly as may be practicable in the month of February of the State Commander's year in office, as well as the meeting called in Compliance with Article 1, Section 2 of the By-Laws of the Illinois Department of AMVETS.

b. All Elected and Appointed Officers (including any two Elected Officers from each Post just for the September SEC) are to receive mileage at a government rate and a respective per diem for attending the SEC or Convention. To be compensated for the SEC or Convention, all Elected and Appointed Officers must attend the meeting and must send in a report, preferably emailed, two weeks prior to the SEC (excluding September SEC because no reports are due). The full complement of Elected and Appointed Officers are invited to the SEC meeting in February and those meetings called for by virtue of Article 1, Section 2 of the By-Laws. All checks for the school will be disbursed and mailed the next scheduled day of disbursements.

c. This typed report is to be submitted to the assembled State Executive Committee, and placed in the permanent record of the Illinois Department Headquarters for future reference.

d. All Elected and Appointed Officers must contact State Headquarters five days before an SEC/Convention or the annual Service Foundation Meeting to confirm their attendance for hotel, mileage and per diem or their room and mileage and per diem will be cancelled.

2. A member of the State Executive Committee must appear upon the session floor on Saturday and be recorded as present on the roster when a two-day Executive Committee Session is scheduled for said member to be entitled to the \$39.00 per diem and motel room. Members living outside a 100 mile radius from the meeting place of the State Executive Committee will be paid two days per diem \$39.00 per day. Failure to be recorded on the opening session of the State Executive Committee Session shall cause the said State Executive Committee member to forfeit his or her per diem and will entitle the said member to claim only government rate per mile, round trip, to attend the State Executive Committee Session. \$39.00 per day per diem but no mileage will be paid to any member of the State Executive Committee who resides within a twenty-five (25) mile radius from the meeting place of the State Executive Committee.

3. Any member of the State Executive Committee who misses more than one (1) State Executive Committee Session without a good cause (cause to be submitted in writing to the Department Commander or Executive Director prior to or within five (5) days after the said session) shall there by forfeit all claims to the State Convention Allowance. The members of the State Executive Committee shall render the final decision as to the justification of all reasons for absence. The State Executive Director shall notify any member when he or she has missed the meeting to eliminate any future misunderstanding.

4. Any Past Department Commander, or any Past or Present National Commander from the Department of Illinois, and any appointed Officer or Committee Chairman of the Department, shall have the right of the floor and to the right to make and second motions at all State

Executive Committee Meetings, but shall not have the right to vote unless such rights shall be conferred by some other status then held by such person.

5. The incoming Department Commander will immediately appoint the following:

a. Veteran's Day Representative at the Illinois State Fair.

b. Delegate and Alternate Delegates to the Combined Veterans Association of Illinois. At the conclusion of the report of the C.V.A. Delegate, he will submit the names of the candidates for the Man of the Year presentation; the voting members of the January Session of the S.E.C. shall, by voice vote, choose the candidate to be offered by AMVETS as the Man of the Year.

c. All Committee Chairman of the Illinois Service Council whose terms expire immediately following installation of Officers at Department Convention.

6. All travel allowance vouchers submitted on the opening day of any State Executive Committee Sessions shall be paid on the following day in accordance with Policy and Procedure Section 1b. All travel allowance vouchers submitted on the final day of the State Executive Committee Session may be paid on the next regular date of Schedule of Disbursements.

7. The State Provost Marshal shall, in addition to his or her other duties, assume the responsibility of the distribution of travel vouchers to all members of the State Executive Committee entitled to receive same and collecting said vouchers and directing them to the State Executive Director for subsequent payment by the State Finance Officer. He shall also make distribution of the checks to the members of the State Executive Committee during the final session of the State Executive Committee.

8. The Department Delegate (Immediate Past Commander), the Department Alternate (State Commander), the Alternate National Executive Committeeman, the State First Vice Commander for Membership, State Second Vice Commander for Programs, and the State Executive Director, and the Judge Advocate shall receive Air Coach Fare transportation from their home to the National Convention site, plus \$175.00 each night for a maximum of five nights lodging during Convention, the registration fee and ticket to Commander's Banquet for attending Convention. The National Executive Committeeman shall receive \$350.00 plus registration fee and ticket to Commander's Banquet for attending Convention. In the event the National Executive Committeeman is required to appear one day before the Department Delegate and the Department Alternate, he shall be allowed an additional \$175.00 for that day. The National Delegate, Immediate Past Commander, shall have the right to appoint up to two (2) additional delegates, subject to approval of the S.E.C. body, to attend the National Convention. These two delegates shall receive Air Coach Fare transportation from their home to the National Convention site, plus \$175.00 each night for a maximum of five nights lodging during Convention, the registration fee and ticket to Commander's Banquet for attending Convention

a. The National Executive Committeeman, if advised by National to attend the National Service Foundation meeting and the National Finance Committee meeting held in conjunction with the NEC Meeting, that he be reimbursed an additional \$175.00 by the Department of Illinois AMVETS if he must go to the meeting site a day before the NEC meeting. This should not conflict with his reimbursement from National for attending the NEC meeting. He should include a report of these meetings with his NEC report to the Department. This is for the Fall and Spring meetings only and does not pertain to the National Convention.

b. The Alternate National Executive Committeeman and the State Executive Director shall receive Air Coach fare transportation from their home to the National Executive

Committee Fall and Spring meeting site and per diem of \$175.00 per day for two or three days if needed.

c. The Department Commander shall receive Air Coach fare transportation from his home to the National Executive Committee meeting site and per diem of \$175.00 per day for two or three days if needed.

d. The N.E.C., Alternate N.E.C., Department Commander, and State Executive Director shall be reimbursed for their Silver Helmet Banquet ticket.

e. When Air Coach fare is claimed, the claim must be accompanied by the airline receipt.

f. If a person is claiming transportation expenses for driving his own car, he shall be allowed government rate per mile round trip from his home to the place of the meeting (not to exceed cost of Air Coach fare).

g. If the travel is performed in an AMVETS Department of Illinois vehicle, the actual cost of gas and oil shall be allowed upon presentation of receipts.

9. The National Executive Committeeman, the Alternate National Executive Committeeman, the Department Commander, and the State Executive Director shall receive Air Coach fare transportation from their homes to the meeting site of the 4th National District Meeting plus \$175.00. If they live over 100 miles from the meeting site they will receive an additional \$175.00.

a. When air coach fare is claimed, the claim must be accompanied by the airline receipt.

b. If the person is claiming transportation expenses for driving his own car, he shall be allowed government rate per mile round trip from his home to place of the meeting.

10. All complaints regarding difficulty in obtaining information or assistance from the State or National Department shall be registered with the Department Commander and Executive Director by said Officer receiving the complaint within five (5) days of his or her receipt of said complaint.

11. The State Commander shall implement the term of the State Inspector General by requiring him, during his term to visit the Posts, Districts, and Department Headquarters. He shall sight the books and records of these units and determine that the Policies and Procedures of the Department are being followed. He may, from time to time, appoint members to assist him in the accomplishment of this policy.

12. The State Judge Advocate, in addition to his other duties, shall be charged with the responsibility of approving all District and Post Constitution and By-laws. He shall require all newly organized Districts, Districts and Posts to submit their Constitution and By-Laws within 120 days after the presentation of their Charter. He shall require that all Districts and Posts submit to him all additions or amendments to their Constitution and By-Laws at such time during his administration of the Office, that he may present to the Department Convention, at the close of his tenure of Office, a certification that all District and Post Constitutions and By-Laws conform with the Department Constitution and By-Laws to the best of his knowledge.

13. Chairmen of the various Committees appointed by the State Commander shall be required to appear in accordance with Policy and Procedure Section 1b.

14. No Honors or Awards, on the State Department level, shall be made or established without prior approval of the Honors and Awards Committee and ratified by the State Executive Committee.

a. The incoming Department Commander will immediately appoint a Chairman of the Honors and Awards Committee from the list of the Honors and Awards Committee.

b. The Honors and Awards Committee will function throughout the year after appointment and ample notification of all awards will be supplied to each Post, Auxiliary

and State Executive Committee Members after the first State Executive Committee Session following the Department Convention.

c. Additional publicity is to be given on the Awards of the Outstanding Recognition Award (Firm) - (Individual) making it clear that such recognition reflects greater service by the same AMVETS and Veterans in general, rather than to a Post or an Auxiliary. All Awards are to be retained for one more year with prior approval of the sponsor.

15. The Commander of a District shall be informed by any Post within his District when an invitation is extended to any State or National Officer; and any State or National Officer shall inform the District Commander of his intention of visiting a Post within his District, specifying the time and place of appearance.

16. The District Commander shall receive a carbon copy of all correspondence directed to Posts within his District. The District Commander shall receive a carbon copy of all correspondence directed to a District. The Vice Commander shall receive a carbon copy of all correspondence directed to the Districts under his jurisdiction.

17. In as much as the Illinois AMVETS Service Foundation is a fundraising subsidiary of the Illinois Department of AMVETS, and its activities and programs should be the knowledge of all AMVETS, and especially the members of the State Executive Committee; all members of the State Executive Committee, all District Officers and each Post Commander and Post Adjutant shall receive a copy of the Service Foundation's Constitution and By-Laws and copies of the Service Foundation President's report to the Department so that they may intelligently answer any questions regarding this very vital part of our organization and thus increase the local support of the Foundation efforts.

18. Since there is meager information in the State Constitution regarding the AMVETS subsidiary organization such as the Ladies Auxiliary, Sad Sacks, Sackettes, Service Foundation, Service Council, Junior AMVETS and Sons of AMVETS, Department Headquarters shall economically prepare a suitable brochure describing these subsidiaries, and their function and membership qualifications.

19. a. The election and installation of all Post Officers shall be held annually between May 1st and June 30th and said Officers shall assume Office not later than July 1st, as provided in the National Constitution and By-Laws and State Department Constitution and By-Laws, Article V, Section 3.

b. Immediately upon the election of said Officers, the Post shall send to the State Executive Director a list of all new Officers and also a certificate signed by the incoming Commander, Finance Officer and Adjutant that they have received all books, records, and other paraphernalia from their predecessors.

c. District Commanders shall be responsible, directly to the Department Commander, for compliance with this provision. They shall certify compliance of the Posts with this provision by writing, directly to the Executive Director, not later than September 1 of each year.

20. a. Immediately upon the election of the District Officers, the District shall send to the State Executive Director a list of all new Officers and also a certificate signed by the incoming District Commander, District Finance Officer, and District Adjutant, that they have received all books, records, and other paraphernalia from their predecessors.

b. At each Department Convention, the District Commander shall provide the State Executive Director with a certificate conferring all Districts and all Posts in his District who have paid their

dues to the District and are members in good standing within the District. This certificate MUST be presented to the Executive Director at least one (1) week prior to Department Convention.

21. It is recommended that all remittances made by anyone to the State Department be by check or money-order.

22. a. All Life Membership monies for the State Department, shall be kept separately from the General Funds of the Department.

b. Vouchers will be issued on all over payments of dues. The receipt issued by Department will suffice as proof of over payment and must accompany succeeding remittance forms to be accorded proper credit.

c. All shortages in dues remittances, as indicated on the State Department receipt form or correspondence shall be adjusted, by the Post, prior to the end of the month in which the shortages occur.

23. All receipts shall be processed in the following manner:

a. A Schedule of Receipts form shall be maintained. This form shall show the nature of the receipts, the name of the remitter, the amount and purpose of the remittance. The original of this form is retained by State Headquarters.

b. A Pre-numbered receipt shall be prepared, in triplicate, which will show the nature of the receipts, the name of the remitter, the amount and the purpose of the remittance. The original shall be mailed to the Remitter and the duplicate shall be retained in State Headquarters.

c. All receipts shall be deposited in the account serving their purpose.

d. All Bank Deposit Slips shall be maintained in duplicate. The Original will be retained by the Bank, the and the duplicate shall be retained in State Headquarters.

24. All Department Financial obligations shall be paid by the due dates.

25. All checks issued in payment of all Department Financial obligations shall be issued in accordance with the following procedure:

a. The State Executive Director shall prepare a Schedule of Disbursements form. The Department Headquarters will maintain possession of all Department checks.

b. The State Executive Director shall fill out the details of the Schedule of Disbursement form and send it by email.

c. The State Finance Officer shall approve the Schedule of Disbursements form.

d. The State Commander, if in a disagreement with the issuance of checks, contacts State Headquarters. State Headquarters shall retain the original schedule of disbursement.

e. The state Headquarters shall forward check to creditor and retain copy of schedule of disbursement and the original invoice.

26. The Department of Illinois requires the preparation of the Membership Transmittal form. With the individual checks covering National and State shares of the membership dues, are to be transmitted to State Headquarters. A duplicate copy is retained by the Post. The Membership Transmittal Form shall be prepared as follows:

All other Membership Transmittal forms shall be prepared in the following manner:

a. All NEW members are to be listed ALPHABETICALLY as a group.

b. All RENEWAL members listed ALPHABETICALLY as a group, followed by,

c. All NATIONAL CHARTER RENEWAL MEMBERS listed ALPHABETICALLY as a group.

d. All Life Members shall be listed on the Special Life Membership transmittal form as follows:

1. All NEW Life Members can purchase a Life Membership at the following rate: National Headquarters: \$100.00; State Headquarters: \$50; and the local Post will retain the remainder. (Separate checks are to be prepared to cover the National Department's share and the State Department's share of the Life Membership).

| Date of Increase | Total Dues | Nat'l Portion(%50) | Dept. Portion(%25) | Post Portion(%25) |
|-------------------------|-------------------|---------------------------|---------------------------|--------------------------|
| 1/1/2012 | \$250.00 | \$125.00 | \$62.50 | \$62.50 |

27. The Department of Illinois requires the preparation of CHANGE OF ADDRESS form to be transmitted to State Headquarters; a duplicate is to be retained by the Post.

a. The CHANGE OF ADDRESS forms shall list all members in ALPHABETICAL order to include ID number.

b. If a member is an elected or appointed State Officer; or is member of a Department Committee, it is requested that such a notation be made after his name, so that his computer label, as an elected or appointed State Officer or as a member of a Department Committee, can be changed.

28. The Department of Illinois requires the preparation of the Transfer Form to be transmitted to State Headquarters; a duplicate is to be retained by the local Post.

The transfer form shall be prepared as follows:

a. Designate the member's type of membership; Life, NCM, Renewal or New.

b. If the member is NCM, Renewal or New Member, be sure to include the members ID number.

c. No member of a Post can be transferred to any other Post, unless his signature is on the transfer form may be used in lieu of a letter.

29. Department of Illinois requires a copy of the Internal Revenue Form 990 as proof of filing Income Tax Return, from all Posts and subsidiaries.

30. All Posts writing to National Headquarters are required to provide the State Headquarters and the National Executive Committeeman with a copy of the correspondence so that the National Executive Committeeman will be enabled to follow up the correspondence after a reasonable lapse of time.

31. SPONSOR PROGRAM - This program, instituted in 1957, provides an avenue of persons interested in the Aims and Principles of our Organization to assist us. It can be used to honor local business people, and others not eligible to join AMVETS, who help local Posts in their many programs.

a. No person eligible to join AMVETS may be a Sponsor.

b. The dues shall be a minimum of \$6.00 per year. There shall be an additional \$6.00 initiation fee for the first year. Of the initial minimum \$12.00 fee, the Post shall receive 50% and the Department 50%. The Department shall furnish the new Sponsor with a Sponsor card.

c. The renewal fee shall be a minimum of \$6.00 per year. The Post will retain 50% and the remaining 50% shall be forwarded to the Department, who will issue the renewal card.

d. A Sponsor shall not hold any elected Office in any Post, nor shall he have the vote on any matters coming before the Post. A Sponsor may, at the discretion of the Post, have a voice on the floor in connection with any matter under discussion.

e. The number of Sponsors in any Post shall not exceed 20% of the Post Membership.

32. REPORT TO THE STATE EXECUTIVE COMMITTEE AND DEPARTMENT OF ILLINOIS:

a. The National Executive Committeeman shall be required to submit, in writing, a report to the State Executive Committee within forty five (45) days of the National Executive Committee Meeting to the Department Executive Director. The Department Executive Director will prepare the report for distribution to every member of the State Executive Committee and every individual Post within the Department.

b. The Department Delegate shall be required to submit, in writing, a report of the National Convention within forty five (45) days of the National Convention to be read on floor at School of Instruction.

33. In the event that the District Commander is unable to attend an S.E.C. Meeting, the District Vice Commander shall have the rights and privileges at the meeting of the absent District Commander, including the right to vote and to draw mileage and per diem for attendance at the meeting.

34. The payment of the foregoing expenses as outlined in paragraph 8 and 9 is contingent upon the availability of funds.

35. The word "he" wherever it appears in the Policies and Procedures of the AMVETS shall be construed as referring to both sexes.

36. The dress code guidelines state that at all SECs, all elected and appointed officials will be required to wear business attire to include: sports coat, tie and AMVETS hat. At Sunday meetings, attire will be business casual: a shirt with a collar, long pants other than blue jeans, shoes and socks and a uniform hat.

37. The Finance Committee shall consist of: Chairman—Department Finance Officer, Department Commander, Department First Vice Commander for Membership, Department Second Vice Commander for Programs, Department Judge Advocate, Service Foundation President, and two members annually elected by the body on the Post Convention SEC floor.

Approved at the Department of Illinois Convention June 8, 2017.

Keith Wetherell
Executive Director