AMVETS
DEPARTMENT OF OHIO

GUIDEBOOK

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614.431.6990

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Website
www.ohamvets.org

2025-2026 Commander
Thomas Banyas

Executive Director
Don McCauley

The AMVETS Guidebook

Dear AMVETS Member,

The Department of Ohio Guidebook should become part of your post records and be made available to your post officers upon request. For your convenience, the information contained within the Guidebook can also be accessed online by going to www.ohamvets.org and clicking on the icon in the “Quick Links” section or under “Resources/Guidebook” from the top menu tabs.

To make the Guidebook more functional and user-friendly, our Vice Commanders, along with the Department Headquarters staff, have worked diligently to enhance the design of the Guidebook and the forms within. You will find individual awards defined, along with the various programs in which every post in the state of Ohio is eligible to participate.

For a prosperous year, we are going to need the help of every AMVET. I know with full cooperation, the Department of Ohio will continue to be the largest Department in the nation. If at any time anyone has any questions, please contact Department Headquarters staff and we will be more than happy to assist you. Changes to the Guidebook will be sent out to Posts as necessary as well as being available on www.ohamvets.org.

Thomas Banyas
2025-2026 State Commander

REMINDERS:

All membership and program contests have a deadline of May 15
Individual membership award forms must be requested by May 1 and received by June 1
Post Revalidations are due by July 15
Program reporting deadlines are June 30 and December 31

Commanders Letter

Dear AMVETS Members,

I want to thank you for your continued support and trust in me. It is my great honor, and I am humbled to serve as Commander for the AMVETS Department of Ohio for 2025-2026. I am looking forward to working with each and everyone of you to make the Department of Ohio even better than it is!

We have a whole slate of officers and staff at our headquarters that are as dedicated to Veterans causes as I am. We are willing and available to assist you, your post or your district any way that we can. If you have any questions, concerns or need help, do not hesitate to contact us.

My project this year is K9s for Warriors. K9s For Warriors is a 501 (c) (3) nonprofit that provides trained Service Dogs to military Veterans with PTSD, TBI or MST. They are determined to end Veteran suicide, K9s For Warriors is the nation's leading provider of trained Service Dogs to military Veterans suffering from PTSD, traumatic brain injury and/or military sexual trauma. I hope that you will join me in donating to this great organization. Unfortunately, PTSD is something that I am very familiar with, and I understand the consequences of not getting or being able to get help. Only by the grace of God and a few very dear friends, am I here and able continue to serve our fellow Veterans.

I am very excited about the possibilities of what we can do for our Veterans, our families and our communities when we work together! I have no doubt that this will be our best year yet!

Respectfully,

Thomas J. Banyas

Thomas Banyas
2025-2026 State Commander

A Glimpse Inside AMVETS Ohio Headquarters

Nestled along the outskirts of Columbus, Ohio, you'll find the AMVETS Department of Ohio, serving as the central hub and headquarters for AMVETS members throughout the state. This facility, acquired in [insert year], under the dedicated leadership of Executive Director, Don McCauley, boasts a distinct military-style design, complete with army green carpeting and an exterior featuring a sleek army green flat roof. The Department of Ohio building offers generous accommodations for its members and staff, including three well-appointed conference rooms, a communal entertainment space, over five functional offices, and a convenient kitchenette. Our commitment to this headquarters is unwavering, and we take great pride in its ongoing upkeep and maintenance. We are dedicated to ensuring that this space remains a source of pride and functionality for our valued members and staff, for many years to come.

About AMVETS Department of Ohio

BORN OF WAR

AMVETS was born of war... for the cause of peace. In December of 1944, nine veterans organizations across the nation, made aware of each other by a Collier's magazine article, met in Kansas City, Missouri to form a national organization. They adopted the name "American Veterans of World War II". A newspaperman, trying to fit the name of the veterans organization into a headline, created the abbreviation "AMVETS"; a name which was eventually officially adopted. AMVETS first national convention was held in Chicago in October of 1945.

FEDERAL CHARTER

On July 23, 1947, President Truman signed a bill, passed unanimously by the 80th Congress, to grant a federal charter to AMVETS. By request of AMVETS, the charter was amended in 1950 to open membership to veterans who served during the Korean Conflict, and was amended again in 1966 to open membership to Vietnam veterans. In May, 1984, a charter amendment was again brought before Congress requesting that eligibility be extended to include those who served after May 8, 1975. This bill was passed on May 17, 1984 and subsequently signed into Public Law 98-304 on May 31, 1984 by President Ronald Reagan.

AMVETS DEPARTMENT OF OHIO

AMVETS Department of Ohio was founded on the 14th day of June 1946 and Chartered by National Headquarters on the 10th day of September 1946, John L. Smith signed the charter for the AMVETS Department of Ohio. Carl Freudenberg proudly served the Department of Ohio as our first State Commander from 1945-1946.

PREAMBLE

We, the American Veterans who have served or are serving in the Armed Forces of the United States during and since World War II, fully realizing our responsibilities to our community, to our state, and to our nation, associate ourselves for the following purposes: To uphold and defend the Constitution of the United States, to safeguard the principles of freedom, liberty, and justice for all; to promote the cause of peace and good will among the nations; to maintain inviolate the freedom of our country; to preserve the fundamentals of democracy; to perpetuate the friendship and associations of these veterans; and to dedicate ourselves to the cause of mutual assistance, this by the Grace of God.

Recognition Of AMVETS To Present Claims

Under authority of Section 200 of Public Law 844 of the 74th Congress, the Secretary of Veterans Affairs (VA) has accorded recognition of AMVETS and authorized the same to present claims for benefits under the Veter-ans Benefit Administration (VBA) and to assist veterans in the prosecution of their claims against the VA.

Section 301 and Section 302 of Public Law 346 of the 78th Congress similarly accords recognition to AMVETS in acting as counsel in the presentation of petitions for review of discharges and for other matters before the US Army and US Navy departments. Section 200 of Public Law 844 of the 74th Congress provides that: “No fee or compensation of whatsoever na-ture shall be charged veterans or dependents for services rendered in connection with any claims in which the AMVETS (or other recognized organizations) hold Power of Attorney.”

Only certain qualified individuals, recognized by the Secretary of Veterans Affairs (VA), as an AMVETS Accredit-ed Representative, National or State Service Officer, are allowed to actually present claims and act on behalf of the claimant in the prosecution of claims.

Before the VA will recognize the AMVETS as a representative of any veteran’s claim, it is necessary for the claimant to execute a Power of Attorney in favor of the AMVETS on the VA Form (Appointment of a Service Organization as Claimant Representative). The form should be executed by the claimant at the time he or she requests the recognized service officer to assist in the prosecution of a claim. Only one organization at a time can be recognized as the claimant’s representative. Execution of the VA form in favor of another organization cancels all previously appointed representation.

Our service officers believe in SERVICE.

The significance of AMVETS' impact is indisputably tied to the core pillars of community events, membership gatherings, and veteran outreach. These components not only define AMVETS' identity but also propel its mission to provide essential support and contributions to veterans and the communities they serve. Here's a more detailed exploration of the ways these components shape AMVETS' impact:

Community Engagement
Through community events, AMVETS establishes a strong presence within the local area. By organizing food and toy drives for families and children in need, AMVETS not only addresses immediate needs but also fosters a sense of compassion and solidarity. These initiatives reflect the organization's commitment to giving back and helping those who are most vulnerable.

Volunteerism and Sponsorship
AMVETS goes beyond mere words by actively participating in community betterment. Volunteering time and sponsoring events, such as The Special Olympics, exemplifies AMVETS' dedication to creating positive experiences and opportunities for individuals with unique challenges. This demonstrates the organization's investment in creating an inclusive and supportive environment for all community members.

Connecting with Veterans
AMVETS' connection with both members and nonmember veterans through Post dinners and events like the annual turkey shoot and horseshoe tournament is vital. These gatherings provide spaces for veterans to bond, share stories, and offer mutual support. Such interactions play a significant role in combating isolation and fostering a sense of belonging among veterans.

Community Outreach
The ongoing commitment to community outreach underscores AMVETS' dedication to continuous improvement. By actively engaging with members and nonmembers alike, AMVETS ensures that its efforts remain aligned with the evolving needs of veterans and the broader community. This adaptability contributes to the organization's long-term relevance and impact.

IRS TAX EXEMPT LETTER

Internal Revenue Service

Date: November 28, 2001

American Veterans of World
War II Korea and Vietnam

4647 Forbes Blvd.
Lanham, MD 20706-4356

Department of the Treasury

PO Box 2508
Cincinnati, OH 45201

Person to Contact: Richard Owens 31-11913
Customer Service Representative Toll Free
Telephone Number:
8:00 A.M. to 9:30 P.M. EST 877-829-5500
Fax Number:
513-263-3756
Federal Identification Number: 53-0176836

Dear Sir or Madam:

This is in response to your request for a copy of your organization's group exemption letter.

We issued a determination letter in May 1945, which recognized your organization as exempt from federal income tax under section 501(c)(19) of the Internal Revenue Code.

Based on the information supplied, we also recognized your organization's named subordinates as exempt from federal income tax under section 501(c)(19) of the Internal Revenue Code.
Your organization and each of its subordinates are required to file Form 990, return of Organization Exempt from Income Tax, only if the gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is a reasonable cause for the delay.

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more paid to each of its employees during a calendar year. Your organization and its subordinates are also liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

This determination is based on your organization's representation that at least 75 percent of its members are past or present members of the Armed Forces of the United States defined under section 501(c)(19) of the Code. It is also based on the representation that substantially all of the other members, if any, are individuals who are cadets, or are spouses, widows, or widowers of past or present members of the Armed Forces of the United States or of cadets.

Based on your organization's representation that at least 90 percent of its members are war veterans and that it is organized and operated primarily for purposes consistent with its current status as a war veterans organization, donors can deduct contributions made to or for the use of your organization.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If an organization is subject to this tax, it must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not deter-mining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 5123 of the Code.

IRS TAX EXEMPT LETTER

Each year, at least 90 days before the end of your organization's annual accounting period, please send these items to the Internal Revenue Service Center at the address shown below:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your organization's subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP Codes), actual addresses if different, and Employer Identification Numbers of subordinates that since the previous report:

    a. Changed names or addresses;
    b. Were deleted from the roster; or
    c. Were added to the roster

3. For subordinates to be added, attach:

    a. A statement that the information on which the present group exemption letter is based applies to the new subordinates;
    b. A statement that each has given your organization written authorization to add its name to the roster;
    c. A list to which the Service previously issued exemption rulings or determination letters;
    d. The street address of subordinates where the mailing address is a P.O. Box; and

4. If applicable, a statement that the group exemption roster did not change since the previous report.

The above information should be sent to the following address:

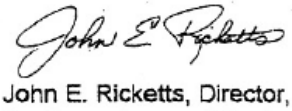
Internal Revenue Service
Center Attn: Entity Control
Unit Ogden, UT 84409

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exempted application, any supporting documents and the exemption letter to any individual who requests such documentation in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting the on the Internet (World Wide web).

You may be liable for a penalty of $20 a day for each day you do not make these documents available for pub-lic inspection (up to a maximum of $10,000 in the case of an annual return).

Your organization's Group Exemption Number is 0838.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

Officers & Appointments

AMVETS DEPARTMENT OF OHIO
2025-2026 STATE EXECUTIVE COMMITTEE

Committee Members

State Commander	Tom Banyas	330-442-1921	tbanyas@ohamvets.org
Immediate Past Commander	Steve Albery	614-582-1466	salbery@ohamvets.org
1st Vice Commander	Russell Kosier	419-467-7743	rkosier@ohamvets.org
2nd Vice Commander	Al Manley	740-603-8527	amanley@ohamvets.org
3rd Vice Commander	Kevin Seguin	330-261-4562	kseguin@ohamvets.org
1st District Commander	Jeff Bang	937-409-6775	jbang@ohamvets.org
7th District Commander	Cathy Argyle	740-438-5794	cargyle@ohamvets.org
9th District Commander	Pete Urton	419-296-0570	purton@ohamvets.org
12th District Commander	Dusty Hall	419-561-1116	dhall@ohamvets.org
13th District Commander	Chuck Dobrowolski	419-271-3276	cdobrowolski@ohamvets.org
19th District Commander	John Ruby	330-766-1895	jruby@ohamvets.org
20th District Commander	Jan Hamstead	440-391-6104	jhamstead@ohamvets.org
21st District Commander	Dave Walls	740-818-8070	dwalls@ohamvets.org
Judge Advocate	Tammy Burgess	304-531-9450	tburgess@ohamvets.org
Finance Officer	Amy C. Myer	614-774-4511	amyer@ohamvets.org

Non-voting Members

Executive Director	Don McCauley	614-431-6990	dmccauley@ohamvets.org
Inspector General	Sam Pierce	937-605-2984	sammymeboy@live.com
Chaplain	Gary Sallade	740-775-0364	coachsal@horizonview.net
Training Officer	Malcolm Williams	501-622-8786	mwilliams@ohamvets.org

AMVETS DEPARTMENT OF OHIO
2025-2026 ELECTED OFFICERS

State Commander	Tom Banyas	330-442-1921	tbanyas@ohamvets.org
1st Vice Commander	Russell Kosier	419-467-7743	rkosier@ohamvets.org
2nd Vice Commander	Al Manley	740-603-8527	amanley@ohamvets.org
3rd Vice Commander	Kevin Seguin	330-261-4562	kseguin@ohamvets.org
Finance Officer	Amy C. Myer	614-774-4511	amyer@ohamvets.org
Judge Advocate	Tammy Burgess	304-531-9450	tburgess@ohamvets.org
Provost Marshal	Gale Horn	419-519-2601	ghorn@ohamvets.org
Executive Director	Don McCauley	614-431-6990	dmccauley@ohamvets.org
Service Foundatin President	Mike Pitman	937-308-6602	mike.pitman.57@gmail.com
1st District Commander	Jeff Bang	937-409-6775	jbang@ohamvets.org
7th District Commander	Cathy Argyle	740-438-5794	cargyle@ohamvets.org
9th District Commander	Pete Urton	419-296-0570	purton@ohamvets.org
12th District Commander	Dusty Hall	419-561-1116	dhall@ohamvets.org
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21st District Commander	Dave Walls	740-818-8070	dwalls@ohamvets.org
Judge Advocate	Tammy Burgess	304-531-9450	tburgess@ohamvets.org
Finance Officer	Amy C. Myer	614-774-4511	amyer@ohamvets.org

Elected National Executive Committee officers

N.E.C.	Pat Rowley	937-626-1531	prowley@ohamvets.org
Alt N.E.C.	Sara Pierce	937-718-3938	spierce@ohamvets.org

AMVETS DEPARTMENT OF OHIO
2025-2026 DISTRICT COMMANDERS

1st District Commander	Jeff Bang	937-409-6775	jbang@ohamvets.org
7th District Commander	Cathy Argyle	740-438-5794	cargyle@ohamvets.org
9th District Commander	Pete Urton	419-296-0570	purton@ohamvets.org
12th District Commander	Dusty Hall	419-561-1116	dhall@ohamvets.org
13th District Commander	Chuck Dobrowolski	419-271-3276	cdobrowolski@ohamvets. org
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20th District Commander	Jan Hamstead	440-391-6104	jhamstead@ohamvets.org
21st District Commander	Dave Walls	740-818-8070	dwalls@ohamvets.org

AMVETS DEPARTMENT OF OHIO
2025-2026 FINANCE COMMITTEE

Chairman	Amy C. Myer	614-774-4511	amyer@ohamvets.org
State Commander	Tom Banyas	330-442-1921	tbanyas@ohamvets.org
Immediate Past Commander	Steve Albery	614-582-1466	salbery@ohamvets.org
1st Vice Commander	Russell Kosier	419-467-7743	rkosier@ohamvets.org
2nd Vice Commander	Al Manley	740-603-8527	amanley@ohamvets.org
3rd Vice Commander	Kevin Seguin	330-261-4562	kseguin@ohamvets.org
Judge Advocate	Tammy Burgess	304-531-9450	tburgess@ohamvets.org
SEC Chair	Sandy Vorhies	614-537-9287	svorhies@ohamvets.org
SEC Chair	JP Brown III	330-518-5536	jpb3@sbcglobal.net
Executive Director	Don McCauley	614-431-6990	dmccauley@ohamvets.org
Service Foundation President	Mike Pitman	937-308-6602	mike.pitman.57@gmail.com

AMVETS
2025-2026 National Officers

Commander	**Paul Shipley**
1st Vice Commander	**Sandy Vorhies***
2nd Vice Commander	**Chris Studebake**
3rd Vice Commander	**Sheldon Hartfield**
Judge Advocate	**Jan Brown***
Finance Officer	**Kelly McFarland**
Provost Marshal	**Art Majors***
National Chaplain	**Jeremiah Botkin**

Names with an * indicate AMVETS members affiliated with the Department of Ohio. We are proud to have such a strong presence within the national leadership of the organization, and we look forward to making an impact both statewide and nationally.

Visit Nationals's Website at https://amvets.org/

1 is Too Many

Chair

Jeff Bang	Post 1789	937-409-6277 jbang@ohamvets.org

Vice Chair

Bryan McGown	Post 176	216-200-8762 bmcgown@ohamvets.org

Committee Members

Kim Williams, Post 21	Valorie Brown, Post 1776 Darlene Meadows, Post 32	Roger Brown, Post 1776

Americanism

Chair

Charles Lambert	Post 1991	419-789-1808 wolfladie62@gmail.com

Vice Chair

Ted Ganda	Post 112	216-476-2155 gooseman408@aol.com

Committee Members

Mike Pitman, Post 66	Gary Sallade, Post 4 Eric Scherer, Post 17	Al Manley, Post 1776

Building Commitee

Chair

Don McCauley	Post 5	614-431-6990 dmccauley@ohamvets.org

Vice Chair

Andy McElrath	Post 112	440-488-2621 amcelrath@ohamvets.org

Committee Members

Pat Rowley, Post 99	Sam Pierce, Post 444

Carillion Committee

Chair

Eric Scherer	Post 17	419-366-3856 escherer@ohamvets.org

Vice Chair

Gary Sallade	Post 4	740-775-0364 coachsal@horizonview.net

Committee Members

Sam Pierce, Post 444	John P. Brown III, Post 44

Constitution and Resolutions Committee

Chair

Tammy Burgess	Post 76	304-531-9450 tburgess@ohamvets.org

Vice Chair

Andy McElrath	Post 112	440-488-2621 amcelrath@ohamvets.org

Committee Members

Cathy Argyle, Post 1985	LeeAnn Christopher, Post 464	Vicki White-Callander, Post 2000

Council of Past Dept Commanders

Steve Albery	Post 1928	614-582-1466 salbery@ohamvets.org

Committee Members

All active PDC's

Credentials and Registration Committee

Chair

Cathy Argyle	Post 1985	740-438-5794 cargyle@ohamvets.org

Vice Chair

Jan Brown	Post 44	janbrown54@sbcglobal.net

Committee Members

Debra Crawford, 444

Delegates to National Convention

Delegate

Andy McElrath	Post 112	440-488-2621 amcelrath@ohamvets.org

Alt. Delegate

LeeAnn Christopher	Post 464	937-307-0649 lachristopher1096@gmail. com

Department Service Officers

Cleveland Mark Thomas Chris Williams	10701 East Blvd, Suite 1B-411 Cleveland, Ohio 44106	216-791-3800 ext. 64056 mthomas@ohamvets.org cwilliams@ohamevts.org
Chillicothe Vacant	17273 State Route 104 Building 31, Room 131 Chillicothe, OH 45601	740-773-1141 ext. 16869
Columbus Becky Stormont	420 N. James Road, Room 1A044 Columbus, Ohio 43219	614-388-7342 bstormont@ohamvets.org

Dayton Dave Nill	4100 W. Third St. Rm 1D-145D Dayton, OH 45428	937-268-6511 ext. 2965 dnill@ohamvets.org
Wright Patterson Emily Cost	4881 Sugar Maple Drive WPAFB, OH 45433	937-268-6511 ext.5803 fax: 937-267-7605 ecost@ohamvets.org
Cincinnati Michael Templeton	3200 Vine St, VSO Suite Room B149 Cincinnati, OH 45220	513-487-6054 mtempleton@ohamvets.org

Hearing and Grievance Committee

Chair

Sandy Vorhies	Post 1928	614-537-9287 svorhies@ohamvets.org

Vice Chair

Andy McElrath	Post 112	440-488-2621 amcelrath@ohamvets.org

Committee Members

Mike Pitman, Post 66	Gary Sallade, Post 27	Steve Albery, Post 1928

Honors and Awards Committee

Chair

Steve Albery	Post 1928	614-582-1466 salbery@ohamvets.org

Vice Chair

Sara Pierce	Post 444	937-718-3938 spierce@ohamvets.org

Committee Members

Don Lowers, Post 22	Sam Pierce, Post 444	Sandy Vorhies, Post 1928
Russ Kosier, Post 54		Al Manley, Post 1776

Legislative Committee

Chair

Merle Pratt	Post 89	614-746-7771 mpratt48@att.net

Vice Chair

Don McCauley	Post 5	614-431-6990 dmccauley@ohamvets.org

Membership Committee

Chair

Russ Kosier	Post 54	419-467-7743 rkosier@ohamvets.org

Committee Members

Committe members are 2025-2026 District Commanders, see District Commander list on the previous pages.

Ohio Veterans Hall of Fame Representative

Ed Zackery	Post 1990	330-722-9368 ezackery@medinacountyveterans.org

Ohio War Orphans Scholarship Fund Rep

Sandy Vorhies	Post 1928	614-537-9287 sandyvorhies@gmail.com

Programs Committee

Chair

Kevin Seguin	Post 45	330-261-4562 kseguin@ohamvets.org

Committee Members

Committe members are 2025-2026 District Commanders, see District Commander list on the previous pages.

Public Relations Committee

Chair

Don McCauley	Post 5	614-431-6990 dmccauley@ohamvets.org

Vice Chair

Jessica Steele	AMVETS Dept. of OH Staff	614-396-6903 jsteele@ohamvets.org

POW/MIA Committee

Chair

Ted Ganda	Post 112	216-476-2155 gooseman408@aol.com

Vice Chair

Jane “Lori” Stone	Post 112	330-793-2628 stonejl1@yahoo.com

Committee Members

Eric Scherer, Post 17	Andrew McElrath, Post 112	Steve Albery, Post 1928

ROTC Committee

Chair

JP Brown III	Post 44	330-518-5536 jpb33@att.net

Vice Chair

Cheryl Finney	Post 51	740-870-7464 cdfinney5@yahoo.com

Committee Members

Pat Rowley, Post 99	Sam Pierce, Post 444	Art Shull III, Post 22

Special Olympics Committee

Chair

Kevin Seguin	Post 45	330-261-4562 kseguin@ohamvets.org

Vice Chair

Don McCauley	Post 5	614-431-6990 dmccauley@ohamvets.org

VAVS/Veterans Welfare Committee

Chair

Al Manley	Post 1776	740-603-8527 amanley@ohamvets.org

VAVS Chillicothe Representative

Vacant

VAVS Cincinnati + Georgetown Representative

Sam Pierce	Post 444	937-605-2984 sammymeboy@live.com

VAVS Cleveland Representative

JP Brown III	Post 44	330-518-5536 jpb33@att.net

Deputy

Ted Ganda	Post 112	216-476-2155 gooseman408@aol.com

VAVS Youngstown

Lori Stone	Post 112	330-793-2628 stonejl1@yahoo.com

VAVS Columbus Representative

Lawrence Badzinski	Post 89	614-323-8093 lynnsue45@aol.com

VAVS Dayton Representative

Dave Nill	Post 444	937-266-6922 medwaydave@gmail.com

VAVS OVH Sandusky Representative

Eric Scherer	Post 17	419-366-3856 escherer@ohamvets.org

Women Veterans Committee

Chair

LeeAnn Christopher	Post 464	937-307-0649 lachristopher1096@gmail.com

Vice Chair

Cathy Argyle	Post 1985	740-438-5794 cargyle@ohamvets.org

Other Appointments

Chaplain (SEC)

Gary Sallade	Post 4	740-775-0364 coachsal@horizonview.net

Training Officer (SEC)

Malcolm Williams	Post 22	501-622-8786 mwilliams@ohamvets.org

Inspector General (SEC)

Sam Pierce	Post 444	937-605-2984 sammymeboy@live.com

Auxiliary Liaison

Cheryl Finney	Post 51	740-870-7464 cdfinney5@yahoo.com

Riders Liaison

Ray Burgess	Post 76	304-532-2643 Berge3r@frontier.com

Sons Liaison

Sandy Vorhies	Post 1928	614-537-9287 svorhies@ohamvets.org

Juniors Advisor

Bob Holland	Post 1985	740-215-6633 rosebobb50@yahoo.com

ODVS Advisory Committee

Don McCauley	Post 5	614-431-6990 dmccauley@ohamvets.org

State Event Directors

State Bowling Tournament

Heidi Miller	Post 32	330-714-0834 heidi.miller7505@gmail.com

State Family Picnic

Sam Pierce	Post 444	937-718-3938 sammymeboy@live.com

Golf Tournament

Lawrence Badzinski	Post 89	614-323-8093 lynnsue45@aol.com

Pool Tournament

Cathy Argyle	Post 1985	740-438-5794 cargyle@ohamvets.org

Turkey Shoot

Steve Albery	Post 1928	614-582-1466 salbery@ohamvets.org

Corn Hole Tournament

Pete Urton	Post 1991	419-296-0570 pete.urton10@gmail.com

Horseshoe Tournament

Mike Pitman	Post 66	937-308-6602 mike.pitman.57@gmail.com

AMVETS DEPARTMENT OF OHIO
PAST DEPARTMENT COMMANDERS

* = Deceased

1945-46 Carl Freudenberg*
1946-47 Fred J. Milligan*
1947-48 Fred McCaslin*
1948-49 Frederick D. Stanton*
1949-50 Robert Jefferson*
1950 William J. Carlin*
1950-51 John L. Smith*
1951-53 Fred J. Tonnemacher*
1953-54 Stuart J. Satullo*
1954-55 Vern Dexter*
1955-56 Richard C. Price*
1956-57 Edgar L. Williams*
1957-58 Dale R. Otto*
1958-60 E. Richard Sherman*
1960-61 Michael Stanton*
1961-62 John LaFane*
1962-63 Paul C. Welsh*
1963-65 Dale Livingston*
|1965-66 Wallace Sarto*
1966-68 Paul E. Kimes*
1968-70 Joseph R. Koralewski*
1970-71 Harry Travis*
1971-72 Harry Buttelwerth
1972-74 James L. Singler*
1974-75 Ralph T. Fisher*
1975-76 William R. Nelson*
1976-77 Raymond L. Hess*
1977-78 Robert L. Wilbraham*
1978-79 David F. Workman
1979-80 Joseph T. Piening
1980-81 Gilbert E. Adkins*
1981-82 William E. Brown*
1982-83 Lowell Harshbarger*
1983-84 Gerald Montgomery
1984 George Ondick
1984-86 Albert G. McCrory*
1986-87 George Box*
1987-88 Austin M. Wilson*
1988-89 Fred W. Large
1989-90 Paul F. Harlow*
1990-91 Robert L. Hurtt*
1991-92 Carl Maple*
1992-93 Joseph C. Vandengoorbergh*
1993-94 Pierce Klinefelter*
1994-95 Arthur Griffith*
1995-96 Billy Justice*
1996-97 Thomas Shoaf*
1997 Tom Lipps*
1997-99 William A. Boettcher
1999-00 Robert D. King
2000-01 Michael A. Michalski
2001-02 Bert Harbin*
2002-03 John P. Brown III
2003-04 Delmer J. Click*
2004-05 Samuel R. Pierce
2005-06 Clay E. Dailey*
2006-07 Lawrence R. Uebbing, Jr.
2007 Ralph Riddle
2007-09 Richard A. Piscione
2009-10 Merle Pratt
2010-11 William A. Noltner, Jr.
2011-12 James A. Graham
2012-14 Sandra Vorhies
2014-15 Thomas A. Smith, Sr.
2015-16 Mike Pitman
2016-17 Eric Scherer
2017-2018 Clif Ketron
2018-2019 Don Lowers
2019-2021 Andrew McElrath
2021-2023 Sara Pierce
2023-2024 Pat Rowley
2024-2025 Steve Albery

AMVETS DEPARTMENT OF OHIO STATE HEADQUARTERS STAFF

Below, you'll find our devoted team members from The AMVETS Department of Ohio. We take great pride in our diligent staff, all of whom are deeply committed to serving the veteran community and furthering the AMVETS mission. Whether you have inquiries, require assistance, or simply wish to connect, please don't hesitate to contact any one of us. We are here to serve YOU.

Executive Director, Don McCauley

(614) 431-6990 ext. 101

dmccauley@ohamvets.org

Admin Support/Membership, Tracy Suttle

(614) 431-6990 ext. 100

tsuttle@ohamvets.org

Communications Manager, Jessica Steele

(614) 431-6990 ext. 105
(740) 339-9215

jsteele@ohamvets.org

AMVETS DEPARTMENT OF OHIO STATE HEADQUARTERS STAFF

DSO Cincinnati,
Michael Templeton

office: 513-487-6054
mtempleton@ohamvets.org

Cincinatti VA Medical Center
3200 Vine St,
VSO Suite Room B149
Cincinnati, OH 45220

DSOs Cleveland,
Mark Thomas / Chris Williams

office: 216-791-3800 ext 64056
mthomas@ohamvets.org
cwilliams@ohamvets.org

Louis B. Stokes VA Medical Center
Wade Park Campus
10701 East Blvd, Suite 1B-411
Cleveland, Ohio 44106

DSO Columbus,
Becky Stormont

office: 614-388-7342
bstormont@ohamvets.org

Chalmers P. Wylie Ambulatory Care Center
420 N. James Road, Room 1A044
Columbus, Ohio 43219

DSO Chillicothe,
Vacant

office: 740-773-1141 ext. 16869

Chillicothe VA Campus
17273 State Route 104
Building 31, Room 131
Chillicothe, OH 45601

DSO Dayton,
Dave Nill

937-268-6511 ext. 2965
dnill@ohamvets.org

Dayton VA Medical Center
4100 W. Third St. Rm 1D-145D Dayton, OH 45428
Wednesday - Friday

DSO Wright Patterson AFB ,
Emily Cost

937-268-6511 ext. 5803
ecost@ohamvets.org
Tuesday & Thursday

Wright Patterson AFB Medical Center
VA/DoD Transition Center
4881 Sugar Maple Drive
WPAFB, OH 45433

Post and District Revalidation Forms

Post Revalidation Form

1. Post elections are to be held between May 1 and June 30 each year.

2. Post Revalidation paperwork should be filled out upon completion of Post elections and sent to Department Head-quarters. (Always keep a copy for Post records.)

a. If manually filled out, print clearly. Every area of the form should be complete. The provided information is used to compile our Department Guidebook. The "Renewal Contact" and "Dues Amounts" are used for the renewal notices mailed to your members by National.
b. All officers' positions should be filled, with the exception of Trustees if the Post does not have a Post home. Please be sure to provide the member ID# for each officer.
c. Post Revalidations are due to Department Headquarters no later than July 15.
d. Department Headquarters will file a paper and digital copy of your revalidation, and email the digital copy to National for you.
e. The Post Revalidation form can be found under the "Forms" section of www.ohamvets.org.

3. Complete the National Quality Post Recognition Form. The information you provide is compiled by the National Pro-grams Development department to determine how the organization can help promote old programs and develop new ones.

4. If the Post has a Post Home, they must furnish the Department Headquarters with a copy of the Post Certificate of Insurance (Acord25) covering the liability for the Post home.

a. The Acord25 must name both the AMVETS Department of Ohio and AMVETS National Headquarters as additionally insured.
b. Call your insurance agent and they will send an Acord25 to both Department and National Headquarters.
c. Post Revalidations are due to Department Headquarters no later than July 15.
d. Department Headquarters will file a paper and digital copy of your revalidation, and email the digital copy to National for you.
e. The Post Revalidation form can be found under the "Forms" section of www.ohamvets.org.
f. If you revalidate online through National's website (www.amvets.org), you will still need to send a printed and signed copy of that revalidation page (along with an attached list of all Post officers) to Department Headquarters no later than July 15.

5. If the Post serves any alcoholic beverages, the Post must provide AMVETS Department Headquarters with a Liquor Liability policy for no less than $500,000.

   a. AMVETS Department of Ohio must be listed as additionally insured.
   b. Call your insurance agent and they will send an Acord25 to Department

6. File the Internal Revenue Service Form 990 for the Post fiscal year. You are not required to furnish a copy to the Department Headquarters, but must file to maintain tax exempt status.

7. Be paid up in all accounts with National and Department Headquarters.

8. Maintain a minimum of ten (10) members in good standing.

9. Make sure your Articles of Incorporation are current through the Secretary of State's office.

Department of Ohio Post Revalidation Form

Reset Form

Page 1: Revalidation **Page 2:** Officers Form **Page 3:** Quality Post Form **Page 4:** Department Form

Revalidation Year: _____

AMVETS Department of Ohio Headquarters
960 Checkrein Avenue Columbus, OH 43229
Phone: (614) 431-6990 Fax: (614) 431-6991
Email: admin@ohamvets.org

Post: _____ District:
County: _____

PLEASE TYPE OR PRINT LEGIBLY all applicable information on this form. Fax, email or mail a copy to the Department ***Completed form must be received*** by Headquarters **before 15 JULY ANNUALLY.**

PRIMARY CONTACT-Post Mailing Address

Primary Contact: _____ Phone _____

E-mail: _____

Post or Primary Mailing Address: _____

City, State and Zip: _____

RENEWAL CONTACT

Send Renewals to: _____ Phone _____

Address: _____

City, State, Zip: _____

E-mail Confirmation Contact: _____

POST MEETING INFORMATION

Meeting days and times: ☐ Meeting Address Phone Number _____

Trustee: _____ Address: _____ City, _____ State, _____ Zip _____

E-Board: _____ Post Web-site: _____ Post E-mail: _____

General: _____

******All Posts are required to file with the IRS yearly in order to maintain tax-exempt status******

EIN # (IRS):	990 Filing Date:	990 Filing Year:

*** Annual Dues:** Portion of Dues retained at Post: ***(minimum allowed $0.00)*** **Post Portion:** _____	***Life Dues:** Portion of Dues retained at Post: ***(minimum allowed 25%)*** **Post Portion:** _____

Check one (per National Bylaws, Article VII):

☐ No Post home
☐ Facility owned or leased for meetings requires $300,000 Liability Insurance.
☐ Facility with clubroom (requires Articles of Incorporation, State Certificate of Corporate Good Standing, $500,000 liability Insurance and a Liquor liability policy with current Acord25 on file at National & Department Headquarters)
☐ **Post Constitution & Bylaws**have been reviewed, but not amended.
☐ **Post Constitution & Bylaws** have been amended within the past year and approved by the Department JA

POST REVALIDATION CERTIFICATION

I certify that AMVETS Post #_____ complies with all local, state and federal laws and statutes in the operation of the Post and its facilities, has a minimum of 10 members in good standing, is fully paid up in all Post accounts with National Headquarters and has complied with all revalidation requirements of the National Constitution, Article X.

Date _____ Signature & Title of Certifying Post Official _____

Officers Form

Please check up to 4 Post leaders you would like provided with on-line access to the national membership database *(typically they are the Commander, 1st Vice, Adjutant, and Renewal Contact)*. Then, immediately After elections, mail, fax or email your revalidation forms to the National and Department headquarters.

Commander: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____
1st Vice: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____
2ndVice: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____
3rd Vice: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____
Adjutant: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____
Public Relations Officer: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____
Finance Officer: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____
SEC Representative: _____ Member Number: _____	Address: _____ _____ Email: _____	☐ On-line Access requested *(must have email)* Phone: _____

Officers Certification

I certify that the officers of _____ have been duly installed and they have read and subscribe to the AMVETS oath of office.

Date: _____ Installing Officer: _____ Member #: _____

Notes: *As soon as your elections are concluded (May 1 - June 30th), fill out this form and send to Department Headquarters by mail; 960 Checkrein Avenue Columbus, OH 43229, fax to (614) 431-6991, or email to admin@ohamvets.org). Completed forms must be received by July 15. If you revalidate on-line you must also send a filled out copy of this form to Department Headquarters. We will not accept a printed copy of the on-line revalidation alone. We need this signed form for our records.*

QUALITY POST &
QUALITY DEPARTMENT
DISTINCTION AWARD

INSTRUCTIONS TO APPLY

Quality Posts & Departments = Membership Retention

Throughout the year, AMVETS members work diligently to obtain and retain members, provide services to veterans and their communities.

As a result of this effort, AMVETS Programs Department makes available to its Posts and Departments the opportunity to show off their activities, both membership and programs related.

AMVETS National Programs Department has implemented an online process for the Posts and Departments to apply for this distinction.

The process is easy; just answer the questions and receive an autoscore (grading is shown on application), which will help determine whether your post or department is Quality. The AMVETS National Programs Department will verify all information submitted.

Just go to www.amvets.org/qualityposts webpage and click on

APPLY ONLINE

to take you to the application site.

Direct questions to Programs@amvets.org with 'Quality Award' in the subject line.

Department of Ohio Required Revalidation Information and Forms

This section required by all posts

Post: _____ Post City: _____

☐ Paper ☐ Building ☐ Canteen - Board of Trustees Chair: _____

Chair Phone: _____ Chair Email Address: _____

☐ Continued Existence Expiration Date: _____ *(renews every five years)*

☐ Acord25 for General Liability Insurance Policy *(Copy must be on file at Department and National Headquarters with both as additional insured)*

☐ Acord25 for Liquor liability Insurance Policy *(Copy must be on file at Department and National Headquarters with both as additional insured)*

☐ Copy of Form 990 *(page one only)* Or ☐ Copy of Form 8868 - 6 month extension *(990 **must** be sent to HQ once filed)*

990's must be filed by the 15th day of the 5th month after post fiscal year end.

☐ Bingo License - Expiration Date: _____

☐ Liquor License - Expiration Date: _____

☐ Registered as Charity with Attorney General Office - Year Filed: _____

Trustee 1: _____ Member Number: _____	Address: _____ _____	Phone: _____ Email: _____
Trustee 2: _____ Member Number: _____	Address: _____ _____	Phone: _____ Email: _____
Trustee 3: _____ Member Number: _____	Address: _____ _____	Phone: _____ Email: _____

All posts are required by the National Constitution and By-Laws to be incorporated, maintain their corporate Good Standing, provide both the National and Department headquarters with an Acord25 showing the proper coverage for their post and proof that their annual 990 has been filed.

Any post not meeting the requirements of the boxes above with the red boarders *(Certificate of good standing, Acord25 and 990)* will not be reported to the Attorney General as a post in good standing with the organization.

AMVETS Department of Ohio

District Revalidation Form

District #:

YEAR

District Contact Information

Reset Form

District Contact: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

District Meeting Dates

Date: Post:	Date: Post:	Date: Post:
Date: Post:	Date: Post:	Date: Post:

Administrative

Date 990 Filed: _____ EIN Number (IRS): _____

(N/A if not applicable) *(Leave Blank if District uses Department #)*

☐ Copy of 990 front page attached. *(This is required if the District has its own EIN#)*

Annual Dues Charged per post _____

Certificate of Continued Existence Expiration Date: _____

*(**Note:** All Districts with an assigned EIN are required to file with the IRS yearly in order to maintain tax-exempt status.)*

I certify that AMVETS District # complies with all AMVETS constitutional requirements, as well as all local, state and federal laws and statues.

Date: _____ **Signature of District Officer:** _____

Title: _____

The completed Revalidation form must be received by July 15.

District Officers Form

The officers with access to the membership database are Commander, 1st Vice and Adjutant. Once this completed form is received a request for access will be emailed to National Headquarters.

Commander: Member #	Email:	Phone: Post:
1st Vice: Member #	Email:	Phone: Post:
2nd Vice Member #	Email:	Phone: Post:
3rd Vice Member #	Email:	Phone: Post:
Finance Officer: Member #	Email:	Phone: Post:
Adjutant: Member #	Email:	Phone: Post:
Judge Advocate: Member #	Email:	Phone: Post:
Provost Marshall: Member #	Email:	Phone: Post:

District Officers Certification

I certify that the officers of District # of the AMVETS Department of Ohio have been duly installed, they have all read and subscribe to the AMVETS oath of Office.

Date: _____ **Installing Officer:** _____

(Note: As soon as your elections are concluded, fill out this form and send to State Headquarters by mail (Attn: Membership 960 Checkrein Avenue Columbus, OH, 43229), fax (to 614-431-6991), or email (to admin@ohamvets.org).

The completed Revalidation form must be received by July 15.

Membership

Membership Eligibility

- Any person who served or is currently serving in the Armed Forces of the United States of America at any time after September 15, 1940 is eligible for regular membership in AMVETS provided such service, when terminated by discharge or release from active duty, be by honorable discharge, honorable separation or general discharge under honorable conditions.
- Any American citizen, as an American citizen, who served in the Armed Forces of an allied nation of the United States at any time after September 15, 1940 and before May 8, 1975 is eligible for regular membership in AMVETS, provided such service—when terminated by discharge or release from active duty—is by honorable discharge or honorable sepa-ration.
- No person who is a member of, or who advocates the principles of any organization believing in, or working for the overthrow of the United States Government by force, and no American citizen or permanent resident alien in the United States, one of its territories, possessions or the District of Columbia, who refuses to uphold and defend the Constitution of the United States shall be privileged to become, or continue to be, a member of this organization.
- All United States Reservists and National Guardsmen who are now serving, or have been honorably discharged since September 15, 1940 are eligible for regular membership in AMVETS, provided such service - when terminated by dis-charge or release from active duty - is by honorable discharge or honorable separation.

Membership Options

- Member-at-Large: An eligible veteran may join AMVETS as a Member-at-Large of the AMVETS department without affiliating with a local Post. Departments issue the membership cards for Members- at-Large and determine the amount of dues.
- Life Member: An eligible veteran may become a Life Member of AMVETS. As a life member, you would not be asked to pay any membership dues at any time in the future. Dues are transmitted to the Department Headquarters with Life Membership Transmittal Forms, but the life membership cards are produced by National.
- National Charter Member: National Charter members are those who were affiliated with the organization during the years that AMVETS worked for and acquired its National Charter. They were members prior to December 31, 1947, and have maintained continuous membership. If ever dropped from the membership rolls, they lose their National Charter designation. Annual and life member cards are specially marked National Charter Member.
- Current Military Personnel: By becoming an AMVET while still on active duty, the service member will have all the ben-efits of membership now. To obtain the names of personnel in their area now serving in the Armed Forces, Posts may go to the local or county veteran's agent. Records available there would not contain the current address of the serviceman, but this could be obtained from his/her parent or spouse.

Life Memberships

- Life members pay their dues once, and will never be asked to pay dues again.
- The cost of a life membership is on a sliding scale, 55 years and under is $500, 56-65 years is $400, and 66 years and older is $300.
- Life memberships are initiated at the Post level by using a Life Member Transmittal Form. Please fill the form out com-pletely and legibly. Do not list any life member on the Dues & Remittance form.
- Send the Life Member Transmittal Form and a check to AMVETS Department of Ohio to be processed.
- A life member may purchase a gold life card through AMVETS National Headquarters at any time. A special form will need to be submitted for a gold card.

Annual Memberships

Annual members pay their dues for the membership year (Sep 1 - Aug 31).

New: Have the member fill out an application in its entirety. After determining their eligibility and they have been accepted as a member, complete a 4-part temporary membership card. Fill in all the information they have provided, the more accurate a member's data is, the better.

- The card is made in 4-part carbon copy: 1 - Member's card, 2 - National copy (white), 3 - Department copy (yellow), and 4 - Post copy (pink).
- Please write legibly, the information provided on the card will be used for the roster.
- The new member can expect their plastic card to arrive from National in the mail after 30-60 days

Renewal: National Headquarters generates pre-printed membership cards for each annual member that was paid for the previous year.

Submitting: When submitting dues for annual members, a Dues & Remittance Form as well as a Dues Recap Form is re-quired. The Department and National copies of the new member cards must be mailed with the rest of the forms in the membership submission.

Dues and Remittance Form

- Each member, whether they are new or a renewal, is to be listed on this form.
- Member ID#s should be listed with all renewals.
- If a member's information (address, phone number, last name, etc.) has changed, write the updated information beneath their name and member ID# in the space provided.
- Retain Post copies of all forms submitted to Department.

Dues Recap Form

- Fill in the appropriate spaces with the number of renewals, new members, and life members your check is intending to pay for.

Dues Amount

- National: $15
- Department: $10
- Post: Whatever amount you decided when filling out the Post Revalidation Form. This portion of the dues stays at the Post, so you will only be sending $25 per member.

Replacement Cards

Annual or Life Members should use a Replacement Card Form and send it to Depart-ment along with $5. Be sure to in-clude a Dues Recap Form.

Transfers

Any member of AMVETS in good standing may change his/her membership from one Post and Department to another with the approval of both Posts and if applicable, both Departments concerned, without repaying current annual dues.
Completely fill out a Transfer Form and mail it to Department Headquarters. Life Members who transfer and wish to replace their membership card with one indicating their new Post number must fill out the Replacement Card Form and remit $5 for the card.
NOTE: In order to qualify as a Delegate or Alternate Delegate at a National Convention, an AMVETS member must be a member of the Post to which he/she has transferred to, for at least six (6) months prior to the Convention.

Deceased Members

If a member of your Post passes away, please notify Department Headquarters immediately, utilizing the Deceased Mem-ber Notification Form. Memorial Certificates for presentation to the deceased member's family can be obtained through National Headquarters. Do not hold deceased members until the end of the year, it is not fair to the family.

All forms can be found on our Department website at www.ohamvets.org under the "Resources" and "Department Forms" tab.

Processing Membership Online

Life Memberships

Life members pay their dues once, and will never be asked to pay dues again.

- Log in to www.amvets.org/member_center
- Click the “Dept/Post Join” tab on the left
- Fill out all required fields (name, address, birthday, phone number, email address) and click continue
- Fill out branch of service, month/year (XX/XXXX) entered and exited service, and click continue
- Select Life Member from the drop down box labeled “Member Package”, and be sure your Post number is selected
- Click “Add Membership”
- Click the “Post/Dept Payment” tab on the left
- Click “Retrieve open invoices for all members”
- Find the name of the Life Member you just added, and check the box next to their name
- Go to the top of the page and click “Recalculate Totals”
- Enter credit/debit card information and click “Apply Payments”
  Important: only click “Apply Payments” once to avoid duplicate payments

Annual Memberships

Annual members pay their dues for the membership year (Sep 1 - Aug 31).

New:

- Log in to www.amvets.org/member_center
- Click the “Dept/Post Join” tab on the left
- Fill out all required fields (name, address, birthday, phone number, email address) and click continue
- Fill out branch of service, month/year (XX/XXXX) entered and exited service, and click continue
- Select Annual 1-Year from the drop down box labeled “Member Package”, and male sure your Post no. is selected
- Click “Add Membership”
- Click the “Post/Dept Payment” tab on the left
- Click “Retrieve open invoices for all members”
- Find the name of the Annual Member you just added, and check the box next to their name
- Go to the top of the page and click “Recalculate Totals”
- Enter credit/debit card information and click “Apply Payments”
  Important: only click “Apply Payments” once to avoid duplicate payments

Processing Membership Online

Renewal:

- Log in to www.amvets.org/member_center
- Click the "Post/Dept Payment" tab on the left
- Click "Retrieve open invoices for all members"
- Find the name of the members you would like to pay for, and check the box next to their names
- Go to the top of the page and click "Recalculate Totals"
- Enter credit/debit card information and click "Apply Payments"
  Important: only click "Apply Payments" once to avoid duplicate payments

Replacement Cards

- Annual or Life Members should log into www.amvets.org
- Click on the "My Shopping Cart" tab on the left
- Select the membership card that you would like to purchase and add it to your cart

Update Member Information

- Log onto amvets.org
- Click on the blue word "Edit" just above the member's name
- Edit necessary information and click save

Update Member Information

- Any member of AMVETS in good standing may change his/her membership from one Post and Department to another with the approval of both Posts and if applicable, both Departments concerned, without repaying current annual dues.
- A member can send an email to the Post Commander/Adjutant of the Post they would like to leave, asking permission. If the Commander/Adjutant approves, they should forward the email on to the Post Commander/Adjutant of the Post the member wishes to be a part of. If that Commander/Adjutant approves, they should forward the entire email chain to Department Headquarters, so Department approval (along with the entire email chain showing both Posts' approval) can be sent to National.
- Life Members who transfer and wish to replace their membership card with one indicating their new Post number must fill out the Replacement Card Form and remit $5 for the card.

Deceased Members

If a member of your Post passes away, please notify Department Headquarters immediately via email.

Member benefits can be found at https://www.amvets.org/member-benefits

AMVETS Membership Application

Yes, I want to join AMVETS! I certify that I meet the membership requirements—
I am serving or have honorably served in the U.S. Armed Forces (Active, Guard or Reserve) after September 15, 1940. There are two member types you can become, Annual - $30.00 or Life - 55 years and under $500, 56-65 years $400, 66 years and older$300

Membership Type: ☐ MAL Annual ☐ Life

Name: _____

Address: _____

City: _____

State: _____ **ZIP Code:** _____

Gender: ☐ Male ☐ Female

E-mail Address: _____

Home Phone: _____

Date of Birth: _____

Branch of Service: _____

Date Entered Service: _____

Date of Discharge: _____

Type of Discharge: _____

Method of Payment: ☐ VISA ☐ MasterCard ☐ Check or Money Order

Credit Card Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date: ____ /____ $_____ CSV_____ *(3 digit code on back)*

Signature: _____

Date: _____

** A national minimum amount that many vary from state to state or from post to post.*

Members must be prepared to provide proof of military service.

AMVETS Department of Ohio

DUES REMITTANCE FORM ANNUALS ONLY

SUBMITTED BY		
DEPARTMENT Ohio	POST #	DATE:
NAME:		
Address:		
City, State, ZIP:		
Phone #:		

POST RECAP	
CHECK #:	
AMOUNT	
NEW MEMBER:	
RENEWAL	
TOTAL	

DEPARTMENT REVIEW	
INITIALS	DATE
AMOUNT RECEIVED	
AMOUNT DUE	
+ / -	

**Reminder: The above information is who will receive Membership Card(s)*

MEMBERSHIP PROCESSING INSTRUCTIONS
***For Renewals: Type or legibly Print Name, Member's Number**
***New Members: Type or legibly Print Name, Address, Phone #, E-mail Address, DOB, Branch of Service, Dates of Service, Spouse and Sponsor in boxes below.**
FORWARD DUES IMMEDIATELY TO DEPARTMENT HEADQUARTERS:

ONE CHECK MADE OUT TO AMVETS DEPT. ($25.00 for each annual or renewal).
Send everything to: AMVETS Dept. of Ohio, 960 Checkrein Ave., Columbus Ohio 43229

RENEWAL **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**	**RENEWAL** **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**
RENEWAL **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**	**RENEWAL** **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**
RENEWAL **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**	**RENEWAL** **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**
RENEWAL **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**	**RENEWAL** **Member's ID#** **Members Name:** **Any address change, Phone #, Email, etc….**

AMVETS Department of Ohio Headquarters
960 Checkrein Avenue
Columbus, OH 43229-1107
(614) 431-69990

LIFE MEMBERSHIP TRANSMITTAL FORM

1. **Complete this Life Membership Transmittal Form** *(retain copy for your post).*
2. **Submit a check or money order for dues and this completed form to the Department Headquarters**

** Age 55 years and under is $500 (National receives $250, the Department receives $125, and the Post retains the balance).* **Remittance amount $375**

** Age 56 – 65 is $400 (National receives $200, The Department receives $100, and the Post retains the balance).* **Remittance amount $300**

** Age 66 years and older is $300 (National receives $150, the Department receives $75, and the Post retains the balance).* **Remittance amount $225**

3. **Indicate special mailing instructions in the "Send Card To:" section.**

Department/State_____**Date**_____
Post Number_____**City**_____
Post Name _____

Membership Status: (check one) **New Member** _____
Current Member Number _____
Date Joined _____

Member Name _____
Address _____
City _____**State** _____**Zip** _____
Email _____
Phone_____

Sex: Male__ **Female**__ **Date of Birth** _____
Branch of Service _____ **Character of Discharged**_____
Year Entered _____ **Year Discharged**_____
Name of Spouse _____
Sponsor _____
Send Card To: _____
_____
_____
_____

Revised January 2023

Life Membership Gold Cards are $25 and guaranteed for life!

Log in and order one online in my shopping cart.

Login Here

or send a $25 check to

(add your membership number and gold card in the check notes field)

AMVETS Gold Card
265 North Ave.,
Washington, PA 15301

Send the gold card to:

Name:					
Address:					
City:		**State:**		**Zip:**	

Individual Awards

Each of the following awards should be brought to the attention of your members and an effort should be made to participate in all the awards in which your Post's members are eligible. Deadline for all awards is May 15.

Membership Stars

Each Post gets a star for each new member. A silver star will be awarded to a Post that signs up 4-9 members and a gold star is awarded to a Post who signs up 10+ members. Deadline is June 1.

Special Membership Award

Any member who recruits 25 or more members is eligible to receive the Special Membership Award. This award goes to those who go above and beyond to recruit new members.

Champion Of The Year

The AMVET who recruits the most members (minimum of 50 members) between Sept. 1 and May 15 will re-ceive a free trip for two to the State Convention.

How to Submit an Award

Please utilize the award submission forms provided on the following pages or submit online at ohamvets.org -> Resources -> Submit an Award. If you have a smart phone, you can scan the code below to submit awards online.

MEMBERSHIP PROGRAMS
See how soon your Post can reach 100% renewal!

Each member of a Post is responsible for achieving this goal. A good way to accomplish this is to hold regular membership drives. Membership awards are given to individuals, Posts and to state departments.

Membership Program Award Rules

No award under this contest may be won by any Post or Post Commander who has not attained 100% of the previous year's membership and a minimum renewal rate of 75% on or before May 15. A Poat must have a minumum of 35 members to be eligible for trophy awards.

Deadline for all membership awards is May 15. Any material received after May 15 will not be considered.

In the event of a tie in a membership contest, the Post or District having the in so far as their respective highest percentage of membership will be declared the winner.

Rules For New Posts

In connection with the forming of a new Post, District Commanders should make sure each of the following requirements are met prior to entering that Post into the membership contest.

If the Post is chartered before Jan. 1 of the current year, it must meet all requirements as other established Posts as reported on the District Status Report.

If the Post is chartered after Jan. 1 of the current year, the Department waives all requirements except the Post's bond, District Commander's visit, attendance at one District meeting and the Post's officer list.

If the Post is chartered after May 1 of the current year, the Department waives all requirements except the Post's bondand Post's officer list.

For the purpose of Quota requirements of a new Post, the automatic figure is ten, which is the membership required before a new Post Charter can be issued.

District And Post Commander Awards

For complete information on who is eligible and how to nominate your District or Post Commander for the All-State Commander or for the All-State Post Commanders Team, please see the PROGRAMS section of this Guidebook.

Post Awards

Unless otherwise noted, all membership awards are calculated from membership postmarked or submitted by May 15 of the current membership year.

100% Renewal Award - A plaque will be presented to each Post that obtains 100% renewals - minimum of 35 annual members required to be eligible. Be clear that your renewals are those members that were retained from the previous year.

100% Post Citation - Each Post that has reached 100% of previous year's membership will receive a Mmember-ship citation.

Quota Citation - Each Post that increases membership 15% over the previous year will receive a State Quota Membership Citation.

Streamer - The streamer to be displayed with your Post's Colors will be awarded to Posts that have atained a 75% renewal by Jan. 31 of the current membership year.

Commander's Award - Awarded annually a new Post formed between May 16 and May 15, having the largest membership.

NEW POSTS: Any person organizing a new Post will be awarded $100 and will receive a certificate from the State Commander.

James Singler Award II: Awarded to the largest Post in Ohio.

100% of the Previous Year's Membership: Awarded to the first Post within their designated membership class, to reach 100% of the previous year's membership.

Vern Dexter Award: 10-50 membership class

E.R. Sherman Award: 51-125 membership class

Paul C. Welsh Award: 126-200 membership class

Paul E. Kimes Award: 201-400 membership class

Harry Travis Award: 401-650 membership class

Harry Buttelwerth Award: 651+ membership class

Most New Members: Awarded to the Post within their designated membership class, of the previous year's membership totals, with the most new members.

Carl Fruedenberg Award Class AA: 401+ members the previous year

Dale Livingston Award Class A: 251-400 members the previous year

Fred Stanton Award Class B: 10-100 members the previous year

Edgar L. Williams Award Class C: 101-250 members the previous year

Greatest Increase in Membership: Awarded to the Post within their designated membership class, of the pre-vious year's membership totals, with the greatest increase in membership.

OFFICIAL APPLICATION

SPECIAL MEMBERSHIP AWARD

Name (Individual recipient) ***MUST BE POSTMARKED BY JUNE 1*** #Post

Street Address City State Zip

Daytime Telephone Please indicate ☐ S ☐ M ☐ L ☐ XL ☐ 2XL ☐ 3XL

New members added, there must be a minimum of 25

1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.
16.	16.	16.
17.	17.	17.

Post Commander

Post Adjutant

NOTE: Post Commander and Post Adjutant must approve these entries.

DEADLINE: ***MUST BE POSTMARKED BY JUNE 1***
Submit to: AMVETS Department of Ohio

960 Checkrein
Avenue Columbus,
OH 43229

Membership Recruitment Awards

MEMBERS WHO RECRUIT:
4-9 New Members are eligible for.....**SILVER STAR**
10 or more New Members are eligible for.....**GOLD STAR**
25 or more New Members are eligible for.....**COMMANDER'S AWARD**

Only one star per member. A member may, however, be submitted for a star and Commander's Award.

Please list the member's name and check the award earned for each member.

NAME	SIlver Star	Gold Star	Commander's Award

The above members of Post#_____are hereby certified as earning the awards indicated above. Post Commander and Adjutant must sign to verify.

_____ _____

Post Commander Signature *Post Adjutant Signature*

MUST BE POSTMARKED NO LATER THAN JUNE 1

Submit to: AMVETS Department of Ohio
960 Checkrein
Avenue Columbus,
Ohio 43229

Online Membership

See the instructions below or download the full presentation with picture instructions at ohamvets.org -> Resources -> Department Training -> Under “Membership” Membership 101

Instructions to Print a Replacement Card

1. Go to the login page.

2. Log in using your email address and member number (make sure you have your membership number handy).

3. Click “Dept/Post Join.”

4. Fill out the required fields:
   - First Name
   - Last Name
   - Gender
   - Date of Birth
   - Mailing Address
   - Primary Phone Number
   - Primary Email

5. Enter your service information (use the format mm/dd/yyyy for all dates).

6. Click Continue.

7. Select your membership package (Annual or Life by age).

8. Click “Add Membership.”

9. Click “Done” to finalize your membership.

Print Replacement Card

See the instructions below or download the full presentation with picture instructions at ohamvets.org -> Resources -> Department Training -> Under “Membership” Order a Replacement Card

Instructions to Print a Replacement Card

1. Go to ohamvets.org and click “Membership Login.”

2. Sign in using the member’s email address and their member number (the member must have an email on file).

3. Click “My Shopping Cart.”

4. Choose the card option:

5. “Print Membership Card” (free, $0) → click it to print, or

6. “Plastic Annual or Life Replacement Card” ($5) → click “Add to Cart,” or

7. “Life Membership Gold Card” ($25) → click “Add to Cart.”

8. Confirm the mailing address and the amount are correct, then click “Add to Cart.”

9. Click “Check Out.”

10. Under “Payment Method,” enter the credit card details and click “Continue” to finish.

VAVS & Veterans Welfare

Defining VAVS

The Department of Veterans Affairs Voluntary Service (VAVS) Program offers post members an opportunity to provide direct service to our veterans by volunteering their time and talents to our hospitalized veterans.

According to the AMVETS Constitution

All posts shall conduct at least two veterans service programs and one community service program per fiscal year (July 1-June 30) for the Department of Ohio. Each Post shall report directly to the District Commander the activities of the Post's veterans and community service programs. Failure to comply with the programs or reporting shall be considered cause for suspension, revocation, or placement of trusteeship of the post charter.

The Forgotten Veteran

The AMVETS VAVS Program is vital at the Post, State, and National levels, because today we are the ones able-bodied, but someday we may become the "Forgotten Veteran". Everyday we task ourselves with the job of never letting each other and the world forget what veterans have done for America. It is time for us, as veterans, to do our part by working together to let the public know that we care and we will always remember our fellow veterans.

Each VA Medical Center and Outpatient Clinic has a person in charge of volunteers. The title of this individual is usually Chief of Voluntary Service. You can contact that office through our VAVS Representatives or deputies to help get ideas of what is needed at these facilities.

Nursing homes in your area are a good source for volunteer work for veterans housed in their facility. This gives you a chance to introduce yourself as a representative of your post and AMVETS.

Delivering meals for home-bound veterans is another way posts can be of service to the veterans in your community. For example, Post 21 in Findlay delivered meals to home-bound veterans throughout the lockdown phase of the COVID-19 pandemic from March 2020 to June 2020.

Ways to Assist Hospitalized Veterans

- Go in and talk to the veteran and get to know a little about them. Possibly bring a small gift or care kit and use it as a conversation opener. Make sure you set aside enough time for a meaningful visit. An alternative could be to schedule a video or virtual visit until such time in-person visits are permitted. Virtual visits can be done through several different platforms (Zoom, Google, Microsoft Teams, WebEx, Face-time etc.). Check with the individual facility to see what technology they have available.

- If your post has a budget to allow for special items, you should check to see if any veteran has any special needs. A fundraiser can be held at your post to obtain funds for these items. Many veterans in nursing homes not only wish for companionship, but they also need to know they are not forgotten!

- Send cards on birthdays and holidays, or just a “Thinking of You” card or note. Offer to read them a story or book. Moving into a nursing home is not always easy. If you are working with a local home, you could ask them to notify you when a veteran arrives, and in the first few days go to visit this veteran. You could make up a “Care Kit” and include hy-giene items, paper, pens, envelopes, stamps, etc.

- Purchase a packet of greeting cards and stamps so the veteran may stay in touch with their loved ones. You may even offer to address the envelope and put on the stamp, so all they have to do choose the card and mail it.

- Companionship may be all that is needed. Ask for volunteers from your post. Check with nursing home administration to make sure their insurance will cover a veteran that you may take off the premises. This is important – you and your Post do not need to take on the additional liability. Ask the OVH or VA Medical Center for a “Wish List”. Make no promises until you have checked with your post about the money to acquire such items through a possible fundraiser. Be certain to check the cost of the item and the feasibility of raising the money. Also, be sure to communicate with the facility that the need is still there and has not already been taken care of.

- Check with local VA and OVH about craft projects for the residents. Puzzles are usually a good idea, especially for those with limited mobility. They can help keep the mind alert. Provide reading material, as well as refreshments. Contact your AMVETS Service Officers or the CVSC to get information on Veterans Benefits for veterans in private nursing homes.

Annual VAVS Programs

♦ There should be an annual donation of 200 handheld computer games to be divided equally among the five VA Facilities. The Service Foundation should consider this as an item at their annual budget meeting.

♦ The Department of Ohio will initiate a training program for VAVS Representatives and Deputies.

♦ AMVETS has adopted a Thank-A-Vet Program, using 250 veterans from Veterans Hall at the Ohio Veterans Home.

♦ At least once a year, the posts will have a one-on-one visit at a VA Facility or Nursing Home in their community, instead of a party.

If your posts would like to suggest any other VAVS Programs, please fill out the form below and return to Department Headquarters. Thank you!

AMVETS Department of Ohio

VAVS Program Suggestion

Post # _____ Post Commander _____

Suggestion for VAVS Program _____

_____

_____

_____

_____

_____

_____

_____

Please return no later than July 1 for consideration

VA VOLUNTEER WORKSHEET

VA Medical Center (552) | MEDICAL WORKSHEET

DO NOT INCLUDE THIS DOCUMENT IN A PATIENT'S MEDICAL RECORD

SPONSORED ACTIVITY DATA

VOLUNTEERS: PLEASE print the required information below. It is imperative that the necessary information be complete so we may accurately recognize your organization's contribution. If you have any questions, please feel free to contact the secretary Monday throguh Friday, 9:00 a.m. - 5:30 p.m.

ACTIVITY DATE: _____ ORGANIZATION: _____

YOUR NAME: _____ DAYTIME PHONE: _____

YOUR ADDRESS: _____

STREET *CITY* *STATE* *ZIP*

SPONSORED ACTIVITY AND AREA: _____

PLEASE ENTER THE - TOTAL - ESTIMATED DOLLAR AMOUNT FOR EACH RELEVANT CATEGORY. (IF ANY CATEGORY BELOW DOES NOT PERTAIN TO YOUR ACTIVITY, PLEASE LEAVE BLANK).

PRIZES: $_____ REFRESHMENTS: $_____ COMMUNITY FEES: $_____

By signing below, these Occassional Volunteers agree, for an indefinite period, with the following statement: I hereby waive all claims to monetary benefits for services rendered as a volunteer worker on a " without com-passion basis." I understand that this waiver applies only to compensation for other services and benefits of which I may be entitled. (NOTE: VA has been entered into this agreement by the authority of 38 USC. Section 513. This agreement may be cancelled by either party opon notification.)

PRINT NAME	SIGNATURE	# OF HOURS

(AMIS_____ TYL_____) Therapist_____ EXT:_____

Mission Statement

Working together with AMVETS Posts throughout Ohio to create community awareness of the opportunities for veterans by being a member of AMVETS, Sons of AMVETS, Ladies Auxiliary or Junior AMVETS with a strong emphasis on veterans benefits and the financial support that is needed by the veterans hospitals and veterans homes in order to better serve our veterans.

What is Thank A Vet?

The Thank A Vet program was founded in July 1996 at Post 95 in Mt. Vernon, as a means of raising funds for the local Veterans' Benefit Fund and to assist members of Post 95 and all veterans of Knox County when in need. It is a not-for-profit foundation with 100 percent of all funds going to benefits for veterans in Ohio.

How We Do It

The Thank A Vet program raises funds through the AMVETS Posts throughout Ohio in a number of different ways. There are raffles, fish fries, breakfasts and auctions to raise funds. Funds are also raised by selling shirts, caps, belt buckles, and lighters using the Thank A Vet logo. Money is also raised from individuals and organizations making donations to the fund. The community response and acceptance has been overwhelming.

The AMVETS Goals & Objectives With The Help of All AMVETS Posts in Ohio

The goal is to build total funds in excess of $200,000, to have these funds invested, and to use only the income from these funds to purchase what is needed to support our Veterans' hospitals and Veterans' homes in Ohio.

This can only be successful with the participation of all AMVETS Posts in Ohio. If every AMVETS and subordinate organizations' members in the State of Ohio will participate, we can accomplish our goals and while doing this, we will be creating community awareness, boosting membership and providing the assistance needed and deserved by all Veterans.

AMVETS Department of Ohio

Yes, I would like to donate to the Thank-A-Vet Program

Name Email Address

City State Zip

Phone (with area code)

Please find enclosed my donation of $ check #

AMVETS Department of Ohio

VAVS Award Entry Form

VAVS projects at the various VA facilities are a very important part of our organization. AMVETS Department of Ohio would like to award those posts whose members have volunteered many hours of their time to projects at VA facilities. If your post has worked on VA projects, please use this form to nominate your post for the VAVS Award.

Nominee information

District, Post and Post Commander's Name _____

_____

Please list the project information below:

PROJECT	VA FACILITY	VOLUNTEER HOURS	TOTAL COST

Nominator information

Nominator's Name _____

Phone Number _____ Date of Entry _____

THIS ENTRY IS TO BE SENT TO YOUR DISTRICT COMMANDER BY MAY 1

District Commanders must then forward entries to Department Headquarters no later than May 15.

Adams County
215 N. Cross St., Room 112
West Union, OH 45693
(937) 544-7857
Fax: (937) 544-7858

Allen County
301 N. Main St., Room 113
Lima, OH 45801
(419) 223-8522 or
(419) 228-3700 x 8819
Fax: (419) 223-8535

Ashland County
110 Cottage St.
Ashland, OH 44805
(419) 282-4225, 4200
Fax: (419) 281-5747

Ashtabula County
1212 Lake Ave.
Ashtabula, OH 44004
(440) 964-8324
Fax: (440) 964-3582

Athens County
88 N. Plains Rd., Ste. 102
The Plains, OH 45780
(740) 592-3216
Fax: (740) 592-3217

Auglaize County
209 S. Blackhoof St.,
Room 202
Wapakoneta, OH 45895
(419) 739-6750
Fax: (419) 739-6751

Belmont County
400 Imperial Plaza
Bellaire, OH 43906
(740) 325-1042
Fax: (740) 325-1246

Brown County
474 Homes St., Ste. D
Georgetown, OH 45121
(937) 378-3155
Fax: (937) 378-1535

Butler County
Butler County Gov. Service Ctr.
315 High St., 1st Floor
Hamilton, OH 45011
(513) 887-3600
Fax: (513) 887-3519

Carroll County
160 Second St. SW
P.O. Box 303
Carrollton, OH 44615
(330) 627-2590
Fax: (330) 627-0118

Champaign County
220 E. Court St.
Urbana, OH 43078
(937) 653-4554
Fax: (937) 484-4084

Clark County
117 S. Fountain Ave.
Springfield, OH 45502
(937) 521-2030
Fax: (937) 328-2457

Clermont County
76 S. Riverside Dr.
Heritage Building, 3rd Floor
Batavia, OH 45103
(513) 732-7363
Fax: (513) 732-7639

Clinton County
43 S. Walnut St., Box 2
Wilmington, OH 45177
(937) 382-3233
Fax: (937) 655-8834

Columbiana County
7989 Dickey Dr., Ste. 1
Lisbon, OH 44432
(330) 424-7214
Fax: (330) 424-9692

Coshocton County
Courthouse
318 Main St.
Coshocton, OH 43812
(740) 622-2313
Fax: (740) 623-6507

Crawford County
112 E. Mansfield St., Ste. 95
CH Lower Level, Admin. Bldg.
Bucyrus, OH 44820
(419) 562-7761
Fax: (419) 562-0662

Cuyahoga County
1849 Prospect Ave., Ste. 150
Cleveland, OH 44115
(216) 698-2600
Fax: (216) 698-2650

Darke County
611 Wagner Ave.
Greenville, OH 45331
(937) 548-5305
Fax: (937) 548-0579

Defiance County
1300 E. Second St., Ste. 102
Defiance, OH 43512
(419) 782-6861
Fax: (419) 782-6713

Delaware County
91 N. Sandusky St.
Delaware, OH 43015
(740) 833-2010
Fax: (740) 833-2019

Erie County
2900 Columbus Ave., 2nd Floor
Sandusky, OH 44870
(419) 627-7650 or 7651 or 7579
Fax: (419) 627-6660

Fairfield County
3044 Columbus-Lancaster Rd. NW
Lancaster, OH 43130
(740) 652-7920
Fax: (740) 689-6203

Fayette County
133 S. Main St., Ste. L11
Washington C.H., OH 43160
(740) 335-1610
Fax: (740) 333-3587

Franklin County
280 E. Broad St., 1st Floor
Columbus, OH 43215
(614) 525-2500
Fax: (614) 525-2505

Fulton County
604 S. Shoop Ave., Suite 270
Wauseon, OH 43567-1732
(419) 337-9266
Fax: (419) 337-9296

Gallia County
323 Upper River Road
Suite B
Gallipolis, OH 45631
(740) 446-2005
Fax: (740) 446-3915

Geauga County
12611 Ravenwood Dr., Suite 260
Chardon, OH 44024
(440) 279-1860
Fax: (440) 285-4489Fax: (937) 378-1535

Greene County
571 Ledbetter Rd.
Xenia, OH 45385
(937) 562-6020
Fax: (937) 562-6021

Guernsey County
627 Wheeling Ave., Suite 102
Cambridge, OH 43725
(740) 432-9295 or 9294
Fax: (740) 432-6086

Hamilton County
230 E. Ninth St.
1st Floor, Room 1100
Cincinnati, OH 45202
(513) 946-3300
Fax: (513) 946-3320

Hancock County
1100 E. Main Cross St., Ste. 123
Findlay, OH 45840
(419) 424-7036
Fax: (567) 250-9389

Hardin County
1 Court House Square, Ste. 120
Kenton, OH 43326
(419) 674-2219
Fax: (419) 673-8406

Harrison County
Courthouse
100 W. Market St.
Cadiz, OH 43907-1118
(740) 942-8441
Fax: (740) 942-8415

Henry County
1855 Oakwood Ave.
Napoleon, OH 43545
(419) 592-0956
Fax: (419) 592-4016

Highland County
1575 N. High St., Ste. 400
Hillsboro, OH 45133
(937) 393-8686
Fax: (937) 393-8738

Hocking County
30657 Redrock Court
Logan, OH 43138-1207
(740) 385-7507
Fax: (740) 380-2351

Holmes County
75 E. Clinton St., Ste. 104
Millersburg, OH 44654-2001
(330) 674-4806
Fax: (330) 674-5459

Huron County
185 Shady Lane Dr.
Suite C
Norwalk, OH 44857
(419) 668-4150
Fax: (419) 663-6215

Jackson County
157 Broadway St.
Jackson, OH 45640
(740) 286-3004
Fax: (740) 288-0105

Jefferson County
500 Market St., Ste. 310
Steubenville, OH 43952
(740) 283-8571
Fax: (740) 283-8668

Knox County
105 E. Chestnut St.
Mt. Vernon, OH 43050
(740) 393-6742
Fax: (740) 393-6741

Lake County
Lake County Admin. Bldg.
105 Main St., Box 490
Painesville, OH 44077
(800) 899-5253 or
(440) 350-2567 x 2568
Fax: (440) 350-5980

Licking County
935 Buckeye Ave.
Newark, OH 43055
(740) 670-5430
Fax: (740) 670-5434

Logan County
121 S. Opera St.
Memorial Hall
Bellefontaine, OH 43311
(937) 599-4221
Fax: (937) 592-1998

Lorain County
1230 N. Abbe Rd.
Elyria, OH 44035
(440) 284-4625 or 4623
Fax: (440) 284-4696

Lucas County
2595 Arlington Blvd., 2nd Floor
Toledo, OH 43614
(419) 213-6090
Fax: (419) 213-6099

Madison County
1 N. Main St., Room 011
London, OH 43140
(740) 852-0676
Fax: (740) 852-5597

Mahoning County
345 Oakhill Ave., Ste. 100
Youngstown, OH 44502
(330) 740-2451
Fax: (330) 788-3501

Marion County
Vets. Memorial Coliseum
220 E. Fairground St., Ste. 101
Marion, OH 43302
(740) 387-0100
Fax: (740) 387-1670

Medina County
210 Northland Dr.
Medina, OH 44256
(330) 722-9368
Fax: (330) 722-9378

Meigs County
97 N. 2nd Ave.
Middleport, OH 45760
(740) 992-2820
Fax: (740) 992-1398

Mercer County
220 West Livingston, B270
Celina, OH 45822
(419) 586-3542
Fax: (419) 586-7702

Miami County
510 W. Water St., Ste. 140
Troy, OH 45373-2986
(937) 440-8126
Fax: (937) 440-8128

Monroe County
118 Home Ave., Box 542
Woodsfield, OH 43793
(740) 472-0743
Fax: (740) 472-2534

Montgomery County
627 Edwin C. Moses Blvd.
4th Floor, E. Medical Plaza
Dayton, OH 45417
(937) 225-4801
Fax: (937) 225-4854

Morgan County
135 S. Kennebec Ave.
McConnelsville, OH 43756
(740) 962-4181
Fax: (740) 962-4361

Morrow County
143 South Main St.
Mt. Gilead, OH 43338
(419) 946-1914
Fax: (419) 946-1175

Muskingum County
225 Underwood St., Ste. 500
Zanesville, OH 43701
(740) 455-7149
Fax: (740) 455-7106

Noble County
190 Court House, Room 1A
Caldwell, OH 43724
(740) 732-5567
Fax: (740) 732-4748

Ottawa County
8444 W. State Route 163, Ste. 102
Oak Harbor, OH 43449
(800) 610-8872 (within county) or
(419) 898-2089
Fax: (419) 898-3067

Paulding County
810 E. Perry St., P.O. Box 215
Paulding, OH 45879
(419) 399-8285
Fax: (419) 399-5571

Perry County
128 South Main St.
New Lexington, OH 43764
(740) 342-2536
Fax: (740) 342-3984

Pickaway County
141 W. Main St., Ste. 300
Circleville, OH 43113
(888) 330-3522 or
(740) 474-3650
Fax: (740) 474-4646

Pike County
120 S. Market St.
Waverly, OH 45690
(740) 947-2766
Fax: (740) 947-9561

Portage County
Portage County Admin. Bldg.
449 S. Meridian St.
Ravenna, OH 44266
(330) 297-3545
Fax: (330) 297-3544

Preble County
1322 N. Barron St.
Eaton, OH 45320
(937) 456-6111
Fax: (937) 456-1019

Putnam County
336 E. Main St., Ste. A
Ottawa, OH 45875
(419) 523-4478
Fax: (419) 523-4805

Richland County
597 Park Ave. E.
Mansfield, OH 44905
(419) 774-5822
Fax: (419) 774-5831

Ross County
The Ross County Service Ctr.
475 Western Ave., Ste. #C
Chillicothe, OH 45601-2291
(740) 772-1600
Fax: (740) 772-1614

Sandusky County
2511 Countryside Dr., Ste. B
Fremont, OH 43420
(419) 334-4421
Fax: (419) 334-3434

Scioto County
612 6th St., Ste. A
Portsmouth, OH 45662-3962
(740) 353-1477
Fax: (740) 354-4946

Seneca County
920 E. County Rd. 20
Tiffin, OH 44883
(800) 820-0189 or
(419) 447-2885
Fax: (419) 448-5104

Shelby County
133 S. Ohio Ave.
Sidney, OH 45365-2716
(937) 498-7282
Fax: (937) 498-7483

Stark County
2955 Wise Ave. NW
Canton, OH 44708
(330) 451-7457
Fax: (330) 451-7469

Summit County
1060 E. Waterloo Rd.
Akron, OH 44306-1990
(330) 643-2830
Fax: (330) 643-8779

Trumbull County
253 E. Market St.
Warren, OH 44481
(330) 675-2585
Fax: (330) 675-2484

Tuscarawas County
393 16th St. SW, P.O. Box 807
New Philadelphia, OH 44663
(330) 339-1163
Fax: (330) 339-1855

Union County
835 E. Fifth St., Ste. B
Marysville, OH 43040-1531
(800) 686-2308 or
(937) 642-7956
Fax: (937) 642-9282

Van Wert County
121 E. Main St., Room 101
Van Wert, OH 45891
(419) 238-9592
Fax: (419) 238-2819

Vinton County
Courthouse, P.O. Box 63
McArthur, OH 45651
(740) 596-4571 x 224
Fax: (740) 596-4879

Warren County
320 E. Silver St.
Lebanon, OH 45036
(513) 695-2717
Fax: (513) 695-2975

Washington County
706 Pike St., Ste. 1
Marietta, OH 45750
(740) 568-9009
Fax: (740) 568-9019

Wayne County
356 W. North St., Lower Level
Wooster, OH 44691
(800) 335-6638 or
(330) 345-6638
Fax: (330) 345-6945

Williams County
1425 E. High St.
Bryan, OH 43506
(419) 636-8812
Fax: (419) 636-7429

Wood County
1616 E. Wooster St.
Unit 22
Bowling Green, OH 43402
(419) 354-9147
Fax: (419) 354-9148

Wyandot County
250 Highland Parkway, Ste. B
Upper Sandusky, OH 43351
(419) 294-2045
Fax: (419) 294-6416

AMVETS Programs and Events

Community Service Programs

Almost anything that the Post and/or their members do which either aids the residents or assists in the better ment of the community can be considered community service. The following list provides examples of ways to serve your community:

- AMVETS Americanism Program
- AMVETS Switch For Freedom smoking cessation program
- Campaign for public display of the Flag
- Host an event with 1 is Too Many (www.1istoomany.com)
- Presentation of Flags to schools, churches, etc.
- Furnish Americanism literature to schools
- Sponsor school essays and Americanism poster contests
- Sponsor programs in recognition of all patriotic days
- Speak up for Democracy
- Assist in city or village government
- Blood Donor Program
- Vial of Life Program
- J.R.O.T.C/R.O.T.C. Awards Program
- Judge J.R.O.T.C. drill meets or provide financial support
- Assist in PTO Programs
- Help on local fund drives
- Armed Forces Day Program
- White Clover Day
- Hospital Visitations
- Assist in natural disaster work
- Burn Prevention
- Special Olympics Programs
- Sponsor athletic events (fun runs, 5Ks etc.,)
- Host mental health programs (meditation, yoga classes, Tai Chi etc)
- Sponsor parties for senior citizens
- Sponsor scouting units
- Sponsor parties for local children's home
- Memorial Day Program and Parade - Decorate Veterans graves
- Provide hospital equipment free of charge for residents of the community
- Sponsor Jr. AMVETS or any other type of youth activity.
- Get-Out-The-Vote-Program - transportation of voters, providing polling places, volunteer as an election worker.

Program Schedule

EVENT	DETAILS
AMVETS Day at Ohio Veterans Home in Sandusky	Held the last Saturday of August before Labor day. Volunteers asked to be there by 9:30AM
AMVETS Day at Ohio Veterans Home in Georgetown	AMVETS hosts a veterans appreciation day and picnic the first Saturday in September after Labor Day. Due to the ongoing threat of Covid-19, this year's event may be cancelled, updates to come on www.ohamvets.org
Gene Meyer Memorial Special Olympics Ohio State Bowling Tournament	Ohio Special Olympics State Bowling Tournament Annually in Columbus during June Summer Games.

Event Schedule

EVENT	DETAILS
Lenny Milsap Pool Tournament	2026 - 14-15 Feb Lanacaster Post 1985
Tommy Lipps Memorial Bowling Tournament	OPEN
Abby McCory Memorial Golf Tournament	2026 - September 26-27 Jackson Post 84
Lowell Harshbarger Memorial Horseshoe Tournament	2026 - Horseshoe Tournament will be September 19 Post 1776
Delmer Click Turkey Shoot	OPEN
AMVETS Family Picnic	OPEN
AMVETS Jeff Brown Corn Hole Tournament	2026 - 12 Sept. 1400 Defiance Post 1991

State Programs

The Post Commander occupies a very important position and will need to exercise carful judgment when se-lecting chairs and committee members to develop specific post community activities.

A well organized AMVETS Post must have active committees appointed by the Post Commander to develop specific programs to the maximum. Soon after election to office, the Post Commander should determine what committees are necessary to most effectively carry on the post's activities. Appoint a chair to head up these committees. Assist the chairman in selecting other members to serve with them. Careful attention should be given to the selection of committee chair and to fitting the right person to the job.

Every willing member in the post should be offered an opportunity to serve on a committee. A good plan is to notify each member of the various committees to be appointed and inviting them to express a preference as to the committee on which they would like to serve. You will be surprised to find that you may hear from mem-bers who have previously been inactive, but who are appreciative of an opportunity to take an active part in your AMVETS Post affairs.

Have your committee chairmen give a brief report at each post meeting so all will know of the progress being made. It is especially important that the chairman of your post membership committee report at each meeting and that some time be devoted to membership discussion. Throughout the year, AMVETS Department of Ohio, in conjunction with support from districts and posts, sponsor's statewide programs and events for enjoyment and friendly competition. Here are just a few:

- Pool Tournament – February
- Bowling Tournament – March
- Fishing Tournament – August, September or October
- State Camp Out – August
- Horseshoe Tournament – September
- Golf Tournament – August
- Special Olympics State Team Bowling - June
- Turkey Shoot – October/November
- Ohio Veterans Homes annual picnics - August/September
- Concealed Carry Pistol Tournament - April or November

Program Bid Form and Report

The bid form on the following page shall be utilized for all the State Programs that move from post to post within the state of Ohio. This form is to be filled out completely and forwarded to Department Headquarters. Completed bid forms shall be submitted to the Department Vice Commander – Programs. Bids for programs shall be for two years in advance and shall be received at Department Headquarters no later than 10 calen-dar days prior to the beginning of the event at which it shall be considered. Selection of all program sites will be made two years in advance at each event and ratified at the next State meeting. Lacking bids two years in advance, selections will be made at the earliest State meeting where a bid(s), is available. A report on the Pro-gram must be submitted to Department Headquarters within 30 days after the program completion.

AMVETS DEPARTMENT OF OHIO
960 Checkrein Avenue
Columbus, OH 43229

OFFICIAL PROGRAM BID FORM

PROGRAM INFORMATION

Please indicate which program this bid is being submitted for

Proposed date of the bid program

Location of program (city)

CONTACT PERSON:

Name | Email | Phone

Address | State | City | Zip

HOTEL INFORMATION:

HOTEL	ROOM RATE	PHONE NUMBER
	$	
	$	
	$	

POST INFORMATION

Name of Post submitting bid

Post #

Address | State | City | Zip

POST COMMANDER:

Name | Phone

Please indicate the date of the Post meeting in which the bid was approved

Signature of Adjutant | Date

OFFICE USE ONLY

BID ACTION: ☐ Approved ☐ Rejected ☐ Returned ☐ Other

Comments:

AMVETS DEPARTMENT OF OHIO

960 CHECKREIN AVENUE - COLUMBUS, OHIO 43229

STATE PROGRAMS REPORT

TYPE OR PRINT CLEARLY **DATE:** _____

Name of program _____

Date of program _____

Location _____

Number of participants _____

Net profit or loss _____

Post # _____ Entry Fee _____

Use figures from itemized list

WINNERS LIST (IF MORE SPACE IS REQUIRED, ATTACH ADDITIONAL SHEET)

NAME	ADDRESS	POST#	PRIZE

Comments or suggestions:

_____

_____

_____

Committee Chairman Information:

_____

Name Email Address

_____

City State Zip

_____

Daytime phone (with area code) Signature

This form must be filled out completely and submitted within THIRTY (30) days after each Program to: AMVETS Department of Ohio 960 Checkrein Avenue, Columbus, Ohio 43229

AMVETS Department of Ohio
Program Financial Report

DATE	ITEM	INCOME	EXPENSE	BALANCE
TOTALS				

ONLINE PROGRAMS REPORTING

Deadlines:
Posts are required to report their programs at least twice each year. The deadlines are December 30 and June 30. You may also go online at www.amvets.org to submit your programs reporting electronically. If you have any questions, contact your State 3rd Vice Commander via phone or email.

Important note to the preparer:
Sharing program information is vital to the continued success and future development of AMVETS Programs. The information you provide will help us to set priorities and identify areas of need within our various programs, and fulfills an IRS account-ability requirement as a tax-exempt organization.

Reporting your programs online offers an easy, no-hassle way to get this semi-annual task out of the way.

1. Go to www.ohamvets.org and click on *Programs Reporting* under the Programs tab
2. Click the Programs Reporting image under *Submit Form* to pull up the reporting form (or you may select to s*ubmit online form* to submit through the reporting portal)
3. If using the form, enter your Department and state, Post #, telephone number, and email address, ensure that these are updated and correct on the form
4. Select the appropriate month and year
5. Enter the date, choose a category using the drop down feature under the date section, add description, number of volunteers, total of hours, miles, activity cost, and cash donations. These numbers will tally up and provide you with a Total Cost of Programs.
6. Do not report any meetings
7. Posts should submit monthly report to the Ohio Department Headquarters via email, fax, or mail.

AMVETS Programs Reporting Form

Department / State _____ AMVETS Post #_____

Contact Person _____ Phone Number _____ Email _____

Please indicate month(s) and year below:

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC YEAR:_____

Brief Description of Activity	***Number of Volunteers***	***Total Hours*** (**per hour**)		***Total Miles*** (per mile)		***Activity Cost*** (Actual cash used in addition to hours & mileage)	***Cash Donation*** (Any extra funds donated from the post)	***Total Cost of Program*** (Volunteer Hours + Mileage + Activity Cost + Donation)
		#HRS	$TOTAL	#MILES	$TOTAL			
1 (*date*)								
	(Description)							
2 (*date*)								
	(Description)							
3 (*date*)								
	(Description)							
4 (*date*)								
	(Description)							
5 (*date*)								
	(Description)							
6 *(date)*								
	(Description)							
7 *(date)*								
	(Description)							

Form Total =

- **Meetings of any kind (State, Post, District) are not to be included - this form is only for Post *programs***
- **Please do not send duplicate copies of forms, only one is necessary**

REVISED June 2022 DM

POW/MIA

THEY WENT INTO BATTLE FOR THEIR COUNTRY
AS PROUD AMERICANS.

SOME LEFT THEIR WIFE AND CHILDREN,
THEIR HOME AND LOVED ONES.
AS IN THE PAST,
AMERICA'S FINEST SERVED THEIR COUNTRY.

IN THE WAKE OF TIME, MANY HAVE FORGOTTEN
VIETNAM. SOME CAN'T FORGET,
BECAUSE THEY ARE STILL IN VIETNAM
STILL FIGHTING FOR THEIR COUNTRY,
AS WE HERE IN THE "WORLD" GO ABOUT OUR
NORMAL EVERYDAY TASKS.

CERTAIN FEW CAN'T FORGET
BECAUSE A PART OF THEM IS MISSING.

THESE PEOPLE,
THE MOTHERS, FATHERS, WIVES AND CHILDREN
OF OUR POW'S AND MIA'S
BONDED TOGETHER
TO FORM A LEAGUE OF FAMILIES
BY PARTICIPATING IN THE POW/MIA PROGRAM.

DON'T PUT THIS OFF.
GET IN CONTACT WITH THE CHAIRMAN OF THIS
PROGRAM AND DO YOUR PART!

Americanism

Americanism is the common expression of love and loyal support of us Americans for our country. It is our attachment to this coun-try's land and people, admiration for its customs and traditions, and devotion to its welfare. It fosters an attitude of oneness and belonging within our nation. Every year the Americanism competition has a different theme (to exclude Kindergarten and 1st Grade). Contact the Americanism Chairman *(can be found on the appointment list)* for the current year's theme.

The entry deadline for all students to turn in their submission to their Post is Feb. 15.

Themes

2025-2026
What does it mean to be an American?

2026-2027
How do we honor the Ameri-can flag?

2027-2028
Why is the bald eagle special to America?

Kindergarten & 1st Grade

• U.S. Flag drawing contest (theme does not change).

2nd - 5th Grade

• Theme changes yearly, see above for this years theme.
• Free-hand drawing addressing the theme of the year
• Accompanied essay must address the theme, may be in ink and in the student's own handwriting, typed, or computer generated using the student's own words (no photocopies).

6th - 12th Grade

• Theme changes yearly, see above for this years theme.
• Students must write an essay addressing the theme of the year.
• 6th Grade < 200 words
• 7th - 8th Grade < 300words
• 9th - 10th Grade < 400 words
• 11th - 12th Grade <500 words
• Please include the word count at the bottom of your essay

Judging will be based on the following criteria:

• Adherence to theme
• Originality
• Literary Composition
• Neatness (written in ink and in the students own handwriting, typed, or computer generated, no photocopies). It must be legible; neat and clear

All local Post contests must be completed, judged, and submitted to the District by April 1. Only the 1st Place Winners advance to the next level of competition. District judging should be completed and submitted to State Headquarters by May 1. State judging will be held in May.

All material received will become the property of the AMVETS Department of Ohio for possible use in Department publications for the advancement of Americanism.

AMVETS
National Americanism
Contests

Co-sponsored by the membership of

AMVETS & AMVETS Ladies Auxiliary

Flag Coloring

(Grades K & 1)

Poster

(Grades 2, 3, 4 & 5)

Essay

(Grades 6, 7, 8, 9*, 10*, 11 & 12)

For more information contact your local
AMVETS or AMVETS Ladies Auxiliary
Post at:

_____

(Post Contact Information)

Or

AMVETS National Programs Department

at

301-683-4031 or email
programs@amvets.org

Revised 9.6.2022

AMVETS National Americanism
Flag Coloring Contest Rules

Who can participate?

All children in kindergarten or 1st grade who attend public, private, parochial schools, or homeschooled are eligible to enter. You may also enlist members of any youth organizations, such as Boy Scouts, Girl Scouts, Boys and Girls Clubs, and others to participate.

Theme:

Color the American Flag template.

Contest rules:

- Flag template may be colored using any art medium.
- Must answer questions thoroughly.
- Entries must include the template or a copy of the template, and the entry form.
- Place your name, state, and grade on the back of the entry.
- All entries must be sent to the National Programs Department and postmarked no later than July 1st. (Post and Department deadlines may vary.)
- Entries without a complete contest form and legible address of where to send the award will not be considered for judging.

Criteria for judging Posters:

* Use template provided * Neatness * Answered questions completely

First Place Winners will receive a plaque and gift card

Second Place Winners will receive a certificate and gift card

Amounts will be predetermined during National Convention Annual for the following year.

AMVETS National Americanism

Flag Coloring Contest Entry Form

Co-Sponsored by AMVETS and AMVETS Ladies Auxiliary

Please print legibly or type.

Completed Entry Form and Colored Flags **must be** returned to your local AMVETS Post or State Department.

STUDENT SECTION

(Name and grade printed on the back of project for fair judging)

Check appropriated grade category: ☐ Kindergarten ☐ First Grade

Student Name: _____ **Birth Date:** _____/_____/_____

Student Address: _____

Student City, State, Zip: _____

Name of Parent/Guardian*: _____

Parent Email: _____ **Parent's Phone #*:** (_____) _____ - _____

Name of School/Organization: _____

School Address: _____

School City, State, Zip: _____

Teacher's Name: _____ **Email:** _____

Teacher's School Phone number: _____

FOR AMVETS DEPARTMENT USE ONLY

Complete this section and submit to AMVETS National Programs Department by JULY 1st!

NOTE: This section **must be** completed and signed by the Department Americanism Officer, Commander, or Executive Director/Adjutant. Flag Coloring entries must be submitted to the designated Department official. **Only 1st place** Department entries can be submitted to National Programs Department.

The attached 1st Place Flag Coloring entry is submitted by AMVETS ☐ or Ladies Auxiliary ☐

Department &Post # _____ **Date** _____

Address: _____

City, State, Zip: _____

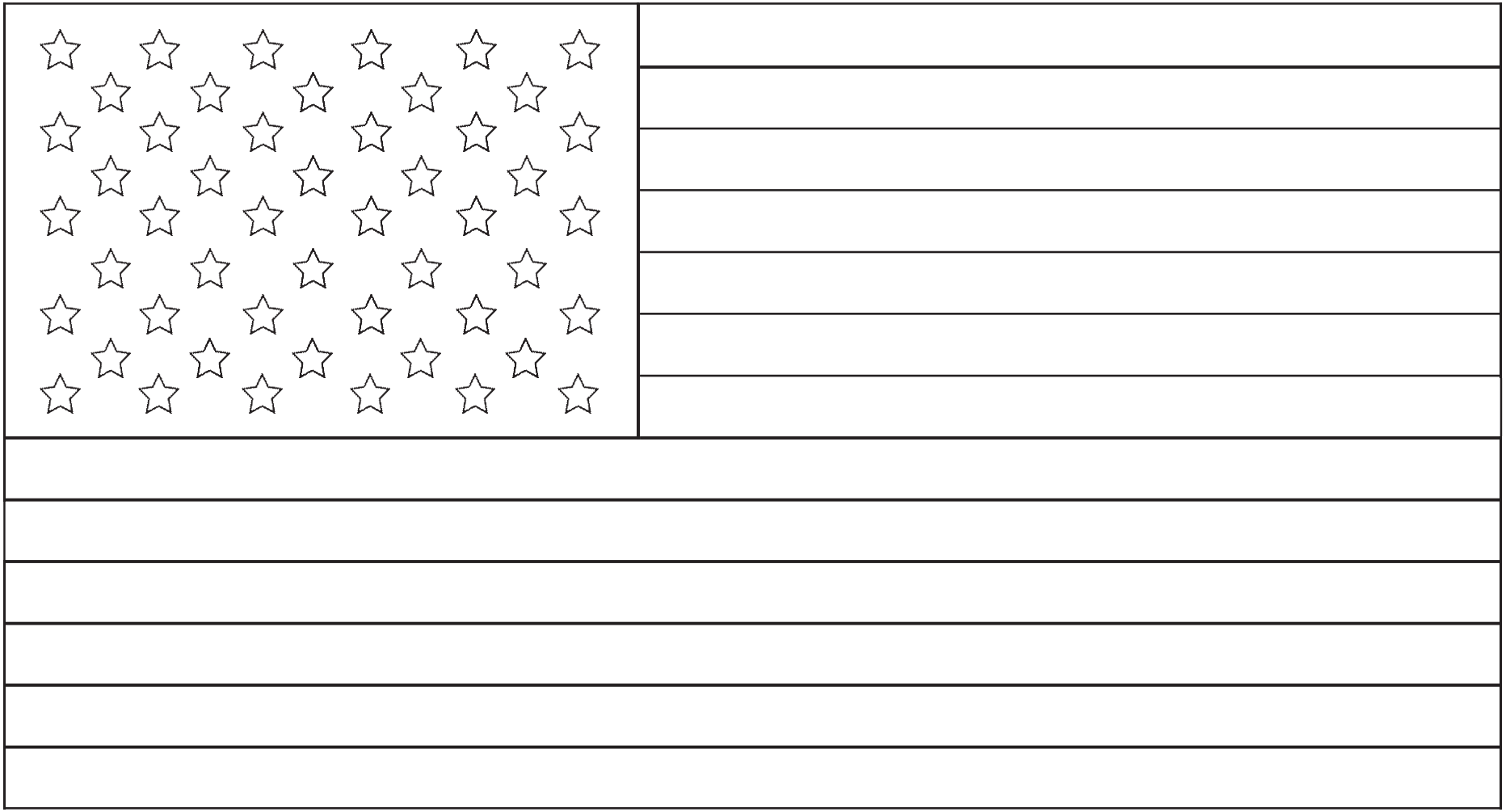
Phone number: _____ Email: _____

_____ _____

Print Officer Name and Title Signature of AMVETS/Auxiliary Representative

All awards will be sent to the Department, otherwise contact National Programs Department.

Revised 8.2024



United States of America

How many stars are on the flag? _____

How many Red stripes are on the flag? _____

How many White stripes are on the flag? ____

What did the thirteen stripes represent? _____

www.ColoringCastle.com

AMVETS National Americanism

Poster Contest Rules

Who can participate?

All students in the 2nd, 3rd, 4th, and 5th grades who attend public, private, parochial schools, or homeschooled are eligible to enter. You may also enlist members of any youth organizations, such as Boy Scouts, Girl Scouts, Boys and Girls Clubs, and others to participate.

Annual Themes (based on school year):

2024-2025 "What does Flag protection mean to me?"
2025-2026 "What does it mean to be an American?"
2026-2027 "How do we honor the American flag?"
2027-2028 "Why is the Bald Eagle special to America?"

Contest rules:

- All students' entries must address the theme.
- Entries must be 9" x 12" inches using construction paper or poster board.
- Place your name, state, and grade on the back of the entry.
- All entries must be free-hand drawings, using any art medium. A straight edge may be used as an aid in drawing a straight line.
- Gluing pictures or other materials to the surface of the drawing is not permitted.
- The student's description of the poster must be written on the back of the poster in 50 words or less. Stories that are firmly attached to the back of the poster will also be accepted, along with your name, state, and grade.
- All entries must be sent to the National Programs Department and postmarked no later than July 1st. (Post and Department deadlines may vary.)
- Entries without a complete contest form and legible address award will not be considered for judging.

Criteria for judging Posters:

* Artistic * Neatness * Adherence to Theme * Creativity *

First Place Winners will receive a plaque and gift card

Second Place Winners will receive a certificate and gift card

Amounts will be predetermined during National Convention Annual for the following year.

Revised 8.2024

AMVETS National Americanism

Poster Contest Entry Form

Co-Sponsored by AMVETS and AMVETS Ladies Auxiliary

Please print legibly or type.

Completed Entry Form and poster **must be** returned to your local AMVETS Post or State Department.

STUDENT SECTION

(Name and grade printed on the back of project for fair judging)

INDICATE THE GRADE: _____

Student Name: _____ **Birth Date:** ____/____/____

Student Address: _____

Student City, State, Zip: _____

Name of Parent/Guardian*: _____

Parent Email: _____ **Phone number *(_____)_____-_____**

Name of School/Organization: _____

School Address: _____

City, State, Zip: _____

Teacher's Name: _____ **Email:** _____

Teacher's School Phone number: _____

FOR AMVETS DEPARTMENT USE ONLY

Complete this section and submit to AMVETS National Programs Department by JULY 1st!

NOTE: This section **must be** completed and signed by the Department Americanism Officer, Commander, or Executive Director/Adjutant. Flag Coloring entries must be submitted to the designated Department official. **Only 1st place** Department entries can be submitted to National Programs Department.

The attached 1st Place Poster entry is submitted by ☐ AMVETS ☐ Ladies Auxiliary

Department &Post # _____ **Date** _____

Address: _____

City, State, Zip: _____

Phone number: _____ Email: _____

_____ _____

Print Officer Name and Title Signature of AMVETS/Auxiliary Representative

All awards will be sent to the Department, otherwise contact National Programs Department.

Revised 8.2024

AMVETS National Americanism

Essay Contest Rules

Who can participate?

All students in 6th, 7th, 8th, * 9th, *10th, 11th, and 12th grades who attend public, private, parochial schools, or homeschooled are eligible to enter. You may also enlist members of any youth organizations, such as Boy Scouts, Girl Scouts, Boys and Girls Clubs, and others to participate.

Annual Themes (based on school year):

2024-2025 "What does Flag protection mean to me?"
2025-2026 "What does it mean to be an American?"
2026-2027 "How do we honor the American flag?"
2027-2028 "Why is the Bald Eagle special to America?"

Contest rules:

- All students' entries must address the theme.
- All essays must be written in blue or black ink or typed and double spaced.
- Place your name, state, and grade on the back of the entry.
- 6th Grade essays: 200 words or less.
- 7th and 8th Grade: essays 300 words or less.
- 9th and 10th Grade: essays 400 words or less.
- 11th and 12th Grade essays 500 words or less.
- All entries must be sent to the National Programs Department and postmarked no later than July 1st. (Post and Department deadlines may vary.)

Criteria for judging Posters:

* Originality * Literary Composition * Creativity * Adherence to Theme *

First Place Winners will receive a plaque and gift card
Second Place Winners will receive a certificate and gift card

Amounts will be predetermined during National Convention Annual for the following year.

*** The AMVETS National Service Foundation will sponsor the First-Place 9th or 10th Grade Department winner** for an all-expense-paid trip to Freedoms Foundation at Valley Forge, Pennsylvania (www.ffvf.org). The four-day weekend will have lots of fun, educational, youth-oriented activities with dynamic speakers and sightseeing are the highlights of a trip that is sure to be long remembered. Departments are welcome to sponsor other deserving 9th or 10th grade students to join in this adventure. Students must meet the requirements for airline travel, and Freedoms Foundation in order to participate. Please contact National Programs regarding additional students.

****Department Commanders:** Indicate on the nomination form if the 9th or 10th grader is nominated to go to Freedoms Foundation. **AMVETS sponsors only one student per Department**. Registration packets from AMVETS and Freedoms Foundation will be available online in August.

Revised 8.2024

AMVETS National Americanism
Essay Contest Entry Form
Co-Sponsored by AMVETS and AMVETS Ladies Auxiliary

Please print legibly or type.

Completed Entry Form and essay **must be** returned to your local AMVETS Post or State Department.

STUDENT SECTION
(Name and grade printed on the back of project for fair judging)

INDICATE THE GRADE: _____

Student Name: _____ **Birth Date:** ____/____/____

Student Address: _____

Student City, State, Zip: _____

Name of Parent/Guardian*: _____

Parent Email: _____ **Phone number *(_____)_____-_____**

Name of School/Organization: _____

School Address: _____

City, State, Zip: _____

Teacher's Name: _____ **Email:** _____

Teacher's School Phone number: _____

FOR AMVETS DEPARTMENT USE ONLY
Complete this section and submit to AMVETS National Programs Department by JULY 1st!

NOTE: This section **must be** completed and signed by the Department Americanism Officer, Commander, or Executive Director/Adjutant. Flag Coloring entries must be submitted to the designated Department official. **Only 1st place** Department entries can be submitted to National Programs Department.

The attached 1st Place Essay entry is submitted by ☐ AMVETS ☐ Ladies Auxiliary

Department &Post # _____ **Date** _____

Address: _____

City, State, Zip: _____

Phone number: _____ Email: _____

_____ _____

Print Officer Name and Title Signature of AMVETS/Auxiliary Representative

All awards will be sent to the Department, otherwise contact National Programs Department.

☐ ****Yes,** this student is nominated to go to the Freedoms Foundation Conference to be sponsored by NSF.

** The Department must contact the National Programs Department for nomination forms for additional student(s).

Approved by Department Commander: _____ Date: _____

Revised 8.2024

Honors and Awards

Each of the following programs should be brought to the attention of your members and an effort should be made to participate in all that your Post is eligible. Now is the time to begin compiling your information and working toward the goal of achieving one or more of the awards. Entries are to be submitted to Department Headquarters and must be received by *MAY 15.* **Please Note:** Winners will be selected prior to the State Convention. Deadline for receipt of all materials is May 15.

JOHN L. SMITH AWARD - Outstanding AMVET of the Year

1. Each Post may submit the name of a member in their Post who has been outstanding in his "efforts in preserving the ideals and principles of the American way of life, in the Community, State and Nation."

2. All candidates' achievements must be limited to the activities in the year immediately preceding the granting of this award.

3. No individual's name will be considered as a potential award winner on the basis of a personal recommendation.

4. Each candidate will be judged and scored by the Awards Committee as follows: 25 percent for Local Post Activity; 25 percent for State and National Activities; and 50 percent for services awarded to the community on a gratuitous basis.

5. All applications on the John L. Smith Award shall be certified by the local Post Commander and/or Adjutant.

RICK PISCIONE AWARD - Post Special Olympics

The Post should attempt to sponsor Special Olympics events in their communities by contacting area Special Olympics. By sponsoring these programs, the Post is eligible for the Post Special Olympics Award. Judging is conducted through scrapbook entries. The Honors and Awards Committee decides the winner by the pictures of the event, the size of the event, the number of participants, the scope of the event, and the frequency of Special Olympics events put on by the post. Scrapbooks should include pictures of participants, contestants, and award ceremonies, and any documentation of the Special Olympics events.

THOMAS A. SMITH, SR. AWARD - Post Americanism

Post must have an Americanism Chairman. Chairman's name must be received by Department Headquarters no later than Nov. 1. New Posts must appoint their Americanism Chairman and name must be received by Department Headquarters within 30 days after the Charter is granted.

Judging

Each Post will be judged and scored by the Awards Committee as follows:

10 Points: For each Post presenting Colors at State Mid-Winter Conference and State Convention.

15 Points: For the "Get Out the Vote" Program

1 Point: For each AMVETS member participating in Memorial Day or any other patriotic day program.

25 Points: For Americanism Awards presented to school or students.

20 Points: For patriotic speeches given by a Post member to schools, veterans' organizations or any other civic group.

15 Points: For Post members promoting AMVETS Americanism Program in local schools.

10 Points: For presentation of U.S. Flags to any organization or person.

JIM GRAHAM AWARD - Post Community Service

1. All Posts must have 50 members or more, according to membership records on file at Department Headquarters, to be eligible for this award.

2. All Post achievements must be limited to the activities in the year immediately preceding the granting of this award.

3. Posts will be judged by the Honors and Awards Committee on: Programs service to the Community, State, Nation and the AMVETS organization.

4. Each Post will send pictures, newspaper clippings and other information that will be helpful to the committee with submitting its application.

5. All Post applications for the Ralph Fisher Award shall be certified by the Post Commander and/or Adjutant.

SANDY VORHIES AWARD - Individual Community Service

1. All AMVET members are eligible for this award and all achievements must be limited to activities in the year immediately preceding the entry.

2. Each individual will be judged on programs service to the Community, State, Nation and the AMVET organization.

3. When submitting application for this award, include photos, newspaper clippings and all other information that will be helpful to the Committee.

4. Each application shall be certified by the local Post Commander and/or Adjutant.

JOHN PAUL BROWN III AWARD - Hospital Service

Trophy will be presented each year at the State convention to the Post compiling the most points in hospital service based on the following system:

10 Points: For each separate and distinct veterans hospital program put on by a Post. This will include Ohio Veterans Home at Sandusky and Georgetown.

10 Points: If Post participates in a District program put on at a veterans hospital, or Ohio Veterans Home in Sandusky or Georgetown.

5 Points: For each $25 or portion thereof, that each Post spends on hospital work during the year.

1 Point: For each Post and/or Auxiliary member who attends a Post or District Hospital program.

1. These must be special programs, not just a visitation. Post must participate. If the Auxiliary puts on entire program, no points will be awarded. Post participation in District program is subject to verification by District Commander.

2. The money spent on hospital work must be money from the Post's own treasury. Funds provided by State Service Foundation and/or State VAVS program will not count. Posts must be able to document their expenditures.

3. Each Post competing for this award must submit a detailed report on their programs, number of members and Auxiliary members participating and amount of money spent, to State Headquarters by *MAY 15*, so that points can be totaled. Period of time for this award is from May 1 of previous year to April 30 of current year.

4. Points cannot be awarded for visitation or volunteer hours - only participation in a special planned program.

5. Each Post must tabulate the total points to which they are entitled and submit this information with their entry.

SAM PIERCE AWARD - Post Color Guard Achievement

A trophy will be presented to the Post or District Color Guard who participates in the following programs: Parades, Flag presentations, dedications, Memorial Services or any other requested programs. Entries for this trophy are to be substantiated by newspaper clippings, social media posts, pictures and any other information that would be helpful to the committee - and presented in scrapbook form for consideration.

DAVID WORKMAN AWARD - Color Guard Competition

A competition of Color Guard units that is held each year at the Annual Convention in June. The Color Guard unit that is determined the winner, is named the AMVETS Department of Ohio Color Guard for the ensuing year. In addition to the official posting of Colors at each Executive Committee Meeting and at special Banquets, the Department Color Guard may be called upon to represent the AMVETS Department of Ohio at functions around the State throughout the year. For details, contact the Color Guard Competition Committee.

ROBERT L. WILBRAHAM AWARD - Public Relations (Post) WILLIAM NOLTNER, JR. (District)

A trophy will be presented annually at the State Convention to a Post PRO and a District PRO who conducts the best Public Relations program. The name of the Post PRO and the District PRO must be received by Department Headquarters no later than Sept. 1.

1. All Post and District PRO's are eligible for this award.

2. Public Relations activities are limited to the year immediately preceding the entry.

3. Each PRO will be judged on Public Relations initiatives and published articles.

4. When submitting application for this award, include News Releases, published articles, photos and other information that will be helpful in selecting a winner.

5. Each PRO shall be certified by the Post or District Commander and/or Adjutant.

6. The recipients will be selected by the Honors and Awards Committee.

MERLE PRATT AWARD - County Veterans Service Officer

This is awarded annually to a County Veterans Service Officer who had done an outstanding job and has networked with veterans organizations. The nomination is submitted in narrative form, and the person being nominated must be a veteran, and should be an AMVETS member. The awardee is announced at the State Convention, but the award is presented among peers at the next County Veterans Service Officers' meeting following the State Convention.

BILLY JUSTICE AWARD— Post VAVS

Trophy will be presented each year at the State Convention to the Post who volunteers their time the most in:

1. The program must be in the area of Hospital Service, volunteering at Veterans' Homes/Nursing Homes, Community Service, or any Program pertaining to Veterans Administration Voluntary Services (VAVS).

2. These must be special programs, not just a visitation. Post must participate. Must be an AMVETS program (no subsidiaries). Post participation in District program is subject to verification by District Commander.

3. Each Post competing for this award must submit a detailed report on their programs, number of members participating and amount of money spent, to State Headquarters by May 15. Period of time for this award is from May 1 of previous year to April 30 of current year.

POST AND DISTRICT APPRECIATION AWARDS

These certificates can be obtained from AMVETS State Headquarters for as many of your members that you deem are deserving of special recognition. It is only necessary to submit the names of the persons to the Post and/or District program committee chairman.

NOTE: You may also want to check to see what certificates AMVETS National Headquarters have available.

BLOOD DONOR PROGRAM

Every year nearly eight million pints of blood are needed to treat the sick and injured. The only way to obtain this blood is through successful blood collection efforts. AMVETS Posts can insure blood supplies for post members, their families and community residents by establishing local blood banks. Blood donor pins are available through AMVETS National Headquarters. Each recipient will receive a permanent award in recognition of this accomplishment.

CARILLON

The Ohio Department of AMVETS with the support of their members, the Auxiliary, Jr. AMVETS and Sad Sacks installed a Carillon at the Ohio Veterans Home, Sandusky, and it was dedicated on June 4, 1978. This is a project in which each of us can be justly proud and one that will be enjoyed by the residents of the Home and those that care to visit. We plan to maintain this installation so that it may be enjoyed by future generations. With plans by the Veterans Administration well underway for a National Cemetery in Northern Ohio near Cleveland, Ohio AMVETS should be prepared to place a carillon on the grounds of the new cemetery at its dedication. Contributions to the maintenance fund should be made payable to AMVETS Carillon Fund and forwarded to State Headquarters.

WHITE CLOVER

A White Clover sale involves organization and work. Neither is anything to be afraid of; neither is an excuse for inaction. Whether it be for charity, hospital visitation or community service, every member of AMVETS should be proud to stand on a street corner or ring doorbells to sell White Clovers - not only because unselfish service to others is the highest form of distinction, but also because unselfish service takes it's most admired form when we walk with the crowd in the road.

Therefore, remind those members of our Posts who are reluctant to devote the time or who fear being embarrassed because they engage in the somewhat humble act of selling White Clovers, that everyone in a community admires the man or woman who will undertake an activity worthy of the best in human nature.

Community service is so deeply rooted in the whole reason for AMVETS that the greatest concern of a Post Commander should be the fear that he might leave undone those things that ought to be done. A full fledged White Clover sale program, proudly conducted annually and with every available ounce of individual effort expended by all members of the Post, is one of the things AMVETS do best.

A trophy will be awarded each year at the State Convention to the Post who collected the most money in their White Clover Drive the previous year. A winner will be selected based on the Post's report to Department Headquarters. Almost as much work is required for an AMVETS member to collect a quarter from a fellow citizen for a White Clover, as is required for an AMVET member to put that quarter to work in a program that benefits the community in which they both live.

But we believe this effort is worthwhile, so that our fellow citizens can willingly contribute in small measure for AMVETS to undertake organized activities for the common good in large measure. White Clovers should be ordered six weeks prior to your scheduled sale from AMVETS Department Headquarters.

AMVETS DEPARTMENT OF OHIO

PROGRAMS AWARDS ENTRY FORM

TO: AMVETS DEPARTMENT OF
OHIO 960 CHECKREIN AVENUE
COLUMBUS, OHIO 43229

FROM: _____ _____

Post Number Date

_____

Street Address

_____

City State Zip

_____

Contact person Telephone

Dear Honors and Awards Committee:

Enclosed you will find material to support our entry for the award(s) in the program(s) as indicated below (please indicate by checking (4) the appropriate box):

- ☐ **JOHN L. SMITH (AMVET Of The Year)**
- ☐ **THOMAS A. SMITH (Post Americanism)**
- ☐ **JIM GRAHAM (Post Community Service)**
- ☐ **SANDY VORHIES (Individual Community**
- ☐ **JOHN PAUL BROWN III (Hospital Service)**
- ☐ **ROBERT WILBRAHAM (Public Relations)**
- ☐ **SAM PIERCE (Post Color Guard)**
- ☐ **RICK PISCIONE (Special Olympics) MERLE**
- ☐ **PRATT (CVSO)**
- ☐ **WHITE CLOVER**
- ☐ **BILLY JUSTICE (Post VAVS) LARRY UEBBING,**
- ☐ **JR. (District VAVS)**

SCRAPBOOKS ARE REQUIRED FOR EACH AWARD

PLEASE ATTACH THIS FORM TO YOUR SUPPORTING INFORMATION IN ORDER TO HAVE YOUR NOMINEES PROPERLY JUDGED FOR AWARDS

This Entry Certified by:

_____ _____

Commander Signature **Post Adjutant Signature**

_____ _____ _____

Post # **Contact Person** **Phone Number**

REVISED JULY 2017

AMVETS

National Headquarters
265 North Ave
Washington, PA 15301

(301) 459-9600

AMVETS Blood Donor Program

When individuals donate blood, they give a precious gift, the 'Gift of Life' which is needed to treat the injured or sick in your area. An adequate supply of blood is always in need and our members can help meet the demand with a regularly scheduled Blood Donor Program. Contact your local Red Cross, hospital or Blood Service Center to establish or nenew your program.

In appreciation and recognition of AMVET members who regularly and unselfishly give blood, you can award an AMVET Blood Donor Pin. Simply complete the information requested below and forward it to our attention. In turn, we will provide you with an AMVETS Blood Donor Pin and a National Donor Pin and a National Donor Certificate to present at an appropriate ceremony.

The AMVETS Blood Donor Pin is a small, red plastic droplet with an inset of the AMVETS logo. This pin signifies that a member has donated one gallon (8 pints) or more to an AMVETS sponsored program. Any recipient would be proud to add this pin to their collection.

Return To: 265 North Ave.,
Washington, PA 15301

The AMVETS Member listed below has donated one gallon (8 pints) of blood (or more) in an AMVETS program. Please forward the Donor's Pin and Certificate to me for presentation.

Name of Blood Donor _____

AMVETS Post Number _____ Units of Blood Donated _____

_____

Send Pin To

Street Address _____

City _____ State _____ Zip _____

Commander's Signature _____ Date _____

AMVETS DEPARTMENT OF OHIO LEGISLATIVE AWARD

1. Judging of awards shall be by the Honors and Awards Committee at the Fall State Executive Committee Meeting. To nominate an individual legislator, the Legislative Nomination Form (next page) must be filled out and submitted to the State Department.

2. Not more than three awards shall be presented at the annual Legislative Awards Breakfast on the Saturday of the Mid-Winter Meeting in February of each year.

3. THe criteria for consideration to receive an AMVETS Legislative Award shall be as follows:

- Voting record of elected official
- Support given to local AMVETS Post or District
- Support given to related veterans organization
- Availability of the elected official for speaking engagements for AMVETS
- Promotion of veterans issues
- Whether the official is a veteran and a member of AMVETS

All applicants should have all the information compiled in a report to the State Department by Sep. 30 of each year. The report should contain information to support your candidate for consideration for the award.

4. Tickets to the breakfast will be included in your registration for the Mid-Winter Meeting. The cost of the trophies/plaques and complimentary guest tickets shall be borned through the Department through the Programs Budget Committee.

LEGISLATIVE NOMINATION FORM

CRITERIA

- Voting Record of Elected Official
- Support given to local AMVETS
- Support given to veterans related legislation
- Availability of the Elected Official for speaking engagements for AMVETS
- Promotion

Date of Entry

Name of Nominee

Is the Official a member of AMVETS? ☐ **YES** ☐ **NO**

Is the Official available for speaking engagements? ☐ **YES** ☐ **NO**

- Attach sheet verifying engagements Nominee was present to participate in
- Attach the various items which justify the nomination of this candidate for the AMVETS Legislative Award

NOMINATOR INFORMATION

Post # | Contact Person | Phone Number

Post Commander Signature | Adjutant Signature

Department of Ohio

OFFICIAL ENTRY FORM

All State Post Commander Award

All State District Commander Award

DEADLINE FOR ENTRY

MAY 15

If your Post Commander has done an outstanding job representing your Post, and your Post would like to acknowledge him for his efforts, than submit him for the ALL STATE POST COMMANDER'S AWARD.

Likewise, If your District Commander has given you a lot of assistance throughout the year and has gone over and above to make your District an outstanding AMVET District, recognize his efforts by nominating him as the STATE DISTRICT COMMANDER OF THE YEAR.

AMVETS DEPT. OF OHIO POST/ DISTRICT COMMANDER AWARDS

CATEGORY: (Please check one) ☐ **ALL STATE POST COMMANDER** ☐ **ALL STATE DISTRICT COMMANDER**

Please check the following areas that apply:

☐ Membership Recruitment _____

☐ Americanism _____

☐ Hospital _____

☐ Public Relations _____

☐ Parades & Memorial Services _____

☐ Community Service _____

☐ Veterans Employment _____

☐ Legislative _____

☐ Drug Abuse _____

☐ Child Welfare _____

☐ Veteran Services _____

☐ ROTC _____

☐ Miscellaneous Information _____

☐ Reporting Forms* _____

**This is mandatory to be considered for this award*

Be sure to include any information you feel will substantiate your entry and double check to see if you have completed all the necessary information. ***BE SURE TO HAVE YOUR ENTRY POST-MARKED NO LATER THAN MAY 15.***

_____
Nominee's Name

_____ _____ _____ _____
Post # **District #** **Hat Size** **Date of Entry**

_____ _____
Commander Signature **Post Adjutant Signature**

If Post Commander Nomination, did your Post reach 100% of previous year's membership? ☐ **YES** ☐ **NO**

If District Commander Nomination, did your District reach 100% of previous year's membership? ☐ **YES** ☐ **NO**

AMVETS DEPARTMENT OF OHIO EMPLOYER OF THE YEAR AWARD

In light of the high rate of unemployment among veterans, recognition of those employers who, as a standard practice, go out of their way to hire the veteran becomes even more important. The AMVETS Department of Ohio Employer of the Year procedures are as follows:

1. The employer (s) selected to receive the awards will be selected from the nominations submitted by an AMVETS Post, employment committees and government agencies. Posts or individuals may make recommendations to their respective employment committees and employers may also nominate themselves.

2. Posts/individuals may submit nominees to the Department for judging. The winners on the Department level in each of the three categories shall be submitted to the National contest.

3. A detailed statement shall be submitted substantiating the nominee's accomplishments. The statement should reflect the pertinent facts as well as the employer's demographic information. A contact person should also be specified for each employer nominated.

4. Each nomination may be supported by newspaper clippings, magazine articles or letters of recommendation. This is not mandatory but will assist in determining the suitability of a nominee for an award.

5. Nominees may be companies, firms, associations, local, state or federal agencies or individuals.

6. On the State level, the nominees will be judged by the Honors and Awards Committee. The winners will be announced at the State Convention. These winners will be submitted to Nationaland prior to the National Convention, state entries will be judged by a panel selected by the National Department based on their knowledge and expertise in the realm of veterans employment.

7. The deadline for State nominations is **May 15.** The deadline for state departments to submit their winners to National is **July 15. (Nominations submitted after the deadline will not be considered for an award).**

8. The National Commander will announce the nationwide winners at the National Convention.

9. In an effort to generate maximum public awareness of this program and to ensure that the employer receives as much local media coverage as possible. The National awards will be presented in their respective states by the incoming National Commander or his/her selected representative. The presentation will be coorinated with the posts/individuals involved. The exact dates and times will be announced well in advance.

10. The State awards will be presented at the Honors and Awards Banquet at the State Convention each June.

AMVETS DEPT. OF OHIO EMPLOYER OF THE YEAR NOMINATION FORM

Name of Employer

Address

Contact **Phone**

Type of Business

Submitted by

Phone **Address**

DEADLINE FOR NOMINATION IS MAY 15

AMVETS State and National Employer of the Year will be announced in three categories at the State and National levels at their respective annual conventions. Judging will take place prior to the start of their respective annual conventions. Any member of AMVETS or AMVETS Post may nominate an employer for the award. Local, state and federal governments entities may also be considerd for this award.

CONSIDERATION BASIS

Type of Organization

☐ Company/Firm/Organization

☐ Federal/State/Local Government

Employment Category

☐ A...25-100 employees

☐ B...101-300 employees

☐ C...301 and up employees

	TOTAL	PERCENTAGE
A. Total Number of employees in firm.		
B. Total number of new hires for period Jan 1-Dec. 31.		
C. Total number of veterans hired.		
D. Total number of disabled veterans hired.		
E. Total number of Vietnam Era veterans hired.F		
F. Total number of women veterans hired.		

To determine the percentage, use the number of new hires as 100%. Divide (C) (D) (E) (F) to obtain percentage of veterans hired.

Post Directory

POSTS BY AMVETS DISTRICT

District 1
Post 24 DAYTON
Post 25 SPRINGFIELD
Post 37 SPRINGFIELD
Post 66 COVINGTON
Post 71 FAIRFIELD
Post 88 TROY
Post 99 VANDALIA
Post 111 WOODLAWN
Post 120 FRANKLIN
Post 121 URBANA
Post 148 MEDWAY
Post 444 FAIRBORN
Post 464 HUBER HEIGHTS
Post 726 ELDORADO
Post 1789 BROOKVILLE
Post 1983 HAMILTON
Post 1988 CINCINNATI
Post 2003 KETTERING
TOTAL POSTS:18

District 7
Post 4 CHILLICOTHE
Post 61 HILLSBORO
Post 84 JACKSON
Post 141 WILLOW WOOD
Post 1985 LANCASTER
Post 2256 CIRCLEVILLE
Post 2353 PORTSMOUTH
Post 3571 WASHINGTON CH
TOTAL POSTS: 8

District 9
Post 1 LIMA
Post 21 FINDLAY
Post 39 LAKEVIEW
Post 54 BRYAN
Post 57 LEIPSIC
Post 69 FOSTORIA
Post 222 TOLEDO
Post 333 WAPAKONETA
Post 599 NEW BAVARIA
Post 698 MIDDLE POINT
Post 711 BOWLING GREEN
Post 1991 DEFIANCE
Post 1994 KENTON
Post 2013 OTTAWA
Post 7574 LYONS
TOTAL POSTS: 15

District 12
Post 5 COLUMBUS
Post 19 LONDON
Post 26 MANSFIELD
Post 27 BUCYRUS
Post 28 MARYSVILLE
Post 31 ONTARIO
Post 42 MARION
Post 43 BELLVILLE
Post 51 THORNVILLE
Post 59 CENTERBURG
Post 87 MT GILEAD
Post 89 COLUMBUS
Post 95 MT VERNON
Post 102 DELAWARE
Post 138 MARION
Post 419 PATASKALA
Post 1312 COLUMBUS
Post 1924 LONDON
Post 1928 COLUMBUS
Post 1941 HARRISBURG
Post 1979 GALION
Post 2000 COLUMBUS
TOTAL POSTS: 22

District 13
Post 17 SANDUSKY
Post 22 VERMILION
Post 32 ELYRIA
Post 47 LORAIN
Post 48 TIFFIN
Post 49 HURON
Post 55 SHEFFIELD LAKE
Post 67 CLYDE
Post 96 ASHLAND
Post 149 POLK
Post 162 HUNTINGTON
Post 1965 NORWALK
Post 1969 HAYESVILLE
TOTAL POSTS: 13

District 19
Post 12 MASSILLON
Post 44 YOUNGSTOWN
Post 45 SALEM
Post 112 NEWTON FALLS
Post 124 CANTON
Post 250 WOOSTER
Post 275 STEUBENVILLE
Post 290 VIENNA
TOTAL POSTS: 8

District 20
Post 40 MENTOR
Post 80 MAPLE HEIGHTS
Post 109 MENTOR-ON-THE-LAKE
Post 176 RICHFIELD
Post 1949 CUYAHOGA
Post 1968 MONTVILLE
Post 1971 PERRY
Post 1990 MEDINA
Post 7604 MADISON
TOTAL POSTS: 9

District 21
Post 23 GALLIPOLIS
Post 36 COSHOCTON
Post 70 CAMBRIDGE
Post 76 ATHENS
Post 93 ALBANY
Post 1776 LOGAN
Post 1788 MARIETTA
TOTAL POSTS: 7

Post

1

District
9

County
Allen

Primary Contact/Post Mailing Address
Coleman Clark Jr.
1302 Oakland Pkwy
Lima, OH 45805
419-234-0903
jonesclarkfh@aol.com

Renewal Contact
Coleman Clark Jr.
419-234-0903
jonesclarkfh@aol.com

Post Information Meeting Date, Time & Address
2nd Tuesday of the month
VFW #1275
124 E Elm St.
Lima, OH 45801
419-234-0903

Commander
Coleman Clark Jr.
419-234-0903
jonesclarkfh@aol.com

Adjutant
William Thompson
614-595-1448

Post

4

District
7

County
Ross

Primary Contact/Post Mailing Address
Evan M. Steele
P.O. Box 136
Chillicothe, OH 45601
(740) 774-3833
amvetspost4@midohio.twcbc.com

Renewal Contact
Dwight D. Fowler
P.O. Box 136
Chillicothe, OH 45601
(740) 774-3833
amvetspost4@midohio.twcbc.com

Post Information Meeting Date, Time & Address
1st Wed of month 7:00pm
317 E. Main St.
Chillicothe, OH 45601
(740) 774-3833
amvetspost4@midohio.twcbc.com

Commander
Evan M. Steele
740-446-2300
amvetspost4@midohio.twcbc.com

Adjutant
Harold Price, Jr.
(740) 775-3802

Facebook - https://www.facebook.com/profile.php?id=100054540725469

Post

5

District
12

County
Franklin

Primary Contact/Post Mailing Address
Don McCauley
960 Checkrein Ave.
Columbus, OH 43229
614-431-6990
dmccauley@ohamvets.org

Renewal Contact
Don McCauley
960 Checkrein Ave.
Columbus, OH 43229
614-431-6990
dmccauley@ohamvets.org

Post Information Meeting Date, Time & Address
1st Wednesday of the month @ 6:00 pm
75 W Johnstown Road
Gahanna, OH 43230
614-402-7846
post5@ohamvets.org

Commander
Don McCauley
614-431-6990
dmccauley@ohamvets.org

Adjutant
Amy C. Myer
rmechik1987@yahoo.com
614-774-4511

Virtual Meeting: ohamvets5.org

Post

12

District
19

County
Stark

Primary Contact/Post Mailing Address
Paul Westland
653 Earl Road NW
Massillon, Ohio 44647
(330) 880-0711
amvets65319@outlook.com

Renewal Contact
Michael Karchner
653 Earl Rd NW
Massillon, Oh 44647
(330) 704-2917
amvets65312@outlook.com

Post Information Meeting Date, Time & Address
Call post for meeting details
653 Earl Rd NW
Massillon, Ohio 44647
(330) 880-0711
amvets65312@outlook.com

Commander
Paul Westland
amvets65312@outlook.com

Adjutant
Dennis Goodell

Post

17

District
13

County
Erie

Primary Contact/Post Mailing Address
Eric Scherer
307 Putnam St
Sandusky, OH 44870
419-366-3856
paintitred@aol.com

Renewal Contact
Eric Scherer
419-366-3856
paintitred@aol.com
PO Box 556
Sandusky, OH 44870

Post Information Meeting Date, Time & Address
4th Sunday of the month @ 1 PM
307 Putnam St
Sandusky, OH 44870
419-626-6974
amvets017@sbcglobal.net

Commander
Eric Scherer
419-366-3856
paintitred@aol.com

Adjutant
Duane Loomis
419-656-6218
djloomis9@gmail.com

Post

19

District
12

County
Madison

Primary Contact/Post Mailing Address
Phillip Robinett
183 W Lincoln Ave.
London, OH 43140
740-837-6557
philrobinett111@yahoo.com

Renewal Contact
Josh McCabe
183 W Lincoln Ave.
London, OH 43140

Post Information Meeting Date, Time & Address
2nd Sunday of the month @ 10:00 AM
4454 Lake Rd SE
London, OH 43140
740-852-6311

Commander
Phillip Robinett
740-837-6557
philrobinett111@yahoo.com

Adjutant
Robert Slatzer

Post

21

District
9

County
Hancock

Primary Contact/Post Mailing Address
Bob Driftmyer
423 Trenton Ave
Findlay, OH 45840
419-306-5350
amvet21@att.net

Renewal Contact
Scott Sterling
423 Trenton Ave
Findlay, OH 45840
567-525-1612
ssterling954@gmail.com

Post Information Meeting Date, Time & Address
Wednesday 4th 7:00:00 PM
423 W Trenton Ave
Findlay, OH 45840

Commander
Scott Sterling
567-525-1612
ssterling954@gmail.com

Adjutant
Kim Williams
419-294-3458

Post

22

District
13

County
Erie

Primary Contact/Post Mailing Address
Malcolm Williams
1517 State Rd
Vermilion, OH 44089
440-963-7287
mwilliams@spiralbinding.com

Renewal Contact
Charles Grisel
1517 State Rd
Vermilion, OH 44089
loiskgg@gmail.com

Post Information Meeting Date, Time & Address
3rd Tuesday of the month @ 7:00 pm
1517 State Rd
Vermilion, OH 44089

Commander
Malcolm Williams
440-963-7287
mwilliams@spiralbinding.com

Adjutant
Charles Reynolds
440-967-0392
wa8wuu@msn.com

Post

23

District
21

County
Gallia

Primary Contact/Post Mailing Address
David S. Mccoy
PO Box 952
Gallipolis, OH 45631
740-446-4923
sue.mccoy@yahoo.com

Renewal Contact
David S. Mccoy
PO Box 952
Gallipolis, OH 45631
740-446-4927
sue.mccoy@yahoo.com

Post Information
Meeting Date, Time & Address
Call post for meeting details
621 Wesley Ave
Gallipolis, OH 45631
740-446-4922
sue.mcoy@yahoo.com

Commander
Ralph Keith Jeffers
740-645-2108
jeffersvfw@gmail.com

Adjutant
Gary Fenderbosch
740-446-8657
bosch.jr@sbcglobal.net

Post

24

District
1

County
Montgomery

Primary Contact/Post Mailing Address
John Theobald
1016 Leo Street
Dayton, Oh 45404
(937) 603-3037
post24dayton@gmail.com

Renewal Contact
John Theobald
1016 Leo Street
Dayton, Ohio 45404
(937) 603-3037
post24dayton@gmail.com

Post Information
Meeting Date, Time & Address
2nd Tuesday of the month @ 7:00 pm
1016 Leo St.
Dayton, OH 45404

Commander
Billy Jenks
(937) 270-2190
billjenks9@aol.com

Adjutant
Deborah Flakenstein
937-903-8055
debbienew1954@yahoo.com

937-222-0071
post24dayton@gmail.com

Post

25

District
1

County
Clark

Primary Contact/Post Mailing Address
James Wells
1954 kenton street
Springfield, ohio 45505
(937) 925-5071
25amvetspost@gmail.com

Renewal Contact
James Wells
1954 kenton street
Springfield, ohio 45505
(937) 925-5071
25amvetspost@gmail.com

Post Information
Meeting Date, Time & Address
Call post for meeting details
1954 Kenton St
Springfield, OH 45505
937-925-5071
POST25@OHAMVETS.ORG
25AMVETSPOST@GMAIL.COM

Commander
James Wells
(937) 925-5071

Adjutant
Stan Snyder
937-631-6082

Post

26

District
12

County
Richland

Primary Contact/Post Mailing Address
Mark Scheid
1100 West Fourth St.
Mansfield, OH 44903
567-224-0756
mark.scheid0756@gmail.com

Renewal Contact
Dan O'Brien
1100 W. 4th Street
Mansfield, OH 44906
(419) 543-2787
Obie293@aol.com

Post Information
Meeting Date, Time & Address
Call post for meeting details
1100 West 4th Street
Mansfield, OH 44906
amvetspost26@yahoo.com
amvets26@outlook.com
(419) 529-6026

Commander
Mark Scheid
(419) 529-6026
mark.scheid0756@gmail.com

Adjutant
Robert Muth
(419) 564-8080
moose6400@yahoo.com

www.amvetspost26.org

Post

27

District
12

County
Crawford

Primary Contact/Post Mailing Address
Sonja Rittenhour
235 E. Galen St.
Bucyrus, Ohio 44820
(419) 689-6333
senjettii@yahoo.com

Renewal Contact
David Clamp
235 E. Galen St.
Bucyrus, Ohio 44820
(419) 562-4571
ohioamvets27@gmail.com

Post Information Meeting Date, Time & Address
Monday 3rd 07:00:00 PM
235 E Galen St
Bucyrus, Ohio 44820
(419) 562-4571
ohioamvets27@gmail.com

Commander
Sonja Rittenhour
419-689-6333
senjettii@yahoo.com

Adjutant
Doug Bowen
419-834-0610
Ohiosadass@yahoo.com

https://www.facebook.com/bucyruso/

Post

28

District
12

County
Richland

Primary Contact/Post Mailing Address
David Cook
P.O. Box 255
Marysville, OH 43040
cookong1976@outlook.com
937-243-2749

Renewal Contact
David Cook
P.O. Box 255
Marysville, OH 43040
cookong1976@outlook.com
937-243-2749

Post Information Meeting Date, Time & Address
1st Monday 6:00 PM
500 Park Ave
Marysville, OH 43040

Commander
John Gamble
chrisgamble007@hotmail.com
937-508-0181

Adjutant
David Cook
cookong1976@outlook.com
937-243-2749

Post

31

District
12

County
Richland

Primary Contact
Mark Ogle
2943 Park Ave. W
Ontario, OH 44906
419-563-4689
markopopop@hotmail.com

Renewal Contact
William Gifford
2943 Park Ave. W
Ontario, OH 44906
giffman10@yahoo.com

Post Information Meeting Date, Time & Address
Tuesday 1st 6:00 PM
2943 Park Ave W
Ontario, OH 44906
419-563-4689
markopopop@hotmail.com

Commander
Albert Hammonds
419-347-1042
ruthhammond21@yahoo.com

Adjutant
Bradley Nicholas
(573)872-7100
nicholasbradley73@gmail.com

Post

32

District
13

County
Lorain

Primary Contact/Post Mailing Address
Jeff Everson
11087 Middle Ave
Elyria, OH 44035
jbl_44035@yahoo.com
440-371-6849

Renewal Contact
Jeff Everson
11087 Middle Ave
Elyria, OH 44035
jbl_44035@yahoo.com
440-371-6849

Post Information Meeting Date, Time & Address
3rd Monday of the month @ 7:00 pm
11087 Middle Ave
Elyria, OH 44035
440-458-8544
jb1_44035@yahoo.com

Commander
Jeff Everson
jbl_44035@yahoo.com
440-371-6849

Adjutant
Heidi Miller
heidimiller7505@gmail.com
330-714-0834

Post

36

District
21

County
Coshocton

Primary Contact/Post Mailing Address
Joseph R. Cullison
986 Otsego Ave.
Coshocton, Ohio 43812
(740) 502-0788
coshoctonamvetspost36@gmail.com

Renewal Contact
Virgil A. Stark
986 Otsego Ave.
Coshocton, Ohio 43812
(330) 473-5737
vstark1@roadrunner.com

Post Information Meeting Date, Time & Address
1st Monday 4:00pm
986 Otsego Ave
Coshocton, Ohio 43812
(740) 623-0538
coshoctonamvetspost36@gmail.com

Commander
Joseph Cullison
(740) 502-0788
coshoctonamvetspost36@gmail.com

Adjutant
Virgil Stark
330-473-5737
vstark1@roadrunner.com

Post

37

District
1

County
Clark

Primary Contact/Post Mailing Address
Jim Adams
5075 Enon-Xenia Rd
Fairborn, OH 45324
937-284-2276
jadams1584@hotmail.com

Renewal Contact
Jim Adams
5075 Enon-Xenia Rd
Fairborn, OH 45324
937-284-2276

Post Information Meeting Date, Time & Address
1st Tues of Month & 3rd Wed of Month
5075 Enon-Xenia City, Fairborn

Commander
James Adams
937-284-2276
jadams1584@hotmail.com

Adjutant
Robert Wilken
bobwilken630@gmail.com
937-241-8557

Post

39

District
9

County
Logan

Primary Contact/Post Mailing Address
Timothy Pierce
110 west harrison st.
lakeview,ohio 43331
(937) 935-3866
amvets39lakeview@gmail.com

Renewal Contact
Timothy Pierce
110 west harrison st.
lakeview,ohio 43331
(937) 935-3866
amvets39lakeview@gmail.com

Post Information Meeting Date, Time & Address
4th monday @1900
110 west harrison st
lakeview, ohio 43331
(937) 843-5641

Commander
Timothy Pierce
(937) 935-3866

Adjutant
Stacy Alexander
(937) 935-6758

Post

40

District
20

County
Lake

Primary Contact/Post Mailing Address
Jeff Jukiewicz
9141 Jordan Dr
Mentor, OH 44060
(440)478-9993
sgtj2j@gmail.com

Renewal Contact
Jeff Jukiewicz
9141 Jordan Dr
Mentor, OH 44060
(440)478-9993
sgtj2j@gmail.com

Post Information Meeting Date, Time & Address
Sunday 1st 11:30 AM
9141 Jordan Dr
Mentor, OH 44060
(440)478-9993
sgtj2j@gmail.com

Commander
Jeff Jukiewicz
440-478-9993
sgtj2j@gmail.com

Adjutant
Hagara Scott
440-890-4540
capelhagara@aol.com

Post

42

District
12

County
Marion

Primary Contact/Post Mailing Address
Joyce McKnight
940 Marion-Williamsport Rd. E.
Marion, Ohio 43302
740-255-5241
Joyce.McKnight@drc.ohio.gov

Renewal Contact
Joyce McKnight
940 Marion-Williamsport Rd. E.
Marion, Ohio 43302
740-255-5241
Joyce.McKnight@drc.Ohio.gov

Post Information
Meeting Date, Time & Address
1st Tuesday Monthly
940 Marion Williamsport Rd
Marion, OH 43302
740-255-5241
www.ohamvets.org/post42@ohamvets.org

Commander
Wesley G. Moore
post42@ohamvets.org

Adjutant
Jean Paul Kruse
post42@ohamvets.org

https://www.ohamvets.org/post-42

Post

43

District
12

County
Richland

Primary Contact/Post Mailing Address
David Heichel
76 Main Street
Bellville, Ohio 44813
(419) 886-2658
amvetspost43@yahoo.com

Renewal Contact
David Sherman
76 Main Street
Bellville, Ohio 44813
(419) 886-2658
amvetspost43@yahoo.com

Post Information
Meeting Date, Time & Address
3rd Monday of the month @ 6:00 PM
76 Main Street
Bellville, OH 44813
AMVETSPOST43@YAHOO.COM
(419) 886-2658

Commander
David Heichel
(416) 545-3401

Adjutant
Charles Kvochick
(416) 564-6443
k44813@yahoo.com

https://www.facebook.com/Amvets43/

Post

44

District
19

County
Mahoning

Primary Contact/Post Mailing Address
Jan Brown
305 Elm St.
Struthers, OH 44471
330-518-5532
janbrown54@sbcglobal.net

Renewal Contact
Jan Brown
305 Elm St.
Struthers, OH 44471
330-518-5532
janbrown54@sbcglobal.net

Post Information
Meeting Date, Time & Address
3rd Wed at 5:00pm (Trustee)
3rd Wed at 6:00pm (E-Board)
3rd Wed at 7:00pm (General)
305 Elm Street
Struthers, OH 44471

Commander
Jan Brown
330-518-5532
janbrown54@sbcglobal.net

Adjutant
Patrick C. Bundy SR

330-755-3333
amvets44@sbcglobal.net

Post

45

District
19

County
Columbiana

Primary Contact/Post Mailing Address
Kevin Seguin
750 S Broadway
Salem, OH 44460
330-261-4562
kseguin@ohamvets.org

Renewal Contact
Kevin Seguin
750 S Broadway
Salem, OH 44460
330-261-4562
kseguin@ohamvets.org

Post Information
Meeting Date, Time & Address
Last Sunday 10:30 (Trustee)
Last Sunday 11:00 (E-Board)
Last Sunday 12:00 (General)
750 S Broadway Ave
Salem, OH 44460
330-337-8505
amvetspost45@150

Commander
Kevin Seguin
330-261-4562

Adjutant
Susan Prichard
330-550-5752
susanpritchard67@yahoo.com

Post

47

District
13

County
Lorain

Primary Contact/Post Mailing Address
Michael Kachure
3009 Broadway Ave
Lorain, OH 44055
440-821-4556
lorainamvetspost47@gmail.com

Renewal Contact
Danielle Pintur
3009 Broadway Ave
Lorain, OH 44055
440-864-8702
lorainamvetspost47@gmail.com

Post Information Meeting Date, Time & Address
3rd Sunday of the month @ 11:00 AM
3009 Broadway Ave
Lorain, OH 44055
lorainamvetspost47@gmail.com

Commander
Michael Kachure
440-821-4556
mkachure@roadrunner.com

Adjutant
Danielle Pintur
440-854-0826
lorainamvetspost47@gmail.com

Post

48

District
13

County
Seneca

Primary Contact/Post Mailing Address
John Ricker
1909 S State Route 100
Tiffin, OH 44883
419-934-3162
amvetssec@yahoo.com

Renewal Contact
John Ricker
427 N Sandusky Street
Tiffin, OH 44883
419-934-3162
amvetssec@yahoo.com

Post Information Meeting Date, Time & Address
1st Tuesday of the month @ 6:30 pm
1909 S State Route 100
Tiffin, OH 44883

Commander
James Speaker
kathiespeaker@gmail.com

Adjutant
John Ricker
419-934-3162
amvetssec@yahoo.com

Post

49

District
13

County
Erie

Primary Contact/Post Mailing Address
David Washburn
415 Adams Ave
Huron, OH 44839
junndav@msn.com

Renewal Contact
David Washburn
415 Adams Ave
Huron, OH 44839
junndav@msn.com

Post Information Meeting Date, Time & Address
2nd Tuesday of the month @ 7:30 PM
Huron Township Bldg
1820 Bogart Rd
Huron, OH 44839

Commander
Richard Schenk
419-433-6570

Adjutant
David Washburn
419-433-2235
junndav@msn.com

Post

51

District
12

County
Perry

Primary Contact/Post Mailing Address
Jeff Zemolong
9293 Thorn Twp Rd 79 Nw
Thornville, OH 43076
740-641-4035
jczlong@gmail.com

Renewal Contact
Todd Winters
9293 Thorn Twp Rd 79 NW
Thornville, OH 43076
(614) 207-1359
toddfwinters@gmail.com

Post Information Meeting Date, Time & Address
2nd Thursdays at 6:00, 3rd Thursdays at 6:00, 2nd Thursdays at 7:00
9293 Thorn Twp rd 79, Thornville, OH 43076
amvetspost51@rr.ohio.com

Commander
Jeff Zemolong
740-641-4035
jczlong@gmail.com

Adjutant
Richard Johnson
740-334-8119
skippyjoe47@yahoo.com

Post

54

District
9

County
Williams

Primary Contact/Post Mailing Address
Russell Kosier
330 Gary Dr
Bryan, OH 43506
419-467-7743
grdlinboy@yahoo.com

Renewal Contact
Russell Kosier
330 Gary Dr
Bryan, OH 43506
419-467-7743
grdlinboy@yahoo.com

Post Information Meeting Date, Time & Address
1st Sunday of the month @ 1:00 PM
330 Gary Dr
Bryan, OH 43506
419-467-7743
grdlinboy@yahoo.com

Commander
Russell Kosier
419-467-7743
grdlinboy@yahoo.com

Adjutant
Phillip Stotz
419-799-2097
ohvino@Hotmail.com

Post

55

District
13

County
Lorain

Primary Contact/Post Mailing Address
Sheffield Lake Amvets Post #55
530 Abbe Rd
Sheffield Lake, OH 44054
440-949-6769
amvets55@aol.com

Renewal Contact
Scott Avriss
530 Abbe Rd
Sheffield Lake, OH 44054
440-949-6769

Post Information Meeting Date, Time & Address
Meeting: 1st & 3rd
Address: 530 Abbe Rd, Sheffield Lake, OH
440-949-6769
amvets55@aol.com

Commander
Daniel Anthony
440-949-6769
amvets55@aol.com

Adjutant
Robert Rosso
440-949-6769

Post

57

District
9

Putnam

Primary Contact/Post Mailing Address
Ronald Hermiller
610 Enterprize St.
Leipsic, OH 45856
419-889-2005
ronaldhermiller2005@gmail.com

Renewal Contact
Darl Shoemaker
213 Center St.
Leipsic, OH 45856
419-890-3273

Post Information Meeting Date, Time & Address
2nd Wednesday @ 7:00 PM
815 E. Mathias St.
Leipsic, OH 45856
kdunstan@fairpoint.net

Commander
Ronald Hermiller
419-889-2005
ronhermiller2005@gmail.com

Adjutant
Brad Peck
419-615-0803

Post

59

District
12

County
Knox

Primary Contact/Post Mailing Address
Larry Cooperrider
3894 Columbus Rd
Centerburg, OH 43011
740-625-6750
coopfarms@yahoo.com

Renewal Contact
Tim Eyster
6270 Bishop Rd
Centerburg, OH 43011
740-504-1441
tim.eyster@yahoo.com

Post Information Meeting Date, Time & Address
1st Mon. 8 PM
Address: 3894 Columbus Rd City, Centerburg, OH

Commander
Larry Cooperrider
614-419-4868
coopfarms@yahoo.com

Adjutant
Rick Chapman
740-398-1668
rchap1952@yahoo.com

Post

61

District
7

County
Highland

Primary Contact/Post Mailing Address
Rich Lawson
11541 North Shore Dr
Hillsboro, OH 45133
740-222-5543
post61amvets@yahoo.com

Renewal Contact
11541 North Shore Dr
Hillsboro, OH 45133
937-393-2900
post61amvets@yahoo.com

Post Information Meeting Date, Time & Address
1st Wednesday of the month @ 7:00 PM
11541 North Shore Dr
Hillsboro, OH 45133
937-393-2900
post61amvets@yahoo.com

Commander
Rich Lawson
740-222-5543

Adjutant
Roger Murphy
post61amvets@yahoo.com

Post

66

District
1

County
Miami

Primary Contact/Post Mailing Address
Robert Simon
10010 W State Route 185
Covington, OH 45318
937-638-4530
robertsimon87@gmail.com

Renewal Contact
Darrell Whalen
500 Wood St.
Piqua, OH 45356
(937) 570-9245

Post Information Meeting Date, Time & Address
3rd Tuesday of the month @ 6:30.
10010 West St.Rt.185
Covington, Ohio 45318
(937) 451-7543
Amvets.post66@gmail.com

Commander
Robert Simon
937-638-4530
robertsimon87@gmail.com

Adjutant
Mike Pitman
937-308-6602
mike.pitman.57@gmail.com

Post

67

District
13

County
Sandusky

Primary Contact/Post Mailing Address
Edward Eberly
1128 Oak Drive
Fremont, OH 43420
419-332-2449

Renewal Contact
Larry Mooney
1635 Mario Pl
Fremont, OH 43420
419-307-3418
moonldm@aol.com

Post Information Meeting Date, Time & Address
1st Thursday of the month @ 7:00 PM
847 W Maple St
Clyde, OH 43410
419-855-5301
vfwpost3343@aol.com

Commander
Edward Eberly
419-332-2449
moonldm@aol.com

Adjutant
Larry Mooney
419-307-3418
moonldm@aol.com

Post

69

District
13

County

9

Primary Contact/Post Mailing Address
James Rimar
155 E Tiffin St
Fostoria, OH 44830
(419) 957-8416
amvetspost69@outlook.com

Renewal Contact
Bruce Nolan
155 E Tiffin St
Fostoria, Ohio, 44830
(419) 575-9550
amvets69members@outlook.com

Post Information Meeting Date, Time & Address
4th Thursday of the month @ 6:00 pm
155 E Tiffin St
Fostoria, OH 44830
amvetspost69@outlook.com

Commander
James Rimar
419-957-8416
jimrimar1@gmail.com

Adjutant
Ralph Koerper
419-435-5009
amvetspost69@outlook.com

Post

70

District
21

County
Guernsey

Primary Contact/Post Mailing Address
Michael L. St. Clair
1301 N 14th Street
Cambridge, OH 43725
614-638-7349
mstc@firewireinternet.com

Renewal Contact
Michael L. St. Clair
1301 N 14th Street
Cambridge, OH 43725
614-638-7349
mstc@firewireinternet.com

Post Information
Meeting Date, Time & Address
3rd Wednesday of the month @ 7:00 pm (Trustee)
1427 E Wheeling Ave
Cambridge, OH 43725
mstc@firewireinternet.com

Commander
James Blancett
740-584-4185

Adjutant
Michael L. St. Clair
614-638-7349
mstc@firewireinternet.com

Post

71

District
1

County
Butler

Primary Contact/Post Mailing Address
Aaron Cunningham II
4829 Industry Dr
Fairfield, OH 45014
513-858-3079
arcii7348@gmail.com

Renewal Contact
Randy Frakenfield
3991 Brown Farm Drive
Hamilton, OH 45013
513-478-2796
randy.frankenfield@gmail.com

Post Information
Meeting Date, Time & Address
2nd Tuesday of the month @ 7:00 PM
4829 Industry Dr
Fairfield, OH 45014
513-858-3079
amvets71@outlook.com

Commander
Aaron Cunningham II
513-593-3910
acunningham@ohamvets.org

Adjutant
Randy Frakenfield
513-478-2796
randy.frankenfield@gmail.com

Post

76

District
21

County
Athens

Primary Contact/Post Mailing Address
Tammy Burgess
PO Box 5763
Athens, OH 45701
304-531-9450
tburgess@ohamvets.org

Renewal Contact
Tammy Burgess
20 Campbell Street
Athens, OH 45701
304-531-9450
tburgess@ohamvets.org

Post Information
Meeting Date, Time & Address
Wednesday 3rd 7:00:00 PM
20 Campbell Street
Athens, OH 45701
304-531-9450
tburgess@ohamvets.org

https://www.facebook.com/Amvetspost76athens/

Commander
David Walls
baldvetdave@gmail.com

Adjutant
Tammy Burgess
304-531-9450
tburgess@ohamvets.org

Post

80

District
20

County
Cuyahoga

Primary Contact/Post Mailing Address
Charles Keshock
13615 Thraves Ave.
Garfield Heights, OH 44125
216-355-2415
Chazman58@icloud.com

Renewal Contact
Richard Movens
14589 Rochelle Dr.
Maple Heights, OH 44137
216-374-1655
richard.movens@gmail.com

Post Information
Meeting Date, Time & Address
Walton Hills, OH 44146
Meets at various locations. Call Commander for meeting location.

Commander
Charles Keshock
216-355-2415
Chazman58@icloud.com

Adjutant
Richard Movens
216-374-1655
richard.movens@gmail.com

Post

80

District
20

County
Cuyahoga

Primary Contact/Post Mailing Address
Charles Keshock
13615 Thraves Ave.
Garfield Heights, OH 44125
216-355-2415
Chazman58@icloud.com

Renewal Contact
Richard Movens
14589 Rochelle Dr.
Maple Heights, OH 44137
216-374-1655
richard.movens@gmail.com

Post Information Meeting Date, Time & Address
Walton Hills, OH 44146
Meets at various locations. Call Commander for meeting location.

Commander
Charles Keshock
216-355-2415
Chazman58@icloud.com

Adjutant
Richard Movens
216-374-1655
richard.movens@gmail.com

Post

84

District
21

County
Jackson

Primary Contact/Post Mailing Address
David Brown
8 East Mound Street
Jackson, Ohio 45640
(740) 688-9672
gambilman@yahoo.com

Renewal Contact
James Toland
920 Tommy Boen Road
Oak Hill, Ohio 45656
(740) 577-7339
smurf1963@yahoo.com

Post Information Meeting Date, Time & Address
3rd Wed at 7:00pm (Trustee)
3rd Wed at 7:30pm (E-Board)
3rd Wed at 6:30pm (General)
204 Broadway Street
Jackson, OH 45640

(740) 688-9672
amvetspost84@yahoo.com

Commander
David Brown
740-688-9672
gambilman@yahoo.com

Adjutant
Scott King
(740) 577-7339

Post

87

District
12

County
Morrow

Primary Contact/Post Mailing Address
James Bruns
7825 State Route 61
Galion, OH 44833
937-638-1246
jamesbruns4@gmail.com

Renewal Contact
Dustin Stark
7825 State Route 61
Galion, OH 44833
740-341-7669
dstark78@yahoo.com

Post Information Meeting Date, Time & Address
1st Thursday of the month @ 7:30 pm
7825 State Route 61
Galion, OH 44833
419-947-8326
amvets87@yahoo.com

Commander
James Bruns
937-638-1246
jamesbruns4@gmail.com

Adjutant
Teresa Givens
740-244-1467
tgfred58@gmail.com

Post

88

District
1

County
Miami

Primary Contact/Post Mailing Address
Jerry Browning
3449 Lefevre Rd
Troy, Ohio 45373
(937) 339-0700
amvets88@yahoo.com

Renewal Contact
Chris Hufford
3449 Lefevre Rd
Troy, Ohio 45373
(937) 339-0700
amvets88@yahoo.com

Post Information Meeting Date, Time & Address
3rd Wednesday of the month @ 7:00 pm
3449 Lefever Rd
Troy, OH 45373
937-339-0700
amvets88@gmail.com

Commander
Jerry Browning
(937) 684-6996
jerrybrowning234@yahoo.com

Adjutant
Chris Hufford
937-203-6745
hufford.christopher@gmail.com

Post

89

District
12

County
Franklin

Primary Contact/Post Mailing Address
Lawrence Badzinski
6241 Sunderland Dr
Columbus, OH 43229
614-323-8093
lynnsue45@aol.com

Renewal Contact
John Milke
6241 Sunderland Dr
Columbus, OH 43229
614-698-6583

Post Information
Meeting Date, Time & Address
2nd Thursday of the month @ 8:30 AM
6241 Sunderland Dr
Columbus, OH
militaryvetspost89@gmail.com

Commander
Lawrence Badzinski
614-323-8093
militaryvetspost89@gmail.com

Adjutant
Scott Wong
724-831-8921

Post

93

District
21

County
Athens

Primary Contact/Post Mailing Address
Ray Baker
1055 Setty Road
Albany, OH 45710
740-331-2070
albanyamvets@outlook.com

Renewal Contact
Ray Baker
1055 Setty Road
Albany, OH 45710
740-331-2070
albanyamvets@outlook.com

Post Information
Meeting Date, Time & Address
3rd Monday of the month @ 6:30 PM
1055 Setty Rd
Albany, OH 45710
740-698-7212
albanyamvets@outlook.com

Commander
Ray Baker
740-331-2070

Adjutant
Steve Booth
740-350-3799

Post

95

District
12

County
Knox

Primary Contact/Post Mailing Address
Michael Deem
311 S. Mechanic St.
Mt. Vernon, OH 43050
740-392-3353
ddeem@columbus.rr.com

Renewal Contact
Ben Householder
311 S. Mechanic St.
Mt. Vernon, OH 43050
740-397-2119
amvets95@yahoo.com

Post Information
Meeting Date, Time & Address
1st Saturday of the month @ 9:00 AM
311 S Mechanic St
Mount Vernon, OH 43050
740-397-2119
amvets95@yahoo.com

Commander
Michael J Deem
740-392-3353

Adjutant
Lester Barry D.
740-398-9327

Post

96

District
13

County
Ashland

Primary Contact/Post Mailing Address
Mikel Greshner
233 Union St
Ashland, OH 44805
419-606-6196
amvetspost96commander@yahoo.com

Renewal Contact
Mikel Greshner
233 Union St
Ashland, OH 44805
419-606-6196
amvetspost96commander@yahoo.com

Post Information
Meeting Date, Time & Address
2nd Monday of the month @ 6:30 pm
233 Union St
Ashland, OH 44805
amvets96@zoominternet.net

Commander
Mikel Greshner
419-606-6196
amvetspost96commander@yahoo.com

Adjutant
Alvin Thomas
419-685-8780
atee1965@frontier.com

Post

99

District
1

County
Montgomery

Primary Contact/Post Mailing Address
Larry Ryan
1123 S. Brown School Rd
Vandalia, OH 45377
937-216-0691
lryan4@woh.rr.com

Renewal Contact
Larry Ryan
1123 S. Brown School Rd
Vandalia, OH 45377
937-216-0691
lryan4@woh.rr.com

Post Information Meeting Date, Time & Address
2nd Tuesday of the month @ 7:30 pm
1123 S Brown School Rd
Vandalia, OH 45377
937-890-6161

Commander
Larry Ryan
937-216-0691
lryan4@woh.rr.com

Adjutant
Sharon Smythe
937-371-6621

Post

102

District
12

County
Delaware

Primary Contact/Post Mailing Address
Kelsey Lenhart
485 Park Ave.
Delaware, OH 43015
740-971-7656
kelsey_may@yahoo.com

Renewal Contact
Harry Metzger
362 Park Ave.
Delaware, OH 43015
740-815-8622
pbsc2013@outlook.com

Post Information Meeting Date, Time & Address
2nd Tuesday 6:30 PM
485 Park Ave, Delaware, OH 430153015
740-363-8316
Commander102@outlook.com

Commander
Kelsey Lenhart
740-971-7956
kelsey_may@yahoo.com

Adjutant
Harry Metzger
pbsc2013@outlook.com

Post

109

District
20

County
Lake

Primary Contact/Post Mailing Address
Yoshinori Ikehara
7847 Lakeshore Blvd.
Mentor on the Lake, OH 44060
440 257-9217
amvetspost109@hotmail.com

Renewal Contact
Amvets Post 109
7847 Lakeshore Blvd.
Mentor on the Lake, OH 44060
440 257-9217
amvetspost109@hotmail.com

Post Information Meeting Date, Time & Address
1st Wednesday of the month @ 7:00 pm
7847 Lakeshore Blvd
Mentor On The Lake, OH 44060
440 257-9217
amvetspost109@hotmail.com

Commander
Yoshinori Ikehara
440 231-6296

Adjutant
Becky Kendera
440 520-5063
amvetspost109@hotmail.com

Post

111

District
1

County
Hamilton

Primary Contact/Post Mailing Address
Joseph Dolwig
1502 U.S. Hwy 52
New Richmond, OH 45157
513-553-6302
Jdolwig132@Gmail.com

Renewal Contact
Joseph Dolwig
1502 U.S. Hwy 52
New Richmond, OH 45157
513-553-6302
jdolwig132@gmail.com

Post Information Meeting Date, Time & Address
Meeting times and address are not listed
330-872-4019
amvets112@gmail.com

Commander
Joseph Dolwig
Jdolwig132@Gmail.com

Adjutant
Not listed

Post

112

District
19

County
Trumbull

Primary Contact/Post Mailing Address
Art Keffer
37 West Broad St
Newton Falls, OH 44444
234-223-3186
Kefferarthur@Yahoo.com

Renewal Contact
Jane Stone
3917 Nassau Ct.
Youngstown, OH 44511
575-491-7083
stonej1@yahoo.com

Post Information Meeting Date, Time & Address
1st Wednesday of the month @ 6:00 pm
37 West Broad St
Newton Falls, OH 44444
330-442-7341

Commander
Arthur Keffer
234-223-3186
Kefferarthur@Yahoo.com

Adjutant
Jane Stone
575-491-7083

Post

120

District
1

County
Warren

Primary Contact/Post Mailing Address
James Kilgore
605 S Main St
Franklin, OH 45005
937-782-9971
james.w.kilgore@gmail.com

Renewal Contact
James Kilgore
605 S Main St
Franklin, OH 45005
937-782-9971
james.w.kilgore@gmail.com

Post Information Meeting Date, Time & Address
2nd Tuesday 7:00 PM
605 S Main St
Franklin, OH 45505
937-782-9971
james.w.kilgore@gmail.com

Commander
Scott W. Moore
(937)239-5618

Adjutant
James Kilgore
937-782-9971
james.w.kilgore@gmail.com

Post

121

District
1

County
Champaign

Primary Contact/Post Mailing Address
Julie A. Johnson
220 N. Locust Street
Urbana, OH 43078
937-508-8756

Renewal Contact
Zulma Schrupp
220 N. Locust Street
Urbana, OH 43078
937-508-4572

Post Information Meeting Date, Time & Address
2nd Sunday @ 11:30 AM
220 N Locust St (Rear)
Urbana, OH 43078
937-508-4572

Commander
Tylee McCrary
937-508-0017

Adjutant
Zulma Schrupp
614-353-0094

Post

124

District
19

County
Stark

Primary Contact/Post Mailing Address
Larry W. Baker
1822 Sherrick Rd. SE
Canton, OH 44706
330-232-4733
lwb137@sbcglobal.net

Renewal Contact
Larry W. Baker
1822 Sherrick Rd. SE
Canton, OH 44706
330-453-8883
lwb137@sbcglobal.net

Post Information Meeting Date, Time & Address
1st Monday @ 7:00 PM
1822 Sherrick Rd. SE
Canton, OH 44706
330-453-8882

Commander
Larry W. Baker
330-453-8883
lwb137@sbcglobal.net

Adjutant
Michael Davis
amvets124@yahoo.com

https://www.facebook.com/AMVETS124/

Post

138

District
12

County
Marion

Primary Contact/Post Mailing Address
Dan Gamble
403 Silver St
Marion, OH 43302
bikerchickhtp@hotmail.com

Renewal Contact
Terry Foos
20748 County Highway 142
Forest, OH 45843
tman430@hughes.net

Post Information Meeting Date, Time & Address
3rd Wednesday of the month @ 12:00 pm
403 Silver St
Marion, OH 43302
740-382-9489
bikerchickhtp@hotmail.com

Commander
Welch William

Adjutant
Terry Foos
740-361-1391
tman430@hughes.net

https://www.facebook.com/amvets138/

Post

141

District
9

County
Lawrence

Primary Contact/Post Mailing Address
Tim Carpenter
3525 County Rd
Kittshill, OH 45645
740-307-6116
carp.tim@gmail.com

Renewal Contact
Tim Carpenter
3525 County Rd
Kittshill, OH 45645
740-307-6116
carp.tim@gmail.com

Post Information Meeting Date, Time & Address
14112 St. Rt. 141
Willow Wood, OH 45696
740-307-6116

Commander
Randy Harper

Adjutant
Tim Carpenter
740-307-6116
carp.tim@gmail.com

Post

148

District
1

County
Clark

Primary Contact/Post Mailing Address
Ron Carr
11495 Lower Valley Pike
Medway, OH 45341
(740) 395-7533
amvetspost148@yahoo.com

Renewal Contact
Tracie Pittaick
11495 Lower Valley Pike
Medway, OH 45341
(937) 849-1198
amvetspost148@yahoo.com

Post Information Meeting Date, Time & Address
2nd Wednesday 7pm (Trustee)
Following BOT (E-Board)
Following EBoard (General)
11495 Lower Valley Pike, Medway, OH 45341

(937) 849-1198
amvetspost148@yahoo.com

Commander
Ronald Carr
(740) 395-7533

Adjutant
Ben Heath
(714) 553-0513

Post

149

District
13

County
Ashland

Primary Contact/Post Mailing Address
Donald Earlenbaugh
414 Township Road 1150
Polk, OH 44866
419-651-3027
redline1005@yahoo.com

Renewal Contact
Donald Earlenbaugh
726 Edgehill Avenue
Ashland, OH 44805
419-651-3027
redline1005@yahoo.com

Post Information Meeting Date, Time & Address
1st Wednesday of the month @ 7:00 pm
414 Township Road 1150
PolK, OH 44866
(419)651-3027

redline1005@yahoo.com
amvetspost149@aol.com

Commander
Donald Earlenbaugh
419-651-3027
redline1005@yahoo.com

Adjutant
Andrew Leidigh
419-606-1764
ableidigh@yahoo.com

Post

162

District
13

County
Lorain

Primary Contact/Post Mailing Address
Al Baxter
P.O Box 374
Wellington, OH 44090
(419) 606-2213
stumpwater@outlook.com

Renewal Contact
Gary Thompson
P.O Box 374
Wellington, OH 44090
(440) 315-7408
162amvets@zoominternet.net

Post Information
Meeting Date, Time & Address
1st Tuesday of the month @ 7:00 pm
26971 St Rt 58
Wellington, OH 44090
(440) 647-2949
162amvets@zoominternet.com

Commander
Al Baxter
(409) 606-2213

Adjutant
Kirk Rickman
440-647-0551
amvetspost162@zoominternet.net

Post

176

District
20

County
Allen

Primary Contact/Post Mailing Address
David Mruk
P.O. Box 213
Richfield, Ohio 44286
(330) 573-4438
richfield.amvets.post176@gmail.com

Renewal Contact
David Mruk
P.O. Box 213
Richfield, Ohio 44286
richfield.amvets.post176@gmail.com

Post Information
Meeting Date, Time & Address
2nd Wednesday @ 7:00 PM
3944 Wheatley Rd
Richfield, OH 44286
330 659-3924
richfield.amvets.post176@gmail.com

Commander
David Mruk
330-573-4438
richfield.amvets.post176@gmail.com

Adjutant
Michael Golden
mnedlog@yahoo.com

https://www.facebook.com/AMVETSOH176/

Post

222

District
9

County
Lucas

Primary Contact/Post Mailing Address
Martin Stevens
4133 North Summit Street
Toledo, OH 43611
419-392-4220
martster@sbcglobal.net

Renewal Contact
Martin Stevens
4133 North Summit Street
Toledo, OH 43611
419-392-4220
martster@sbcglobal.net

Post Information
Meeting Date, Time & Address
1st Wednesday of the month @ 7:00 PM
4133 North Summit Street
Toledo, OH 43611
419-726-0724

Commander
RMartin Gregory Eugene
419-386-7824

Adjutant
Jason Yates
614-946-6206

419-392-4220
martster@sbcglobal.net

Post

250

District
19

County
Stark

Primary Contact/Post Mailing Address
Mark Siedel
PO Box 1535
Wooster, OH 44691
(330) 201-2940
mark.siedel@yahoo.com

Renewal Contact
Po Box 1535
Wooster, OH 44691
330-317-8133

Post Information
Meeting Date, Time & Address
3rd Monday every other month
1901 Sylvan Rd
Wooster, OH 44691-3847
amvetspost250@gmail.com

Commander
Mark Siedel
(330) 201-2940

Adjutant
Lisa “Annie” Campbell
(912) 631-0137

Post

275

District
19

County
Jefferson

Primary Contact/Post Mailing Address
Dan Wilson
393 Forestview Dr.
Wintersville, OH
740-317-8646
ovveterans@gmail.com

Renewal Contact
Dan Wilson
393 Forestview Dr.
Wintersville, OH
740-317-8646
ovveterans@gmail.com

Post Information Meeting Date, Time & Address
2nd Saturday of the month @ 11:00 am
500 Market St. Ste 300
Steubenville, OH 43952
ovveterans@gmail.com

Commander
Dan Wilson
740-317-8646
ovveterans@gmail.com

Adjutant
Dan Wilson
740-317-8646
ovveterans@gmail.com

Post

290

District
19

County
Trumbull

Primary Contact/Post Mailing Address
Terry Sayers
290 Youngstown Kingsville Rd
Vienna, OH 44473
330-856-3247
Amvetspost290@gmail.com

Renewal Contact
Tom Neuroh
290 Youngstown Kingsville Rd
Vienna, OH 44473
330-856-3247
Amvetspost290@gmail.com

Post Information Meeting Date, Time & Address
Last Wednesday of the month @ 6:00 pm (Trustee)
290 Youngstown Kingsville Road
Vienna, OH 44473

Amvetspost290@gmail.com
330-856-3247

Commander
Terry Sayers
330-856-3247
Amvetspost290@gmail.com

Adjutant
Shawn Gilligan
330-856-3247
Amvetspost290@gmail.com

Post

333

District
9

County
Auglaize

Primary Contact/Post Mailing Address
Al Nance
509 N Dixie Hwy
Wapakoneta, OH 45895
757-846-3422
wapakamvets@yahoo.com

Renewal Contact
Michael Gray
509 N Dixie Hwy
Wapakoneta, OH 45895
419-738-2994
wapakamvets@yahoo.com

Post Information Meeting Date, Time & Address
1st and 3rd Tuesday of the month @ 7:00 pm
509 N Dixie Hwy
Wapakoneta, OH 45895
419-738-2994
wapakamvets@yahoo.com

Commander
Al Nance
757-846-3422
wapakamvets@yahoo.com

Adjutant
Michael Bryan
419-236-3180
wapakamvets@yahoo.com

Post

419

District
12

County
Licking

Primary Contact/Post Mailing Address
Robert M. Streets
P.O. Box 46
Pataskala, OH 43062
614-348-6938
rmstreets@hotmail.com

Renewal Contact
Robert M. Streets
P.O. Box 46
Pataskala, OH 43062
614-348-6938
rmstreets@hotmail.com

Post Information Meeting Date, Time & Address
2nd Monday of the month @ 7:00 pm
428 Jefferson Street
Pataskala, OH 43062
614-348-6938
rmstreets@hotmail.com

Commander
Robert M. Streets
614-348-6938
rmstreets@hotmail.com

Adjutant
Terrence Bacus
614-829-3267
terrybacus@sbcglobal.net

Post

444

District
1

County
Clark

Primary Contact/Post Mailing Address
Lawrence Taylor
428 Black Lane
Fairborn, OH 45324
937-626-6958
lawrencetaylor1@gmail.com

Renewal Contact
Michael Gunther
428 Black Lane
Fairborn, OH 45324
937-754-0444
guntherm66@gmail.com

Post Information
Meeting Date, Time & Address
1st Thursday of the month @ 7:00 pm
428 Black Lane
Fairborn, OH 45324
937-745-0444
amvets444@gmail.com

Commander
Lawrence Taylor
937-626-6958
lawrencetaylor1@gmail.com

Adjutant
John Williams
937-321-5632
williamsjh56@gmail.com

Post

464

District
1

County
Montgomery

Primary Contact/Post Mailing Address
William Beckwith
5420 Brandt Pike
Huber Heights, Ohio 45424
(937) 235-2838
wbeckwith01@gmail.com

Renewal Contact
Kimberly Finnell
5420 Brandt Pike
Huber Heights, Ohio 45424
(937) 235-2838
post464membership@gmail.com

Post Information
Meeting Date, Time & Address
4th Thursday 5:30PM (Trustee)
4th Thursday 6:00PM (E-Board)
2nd Thursday 6:00PM (General)
5420 Brandt Pike, Huber Heights, OH 45424

Commander
William Beckwith
937-235-2838

Adjutant
Mandell Pollard

937-235-2838
Website: www.amvetspost464.com
amvetspost464@outlook.com

Post

599

District
9

County
Henry

Primary Contact/Post Mailing Address
Alex Hastings
C 267 County Rd 16a
New Bavaria, OH 43548
419-789-2421
alexanderhastings@rocket-mail.com

Renewal Contact
Alex Hastings
C 267 County Rd 16a
New Bavaria, OH 43548
419-789-2421
alexanderhastings@rocket-mail.com

Post Information
Meeting Date, Time & Address
3rd Tuesday of the month @ 7:00 pm
922 Walnut St
New Bavaria, OH 43548
419-653-4186

Commander
Alex Hastings
716-867-1642
alexanderhastings@rocket-mail.com

Adjutant
Eric Sander
716-984-1276
eric_sander@yahoo.com

Post

698

District
9

County
Van Wert

Primary Contact/Post Mailing Address
Joe Hauter
105 S. Adams St.
Middle Point, OH 45863
419-968-2449
AVOH698@gmail.com

Renewal Contact
Logan Welker
105 S. Adams St.
Middle Point, OH 45863
419-203-8539
loganwelker@Hotmail.com

Post Information
Meeting Date, Time & Address
(419) 968-2449

Commander
Logan Welker
419-203-8539
loganwelker@Hotmail.com

Adjutant
Joe Hauter
419-968-2785

Post

711

District
9

County
Wood

Primary Contact/Post Mailing Address
Steven Schooner
1045 N Main St Suite 5a
Bowling Green, OH 43402
567-413-5005
steveschooner@yahoo.com

Renewal Contact
Steven Schooner
1661/2 South Main Street Apt. A
Bowling Green, OH 43402
(567)413-5005
steveschooner@yahoo.com

Post Information Meeting Date, Time & Address
2nd Sunday 12:30 PM
1045 N Main St, Ste 5A
Bowling Green, OH 43402
(567)413-5005
steveschooner@yahoo.com

Commander
Steven Schooner
567-413-5005
steveschooner@yahoo.com

Adjutant
Todd Szymanski
419-626-5012
amvets711@gmail.com

Post

726

District
1

County
Preble

Primary Contact/Post Mailing Address
Aron Lipps
340 West Mill St. P.O. Box 120
Eldorado, Ohio 45321
937-621-2867
aronlipps544@gmail.com

Renewal Contact
Aron Lipps
544 Preble County Butler Twp Rd.
New Madison, Ohio 45346
937-621-2867
aronlipps544@gmail.com

Post Information Meeting Date, Time & Address
1st Sunday of the month
1822 Sherrick Rd SE
Canton, OH 44707
937-273-8051
Amvets37@yahoo.com

Commander
Aron Lipps
937-621-2867

Adjutant
Eric Odell
937-459-3342

Post

1312

District
12

County
Franklin

Primary Contact/Post Mailing Address
Claudia Krist
3599 Lockbourne Rd
Columbus, OH 43207
614-307-5138
krist.claudia@yahoo.com

Renewal Contact
Joe Hughey
3599 Lockbourne Rd
Columbus, OH 43207
614-499-9726
joehughey@att.net

Post Information Meeting Date, Time & Address
2nd Sunday of the month @ 1:00 pm
3599 Lockbourne Rd
Columbus, OH 43207
614-409-1950
amvets_1312@yahoo.com

Commander
Claudia Krist
614-307-5138
krist.claudia@yahoo.com

Adjutant
Brandon Conrad
123rolledjeep@gmail.com

Post

1776

District
21

County
Hocking

Primary Contact/Post Mailing Address
Jeffrey D. Schultz
649 Radio Lane
Logan, OH. 43138
(740) 603-1336
jdrue110@gmail.com

Renewal Contact
Jeffrey D Schultz
894 Hobart Ave
Logan, OH. 43138
(740) 603-1336
jdrue110@gmail.com

Post Information Meeting Date, Time & Address
2nd Wednesdays
7:00 pm
649 Radio Lane
Logan, Ohio 43138
740-385-7100
jdrue110@gmail.com

Commander
Ray McQuaide
740-270-4242

Adjutant
John Bryant
740-380-0857

Post

1788

District
21

County
Washington

Primary Contact/Post Mailing Address
Larry Woods
414 Colgate Dr
Marietta, OH 45750
740-516-9704

Renewal Contact
Larry Woods
414 Colgate Dr
Marietta, OH 45750
740-516-9704

Post Information Meeting Date, Time & Address
2nd Tuesday of the month
414 Colegate Dr
Marietta, OH 45750
740-373-2192
alfredvenham@yahoo.com

Commander
Larry Woods
740-516-9704
lwoods9627@suddenlink.net

Adjutant
Jason Malec
210-602-5934
jmalec43@gmail.com

Post

1789

District
1

County
Montgomery

Primary Contact/Post Mailing Address
Michael White
715 Market street
Brookville, Ohio 45309
(937) 999-9099
csmwhite@woh.rr.com

Renewal Contact
Department AMVETS Ohio
960 Checkrein Ave.
Columbus, OH 43229
(937) 833-4155
admin@ohamvets.org

Post Information Meeting Date, Time & Address
First Monday (Trustee)
First Monday (E-Board)
First Monday (General)
715 Market Street, Brookville, OH 45309

937) 833-4155
Website: www.ohamvets.org
Email: amvetspost1789@gmail.com

Commander
Michael White
(937) 999-9099

Adjutant
Jacob Adams
937-580-9978
nitroadams67@gmail.com

Post

1924

District
12

County
Madison

Primary Contact/Post Mailing Address
Lt Charles King
Lewis B. Hall
1580 St Rt 56 SW
London, OH 43140
740-604-4852
charles.king@odrc.state.oh.us

Renewal Contact
Lt Charles King
Lewis B. Hall
1580 St Rt 56 SW
London, OH 43140
740-604-4852
charles.king@odrc.state.oh.us

Post Information Meeting Date, Time & Address

Commander
Troy Lee Keith Sr
740-604-4852

Adjutant
Christopher Littleton

Post

1928

District
12

County
Franklin

Primary Contact/Post Mailing Address
Terry Troesch
AMVETS Post 1928
Lewis B. Hall
3780 W Broad St.
Columbus, OH 43228
216-337-3117
troeschman@yahoo.com

Renewal Contact
Steve Scott
AMVETS Post 128
Lewis B. Hall
3780 W Broad St.
Columbus, OH 43228
stevescott823@gmail.com

Post Information Meeting Date, Time & Address
2nd Tuesday of the month @ 7:30 pm
3780 W Broad St
Columbus, OH 43228
614-274-8961

Commander
Terry Troesch
216-337-3117
troeschman@yahoo.com

Adjutant
Sandy Vorhies
614-537-9287
sandyvorhies@gmail.com

Post

1941

District
12

County
Pickaway

Primary Contact/Post Mailing Address
Clifford Sprague
1010 High St
Harrisburg, OH 43126
katherinesprague@gmail.com

Renewal Contact
Clifford Sprague
1010 High St
Harrisburg, OH 43126
katherinesprague@gmail.com

Post Information Meeting Date, Time & Address
3rd Saturday of the month @ 9:00 am
1010 High St
Harrisburg, OH 43126

Commander
Clifford Sprague
katherinesprague@gmail.com

Adjutant
Stan Baldwin

Post

1949

District
20

County
Cuyahoga

Primary Contact/Post Mailing Address
Jesse Hill
1215 E. 79th St
Cleveland, OH 44103
901-283-0541
jesmehill@gmail.com

Renewal Contact
Jesse Hill
2727 Lancashire RD. A 909
Cleveland Heights, OH 44106
901-283-0541
jesmehill@gmail.com

Post Information Meeting Date, Time & Address
3rd Saturday @ 4:00 PM
1215 E. 79th St
Cleveland, OH 44103
216-361-2040

Commander
Jesse Hill
901-283-0541
jesmehill@gmail.com

Adjutant
Frederick Worley
216-939-6123
fmworley414@gmail.com

Post

1965

District
13

County
Huron

Primary Contact/Post Mailing Address
Robert Ferrell
254 W Main St
Norwalk, OH 44857
(419) 577-4495
bradylinda50@yahoo.com

Renewal Contact
Robert Ferrell
45 Fruen St
Norwalk, OH 44857
(419) 577-4495
bradylinda50@yahoo.com

Post Information Meeting Date, Time & Address
2nd Thursday @ 7:00 PM
254 W. Main St
Norwalk, OH 44857
419-663-2368
bradylinda50@yahoo.com

Commander
Stephen Oblender
419-663-2368
technician401@gmail.com

Adjutant
Bob Ferrell
419-577-4495

Post

1968

District
20

County
Geauga

Primary Contact/Post Mailing Address
Dennis Battles
15937 Thompson Rd.
Thompson, OH 44086
440-344-6677
dbattles@windstream.net

Renewal Contact
Dennis Battles
15937 Thompson Rd.
Thompson, OH 44086
440-344-6677
dbattles@windstream.net

Post Information Meeting Date, Time & Address
2nd Wednesday of the month @ 7:00 PM
Montville Community Center
9755 Madison Rd
Montville, OH 44062
dbattles@windstream.net
440-344-6677

Commander
John Riha
440-479-6233

Adjutant
Jerome Flick
440-221-3476

Post

1969

District
13

County
Ashland

Primary Contact/Post Mailing Address
Cody CLine
PO Box 21 W Main St
Hayesville, OH 44838
419-651-6691
amvetspost1969gmail.com

Renewal Contact
Crystal Barr
PO Box 21 1 W Main St
Hayesville, OH 44838
419-368-3163
amvetspost1969gmail.com

Post Information Meeting Date, Time & Address
3rd Thursday of the month
1 W Main St
Hayesville, OH 44838
amvetspost1969@gmail.com
419-368-3163

Commander
Josh Barr
419-651-1225
jtbarr67@gmail.com

Adjutant
Dan Brockway

Post

1971

District
20

County
Lake

Primary Contact/Post Mailing Address
Jerry Juncker
4128 Main St
Perry, OH 44081
440-415-4851
jerry14juneker@yahoo.com

Renewal Contact
Tim Akey
4128 Main St
Perry, OH 44081
440-983-9222
timakey@yahoo.com

Post Information Meeting Date, Time & Address
3rd Thursday of the month @ 7:00 pm
4128 Main St
Perry, OH 44081
440-259-5131
perryamvets@yahoo.com

Commander
Jerry Juncker
440-415-4851
jerry14juneker@yahoo.com

Adjutant
Charlie Eisenhart
440-669-7121
ike3rd@hotmail.com

Post

1979

District
12

County
Crawford

Primary Contact/Post Mailing Address
Dusty Hall
420 Harding Way E
Galion, OH 44833
419-468-9095
ohioamvetspost1979@gmail.com

Renewal Contact
Dusty Hall
420 Harding Way E
Galion, OH 44833
419-561-1116
ohioamvetspost1979@gmail.com

Post Information Meeting Date, Time & Address
2nd Tuesday of the month @ 6:30 pm
420 Harding Way E
Galion, OH 44833
419-468-9095
ohioamvetspost1979@gmail.com

Commander
Alan Gray
567-303-5310
grayaj@yahoo.com

Adjutant
Josh Preston
740-298-2155
joshpreston246@yahoo.com

Post

1983

District
1

County
Butler

Primary Contact/Post Mailing Address
John Newman
914 Ross Ave
Hamilton, Ohio 45013
513-363-4688
newman61@gmail.com

Renewal Contact
John Newman
914 Ross Ave
Hamilton, Ohio 45013
513-314-5187
amvetspost1983@gmail.com

Post Information Meeting Date, Time & Address
Last Tuesday of month Trustee
Last Tuesday of month E-Board
2nd Tuesday of month General
914 Ross Ave, Hamilton, OH 45013

512-363-4688

Commander
John Newman
513-314-5187

Adjutant
Brandon Thompson
513-773-6735
bman7337@yahoo.com

Post

1985

District
7

County
Fairfield

Primary Contact/Post Mailing Address
Catherine Argyle
700 S Maple St
Lancaster, OH 43130
740-438-5794
westcat53@gmail.com

Renewal Contact
Catherine Argyle
700 S Maple St
Lancaster, OH 43130
740-438-5794
westcat53@gmail.com

Post Information
Meeting Date, Time & Address
2nd Thursday 7:00 pm Trustee
2nd Thursday 7:15 pm E-Board
2nd Thursday 7:30 pm General
700 S Maple St, Lancaster, OH 43130

740-653-5478

Commander
Jerry Dupler
740-808-3682

Adjutant
Catherine Argyle
740-438-5794
westcat53@gmail.com

Post

1988

District
1

County
Hamilton

Primary Contact/Post Mailing Address
Robert Schinaman
5503 Chevior RD
Cincinnati, OH 45211
513-257-5703
bobschinaman@gmail.com

Renewal Contact
Robert Schinaman
5503 Cheviot Rd
Cincinnati, OH 45211
513-257-5703
bobschinaman@gmail.com

Post Information
Meeting Date, Time & Address
1st Monday of the month @ 7:00 pm
5503 Cheviot Rd
Cincinnati, Oh 45247
513-662-1988

Commander
Dennis Esterkamp
513-508-8613
djegolfnut@hotmail.com

Adjutant
Al Buxton
513-225-1489
asbuxton69@gmail.com

Post

1990

District
20

County
Medina

Primary Contact/Post Mailing Address
Mark Roberts
620 N Broadway St
Medina, OH 44256
330-730-8673
mroberts20918@gmail.com

Renewal Contact
Mark Roberts
620 N Broadway St
Medina, OH 44256
330-730-8673
mroberts20918@gmail.com

Post Information
Meeting Date, Time & Address
1st Monday of the month @ 4:00 PM
620 N Broadway St
Medina, OH 44256

Commander
Mark Roberts
330-730-8673
mroberts20918@gmail.com

Adjutant
Linda Kerr
330-421-6330
kerrli@hotmail.com

Post

1991

District
9

County
Defiance

Primary Contact/Post Mailing Address
Pete Urton
1795 Spruce St
Defiance, OH 43512
419-296-0570
pete.urton10@gmail.com

Renewal Contact
Pete Urton
1795 Spruce St
Defiance, OH 43512
419-296-0570
amvetspostghl@yahoo.com

Post Information
Meeting Date, Time & Address
3rd Tuesday of the month @ 5:00 PM
1795 Spruce St
Defiance, OH 43512
419-784-2356
amvetspostghl@yahoo.com

Commander
Peter Urton
419-296-0570
pete.urton10@gmail.com

Adjutant
Sally Thornell

Post

1994

District
9

County
Hardin

Primary Contact/Post Mailing Address
Toby Brown
417 W Espy St
Kenton, OH 43326
567-674-5595

Renewal Contact
Toby Brown
417 W Espy St
Kenton, OH 43326
slopjar57@yahoo.com
567-674-5595

Post Information
Meeting Date, Time & Address
2nd Tuesday of the month @ 7:00 pm
417 W Espy St
Kenton, OH 43326
419-673-1990
amvetspost1994@yahoo.com

Commander
Toby Lee Brown
567-674-5595

Adjutant
Matthew A Dyer
567-204-1082

Post

2000

District
12

County
Franklin

Primary Contact/Post Mailing Address
Vicki White-Callender
6115 Livingston Ave.
Columbus, OH 43232
amvets2k@gmail.com
614-286-0592

Renewal Contact
Michael Callender
6115 Livingston Ave.
Columbus, OH 43232
callenderohamvets@gmail.com
614-332-3377

Post Information
Meeting Date, Time & Address
Last Sun 12:00 Trustee
First Sun 11:30 E-Board
First Sun 12:00 General
6115 E Livingston Avenue,
Columbus, OH 43232
(614) 868-3408

Commander
Vicki White-Callender
amvets2k@gmail.com
614-286-0592

Adjutant
Robert A Mapos Sr
614-290-5356

Post

2003

District
1

County
Montgomery

Primary Contact/Post Mailing Address
Jeff Carroll
2250 Patterson Rd
Kettering, OH 45420
937-409-0050
jeffklcc.hjf@gmail.com

Renewal Contact
Keith Fultz
2250 Patterson Rd
Kettering, OH 45420
937-231-9207
keithfultz79@gmail.com

Post Information
Meeting Date, Time & Address
Every other Thursday (multiple meetings)
2250 Patterson Rd, Kettering, OH 45420
937-253-2003

Commander
Jeff Carroll
937-409-0050

Adjutant
Heather Rentz
216-415-4586

Post

2013

District
9

County
Ottawa

Primary Contact/Post Mailing Address
Don Dorman
212 W 2nd St
Ottawa, OH 45875
419-420-2375
don.amvets@gmail.com

Renewal Contact
AMVETS Post 2013
212 W 2nd St
Ottawa, OH 45875

Post Information
Meeting Date, Time & Address
1st and 3rd Thursday 7:00 PM
212 West Second St, Ottawa, OH 45875

Commander
Don Dorman
419-420-2375
don.amvets@gmail.com

Adjutant
Earl Schnipke

Post

2256

District
7

County
Pickaway

Primary Contact/Post Mailing Address
Tim Combs
818 Tarlton Rd
Circleville, OH 43113
740-701-8700
combs69.tc@gmail.com

Renewal Contact
Tim Combs
818 Tarlton Rd
Circleville, OH 43113
740-474-3787
combs69.tc@gmail.com

Post Information Meeting Date, Time & Address
1st Tuesday of the month
818 Tarlton Rd
Circleville, OH 43113
740-474-3787
amvets2256oh@aol.com

Commander
Tim Combs
740-701-8700
combs69.tc@gmail.com

Adjutant
Not listed

Post

2352

District
7

County
Scioto

Primary Contact/Post Mailing Address
Ron Moniger
1712 11th St Box 180
Portsmouth, OH 45662
740-821-7140
amvets2352@juno.com

Renewal Contact
Ron Moniger
1712 11th St Box 180
Portsmouth, OH 45662
740-821-7140
amvets2352@juno.com

Post Information Meeting Date, Time & Address
3rd Sunday Of The Month @ 6:00 pm
705 Court Street
Portsmouth, OH 45662
amvets2352@juno.com

740-821-7140

Commander
Charles Walker
740-464-3596
cwalker44@roadrunner.com

Adjutant
Clare Rubadue
clarerubadue@aol.com

Post

3571

District
7

County
Fayette

Primary Contact/Post Mailing Address
Elaine Stalsworth
838 S. Glenn Ave
Washington C.H., OH 43160
740-406-8072
amvets_post3571@yahoo.com

Renewal Contact
Robert Draves
838 S. Glenn Ave
Washington C.H., OH 43160
740-333-7089
amvets_post3571@yahoo.com

Post Information Meeting Date, Time & Address
838 S. Glenn Ave
Washington C.H., OH 43160
740-333-7089
amvets_post3571@yahoo.com

Commander
Elaine Stalsworth
740-406-8072
amvets_post3571@yahoo.com

Adjutant
Robert Draves
740-333-7089
amvets_post3571@yahoo.com

Post

7574

District
9

County
Fulton

Primary Contact/Post Mailing Address
Gary Loar
16326 State Route 64
Metamora, OH 43540
419-367-1953
glloar@gmail.com

Renewal Contact
Gary Loar
16326 State Route 64
Metamora, OH 43540
419-367-1953
glloar@gmail.com

Post Information Meeting Date, Time & Address
1st Tuesday of the month @ 7:00 pm
14124 State Route 64
Metamora, OH 43540

Commander
Gary Loar
419-367-1953
glloar@gmail.com

Adjutant
Nicholas Rubel
419-690-6242
nickrubel@wecandigit.com

Post

7604

District
20

County
Lake

Primary Contact/Post Mailing Address
Fred Hardesty
7604 Lake Road
Madison, OH 44057
440-477-7488
fandihardesty4@yahoo.com

Renewal Contact
Donald McDowell
1836 Mini Ranch Trail
Geneva, OH 44041
(440) 466-3511
mcdowellhickman@yahoo.com

Post Information Meeting Date, Time & Address
2nd Wednesday of the month
@ 7:00 pm
7804 Lake Road East
Madison, OH 44057
440-428-3050

Commander
Fred Hardesty
440-477-7488
fandihardesty4@yahoo.com

Adjutant
Don McDowell
440-466-3511
mcdowellhickman@yahoo.com

Subordinate Organizations

Subordinate Organizations

AMVETS Ladies Auxiliary

Eligibility for membership in the AMVETS Ladies Auxiliary is available to mothers, wives, daughters, and sisters of regular members of AMVETS, and deceased veterans who were AMVETS, or would have been eligible for membership in the AMVETS, and is at least 18 years old. Auxiliaries are organized with the approval and cooperation of individual Posts. Auxiliaries assist in Post programs and initiate service and welfare programs of their own. The Auxiliary is organized with a State Department and National structure like that of AMVETS.

Sons of AMVETS

Eligibility for membership in the Sons of AMVETS is limited to all male descendants, grandsons, adopted sons, stepsons, fathers, husbands, widowers, and brothers of AMVETS members, deceased AMVETS members, or deceased service per-sonnel who would have been eligible for membership in the parent organization , and is at least 18 years old. This is not to include in-laws of any type. All Charters for the Sons of AMVETS shall be issued by Sons of AMVETS National Head-quarters, at the direction of the National Commander, Sons of AMVETS.

Junior AMVETS

Eligibility for membership in the Junior AMVETS is limited to the sons, daughters, brothers and sisters, and grandchildren of AMVETS, deceased members of AMVETS, and members of the Auxiliary and servicemen who died and who would have been eligible for membership in the AMVETS, including all children that they may be legal guardian of, from the ages of 7 to, and including 17 years. A local organization may be formed by 10 eligible individuals, approved by both the local AMVETS Post and the State Department of AMVETS, and if one exists, the State Department of Junior AMVETS. Charters will be issued by the National Department, Junior AMVETS.

Sad Sacks

AMVETS recognizes a subordinate organization known as AMVETS Sad Sacks of American Veterans. Governed by their own Constitution and By-Laws, the Sad Sacks membership is limited to members in good standing of the AMVETS, AMVETS Ladies Auxiliary, and Sons of AMVETS. The Sad Sacks are the official Fun and Honor group of the AMVETS.

AMVETS Riders

Membership in the Post Chapter shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary, Sons of AMVETS, and Junior AMVETS of the age of 16 with a signed, notarized consent form from the Parent or Guardian. Riding members must own a motorcycle. Members must show a current, valid AMVETS, AMVETS Ladies Auxiliary, Sons of AMVETS, or Junior AMVES membership card, a valid state drivers license with a motorcycle endorsement, a valid state motorcycle registration, and proof of insurance. The member's name must appear on the registration to be considered an AMVETS Rider.

AMVETS Department of Ohio Service Foundation

Ohio Department of AMVETS Service Foundation, Inc. is a 501(c)19 veteran organization that was founded in 1957 to help support and fund the programs of the AMVETS Department of Ohio and continues to do that to this day through the Clothing Donation Program and the management of Ohio AMVETS Charities (OAC).

Ohio AMVETS Charities

Ohio AMVETS Charities is a 501c3 organization and has been in existence since 2016. It is the charitable arm of the AMVETS Department of Ohio.

Ladies Auxiliary
2025-2026 Officers

President	Joy Brown	419-674-3724	jlbrown419@windstream.com
1st Vice	Katrina “Kat” Phillips	419-344-0551	kitkatkinky3@yahoo.com
2nd Vice	Marcia Bright	440-823-6845	marcele1660@gmail.com
3rd Vice	Cecile Ardrey	740-215-7698	ciardrey@yahoo.com
Treasurer	Paula Brown	937-232-5212	1014paulabrown@gmail.com
Americanism	Deb Lambert	419-789-1207	wolfladie62@gmail.com
Chaplain/Scholarship	Stacy Leggett	937-301-7536	stacydleggett@yahoo.com
Hospital Officer	PDP Fran Ganda	216-401-7379	sassie271@aol.com
Pro/Historian	Debbie Pittock	740-975-8907	Dpittockaux51@gmail.com
Sergeant at Arms	Ethel Phillips	937-245-4642	ethelsamvets1221@gmail. com
Legislative Liaison	Vacant		
N.E.C. Woman	Lynn McCauley	614-571-2544	lynnsue45@aol.com
Parliamentarian	Jenny Miracle-Turner	567-525-0432	jmiracleturner@yahoo.com
Junior AMVETS Advisor	Denise Speigle	330-853-1448	junioramvets@neo.rr.com
Trainer	PDP Susan Weyrick	614-208-2037	suzwardo@aol.com
Executive Secretary	Lynn McCauley	614-854-6220	lynnsue45@aol.com

Sons
2025-2026 Officers

President	Mike Taylor	937-580-9273	Taylorbmx911@yahoo.com
1st Vice	Scott Emery	440-610-9157	Helper1964@hotmail.com
2nd Vice	Ralph Cardamone	614-864-1742	rcardi@sbcglobal.net
3rd Vice	Jeffrey Mullins	614-582-1009	J212mullins@gmail.com
Finance Officer	Ed Moore	740-607-7942	penguintrek@hotmail.com
Inspector General	Dave Strittmather	440-653-3059	dts@softlogicinc.us
Provost Marshall	Gerald (Gary) Euton	614-989-9131	gscott72972@gmail.com
Pro Historian	Ed Moore	740-607-7942	penguintrek@hotmail.com
Web Master	Bobby Bryant	937-554-3168	Bobrox123@yahoo.com
VAVS Rep.	Joe Kirkpatrick	440-728-4635	Bigjoek5150@gmail.com
Judge Advocate	Steve Bryant	937-830-4396	Weave582004@yahoo.com
N.E.C. Man	Bobby Bryant	937-554-3168	Bobrox123@yahoo.com
Jr. AMVETS Advisor	Paul Speigle	330-853-0519	Speigs3@yahoo.com
Legislative Director	Bill Lutz	440-668-6744	blutzfam@gmail.com

Riders
2025-2026 Officers

President	Terry Baringer	740-868-0376	terrie76rider@yahoo.com
1st Vice	Mikey Kincaid	740-603-1321	mikeykincaid.ohioamvetsrid-ers@gmail.com
2nd Vice	Tony Settlemire	419-889-8801 / 567-204-9262	tonyjsettlemire@gmail.com
Treasurer	Don McCauley	614-402-7846	don.mccauley@att.net
Judge Advocate	Eddie Kirkland	330-696-4640	egkirkland@aim.com
Sergeant at Arms	Roger Lee	740-438-3272/ 419-961-7401	roger.lee421@gmail.com
Immediate Past President	Barb Cruse	419-651-5466	bc2007@neo.rr.com
Secretary	Janice Miller		msjan40@gmail.com
Chaplain	Dan Cruse		lateforthedate074@yahoo. com
Communications	Anthony Johns	614-795-3643	antjohns63@yahoo.com
Activities Coordinator	Amy Mullens	740-497-6303	ajmullins80@gmail.com
Hospitality Coordinator	Kelley Dotson	740-591-9213	kdotson28@yahoo.com

Juniors
2025-2026 Officers

President	**Colton Mills**	**Post 45**	**Salem**
Sr. Vice President	**Kelsi Shipley**	**Post 45**	**Salem**
Jr. Vice President	**Nate Taylor**	**Post 45**	**Salem**
Treasurer	**Emmalynn Mills**	**Post 45**	**Salem**
Secretary	**Addysen Mills**	**Post 45**	**Salem**
Chaplain	**Hannah Shipley**	**Post 45**	**Salem**
Sergeant at Arms	**Maverick Mills**	**Post 45**	**Salem**
Pro/Public Relations Officer	**Aniyah Taylor**	**Post 45**	**Salem**
Parliamentarian	**Nilani Emery**	**Post 32**	**Elyria**
Coordinators			
AMVETS Jr Coordinator	**Robert Holland**	**740-215-6633**	**rosebobb50@yahoo.com**
Auxiliary Jr Coordinator	**Denise Speigle**	**234-564-9797**	**queenbee.speigle@ gmail.com**
Sons Jr Coordinator	**Paul Speigle**	**330-853-0519**	**speigs3@yahoo.com**

Sad Sacks
2025-2026 Officers

Saddest	Kevin Seguin	330-261-4562	kseguin271@gmail.com
Almost	Lawrence S Taylor	937-626-6958	lawrencetaylor1@gmail.com
Almost Not Quite	Angel Barhorst	937-638-1459	angelbarhorst@gmail.com
Feathers	Cathy Argyle	740-438-5794	westcat53@gmail.com
Money Bags	Steve Albery	614-582-1466	zeus43054@yahoo.com
Squire	Art Majors	419-544-9523	artlmajors@gmail.com
Hoosegow	Nikki George	440-935-3077	mgeorge@ohamvets.org
Worm	Ed Moore	740-607-7942	penguintrek@hotmail.com
Noseyest	Buffalo Bob Schrader	937-219-5750	rschrader44@yahoo.com
Wailer	Debra Crawford	937-260-7806	debra2569@yahoo.com
Solemnest	Steve Bryant	937-830-4396	weave5872@yahoo.com
Sacker	Kim Ardrey	740-605-9417	kwardrey@gmail.com
Nursing Scholarships	Cecile Ardrey	740-215-7699	ciardrey@yahoo.com

AMVETS Department of Ohio Service Foundation Board

President	**Mike Pitman**	**937-308-6602**	**mike.pitman.57@gmail.com**
Vice President	**Eric Scherer**	**419-366-3856**	**president@amvetsohsf.org**
Treasurer	**Don Lowers**	**440-258-4373**	**dlowers@ohamvets.org**
Advisory Member	**Merle Pratt**	**614-746-7771**	**mpratt48@att.net**
Board Member	**Andy McElrath**	**440-488-2621**	**amcelrath@ohamvets.org**
Board Member	**Larry Badzinski**	**614-323-8093**	**militaryvetspost89@gmail. com**

Vist the Service Foundation website at https://www.amvetsohsf.org/

AMVETS Department of Ohio Charities Board

President	**Andy McElrath**	**440-488-2621**	**amcelrath@ohamvets.org**
Vice President	**Steve Bryant**	**937-830-4396**	**Weave5872@yahoo.com**
Treasurer	**PDP Susan Weyrick**	**614-208-2037**	**suzwardo@aol.com**
Secretary	**Vern Davenport**	**614-783-0547**	**vdavenport333@yahoo.com**
Advisory Member	**Merle Pratt**	**937-308-6602**	**mike.pitman.57@gmail.com**
Auxiliary Representative	**PDP Susan Weyrick**	**614-208-2037**	**suzwardo@aol.com**
Board Member	**Lawrence Taylor**	**937-626-6958**	**lawrencetaylor@gmail.com**
Board Member	**Al Manley**	**740-603-8527**	**amanley@ohamvets.org**
Advisory Member	**Merle Pratt**	**614-746-7771**	**mpratt48@att.net**
Advisory Member	**Sam Pierce**	**937-605-2984**	**sammymeboy@live.com**

Vist the OAC website at https://www.amvetsoac.org/

Service Foundation and Charities Forms

PROJECT MATCHING FUNDS
Rules and Regulations

NOTE: Rules which govern the Auxiliary distribution of Service Foundation funds will be separate, but approved by the AMVETS State Service Foundation. Rules to be attached to the AMVETS Rules and Regulations and made a permanent part of these records.

1. Only three requests per post will be granted annually for new projects.

2. Only three requests per post will be granted annually for continuing projects.

3. The Service Foundation's participation in Projects and Grants shall not exceed $1,000 for each project.

4. Request for Grants must be submitted on forms provided, 30 days prior to a regularly scheduled meeting of the State Service Foundation. The Service Foundation will not approve and make grants until such time as proof of the commencement of the Project is shown.

5. Request from any subsidiary of a post, except the Auxiliary must be directed to the respective post for action prior to being submitted to the Service Foundation.

6. Funds are to be distributed as per limitation of the budget on a first come, first served basis.

7. These project funds shall be community service programs only and are not to be used for projects which may already be subsidized by the Service Foundation.

8. The Project Fund Request Form is included in this Guidebook, and may also be obtained from State Headquarters. The above rules must be complied with. Any organization not complying with the above Rules cannot be considered for any additional Service Foundation Grants.

9. As soon as the project is completed, any organization receiving Grants shall send any pictures and publicity to the President of the Service Foundation to be used in the Annual Report.

10. Provided the Service Foundation has the funds available, the post will receive half of the total cost of the project, up to $1,000 for each

Rules were adopted by the AMVETS State Service Foundation at its meeting June 18, 1976, amended April 23, 1977, amended July 20, 1985 and amended February 24, 1990.

Must be Submitted 30 Days Prior to Service Foundation Meeting

APPLICATION FOR PROJECT MATCHING FUNDS
AMVETS DEPARTMENT OF OHIO SERVICE FOUNDATION, INC.

Date _____

Post # _____ Commander's Name_____

_____, _____

Address City State Zip

_____ _____ _____

Telephone # of Life Members # of Members Participating

○ **New Program**

○ **Continuing Program** How many years? _____

Check the category your request falls under:

☐ Welfare ☐ Education ☐ Health ☐ Recreation ☐ Community

Project being submitted for consideration: _____

_____

_____

_____

Specify exact nature of project and how Post plans to implement same: _____

_____

_____

_____

_____

Date Program is to be held: _____ Approximate # of persons to benefit: _____

Financial Disclosure

Food $_____ Rentals $_____ Gifts $_____ Entertainment $_____ Misc. $_____

Itemized for Misc. _____

_____

_____

Cancelled checks and receipts must be attached!

Must be Submitted 30 Days Prior to Service Foundation Meeting

Additional information that will be helpful when considering your request:

Are media releases and pictures enclosed? ☐ Yes ☐ No

Other than financially, how can the Service Foundation assist?

Signature of Post Commander

Signature of Post Adjutant

Note: In accordance with the rules, a Post can submit Three applications for Post Project Funds in each area (New and Continuing).

Each Post to submit for Project Matching Funds will receive half of the total cost of the project, up to $1000.00, provided the Service Foundation has the funds available.

REVISED: 07/24/2023

Reset Form

FOR OFFICE USE ONLY

APPLICATION #_____

STATUS

NAME

Ohio Department of AMVETS Service Foundation

Scholarship Application

Year

DEADLINE April 1st

Instructions

The Ohio Department of AMVETS Service Foundation, Inc. Scholarship program provides opportunities for advanced education for veterans or dependents of veterans who desire to attend an institution of higher learning. Ohio Department of AMVETS Service Foundation, Inc. Scholarship Award is based upon the applicant's scholastic aptitude and demonstration of financial need. Therefore, no application will be accepted by students who have less than a 2.5 grade point average on a 4.0 scale, or the equivalent.

The Ohio Department of AMVETS Service Foundation's Scholarship is available to **VETERANS**, **CHILDREN** of veterans, **SPOUSES** of veterans, and **GRANDCHILDREN** of veterans. **The applicant for the scholarship and the veteran must live in Ohio.** The scholarship program is for graduating high school students and/or adults who are entering or already enrolled in a course of study at an accredited college or university. The scholarship is awarded in the total amount of $1000 payable in full and only applied toward the student's tuition. AMVETS does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic background or native origin.

Scholarships will only be awarded for attendance at an accredited college or university. A minimum of ten scholarships will be awarded each year. This is a one-year scholarship, all applicants must apply or reapply annually.

ALL APPLICANTS:

The following items must be received with your signed application to be considered by the Scholarship Committee:

1. **A copy of the qualifying veteran's DD214 or discharge certificate indicating 'honorable' separation.**
2. **A brief autobiographical statement outlining why you desire the AMVETS scholarship and what your projected goals are in life.**
3. **High school (1st year applicants only) or current college transcript.**
4. **100% Completed Application.**

FAILURE TO SUBMIT ANY OF THE AFOREMENTIONED ITEMS WILL BE CAUSE FOR DISQUALIFICATION OF YOUR APPLICATION.

TYPE OR PRINT ALL INFORMATION

STUDENT INFORMATION

☐ Mr.
☐ Mrs.
☐ Miss

Indicate one

Email Address

Last Name | First Name | Middle Initial

Address

City | State | Zip Code

Phone with (area code) | Marital status

STUDENT EDUCATIONAL INFORMATION

High School _____ Phone with (area code) _____

Address _____

City _____ State _____ Zip Code _____

Graduation date _____ Grade Point average _____

Class rank _____ Number in class _____

List honors and distinctions:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

COLLEGE / UNIVERSITY

College you attend or plan on attending _____ Phone with (area code) _____

Address _____

City _____ State _____ Zip Code _____

Grade Point average – most recent transcript _____ This is my 1 2 3 4 year of college

VETERAN IFORMATION

I am eligible or the OHIO DEPARTMENT OF AMVETS SERVICE FOUNDATION SCHOLARSHIP due to honorable service in the Armed Forces of the UNITED STATES OF AMERICA by the following family member(s):

(check all applicable) Myself ☐ Parent ☐ Grandparent ☐ Spouse ☐

☐ Veteran Deceased

Veteran Name _____

Veteran Address _____

Veteran City _____ Veteran State _____ Zip Code _____

Veteran Phone with (area code) _____

STUDENT FINANCIAL STATEMENT

List any grants or scholarships you will receive and their value:

1._____ 2._____

3._____ 4._____

1. Total monetary value of all scholarships and grants — 1. $_____
2. Amount of financial aid you will receive from your family — 2. $_____
3. Amount you have saved for your education — 3. $_____
4. Total of any other financial support you will receive — 4. $_____
5. Total FINANCIAL SUPPORT available (add lines 1 thru 4) — 5. $ 0.00
6. Are you, as a student, listed as a dependent on your parents' income tax return? — 6. YES ☐ NO ☐
7. List the name of your or your spouse's employer — 7._____
8. List your adjusted gross income from your most recent federal income tax return — 8. $_____

8a. If married and filing separately, list your spouse's adjusted gross income — 8a. $_____

If you answered **yes** to line 6 above or if line 2 above was greater than $0, this section must be completed.

PARENTAL FINANCIAL STATEMENT

Father's name | Marital status | Phone with (area code)

Address

City | State | Zip Code

Mother's name | Marital status | Phone with (area code)

Address (put same if parents live in same household)

City | State | Zip Code

List your parents' adjusted income from their most recent federal income tax return $_____

List adjusted gross incomes, if parents file separately $_____ $_____

1. Is anyone in your immediate family, other than the applicant, attending an accredited college or university? YES ☐ NO ☐
2. If you answered **yes** to the above question, please continue with the following questions, which pertain to those students in your immediate family other than the applicant:

   A. How many individuals in your immediate family are currently attending an accredited college or university? ____

   B. Is (are) the student(s) in your immediate family receiving an AMVETS scholarship? YES ☐ NO ☐

   C. Is (are) the student(s) receiving any financial aid? YES ☐ NO ☐

   D. What is the total amount of financial aid? $_____

SELECTIVE SERVICE: (Male only)

All 18 year old males are mandated by law to register with the Selective Service System.

I complied with the law and registered on .

I am not 18 yet however, I will register on .

PUBLICITY RELEASE

For publicity reasons, and only after the selection of the recipients is made, I hereby authorize the AMVETS Department of Ohio, its agents and representatives to use my name and picture in regard to publications relative to the Service Foundation Scholarship.

Date Applicant's signature

COMPLETE ALL QUESTIONS AND RETURN TO AMVETS DEPARTMENT OF OHIO. DON'T FORGET TO ENCLOSE:

- ★ qualified veteran's DD214 or discharge certificate
- ★ grade transcript(s)
- ★ autobiographical statement

PLEASE MAIL, FAX OR EMAIL TO THE FOLLOWING:

SUBMIT TO:
EMAIL: admin@ohamvets.org
FAX: 614-431-6991
MAIL: AMVETS Department of Ohio
960 Checkrein Ave.
Columbus, OH 43229

Policy and Procedure for requesting a Grant from the

Ohio AMVETS Charities

- All applications for a grant request must be received by the OAC Board prior to the executive board meeting at Fall Conference, Midwinter Conference and June Convention to be considered. Emergency applications may be considered anytime during the year.
- Each Post may request one grant annually, with a maximum amount of $40,000. Emergency requests which meet the criteria will be considered on a case-by-case basis by the Board.
- The Board recommends that a representative of Ohio AMVETS Family applying for a grant attend the concurrent meeting of the OHIO AMVETS Charities (Fall Conference, Midwinter Conference and June Convention) to provide any additional information required for the Board's decision.
- 990 Cover sheet
- Current bank statements for all accounts
- Two quotes for the requested grant (ex: beer cooler)
- Proof of purchase once it is accomplished must be sent to Ohio Charities, (Receipts and pictures)
- Finance Officer and Commander **MUST** sign the grant request stating **ALL** financial records have been disclosed when submitting a request. (Bingo and electronic bingo financials also.)
- Granted request checks will be written to the provider or vendor directly, not the Post.
- Grants are not retroactive. (If you have completed a project and ask our assistance later your request will not be considered.)
- Emergency requests are considered if it affects- Health, Safety or critical operational needs resulting in post closure.

Ohio AMVETS Charities (OAC)

960 Checkrein Avenue Columbus, OH 43229

Grant Request Form

Requesting Organization Information:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact: _____ **EIN:** _____

Phone: _____ **Email:** _____

Grant Detail:

Project Title: _____

Grant Date: _____ **Amount Requested:** _____

Statement of Need:

Please specify in detail why you are applying for this grant and what this grant will be used for. If it is going to be used for a program, please include the time period this grant will cover. For example, "Post 25 will be using funds provided by this grant to feed homeless veterans once a week at the Post for the next 12 months."

Documentation of Financial Need

Documentation of Financial Need is a budgetary analysis that grant requestors write to justify financial need for a grant through Ohio AMVETS Charities.

Current IRS Form 990 (front page): _____

Current bank balance and bank statements (as of the date of the request): _____

Total annual income (from most recent fiscal year): _____

Total annual expenses (from most recent fiscal year): _____

Monthly Budget

DATE	ITEM	INCOME	EXPENSE	BALANCE
TOTALS				

Printed Name of Grant Requestor, Organization Name and Title — Phone number

Signature of Grant Requestor — Date

For Office Use Only

Grant Action: Approved ☐ Rejected ☐ Returned ☐ Other ☐

Comments: _____

Constitution and By-Laws

AMVETS DEPARTMENT OF OHIO CONSTITUTION AND BY-LAWS

In accordance with Article IX, Section 10 of the National Constitution, AMVETS Department of Ohio Abides by the Uniform Department Constitution and By-Laws *(Appendix E of the National Constitution)*

CONSTITUTION

Preamble

We, the American Veterans, who have served or are serving in the Armed Forces of the United States during and since World War II, fully realizing our responsibility to our community, to our State, and to our Nation, associate ourselves for the following purposes: To uphold and defend the Constitution of the United States; to safeguard the principles of freedom, liberty, and justice for all; to promote the cause of peace and goodwill among nations; to maintain inviolate the freedom of our Country; to preserve the fundamentals of democracy; to perpetuate the friendship and association of these veterans; and to dedicate ourselves to the cause of mutual assistance, this by the Grace of God.

Section 1 Departments shall be organized with a Headquarters located as authorized by the Department Convention or an intervening SEC (hereinafter referred to as "SEC") Meeting. Local Posts shall be formed, and intermediate administrative groups may be created by the SEC to function within their respective jurisdiction where such action is deemed advisable. This Appendix of the AM- VETS National Constitution shall be the Constitution for all Departments.

Section 2 Departments shall be composed of Department Officers - both elected and appointed - and the members of the SEC. It shall be the duty of the State Officers to advance the cause of AMVETS, to carry out its aims and purposes, and to provide for realization of the plans and policies established by the mandates of the Department Convention and the SEC.

Section 3 Each Department shall conduct its Convention, to be held annually between May 15 and June 30, at which time it shall elect Department Officers and its Delegate and Alternate to the National Convention and its National Executive Committeeman and Alternate. Elected Department Officers shall assume office no later than July 15. National Executive Committeemen and alternate shall assume office in accordance with Article VII, Section 4 of this Constitution.

The Department Convention delegation shall be comprised as prescribed by the Department By-laws.

1. Each Post shall choose a Delegate(s) and an Alternate(s) at a Post Meeting.
2. The Department Commander shall vote only in the case of a tie.

3. Each Delegate shall be entitled to one vote. Alternates shall have all the rights and privileges of their Delegates except they shall vote only in their Delegate's absence.
4. No Delegate or Alternate, however, shall be seated at the Department Convention unless the individual's accounts with Department Headquarters are fully paid up.
5. No Delegate of an accredited Post shall be seated at the Department Convention unless the respective Post shall be fully paid up in all its accounts with Department Headquarters and Department Districts. No Post Delegate or Alternate shall be permitted to register as such unless the Delegate or Alternate shall have been a member in good standing on the Department rolls for at least 30 days prior to the opening of said Convention and possesses a membership card or other satisfactory evidence identifying the Delegate or Alternate as a member of the Post from which the individual is registering.
6. Departments shall specify Convention quorum requirements in By-Laws and Convention Rules.
    a. No Department Convention bids shall be received on the Convention floor unless they are previously submitted to the Department Finance Committee and/or the SEC, in accordance with the Rules of said Committee, and in accordance with the Rules and Procedures of the SEC.
    b. Convention Chairs shall be chosen in accordance with the Department By-Laws.
    c. The Convention Rules Committee, after reviewing and making necessary changes, shall present to the SEC at a Regular SEC Meeting, for its approval, the Rules of the Annual Department Convention following the SEC Meeting at which the Rules are considered. The Department Headquarters will then circulate those Rules to the Posts at least Thirty (30) days prior to the Annual Convention. The Rules of the Department Convention may be amended by a majority vote of the Delegates assembled at the Annual Department Convention.

Section 4 The Department Convention shall elect a Department Commander, a Department 1st Vice Commander, a Department 2nd Vice Commander, a Department Finance Officer, a Department National Executive Committee- man, a Department Alternate National Executive Committeeman, a Department Provost Marshal, a Department Judge Advocate, and any other Officer as prescribed in the Department By-Laws.

a. No member shall be eligible for any Department Office unless the individual is fully paid up in all accounts with the Department Headquarters thirty (30) days prior to the opening date of the Department Convention.
b. Department shall specify candidates' eligible certification procedures in the By-Laws or Convention Rules. The Department Commander, with the consent and approval of the SEC, shall appoint and have the power to remove a Department Chaplain, a Department Inspector General, and such other Officers and Committee Chairs as specified in the Department By-Laws. These appointments shall be made at the Post-Convention SEC M

Section 5 All Elected Department Officers shall be members of the SEC. The Department Appointed Officers

shall be members of the SEC, but without a vote.

Section 6

a. An Elected Officer may be removed from office only by a two-thirds (2/3) vote of the Department Executive Committee after written charges against such Officer shall have been preferred and furnished by certified mail to the Officer concerned and to the members of the Department Executive Committee. A full hearing shall be held by the Department Executive Committee on charges preferred against an Elected Department Officer. Such hearing shall be held not less than thirty (30) days after the charges are preferred and mailed.

b. The procedure for removal from office of Elected Officers shall be prescribed by the SEC on recommendation of the Department Judge Advocate in accordance with the UNIFORM CODE OF PROCEDURE FOR THE SUSPENSION OR EXPULSION OF A MEMBER (AMVETS National By-Laws, Appendix B).

Section 7 Department Officers elected at a Department Convention shall be installed into Office at a ceremony held at the Convention. The term of Office shall be as prescribed in the Department By-Laws.

Section 8 In the event of a vacancy in the Office of Department Commander, the Department 1st Vice Commander shall succeed to that Office, except that the Department By-Laws may prescribe election of the Department Commander by the SEC. In the event of a vacancy in the Office of the 1st Vice Commander, the Department 2nd Vice Commander shall assume the Office of Department 1st Vice Commander. In the event of a vacancy in the Office of the Department 2nd Vice Commander, the Department 3rd Vice Commander shall assume the Office of Department 2nd Vice Commander.

Section 9 In the event of a vacancy in the Office of Department Commander, the Department 1st Vice Commander shall succeed to that Office, except that the Department By-Laws may prescribe election of the Department Commander by the SEC. In the event of a vacancy in the Office of the 1st Vice Commander, the Department 2nd Vice Commander shall assume the Office of Department 1st Vice Commander. In the event of a vacancy in the Office of the Department 2nd Vice Commander, the Department 3rd Vice Commander shall assume the Office of Department 2nd Vice Commander.

Section 10 The administrative power between Department Conventions shall be vested in the SEC, which shall be composed of the Department Commander, Department Vice Commanders, all other elected Department Officers, and the Immediate Past Department Commander able and willing to serve. Each of the above members shall be entitled to one (1) vote except the Department Commander, who shall vote only in case of a tie. The Council of Past Department Commanders, excluding the Immediate Past Department Commander, present and voting shall have but one (1) vote divided equally among them. The Appointed Officers shall be members of the State Executive Committee, without a vote.

Section 11 Voting members of the SEC shall be Delegates to Department Convention, each entitled to one (1) vote,

providing their respective Posts have complied with all the provisions of the Department Constitution and By-Laws

Section 12 The management of the Department Budget as approved at the State Convention shall be under the control of the SEC, which shall delegate sufficient general and specific authority to the Department Finance Committee, as authorized by the Department By-Laws, to carry out the usual duties of such Committee. The Department Finance Committee, with the approval of the SEC, shall have the authority to retain independent investment experts as needed for consultation in supervising all AMVETS funds.

1. The Department Finance Committee shall consist of members as prescribed in the Department By-Laws.
2. The Finance Committee shall meet prior to each SEC Meeting, or at other times as set forth in the Department By-Laws.
3. The Finance Committee shall make an Annual Report at the Department Convention. Revenue shall be derived from annual dues and such other sources as may be approved by the SEC.
4. The Finance Committee shall submit a Provisional Annual Report as prescribed in the Department By-Laws.

Section 13 The following provisions shall govern the establishment and administration of the Budget of Department Headquarters:

1. The Finance Committee has the sole fiduciary responsibility to prepare and present a Budget that is fiscally sound.
2. In determining the Budget, revenue shall be based on tangible assumptions and realistic and/or proven income projections to include revenue that provides funding for the operations and pro- grams approved by the Finance Committee, SEC, and Department Convention.
3. In the full execution of approved programs within the Budget, expenses shall be budgeted as realistically as possible to ensure overall spending integrity.
4. A contingency Budget line shall be developed solely to address unexpected expenses during the operating fiscal year and included in the Budget.
5. In no case shall the Department Finance Committee or any other body of the Department Organization be permitted to adopt or approve a Budget in which the expenses, provisions for capital expenditure, and provisions for debt reduction exceeds the income established above. Under no circumstances shall the Aggregate Budget, as approved by the Department Convention, be over-ex- pended. Violation of any of the foregoing provisions by any person shall constitute cause for disciplinary action, including removal from Office or dismissal from employment; and
6. Any person who willfully violates any provision of this Section shall, in addition to any other disciplinary action taken, be personally financially liable for any amount spent that exceeds the Budget appropriations, unless such excess has prior approval of the Department Finance Committee. Any salary or expense money due or to become due to such person may be

retained by the Organization to offset all or any part of the unauthorized over-expenditure.

Section 14 The Department Finance Committee shall have the power and authority to designate the depository banks or other financial institutions to receive deposits into various accounts belonging to the Department and to disburse such funds on checks signed by Two (2) or more persons designated by the Department By-Laws

Section 15 The fiscal year shall be designated in the Department By-Laws.

Section 16 Any Resolution emanating from a Department Convention involving the expenditure of funds or any financial commitment shall be referred to the Department Finance Committee for approval. In reviewing Resolutions adopted at a Department Convention, the Department Finance Committee shall have three (3) options: 1. Provide funding from the newly adopted Department Budget; 2. Defer funding pending appropriate planning by the Department staff as part of the next financial year; or 3. Deny funding based on current and projected funding levels.

If a Resolution is denied or deferred because of a want of available funds within the meaning of Section 13 hereto, the Department Finance Committee shall report such decisions to the Department Executive Committee at its next meeting.

Section 17

a. The SEC, after notice and hearing, may cancel, suspend, or revoke the Charter of any Post for good and sufficient cause. Procedure for any such action shall be as prescribed in the AMVETS National By-Laws, Appendix A.
b. In the event of the cancellation, suspension or revocation of any Charter of any Post, the suspended body shall have the right of appeal to the next Department Convention.

Section 18 As prescribed in the Department By-Laws, the Department Commander, after notice, may invoke and formulate a trusteeship to take over the operation of a Post for good and sufficient reasons and for the well-being of the AMVETS Organization.

Section 19 From among the voting members of the SEC, the Department Commander shall appoint a Department Grievance Committee, consisting of three (3) members, to hear grievances and appeals as are provided for in this Constitution and By-Laws and to report its findings and recommendations to the SEC.

The Department Commander shall designate the Chair.

This Committee shall function during the Department Convention, Meetings of the SEC, and upon the call of the Department Commander or SEC.

Such Appointees shall serve at the pleasure of the Department Commander with the advice and consent of the SEC.

The Department Commander and Department Judge Advocate shall serve as ex-officio members of this Committee, without a vote.

BY-LAWS

Article I. Name

The name of this Organization shall be AMVETS, Department of Ohio (American Veterans), and it shall be hereinafter referred to as AMVETS, Department of Ohio.

Article II. Aims

1. To serve our Country in peace as in war; to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.
2. To encourage, in keeping with the policies of our government, the establishment of a concrete plan to secure permanent international peace and to assist in the maintenance of international peace.
3. To inspire in our membership a sense of responsibility, and to develop leadership for the preservation of our American democratic way of life.
4. To help unify divergent groups in the over-all interest of American democracy.
5. To train our youth to become purposeful citizens in a democracy with full knowledge of the responsibilities as well as the privileges of citizenship.
6. To cooperate with all duly recognized existing veterans Organizations in the furtherance of the aims of the veterans who have served or are serving in the Armed Forces of the United States during and since World War II.
7. To ensure the orderly return of the veteran to civilian life by protecting the veteran's rights as an individual while still in uniform.
8. To expedite and assist in the rehabilitation of the veteran by maintenance of employment services, sponsoring educational opportunities, and providing counsel insurance, housing, recreation, personal problems, hospitalization, and veterans' benefits.
9. To act as a liaison agent between the veteran and the Government.
10. To provide an organization to encourage fellowship among all American Veterans who have served or are serving in the Armed Forces of the United States during and since World War II.
11. To keep the public forever reminded that the Veterans of World War II, Korea, Vietnam, and those serving in the Armed Forces of the United States thereafter fought or served to preserve peace, liberty, and democracy for their nation.

Article III, Organization

Section 1 The American Veterans, Department of Ohio, shall be organized with the Department Headquarters, Districts and Local Posts, or lesser administrative councils, as necessary.

Section 2 The Department shall be comprised of Officers and representatives selected by Post delegates at a Department Convention. It shall be the duty of the Department to aid in the Organization and maintenance of Local Posts and to carry out the policies and plans to adhere to the provisions of the National and Department Constitutions.

Section 3 The Department shall be divided into Districts in accordance with By-Laws, Article XI, Sections 1 and 2, and shall comply with the minimum requirements of By-Laws Article XI, Section 3 annually no later than May 15.

Section 4 Each District will submit annually a copy of their standing rules to the Department for certification that the copy previously submitted has not been amended.

Section 5 Each District is authorized to enact whatever administrative and fiscal policies and procedures as may be necessary to operate efficiently as a District, including the authority to establish dues and assessments from their member Posts, provided such policies are not in conflict with the National or Department Constitution and By-Laws.

Section 6 All District Officers will be elected at least thirty (30) days prior to the Department Convention and take office in their respective Districts each year by July 1.

Article IV. Restricted Use of Organization

Section 1 The AMVETS, or any component part thereof, shall not be used to promote the interest of any individual who is a candidate for public office, or to promote otherwise, any individual, organization, political party, or fraction thereof. Any violation of this Provision shall be sufficient cause for suspension or revocation of any Post or component part thereof.

Article V. Department Flower

Section 1 The Department Flower shall be the Four-Leaf White Clover, meaning "Think of Me."

Article VI. Uniforms

Section 1 No uniform or insignia shall be worn by the members of the Posts of the Department of Ohio, except as approved by the SEC.

Article VII. Membership

Section 1 Any person who served or is currently serving in the Armed Forces of the United States of America at any time after September 15, 1940, is eligible for regular membership in AMVETS provided such service, when terminated by discharge or release from active duty, be it by Honorable Discharge, Honorable Separation, or General Discharge Under Honorable Conditions.

Any American citizen, as an American citizen, who served in the Armed Forces of an allied nation of the United State at any time after September 14, 1940, and before May 8, 1975, is eligible for regular membership in AMVETS, provided such service, when terminated by discharge or release from active duty, be by Honorable Discharge or Separation.

No person who is a member of, or who advocates the principles of, any organization believing in, or working for the overthrow of the United States government by force, no American citizen or permanent resident alien in the United States, one of its territories, possessions or the District of Columbia who refuses to uphold and defend the Constitution of the United States shall be privileged to become, or continue to be, a member of this organization.

All United States Reservist and National Guardsmen who are now serving or have been Honorably Discharged since September 15, 1940, are eligible for regular membership in AMVETS provided such service when terminated by Discharge or release from active duty be by Honorable Discharge or Honorable Separation.

Section 2 Honorary Membership shall not be granted after the adoption of this Amendment. In lieu thereof, certificates of merit may be awarded by a suitable inscribed award given to those rendering distinct service to the community and to the AMERICAN Veterans who have served or are serving in the Armed Forces of the United States during and since World War II. Such awards may be made by Posts, internal administrative groups, Departments, the National Executive Committee, or National Convention. Awards by Posts and internal administrative groups must be approved by the SEC.

No member of AMVETS shall be entitled to receive a certificate of merit.

Section 3 No member shall be a member of more than one post at one and the same time.

Section 4

a. Any member of AMVETS classified as a Member-At-Large may not hold an Elected or Appointed Office at any level in the AMVETS Organization. No person expelled by one Post shall be eligible for membership in another Post without the consent of the expelling Post or the consent of the State Executive Committee (hereinafter referred to as "SEC") after hearing an appeal.

b. No member may be expelled from membership in AMVETS without due process as provided for in the National Constitution and By-Laws Uniform Code for Suspension or Expulsion of a Member.

Section 5 Membership shall run from September 1 through August 31. Eligibility for Membership and the rights and privileges of membership shall be as provided in the Constitution and By-Laws and the terms of membership and requirements for holding office within AMVETS shall not be discriminatory based on race, color, religion, sex, or national origin.

Section 6 There shall be but one form of membership and that shall be active regular membership.

Article VIII. Membership

Section 1 Membership in the AMVETS Department of Ohio is membership in the National Organization of the American Veteran, AMVETS, by affiliation with any chartered Post.

Article IX. Meetings

Section 1

a. All Meetings and all matters and proceedings not otherwise provided for herein shall be conducted pursuant to Roberts' Rules of Order.
b. The Department Executive Committee and other Department Committee meetings may be held electronically.
c. Meetings of the Department Executive Committee or other Department committees may be conducted by telephone when so directed by the Department Commander or Chair of the committee. In the case of special electronic meetings, Requests for special electronic meetings may be made by email notice to the Department Commander and Executive Director by at least three department executive committee members requesting a special electronic meeting. In the case of other Department Committees, Special electronic meetings may be requested by email notice to the chairperson and Co-chairperson by at least three committee members. Special meeting requests must be made to the Department Commander or Committee Chairperson at least 14 days in advance of the special electronic meeting.

Section 2 Rules for Electronic Meetings

a. **all-in time.** The Department Executive Director or Committee secretary shall schedule a telephone conference call, using a free service, to begin 15 minutes before the start of each meeting.
b. **Form of meeting notice.** Notice of a meeting shall be given to all members at least 10 days in advance of the meeting by email or telephone and must include the time of the meeting and the phone number and access code needed to connect to the telephone conference call.
c. **Signing in and out.** Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet access throughout the meeting whenever present

but shall sign out upon any departure prior to adjournment. Members shall also maintain aural participation throughout the meeting (when- ever present), either using the member's computer microphone and speakers through the Internet meeting service or through participation in the linked telephone connection.

d. **Quorum calls.** The presence of a quorum, see article XII section 5, shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
e. **Obtaining the floor.** To seek recognition by the chair, a member shall address the chair and state his or her own name.
f. **Motions submitted in writing.** Members may not submit motions in writing during the meeting but are entitled to make motions orally. Members may, however, submit motions in writing to the executive director or committee secretary at least 7 days before the meeting. The executive director or other department employee at the executive director's order shall send any such pre-submitted motions by e-mail to all members 5 days in advance of the meeting. In the case of other department committees, the Committee secretary shall be responsible for sending email information to its committee members.
g. **Display of motions.** The Executive Director or Committee secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Executive Director, Committee secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
h. **Voting.** Votes shall be taken by the anonymous voting feature of the Internet meeting service unless otherwise ordered by the Commander, Committee Chairperson or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
i. **Technical Malfunctions and Requirements.** Each member is responsible for his or her connection to the tele- phone conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting.
j. **Forced Disconnections.** The Chair may order the secretary to disconnect or mute a member's connection if it is causing undue interference with the telephone conference call. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting, and recorded in the minutes.

Article X. Voting

Section 1 Voting for elected officers at the department convention shall be by registered delegates or by written ballot, if two-thirds (2/3) of the delegates approve of the same.

Article XI. Election of Department District Commanders

Section 1 The Department of Ohio is to be divided into eight (8) geographical Districts for the purpose of electing their own Department District Commander and area of operation for each District.

Section 2 Districts are as follows:

1st District: Clark, Preble, Butler, Hamilton, Clermont, Brown, Warren, Clinton, Montgomery, Greene, Clark, Miami, Shelby, and Champaign Counties

7th District: Fayette, Pickaway, Fairfield, Highland, Ross, Adams, Pike, Jackson, Lawrence, and Scioto Counties

9th District: Williams, Defiance, Paulding, Van Wert, Mercer, Auglaize, Allen, Putnam, Henry, Fulton, Logan, Hardin, Hancock, Wood, Seneca, and Lucas Counties

12th District: Madison, Union, Franklin, Delaware, Marion, Morrow, Crawford, Richland, Knox, Licking, and Perry Counties

13th District: Erie, Huron, Ottawa, Sandusky, Seneca, Ashland, and Lorain Counties

19th District: Columbiana, Mahoning, Trumbull, Stark, Wayne, Tuscarawas, and Carroll Counties

20th District: Cuyahoga, Medina, Lake, Geauga, Ashtabula, Summit, and Portage Counties

21st District: Lawrence, Gallia, Coshocton, Guernsey, Muskingum, Meigs, Vinton, Athens, Hocking, Morgan, Washington, and Noble Counties

**New Districts will not elect officers or Commanders until they meet the requirements of the Constitution and By-Laws.*

Section 3 No District shall elect a Department District Commander unless there is a minimum of three (3) Posts and two hundred and fifty (250) members in the district. All Posts located in a District with less than these minimums shall be assigned by the Department Commander to a neighboring District for the purpose of electing a Department District Commander until such a time as the district reaches minimum Posts and membership requirements. If, after reaching District status, the membership falls below the minimum requirements, the said District will lose its voice and vote on the SEC and all rights and privileges thereto appertaining, until such time as it once again reaches and maintains the minimum standard of membership.

Section 4 Department District Commanders will be nominated and elected at the District Meeting immediately preceding the Department Convention. Department District Commander for a District must be a member of a Post within that District for a minimum of twelve (12) months. Only members of the district can nominate, or second a candidate for their District.

Section 5 Members from the same Post cannot hold Department District Commandership for more than two (2) consecutive years unless there are no candidates from other Posts in their geographical District.

Section 6 If there are not any candidates for Department District Commander from a District, the newly elected Department Commander will appoint a qualified AMVET from the area as its Department District Commander. This is to be done within thirty (30) days after the District Convention. If a Department Vice Commander, or Department District Commander should die, resign, or be removed from office, the Department Commander will appoint a new Department Vice Commander, or District Commander. The Department District Commander must be from the same District as the vacancy they fill. This vacancy will be filled within thirty (30) days. The appointment shall be in effect until the next Department Convention.

Article XII. Conferences and Convention

Section 1 A Department Convention shall be held annually during the month of June, at places fixed by previous Conventions, as follows: The 1953 Department Convention shall select Convention sites for the years 1954 and 1955. Each subsequent Department Convention shall select a site for the Department Convention two (2) years hence.

Section 2 The members of the Convention shall consist of Post Delegates. The Posts shall elect their Dele- gates and Alternates at their Meeting held at least three (3) weeks prior to the Department Convention. Each Post Commander, who is serving in the term of office for the current fiscal year, shall be a Delegate to the Department Convention and each Post shall also be entitled to two (2) Delegates and two (2) Alternates for each fifty (5O) members or fraction thereof. Delegates will be based upon each Post's membership as recorded at Department Headquarters as of August 15.

a. No alternates may substitute for the Post Commander
b. All elected Department Officers shall be Delegates to the convention; however, no alternate may be substituted for them not cast their vote. The Department Commander shall vote only in the event of a tie.
c. A Delegate can cast but one (1) vote, if representing Department or his/her home post.

Section 3 A Department Mid-Winter Conference shall be held annually, in the month of February, at a place fixed by a prior Mid-Winter Conference.

Section 4 Each Post Commander and Post Adjutant shall be a Delegate to the Mid-Winter Conference, and each Post shall also be entitled to one (1) Delegate and one (1) Alternate for each fifty (50) members or fraction thereof. Delegates will be based upon each Post's membership for the previous year, except for a new Post whose Delegates will be based upon their membership as of August 15. Each Department Elected Officer shall also be an automatic Delegate. Each Post shall elect their Delegates and Alternates at their Meetings held at least three (3) weeks prior to the Department Mid-Winter Conference.

Section 5 Each Delegate shall be entitled to one (1) vote. Alternates shall have all the rights and privileges of

the Delegates in the absence of the Delegate.

Section 6 Sixty Percent (60%) of the voting Delegates registered shall constitute a quorum. Pre-Registered Delegates will not be considered registered until they pick up their credentials and log in at the Registration Desk.

Section 7 A Department Fall Conference shall be held annually, in the month of October, at a place fixed by a prior Fall Conference.

Section 8 Each Post Commander and Post Adjutant shall be a Delegate to the Fall Conference, and each Post shall also be entitled to one (1) Delegate and one (1) Alternate for each fifty (50) members or fraction thereof. Delegates will be based upon each Post's membership for the previous year, except for a new Post whose Delegates will be based upon their membership as of August 15. Each Department Elected Officer shall also be an automatic Delegate. Each Post shall elect their Delegates and Alternates at their Meetings held at least three (3) weeks prior to the Department Fall Conference.

Section 9 Each Delegate shall be entitled to one (1) vote. Alternates shall have all the rights and privileges of the Delegate in the absence of the Delegate.

Section 10 There shall be absolutely no consumption of alcoholic beverages in any Meeting Room during any formally convened Convention, Conference, or Meeting of the AMVETS Department of Ohio.

Article XIII. State Executive Committee (SEC)

Section 1 The administrative powers between the State Convention and Conferences shall be vested in the State Executive Committee, which shall be composed of the State Commander, Vice Commanders, State District Commanders, State Finance Officer, State Judge Advocate, State Provost Marshal, National Executive Committeeperson, the Immediate Past State Commander able and willing to serve, and the Council of Past Department Commanders, except those who are full time employees of the AMVETS Department of Ohio.

Section 2 The Department Elected Officers shall constitute a Steering Committee which shall be responsible for matters of administration only between Meetings of the SEC.

Section 3 There shall be a Council of Past Department Commanders to be chaired by the immediate past department commander, able and willing to serve. Said council shall meet at the call of the chairman. The Council of Past Department Commanders should be an advisory and overview council to consider all facets of the organization to maintain unity and harmony and develop matters pertaining to the good and welfare of AMVETS, its suggestions and recommendations, and they shall.

Section 4

a. The SEC shall meet at all Department Conventions and Conferences. Specific dates shall be set by the SEC members. Special Meetings may be held, upon reasonable notice, at the call of the Department Commander. The Department Commander shall call a Meeting of the SEC upon written request of a majority of the members of the SEC. Electronic meetings may be held when authorized by the Department Commander or members of the SEC. in

accordance with Article IX section 1B.

Section 5 One third (1/3) of the SEC members shall constitute a quorum of the SEC.

Section 6 There shall be absolutely no consumption of alcoholic beverages in any Meeting Room during any formally convened Convention, Conference, or Meeting of the AMVETS Department of Ohio.

Section 7

A. The Finance Committee may after appointment hold electronic meetings as may be called by the Department Commander, Committee Chairperson, or Committee members as outlined in Article IX section 1B.
   1. The Department Finance Officer who shall be the Chair.
   2. The Department Commander.
   3. The Judge Advocate.
   4. The most Immediate Past Finance Officer willing and able to serve.
   5. Two (2) members to be elected by the SEC, at the post-convention SEC meeting from among the membership of the SEC as of the July 1, following the election.
   6. The Department 1st Vice Commander.
   7. The Department 2nd Vice Commander.
   8. The Department 3rd Vice Commander.

B. The Finance Committee may, after appointment, hold electronic meetings as may be called by the Department Commander, Committee Chairperson or Committee members as outlined in Article IX section 1B.

Section 8 The Department Commander shall name Committees as deemed advisable, subject to ratification by the SEC, at its next Meeting succeeding the appointment.

Section 9 The Department Commander shall appoint, at the first SEC Meeting, subject to approval of the SEC, the following Standing Department Committees: Membership Committee, Veterans Welfare Committee, Programs Committee, Legislative Committee, Family Welfare Commit- tee, Constitution and Resolutions Committee, ROTC Committee, and

Grievance or Hearing Committee. The number of members to serve on any Department Committee shall be determined as outlined in Sections 6, 7, and 8.

Section 10

A. The SEC shall consist of all current duly elected Department Officers, each having a vote, as well as the Immediate Past Commander able and willing to serve. The Council Past Department Commanders, excluding the Immediate Past Department Commander, present and voting shall have but one (1) vote divided equally among them. The Department Executive Director shall act as the Recording Secretary of said Committee.

Their duties will be:

1. To analyze Department finances and assist the Department Commander in

establishing the budget and to give a final ratification to the budget.

2. To serve as a Personnel Board and be responsible for employment of all Department personnel.
3. The SEC shall assist, in an advisory capacity, with the preparation of the yearly budget and the handling of funds under that budget. They shall make a yearly audit of the books of the Department and make a detailed physical appraisal inventory of all the intangible as- sets and property of the Department and prepare a balance sheet with supporting sched- ules and shall submit copies of same to each Post Delegation at each Annual Department Convention.

b. The Department Membership Committee, Veterans Welfare Committee, Programs Committee, Legislative Committee, Family Welfare Committee, Special Olympics Committee, Constitution and Resolutions Committee, and Convention Committee shall consist of such number of members as shall be designated by the Department Commander, with the approval of the SEC, and their duties shall consist of the usual prescribed duties of the Committeeperson as well as any further directives given by the Department Commander and/or the SEC. The above standing Committees may after appointment hold electronic meetings as may be called by the Department Commander, Committee Chair- person or Committee members as outlined in Article IX section 1B.

Section 11 The SEC shall provide for the appointment and employment of such employees as may be needed for the administration of the affairs of AMVETS Department of Ohio and prescribe their duties and compensation.

Section 12 Any Department Officer may receive expenses for activities on behalf of the Organization. The amount of such compensation shall be fixed by the SEC.

Section 13 All questions affecting eligibility for Department Office shall be determined by the SEC. The Department Commander of AMVETS Department of Ohio shall not hold any paid public office and shall resign as Department Commander should the Commander become a candidate for a paid public office. The candidates for Department Commander shall have served at least one year as an Officer on Post or Department level in AMVETS Department of Ohio.

Article XIV. Officers

Section 1 Delegates to the Department Convention shall elect a Department Commander; a Department 1st Vice Commander to oversee Membership; a 2nd Vice Commander to oversee Veterans Welfare; a third Vice Commander to oversee Programs. Department District Commanders, however, shall be elected in their District within thirty (30) days prior to the Department Convention, and they will be sworn in at the Department Convention. Delegates shall also elect a Finance Officer, Judge Advocate and Provost Marshall, one (1) National Executive Committeeman and one (1) Alternate National Executive Committeeman. Elected Officers shall be duly installed into office at the same session at

which they are elected and shall assume their office July 1st. No Post shall have more than two (2) Elected Officers in the Department except for the Department Commander, NEC, Alternate NEC, and District Commanders. The above Elected Officers, and the Immediate Past Department Commander able and willing to serve, and the Council of Past Department Commanders shall constitute the SEC. hold concurrent Elected Office in the Department. **No one person who is elected as state Commander shall serve more than two/one-year terms consecutively without a break of at least one term.**

Section 2 The SEC shall appoint the Department Executive Director, subject to the approval of the Delegates at the Convention or one of the regularly scheduled Department Conferences and said Department Executive Director's term of office shall be indefinite.

Section 3 Upon the death, disability, or resignation of the Department Commander, the Department Executive Director shall immediately call into session the SEC who shall, within the maximum of two (2) weeks after such death, disability, or resignation, elect one of the Department Vice Commanders to fill the unexpired term.

Section 4 All Elected Officers shall be members of the SEC, with a vote, but the Commander shall vote only in the event of a tie.

Section 5 The newly elected SEC shall convene immediately following the close of the Department Convention and transact all necessary business, including the adoption of the budget and approval of Appointments for the new fiscal year.

Section 6 The Department Commander, with the consent and approval of the SEC, shall appoint, at the Post-Convention SEC, a Chaplain, Historian, Public Relations Officer, Inspector General, Training Officer, and such Committees as deemed necessary.

1. There shall be up to, two (2) Deputy Inspectors General, (vice Deputy Inspector Generals') from within each District. Starting in July, the Department Commander shall appoint up to, two (2) Deputy Inspectors General per District for a term of two (2) years; In the case of a vacancy in the position of Deputy Inspector General for any reason, including the formation of a new District, the Department Commander shall appoint a Deputy Inspector General to fill the unexpired term, or in the case of a new District, up to, two (2) Deputy Inspectors General for a two (2) year term.
2. The Department Commander, with the consent of the SEC, may remove the Training Officer, Inspector General or any one of the Deputy Inspectors Generals.

Section 7 No Elected Officer of the Department shall serve more than one (1) month of his term of Office concurrently as an Elected Department Officer of any other Veterans' Organization.

Section 8 Each District shall elect a Department District Commander by the vote of no more than five (5) Delegates of each Post at a District Meeting within thirty (30) days prior to the Department Convention. This person may come from the same Post as the Department Command- er or any of the Department Vice Commanders.

Section 9 An Elected Officer may be removed from office only by a two-thirds (2/3) vote of the SEC, after written charges against such Officer have been preferred and furnished by Certified Mail Return Receipt Requested to the Officer concerned, and to the Executive Director at Department Headquarters. A Hearing shall be held by the SEC, within thirty (30) days of such notice with the results of said Hearing to be presented to the Officer in question within ten (10) days.

1. Charges may be preferred by a Department Elected Officer or by three (3) members of the SEC based upon dishonesty or conduct unbecoming a member of AMVETS.
2. Procedure for the Hearing shall be prescribed by the Department Judge Advocate with

the approval of the SEC.

3. An Officer who has been removed from office may appeal the ruling of the SEC to the Council of Past Department Commanders Committee, provided the appeal is made within thirty (30) days of notification of removal. The ruling of the Council of Past Department Commanders Committee shall be final.

Article XV. Duties of Officers

Section 1 **Department Commander:** The Department Commander shall be the executive head of the American Veterans, AMVETS Department of Ohio, with full power to enforce the provisions of the Department Constitution, Department By-Laws, and the directives of the Department Convention. The Commander shall appoint all necessary Committees, where not otherwise provided, subject to the ratification of the SEC, and shall perform such other duties as are usually incident to the office. The Commander shall be Chairperson of the SEC, Fall Conference, Mid-Winter Conference, and Department Convention.

Section 2 **Department Vice Commanders:**

A. **Department 1st Vice Commander** shall coordinate all District and Post Membership Directors or Vice Commanders in charge of membership. The 1st Vice Commander shall also:
   1. Coordinate the Convention mandates on membership.
   2. Review and re-evaluate the present membership programs and report the recommendations to the Department Commander and subsequently to the SEC.
   3. Endeavor to create and present new membership incentives.
   4. Be informed as to membership of the Department and Posts.
   5. Serve as Chair of the Department Membership Committee.

B. **Department 2nd Vice Commander** shall coordinate all Veteran Welfare Programs including, but not limited to, VAVS, White Clover, Civil Disaster, Carillon Committee, Family Welfare, POW/MIA, and Veterans' Employment. The 2nd Vice Commander shall also:
   1. Review and re-evaluate the existing Veterans Programs and report the recommendations to the Department Commander and to the SEC.
   2. Coordinate all Department Veterans Programs between National, Department, District, and Post levels.
   3. Be charged with the responsibility of studying and recommending new Veterans Programs to the Department Commander and SEC for consideration.
   4. Be indoctrinated on all VAVS Programs at the VA Hospitals, Clinics, and State Veterans Homes.
   5. Serve as Chair of the Department Veterans Welfare Committee.

C. **Department 3rd Vice Commander** shall coordinate all Post and District Program

Chairs. The 3rd Vice Commander shall also:

1. Review and re-evaluate the existing Programs and report the recommendations to the Department Commander and to the SEC.
2. Coordinate all Department Programs between National, Department, Districts and Post levels.
3. Be charged with the responsibility of studying and recommending new Programs to the Department Commander and SEC for consideration.
4. Be indoctrinated in all Programs of the Department Organization and its subsidiaries, especially those involving contact with the public.
5. Serve as Chair of the Department Programs Committee.

D. **Department District Commanders:** The Department District Commanders shall act as representatives of the Department Commander in all matters referred to them by the Department Commander and perform such other duties as are usually incident to the office. The Department District Commanders may at times represent the Department Inspector General in all matters referred to them by the Department Commander, or Department Inspector General with the limited authority as outlined in Article XX Sec. 6Fa of these by-laws.

Section 3 **Department Finance Officer:** The Department Finance Officer shall be custodian of the funds of the Department Organization. The Department Commander, the Department Executive Director, and the Department Finance Officer shall be authorized to sign checks disbursing funds. No checks for same shall be valid unless it has the signature of two (2) of these Officers. The Department Executive Director's signature is authorized. The Department Finance Officer shall make reports upon the condition of the Department treasury when called for by the Department Commander or SEC. The Finance Officer shall perform such other duties as are usually incident the office. The Finance Officer shall be bonded with a surety company bond as set forth in Article XVII. Section 4 of the By-Laws.

Section 4 **Department Judge Advocate:** The Department Judge Advocate shall advise the Department Officers and the SEC on all legal matters, including the construction and interpretation of the Department Constitution and By-Laws, and shall perform such other duties as are usually incident to the office. The Judge Advocate shall advise the legislative counsel on all matters relating to the latter's duties and incident to the drawing of legislative petitions and proposed legislation. The Judge Advocate shall be the Parliamentarian at all Department Conferences and Conventions and advise the Chair as to rulings on procedure.

Section 5 **Department Service Officer:** The Department Service Officer shall be an employee of the AMVETS Department of Ohio, and the Welfare Officer of the Department Organization. The Department Service Officer shall be directly concerned with all matters pertaining to the social and material welfare of members and shall particularly be concerned in the assistance of all members in securing all rights and privileges accorded them by law. The Department Service Officer shall act as Liaison Officer between the SEC and Federal and State Agencies

charged with Veterans' Affairs and shall also act in direct assistance to Post Service Officers.

Section 6 **Public Relations Officer:** The Department Public Relations Officer shall keep the public informed relative to the activities of the Department Organization, to build and maintain goodwill toward the Organization. The Public Relations Officer's tenure of office shall always be subject to the will of the SEC.

Section 7 **Department Chaplain:** The Department Chaplain shall perform such duties and non-sectarian services as may be necessary, adhering to the appropriate ceremonial rituals.

Section 8 **Department Historian:** The Department Historian shall compile from year to year all records of historical value and interest to the Department. The Historian shall also assist Post Historians to coordinate and unify the work of the Officers and shall perform such other duties as the SEC shall prescribe.

Section 9 **Department Provost Marshal:** The Department Provost Marshall shall maintain order at all Meetings, Conferences and Conventions. The Provost Marshall shall distribute, collect, and count ballots and shall announce the results of the voting. The Provost Marshall shall perform such other duties as may be requested by the Department Commander.

Section 10 **Department Inspector General:** The Department Inspector General shall be the investigating officer of the organization.

By direction of the Department Commander or the SEC, the Department Inspector General shall make any necessary investigations pertaining to grievances, disciplinary cases, fraud or dishonesty within the organization and charges of conduct unbecoming an AMVET and shall be empowered to have access to all records, financial and otherwise, of all Districts, Posts, Post Officers or Members, when necessary for the discharge of the Department Inspector General duties. In making such investigations, the Department Inspector General shall report to the Department Commander, who shall, in turn, review the findings with the Department Judge Advocate and, if warranted, report to the SEC. When warranted the Inspector General has the authority to remove/suspend or place under Inspector General/Inspectors General TEAM, probation, of any AMVET Post, District/ Post Officer, or Post member during an investigation.

The Department Inspector General shall serve at the pleasure of the Department commander and the SEC.

Section 11 **Department Executive Director:** The Department Executive Director is an employee of the AMVETS Department of Ohio, and shall be the Administrative Officer of the Department, and shall make and keep the records and correspondence of the Department, its Conventions, Conferences and SEC Meetings. The Executive Director shall perform such other duties as are usually incident to the office.

Article XVI. Local Posts

Section 1 Local Posts may be formed by any ten (10) eligible individuals by making an application to the Department. If the Department approves, a Charter shall be issued. Each Charter shall be signed by the National Commander, National Executive Director, Department Commander, and Department Executive Director.

Section 2 Local Posts shall be subject to the jurisdiction of the National and Department Headquarters and Uniform Post Constitution and By-Laws if any provisions of a Local Post Standing Rules conflict with or are contrary to the provisions of the Department and National Constitution

shall prevail. Post Standing Rules must be reviewed annually by the Department Judge Advocate to ensure there are no conflicts as stated above.

Section 3 Local Post Delegates to the National Convention shall be elected by each Post in accordance with the Department and National Constitution.

Section 4 Elections of all Post Officers shall be held annually between May 1 and June 30, and all duly Elected Officers shall be installed and assume office no later than July 1.

Section 5 All Posts shall conduct at least two (2) Veterans Service Programs and one (1) Community Service Program per year and said year shall coincide with the fiscal year (July 1-June 30) for the Department of Ohio. Each Post shall report directly to the District Commander the activities of the Post's Veterans and Community Service Programs. Failure to comply with the Programs or reporting shall be considered cause for suspension, revocation, or placement into trusteeship of the Post Charter.

Section 6 The SEC may suspend, cancel, revoke, or place under supervised trusteeship, trusteeship of a Post Charter. Any Post whose Charter is revoked or suspended may appeal to the National Executive Committee by notifying the National Executive Director by Certified Mail Return Receipt Requested of its desired appeal within fifteen (15) days after receipt of such notice.

Section 7 Any Post failing to meet the obligations imposed upon it by this Constitution and By-Laws or ceasing to function for six (6) months as a Post of the American Veterans, AMVETS Department of Ohio, or voluntarily ceasing to function as a Post or merging with one or more other Posts or refusing or failing to pay the Department per capita dues, or under such other conditions as might make such action necessary, shall upon order of the SEC, surrender its Charter. Upon failure to surrender such Charter, immediate steps may be taken for its revocation, suspension, or cancellation.

Section 8 Upon revocation, suspension, or cancellation of the Charter of a Post of the American Veteran, AMVETS Department of Ohio, said Post shall immediately cease operations, and upon revocation or cancellation shall turn over its Charter to the Department Commander or SEC. The SEC is authorized, empowered, and directed by and through its duly authorized agent to take possession of, custody of, and control of all the records, property, and assets of said Post. Provided, however, that nothing herein shall be construed as requiring the Department of Ohio to take over or assume any financial responsibility of such property, except that the SEC may, in its discretion, pay off existing liabilities. The SEC may provide for the transfer of members in said Post to other Posts of their choice, subject to the approval of such other Post, or reorganize said Post.

Article XVII. Finance

Section 1 Each Post shall remit annually to the Department the sum of ten dollars ($10) for each member of the Post. Fifteen dollars ($15) for each member shall be remitted to the National through Department. Posts shall retain the balance of the annual membership fees. The annual membership fee for each member shall not be less than the sum of twenty dollars ($25). The above dues are effective with the start of the 2015 membership year.

Section 2 Funds received by the Ohio Department of American Veterans, AMVETS, from the sale of a Life Membership, shall be placed in a separate Trust Account. This money shall only be withdrawn in the amount at the beginning of each year, equal to the amount that the Ohio Department of American Veterans, AMVETS, receives from

each regular one (1) member- ship. In the event that any Life Member shall become deceased within the span of years which his or her funds in the Life Membership Trust Account will cover, any balance in this Life Membership Trust Account from his or her membership shall be withdrawn at the be- ginning of the next year and be wholly placed in the General Fund of the Ohio Department of AMERICAN Veterans, AMVETS.

Section 3 There shall be an Audit by an accredited CPA at the close of each Annual Department Convention, to be completed no later than October 1 of each year. Upon completion of the Audit, the Department Finance Officer, with the assistance of the Department Executive Director, shall have enough copies of the Financial Report prepared so that each Post shall receive one (1) copy of said Report at Fall Conference.

Section 4 The Department Finance Officer shall be bonded for not less than two hundred thousand dollars ($200,000) or at least twice the sum of the Department Treasury, whichever is greater. The Department Commander and Department Executive Director shall be bonded for one hundred thousand dollars ($100,000) each. The Department Executive Director shall have Headquarters Staff bonded for fifty thousand dollars ($50,000), or at least twice the sum of funds they may oversee in any one fiscal year.

Section 5 The Fiscal Year shall be July 1 through June 30.

Article XVIII. Discipline

Section 1 All members and Local Posts shall conform to this Constitution and By-Laws and regulations adopted there under, with Post Standing Rules verified by the Department Judge Advocate.

Section 2 The SEC may suspend, cancel, or revoke a Post Charter only in accordance with the AM- VETS National Department Uniform Code of Procedure for the Revocation, Cancellation, or Suspension of Post Charters and further, in accordance with Article V, Section la of the AMVETS National By-Laws.

Section 3 In the event of suspension of a Post Charter, the SEC is empowered to take over the operation of the Post but is bound by the Uniform Post Constitution and By-Laws, in accordance with the Guidelines of Trusteeship.

Article XIX. Guidelines for Post Uniform Procedure for Trusteeship

Section 1 Trusteeship

1. The Department Commander, Department Executive Director, Department Inspector General, and Department District Commander with the unanimous confirmation and approval of the Hearing Committee may declare a Post in Trusteeship.
2. Positions for three (3) Trustees shall be appointed by the Commander (substitutions may be necessary due to conflicts of interest).
   a. District Commander
   b. District Adjutant
   c. District Finance Officer

3. The Trustee Oversight Committee shall consist of:
   a. Department Commander
   b. Department Executive Director
   c. Department Inspector General
4. Department Appointed Trustees are to submit written reports on at least a weekly basis to the Trustee Oversight Committee.

Section 2 Elections

Post Officers will hold Office until the next succeeding Post Meeting at which time new Post Officers must be selected in accordance with the Post Constitution and By-Laws to carry on the work of the Post Notice of said selection of Post Officers shall be given in writing to all Post members in good standing.

Section 3 Trustee Duties and Responsibilities

1. Review and audit all financial records.
2. Property and Inventory. The Trusteeship shall encompass all inventory, all equipment and the building of the Post and the Post Club Room. The Trusteeship shall be subject to the provisions of the National Constitution and By-Laws Article IV, Sections 1, 2, and 3.
3. The Trustees shall supervise all Post/Club Room Functions.
4. At least one (1) Trusteeship signatory shall be required in addition to one (1) authorized Post/Trustee signatory on all Post and Club Room accounts.
5. The Trustees shall supervise the payment of any/all expenditures for purchases.
6. The Trustees shall review all licenses, permits, contracts, agreements, and transactions of the Post and Club room prior to execution and in accordance with AMVETS Constitution and By-Laws.
7. The Trustees shall conduct all Post Meetings until the election of new Post Officers.
8. Said Trustees shall be bonded – Department shall pay for the bond and be reimbursed by the post if funds are available. Said bond shall be no less than the amount of post assets.

Section 4 Posts

1. The post will continue to operate and function as a post and will operate and function as prior to trusteeship but will be subject to the department appointed trustees.
2. The Post will continue Programs, Membership Drives, VAVS Fund raising, and any other programs incident to the Post, subject to the approval of the Department Appointed Trustees.
3. The Trusteeship shall be in effect and reviewed at all SEC Meeting, Conferences and Conventions and said Trusteeship is not to be removed until good and responsible management is shown and until all accounts are current. This shall include all taxing authority liabilities and reports being current.

Upon removing the Department imposed Trusteeship, the Department Inspector General or the authorized representative will conduct a minimum of two (2) unannounced inspections within the first calendar year thereafter.

Article XX. Discipline of Posts and Post Members

Section 1 Each Post of the American Veteran, AMVETS Department of Ohio shall be the judge of its own membership, subject to the restrictions of the Uniform Post Constitution and By-Laws, Constitution and By-Laws of the Department Organization, and the Constitution and By-laws of the National Organization.

Section 2 Members shall be suspended or expelled by a Post upon a proper showing of cause. Writ ten charges which shall be furnished to the member involved at least thirty (30) days prior to the date set for the hearing, shall be based upon disloyalty, neglect of duty, dishonesty, and conduct unbecoming a member of AMVETS. All questions affecting the eligibility for Office and conduct of Post Officers shall be determined by the Post involved, which shall be the final authority. Any suspension or expulsion of a member shall conform to the National Uniform Code of Procedure for the Suspension or Expulsion of a Member.

a. Any member who is preferring charges against another member for non-canteen related violations shall be required to do so no later than 15 days from the date of the alleged violation.

Section 3 Members of a subordinate organization may file a letter of complaint against a Veteran with the Post commander. The Commander shall investigate and take appropriate actions as provided for in the constitution and bylaws. If the said letter of complaint is not already cosigned by a Veteran, The Commander, and Executive Board after completing their investigation deems the incident worthy of adjudication by a majority vote, shall direct the post Judge Advocate to cosign the letter of complaint previously signed by the subordinate.

Section 4 Any member whose membership is suspended or forfeited may appeal to the next highest level applicable from that which heard the charges and specifications, i.e., from Post Executive Committee to District Commander and District Judge Advocate; from District to State Commander (see Chain of Command). Notice of Appeal must be filed with the appellate body no later than fifteen (15) days after the imposition of the penalty. Said Notice must be in writing. Attached to the Notice of Appeal from the appellant must be the name of witnesses that will be present, the order that they are to be called, notarized statements of witnesses that will not be in attendance and any other evidence or documents. The notice must include the specific grounds on which the appeal is predicated. These grounds typically include errors following the Constitution and Bylaws, procedural errors, or due process. Appeal requests not submitted with a post mark within the established time as stated above will not be considered. Requested appeals must further conform to the National Uniform Code of Procedure for the Suspension or Expulsion of a Member.

Section 5 Any member whose dues for the year have not been paid before the expiration date mentioned on the National Membership Card shall be dropped from the membership roll unless an extension is granted by the National Executive Committee.

Section 6 A member resigning, being suspended, or whose membership is revoked, shall have their name directed to the Department and National Headquarters.

Section 7 Enforcement

a. The Dept. District Commander with cause or by direction of the Dept. Commander, Inspector General or shall be empowered to:
   1. Temporarily suspend any elected or appointed post officer or post trustee from office only until such time as the Inspector I Deputy Inspector General can

investigate the matter which caused the suspension.

2. Temporarily suspend any post officer, post trustee, post member, subordinate member, or guest from re-entering a post only until such time as the Inspector I Deputy Inspector General can investigate the matter.
3. All actions taken in a post by the Department District Commander under the afore mentioned subsections and the reason(s) the action was taken will be documented in a report format and sent to the Department Commander, Department Executive Director, Department Inspector General and Post Commander or acting Post Commander within 3 days of the actions' implementation.

b. The SEC Committee shall be empowered to:
   1. Conduct Hearing upon a ten (10) day notice, to an offending Post, Officer, or member relative to any infringement or breach of the rules established herein.
   2. To recommend the suspension, revocation, or placement under supervised trusteeship or trusteeship of any membership or Post Charter in accordance with procedures set forth in the Department Constitution after one (1) warning, to be sent by Certified Mail Return Receipt Requested.
   3. Place any Post on a probationary status (supervised trusteeship). Probationary status is a disciplinary set prior to trusteeship. While under probation, the District Commander, and District Officers, the Department Inspector General or I.G. Deputies through the Department, shall assist and advise the Post as to the operation of the Post and Club Room.

Article XXI. Subordinate Organizations

Section 1 A subordinate organization of AMVETS may be established only by a provision of the National Constitution and By-Laws.

Section 2 All subordinate organizations' membership qualifications must be consistent with the aims and purposes of AMVETS.

Section 3 All AMVETS subordinate organizations shall pay membership dues in concert with the Parent Organization.

Article XXII. Sad Sacks

Section 1 AMVETS recognizes a subordinate organization known as "AMVETS Sad Sacks who have served or are serving in the Armed Forces of the United States during and since World War II.

Section 2 Eligibility for membership in the Sad Sacks shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary and Sons of AMVETS.

Section 3 No Department fundraising activities can be sponsored by Sad Sacks or any of its subordinates without prior approval of the AMVETS SEC.

Section 4 The Department Saddest Sad Sack shall, within thirty (30) days after induction into said Office, transmit to the Department Commander a complete itemized report of the financial standing of the Sad Sacks for the information of the Commander and the SEC, if requested.

Article XXIII, Service Foundation

Section 1 An Ohio Department of AMVETS Service Foundation may be established having such duties as performing such service for veterans as may be provided for in its Articles of Incorporation, Constitution and By-Laws.

Article XXIV. Ladies Auxiliary

Section 1 The American Veterans, AMVETS Department of Ohio recognizes the subordinate organization known as the AMVETS Ladies Auxiliary Department of Ohio.

Section 2

a. Eligibility for membership in AMVETS Ladies Auxiliary is limited to mothers, wives, and grandmothers, regardless of age; sisters, daughters and granddaughters not less than eighteen (18) years of age, of Regular members of AMVETS; and mothers and widows regardless of age and sisters, daughters and granddaughters not less than eighteen (18) years of age of deceased veterans who would have been eligible for membership in AMVETS and female veterans who served honorably in the Armed Forces of the United States, Reserves, National Guard or of allied countries any time after September 15, 1940, who maintain their AMVETS membership unless they meet the established eligibility criteria.

b. In the case of discontinuance of a Post by voluntary surrender of its Charter or by a forfeiture or revocation of the Charter, its Ladies Auxiliary, if any, shall continue in being for a period of not more than one (1) year.

c. The National Commander may direct a suspension or cancellation of the Charter of any Ladies Auxiliary on recommendation of the Department Commander when it is shown that the Ladies Auxiliary has become a detriment to the Post.

Section 3 The National Commander may direct a suspension or cancellation of the Charter of any Ladies Auxiliary on recommendation of the Department Commander when it is shown that the Ladies Auxiliary has become a detriment to the Post.

Section 4

a. The Department Ladies Auxiliary President shall, within Thirty (30) days after induction into said Office, transmit to the Department Commander a complete itemized report of the financial standing of the Ladies Auxiliary for the information of the Commander and the SEC, if requested.

b. All books and records of the AMVETS Ladies Auxiliary Department of Ohio shall be made available on request to the Department Commander or SEC for either examination or audit.

Section 5 No Department fundraising activities can be sponsored by the Department Ladies Auxiliary or any of its subsidiaries without prior approval of the AMVETS SEC.

Article XXV. Sackettes

Section 1 AMVETS recognizes a subsidiary organization known as the Sackettes, a fun and honor organization of the AMVETS Ladies Auxiliary.

Section 2 No Department fundraising activities can be sponsored by Sackettes or any of its subordinates without prior approval of the AMVETS SEC.

Article XXVI. Junior AMVETS

Section 1 AMVETS Department of Ohio recognizes the subordinate organization known as Junior AMVETS Department of Ohio.

Section 2 Eligibility for membership in the Junior AMVETS shall be limited to the sons, daughters, brothers and sisters, and grandchildren of AMVETS, deceased members of AMVETS, and members of the Auxiliary and servicemen who died and who would have been eligible for membership in the AMVETS, including all children that they may be legal guardian of, from the ages of five (5) to and including seventeen (17) years of age. A Local organization may be formed by ten (10) eligible individuals, approved by both the Local AMVETS Post and the Department of OHIO AMVETS. Charters will be issued by the National Junior AMVETS.

Section 3 Membership in the Junior AMVETS shall be in accordance with the National Constitution and By-Laws. The Junior AMVETS Department of Ohio shall be under the authority of the AMVETS Department of Ohio. The Junior AMVETS Department of Ohio shall be identical in geographical limits to its respective AMVETS Department and be known and identified by the same name.

Section 4 The Junior AMVETS shall be governed in each Post by such rules and regulations as may be prescribed by the SEC of the Parent Organization and approved by such Post.

1. Each Junior AMVETS shall be affiliated with an AMVETS Post and carry the corresponding number of that Post.
2. No Junior AMVETS to any Post shall be formed until approval by two-thirds (2/3) vote of the members present at a stated Meeting, with due notice of the proposed information having been given the entire membership of said Post fifteen (15) days prior to such Meeting.
3. Each Local Junior AMVETS shall be under the authority of the Post whose number it bears.
4. Where no Post exists, Junior AMVETS shall not be formed.
5. Any Junior AMVETS not affiliated with an existing AMVETS Post shall not be recognized and shall surrender its Charter and such properties it may possess to the duly recognized National Junior AMVETS Coordinator in accordance with the Constitution of the National Junior AMVETS.

Section 5

a. A Post may, by a vote of two-thirds (2/3) of its members present at a Meeting, following the printing or written notice mailed or delivered to each member of the Post in good standing at least ten (10) days before said Meeting, vote to disband its Junior AMVETS. Such notice shall show contemplated act ion and be certified to and forward through the AMVETS Department of Ohio with proper notice in writing to the National Junior AMVETS Coordinator, the Department of Ohio Junior AMVETS President, and to the Department Commander, who shall direct the cancellation of the Charter of the Junior AMVETS, only after investigation by him/her that it is in the best interest of AMVETS to do so.
b. In the case of the discontinuance of a Post by voluntary surrender of its Charter or by forfeiture or revocation of the Charter, its Junior AMVETS, if any, shall cease.

c. The National Commander may direct a suspension or cancellation of the Charter of any Junior AMVETS on recommendation of the Post Commander having authority when it is shown that the Junior AMVETS has become a detriment to the Post. In the event of the surrender, cancellation, or forfeiture of a Junior AMVETS Charter to a Post, all monies, official records, property, and other paraphernalia shall be surrendered to such Officer or Officers as the rules and regulations of the National Junior AMVETS provides. In case such Junior AMVETS are reinstated or reorganized within a period of one (1) year, such monies, papers, etc., originally forfeited by such Junior AMVETS shall be delivered to such reorganized Junior AMVETS in connection with the Charter.

Section 5

a. A Post may, by a vote of two-thirds (2/3) of its members present at a Meeting, following the printing or written notice mailed or delivered to each member of the Post in good standing at least ten (10) days before said Meeting, vote to disband its Junior AMVETS. Such notice shall show contemplated act ion and be certified to and forward through the AMVETS Department of Ohio with proper notice in writing to the National Junior AMVETS Coordinator, the Department of Ohio Junior AMVETS President, and to the Department Commander, who shall direct the cancellation of the Charter of the Junior AMVETS, only after investigation by him/her that it is in the best interest of AMVETS to do so.
b. In the case of the discontinuance of a Post by voluntary surrender of its Charter or by forfeiture or revocation of the Charter, its Junior AMVETS, if any, shall cease.
c. The National Commander may direct a suspension or cancellation of the Charter of any Junior AMVETS on recommendation of the Post Commander having authority when it is shown that the Junior AMVETS has become a detriment to the Post.

Section 6 In the event of the surrender, cancellation, or forfeiture of a Junior AMVETS Charter to a Post, all monies, official records, property, and other paraphernalia shall be surrendered to such Officer or Officers as the rules and regulations of the National Junior AMVETS provides. In case such Junior AMVETS are reinstated or reorganized within a period of one (1) year, such monies, papers, etc., originally forfeited by such Junior AMVETS shall be delivered to such reorganized Junior AMVETS in connection with the Charter.

Section 7

a. The Department President of the Junior AMVETS, within Thirty (30) days after induction to said office, shall transmit to the Department Commander for the Commander's information and that of the SEC, a complete itemized report of the financial standing of the Department Junior AMVETS.

b. The Department Commander may direct a suspension or cancellation of the Charter of any Junior AMVETS on recommendation of the Post Commander having authority when it is shown that the Junior AMVETS has become a detriment to the Post. The Department Junior AMVETS President shall, within thirty (30) days after induction into said office, transmit to the Department Commander a complete itemized report of the financial standing of the Department Junior AMVETS for the information of the Commander and the SEC, if requested.

Section 8 The Department Junior AMVETS President shall, within thirty (30) days after induction into said office, transmit to the Department Commander a complete itemized report of the financial standing of the Department Junior AMVETS for the information of the

Commander and the SEC, if requested.

Section 9 No Department Fundraising activities can be sponsored by Department Junior AMVETS without prior approval of the SEC.

Article XXVII, Sons of AMVETS

Section 1 AMVETS Department of Ohio. The Sons of AMVETS Department of Ohio shall be identical in geographical limits as the AMVETS Department of Ohio and be known and identified by the same name. AMVETS Department of Ohio recognizes AMVETS Department of Ohio Sons of AMVETS Districts, with said District Officers, provided the AMVETS of said AMVET Districts approve by majority vote.

Section 2

a. Eligibility for membership in the Sons of AMVETS shall be limited to all male descendants, adopted son, step-sons, fathers, husbands, widowers and brothers of AMVETS members, deceased AMVETS members or deceased service personnel who would have been eligible for membership in the Parent Organization, and is at least eighteen (18) years of age. This is not to include in-laws of any type. All Charters for Sons of AMVETS shall be issued by Sons of AMVETS National Headquarters, at the direction of the Sons of AMVETS National Commander.
b. Any member of the Sons of AMVETS who has been duly recognized as a member of the Sons of AMVETS under the provisions of Section 2(A) herein shall be allowed to remain a member of the Sons of AMVETS so long as he remains a member in good standing.

Section 3 Membership in the Sons of AMVETS shall be in accordance with the National Constitution and By-Laws. The Department of Ohio Sons of AMVETS shall be under the authority of the AMVETS Department of Ohio. The Department of Ohio Sons of AMVETS shall be identical in geographical limits to its respective Department of Ohio AMVETS and be known and identified by the same name.

Section 4 The Sons of AMVETS shall be governed in each Post by such rules and regulations as may be prescribed by the SEC of the Parent Organization and approved by such Post.

1. Each Sons of AMVETS shall be affiliated with an AMVETS Post and carry the corresponding number of that Post.
2. No Sons of AMVETS to any Post shall be formed until approved by two-thirds (2/3) vote of the members present at a stated Meeting, with due notice of the proposed in-formation having been given the entire membership of said Post fifteen (15) days prior to such Meeting.
3. Each Local Sons of AMVETS shall be under the authority of the Post whose number it bears.
4. Where no Post exists, a Sons of AMVETS shall not be formed.
5. Any Sons of AMVETS not affiliated with an existing AMVETS Post shall not be recognized and shall surrender its Charter and such properties it may possess to the duly recognized National Sons of AMVETS Officer or Officers in accordance with the Constitution of the National Sons of AMVETS.

Section 5

a. A Post may, by a vote of two-thirds (2/3) of its members present at a Meeting, following the printing or written notice mailed or delivered to each member of the Post in good standing at least ten (10) days before said Meeting, vote to disband its Sons of AMVETS. Such notice shall show contemplated act ion and be certified to and forward through the AMVETS Department of Ohio with proper notice in writing to the National Sons of AMVETS Liaison Officer, the Department of Ohio Sons of AMVETS Commander, and to the Department Commander, who shall direct the cancellation of the Charter of the Sons of AMVETS, only after investigation by him/her that it is in the best interest of AMVETS to do so.
b. In the case of the discontinuance of a Post by voluntary surrender of its Charter or by forfeiture or revocation of the Charter, its Sons of AMVETS, if any, shall cease.
c. The Department Commander may direct a suspension or cancellation of the Charter of any Sons of AMVETS on recommendation of the Post Commander having authority when it is shown that the Sons of AMVETS has become a detriment to the Post.

Section 6 In the event of the surrender, cancellation, or forfeiture of a Sons of AMVETS Charter to a Post, all monies, official records, property, and other paraphernalia shall be surrendered to such Officer or Officers as the rules and regulations of the National Junior AMVETS provides. In case such Sons AMVETS are reinstated or reorganized within a period of one (1) year, such monies, papers, etc., originally forfeited by such Sons AMVETS shall be delivered to such reorganized Sons of AMVETS in connection with the Charter.

Section 7

a. The Department Commander of the Sons of AMVETS, within thirty (30) days after induction to said office, shall transmit to the Department Commander for the Commander's information and that of the SEC, a complete itemized report of the financial standing of the Department of Ohio Sons of AMVETS.
b. The Department Commander may direct a suspension or cancellation of the Charter of any Sons of AMVETS on recommendation of the Post Commander having authority when it is shown that the Sons of AMVETS has become a detriment to the Post.

Section 8 The Department of Ohio Sons of AMVETS Commander shall, within thirty (30) days after induction into said office, transmit to the Department Commander a complete itemized report of the financial standing of the Department of Ohio Sons of AMVETS for the information of the Commander and the SEC, if requested.

Section 9 No Department Fund raising activities can be sponsored by Department of Ohio Sons AMVETS without prior approval of the SEC.

Article XXVIII. AMVETS Riders

Section 1 AMVETS Department of Ohio recognizes the subordinate organization known as AMVETS Riders

Section 2 Eligibility for membership in the AMVETS Riders shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary and Sons of AMVETS.

Section 3

a. The AMVETS Riders shall be under the control of the national commander and the

National Executive Committee, if nothing contained in this section shall in any way remove the authority given to the national organization and the departments over corresponding chapters of the AMVETS Riders.

b. Each AMVETS Riders chapter shall be under the authority of the department whose name it bears. Approval must be obtained from the Department Executive Committee before an AMVETS Riders chapter can be formed. Each chapter of AMVETS Riders shall be identical in geographical limits to its respective AMVETS department and be known and identified by the same name. AMVETS Department of Ohio recognizes AMVETS Department of Ohio AMVETS Riders Districts with said District Officers.
c. Where no AMVETS department exists, an AMVETS Riders chapter may be formed by a Post under the authority of the National Headquarters.
d. Each AMVETS Riders chapter shall formulate a Constitution and Bylaws within 30 days of formation. Said Constitution and Bylaws shall contain no less language than contained in the generic AMVETS Riders Constitution and Bylaws provided by National Headquarters.

Section 4 All books and records of the AMVETS Riders shall be made available on request to the corresponding department commander or State Executive Committee for either examination or audit.

Article XXIX. Transfer of Posts

Section 1 Posts of AMVETS which may transfer from one place to another and are organized under a Department may transfer to the Department of Ohio in a manner like the transfer of individuals from one Post to another.

Article XXX. Definitions

Section 1 The Constitution has been made gender neutral, however, if the word "HE" appears in either the Constitution or By-Laws of the AMVETS Department of Ohio, it shall be construed as referring to both sexes.

Article XXXI. Amendments to the By-Laws

Section 1 These By-Laws may be amended at any AMVETS Department of Ohio Convention or Conference by a majority vote of the Delegates present at any Department Convention or Conference. Proposed Amendment for action of the Department Convention or Conference must be submitted by a Post, the SEC, Department Headquarters, or a Standing Department Committee to the Department Commander no later than 60 days before the Convention or Conference in which amendments is to be presented and by the Department Commander and/or the proposing body to the several Posts and members of the SEC, by mail, postmarked at least thirty (30) days prior to the opening date of the next Department Convention or Conference in which amendment is to be proposed.

Section 2 These By-Laws, however, may be amended by any Department Convention or Conference without notice by a two-thirds (2/3) vote.

Section 3 Any amendment, however passed (by 2/3) vote must be reviewed by the constitution and resolutions committee for the CBL prior to adoption. If the adopted amendment is not approved by the constitution and resolution committee the amendment will not go into effect until it is reported on by the committee at the next conference or convention where after the amendment will be re-voted.

Section 4 Amendments to these By-Laws shall take effect immediately upon adoption, unless otherwise specified by the adopted Resolution.

UNIFORM POST CONSTITUTION FOR THE AMVETS DEPARTMENT OF OHIO

Constitution

In accordance with Article IX, Section 10 of the AMVETS National Constitution, AMVETS Department of Ohio abides by the Uniform Department Constitution and By-Laws (Appendix E of the National Constitution). AMVETS Posts in Ohio abide by the AMVETS National Constitution/Bylaws and AMVETS Department of Ohio Constitution/Bylaws.

PREAMBLE

We, the American Veterans who have served or are serving in the Armed Forces of the United States during and since World War II, fully realizing our responsibility to our community, to our State, and to our Nation, associate ourselves for the following purposes: To uphold and defend the Constitution of the United States; to safeguard the principles of freedom, liberty, and justice for all; to promote the cause of peace and goodwill among nations; to maintain inviolate the freedom of our Country; to preserve the fundamentals of democracy; to perpetuate the friendship and associations of these veterans; and to dedicate ourselves to the cause of mutual assistance, this by the Grace of God.

Article I. Amendments

The Constitution may be amended at any State Convention or State Conference by a sixty (60) percent vote of the total authorized voting delegates registered. Proposed amendments must be submitted by a Post, or individual member, to the State Executive Committee and Executive Director 60 days prior to the Conference or Convention in which they are to be presented. and the Director shall notify all Posts and the Constitution and By-Laws Committee members in writing at least thirty (30) days prior to the State Conference or Convention of all proposed changes. The State Constitution and Resolutions Committee shall report the same for action at the State Conference or Convention. The Constitution may, however, be amended by any State Convention, without prior notice, by unanimous vote.

UNIFORM POST BY-LAWS FOR THE AMVETS DEPARTMENT OF OHIO

Article I. Name

The name of this organization shall be AMVETS Post *"Number,"* Inc. and it shall be hereinafter referred to as the Post.

Article II. Aims

The aims and purposes of this organization are as follows:

- To serve our Country in peace as in war; to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.
- To encourage, in keeping with the policies of our government, the establishment of a concrete plan to secure permanent international peace and to assist in the maintenance of international peace.
- To inspire in our membership a sense of responsibility, and to develop leadership for the preservation of our American democratic way of life.
- To help unify divergent groups in the overall interest of American democracy.
- To train our youth to become purposeful citizens in a democracy with full knowledge of the responsibilities as well as the privileges of citizenship.
- To cooperate with all duly recognized existing veterans' organizations in the furtherance of the aims of the veterans who have served or are serving in the Armed Forces of the United States during and since World War II.
- To ensure the orderly return of the veteran to civilian life by protecting the veteran's rights as an individual while still in uniform.
- To expedite and assist veterans' rehabilitation of the veteran by maintenance of employment ser- vices, sponsoring educational opportunities, and providing counsel in matters of insurance, housing, recreation, personal problems, hospitalization, and veterans benefits.
- To function as a liaison agent between the veteran and the Government.
- To provide an organization to encourage fellowship among all American

veterans who have served or are serving in the Armed Forces of the United States during and since World War II.

- To keep the public forever reminded that the veterans of World War II, Korea, Vietnam, and those serving in the Armed Forces of the United States thereafter fought or served to preserve peace, liberty, and democracy for their nation.

Article III. Post Organization

Section 1 This Post shall be governed by the officers chosen in accordance with this constitution and By-Laws and will annually revalidate its charter prior to July 15th. Such revalidation shall be evidenced by the issuance of a Revalidation Certificate from the National Department upon satisfactory completion of all requirements. Aside from any other requirements imposed in the Department or National Constitution and By-Laws, this Post shall:

- Furnish National and Department Headquarters with a certified list of current Post Officers (AMVETS Officers Form) not later than July 15th annually.
- File all required IRS Forms.
- Furnish Department Headquarters with a copy of the Post's current Standing Rules.
- Be fully paid up in all accounts with National and State Headquarters.
- Comply with applicable liability insurance and bonding mandates; and
- Always have a minimum of ten (10) members in good standing.

Article IV. Membership

Section 1. Any person who served or is currently serving in the Armed Forces of the United States of America at any time after September 15, 1940, is eligible for regular membership in AMVETS provided such service, when terminated by discharge or release from active duty, be by honorable discharge, honorable separation, or general discharge under honorable conditions.

Any American citizen, as an American citizen, who served in the Armed Forces of an allied nation of the United States at any time after September 15, 1940, and before May 8, 1975, is eligible for regular membership in AMVETS provided such service when terminated by discharge or release from active duty be by

honorable discharge or separation.
No person who is a member of, or who advocates the principles of any organization believing in, or working for the overthrow of the United States Government by force, and no American citizen or permanent resident alien in the United States, one of its territories, possessions or the District of Columbia who refuses to uphold and defend the Constitution of the United States, shall be privileged to become, or continue to be a member of this organization.

All United States Reservist and National Guardsmen who are now serving, or have been honorably discharged since September 15, 1940, are eligible for regular membership in AMVETS provided such service when terminated by discharge or release from active duty be by honorable discharge or honorable separation.

Section 2. Honorary Membership shall not be granted after the adoption of this Amendment. In lieu thereof, certificates of merit may be awarded by a suitable inscribed award given to those rendering distinct service to the community and to the American Veterans who have served or are serving in the Armed Forces of the United States during and since World War II.

Such awards may be made by Posts, internal administrative groups, Departments, the National Executive Committee, or National Convention. Awards by Posts and internal administrative groups must be approved by the SEC.

No member of AMVETS shall be entitled to receive a certificate of merit.

Section 3. No person shall be a member of more than one Post at any one time.

Section 4.

A. Any member of AMVETS classified as a member-at-large may not hold an elected or appointed office at any level of the AMVETS organization.
B. No person expelled by one post shall be eligible for membership in another post without the consent of the expelling post or the consent of the State Executive Committee (hereinafter referred to as the “SEC”) after hearing an appeal.
C. No member may be expelled from membership in AMVETS without due process as provided for in the National Constitution and By-Laws Uniform

Code for Suspension or Expulsion of a Member.

Section 5. Membership shall run from September 1 through August 31. Eligibility for membership and the rights and privileges of membership shall be as provided in the Constitution and By-Laws and the terms of membership and requirements for holding office within AMVETS shall not be discriminatory based on race, color, religion, sex, or national origin.

Section 6. There shall be but one form of membership and that shall be active, regular membership.

Article V. Conventions and Conferences

Refer to AMVETS Department of Ohio By-Laws page 11.

Article VI. State Executive Committee (SEC)

Refer to AMVETS Department of Ohio By-Laws page 11.

Article VII. Delegates to Convention/Conference

Section 1. Delegates to State and National conventions or conferences shall be elected in accordance with the State and National Constitution and Bylaws. The number of delegates will be in accordance with the National and Department delegate strength guidelines.

Section 2. Delegates to the State convention or conferences shall be elected in accordance with the State Constitution and Bylaws. At least three weeks prior to the Department Convention, delegates and alternates shall be elected to attend said Conventions.

Article VIII. Quorum

Section 1. At all regular and special meetings, at least six (6) members present shall constitute a quorum, providing at least one elected officer is present to preside.

Section 2. A quorum at Executive Committee meetings shall consist of five (5) voting members of the committee.

Section 3. A quorum of the Board of Trustees meeting shall consist of five (5) voting members of the committee.

Article IX. Committees

Section 1. The following standing Committees shall be appointed by the Commander with the approval of the State Executive Committee: Membership, Programs, VAVS/Veterans Welfare, Americanism, Finance, and Legislative. The Post Commander shall appoint a Chairman and such members of the Post to each committee as are necessary to accomplish the Post objectives.

Section 2. Temporary committees may be appointed by the Commander to expedite projects for the good and welfare of the Post.

Article X. Meetings

Section 1. There shall be three types of Post meetings: the general monthly meeting, special meetings, and the annual meeting. Post members will be notified in advance of all meetings.

Section 2. The Executive Board and the Board of Trustees shall meet at least once per month.

Section 3. The Post's annual and general monthly meeting shall be conducted at a time and place as designated in the standing rules.

Section 4. The order of business in all meetings (except when in executive session) shall be conducted as follows:

- Call the Meeting to Order
- Invocation
- Pledge of Allegiance
- Recitation of AMVETS Constitution Preamble
- Roll Call of Officers
- Finance Report and Canteen Reports Read
- Meeting Opened to Guests/Subordinate Organizations
- Introduction of guests
- Minutes of the Previous Meeting
- Minutes of the Executive Committee Meeting
- Applications for new Members
- Initiation of new Members
- Bills and Communications

- Reports of Officers, Committees and Delegates
- Unfinished Business
- New Business
- Good and Welfare
- Benediction
- Adjournment

Section 5. Special meetings may be called by the Commander or by written notice of at least three members of the Post Executive Board, provided proper notification has been given to the membership or to the Executive Board, and provided notice is not less than ten days. At special meetings, members can only discuss business that was stated in the notification. If some emergency business is transacted for which no notice was given, that business must be ratified by the organization at a regular meeting or at another special meeting.

Section 6. Special meetings may be called by the chairman of the Board of Trustees or by written notice of at least three members of the Board of Trustees, provided proper notice be sent to all board members. At special meetings, members can only discuss business that was stated in the notification. If some emergency business is transacted for which no notice was given, that business must be ratified by the organization at a regular meeting or at another special meeting.

Section 7. All meetings and all matters and proceedings not otherwise provided for herein shall be conducted pursuant to Robert's Rules of Order.

Article XI. Election and Appointment of Officers

Section 1. A Commander, three Vice Commanders designated as first, second and third Vice Commanders, Adjutant, Finance Officer, Provost Marshal, and Judge Advocate shall be elect-ed annually by members of the Post. A Chaplain, Historian, Service Officer, and Public Relations Officer shall be appointed annually by the newly elected Commander with the approval of the Executive Committee.

Section 2. Three Trustees are to be elected from the membership. At the first annual meeting following the adoption of this amendment, one to be elected for a three-year term, one for a two-year term and one to be elected for a one-year term. Thereafter, at the annual meeting one Trustee will be elected to serve a

three-year term.

Section 3. Nominations for officers shall be entertained at the general monthly meeting one month preceding the annual meeting. The membership of the Post shall be notified of the dates and times for nomination of officers and the election of officers at least 30 days prior to said nominations and election.

Section 4. Final nominations and the election of officers shall be held at the annual meeting of the Post between May 1 and June 30, in accordance with the procedure in the Standing Rules. National and Department Headquarters shall be notified of the election of new officers by the Post Adjutant within thirty {30) days, no later than July 15, after the said elections have been completed.

Section 5. The term of office for the newly elected and appointed officers shall be July 1 to June 30, and they shall be administered their oath of office prior to assuming the duties of their respective offices.

Section 6. Any elected officer or appointed officer who has three {3) unexcused absences from any required meeting will be removed from the office by the members at the next general monthly meeting. The vacated position shall be filled within the guidelines prescribed in the AMVET UPCBL, Article XVII, Sections 1, or 2.

Article XII. Officers

Section 1. Post officers shall consist of a Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, Adjutant, Finance Officer, Provost Marshal, Judge Advocate, Public Relations Officer, Chaplain, Historian, Service Officer, and Quartermaster, and such other officers as may be prescribed by the By-Laws. Elected officers of this Post shall consist of a Commander, not more than three Vice Commanders, Adjutant, Finance Officer, Provost Marshal, and Judge Advocate.

Section 2. No officer of any Post can be an employee of that Post since such employment could be a conflict of interest.

Section 3. Nomination and Election of officers shall be held annually between May 1 and June 30 at a date fixed by the standing rules. Nominations shall be made from the floor at the general monthly meeting preceding the annual meeting. The membership of the Post shall be notified of the dates and times for nomination of

officers and the election of officers at least 30 days prior to said nominations and election.

Article XIII. Post Executive Committee

Section 1. The elected and appointed officers of the Post, and the immediate Past Post Commander able and willing to serve, shall constitute the Executive Committee which will be charged with the administrative affairs and property of the Post. The Executive Committee shall formulate the policy of the organization for approval by the members and review all prior and existing contracts in place within thirty {30) days of taking office, to ensure contracts are beneficial/not beneficial to the Post. Upon review, a decision will be made to continue or terminate contracts.

Section 2. Voting members of the Post Executive Committee shall be all Post elected officers and the most immediate Past Commander able and willing to serve as determined by the Executive Committee.

Article XIV. Finance

Section 1. The total annual and life dues of this Post shall be as prescribed in the standing rules of which the required amount shall be paid to National and the Department.

Section 2. All Post fund raising activities must be approved in advance by the Post Executive Committee. Any fundraising activity which requires entering a contract or if anticipated gross revenues of said activity are expected to exceed $2,500*, must be submitted as a proposal through the Department to National Headquarters for approval.

Section 3. No public fundraising project or program of any kind or character shall be undertaken by or on behalf of any Post or combinations of Posts or subordinate thereof unless the contract, agreement or other arrangement under which such a project or program is to operate has first been submitted for the prior approval of the department judge advocate and then to a standing committee of the national organization comprised of the president of the National Service Foundation, the national judge advocate and the national commander. The national executive director and the executive director of the National Service Foundation shall be ex-officio members of this committee. The committee shall decide within three weeks on all matters submitted to it. In the event of an adverse decision by said committee, an appeal may be made to the National Executive Committee at its

next session. A public fundraising project is defined as any project or program involving a solicitation or request to non-members of AMVETS for a donation or pertaining to the sale of merchandise, goods, tickets, or advertising matter of any kind or character. In the event of an adverse decision by the department judge advocate, an appeal may be made at the next state executive committee meeting. Its action shall be final. Any fund-raising project or program conducted by a Post or any combination of Posts or subordinates thereof in which there is no other person, firm or corporation involved, and in which such fund-raising project or program is conducted solely by the Post, shall not be deemed to be within the purview of this section, provided that the anticipated gross receipts from such fundraising project or program do not exceed the sum of $2,500; in the event it is anticipated that the gross receipts will exceed $2,500 in any fiscal year, then said project or program shall be submitted as described above. Failure of a Post or combination of Posts or subordinates thereof to adhere to the provisions of this section shall be considered grounds for disciplinary action.

Section 4. The Finance Officer shall render a report of receipts and disbursements to each meeting of this Post. This office is also responsible for filing all required IRS Forms. Copies of the required IRS Forms shall be sent to the National and Department Headquarters as required by the National Constitution and By-laws.

- National has increased this amount to $10,000.

Section 5. Post officials handling AMVETS funds shall be properly bonded with a good and solvent bonding surety company, acceptable by the U.S. Treasury, as surety to cover the average amount of funds managed in a in a single year.

Article XV. Duties of Officers

Section 1. Post Commander

- The Commander, as the senior executive officer of the Post, shall preside at all meetings of the Post and executive committee but may delegate a vice commander to serve as a temporary substitute when needed.
- The Commander is an ex officio member of all committees. The commander directs and supervises the activities of all elected and appointed officers and committees. Together with the finance officer, the commander is responsible for all monies received by the Post.

- The Commander will ensure that the Post meets regularly on the appointed dates unless otherwise dictated by the Post membership. It is the commander's responsibility to disseminate to the membership all pertinent information that is sent from the Department and National Headquarters. In addition to announcements at Post meetings, all information should be displayed on Post bulletin boards and published in the Post newsletter.
- The Commander, or a member appointed by the commander, shall represent the Post at memorial services and community functions, where it is customary that AMVETS or a Veterans organization be represented.
- The Commander shall be the official Post spokesperson on all matters of public interest concerning Post activities. The public relations officer (PRO) may be called on to assist with press releases, position statements and speech preparation. The position of commander is filled in regular elections as prescribed in the Post Standing Rules.

Section 2. Vice Commanders

- The First Vice Commander serves as the membership chairperson, the membership chairman's duties include but are not limited to retention, recruitment, membership incentive programs, and the first vice commander shall chair the membership committee.
- The Second Vice Commander shall be responsible for the VAVS/Veterans Welfare programs conducted by this Post. The second vice commander shall chair the VAVS/ Veterans Welfare committee, which is required to have a minimum of two programs per fiscal year. The second vice commander shall also be the liaison between the AMVETS Department of Ohio V.A.V.S. and this Post.
- The Third Vice Commander is responsible for programs and their promotion. In the absence of the commander, the vice commanders-in order of their rank-shall preside at meetings and represent the commander.

Section 3. Adjutant

- The Adjutant provides the administrative support for the Post and is charged with taking minutes and maintaining all records. The adjutant is

also responsible for correspondence. Among the adjutant's responsibilities, the adjutant should:

- Maintain one complete membership primary file.
- Maintain records of current and past officers. Forward a new list of officers to the department and national headquarters within 30 days, no later than July 15, of the election. Any changes made at the Post level must be documented and forwarded to headquarters.
- Notify the department and National Headquarters promptly of a member's change of address, change of membership status, disciplinary action, or death.
- Keep the membership informed of all Post functions and activities. Ensure that all members are notified in advance of the time, place, and date of Post meetings. Take particular care to ensure that all members are properly notified at least 30 days in advance of all elections of officers, changes in Standing Rules, etc.
- Be present at all meetings (or have an assistant in attendance) to record all business transacted. Report on the minutes of the previous Post meeting and executive committee meetings.
- Present all communications and correspondence at regular Post and executive committee meetings.
- File and maintain all pertinent correspondence.
- Maintain separate files for members, correspondence, D&R Forms, as well as for Post publicity and fund-raising programs and any other topics relating to Post activities**.**

Section 4. Finance Officer

The Post finance officer is the treasurer. The Finance Officer's responsibilities include:

- Receiving membership dues, banking, disbursement of monies and accounting for all Post funds. The finance officer and one other Post officer - usually the commander - sign and countersign all Post checks only after the Post has authorized payment.

- The Post finance officer should collect all monies due to the Post and keep an account of receipts. The finance officer should see that all Post funds are secured in a bank account. Before a new Post finance officer assumes the duties of office, the previous finance officer must have

been given a "clean opinion" by the auditors, the audit committee, or the finance committee.

- The finance officer shall make a financial report at all regular meetings and prepare a complete financial statement and budget for approval at the first general meeting in September. The finance officer should also report to the Post on all receipts collected and, on all bills, outstanding and paid. Major expenditures, and those not within the current budget, should first be reported to the executive committee and at a Post meeting.
- The finance officer will be assisted and guided by a finance committee appointed by the commander with the approval of the executive committee. The primary duty of a finance committee is to provide an annual audit of the books and assist in the preparation of the annual budget. The commander, being a member of all committees by virtue of office, may assist the finance committee.
- Another important function of the finance officer is to coordinate duties relating to membership with the adjutant or membership contact. The finance officer receives and dispenses all money and should work with whoever is responsible for issuing membership cards. At least once each month, the Finance Officer shall transmit to the department any monies collected from dues during the preceding month. Such payment shall be accompanied by transmittal or remittance forms.
- The finance officer or membership contact assumes the responsibility for the membership cards. Each card (and its copies) has a name and/or a serial number and may be filed in alphabetical or numerical order.
- **BONDING -** Bonding is mandated in the National AMVETS Bylaws, Article VII, Section 1: All Post officials handling Post funds shall be properly bonded with a good and solvent bonding and surety company, acceptable to the United States Treasury, as surety to cover the average amount of Post funds, handled by such individual in a single year.

Section 5. Judge Advocate

- The Post judge advocate is responsible for interpreting the Post's Standing Rules, Post, State and National Constitution and bylaws (CBL), and to advise the Post on issues that pertain to Robert's Rules of Order.

Section 6. Historian

- The historian shall compile and maintain complete historical records of

Post activities and will submit a full historical report annually, or as requested.

Section 7. Provost Marshal

- The provost marshal is responsible for keeping order at post meetings, for the care of post colors, and for carrying out other duties as assigned.

Section 8. Service Officer

General duties of an AMVETS service Officer include the following:

- Sharing information about veterans' benefits at post meetings and other AMVETS functions.
- Referring veterans to an AMVETS National or Department Service Officer or an accredited representative for assistance in filing for veterans' benefits.
- Assisting all Veterans and their dependents in obtaining information and benefits to which they are entitled under law.

Section 9. Public Relations Officer

The community will not know of the special and outstanding activities sponsored by AMVETS without being told; therefore, it is the job of the public relations officer (PRO) to spread the word. There are many avenues of publicity available; those found most useful are outlined in the AMVETS Public Relations Manual. The PRO should take advantage of opportunities to enhance the prestige of the Post.

Section 10. Chaplain

The Chaplain is a member of the commander's staff and acts as advisor and consultant to the commander in all matters relating to, "Spirituality", morals, and morale as affected by religion. The chaplain assists the commander and the chaplain's staff with integrating the principles of good moral conduct and citizenship in the Post. The chaplain represents "Spirituality", which teaches fortitude, reverence, and justice, as well as kindness, sympathy, and humility. The mission is to provide - or to see that provisions are made - for the spiritual and moral needs of AMVETS members, their dependents, and constituents. The chaplain should stimulate and guide the growth of a spiritual and moral sense of obligation,

to enable a member of AMVETS to be a more faithful citizen and devoted defender of the nation.

Section 11. Quartermaster

The Quartermaster acts as a liaison between the members and the department and national quartermaster. The Post Quartermaster may carry numerous mail order items such as caps and jackets, flags, insignia, decals, AMVETS jewelry and more. The Post Quartermaster should refer to the national Quartermaster Catalog for additional information. For a copy of the Catalog and a price list, the post Quartermaster may contact the national Quartermaster.

XVI. Board of Trustees

Section 1. Wherever a Post clubroom is maintained and operated for the convenience and pleasure of its members and the name of AMVETS, or its insignia, is displayed or used, a board of trustees shall be elected by and from among the members of the Post to supervise its activities, operations, and finances.

Section 2. The board of trustees shall consist of 3 trustees, Commander, the most immediate Past Commander able and willing to serve as determined by the Executive Board, Adjutant, Finance Officer, and Judge Advocate.

Section 3. Members of the Board of Trustees shall be the Chairperson, Vice Chairperson, Treasurer, and Secretary. They shall be elected from among the members of the Board at the first meeting in the month of July. The chairperson shall vote only in the event of a tie. The Board of Trustees will review all prior and existing contracts in place within thirty (30) days of taking office, to ensure contracts are beneficial/not beneficial to the Post. Upon review a decision will be made to continue or terminate the contracts.

Article XVII. Vacancies

Section 1. In the event of a vacancy in the office of Post commander, the first vice commander shall temporarily succeed to that office. Within forty five (45) days, the Post, at a regularly scheduled general monthly meeting, shall nominate, and elect a person to complete the unexpired term of the Post commander.

Section 2. In the event of a vacancy in the office of the Post trustee, the Post, within forty-five (45) days, at a regularly scheduled general monthly meeting shall nominate and elect a person to complete the unexpired term of the Post trustee.

Section 3. In the event of a vacancy in any Post office regardless of the reason for such vacancy, the commander shall appoint a Post member to fill the vacant office. Such appointment shall follow all the qualifications and restrictions regarding the holding of said office as set forth in any other article of the AMVET UPCBL or standing rules of the Post, except the requirement of election. On approval of the Post Executive Committee, the appointee shall assume all duties and responsibilities pertaining to the office as though elected.

Article XVIII. Procedures for Removal of a Post Officer

Section 1. Any member in good standing of a Post may file charges against an officer of said post. Said charges must be notarized and submitted in writing to the Post Executive Committee.

Section 2. Charges may be filed on an officer of a post for any one or more of the following reasons:

- Failure to comply with any obligation imposed on members under the constitution and by-laws.
- Any violation of the law that reflects unfavorably on the name of AMVETS.
- Any other conduct unbecoming an AMVET.
- Ineligibility for membership at the time of acceptance in membership: or
- Procurement of membership by fraud or deception.
- Within five (5) days of receipt of said charges, the Post Commander shall send a copy thereof by certified mail to the officer complained about, together with a notice with the date, place, and time of a hearing. Said hearing will not be held sooner than 30 days from the date the certified letter was mailed.

Said charges shall be heard by the Post Executive Committee, at which hearing, the officer complained about shall have the right to be represented by counsel and to cross- examine the accuser or accusers and witnesses presented against the officer. No officer against whom charges have been

preferred or who has preferred charges on another officer, shall sit in judgment on any panel hearing or deciding the matter.

Section 3. The Post Judge Advocate shall prosecute the charges and the attendance of a court **r**eporter shall be permitted.

Section 4. Upon conclusion of the hearing, a vote shall be taken as to whether there is a basis for charges. If no basis is found, charges may be dismissed. If charges are not dismissed, a vote shall be taken as to the guilt or innocence of each of the charges. A two-thirds (2/3) vote of the members of the executive committee hearing the charges shall be required to sustain any charge.

Section 5. If charges are sustained, the officer shall be deemed guilty thereof and the officer presiding at the hearing shall then put forth the question of removing the officer from office.

Section 6. If the officer is removed from the office by majority vote of the post executive committee, the office shall be filled according to provisions of Article XVII of the Post Uniform Constitution and By-Laws. Said removed officer may appeal the decision of the post executive committee to the state hearing and grievance committee. Said appeal must be submitted in writing to the Department Commander or Executive Director not later than fifteen (15) days after the imposition of the penalty.

Section 7. The decision of the appellate body shall be binding and final.

Article XX. Discipline of Members

Section 1. The discipline of Post members shall be as provided in the National By-Laws, Article V and the Uniform Code of Procedure for the Suspension or Expulsion of a Member.

Section 2.

A. When a post executive board for any reason sufficient to the Department Commander, the Dept. Judge advocate, and the Dept. Inspector General cannot hear a post violation. The Dept. Commander through the Dept. Judge Advocate or Dept. Inspector General may assign the District Executive Board from the district in which the

original complaint originated to hear the proceedings.

B. Within ten (10) days of receipt of notice the Department Executive Director will notify the Department District Commander and the accused of receipt of the request by the deficient post under section 2a of this Article. The District Commander within five (5) days from receipt of the notice from the Executive Director will notify the Post Commander and accused by Certified mail of the time, date and location of the meeting will be scheduled to hear the case at the next regularly scheduled district meeting that is at least thirty (30) days from the date of the notification mailings. The proceedings will be conducted as set forth under the National Constitution and By-Laws appendix B, UPCBL articles XVIII and XX.

Section 2. Appeals

A. A member who files an appeal is referred to as an appellant. The appellant must file a Notice of Appeal in writing within 15 days after the imposition of the penalty to the Executive Director of the Department. The Executive Director will present to request to the SEC who will hear the appeal as may be required or assign the appeal to be heard to the District Executive Board from which the original complaint was heard or the Department Hearing and Grievance Committee. The notice must include the specific grounds on which the appeal is predicated. These grounds typically include errors following the Constitution and Bylaws, procedural errors, or due process.

B. All appeal requests must confirm to CBL Article XX. Section 4.

C. Appeals on hearing held by the district under Section 2A. of this article will be referenced to the Department Hearing and Grievance Committee, who will hear the appeal where required or refer it to the SEC.

Appeals on post violations heard by the district under section 2A. of this article will be referred to the Department Hearing and Grievance committee or District Executive Board are not trials but only consideration of the statements of he appellant, the appellee (Post Judge Advocate), witnesses, record of the notarized depositions and written evidence presented to the Grievance Committee and dispositions and written evidence presented to the Grievance Committee and disposition recommendations by must be referred to the SEC

for ratification.

All appeals filed under UPCBL Article XVIII will be heard by the Department Hearing and Grievance Committee.

Appeals on hearings heard by the Department Hearing and Grievance committee will be before the SEC.

Article XXI. Board of Trustees/Duties

Section 1. The Board of Trustees shall consist of eight (8) members, who shall be members in good standing of this Post. The eight (8) members shall be as described in Article VII of the Post constitution.

Section 2. The term of office for the elected trustees shall be for a period of three (3) years, provided, however that in the first election of such trustees, one will be elected for a three-year term, one will be elected for a two (2) year term, and one will be elected for a one-year term. The most Immediate Past Commander, able and willing to serve as determined by the Executive Board, Commander, Adjutant, Finance Officer, and Judge Advocate, as mentioned in Article VI of the Constitution, shall serve on the Board of Trustees for the duration of their term of office.

Section 3. For reasons satisfactory to the membership, anyone (1) or all three (3) of the elected Trustees may be removed from office upon a two-thirds (2/3) vote of the members present at a general, specific, or annual meeting of this Post; provided, however, that the trustee(s) in question shall not have a vote as to the removal.

- Any Trustee who is absent for three (3) consecutive meetings of the Board of Trustees, without just cause, will be automatically removed from the office.

Section 4. Whenever a vacancy shall occur for whatever reason, the vacated position shall be filled in accordance with the provisions of Article XVII, Section 2, of the AMVET UPCBL.

Section 5. Five (5) members of the Board of Trustees shall constitute a quorum for all meetings of this board. A simple majority vote of those members in attendance shall be final and binding on all questions or matters brought to the attention of this board.

Section 6. Officers of this Board of Trustees and their election to office shall be as prescribed in Article XI, Section 2 of the AMVET UPCBL.

Section 7. Duties of the Board of Trustees shall be as follows:

- house rules shall be drafted by the Board of Trustees and be posted in a conspicuous place in the Post club room.
- Minutes of all Board of Trustees meetings shall be maintained and submitted with the financial statement to the Post each month.
- All records pertaining to this board shall be kept on the post premises.
- No member of the Board of Trustees may be an employee of the Post.
- The Board of Trustees shall make a yearly audit of the Post club room operation and render a report of such audit to the Post at the post annual meeting.
- The board shall review all clubroom purchases, expenses, and income and certify said review by signing the monthly club report.
- The board Chairperson shall be the direct supervisor of the club manager and the club manager shall supervise the club room employees. In the absence of a club room manager, the Board of Trustees shall assume the supervisory duties.
- The board shall be responsible for the physical property of the club and make sure said property is maintained in a good, clean orderly manner always.
- The board shall provide for the proper bonding of employees, and/or agents which it deems necessary to protect the funds that have been entrusted to the board.
- The Board will review all prior and existing contracts in place within thirty (30) days of taking office, to ensure contracts are beneficial/not beneficial to the Post. Upon review a decision will be made to continue or terminate the contracts.
- The board shall enter contracts directly relating to the operation of the club rooms for the following purposes:
  - Securing funds to operate the club room.
  - Purchasing materials and supplies to operate the club room as limited to the amount as set forth in the Standing Rules.
  - Provide for adequate maintenance and operation of the club room of the organization for approval by the members.

- Review all prior and existing contracts in place within thirty (30) days of taking office, to ensure contracts are beneficial to the post. Upon review a decision will be made to continue or terminate the contracts.

- The compensated Bar/Clubroom/Facility Manager shall not hold elective office or be a member of the board of trustees. The Bar/Clubroom/Facility Manager shall be allowed to attend the meetings of the board of trustees, but shall not have voting authority, as this would constitute a conflict of interest. The Bar/Clubroom/Facility Manager is not authorized to sign any Contracts/agreements on behalf of or binding.

Article XXII. Discipline of Members in Club Room

Section 1. The posted rules and regulations in the club room, approved by the Board of Trustees, apply to all members of AMVETS and AMVET guests.

Section 2. Any member may prefer charges against any other member for violation of club rules and/ or regulations and charges shall be made in a format as suggested by the Board of Trustees. The charges shall set forth, as near as possible, the date, time, and the basis for all charges within fifteen (15) days of the alleged violation.

- All charges shall be filed with the Board of Trustees.
- Charges shall be heard by a 3-person panel established by the board of Trustees.
- No member against whom charges have been preferred, or who has preferred charges against, shall sit in judgment on any board, committee, or panel deciding the issue.
- Members may be suspended from the use of the Post club rooms by action of the Board of Trustees.
- Any member under suspension of club room privileges shall not be permitted in the Post until termination of the suspension, however, a member that is serving a suspension of club room privileges shall be permitted to attend Post meetings but said member must vacate the premises upon completion of the meeting.
- A member who has been suspended from club room privileges may appeal against the suspension to the Board of Trustees within fifteen (15)

days in writing. The members may then present their case to the board for consideration.

- Notification by the Board of Trustees to the member to whom charges have been preferred against, shall be by certified mail within five (5) days of receipt of charges.
- Guests of members violating the rules and regulations of this Post shall be automatically suspended, and the member held responsible.
- Members of a subordinate organization may file a letter of complaint with the chairperson of the board of trustees who shall investigate and take appropriate actions as provided for the constitution and bylaws. If the letter of complaint by a subordinate member is against a Veteran and the complaint is not already cosigned by a Veteran member, The Board of Trustees after completing their investigation deems the incident worthy of adjudication by a majority vote, shall direct the post Judge Advocate to sign the letter of complaint previously signed by the subordinate member.

Section 3. Appeal

A. Appeals on a clubroom violation will be referred to the Department District Commander only if the Post Board of Trustees cannot for any valid reason hear the appeal. Clubroom violation(s) heard by the District Executive board must first have been presented before the posts three member disciplinary panel and that panel's recommendation of punishment must have been upheld or modified by the post Board of Trustees. (If this is not possible the Chairperson of the board of trustees in writing and served to the appellant).
B. Attached to the Notice of Appeal from the appellant must be the name of witnesses that will be present, the order that they are to be called, notarized statements of witnesses that will not be in attendance and any other evidence or documents. Appeals not submitted or properly prepared in accordance Dept. CBL. Article **XX will** not be considered.
C. An appeals meeting will be scheduled to hear the appeal at a time designated by the district executive board that is at least 30 days from the date of notifications mailing. The district executive board will conduct the meeting in accordance with UPCBL art. XX/I. Notification of the date time and place of the appeal hearing will be

made by the district commander to the appellant by certified mail in accordance with UPCBL art. XX/I.

D. If after the meeting the district executive board renders a verdict or acquittal its findings in the matter shall be considered binding and final.

Article XXIII. Standing Rules

Standing Rules may be developed by this Post provided such rules are not in conflict with this Constitution and By-laws, the State Constitution and By-laws, or the National Constitution and By-laws. Post Standing Rules are to be reviewed by the Department Judge Advocate annually or when changes are made.

NOTE: *Examples of standing rules are voting procedures, meeting dates and times, committees not listed in the Constitution and By-laws, those who are eligible to receive delegate fees and reimbursement for expenses to attend State meetings, and any other items incidental to this Post that may not be addressed in this document.*

Article XXIV. Subordinate Organizations

Section 1. A subordinate organization of AMVETS may be established only by a provision of the Constitution.

- All subordinate organizations shall be under the authority of the AMVETS Post whose name it bears.

Section 2. All AMVETS subordinate organizations shall follow the same membership year and pay membership dues in concert with the post.

Section 3. All subordinate organizations shall be under the authority of the AMVETS Post whose name it bears.

Section 4. A two-thirds (2/3) vote of AMVETS members present at a stated meeting is required to approve and form a subordinate organization.

- AMVETS Post members must be given written notice of each meeting a minimum of five (5) days prior to the proposed formation.

Section5. No fundraising activities can be sponsored by any subordinate organization without the approval of the AMVETS Post Executive Committee and if paid activities will be held in the Post club room, then approval of the Board of Trustees shall also be required.

Section 6. Public Fundraising activities or any fundraising activities of more than $2500.00 require the prior approval of the AMVETS Department and National organizations in compliance with National By-Laws, Article VII, Section 3(A).

Article XXV. Sad Sacks

Section 1. AMVETS recognizes a subordinate organization known as AMVETS Sad Sacks.

Section 2. Membership in Sad Sacks shall be limited to members in good standing of AMVETS.

Section 3. The Sad Sacks of this post shall submit to the Finance Officer semiannually a complete itemized report of the financial standing of the Sad Sacks.

Article XXVI. Auxiliary

Section 1. The AMVETS Department of Ohio recognizes a subordinate organization known as the AMVETS Auxiliary.

Section 2. Membership eligibility in the AMVETS is limited to:

A. Mothers, wives, and grandmothers regardless of age and to the daughters, sisters, and granddaughters not less than eighteen (18) years of age of regular members of AMVETS.
B. Mothers and widows, regardless of age and daughters, sisters, and granddaughters not less than eighteen (18) years of age of deceased veterans who would have been eligible for membership in AMVETS.
C. Female veterans who are members of AMVETS.

Section 3. Any Auxiliary member who qualifies and joins as a member under the criteria in Section 2 (a), (b), or (c) shall be allowed to remain as an Auxiliary member so long as she remains a member in good standing.

Section 4. The post Adjutant shall determine membership eligibility of the veteran through whom the Auxiliary has made application.

Section 5. The Auxiliary of this post shall submit to the Finance Officer semiannually a complete itemized report of the financial standing of the auxiliary.

Section 6. A female veteran who is not eligible for the AMVETS shall not be eligible for membership in the AMVETS Auxiliary.

Article XXVII. Junior AMVETS

Section 1. The AMVETS Department of Ohio recognizes a subordinate organization known as Junior AMVETS.

Section 2. Membership eligibility for Junior AMVETS is limited to those from the age of seven (7), to and including seventeen (17) years, all sons, daughters, brothers, sisters, and grandchildren of AMVETS, deceased members of AMVETS, members of the auxiliary and deceased servicemen who would have been eligible for AMVETS membership, including all children for whom they are legal guardians.

Section 3. The Junior AMVETS of this Post **shall submit** to the Finance Officer semiannually a complete itemized report of the financial standing of the Junior AMVETS.

Article XXVIII. Sons of AMVETS

Section 1. The AMVETS Department of Ohio recognizes a subordinate organization known as Sons of AMVETS.

Section 2. Membership eligibility for the Sons of AMVETS shall be limited to all male descendants, grandsons, adopted sons and stepsons, fathers, husbands, widowers, and brothers of members of AMVETS and deceased members of AMVETS, or service personnel who died and would have been eligible for membership in the parent AMVETS organization, and are at least eighteen {18) years of age and not eligible for membership in the parent organization. This is not to include in-laws of any type.

Section 3. The applicant for the Sons of AMVETS must be at least 18 years of age and cannot be a member of nor be eligible for membership in the parent organization of AMVETS.

Section 4. Any person who has served in the Armed Forces of the United States of America, National Guard or Reserves, shall not be eligible for the Sons of AMVETS.

Section 5. The Post adjutant shall determine membership eligibility of the veteran through whom the son's member has made application.

Section 6. The Sons of this Post shall submit to the Finance Officer semiannually a complete itemized report of the financial standing of the Sons.

Article XXIX. AMVETS Riders

Section 1. The AMVETS Department of Ohio recognizes the subordinate organization known as AMVETS Riders.

Section 2. Eligibility for membership in the AMVETS Riders shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary and Sons of AMVETS.

Section 3.

A. The AMVETS Riders shall be under the control of the national commander and the National Executive Committee, if nothing contained in this section shall in anyway remove the jurisdiction, given to the national organization and the department over corresponding chapters of the AMVETS Riders.
B. Each AMVETS Riders chapter shall be under the jurisdiction of the department whose name it bears. Approval must be obtained from the Department Executive Committee before an AMVETS Riders chapter can be formed. Each chapter of AMVETS Riders shall be identical in geographical limits to its respective AMVETS department and be known and identified by the same name.
C. Where no AMVETS department exists, an AMVETS Riders chapter may be formed by a Post under the jurisdiction of the National Headquarters.
D. Each AMVETS Riders chapter shall formulate a Constitution and Bylaws within 30 days of formation. Said Constitution and Bylaws shall contain no less language than contained in the generic AMVETS Riders Constitution and Bylaws provided by National Headquarters.

Section 4. All books and records of the AMVETS Riders shall be made available on request to the corresponding department commander or State Executive Committee for either examination or audit.

Article XXX. Resolutions

Section 1. All resolutions adopted by this Post shall be forwarded to the Judge Advocate at Department Headquarters.

Section 2. A simple majority vote of AMVET members present is required to pass any resolution.

Article XXXI. Amendments

These Bylaws may be amended at any State Convention or State Conference by a sixty (60) percent vote of the total authorized voting delegates registered. Proposed amendments must be submitted by a Post, or individual member, to the State Executive Committee and Executive Director 60 days prior to the Conference or Convention in which they are to be presented. and the Director shall notify all Posts and the Constitution and By-Laws Committee members in writing at least thirty (30) days prior to the State Conference or Convention of all proposed changes. The State Constitution and Resolutions Committee shall report the same for action at the State Conference or Convention. The Constitution may, however, be amended by any State Convention, without prior notice, by unanimous vote.

END UPCBL

The Constitution

Of

Ohio AMVETS Charities

ARTICLE 1. NAME

The name of the Corporation shall be Ohio AMVETS Charities and it is sometimes referred to hereinafter as the "Corporation."

ARTICLE 2. PURPOSES

Section 1: The Corporation is organized and operated exclusively for charitable purposes. Solely in furtherance of such purpose, it shall operate in the manner provided by the Articles of Incorporation.

Section 2: The Corporation shall not seek to hold an institutional point of view on public issues. It is not responsible for the personal views expressed by any of its speakers, authors, employees, officers, or directors unless these views have been affirmed or ratified by the Board Members.

Section 3: The Corporation shall be considered a subordinate corporation analogous to that as referred to in Article 27, referring to the Service Foundation, of the Bylaws of AMVETS - American Veterans ("AMVETS").

ARTICLE 3. PROHIBITED ACTIVITIES

No part of the net earnings of the Corporation shall inure for the benefit of, or be distributed to, its Board Members or Officers or employees, except that it shall have the authority to pay reasonable compensation for personal services rendered. No substantial part of the activities of the Corporation shall consist of attempting to influence legislation, and it shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of the current State of Ohio Corporation Codes (or of any past, present, or future laws of the State of Ohio governing or pertaining to the Corporation). The Corporation shall not engage in, or carryon activities not permitted to be engaged in or executed by a Corporation described in Section 501 (c)(3) of the Internal Revenue Code.

ARTICLE 4. OFFICES

The principal office of the Corporation shall be located at 960 Checkrein Columbus, Ohio 43229. The Corporation shall continuously maintain a registered office and an agent in the State of Ohio, and that may be the same as used by the AMVETS Department of Ohio Service Foundation. The Corporation may also maintain additional offices at such other places as the Board Members may from time to time designate.

Section 1. General Powers: The business and affairs of the Corporation shall be managed by the Board Members, and it shall exercise all powers not otherwise delegated by law, the Articles of Incorporation, and these Bylaws.

Section 2. Voting Board Members: The number of voting Board Members shall Be no less than five and no more than seven. The Board shall consist of the three AMVETS Department of Ohio members (three-year term commencing in 2022), two Ohio Ladies Auxiliary members (two-year term commencing in 2022), two Ohio Sons of AMVETS members (two-year term commencing in 2022), who are all appointed by the commanders or presidents of their respective organization at the state convention, and a Board Advisor, who is the current Service Foundation President. All future terms will be for three years. All Board Members must be members in good standing of AMVETS and shall serve without compensation. No more than one (1) Board Member can be from the same Post and no more than two (2) Board Members can be from the same District.

Section 3. Removal and Vacancies: A Board Member may be removed upon majority vote of the Board. Any vacancy in the authorized number of Board Members whether occurring by reason of death, resignation, removal or increase in number, shall be filled by appointment of the Ohio AMVETS Charities by a majority vote.

Section 4. Ex-Officio Board Member: There shall be one Ex-Officio Board Member, with a voice but without vote. The Ex-Officio Board Member shall be the President of the AMVETS Department of Ohio Service Foundation.

Section 5. Meetings of the Board: The Board shall meet at such time and place as may be fixed by the Chair or by resolution. Notwithstanding the above, an annual meeting of Ohio AMVETS Charities shall be held in

conjunction with the annual meeting of AMVETS Department of Ohio Service Foundation. The board is authorized to conduct a meeting, not in person but by telephonic or video communication, providing a quorum is present and all members shall have been duly notified and can hear one another at the meeting.

Section 4. Ex-Officio Board Members: There shall be two Ex-Officio Board Members, with a voice but without a vote. One shall be the Finance Officer of the AMVETS Department of Ohio and the other shall be the Judge Advocate of the AMVETS Department of Ohio.

Section 5. Meetings of the Board: The Board shall meet at such time and place as may be fixed by the Chair or by resolution. Notwithstanding the above, and annual meeting of Ohio AMVETS Charities shall be held in conjunction with the annual meeting of AMVETS Department of Ohio Service Foundation. The Board is authorized to conduct a meeting, not in person but by telephonic communication ten days in advance, providing a quorum is present by phone and all members shall have been duly notified and can hear one another at the meeting.

Section 6. Quorum and Manner of Acting: Five Board Members shall constitute a quorum. All matters shall be decided at any such meeting, a quorum being present, except in cases where the presence or the vote of a greater number is required by law, the Articles of Incorporation, or by these Bylaws.

Section 7. Voting and Action by Written Consent: Each Board Member shall, at every meeting, be entitled to one vote. The Board may take any action without a meeting which could be taken at a meeting thereof by written unanimous consent, executed in the time and manner prescribed in a resolution of the Board.

ARITCLE 5. OFFICERS

Section 1. Officers: The Board shall have a President, Vice President, Secretary, and Treasurer, whose terms and duties shall specifically be prescribed by resolution of the said Board. The Office of Secretary and Treasurer may be the same Board Member.

Section 2. Election Term of Office and Qualifications: The officers of the Corporation shall be elected by the Board Members by a majority vote of the Board Members at the June Convention. Each such officer shall hold office for one year or until his or her successor shall have been duly elected.
Section 3. Removal: The Board may remove any officer from the office with or without cause and with the majority approval of the Board Members.

Section 4. Resignations: Any officer may resign at any time by giving written notice of such resignation to the Board or the President. Any such resignation shall take effect at the time specified therein, or if no time is so specified, upon its receipt by the Board or the President, as the case may be; unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make if effective.

Section 5. Vacancies: A vacancy in any office shall be filled by a majority vote of the Board Members at any regular or special meeting.

Section 6. The President: The President shall be the Chief Executive Officer of the Corporation and shall conduct the general and active management and direction of its business and affairs. The President is empowered to appoint committees as herein provided and shall be and ex officio member of all such committees. The President may sign, execute and deliver in the name of the Corporation all deeds, mortgages, bonds, contracts and other instruments, except in cases where such signing, executing or delivery thereof shall be expressly otherwise designated by the Board, by these Bylaws or by law, and, in general, shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to him or her by these Bylaws or the Board Members.

Section 7. The Vice President: In the event of the temporary absence or disability of the President, the Vice President shall assume the duties of the President. At all other times, the Vice President shall perform such duties and exercise such powers as from time to time may be assigned to him or her by these Bylaws, the Board of Members, or the President. In the event of a vacancy in the office of President, the Vice President shall succeed the President.

Section 8. The Secretary: The Secretary shall be custodian of the seal of the Corporation and shall affix the seal to all such documents as may be required.

The Secretary shall give notice of all meetings of the Board in accordance with the provisions of these Bylaws. The Secretary shall also keep copies of these Bylaws available for inspection by the Board. In general, the Secretary shall perform all duties incident to the office and such other duties as may from time to time be assigned to him or her by these Bylaws, the Board, or the President.

Section 9. The Treasurer: The Treasurer shall be custodian and responsible for all funds of Ohio AMVETS Charities. The Treasurer shall be authorized to collect all monies payable to the Corporation, shall be charged with the care and custody of its funds and from such funds shall make such disbursement as are necessary. The Treasurer shall keep the Corporation's financial and bank accounts and shall enter in detail all receipts and disbursements and shall report thereon at the request of the Board.

These financial accounts shall always be open to the inspection of any member of the Board Members. In general, the Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by these Bylaws, the Board Members, or the President.

ARTICLE 6. COMMITTEES

Section 1. Advisory Board: The Board may appoint an Advisory Committee which shall advise the Board on all matters pertaining to the business and affairs of the Corporation, as the Board Members may specify. This Committee shall be advisory only and actions, recommendations or opinions as individuals, either individually or collectively, while serving on such Advisory Committee shall not bind the Corporation by agency or otherwise, unless ratified in writing by the Board.

Section 2. Audit Committee: The Board may request that the SEC appoint an Audit Committee consisting of at least three members selected from the membership. The Audit committee shall not include paid or unpaid staff or employees of the Corporation including the Department Executive Director or any members of the Board. The Audit Committee shall confer with the Corporation's Certified Public Accountant ('CPA") to ensure that the financial affairs of the Corporation are in order and so that the CPA prepares the annual financial statement using accepted accounting principles that are audited by

an independent CPA in conformity with general accepted auditing standards. The Audit Committee shall make the audit available to the proper legal authorities and to the public on the same basis that the Internal Revenue Form 990 is required to be made available. The Board may appoint AMVETS members to an Ad Hoc Committee as needed.

ARTICLE 7. FUNDS OF THE CORPORATION

Section 1. Voluntary Contributions: The activities and programs of the Corporation shall be supported by voluntary contributions, investments, and exempt function income. All contributions shall be solicited and received in the same name of the Corporation. The Corporation shall seek government grants, corporate grants, endowments, estate gifts and other donations.

Section 2. Depositing of Funds: All funds of the Corporation shall be deposited from time to time to its credit in such banks or other depositories as the Board may select.

Section 3. Signing of Checks, Drafts, Orders for Payment: Except as otherwise specifically determined by resolution of the Board, for a specific and limited purpose or event, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Foundation shall be signed by any two of the following: President, Vice President, or Finance Officer. Duly authorized payments in amounts less than $25,000 may be signed by the afore mentioned above.

Section 4. Bonding of Person Handing Funds: Any person (including professional fundraisers) handing substantial funds of the Corporation will be covered by bonds in such amounts as may be designated by the Board. In the handling of the funds of the Corporation, recognized accounting practices shall be followed, and a full report of receipts and expenditures shall be available whenever the Board may require.

Section 5. Surplus Funds of Assets Upon Dissolution: The Corporation shall not operate for profit. Upon the dissolution or winding up of this Corporation, its assets remaining after payment, or provision for payments, of all debts and liabilities of this Corporation shall be distributed to AMVETS Department of Ohio, if then in existence, exclusively for charitable purposes and exempt

under Section 501(c)(3) of the Code. Failing the existence of AMVETS Department of Ohio, AMVETS National, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for programs directed at charitable veteran's purposes and which has established its tax exempt status under Section 501(c)(3) of the Code.

Section 6. Disbursement of Funds: Notwithstanding the above, it is agreed that no funds of the Corporation shall be disbursed or granted without the majority consent of the Board Members.

ARTICLE 8. SEAL

The Seal of the Corporation shall be circular in form and shall bear its name in the margin thereof and shall indicate the date of incorporation in the State of Ohio.

ARTICLE 9. GENERAL

Section 1. Fiscal Year The fiscal year shall end on June 30 or as designated by the Board Alteration of the fiscal year shall not require amendment of these Bylaws.

Section 2. Audit: To the extent resources are available the books and records of the Corporation shall be audited annually by a Certified Public Accountant appointed by the Board.

Section 3. Financial Statement: The Corporation shall issue an annual statement of its finances as of the close of the fiscal year to the Board, and any other persons in its discretion, that the Board shall prescribe.

Section 4. Designated Gifts and Contributions: The Officers, Board Members, employees or other agents, authorized by the Corporation, may accept on its behalf any contributions, gifts, bequest, or devise, of money or property, for its general purposes set forth in its Articles of Incorporation hereunder or for any designated purpose described in Section 501 (c)(3) of the Internal Revenue Code; provided however, designations for contributions will only be honored at the discretion of the Board and only if the designated purpose,

project or activity set out by the donor is in furtherance of the Corporation's tax exempt purposes. Any designation of any contribution shall not be deemed to be legally binding upon the Corporation unless the designation made by the donor is deemed to be a lawfully enforceable condition subsequent impressed upon the gift. If, upon the advice of counsel, it is determined that one or more contributions made to the Corporation are subject to any enforceable conditions subsequent requiring its use in the manner specified by the condition, and is not deemed to be a precatory or discretionary designation by such donor, the condition subsequent will be deemed to obligate the Corporation and will be honored only if the condition imposed by the donor is consistent with Section 501 (c)(3) of the Internal Revenue Code. If not, such contribution shall be returned to the donor or otherwise disposed of in compliance with the condition subsequent. All contributions received by the Corporation, regardless of the designation or purpose for which solicited, shall be deemed for the general uses, and purposed of the Corporation and may be commingled with all other corporation funds except for those funds or contributions deemed to be made subject to conditions subsequent.

Section 5. Indemnification of Officers, Board Members, Employees, Etc.: The Corporation shall have the power to pay, by indemnity, reimbursement, or otherwise, to and for the use of any person designated by resolution of the Board who was or is a part or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding whether civil, criminal, administrative, or investigative (other than an action by or on behalf of the Corporation), by reason of the fact that the person is or was a Board Member, officer, committee member, employee or agent of the Corporation, or was serving as such for another at the request of the Corporation, against expenses (including legal, accounting, witness and other) judgments, fines and amounts paid in settlement so long as such person was not found by a court of competent jurisdiction to have been willfully negligent of the interests, of the corporation or such person had reasonable cause to believe that his or her conduct was unlawful.

Section 6. Conflict of Interest Disclosure Form: All Board Members shall complete a Conflict of Interest Disclosure Form

Section 7. Compensation: All members who serve in any capacity on the Ohio AMVETS Charities will receive no compensation.

Section 7. Amendments: These Bylaws may be amended by a majority vote of the Board of at any
meeting thereof.

ARTICLE 10. MEMBERSHIP

The Corporation has no members. All activities of the Corporation shall be under the supervision, direction, and control of the Board.

CERTIFICATE OF THE SECRETARY

I certify that I am the duly elected or appointed Secretary of the Ohio AMVETS Charities, a nonprofit corporation formed under the laws of the State of Ohio and the Bylaws of this Corporation were adopted by the Board Members in October 2021 in Columbus, Ohio.

Ohio AMVETS Charities
960 Checkrein Avenue
Columbus, OH 43229-1107
Vern Davenport

Cynthia Rice
Merle Pratt

OHIO DEPARTMENT OF AMVETS SERVICE FOUNDATION, INC.

Constitution and By-Laws

FEBRUARY 22, 2024

OHIO DEPARTMENT OF AMVETS SERVICE FOUNDATION, INC.
960 Checkrein Avenue Columbus, OH 43229-1107

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ARTICLE 1. GENERAL PROVISIONS

Section 1.1 Corporate Name

The name of this corporation shall be the Ohio Department of AMVETS Service Foundation, Inc. (Foundation).

Section 1.2 Purpose

The purpose of the Foundation is to assist in furthering the programs and services of the AMVETS Department of Ohio, particularly in those respects as outlined in the Articles of Incorporation of the Foundation. The Foundation shall furnish citizens eligible for membership in Congressionally Chartered Veterans' Organizations, e.g., American Veterans (AMVETS) and other entities, as an opportunity to support the service programs of that organization. This Foundation is organized and operated exclusively for exempt purposes within the meaning of Section 501 (c)(19) of the Internal Revenue Code of 1986, as amended (Code). The Foundation shall make such appropriations to the AMVETS Department of Ohio to enable AMVETS to render needed service to veterans as outlined in the Foundation's Articles of Incorporation.

Section 1.3 Subordinate of AMVETS Department of Ohio

This Foundation, Incorporated for all purposes of the policy, shall be considered a subordinate company, as determined by the State of Ohio Corporation Code, and referred to in Article 17 of the AMVETS National Constitution (referring to a Service foundation) and shall be subject to the provisions of said Article.

Section 1.4 Offices

The Foundation's principal office for conducting business shall be at 960 Checkrein Avenue, Columbus, OH 43229-1107. The Foundation shall continuously maintain a registered office and registered agent in the State of Ohio.

Section 1.5 Donations

This Foundation shall seek government grants, corporate grants, endowments, estate gifts, and other donations that involve solicitation or requests to non-members of AMVETS for a donation or about the sale of merchandise, goods, or advertising matters of any kind or character.

Section 1.6 Political Activities

The Foundation shall not, except to any insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose described in this Article. The Foundation may not execute any activity for the profits of its Officers, Board Members, or other persons as such. Furthermore, nothing in this Article shall be construed as allowing the Foundation to engage in any activity not permitted to be executed:

(a) by a corporation exempt from Federal income tax under section 501 (c)(19) of the Internal Revenue Code of 1986, as amended (the "Code") or

(b) by a corporation, contributions are deductible under this section of the Code.

Section 1.7. Foundation Members

The Foundation shall have no members. Its activities shall be under the Board Members' supervision, direction, and control.

ARTICLE 2. DEDICATION OF ASSETS

Section 2.1 Property Dedicated to Nonprofit Purposes

The property of this Foundation is irrevocably dedicated to charitable purposes. No part of its net income or assets shall ever inure to the benefit of any of its Board Members or Officers or the benefit of any private person, except that this Foundation is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes outlined in the Articles of Incorporation.

Section 2.2 Distribution of Assets upon Dissolution

Upon the dissolution or winding up of this Foundation, its assets remaining after payment, or provisions for payments, of all debts and liabilities of this Foundation shall be distributed to the AMVETS Department of Ohio, AMVETS National; the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for the programs directed at charitable veteran's purposes and which has established its tax-exempt status under Section 501 (c)(3) of the Code.

ARTICLE 3. BOARD MEMBERS

Section 3.1 Board Members

The Board Members, formally called the Board of Trustees, shall consist of five (5) members, all voting members. All Board Members must be in good standing with AMVETS and shall serve without compensation. No more than one (1) Board member can be from the same post, and no more than two (2) Board Members can be from the same district.

Section 3.2 Board of Governors

The Board Members may select up to three (3) non-voting members to be appointed or reappointed at the AMVETS Department of Ohio Annual Convention. These members shall serve without compensation and shall not serve for more than five (5) consecutive years.

Section 3.3 Election and Term of Board Members

(a) The five (5) Board Members shall serve on the Foundation Board. The five (5) Board Members shall be divided into three (3) terms of individual(s) in each term staggering terms. The terms of office of each successive term shall be three (3) years beginning after the AMVETS Department of Ohio Annual Convention. Each term shall be elected yearly by the delegates assembled at the AMVETS Department of Ohio Annual Convention. Two (2) even (2018), two (2) odd (2019), and one (1) even (2020).

(b) Each Board Member, including a member appointed to fill a vacancy, shall hold office until the expiration of the term for which they were elected or appointed, and qualification of a successor, or until that Board Member's early resignation or removal by these By-Laws.

(c) No Board Member of an outgoing ten shall be eligible for re-election to the board after having served three (3) full terms until at least one (1) intervening year has elapsed. It is understood that the period between the AMVETS Department of Ohio Annual Convention constitutes one (1) year, even if it is less than 365 days because of the respective dates of the Annual Convention.

(d) The outgoing President shall become an ex-officio board member until replaced by our next outgoing President. All advisors are non-voting members. This ex-officio member shall serve without compensation.

Section 3.4 Corporate Powers Exercised by the Board

Subject to the provisions of the Articles of Incorporation, the State of Ohio Corporation Code, and any other applicable laws, the Foundation's business and affairs shall be managed, and all corporate powers shall be exercised by or under the direction of the Board Members. The Board Members may delegate management of the activities of the Foundation to any person or persons management company or committee however composed, provided that the activities and affairs of the Foundation shall be managed, and all corporate powers shall be exercised under the ultimate direction of the Foundation board.

Section 3.5 Resignations

Board Members may resign at any time by giving written notice of resignation to the President or the Secretary. A resignation shall take effect at the time received unless another time is specified in the notice. The acceptance of such resignation shall not be necessary to make it effective.

Section 3.6 Removal of a Board Member

(a) A Board Member may be removed only for cause, including, without limitation, neglect of duty as a Board Member or any other reason outlined in the NCBL Appendix B Section 1 by a majority of the board. If the Board Member is also an officer, a hearing for removal shall conform with the rules set out in Appendix B, the “Uniform Code of Procedure for Suspension or Expulsion of a Member” in the AMVETS Department of Ohio Constitution and By-Laws.

(b) A Board Member removed for cause may appeal to the State Executive Committee (SEC). The SEC can over-rule the board's decision for removal by a two-thirds (2/3) majority vote.

Section 3.7 Vacancies

Whenever a vacancy occurs in the board due to death, resignation, or removal, as provided for in this Article or otherwise, the board fills it out by appointment or

election. The newly elected or appointed Board Member completes the term of the office for which they were elected or appointed to fulfill the expired term of the vacancy.

ARTICLE 4. MEETINGS OF THE BOARD

Section 4.1 Regular Meetings

The Board shall hold its annual meeting every year after the AMVETS Department of Ohio convention to review and approve the budget and business transactions when applicable. This meeting is sometimes referred to in these By-Laws as the annual meeting. Officers for the ensuing year (President), Vice president, Secretary, and Treasurer) shall be elected during this meeting. Regular meetings of the Board shall be held at the AMVETS Department of Ohio's Fall Conference, Mid-Winter Conference, and State Convention.

Section 4.2 Special Meetings

Special meetings of the Board shall be held whenever called by the President or three (3) or more Board Members who produce a written request for a meeting. Any special meeting of the Board shall be held at any place agreeable to a majority of the Board Members.

Section 4.3 Notice of Meetings

Notice of the time and place of special meetings shall be given to each Board Member by:

(a) Personal delivery of written notice, or
(b) First class mail, postage prepaid, or
(c) Telephone, including a voice messaging or other system or technology designed to record and communicate messages or
(d) By electronic transmission, either directly to the Board Member or to a person at the Board Member's home or office who would be expected to communicate that notice promptly to the Board Member or
(e) Facsimile, or
(f) Electronic mail or
(g) Other electronic means.

All such notices shall be given or sent to the Board Member's address, facsimile number, or telephone number as shown on the corporation's records.

Section 4.4 Time Requirements

Notices sent by first-class mail shall be deposited in the United States Mail at least ten (10) days before the time set for the meeting. Notices given by personal delivery, telephone, or electronic transmission shall be delivered, telephones, or sent respectively, at least ten (10) days before the date set for the meeting. Notice by mail shall be deemed given when written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed given when it is personally delivered to the recipient, delivered to a common carrier for transmission, or transmitted by the person given the notice by electronic means to the recipient. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office or home of the recipient who the person giving notice has reason to believe will promptly communicate it to the recipient.

Section 4.5 Notice Contents

The notice shall state the time of the meeting and the place if it is outside the corporation's principal offices. It need not specify the purpose of the meeting. The Board's meeting shall be held at any place within the State of Ohio designated by resolution of the Board, in the notice of the meeting, or, if not so designated, at the Foundation's principal office. Any Board meeting may be held via conference telephone, video screen, or other communications equipment. Participation in a meeting under this section shall constitute presence in person at the meeting if both the following apply:

(a) Each Member participating in the meeting can communicate concurrently with all of the members and
(b) Each Member is provided with the means of participating in all matters before the Board, including the capacity to propose or to interpose an objection to a specific action to be taken by the Board.

Section 4.6 Quorum and Adjournment

The following provisions apply:

(a) To constitute a quorum for the transaction of business at any meeting of the Board, at least three (3) Board Members shall be present for the Board's actions to take place.
(b) In the absence of a quorum, any meeting may be adjourned by the vote of the majority of the Board Members present, but no other business may be transacted; no notice need be given of the adjourned meeting otherwise than by announcement at the meeting which the said adjournment has taken place, and any such resumed meeting at which a quorum is present, any business may be transacted that might have been transacted at the meeting initially noticed, and
(c) The Board may not take any action if a meeting loses a quorum other than an action to adjourn.

Section 4.7 Minimum Vote Requirements for Valid Board Actions

Every act taken or decision made by a vote of the majority of the Board Members present at a meeting duly held at which a quorum is present is the act of the Board unless a more considerable number is expressly required by the State of Ohio Nonprofit Corporation Act of 2010, the Articles of Incorporation, or these By-Laws. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Board Members if any action is approved by at least a majority of the required quorum for that meeting.

Section 4.8 When a Two-Thirds Vote is Required for Valid Board Actions

The following actions shall require a vote by a two-thirds majority of all Board Members then in office to be effective:

(a) The approval of contracts or transactions in which a Board Member has a direct or indirect material financial interest (provided that the vote of any interested board Members is not counted),
(b) The creation of an appointment to Committees (except advisory committees) and
(c) Indemnification of Board Members as described herein. (see Section 7 of this CBL).

Section 4.9 Waiver of Notice

Notice of a meeting need not be given to any Board Member who, before or after the meeting, signs a waiver of notice, written consent to the holding of the meeting, or an approval of the meeting minutes. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals should be filed with the corporate records or made part of the minutes of the meetings. Notice of a meeting need not be given to any Board Member who attends the meeting and who, before or at the beginning of the meeting, does not protect the lack of notice.

Section 4.10 Conduct of Meetings

Meetings of the Board shall be presided over by the President or, if the President is absent, by the Vice President or, in the absence of each of these persons, by a chairperson at the meeting chosen by a majority of the Board Members present at the meeting. The Secretary shall function as secretary of all meetings of the Board, provided that, if the Secretary is absent, the presiding officer shall appoint another person to function as secretary of the meeting. Meetings shall be governed by rules of procedure as may be determined by the Board from time to time, as far as such rules are not inconsistent with or in conflict with these By-Laws, with the Article of Incorporation, or with any provisions of law to the Corporation, or in the current version of Roberts Rules of Order.

Section 4.11 Action without a Meeting

Any action required or permitted to be taken at a meeting of the Board or any committee may be taken without a meeting if consents in the form of a record setting forth the action so taken is signed by all members of the Board or of such committee, as the case may be. Such records (which may be in one instrument or several instruments) shall be filed with the Secretary (or, in the case of a committee, the chair thereof) as to the receipt of such consents, the action thereby taken, and effective date of such action shall be filed with the minutes of the proceedings of the Board or the Committee. The action so taken shall be deemed to have been taken at a meeting of the effective date so certified.

Section 4.12 Meeting Governance

All meetings, matters, and proceedings not otherwise provided herein shall be conducted under the current edition of Roberts Rules of Order. The Board Members and any committee thereof produce written minutes of all meetings.

ARTICLE 5. OFFICERS

Section 5.1 Officers

The officers of the Corporation shall be the President, Vice President, Secretary, and Treasurer. These officers must also be Board Members. No person may serve concurrently as more than one officer, except the office of Treasurer and Secretary, which may be one person. The Recording Secretary, who may take the minutes of the Foundation's meeting(s) as requested by the Board, does not have to be a Board Member.

Section 5.2 Election of Officers

The Board Members shall elect the officers of this Foundation annually after the AMVETS Department of Ohio Convention. Each newly elected officer shall take office from July 1st until June 30th of the next year or until a successor has been elected.

Section 5.3 Removal of Officers

The Board shall only remove an officer with cause.

Section 5.4 Resignation of Officers

Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any specified time. Unless otherwise specified in the notice, resignation need not be accepted to be effective.

Section 5.5 Vacancies in Office

A vacancy in any office because of death, resignation, removal, or any other cause shall be filled by the Board from among the elected members or appointed members by the Board to serve for the remainder of the term.

Section 5.6 Responsibilities of the President

Subject to the board's control, the President shall be the Corporation's General Manager, and the Chief Executive Officer shall supervise, direct, and control the Foundation's activities, affairs, and officers. The President shall function as the Chair of the Board and preside at all Board meetings. The President has the general powers and duties of management usually vested in the office of President and General Manager of a Corporation. Such powers and duties as the Board or the By-Laws may require. The President shall be an ex-officio member of all committees of the Board, except such committees that must be composed of independent members. The President shall be responsible for preparing and providing annual and periodic written and oral, as appropriate, reports of the activities of this Foundation at all Board meetings, conferences, and conventions of the AMVETSW Department of Ohio or the Foundation. A Board Member cannot serve as President for over Three (3) one-year terms.

Section 5.7 Responsibilities of the Vice President

If the President is absent or disabled, the Vice President shall perform all of the President's duties. When acting so, the Vice President shall have all powers and be subject to all restrictions on the President. The Vice President shall have other powers and perform duties as the Board or the By-Laws may require. In the event of a vacancy in the office of President, the Vice President shall succeed the President.

Section 5.8 Responsibilities of the Secretary

The Secretary shall keep or cause to be maintained, at the Foundation's principal office or such other place as the Board may direct, a copy of the Certificate of Incorporation and By-Laws, as amended to date, a book of minutes of all meetings, proceedings, and actions and the Board and committees of the Board. The minutes of meetings shall include the time and place that the meetings were held; whether the meeting was annual, general, or special, and if special, how authorized; the notice given; and the names of persons present at the Board and committee meetings. The Board, by resolution or adoption of policies and procedures, may provide for the delivery of the minutes of meetings within specific periods and may provide for further duties of the secretary. The Secretary shall give, or cause to be given, notice of all meetings of the Board and

committees of the Board that these By-Laws require to be given. The Secretary shall keep the Corporate Seal in safe custody, have such other powers, and perform other duties as the Board or the By-Laws may require. The Secretary shall assist the President in preparing the agenda and making meeting location arrangements for each meeting of the Board.

Section 5.9 Responsibilities of the Treasurer

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Foundation's properties and transactions. The Treasurer shall send or cause to be given such financial statements and reports as required by law, by the By-Laws, or by the Board. The books of account shall be available for inspection by any Board Member at all reasonable times. The Treasurer shall be responsible for preparing and providing semi-annual and periodic written and oral, as appropriate, reports of the Corporation's financial activities and all Board meetings and at the annual Convention of the AMVETS Department of Ohio. The Treasurer shall prepare or have prepared all Federal and State tax returns. The Treasurer shall be responsible for preparing audited financial statements of the Corporation each year.

The Treasurer shall:

(a) Deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate and
(b) Disburse the Corporation funds as the Board may order, and
(c) Render to the President and the Board, when requested, an account of all transactions as Treasurer and the financial condition of the Corporation and
(d) Have other powers and perform duties as the Board or the By-Laws may require.

The Treasurer shall give the Corporation a bond in the amount with the surety or sureties specified by the Board for the faithful performance of the office's duties and the restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under control of the Treasurer on death, resignation, retirement, or removal from office. The Treasurer shall establish appropriate procedures for the authorization of withdrawal of corporate funds, which shall require the signature of the Treasurer, the President,

and the Vice President. The Board, by resolution or by adoption of policies and procedures, may require the delivery of financial statements and reports within specific periods and may provide for further duties of the Treasurer.

ARTICLE 6. COMMITTEES

Section 6.1 Committees of the Board

The Board, by resolution adopted by the Board, may create and may appoint members of one or more committees, each consisting of two (2) or more Board Members and such other professionals or consultants as the Board deems necessary or appropriate to the committee, to serve at the pleasure of the Board. Any such committee shall have all the authority of the Board, to the extent provided in the Board resolution, except that no committee may do the following:

(a) Fill vacancies on any committee of the Board,
(b) Amend or repeal By-Laws or adopt new By-Laws,
(c) Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable or
(d) Create other committees of the Board or appoint the members of committees of the Board.

Section 6.2 Types of Committees

There shall be two (2) types of committees: standing and advisory. Examples of standing committees are the audit committee, the operations committee, and the fundraising committee. Advisory committees are occasionally created to research and report to the Board on various matters and minutes.

Section 6.3 Meetings and Action of Board Committees

The rules concerning meetings and Board Members, including regulations for quorum and minutes, shall govern a committee's meetings and actions.

Section 6.4 Audit Committee

The Board shall appoint an Audit Committee, a standing committee of at least three (3) Board Members. The Audit Committee shall not include paid or unpaid staff or employees of the Foundation, including the President or Treasurer. The Audit Committee shall confer with the corporation's Certified Public Accountant

(CPA) to ensure that the Corporation's financial affairs are in order and that the CPA prepares annual financial statements using accepted accounting principles audited by an independent CPA in conformity with accepted auditing standards. The Audit Committee shall make the audit available to the proper legal authorities and the public on the same basis that the Internal Revenue Service's Form 990 must be available.

ARTICLE 7. TRANSACTIONS WITH THE FOUNDATION

Section 7.1 Transactions with Board Members and Officers

The Foundation shall not be a party to any transaction:

(a) In which one (1) or more of its Board Members or Officers have a material financial interest or
(b) With any Corporation, firm, association, or other entity in which one (1) or more Board Members or Officers have a material financial interest.

Board Members and Officers must disclose to other officers or committee members information known by Board Members of Officers to the material decision-making or oversight functions, except to the extent where disclosure would violate a duly imposed law, a legally enforced obligation of confidentiality, or professional ethics rule.

Section 7.2 Requirements to Authorize Interested Party Transactions

The Foundation shall not be a party to any transaction unless:

(a) The Foundation enters into the transaction for its benefit,
(b) The transaction is fair and reasonable to the Foundation at the time the transaction is entered into,
(c) Before consummating the transaction or any part thereof, the Board authorizes or approves the transaction in good faith by a vote of the majority of Board Members then in office (without counting the vote of the interested Board Members), and with the knowledge of the material facts concerning the transaction,
(d) Before authorizing or approving the transaction, the Board considers and, in good faith, determines after reasonable investigation that the Foundation

could not obtain a more advantageous arrangement with reasonable effort under the circumstances and

(e) The minutes of the Board meeting at which such action was taken reflect that the Board considered and made the findings described in paragraphs (a) through (d) of this section.

Section 7.3 Material Financial Interest

A Board Member or Officer shall not be deemed to have a "material financial interest" in a transaction:

(a) If the contract or transaction is part of a public or charitable program of the Foundation and it
   (1) Is approved or authorized by the Foundation in good faith and without unjustified favoritism, and
   (2) Results in a benefit to one (1) or more Board Members or their families only because they are in a class of persons intended to be benefited by the program or

(b) Where the interested Board Member does not know about the transaction, and it does not exceed the lesser of one (1) percent of the foundation's gross receipts for the preceding year or $100,000.00.

Section 7.4 Loans to Board Members and Officers

The Foundation shall not make a loan of money or property to or guarantee the obligation of any Board Member or Officer except upon unanimous consent of the Board to provide:

(a) An advance to pay reimbursable expenses or

(b) Loans made under an employee benefit plan, all by the State of Ohio Revised Code (ORC).

Section 7.5 Interlocking Directorates

No contract or other transaction between the Corporation and any corporation, firm, or association of which one (1) or more Board Members are persons either void or voidable because such Board Members are present at the board meeting that authorizes, approves, or ratifies the contract or transaction, if.

(a) The material facts as to the transaction and as to such Board Members offer directorship are fully disclosed or known to the Board, and the Board authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient without counting the vote of the common Board Members or if,
(b) The contract or transaction is reasonable to the Corporation when authorized, approved, or ratified.

Section 7.6 Duties of Care and Loyalty

Nothing in this section shall be construed to derogate in any way the duties, care, and loyalty that every Board Member and Officer owes to the Corporation. These duties require Board Members and Officers to be informed before making a business decision and require Board Members and Officers to make decisions in the Corporation's best interest. In addition, an officer must notify the Board of any actual or probable material violation of the law or breach of duty to the Corporation by an officer, employee, or agency of the Corporation that the officer believes has occurred or is likely to happen with the Corporation.

Section 7.7 Conflict of Interest Disclosure Form

All Board Members shall complete a Conflict of Interest Disclosure Form immediately after the meeting they have been elected or appointed.

ARTICLE 8. FINANCES

Section 8.1 Accounting Standards

All monies received by this Foundation shall be strictly and accurately accounted for, and a report showing the sources of all such income and expenditures shall be made available semi-annually to all members of the AMVETS Department of Ohio at the AMVETS Department of Ohio Annual Convention and Mid-Winter Conference. All accounts shall be kept according to accepted accounting procedures. The Board is responsible for Financial Oversight.

Section 8.2 Fiscal Year

The Foundation's fiscal year begins on the first day of July and ends on the last day of June each following year, but a resolution of the Board Members may change it.

Section 8.3 Budgets

In determining the Foundation budget, revenue shall be based on tangible assumptions and realistic or proven income projections, including revenue that provides funding for the operations and programs approved by the Board. In the complete execution of approved programs with a budget, expenses shall be budgeted as realistically as possible to ensure overall spending integrity. A contingency budget line shall be developed solely to address unexpected costs during the fiscal year and included in the budget. In no case shall Board Members be permitted to adopt or approve a budget in which the expenses, provisions for capital, expenditures, and requirements for debt reduction exceed the income established above. Under no circumstances shall the aggregate budget be over-expended. Any person who willfully violates any provision of this section shall, in addition to any other disciplinary action taken, be personally financially liable for any amount spent that exceeds the budget appropriations unless such expenses have prior approval of the Foundation Board. Any salary or expense money due or to become due to such person may be retained by the organization to offset all or any part of the unauthorized over-expenditure.

Section 8.4 Books and Records of Account

The Corporation shall keep at its principal office:

(a) Correct and complete books and records of account, and
(b) Minutes of the proceedings of the Board and any committee thereof.

Section 8.5 Compensation and Reimbursement of Expenses

Directors shall serve without compensation. Employees, Officers, Board Members, or volunteers shall be reimbursed by the rules outlined in the AMVETS National Constitution and By-Laws “UNIFORM CODE OF PROCEDURE FOR FINANCES, ACCOUNTING, AND VOLUNTER EXPENSES.”

ARTICLE 9. EXECUTION OF INSTRUMENTS

Section 9.1 Exclusive Authority for Fundraising Contracts

The making of all contracts for fundraising and the purposes provided in the Articles of Incorporation of the Foundation is, as a result, specifically delegated to the Board Members. A public fundraising project is defined as any project or

program involving a solicitation or request to nonmembers of AMVETS for a donation or Foundation checks, drafts, and other orders of payment of money that are payable to the order of the Foundation may be endorsed, assigned, and delivered on behalf of the Foundation by any two (2) of the following: the President, the Vice President, or the Treasurer duly authorized deposits in amounts less than $10,000.00 may be signed by the fore mention above.

Section 9.2 Contracts

No contract or lease involving expenditures above $5000.00 of the Corporation's funds or for a duration longer than six months shall be negotiated without inviting a reasonable number of competitive written bids. Favoritism and selection of friendly bidders shall be discouraged. The contract shall be awarded to the lowest bidder when the required products are of equal quality. No officer, committee member, or employee shall have any power or authority to bind the Foundation by any contract or engagement to pledge its credit to render it liable monetarily for any purpose or in any amount.

Section 9.3 Execution of Instruments

The President, Vice President, or Treasurer may sign contracts at or below $35,000.00. All contracts over $35,000.00 shall be entered into the name of the Ohio Department of AMVETS Service Foundation, Inc., and shall be authenticated by signature of the President, Vice President, and Treasurer of the Foundation after having been duly approved at a called meeting of the Board. The proposals and negotiations leading to actual contacts shall be submitted to the members of the Board by registered mail (return receipt required), and their action thereon shall be transmitted to the Board in writing.

Section 9.4 Checks and Notes

Except as otherwise explicitly determined by resolution of the Board, for a specific and limited purpose or event, or as otherwise required by law, checks, drafts, promissory notes, orders for payment of money, and other evidence of the Foundation's indebtedness shall be signed by any two (2) of the following: the President, Vice President, or Treasurer. Duly Authorized payments in amounts less than $25,000.00 may be signed by any of those mentioned above.

Section 9.5 Deposits

All funds of the Foundation shall be deposited from time to time in the credit of the Foundation in such banks, trust companies, or other depositories as the Board may select. For deposit and collection for the account of the reject such endowment, donations, contributions, or subscriptions as may be made to it by an individual, company, or corporation to as may be assigned to it by the Ohio Department of AMVETS Service Foundation, Inc. or by any other agency organization, to be used for the purposes provided in the Articles of Incorporation, provided, however, that as to all donations, contributions, subscriptions, or gifts, such acceptance or rejections shall be subject to approval by the majority of the Board of the Ohio Department of AMVETS Service Foundation, Inc., which body shall be fully informed as to the source of all negotiations leading up to the offer of such donation, contribution, subscription, or gift shall ever be accepted from any source which seeks to attempts to influence the policy of the AMVETS Department of Ohio, or any of its branches, auxiliaries or related corporate entities.

Section 9.6 Gifts

The Board may accept on behalf of the Foundation any contribution, gift, bequest, or devise for the charitable or public purpose of the Foundation. To receive requests from nonmembers of AMVETS for a donation or about selling merchandise, goods, tickets, or advertising matters of any kind or character. Such fundraising for the Ohio Department of AMVETS Service Foundation, Inc. shall be conducted solely by the Foundation.

Section 9.7 Investments

The AMVETS National Constitution and By-Laws, “UNIFORM CODE OF PROCEDURE FOR AMVETS INVESTMENTS,” are adopted and applied to the Corporation.

ARTICLE 10. INDEMNIFICATIONS

Section 10.1 Non-Liability of Board Members

The Board Members shall not be personally liable for the Corporation's debts, liabilities, or other obligations unless such debt, liability, or obligation was caused

willfully with the intent of personal gain of one (1) or more Board Members or purposefully incurred with the intent to cause harm in any way to the Foundation.

Section 10.2 Indemnification in Third Party Proceedings

The Foundation shall indemnify any person who was or is a party, or is threatened to be made a party, to any third-party proceeding because such person is or was a Board Member, Officer, or Employee for all expenses, judgments, fines, settlements, and any other amount actually and reasonably incurred in connection with the proceeding. Any indemnification granted under this Article is conditioned on a determination by the Board that the person seeking indemnification acted in good faith, in a manner he or she believed to be in the Corporation's best interest. In the case of a criminal proceeding, he or she must have had no reasonable cause to believe that his or her conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or Plea of nolo contendere or an equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner he or she reasonably believed to be in the best interests of the Foundation or that he or she had reasonable cause to believe that his or her conduct was unlawful.

Section 10.3 Action Brought by or On Behalf of the Foundation

The Foundation may indemnify any person who was or is a party to any proceedings by or on behalf of the Foundation for all expenses actually and reasonably incurred in connection with the defense or settlement of such action provided that the Board has determined that the person seeking indemnification or reimbursement acted in good faith, in a manner they believed to be in the best interest of the Foundation and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.

Section 10.4 Claims Settled Out of Court

If an Officer or Board Member settles or otherwise disposes of a threatened or pending action brought by or on half of the Corporation, with or without court approval, the Officer or Board Member shall receive no reimbursement for amounts paid under the terms of the settlement or other disposition nor indemnification for expenses reasonably incurred in defending against the

proceeding, unless the proceeding is settled with the approval of the Attorney General.

Section 10.5 Claims and Suits Awarded Individual

Suppose an Officer or Board Member is adjudged liable to the Foundation in performing his or her duty to the Foundation. In that case, they shall receive no indemnification for the amount paid according to the judgment, and any indemnification of such person for expenses actually and reasonably incurred in connection with the defense of the action shall be made only if both of the following conditions are met:

(a) The Board decides on good faith conduct and
(b) Upon application, the court in which the action was brought must determine that, given all the case circumstances, the Officer or Board Member is fairly and reasonably entitled to indemnity for the expenses incurred.

Section 10.6 Determination of Good Faith Conduct

Indemnification is conditioned on the findings required by the Article shall be made by:

(a) The Board by a majority vote of a quorum consisting of Board Members who are not parties to the proceedings or
(b) The court in which the proceeding is or was pending.

There shall be no indemnification in matters as to which the Board Member, Officer, or Employee shall be adjudged in such claim, action, suit, or proceeding to be guilty of a criminal offense or liable to the Foundation for damages arising out of his/her negligence or misconduct in the performance of a duty to the Foundation.

Section 10.7 Insurance

The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any Officer or Board Member against any liability asserted against or incurred in such capacity, whether or not the Foundation would have the power to indemnify the person against the liability under provisions of this Article.

ARTICLE 11. CORPORATE RECORDS

Section 11.1 Minute Book

On behalf of the Foundation, the Secretary shall keep the original or a copy of the Articles of Incorporation and By-Laws at its principal office as amended to date. The Foundation shall keep a minute book in written form, which shall contain a record of all actions by the Board or any committee, including:

(a) The time, date, and place of each meeting
(b) Whether a meeting is regular or a special meeting and how it was called.
(c) The manner of giving notice of each meeting and a copy thereof
(d) The names of those present at each meeting of the Board or any committee thereof.
(e) The minutes of all meetings
(f) Any written waivers of notice, consents for action without a meeting
(g) All protests concerning lack of notice and
(h) Formal dissents for Board actions

Section 11.2 Books and Records of Accounts

The treasurer, on behalf of the Foundation, shall keep adequate and correct books and records of account. “Correct books and records” include but are not necessarily limited to accounts or properties and transactions, their assets, liabilities, receipts, disbursements, gains, and losses. The Foundation’s most recent financial statements, which shall include a balance sheet and statement of operations for the most recent fiscal year, shall be furnished to a member of AMVETS upon written request to the Board. All books and records of the Corporation may be inspected and copied by any member of AMVETS having voting rights or their agent or attorney for any proper purpose at any reasonable time.

Section 11.3 Maintenance of Tax Exemption Application and Annual Returns

The Foundation shall always keep a copy of its federal tax exemption application at its principal office and its annual information returns for three years from the filing date. These documents shall be open to public inspection and copying to the extent required by the Internal Revenue Code.

Section 11.4 Directors' Rights of Inspection

Every Board Member shall have the absolute right to inspect the books, records, documents of every kind, and physical properties of the Foundation and each of its subsidiaries at any reasonable time, except Human Resource Files. The inspection may be made in person or by the Board Member's agent or attorney. The right of inspection includes the right to copy and extract documents. The Foundation President and Vice President have the right to inspect Human Resource files, and other Board Members must have written and signed permission from the President to access such materials.

Section 11.5 Corporate Seal

The corporate seal, if any, shall be in such form that it may be approved from time to time by the Board. However, failure to affix the seal to corporate instruments shall not affect the validity of any such instrument.

Section 11.6 Bonds and Insurance

The Foundation shall obtain and maintain:

(a) A fidelity bond in the minimum account of One Million Dollars ($1,000,000.00) or such more significant amount as shall be determined by the board, insuring the Officers of the Corporation and
(b) Officers and Board Members liability insurance, including errors and omissions coverage.

The Foundation shall obtain and maintain such insurance with such coverage as shall be determined by the Board.

ARTICLE 12. GENERAL

Section 12.1 Construction and Definitions

Unless the context requires otherwise, the general provisions, rules of construction, and definitions of them shall govern the constitution of these By-Laws. Without limiting the generality of the above, the masculine gender includes the feminine and neuter, the singular number includes the plural, and the plural number includes the singular. The term "person" includes both the Foundation

and a natural person. All references to statutes, regulations, and laws shall include any future statutes, regulations, and rules that replace those referenced.

Section 12.2 Amendments

Any amendment to the Articles of Incorporation or these By-Laws, and any amendment or repeal of this section of the By-Laws, may be amended by a majority vote of the total voting membership of the Foundation provided that notice of the intention of the Board Members to consider any such amendments is given to the members of the registered voting delegates of the AMVETS Department of Ohio State Convention at least thirty (30) days before the date upon which any such amendment will be before the said Board for action.

CERTIFICATE OF SECRETARY

I certify that I was duly elected or appointed as Secretary of the Ohio Department of AMVETS Service Foundation, Inc., a nonprofit corporation formed under the laws of the State of Ohio and its By-Laws when the Board members adopted these by-laws on February 22, 2024, in Dublin, Ohio.

Mike Pitman – Secretary
Ohio Department of AMVETS Service Foundation, Inc.
960 Checkrein Avenue
Columbus, OH 43229-1107

Eric Scherer – President
Sam Pierce – Vice President
Don Lowers – Treasurer

Officers Manual

AMVETS Department of Ohio

Post Officers Manual

Updated July 2024

OFFICERS' MANUAL

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The History of AMVETS

Truly, AMVETS was born in the midst of war, for it was in August 1943, with victory still two years away, that a new organization, later to be known as the American Veterans of World War II, had its beginning. Overseas, the tide of battle was turning. The Allies had swept through North Africa and Sicily. In the Pacific, fighting raged in New Guinea. Thousands of Americans had made the supreme sacrifice. Hundreds of others were being mustered out of uniform with battle wounds and medical discharges. These men who fought in history's greatest war found it natural to seek each other's company. They were united by similar experiences in jungles, in the Arctic, in deserts, in mountains, at sea and in the skies. Thus, out of such comradeship, AMVETS came to be.

Formed in Washington, D.C., two independent veterans clubs, one on the campus of George Washington University, the other of veterans employed by the government, joined together to sponsor a servicemen's party. By September 1944, other such veteran's clubs organized throughout America. In California, Florida, Louisiana, New York, Oklahoma, Rhode Island, Tennessee and Texas. On Nov. 11, 1944, a Veterans Day article entitled "12,000,000 in search of a Leader" appeared in COLLIER'S. This story, written by Walter Davenport, introduced the clubs and outlined their three mutual aims: to promote world peace, to preserve the American way of life, and to help the veteran help himself. In December 1944, 18 leaders, representing these nine groups, met in Kansas City, Mo. There, a national organization was formed and on Dec. 9, 1944, the name "American Veterans of World War II" was chosen. The word AMVETS, coined by newspaper headline writers, soon became the official name. The white clover, a flower that thrives in freedom throughout the world, and is symbolic of the struggle during World War II, became the adopted flower of AMVETS.

In October 1945, two months after the end of World War II, the first national convention was convened in Chicago. In 1946, AMVETS petitioned Congress for a federal charter. AMVETS, having displayed dignity and a sound approach to national problems, won the deep respect of Congress and on July 23, 1947, President Harry S Truman signed the AMVETS charter. The words of the Senate Judiciary Committee echoed throughout the land, " The veterans of World War II are entitled to their own organization, and AMVETS, being organized along sound lines and for worthy purposes… having demonstrated its strength and stability is entitled to the standing and dignity which a national charter will afford." President Truman also commented, "Were I a veteran of this war, I would prefer to have a veteran of World War II looking after my affairs, than a veteran of some other war."

When the war broke out in Korea and again in Vietnam, AMVETS requested Congress to amend the charter so that those serving in the U.S. Armed Forces would be eligible for membership. On Sept. 14, 1966, President Lyndon B. Johnson signed the bill redefining the eligibility dates for AMVETS membership, stating "Any person who served in the Armed Forces of the United States of America, or any American citizen, as an American citizen, who served in the armed forces of an allied nation of the United States at anytime after Sept. 15, 1940, and on or before the date of cessation of hostilities as determined by the government of the United States is eligible for regular membership in AMVETS, provided such service when terminated by discharge or release from active duty be by honorable discharge or separation." On May 7, 1975, President Gerald R. Ford signed Proclamation 4373, terminating the Vietnam era and announcing the cessation of hostilities. Effective May 8, 1975, the armed forces became a peacetime service.

For nearly 10 years, AMVETS did not accept into membership service men and women who served after May 7, 1975. On May 31, 1984, President Ronald Reagan signed Public Law 98- 304, which amended AMVETS' congressional charter to open membership to those who served honorably and actively after May 7, 1975. AMVETS is now the only congressionally chartered veterans service organization that recognizes the sacrifices of these veterans and service persons by extending membership eligibility to them.

At the 46th and 47th national conventions, the contributions made by the National Guard and Reserve forces were recognized and membership eligibility was extended to include already reserves. Membership in AMVETS is now open to any person who has served or is serving in the U.S. Armed Forces during and since World War II, including all National Guard and Reserve personnel. At the 49th National Convention in 1993, the eligibility of merchant marines who served this country in time of war was addressed and approved. Merchant marines who are considered veterans and eligible for VA benefits (and have received a DD-214 from either the Navy or the Coast Guard) are eligible for AMVETS membership.

Group Tax Exemption

AMVETS enjoys tax-exempt status under Internal Revenue Service (IRS) Code, Section 501(c)(19), and its subordinate organizations at all levels may enjoy the benefits that this status offers, provided that the IRS mandates are fulfilled. All business entities are required to have employer identification numbers (EIN). In compliance with IRS regulations, every AMVETS post or subordinate organization must have its own EIN. The Application for Employer Identification (IRS SS-4 Form) is used to apply. The assigned EIN is used to identify the post when filing its annual IRS 990 Form.

In 1970, Section 501(c)(19) was added to the Internal Revenue Code, providing a new category of tax-exempt organizations expressly limited to veterans' organizations and their subordinate groups, including local posts. To qualify as a Section 501(c)(19) organization, access to the clubroom facilities is limited to members and their guests. Then, income from sales of food and alcoholic beverages should not be subjected to federal income taxes. Treasury Regulation 1.501(c)(19)-1(c)(8) provides that one exempt purpose for which a (c)(19) may be operated is to provide "social and recreational activities for its members." Accordingly, it has been held that income from a restaurant and cocktail lounge operated by a veteran's organization was tax exempt. The result, however, would have been different if those facilities had been open to the general public.

Organizational Structure

AMVETS has been continually growing since its beginnings. Our many members and posts located throughout the free world are proof that AMVETS programs, goals and efforts are worthy of support. The annually elected and appointed officers at the national, district, department (or districts within the state department) and local levels work together to accomplish the AMVETS mission.

Each year, representatives from these levels attend the AMVETS national convention held in August at a time and place selected by delegates to a previous convention to make decisions on issues affecting veterans and the organization.

National Headquarters
AMVETS National Headquarters is located in Lanham, Maryland, just minutes outside Washington, D.C. As the senior functioning administrative agency of the organization, the national headquarters is staffed by the national commander, the executive director, legislative director, membership director, programs director, communications director, finance director, service director and support staff. In addition, the national headquarters houses the AMVETS National Service Foundation and the AMVETS National Auxiliary Headquarters.

AMVETS National Headquarters is located at 3311 Hubbard Road, Hyattsville, MD 20785. Normal business hours are from 8 a.m. to 4:30 p.m., Eastern Time, Monday through Friday, except for holidays. The telephone number is (301) 459-9600, or toll free 1-877-726- 8387, the FAX number is (301) 459-7924 and the email address is amvets@amvets.org. Email addresses for individual staff members are derived by the first initial and last name accompanied by @amvets.org. For example, John Smith's email would be jsmith@amvets.org. The AMVETS Internet web site may be accessed at www.amvets.org.

National Executive Committee
The administrative power between national conventions is vested in the National Executive Committee (NEC). The NEC is composed of the national commander, past national commanders, the national first and second vice commanders and all other elected national officers, including national district commanders and one NEC person or an alternate from each chartered department.

National Districts
Post and department delegates meet annually at the national convention to coordinate activities and elect a national district commander and other national district officers. The six national districts of AMVETS are divided geographically as follows:

- DISTRICT I: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island and Vermont
- DISTRICT II: Delaware, District of Columbia, Maryland, North Carolina, Pennsylvania, Virginia and West Virginia
- DISTRICT III: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, South Carolina and Tennessee
- DISTRICT IV: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio and Wisconsin
- DISTRICT V: Colorado, Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Texas and Wyoming
- DISTRICT VI: Alaska, Arizona, California, Hawaii, Idaho, Nevada, New Mexico, Oregon Utah, and Washington

Departments

Departments are chartered and governed under the provisions established in the AMVETS National Constitution, Article IX. The AMVETS national commander may grant a charter to a new department, which has a minimum of five posts and 300 members. Then, at the next scheduled NEC meeting, the NEC ratifies the commander's actions. All departments must maintain a minimum of 500 members in good standing (except departments whose charters were issued within the past two years). Departments that fail to meet these minimum standards will have their charter revoked. A revoked charter must be returned within 30 days of notification from national headquarters. Departments are organized and function similarly to the national organization; however, their jurisdiction is limited to state boundaries (including boundaries of the District of Columbia, territories or Allied countries). Each department must hold a convention (meeting) between May 15 and June 30 and complete its revalidation prior to July 15 each year.

Each department will have a NECman and an alternate to serve as liaison between the national organization and the state department (and posts). Each NEC man should carefully review Article VII of the AMVETS National Constitution to become familiar with his/her responsibilities. For the purpose of determining voting eligibility at an NEC meeting, each department must be revalidated with the national headquarters and meet its minimum membership requirements.

In addition to the NECman and alternate, each department will elect and/or appoint officers in accordance with Appendix E and its Bylaws. Appendix E to the National Bylaws is the standard constitution for all departments. A complete staff of officers includes a commander, a minimum of two vice commanders, adjutant (or executive director), finance officer, judge advocate, provost marshal, inspector general, public relations officer, service officer, employment officer, insurance officer, historian, chaplain, VAVS representative, women veterans representative, and (up to three) deputy representatives.

Posts

Posts are the fundamental units of AMVETS. Members who desire to expand their involvement and express their views in state and national affairs may also seek appointments to department and national committees. A minimum of 10 eligible veterans may form an AMVETS post. Application for a post charter customarily is made to the department and, on approval, is forwarded to National Headquarters. Where organized departments do not exist, post charter applications should be forwarded directly to the national organization. Each post charter is issued in accordance with Article X of the AMVETS National Constitution. Posts are governed by their constitution and bylaws as well as by their chosen or elected officers and committees. Each AMVETS post shall be the judge of its own membership, subject to the provisions of the constitution and bylaws of the national and state organization.

Membership

Eligibility

To be eligible for AMVETS membership, you must have served anytime after Sept. 15, 1940, or be currently serving in the U.S. Armed Forces. Additionally, when discharged or released from duty, your separation must have been by honorable discharge, honorable separation or general discharge under honorable conditions. If you are an American citizen, you are also eligible for membership if you served as an American citizen in the armed forces of an Allied nation, providing you served any time between Sept. 15, 1940, and May 8, 1975, and your service was terminated by honorable discharge or honorable separation. All members of the National Guard or Reserves, currently serving or honorably discharged since Sept. 15, 1940.are also eligible for AMVETS membership, providing termination by release from duty was by honorable discharge or honorable separation. Membership eligibility was extended to include wartime merchant marines who are eligible for veteran's benefits and have secured a DD-214 from either the Navy or the Coast Guard.

No person who is working to overthrow the U.S. Government or who is a member of an organization trying to do so shall be privileged to become or continue to be a member of this organization. Honorary membership shall not be granted. In lieu of this, certificates of merit may be awarded to those rendering distinct service to the community and the American veterans who have served or are serving in the Armed Forces of the United States during and since World War II. Posts, intermediate administrative groups, departments, the NEC, the national headquarters or the national convention body may make such awards. Awards requested by posts and intermediate administrative groups must be approved by the departments' executive committees. No AMVET is entitled to receive a certificate of merit. Membership is based on the fiscal year, September 1 to August 31, and no member may be affiliated with more than one post at the same time.

Members-at-Large

An eligible veteran may join AMVETS as a member-at-large (MAL). This means the veteran will become a member of an AMVETS department, without affiliation to a local post. Any AMVETS member classified as a member-at-large cannot hold an elective or appointive office at any level in the organization.

Procedures

Discipline

Guidelines for the suspension or expulsion of a member are identified in the Uniform Code of Procedure of the AMVETS National Bylaws, Appendix B. A post can suspend or expel any member showing just cause, such as disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of AMVETS. The post's charges should be committed to writing and presented to the member. According to the National Bylaws, Appendix B, any member who has been disciplined has the right to appeal his suspension or expulsion to the department executive committee. The decision of that committee shall be final.

Nominations and Elections

The AMVETS National Constitution mandates that posts hold their annual officer's election between May 1 and June 30. Within 30 days of the election, posts must be forwarded to the department and National Headquarters, documentation stating the names of their newly elected officers. Post revalidation must occur no later than July 15. Elected and appointed officers may be installed and

assume office no later than July 15.

Balloting
The election of officers to the department and the selection of delegates for the national convention should take place during the regular annual meeting. Some posts may find this impossible; therefore, regular polling days can be set up to ensure that the election is carried out in a fair manner.

To qualify as a voting delegate or act as an alternate at the national convention, an AMVET must be in good standing with his post or be a member of a post to which he has been transferred for at least six months prior to the convention.

Most post bylaws recommend that candidates running for office receive a simple majority (more than half) of the votes cast to be elected. When more than two candidates run for office and neither receives a majority on the first ballot, the run-off election is usually between the two candidates receiving the highest votes. Each candidate should be given the opportunity to decline the nomination. When nominations and elections are held during the same meeting, the following procedure should be used:

Chair: "Nominations are now in order for the office of post adjutant." **First**

Post Member: "Mr. Chairman, I nominate AMVET Jones." **Second Post**

Member: "Mr. Chairman, I nominate AMVET Smith." **Third Post**

Member: "Mr. Chairman, I nominate AMVET Gray."

Note: Nominations do not require a second.

As nominations are made, the chair will ask each nominee if he accepts the nomination.

Chair: "Are there any further nominations? Are there any further nominations? Are there any further nominations? Hearing none, nominations are closed."
Note: There may be a motion to close nominations, in which case it must be seconded and passed by a majority. A motion to close nominations cannot be debated; such a motion is not in order until a reasonable time has been allowed.

The chair then reads the list of nominees who have accepted and announces:" We will now proceed to the election of post adjutant. AMVETS Miller and Brown will serve as tellers."

The tellers with the assistance of the post provost marshal will distribute, collect and count the ballots. After the votes have been tallied, the tellers will report the results to the chair who will announce those elected as well as the count.

Officers and Their Duties

Commander

The commander, as the senior executive officer of the post, shall preside at all meetings of the post and executive committee but may delegate a vice commander to serve as a temporary substitute when needed. The commander is an ex officio member of all committees. The commander directs and supervises the activities of all elected and appointed officers and committees. Together with the adjutant and finance officer, the commander is responsible for all monies received by the post. He also has automatic access to the online database. He may view a roster 24/7 and update the contact/address information for any post member. The Commander may add new members online and renew members online.

The commander will ensure that the post meets regularly on the appointed dates unless otherwise dictated by the post membership. It is the commander's responsibility to disseminate, to the membership, all pertinent information that is sent from the department and National Headquarters.

In addition to announcements at post meetings, all information should be displayed on post bulletin boards and published in the post newsletter. The commander, or a member appointed by him, shall represent the post at memorial services and community functions, where it is customary that AMVETS or a veteran's organization be represented.

The commander shall be the official post spokesperson on all matters of public interest concerning post activities. The public relations officer (PRO) may be called on to assist with press releases, position statements and speech preparation. The position of commander is filled in regular elections as prescribed by the post's constitution and bylaws.

Vice Commander(s)

Posts may determine the number of vice commanders they wish to elect, and the duties of the vice-commanders shall be prescribed by the post constitution. It is customary to elect two vice commanders who may be assigned duties by the commander or post executive committee. The first vice commander serves as the membership chair and the second vice commander is responsible for programs and their promotion. In the absence of the commander, the vice-commanders in order of their rank shall preside at meetings and represent the commander. Like the Commander, he too can access post member information online. He has the same privileges as the commander.

Adjutant

The adjutant provides the administrative support for the post and is charged with taking minutes and maintaining all records (in conjunction with the finance officer). He is also responsible for correspondence and handles the routine business of the post. The adjutant is the official contact person for the post and serves as the liaison officer between the post and its community, the department and National Headquarters. Among the adjutant responsibilities:

- Maintain the Post's electronic Roster. Ensure service dates, birthdates and e-mails are current for all members and leaders. Each member's file should provide all the information given on the original application: name, address, branch of service, home and work phone numbers and date of acceptance into AMVETS.
- Maintain records of current and past officers. Forward a new list of officers to the department and national headquarters within 30 days of the election. Any changes made

to the post level must be documented and forwarded to the headquarters no later than July 15.

- Update a member's record when addresses or e-mails change. E-mail membership when a member passes.
- Keep the membership informed of all post functions and activities. Ensure that all members are notified in advance of the time, place and date of post meetings. Take particular care to ensure that all members are properly notified at least 30 days in advance of all elections of officers, change in CBL, etc.
- Be present at all meetings (or have an assistant in attendance) to record all business transacted and report on the minutes of the previous post meeting or executive committee meetings.
- Present all communications and correspondence at regular post and executive committee meetings.
- Keep a complete record of the post's property, including a description of the item, it is estimated value, its location and any other pertinent information deemed necessary. Trustees of post homes and clubs are sometimes held responsible for the safety and maintenance of post properties. This, however, should not be interpreted as being in conflict with procedures already established by the post for custody of the property.
- Apply to the IRS for an employer identification number (EIN), by completing SS-4 Form and filing IRS 990 Form as required.
- File all correspondence according to the subject matter. Keep copies of all letters sent to the department and National Headquarters; and
- Maintain separate files for members, correspondence, D&R Forms as well as for post publicity and fund-raising programs and any other topics relating to post activities.
- Like the Commander, he too can access post member information online. He has the same privileges as the commander.

For information concerning membership processing, address changes, transfers, membership cards or other matters, please refer to the AMVETS MEMBERSHIP MANUAL.

Finance Officer

The post finance officer is the treasurer. Responsibilities include receiving membership dues, banking, disbursement of monies and accounting for all post funds. The finance officer and one other post officer, usually the commander, sign and countersign all post checks only after payment is authorized. Credit card management and use rules are essential to conducting digital business.

The post finance officer should collect all monies due to the post and keep an account of receipts for each member. All members in arrears should be notified personally. He should see that all post funds are secured in a bank account.

Before a new post finance officer assumes his duties, his predecessor must have been given a" clean opinion" by the auditors, the audit committee or the finance committee. (The new finance officer does not want to become involved in any problems that existed prior to his appointment.)

The finance officer should make a financial report at all regular meetings (to be included in the meeting minutes) and prepare a complete financial statement and budget to report at the annual post meeting. He should also report to the post on all receipts collected and, on all bills, outstanding and paid. Major expenditures, and those not within the current budget, should first be reported to the executive committee and at a post meeting.

The finance officer may be assisted and guided by a finance committee of three or four members appointed by the commander with the approval of the post executive committee. The primary duty of

a finance committee is to provide an annual audit of the books and assist in the preparation of the annual budget. The commander, being a member of all committees by virtue of his office, may assist the finance committee.

An important function of the finance officer is to coordinate his duties relating to membership with the adjutant or membership contact. The finance officer receives and dispenses all money and should work with whoever is responsible for issuing membership cards. At least once each month, he shall transmit to the department (or in the case of a non-department state, to the national headquarters) any monies collected from annual dues during the preceding month. Transmittal or remittance forms provided by the AMVETS National Headquarters shall accompany such payment.

The finance officer should handle all dues, revenues and membership cards. Although the actual issuance of the membership cards may be done by or in conjunction with the membership contact, the finance officer should handle the funds and account for the cards. The cards are an important investment and should be inventoried upon delivery and then locked up in a fireproof container. The finance officer may be given permission from the Post Commander (via email or telephone call to the National Membership Director) to obtain access to all the online capabilities.

AMVETS Accounting System for Posts and Departments: Because an elected finance officer may have little or no bookkeeping/accounting experience, an easy and efficient accounting system must be adopted. The "double entry bookkeeping" system requires little experience, time and effort.

For this system to work, each and every financial transaction must be recorded. The finance officer uses an income voucher or disbursement voucher to authorize every transaction. When an income voucher is written and posted to the general ledger, the money that is deposited in the bank should agree with the voucher and general ledger. Likewise, when a disbursement voucher is written, the voucher should agree with the invoice and the check.

A double-entry bookkeeping system requires at least two entries, a debit and a credit for every transaction. When funds are received, there is a debit (or increase to the cash account) and a credit (or increase to an income account such as membership dues.) When monies are paid out there is a credit entry made to the cash account to decrease its balance and a debit entry to another account such as national membership dues, when these monies are paid to AMVETS National Headquarters. One ledger sheet per month can be used to show all transactions. There should be a separate column for each account. The account balances at the end of each month should be carried forward as the beginning balance of the next month. Reconciliation of your bank statement to your cash account is required. The balance in the checking account should always agree with the total cash balance recorded in the general ledger.

The post must have a bank account, which requires two signatures on each check. When officers are changed, the newly authorized signatures must be given to the bank via appropriately completed signature cards. The officers who will sign the checks on the account must sign the signature cards.

Many banks will give a veteran's organization an account that will be free from service charges and other fees, and the finance officer should inquire about the bank's policy toward veterans' groups.

When opening a new account, the finance officer must take the adopted resolution, which instructs that a post bank account is to be opened to the local bank along with the post's federal I.D. number. The resolution may read as follows:

Be It Resolved: That the finance officer of AMVETS Post (number), Department of (state),

be instructed to open a checking account in the name of the above post at a local bank of his choice. Checks on the above account must have the signature of the finance officer and the signature of either the commander or adjutant of the above named post.

All posts are required by the bylaws to have the finance officer bonded in a sum at least equal to the amount of the liquid assets for which he may be accountable. The bond does not take the place of insurance in any way. It pays only for loss due to fraud or dishonest acts of the person bonded.

Budget: Every post, small or large, should have a balanced budget. A balanced budget means that income (or all cash received) and expenses (or all cash disbursed) are equal. This is the only way to handle the finances of the post or department.

When it is time to prepare the annual budget for the post, the finance committee meets to review all income and expenses during the past year and recommend a budget for the coming year. In developing a budget, consideration must be given to the long- and short-range goals of the post.

The post finance committee should meet at least two months prior to the annual meeting to set up a budget. Copies of the recommended budget should be distributed to the membership during the finance report at the annual meeting. It is every member's right to know where money is being spent.

After the adoption of the budget by the membership, it is the finance officer's responsibility to insist that the post limit its expenditures to the budgeted items within the anticipated income. This will provide stability and build a financial reserve for unanticipated expenses while maintaining a balanced budget.

The Internal Revenue Service: Under the provisions of a Bureau of Internal Revenue Ruling all AMVETS posts are entitled to exemption from federal income tax under Section 501(c)(19).
For this reason, AMVETS maintains a group exemption that helps to expedite coverage. You must annually file information returns on the IRS 990 Form if required by current IRS regulations. This form may be obtained from the Internal Revenue Service and is required to be filed on or before the 15th day of the 5th month following the close of your accounting period. The "Post Revalidation Form" must be marked indicating whether or not your post is required to file IRS Form 990.

Bonding: Bonding is mandated in the AMVETS Bylaws, Article VII, Section 1: All national, department and post officials handling AMVETS funds in excess of $5,000 shall be properly bonded with a good and
solvent bonding and surety company, acceptable to the United States Treasury, as surety to cover the average amount of AMVETS funds, handled by such individual in a single year. In case of delinquencies in the payment of accounts due to the department or National Headquarters, action shall be taken at once by the proper officials to bring about an immediate and complete settlement. The National Executive Committee shall approve the bonds provided by national officials, and the department executive committee shall approve those provided by department and post officials.

Changeover: Prior to the annual meeting, the post's books must be in good order so that an adequate financial report can be made, and the books turned over to the newly elected finance officer. In the transition, the new finance officer should provide a written receipt to the retiring officer on the surrender of the post books and monies.

Judge Advocate
The post judge advocate is responsible for drafting the post's constitution and bylaws (CBL) for

presentation to and adoption by the general post membership. The original post CBL, together with any changes, additions or corrections must be sent to the department judge advocate for review, approval and forwarding to the national headquarters. The National Membership Department maintains a permanent file of important documents on each post. A post may adopt its own CBL, provided the provisions are not in conflict with the department or national constitution and bylaws. A sample post CBL is provided as an addendum to the Officer's Manual (last item in this section).

Historian
The historian shall compile and maintain complete historical records of post activities and will submit a full historical report annually, or as requested.

Provost Marshal
The provost marshal is responsible for keeping order at post meetings, for the care of post colors and for carrying out other duties as assigned.

Service Officer
General duties of an AMVETS post service officer include the following:

- Sharing information about veteran's benefits at post meetings and other AMVETS functions.
- Referring veterans to an AMVETS national service officer, AMVETS state service officer, county veterans service officer or an accredited representative for assistance in filing for veterans' benefits
- Becoming familiar with the application forms necessary to assist in the preparation and the proper filing of claims for benefits.
- Being familiar with requirements for veterans in need of medical attention to obtain VA hospitalization and medical care, both under emergency and normal conditions.
- To successfully assist in the development and presentation of any claim, the post service officer must safeguard all confidential information.

Under authority of Public Law 844, Section 200, the Department of Veterans Affairs has recognized and granted authority to AMVETS to present claims and assist veterans in the prosecution of their claims against the department. This law states that .no fee or compensation whatsoever shall be charged veterans or dependents for services rendered in connection with any claims in which AMVETS (or other recognized organizations) holds power of attorney. Under Public Law 346, Sections 301 and 302, the 78th Congress similarly accorded recognition to AMVETS in acting as counsel in the presentation of petitions for review of discharges and for other matters before the Army and Navy departments.

Only those persons recognized by the secretary of veteran's affairs as AMVETS accredited representatives or national service officers may present claims and act on behalf of the veteran.

Before VA, however, will recognize AMVETS to represent any veteran's claim, it is necessary for the claimant to execute a power of attorney in favor of AMVETS by completing the Appointment of a Service Organization as Claimant Representative Form (VA Form 22-23). Only one organization will be recognized as the claimant's representative at any one time. Once the claimant has completed the form in favor of a veteran's organization, he cancels all claims with previously appointed representatives.

Public Relations Officer
AMVETS as an organization is an international "brand" that is shaped and characterized by its very members. The value of the AMVETS brand within our communities is bolstered by an informed and engaged public of the special and outstanding activities sponsored by AMVETS.

Equally, the members themselves must know of the issues and activities occurring within AMVETS.

It is the job of the public relations officer (PRO) to be the conduit between the members, the organization and community, and to enhance the prestige of the Post and AMVETS. This role requires someone who will stay informed and actively help keep others informed and engaged.
both within the Post and AMVETS, as well as the community. There are many communication avenues and tools available and the AMVETS COMMUNICATIONS MANUAL serves as a guide for the PRO.

Chaplain
The chaplain is a member of the commander's staff and acts as advisor and consultant to the commander in all matters relating to religion, morals, and morale as affected by religion. The chaplain assists the commander and his staff with integrating the principles of good moral conduct and citizenship in the post. He represents a religion which teaches fortitude, reverence and justice, as well as kindness, sympathy and humility.

Quartermaster
The quartermaster on the post level acts as a liaison between the members and National's resource for quartermaster items.

The national quartermaster is not a lending agency; therefore, all purchases from departments, posts and individuals must be made by credit card, check or money order.

No items will be shipped until the quartermaster receives payment. Remember, all applicable taxes, shipping and handling charges apply.

Women Veterans' Representatives
AMVETS departments should appoint a women veterans' representative who will report on the department level all subjects pertaining to women veterans. Duties of the women veterans' representatives are as follows:

- Try to make all women veterans aware of their "rights" as veterans.
- Tour state VA hospitals, whenever feasible, to observe the individual VAMC facilities for women veterans. Contact local VA women veterans' coordinators.
- Report to the respective department at every SEC meeting and state convention as to information, progress, etc.
- Try to make all women veterans aware of their "rights" as veterans.
- Tour state VA hospitals, whenever feasible, to observe the individual VAMC facilities for women veterans. Contact local VA women veterans' coordinators.
- Report to the respective department at every SEC meeting and state convention as to information, progress, etc.

Revalidation

As a tax-exempt veterans' service organization, the national department, each recognized department and all posts must observe federal, state and local laws as well as our own constitution and bylaws. Our document mandates that each entity complies with the annual charter revalidation process outlined in the AMVETS National Constitution, Article X, Section 3:

Every post shall be required to revalidate its charter annually prior to July 15. Such charter revalidation shall be evidenced by an appropriate device to be issued by National Headquarters. In order to revalidate such charter, and to receive a Certificate of Revalidation of its charter, each post, aside from any other requirements imposed in the constitution and bylaws, shall—

a) Furnish National and its department headquarters with a fully completed and certified Post Revalidation and Officers form.
b) File Internal Revenue Form 990, 990M or 990EZ for the post calendar or fiscal year with the United States Internal Revenue Service as required by current IRS regulations and note same on the Revalidation form.
c) Furnish National Headquarters with a copy of the post's current constitution and bylaws or a certification stating the copy previously submitted has not been amended.
d) Be fully paid up in all post accounts with National Headquarters.
e) If required, have complied with Article VII, Section 3(c), of AMVETS National Bylaws.
f) Have at least 10 members in good standing at the time of revalidation; and
g) Provide National Headquarters with a copy of the post articles of incorporation and certificates of good standing. If required, comply with AMVETS National Bylaws Article VII, Section 3(d), and provide National Headquarters with proof of compliance.

Meetings

Before the Meeting
Well in advance of the meeting, the commander should check with the adjutant to ensure that all post members have been notified of the time, date, place and tentative agenda of the meeting. He should also check that any planned programs following the meeting were announced. He should review, condensing where possible, all the material that will be presented at the meeting, organizing it according to the "Order of Business."

The post meeting is called to order when the commander raps the gavel three times. Usually, two raps signal the membership to rise once. One rap directs the membership to be seated. Also, at the end of the meeting, one rap means the meeting is adjourned. Memorial services for departed members are an important part of the annual post meeting, department convention and national convention.

During the Meeting
The post commander is the chair of all post and executive committee meetings. In his absence, the vice commander acts as the chair. If neither of these officers is present, another officer can call the meeting to order. A temporary chair should be elected to preside until the commander or vice commander arrives. The chair is in charge of the meeting and must see to it that the meeting starts on time and that the business is carried out in an orderly fashion (without moving too fast or too slow). He must keep order, explain matters that are not clear, and see that each member has a fair chance to participate in the discussions and decisions. Most posts' bylaws state that a certain number of members, known as a "quorum," must be present before a legal meeting can be held.

The chair calls the meeting to order by rapping the gavel three times and announcing, "The regular meeting of AMVETS Post (number) will now come to order." He should then proceed with conducting the meeting's agenda in the following order:

- Posting the Colors
- Pledge of Allegiance
- Invocation
- Preamble to the AMVETS Constitution
- Roll Call of Officers
- Minutes of the Previous Meeting and the Executive Committee Meeting
- Bills and Communications
- Introduction of Guests
- Applications for Membership and Initiation of New Members
- Reports of Officers, Committees and Delegates
- Unfinished Business
- New Business
- Good and Welfare
- Benediction
- Retiring the Colors
- Adjournment

Every meeting may not have business under each of the items. The above agenda is rather a guide for the chair to ensure that all necessary business is conducted correctly and efficiently.

The chair must listen carefully when the adjutant reads the minutes of the previous meeting, so that he can note those items which must be acted on either because they were left unfinished or because reports are expected from committees or officers. When he can, the chair should also note items of new business that he knows should be conducted.

When special items of business come before the meeting, the chair may suggest changes to the agenda or the omission of certain items such as the reading of minutes, in order to save time. This may be done only with the body's consent. Post meetings should be limited to one hour. In special situations, a two-hour meeting may be allowed or necessary; however, long meetings discourage members from coming back.

Posting the Colors: If the colors are posted with only the United States flag, there should be a guard on both sides of the flag bearer. If both the U.S. flag and the post standard flag are used, the post standard flag is carried to the left of the U.S. flag, with a guard on the outer side of each flag (or to the front and rear of the flags when it is necessary to walk single file in a narrow aisle or area).

The U.S. flag is always to the fore, top or right of any other flag or pennant and the post flag should never cross in front of it.

Never have an armed guard without uniform caps. When the color guard is unarmed but wearing uniform caps, the command is "salute" and the color guard gives the regular military salute, while the bearer dips the post colors. The U.S. flag is at "Carry" and is never dipped. If the color guard is unarmed, without caps, and the order "salute" is given, each member of the guard salutes by placing his right hand over his heart. When civilian hats or caps are worn, the salute is given by removing the hat or cap and placing it against the left shoulder, with the hand placed over the heart. If the color guard is armed, the command given is "present arms" and the command following is always "order arms."

When the command from the provost marshal to the color guard is "Forward march," guard members should start to shoulder arms on the first step and complete it on the third step. Depending on the room or area where the marching begins, the guard could also start with shoulder arms before the command "Forward march" is given. The color guard should march from the rear of the room until it reaches the front row of seats where it should halt.

The next command is "Advance and post the colors." When the color bearers reach a point directly in front of the flag stands, they should halt while the color guard executes "present arms." Both flags should then be posted simultaneously. When both are in position, the color bearers should take one step back, face the U.S. flag and execute the hand salute. (Whenever the guard is unarmed, its members should execute the hand salute at the command "Present arms.") After approximately five seconds, the provost marshal should command:

"Order arms.
"" Right (or left)
face."
"At trail arms; forward march."

Invocation: the chaplain should give the invocation and may substitute their own prayer appropriate to the meeting or say the invocation as follows:

> "Our Father Who art in Heaven, may Thy name ever be hallowed by the people of America, whom Thou hast blessed as Thou has blessed no other people. May Americans ever adore Thee and thank Thee for those blessings guaranteed to us by law established. Much in us has not been such as to indicate appreciation of those blessings, and we are sorry tonight (this morning/this afternoon) as we gather together in devout and patriotic assembly. Bless all nations; we beseech Thee, that they may dwell together in peace and justice. Bless our nation that she may ever be strong and generous, right and victorious, among the family of nations on this earth. Bless us banded together for good in this organization, that we may serve our nation and our fellow men well, in peace as in war. Bless, we beseech Thee, our fallen comrades, and those whose price of patriotism causes them to suffer today from mental and physical disability. In Thy holy name, most humbly do we pray. Amen."

Pledge of Allegiance:

> "I pledge allegiance, to the flag, of The United States of America, and to the Republic, for which it stands, one nation under God, indivisible, with liberty and justice for all."

Preamble to the AMVETS Constitution: The chair may read The AMVETS Preamble, or the entire post can recite it as follows:

> "We, the American veterans who have served or are serving in the Armed Forces of the United States during and since World War II, fully realizing our responsibility to our community, to our state and to our nation, associate ourselves for the following purposes: to uphold and defend the Constitution of the United States; to safeguard the principles of freedom, liberty and justice for all; to promote the cause of peace and goodwill among nations; to maintain inviolate the freedom of our country; to preserve the fundamentals of democracy; to perpetuate the friendship and associations of these veterans; and to dedicate ourselves to the cause of mutual assistance, this by the grace of God."

Roll Call: When the roll call of officers begins, all officers should stand. The adjutant then reads the names of each officer, and the provost marshal responds, "Present," or "Absent," as the case may be, when each name is called. Once counted present, the officer can be seated.

Reading the Minutes: The minutes of the last post meeting and any executive committee meetings held since that meeting should be read. The minutes should be an accurate account of what business was conducted, including:

- The kind of meeting (regular, special or executive committee).
- The date, time and place of the meeting.
- The name of the chair and adjutant and, where the bylaws require it, the roll call of officers.
- The action taken on the minutes of the previous meeting.
- Summaries of committees and officer reports and the action taken on them.
- The text of all motions made and seconded, the name of the maker and the action taken on the motion. When the vote is by show of hands, roll call or secret ballot, the exact vote for and against the motion should be entered. It is not necessary to record the debate, although some adjutants include the main points made for or against important motions.
- The time of adjournment.

The minutes should be typed or written in ink and bound in a book with strong covers. To get all important business recorded, the adjutant should take notes during the meeting or tape record the meeting and then copy the minutes into the permanent minutes book. This should be done as soon as possible so that notes do not get "cold." The adjutant should sign the minutes of each meeting. If the minutes are bound in a loose-leaf binder and are longer than a page, the adjutant should sign each page.

Bills and Communication: At each meeting, important correspondence should be read to or summarized for the members. The finance officer should also give a report, including a statement of the post's financial condition, complete with itemized income and expenditures and the post's banking balance.

Introduction of Guests: When the chair introduces a guest speaker, he should include in the introduction the name of the speaker, his title or qualifications and the subject of the speech. The chair may call on a committee chair to make the introduction, especially when the talk has specific reference to that committee. Remember, the shorter the introduction, the better.

Membership Report and New Member Initiation: The first vice commander gives the membership report. The report identifies the paid-up members and addresses the efforts being made to secure renewals and new members. During this report, applications for membership are voted on and new members are introduced to the post. It is acceptable to call a short recess so that a proper welcome may be extended to the new members.

Other Reports: The sick call committee reports all the names of sick and needy AMVET members, veterans and veterans' dependents. Events such as marriages, births and deaths in members' families should also be noted. The post service officer should report on his work since the last meeting. He should share information on proposed legislation pertaining to veterans on the state and national level and recommend follow-up action. The entertainment committee, athletic committee and the Americanism committee should also give reports. The public relations officer should report on any promotional programs AMVETS has participated in or publicity the organization has received since the last meeting. All publicity should be preserved as valuable history of AMVETS and the post.

Unfinished Business: Any pertinent issues that were left unresolved in previous meetings or considered important to the post's welfare can be discussed at this time.

New Business: Any important business that has yet to be discussed in the meeting can be mentioned at this time.

Good and Welfare: During the "good and welfare" announcements, the members may bring up matters pertaining to the welfare of veterans that require no action to be taken. Educational and entertainment features are often presented during this portion of the meeting rather than waiting for a formal adjournment.

Benediction: the chaplain should make the benediction. He may substitute his own prayer appropriate to the meeting or say the following benediction:

> "Let us pause this moment that each of us, in the faith of his own heart, may hallow the memory of those, our fallen comrades, who made the supreme sacrifice, and gave their lives on the altar of patriotism to a great and grateful America." (Pause 30 seconds.) "God of all consolation and all mercy may those comrades ever sleep in the bosom of Thy love. And do Thou bless us, our loved ones, our comrades, and our fellowman everywhere, now and evermore.
> Amen."

The following is the official AMVETS prayer:

> "Almighty God, the Father and Guide of our great nation, we beseech Thee to give us the light and strength faithfully to uphold and defend our constitution, to safeguard our principles of liberty and justice, to promote the cause of peace throughout the world, and to strengthen the bonds of friendship and mutual assistance among our fellow citizens. Amen."

On more solemn occasions, the chaplain prays as follows:

> "Give Thy blessing to our world, to our nation, to our loved ones, and to our lives, that all may dwell in charity, in justice, and in peace under Thy loving care. Grant that we may serve our country well, in peace as in war; and that she may ever prevail as good and great, right and victorious among the family of nations on this earth. We beseech Thy special blessing on ourselves, banded together for good in this organization, and on all who have served our nation by suffering and sacrifice in time of national emergency, particularly those who today suffer from mental and physical disability. Most humbly do we ask these graces of Thy bounty, Amen."

Other prayers may be substituted so long as they are nondenominational.

Retiring the Colors: Nearly the same procedure used in posting the colors is used when retiring the colors. Simply substitute the command of "Retire colors" for the command "Post colors." Also, the command "Present arms" is given when the color guard arrives in front of their respective colors. The color bearers should then salute. The command "Right shoulder arms; take colors," is given and the guard should stand at attention and secure the flag. Next, the command "Assemble march," is given, at which time the guard should execute the same marching order, as was done returning from posting the colors. The guard is retired in the same fashion as in posting the colors, except for the last command, which should be, "dismissed."

Adjournment: The chair adjourns the meeting by rapping the gavel once and saying:

> "I now declare this meeting of AMVETS Post (number) of the Department of (state) adjourned. Our next meeting will be at (time) on (date)."

After the Meeting

The period immediately following the meeting is an ideal time for committee members to meet and discuss their efforts, and for the commander and other officers to organize the notes they took during the meeting. These officers should also use this time to identify what matters should be addressed at the next meeting. Guest speakers and social events can also be scheduled for this time.

Committees

There are two general types of committees: a standing committee and a special committee. A standing committee is one that continues to function throughout the year and deals with all matters that come up within its jurisdiction. One of the most important standing committees is the executive committee, which has the responsibility of carrying on the post's business between meetings and planning the post's activities. This committee is primarily made up of the post's elected officers, although it may also include appointed officers. Its duties are generally outlined in the bylaws of the organization. Other standing committees deal with special needs such as the membership, programs or legislation.

Conducting Business
Once a committee is selected, the post may elect a chair, or the committee can choose its own chairperson. The committee should also select a secretary and, if the group is large, a vice or co-chairman.

It is impossible for the entire committee body to accomplish all its business at regular meetings; therefore, committees should meet regularly to conduct their business and organize their efforts.

The chair is responsible for the proper functioning of the body, seeing that it meets regularly, that the members are notified of meetings, that reports are made properly and so forth. In committee meetings, the chair also plays an important part in the discussions.

One of the advantages of a small committee is its informality. In large committees, it is nearly impossible to enjoy informal procedures and it becomes necessary to use the rules of parliamentary procedure. In a small group, the rules of parliamentary procedure are liberalized. There can be discussion without a motion; a member may speak as often as he desires, and it is not necessary for him to rise when speaking. This informality makes it possible to discuss each matter thoroughly and reach a mutual agreement. All motions should be put to a vote unless there is a unanimous agreement.

Reports
Committee reports should be written clearly or typed, especially when they are important or recommend action. The committee secretary usually writes the report; however, the chair gives the report. Progress reports without any specific recommendations can be made orally by the chair or by a selected committee member.

Acting on the Report: After a committee has given its report, the post members attending the meeting may vote to "accept" the report if they are satisfied with it. When the report of a committee includes several suggestions, or recommendations for action, the members may act on all recommendations at one time, or on each recommendation separately through the motion process. The body also has the option to "reject" the report, in which case the matter is left as it was before the committee acted. If the members are not satisfied with the report but feel that the committee can do better, they may "commit" the report, with or without instructions to the committee.

Majority and Minority Reports: When a minority of committee members does not agree on a report, they may submit a "minority report." The members, however, should listen to the minority report; if there is any objection, the matter should be put to vote without debate. The body acts on the report of the majority, unless a motion is made to substitute the minority report for that of majority, in which case the discussion proceeds on the minority views. If such a motion is defeated, the body then acts on the majority report.

Subordinate Organizations

AMVETS Ladies Auxiliary
AMVETS recognizes a subordinate organization known as the AMVETS Ladies Auxiliary. To form an auxiliary, an AMVETS post must have the approval of two thirds of its members present at a scheduled meeting. Notice of the proposed auxiliary formation must have been given to the entire post membership a minimum of 15 days prior to the meeting.

Eligibility for membership in the AMVETS National Ladies Auxiliary is limited to the mothers, wives, grandmothers, regardless of age, and to the daughters, sisters and granddaughters, not less than 18 years of age, of regular members of AMVETS; and to mothers and widows, regardless of age, and daughters, sisters and granddaughters, not less than 18 years of age, of deceased veterans who would have been eligible for membership in AMVETS; and female veterans who served honorably in the armed forces of the United States after Sept. 15, 1940, or in the armed forces of Allied countries as an American citizen after that date, who maintain their AMVETS membership unless they meet the established eligibility criteria. The term mother shall be construed to include any female member of the family of, or any female guardian of such person or deceased veteran who has exercised or is exercising the care and responsibility for the rearing of such person or deceased veteran.

Information and assistance on the formation of an auxiliary within the post is available from the state and national auxiliaries.

Junior AMVETS
AMVETS recognizes a subordinate organization known as Junior AMVETS. A Junior AMVETS post can be sponsored by any AMVETS post following the guidelines established in the Junior AMVETS Constitution and Bylaws available through Junior AMVETS coordinators. The general requirements for setting up a Junior AMVETS post are.

- Eligibility: From the age of 7, to and including, 17 years, sons and daughters, brothers and sisters, and grandchildren of AMVETS, deceased members of AMVETS, members of the auxiliary and deceased servicemen who would have been eligible for AMVETS membership, including all children for whom they are the legal guardians.
- Parental consent.
- Ten members necessary to form and maintain a charter.
- Dues not less than $5, of which $5 goes to national. State and post dues are left to the discretion of these organizations.
- All D&R Forms are submitted to the department if a Junior AMVETS department exists or, if one does not exist, directly to AMVETS or AMVETS Ladies Auxiliary Jr. AMVETS.
- Two or more posts that have a minimum of 10 members each may form a Junior AMVETS department.

Sons of AMVETS
Any AMVETS post following the guidelines established in the AMVETS National Constitution and Bylaws may sponsor sons of AMVETS squadrons. The general requirements are:

- Eligibility: Limited to all male descendants, grandsons, adopted sons and stepsons, fathers, husbands, widowers and brothers of members of AMVETS and deceased members of AMVETS, or service personnel who died and would have been eligible for membership in the parent AMVETS organization, and are at least eighteen (18) years of age and not eligible for membership in the parent organization. This is not to include in- laws of any type.

Eight members are necessary to charter a squadron. Contact the Sons of AMVETS national commander for additional information.

AMVETS Riders
AMVETS recognizes the subordinate organization known as the AMVETS Riders. Posts can apply for a chapter through the National Riders, http://www.amvetsridersnational.org/

Uniforms

Official AMVETS caps are different, depending on the title of the member:

- POST OFFICERS AND MEMBERS: Green with gold piping and lettering.
- STATE OFFICERS: White with green piping and lettering.
- STATE DISTRICT OFFICERS: Green band, white top with gold piping and lettering.
- NATIONAL OFFICERS: White with gold piping and lettering
- NATIONAL COMMANDER: Gold with white piping and lettering

Members may wear the cap of the highest office they held, provided that the year they served is indicated on it.

The AMVETS uniform and cap should be worn at all AMVETS functions. Additionally, they should be worn at all patriotic events and when cooperating with or participating in observances of other veteran's military organizations. The cap should be worn indoors and outside; however, it should be removed when entering a church, unless worn by a member (or the commander) of an armed honor or color guard. To properly hold the AMVETS cap during prayer, simply grasp the cap lengthwise in the right hand with the insignia showing, insert four fingers inside the cap and place it over your heart.

Post Constitution and Bylaws

The post CBL is the most important document that a post develops and adopts. It lays out the ground rules for post members to follow. The rights and responsibilities established must be fair and understood by all the members. The national CBL mandates that each post CBL be consistent with the national and department CBLs. A prototype CBL is provided, together with instructions for customizing your post's CBL, in the Membership Reference Manual. It is also available on the AMVETS website.

The post judge advocate is responsible for writing, maintaining, interpreting and updating the post CBL. The CBL must be forwarded to the department judge advocate for review and approval after which it is sent to AMVETS National Headquarters for placement in permanent files.

Why Parliamentary Law?

Because AMVETS meetings are conducted according to the newest edition of "ROBERT'S RULES OF ORDER," each post should have a copy of this publication available at every meeting. The highest ranking officer, usually the post commander, serves as the meeting's chair.

- The chair must maintain an orderly meeting, so that all business transacted is discussed and follows proper sequence. No member should speak unless first recognized by the chair.
- The post commander, when presiding, always accedes to the will of the majority of the members present. It is not his place to insist on points against the decision of the members. Rules

for meetings enable the business of the post to get done efficiently while at the same time protecting the rights of all the members.

- Only one issue at a time is addressed.
- All members can freely debate each proposal presented to the post.
- All members have equal rights.
- The will of the majority is carried out, yet the minority has the right to present its case.
- The motions put forward should serve to accomplish organizational goals and promote the welfare of AMVETS.

A separate section of this manual discusses Roberts Rules of Order in more detail (page 45)

Flag Etiquette

When wearing the cap, give the hand salute in the same way as when the military uniform is worn. During the posting and retiring of the colors or the Pledge of Allegiance, stand at attention and give the hand salute.

When wearing the U.S. flag, certain rules apply. The following information was published by the Institute of Heraldry, United States Army, as revised Oct. 20, 1976:

- Wearing a flag pin: The lapel flag pin, being a replica, should be worn on the left side near the heart.
- Wearing a flag patch: When worn on the right shoulder sleeve, it is proper to reverse the design so that the uniform is to the observer's right to give the effect of the flag flying in the wind as the person passes. When worn on the left shoulder sleeve, it is customary to position the flag with the union (blue field) uppermost and to the observer's left. In other words, the union is always forward when it is displayed flat against a surface.
- The flag patch is to be worn on the left shoulder with the top 2 inches below the shoulder seam with the blue field uppermost and forward on a white shirt.

There shall be no other patches worn on the shirt except the POW-MIA patch (optional), which shall be worn under the American Flag in a proportional manner or centered. AMVETS collar insignia shall be the same as that of the color guard, worn on each side of the collar, vertical from the tip of the collar.

Official AMVETS flags are prescribed as follows:

- POSTS: Blue with gold fringe and lettering
- STATE DISTRICTS: Green with gold fringe and lettering.
- STATE DEPARTMENTS: Red with gold fringe and lettering.
- NATIONAL DEPARTMENT: White with gold fringe and lettering

AMVETS Ceremonies

Each commander should understand and make full use of AMVETS ceremonial rituals. All ceremonial functions should be carried out with dignity. Those participating in the rites should study and rehearse the procedures and memorize their lines. Singing or playing the National Anthem should open all-important AMVETS functions. The AMVETS emblem should be placed in the center of the wall directly behind the commander's station.

If observing the room from the rear of the hall, the U.S. flag should be posted to the left and the post colors to the right. The colors should be placed towards the back of the officers. Stations, in front of the meeting hall.

Before the opening ceremony or the exemplification of any AMVETS ceremony, the provost marshal must ascertain that only AMVETS members or honored guests are present. He should then report his findings to the commander. Any AMVET entering the hall after the meeting has opened shall take a seat at the rear.

Activation and Dedication

The complete activation ceremony, used at formal inaugurations of new posts, is divided into three parts: activating the post, dedicating the post, and installing the officers. The ceremony may be slightly changed to allow the former officers of a post to install the elected officers. The ceremony for installing officers should be used for all annual post installations.

The state or national activation committee should be comprised of three persons:

- The commander (or officer authorized to conduct the ceremony).
- The provost marshal (or officer to act in that capacity).
- The chaplain.

The state chaplain does not have to attend the ceremony if a local member of the Clergy is to become the new post's new chaplain. The first two officers will meet the minimum requirements for this duty.

At a scheduled time and place, the activation committee should meet publicly with the new post's members and elected officers and conduct the ceremony. Prior to opening the meeting, the colors must be placed in their proper position; all ceremonial equipment is placed on a stand or small table located near the speaker's rostrum or the altar. If symbols of office are not used, the portions of the ceremony referring to them should be omitted. The use of symbols, however, is recommended.

Activating the Post: The activation officer should make a short address about AMVETS and its aims and purpose. On conclusion of the address, a messenger, usually the elected adjutant, steps to the speaker's platform and presents the activation officer with the new post's petition for activation. The messenger should address the activation officer as follows:

> "Sir, I have been instructed to inform you that AMVETS Post (number) of (city, state) has received authority from AMVETS Department of (state) and is desirous of becoming a duly activated and dedicated post and that the officers of this post be designated and recognized by AMVETS National Headquarters and AMVETS Department of (state). We are now gathered together for this purpose and await your pleasure."

He hands the petition to the officer, who states:

"Fellow veterans, kindly inform your brothers-in-arms that the wishes of your post of AMVETS will be complied with without further delay, and that the post will be activated and dedicated, and its officers installed; and for the members of your post to present themselves for this purpose.

immediately."

The messenger then retires and returns with the elected officers and members of the new AMVETS post. (During the messenger's absence, a short musical selection may be played.) Members neatly arrange themselves before the speaker's stand in rank and file up with the elected officer in the front rank. The messenger and the elected commander then step before the speaker's platform and the messenger informally introduces the commander to the activation committee.

The elected commander then addresses the activation officer in the following manner:

"Fellow brothers-in-arms. A number of veterans and brothers-in-arms have worked to establish an AMVETS post in (city, state). We have made an application to the AMVETS national department and have been granted a charter. We now elect to be duly installed in accordance with the rules and regulations of the AMVET organization."

He hands the charter to the activation officer who, after looking over the charter, responds:

"With the greatest of pleasure, sir, I will proceed to comply with your request."

The provost marshal reads the charter for all assembled to hear. (The elected commander should hand the charter to the acting provost marshal and retire to his group.) All are seated while the acting provost marshal reads the charter. Then the activation officer says:

"Brothers-in-arms, (All members of the post rise.) I have found your request to be reasonable and in order, your charter is granted and approved by duly recognized authorities, and you have complied with all regulations. Therefore, I now charge that this post of AMVETS become active and enjoy the benefits to be derived from such activity; that the post will hold meetings at regularly stated intervals, all in accordance with the constitution and bylaws of AMVETS and of this charter; and that you will perform such duties as are required thereby. I now return your charter." (He returns the charter.) "Preserve it well and perform with all seriousness the tenets contained therein. I now declare this post of AMVETS to be duly activated. The chaplain will now offer a dedicatory prayer."

<u>Dedicating the Post:</u> The chaplain (or clergy engaged for the occasion) offers the following dedication or a suitable prayer of his own composition:

"Almighty God, Father of all men in all lands, we entreat Thee to lead us in the path of brotherhood and righteousness, in the cause of mercy and a fuller understanding of the principles of service to others in Thy name. Keep before our eyes the purpose of this organization, which is fulfilling Thy divine will through aid to the sick and infirm, temperance to the strong and gentleness to the unkind and unworthy. Divest us of thoughts and acts of strife among ourselves, as well as ourselves and others. Give us strength of heart to overcome the passions common to men who face opposition to ideals and to truth. These things we ask in Thy name. Amen."

At the conclusion of the prayer, the installation officer responds:

"I now declare the post of AMVETS on (date), in (city, state), to be duly dedicated. We will now proceed to install the officers of the post."

Installation

Before the officers of a new post can be installed, preparations must be made for the ceremony, with responsibilities carried out as follows:

The post commander should

- Meet with the public relations officer to discuss who will be the guest speakers and how long each will speak (the PRO should make sure that press releases are sent out and media coverage is arranged).
- Send an invitational letter to the speakers and officers being installed.
- Send invitations to elected officials, civic leaders; allied veterans' organizations; AMVETS post, department and county officers; AMVETS Auxiliary department and county officers.
- Make detailed plans to include flowers, gifts and refreshments.

The installing provost marshal should

- Compile a list of names and positions of elected officers.
- Review and prepare for the ceremony.
- Explain to both the officers and the elected officers just what he will do and what is expected of them (read the AIMS AND PURPOSES of AMVETS to the elected officers) and
- Tell the installing officer what has taken place and give him the list of elected officers.

The installing officer should

- Review the ceremonial procedures with the commander and elected commander; and
- Be prepared to notify the department and the national headquarters after the ceremony is completed and to send in the completed officers form to the respective headquarters.

The Installation Program

OPENING CEREMONIES

- Escort and seat the distinguished guests at the head table.
- Advance or salute the colors. (All stand.)
- Advance the Bible. (Remain standing.)
- Chaplain says the opening prayer. (Remain standing.)
- Recite the preamble. (Recited by the commander or in unison, while standing.)
- Commander thanks the officers and members. (Audience is seated.)

AUXILIARY INSTALLATION

- Commander turns the gavel over to the auxiliary president.
- President thanks the officers and members.
- Advance the auxiliary installation team.
- Turn the gavel over to the auxiliary's installation officer.
- Install the auxiliary.
- New president seats the installing team and makes a short speech.

AMVETS INSTALLATION

- President turns the gavel over to the post commander.
- Commander advances the installing provost marshal.
- Install the post.
- The new commander makes a short speech. (Bible is removed.)

PROGRAM

- Commander turns chair over to the master of ceremonies (MC).
- MC introduces guests, with the exception of the speakers.
- Auxiliary and post make presentations.
- Speakers make their presentations. (It is recommended that speakers be limited to one

civic leader, the auxiliary president or the installing officer for the auxiliary, and the department commander or his representative.)

- MC turns the gavel back to the post commander.
- Post commander thanks the assembly.
- Retire or salute the colors. (All stand.)
- Chaplain says the closing prayer. (All stand.)
- Announce refreshments.
- Escort distinguished guests from the hall. (All stand.)
- Close the meeting.

Procedures and Oath: Guests should always be invited to AMVETS installation ceremonies. AMVETS have no secret ceremonies or rituals; therefore, the public, prospective members and the families of members, should never be kept in the dark as to the aims, purposes and principles of AMVETS. The installing officer should be a department or national officer, or a duly authorized officer of another post, district or department. The retiring commander assumes his position in the center of the platform or stage with the incoming officers seated to his left. The retiring officers, installing officer, honored guests and speakers are seated to the left so that when they rise to recite the AMVETS oath they will be facing the U.S. flag, which is to the right of the platform.

When the retiring provost marshal has everyone in the assembly seated, the retiring commander raps his gavel three times and says:

> "Will everyone in the assembly please rise? Will the provost marshal please order the color guard to come forward and post the colors?"

The provost marshal says:

> "Color guard, advance the colors. Forward march!"

From the rear of the hall, the color guard and color bearers should advance to the front, stop about 12 to 15 feet in front of the commander and stand at attention. The provost marshal then has the colors posted. While the assembly remains standing, the commander introduces the post chaplain and asks that the invocation be delivered.

The chaplain can say his own prayer or use the following invocation:

> "Our Father, who are in Heaven, may Thy name ever be hallowed by the people of America, whom Thou has blessed as Thou has blessed no other people. Bless all nations; we beseech Thee, that they may dwell together in peace and justice. Bless our nation that she may ever be strong and generous, right and victorious, among the family of nations on this earth. Bless us, banded together for good in this organization, that we may serve our nation and our fellow men well, in peace as in war. Bless, we beseech Thee, our fallen comrades and those whose price of patriotism causes them to suffer today from mental and physical disability. In Thy holy name, most humbly do we pray. Amen."

The assembly should remain standing if The Star Spangled Banner is sung or played after the invocation or if the Pledge of Allegiance is recited. One rap of the gavel signifies that the audience is to be seated. The retiring commander then speaks to the assembly and gives a report on past activities of the post and the duties that the new officers and members are to assume.

The post provost marshal leads the installing officers to the rostrum. The installing provost marshal retires the post provost marshal and returns to the front of the rostrum. After welcoming the installing officer, the post commander presents him with the gavel. Thanking the post commander, officers and post members for their fine work during the past year, the installing officer raps the gavel once, signifying the start of the installation:

Installing Officer: “Provost marshal, are the elected officers of AMVETS Post (number) prepared to take their oath of office?”

Provost Marshal: “They are, commander.”

Installing Officer: “ Have they read and do they understand our AIMS AND PURPOSES?”

Provost Marshal: “Mr. Commander, they have read, and they do understand our AIMS AND PURPOSES.”

Installing Officer:” Then you will lead them before the rostrum to be installed.”

The provost marshal returns, leading the officers in front of rostrum, left arm to rostrum. He does an about face, leads the roll call, gives the officers a left face, and presents them to the installing officer in this manner:

Provost Marshal: “Commander, I present to you the officers-elect, with the exception of the commander and the chaplain of AMVETS Post (number), Department of (state), for the purpose of installation. “

Installing Officer:” Fellow AMVETS, you have been chosen by the members of your post to represent them in your respective capacities. Are you prepared to take your oath of office?”

Assembled Officers: “I am. “

Installing Officer: “ Raise your right hand, and repeat after me, using your name where I use mine, the AMVETS oath of office.” (Raps gavel three times; all stand)

Assembled Officers: (repeating oath): “I (name)/solemnly swear/that I will support and defend/the Constitution of the United States/that I will defend and support/the United States from all enemies/both from within and without/and that I will support and obey/the Constitution and/The Principles of AMVETS/and that I will carry out/the duties of my office/to the best of my ability/so help me God.”

Installing Officer: You may lower your hands.

Installing Officer: “Provost marshal, you will lead the commander to this rostrum so that he may be installed.”

Provost Marshal: (He leads the commander to the rostrum.) “Mr. Commander, I present to you to be installed, (name), the commander-elect of AMVETS Post (number), Department of (state).” (He salutes and takes two steps back, covering the commander.)

Installing Officer: “You have been chosen by your fellow AMVETS to lead them for the following year. The responsibilities will be great. Knowing this, are you willing to assume your duties and take your oath of office?”

Incoming Commander: “I am.”

Installing Officer: “Then you will raise your right hand. Repeat after me, using your name where I use mine, the AMVET Oath of Office: I (name), solemnly swear/that I will support and defend/the Constitution of the United States/that I will defend and support/the United States from all enemies/both from within and without/and that I will support and obey the Constitution and/The Principles of AMVETS/and that I will carry out/the duties of my office/to the best of my ability/so help me God.” (Gavel is rapped once; all are seated.)

Installing Officer: “ Provost marshal, you will escort the commander to the rostrum.” (The provost marshal complies.) “You have been elected to the highest office that this post can bestow upon any member. This office exemplifies authority. Use it wisely and with discretion. Congratulations.” (The installing officer hands the gavel to the new commander, and then faces the provost marshal.) “Provost marshal, issue the proclamation.” (He does an about face.)

Provost Marshal: “Having complied with our rules and regulations, with the power vested in my authority, I hereby declare AMVETS Post (number), Department of (state), duly and legally installed for the years 20____ and 20____.” (The provost marshal salutes, does an about face, salutes the installing officer, does an about face and retires.)

Once this has been done, the installation officer thanks the post and audience, and expresses his pleasure at performing the ceremony. The provost marshal and the chaplain (if a part of the installing party) also extend their thanks. The installation party then retires to places of honor on the platform and the newly installed post commander takes the chair and completes the meeting. The first act of the new commander is to post the colors of the new post, which should be followed by lively patriotic music. Listed below is the suggested order of business to complete the meeting.

- Post the colors.
- Play patriotic music.
- Deliver the inaugural address.
- Induct the new AMVET members.
- Listen to the guest speaker.
- Introduce the entertainment.
- Make motion for adjournment.
- Retire the colors while playing Taps.
- Play music as the departures are made.

The chaplain gives the benediction.

“Give Thy blessing to our world, to our nation, to our loved ones, and to our lives, that all may dwell in charity, in justice and in peace under Thy loving care. Grant that we may serve our country well, in peace as in war, that she may ever prevail as good and great, right and victorious among the family of nations on the earth. Most humbly do we ask these graces of Thy bounty. Amen.”

Oath of Obligation

The national or department commander may take the following oath:

> "As I stand humbly before my God, and before the comrades who have called me to this high office, more than ever mindful of the honor that has been mine in sharing the military service that has preserved and advanced the United States of America to the place she holds today as the greatest nation in the world, I pledge myself, my fortune, and my sacred honor, in peace as in war, to God, to America, and to the ideals of AMVETS, (the American Veterans who have served or are serving in the Armed Forces of the United States during and since World War II), I promise to extend myself to the utmost of my strength and ability, to lead my comrades in AMVETS in the furtherance of international peace, American betterment, and in all that is for the welfare of veterans and their dependents. With the help of God, and the cooperation of my comrades, I pray that I may succeed in all that is expected of me through my term of office."

Induction Ceremony for AMVETS Candidates

Candidates should be assembled at the rear of the hall and not be seated with regular members until after the Pledge and Oath of Obligation are given. At regular meetings, this induction ceremony should be given immediately after the roll call of officers, and before any other business is transacted by the post. Special dates may be arranged on which to induct candidates if so desired.

Use the same ceremony that would be used to induct candidates after the annual installation of officers or the activation of a new post. While at the rear of the hall, the candidates should be able to hear the proceedings. The membership committee or the induction board, (made up of no less than two members), is responsible for the group.

The chair takes the position of command while the remaining members ace a guard position at the rear of the group. When ready to proceed, the chair will call the group to attention and ask the following questions of each of the candidates before inducting and accepting them.

> Chairman: "Do you seriously declare, on your honor, before your brothers-in-arms, all of whom have served and are serving our great country and many of whom have fought in along, beside and with you, that unbiased by mercenary and ulterior motives, you freely offer to become a candidate for induction into AMVETS?"
>
> Candidates:
> "I do."
>
> Chairman: "On your honor, do you seriously declare before your comrades and fellow beings that you seek induction into AMVETS because you do believe in the fellowship of mankind, and that you do desire to be of greater service to your brothers-in-arms less fortunate than you?"
>
> Candidates:
> "I do."

Chair: (He addresses the commander.) “Mr. Commander, the candidate(s) has (have) successfully and satisfactorily passed the test required of all AMVETS. I can recommend that we proceed with his/her/their induction into this post of AMVETS as (a) full member(s) and in good standing.”

Commander: “We will proceed with the induction ceremony. The judge advocate will give the required instruction.” (The judge advocate steps to a position in front of the candidates and to the right of the commander and reads the Preamble to the AMVETS Constitution and the Aims and Purposes of AMVETS. When completed, the judge advocate retires to his position.)

Chair: (He addresses the commander.) “The candidates are now ready to take the Pledge of Allegiance and Obligation.” (The commander steps down from behind the lectern to a position directly in front of the candidates to administer the Pledge of Allegiance and Obligation. All rise. Candidates face the flag while giving the Pledge of Allegiance.)

Commander: (He steps down from behind the lectern.)” Please join me in the Pledge of Allegiance to our flag. Attention! Hand salute. I Pledge of Allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all. Order arms. At ease.” (Candidates face the commander.)

Commander: (Chaplain moves to the right of the commander.) “Please raise your right hand and repeat after me, using your name where I use mine, the AMVETS Obligation. Attention!” (He begins the Obligation.) “I, (name), in the presence of God and my brothers-in-arms, both living and dead, swear that I have read or had read to me The Principles of AMVETS, and that I accept and adopt them as my own, and will ever strive toward their accomplishment. I solemnly promise to defend the Constitution of the United States, and to support the American democratic principles on which it and my country were founded. I will aid every worthy veteran to the best of my ability and do all in my power to preserve and further the ideals for which my brothers-in-arms gave their lives on the battlefields of the world. I will abide by the constitution and bylaws of my post, and the state and national departments, and their rules and regulations, so help me God. We fought together; now let us build together for a better America. At ease.”

Chaplain: “Let us now bow our heads. We beseech Thee, Almighty Father of the universe, to grant that these candidates may dedicate and devote their lives to Thy service, and to helping their fellow man in solving the problems of their very existence. May the blessing of heaven rest on us and our comrades entrusted to Thy care. Heal the wounds of mind and battle suffered by those among us, and especially those wounds suffered by our brave comrades lying in hospitals throughout the world. This we ask in Thy name. Amen.”

Commander: (He places an AMVETS lapel pin on the coat lapel of each new AMVET and congratulates each with a hearty handshake and a word of welcome.) “Gentlemen, I salute you on your decision to become AMVETS. May we have many pleasant associations together?” (He salutes. The salute is returned by the new AMVETS.) “The provost marshal will now introduce the new AMVETS to our membership.”

The provost marshal introduces the new members to the post and audience. He then escorts the new AMVETS to the seats previously reserved for them, and the post membership will, in single file, offer their welcome and personal congratulations before being seated.

Presentation and Dedication of new Colors

Commander: “Provost marshal will advance the colors.”

Provost Marshal: “Color guard, forward march!” (The colors advance from the rear of the room to within 12 to 15 feet of the commander. The guard halts. If the guard is armed, the rifles will automatically be brought to. order arms. The flag will be at carry.) Post Colors! (After the colors are posted, the bearers return to their original position): “Present arms.” (If the guard is unarmed, but wearing uniform caps, the provost marshal commands. salute. and the traditional military salute is given. If the guard is without caps, at the command. salute. the right hand of the guard is placed over the heart. An armed guard is never without head cover.) “Order arms. Right (or left) face. Forward, march.” (The guard retires to the rear of the assembly room. If a bugler is available, "To the Colors" is sounded before the colors are posted. The commander introduces the post chaplain and asks him to deliver the invocation.

Commander: “On behalf of all the members, I dedicate these colors in the name of Post (number) of AMVETS, American Veterans who have served or are serving in the armed forces of the United States during and since World War II. Under this glorious U.S. Flag, heroes of all creeds and colors have fought and died to preserve a freedom cherished by people from all over the world. Let it always be the symbol of those who want freedom of thought and speech; and freedom to worship God as they desire. Let no man defile it; let no man fear to defend it.”

“And I dedicate this standard of AMVETS, the American Veterans who have served or are serving in the Armed Forces of the United States during and since World War II, as a guard and sentinel to the U.S. flag. The golden wreath around the AMVETS emblem is a crown of honor for those who served their country so well, and the alert eagle the guide who shall hover over us and lead us to loftier heights.”

“The colors are dedicated to the principles of AMVETS, and to the belief that all men are equal under God and that, with the help of God, all men shall be given justice and the right to live as free people according to the Constitution.”

After the dedication, the program proceeds. At the end of the program, the colors are retired. Before the guard retires to the rear, Taps is sounded, if a bugler is available. Otherwise, 30 seconds of silence is observed in memory of fallen heroes. The meeting is not adjourned until the guard marches to the rear.

Funeral Rituals

Military funerals should follow the rituals as prescribed in the authorized publications of the various U.S. military services. Funeral services should be simple and in accord with the solemnity of the occasion.

Preparation: When the remains are to be interred in a local cemetery, the burial ritual should be conducted at the gravesite. Church or home services are best left in the hands of the family or spiritual advisor. If the post chaplain conducts the church or home service, the sermon is left to his discretion.

Grave Site Ritual: All personnel at the gravesite except the active pallbearers follow the example of the officiating chaplain. If he uncovers, they uncover. If he remains covered, they remain covered.

Color Guard and Color Bearers:

- Remain covered at all times (including at the church), so long as the colors are actually in the hands of the color bearers.
- Execute parade rest and attention with members.
- Make sure the national colors are never dipped or lowered to the ground while in the cemetery.
- Dip the post colors whenever the casket is being carried, during the sounding of Taps and when the firing squad executes “present arms.” If the colors are at order, the senior color bearer commands: "Carry colors," and both of the colors will come to the carry position just before the salute is to be rendered by the post colors.
- Come to “present arms” whenever the post color is dipped.

Post Members:

- Uncover when entering the home or church.
- Stand uncovered with the headdress over the left breast during the sounding of Taps and whenever the casket is being carried. (If inclement weather necessitates covering the head, give the right-hand salute instead of uncovering.)

Order of March for Funerals

- Colors and guard.
- Band (if any).
- Firing squad.
- Chaplain.
- Caisson or hearse.
- Honor squad and pallbearers. (An honor squad should stand on each side of the hearse or caisson.)
- Post members.
- Mourners. (A designated member shall take charge of the pallbearers, guard of honor and firing squad.)

Burial Ritual

- Arriving at the grave, the post halts and opens order.
- The firing party forms in a single rank about 10 yards behind the foot of the grave and about 5 yards to left of the grave.
- The body bearer's form in two files, facing the road and ready to receive the casket. The bugler stands a few paces behind the head of the grave. All personnel stand at ease.
- When the hearse comes into view, the commander calls the burial detail to attention.
- When the hearse is parked, the body bearers step forward and take the casket from the hearse.
- As soon as they have lifted the casket, the commander brings the firing party and bugler to the position of "present arms."
- The body is brought to the bier.
- The post colors are dipped. (Never dip the U.S. flag.)
- The post forms around the gravesite and the chaplain pays tribute to the deceased.
- The commander brings the bugler and firing party to the order. With inclined heads, the bugler and firing party assume the position of parade rest.
- The body bearers lift the flag from the casket and hold it over the grave at waist height, holding it taut so that it will not sag.
- The chaplain invokes the Divine Blessing.
- When he finishes, he steps to one side and the bugler takes his position at the head of the grave.
- When the bugler is in position, the commander brings the firing party to attention and the bugler comes to the position of "present arms" at the same command.
- The commander orders, "Firing party, ready, aim, fire."
- The post colors are dipped over the grave.
- The firing party fires three volleys and remains in the position of load until Taps is played. (When the last volley is fired, the bugler comes to attention and plays Taps)
- During the playing of Taps, the officer in charge of the firing party executes the hand salute. At the conclusion of Taps, the commander brings the firing party to order.
- As soon as he has completed playing Taps, the bugler steps back a pace, salutes, about-faces and joins the firing party.
- The body bearers fold the flag, hand it to the superintendent of the cemetery or the commander, face the foot of the grave and march off to the rear of the firing party.
- The firing party, body bearers and post members move off at quick time at the commander's order.

Chaplain's Tribute: At the grave or at the home, the chaplain can recite the following:

"As chaplain of Post (number), Department of (state), of the American veterans who have served or are serving in the Armed Forces of the United States during and since World War II, I bring to the next of kin, to the family and friends of our departed comrade, assurance of our heartfelt sympathy in their hour of sorrow, and assurance of our sincere appreciation of the service this departed veteran has rendered to our country and to us."

"Every veteran stood one day in solemn pledging of himself to service of his God, his country, and his fellow men, in time of war, in time of peace. That pledge was to last as long as life, for the good of all. Our departed comrade one day left home and loved ones to go out across the world, over land and sea as ordered, to fulfill that sacred oath. He (she) offered himself (herself) on the altar of patriotism for the nation he (she) loved.

Only those who have suffered the wounds of war, physical and mental, can know the cost of sacrifice that is often necessary in fulfilling such an oath."

"In the time of national emergency, America has never lacked the brave, devoted sons and daughters to go out and do battle for her sacred cause. America cannot, and will not, forget those brave veterans who in time of war saved her, and in time of peace have preserved for all her way of life."

"I speak for America and for every American today, when I say America would not be the America we know and love, were it not for the patriotic sacrifice of men and women like our departed comrade. It is a glorious thing to die for America. It is also a glorious thing to live for America. Our departed comrade speaks to us today and bids us to live for America as God- fearing, honorable citizens, ready to be of service at all times to our country and to our fellowman. "

"I speak for every AMVET, for every veteran, and for the United States Government, when I say that the patriotic service of this man (woman) will never be forgotten, and that we stand ready to be of help, in every possible way, to the family and dependents of this or of any other of our fallen comrades."

"One day each of us must go the way of all mortals, into the eternity of God. May that God deal kindly with His veterans and may our ranks of comradeship once again form on the eternal shores of heaven and go marching on into the kingdom of God's blessed and everlasting peace."

Divine Blessing: The chaplain may write his own prayer or invoke the following Divine Blessing:

"Blessed Lord God, we invoke Your presence with and blessing on us as we commit to Your grace and Love AMVET (name). We thank you, Lord, for the life of AMVET (name). We pray AMVET (name) will live with You in life everlasting. Amen."

or:

"Lord God Almighty, maker of all that exists, we invoke Your blessing and peace on us as we entrust to You the soul of AMVET (name). Lord, your grace be on us now and always. Amen."

Memorial Prayer: The chaplain may say his own prayer or the following:

"Loving God, eternal in heaven, our hearts are lifted to You in prayer. We do so, Lord, in thanksgiving for the life of AMVET (name). We thank You, Lord, for the love of AMVET (name) for You, for our country, and for family and friends; a love that has enriched all of our lives. We are most grateful that by the service of AMVET (name) in the armed forces of the United States of America, we are truly a free people in a free land. Your holy and infinite blessings be with the family and loved ones of AMVET (name) in all of time. Lord, receive AMVET (name) as Your own. Bless AMVET (name) with life everlasting. Amen."

Benediction: The chaplain may give his own benediction or the following:

"The peace and blessing of the Lord be with us always. Amen."

or:

"The love of God, which brings to comfort and peace from our Lord, be with us always. Amen."

The post should drape its charter for 30 days after the death of a post member. Each post in the department drapes its charter for 30 days after the death of a department officer. All posts drape their charters for 30 days after the death of a national officer.

Memorial certificates are signed by the national commander and forwarded to the post for the commander's signature and presentation to the next of kin. It is important that the Deceased Member Notification Form be prepared by the post and forwarded, through the department, to the national headquarters.

Ritual for Retirement of Unserviceable Flags

This ritual provides for the retirement of unserviceable U.S. flags in a dignified manner.

- Participants, wearing their AMVETS caps, take their places as outlined below. The participants will consist of the commander, vice-commander, provost marshal, adjutant, chaplain, color guard and additional members as needed.
- The provost marshal, with two persons acting as his aides, collects all the flags to be retired and makes a list containing the names of the donors.
- The adjutant and the provost marshal make sure that the following items are in place: the commander's table, the vice commander's table, the adjutant's table, the altar and the necessary number of chairs. (At the conclusion of the ceremony, the adjutant must see to it that the above named items are returned to their original locations.)

The commander calls the ceremony to order and instructs the officers to take their places. The provost marshal posts the colors.

Commander: **"**Mr. Provost Marshal." (The provost marshal walks to the center of the area and salutes.) "Do you have the flags of our country whose physical condition necessitates their retirement?"

Provost Marshal: "Mr. Commander, we have flags presented to us by (the provost marshal reads the list of donors) for our inspection and retirement."

Commander: "Gather the flags that have become faded and worn in a tribute of service and love." (The provost marshal salutes, retires and, with an aide on each side of him, collects the flags. He returns to the center of the area and salutes for himself and his aides.)

Provost Marshal: "Mr. Commander, the flags have been gathered, and I have them in our possession."

Commander: "Present the flags and your list to the adjutant for his inspection."

Provost Marshal: (He does an about face to the adjutant.) "Mr. Adjutant, we present these flags and this list of donors to you for your inspection."

Adjutant: (He takes and looks over the list and flags.) "Is the condition of these flags due to their usual service emblematic of our beloved country?"

Provost Marshal: "These flags have become worn, torn and faded, due to ceremonial handling, flying on the staff and being displayed correctly and proudly for all to see."

Adjutant: “Present these flags to the vice commander for his inspection.” (The adjutant keeps the list and returns the flags to the provost marshal to show to the vice commander for his inspection.)

Provost Marshal: (With his aides, he turns and walks to the vice commander.) “Mr. Vice Commander, we present (number of) flags, ready for retirement, for your inspection.”

Vice-Commander: (He looks at the flags.) “How is it that these flags are presented to me in such conditions?”

Provost Marshal: “It is due to time, wear and tear. These flags have been ceremoniously handled and proudly displayed in honor of our beloved country and in tribute to our honored dead. They have been patriotically replaced.”

Vice Commander: “Present these flags to the commander for his final inspection.”

Provost Marshal: (With his aides, he turns, walks to the commander, stops and salutes.) “Mr. Commander, we present (number of) flags for your inspection and proper retirement.”

Commander: “ Have these flags been inspected by the adjutant and the vice commander?”

Provost Marshal: “They have, sir.”

Commander: “Mr. Adjutant, (he salutes) what say you as to your inspection of the donor list and of these flags?”

Adjutant: “These flags have reached their present state in a proper service of tribute, memory and love to our beloved country and our honored dead. I recommend that they be honorably retired from further service.”

Commander: “Mr. Vice Commander. What say you as to your inspection of these flags?” Vice Commander: “A flag may be a flimsy bit of printed gauze, or a beautiful banner of finest silk. Its monetary value may be small or great; but its real value is beyond price, for it is a precious symbol of all that our fellow veterans and we have worked for, lived for and died for a free Nation of free men. Let these faded flags of our country be retired with respectful and honorable rites and their places taken by bright new flags.”

Commander: ‘My fellow AMVETS and Americans all, we have found (number of) flags to be unserviceable. They and their replacements represent a symbolic value most precious to all of us who served and to those of us who died while in honorable and patriotic service.’

‘Let these flags be retired with respect, knowing that their. Old Glory. replacements will continue to fly and forever wave in freedom and love of our country.’

(The commander raps three times and those who are assembled, stand.) “Provost Marshal, assemble your unit to be ready to proceed with the ceremony.”

Provost Marshal: (He forms the ceremonial unit color guard on the outside, aides inside, provost marshal in the center as a squad in the area facing the altar.)

Commander: "The chaplain will offer a prayer."

Chaplain: "Almighty God, commander over all, we beseech you to bless and to consecrate this solemn ceremony. We thank you for our heritage, for our country and for its flag. And for the liberty for which it stands. We ask your divine blessings as we submit these flags, worn, torn and frail from faithful service. Make us strong, so that we may go forth with renewed vigor in patriotism, Americanism and in AMVETS fellowship. Amen."

Provost Marshal: " Present arms." (He and his aides place the flags on the altar. They stand back to the side and salute. If possible, a spotlight will be thrown on the U.S. flags and the "Flag Speaks" recording will be played. If there is no recording, have a bugler play "To the Colors.")

(The flags should be burned privately subsequent to the ceremony.)

Commander: "Provost Marshal." (The provost marshal faces the commander.) "Dismiss your unit." (The aides and color guard are dismissed. He salutes.)

Provost Marshal: (He places his unit in position.) "AMVET Ceremonial Unit, dismissed."

Commander: (At this point, the commander may introduce guests.) "God bless all of us and thank you."

The POW/MIA Remembrance Ceremony

Table Set-up:

- One small, round table should be placed front and center of room.
- Table should be dressed with a white tablecloth and a black napkin.
- Complete dinner setting for one person.
- A lemon wedge on the bread plate with salt on the remainder of plate.
- A water glass inverted.
- A glass vase with a red rose and a red ribbon tied around the base.
- A salt shaker next to the bread plate.
- The chair should be tucked under the table with the POW/MIA chair cover visible to the audience.

Procession:

- The lights should be off or dimmed. If off, a spotlight should be used to follow the procession to the table.
- Procession should begin at the most prominent door into the room, usually the rear center door.
- Amazing Grace played on bagpipes is the best music for this ceremony.
- Person should be wearing dress uniform and holding a folded American Flag.
- March is a funeral honors pace.
- Once the person has reached the table, the folded flag should be slowly placed upon the dinner plate on the table.
- Before recessing from the table, the person must salute.
- Recessional march should be at the same funeral honors pace.
- Music should be played throughout the ceremony – either a recorded copy of a live bagpiper will suffice.

If candle ceremony is conducted, the names of the POW/MIA's can be obtained from www.dtic.mil/dpmo/. The database on this page will allow you to search by military conflict: Cold War, Vietnam War and Korean War. Then, you can search by: Crewman's Last Name, or Crewman's Home State. Simply follow the instructions on how to download the information.

While there is no "official" POW/MIA Remembrance Ceremony script, the Defense Prisoner of War/Missing Personnel Office of the Department of Defense provides a suggested ceremony courtesy of the National League of Families. Some of their verbiage has been borrowed and combined with language that has been traditionally used by AMVETS while performing the ceremony. The following is read by the podium speaker:

Speaker:

"As you entered the ballroom this evening, you may have noticed a small table in a place of honor near our head table. The table is set for one. This is our way of symbolizing the fact that members are missing from our midst. They are commonly called POW/MIA; we call them 'brothers.' They are unable to be with us this evening, so we remember them because of their incarceration.

The table set for one is small symbolizing the frailty of one prisoner alone against his oppressors.

The tablecloth is white, symbolizing the purity of their intentions to respond to their country's call.

The single rose displayed in a vase reminds us of the families and loved ones of our comrades-in-arms who keep the faith awaiting their return.

The red ribbon tied so prominently on the vase is reminiscent of the red ribbon worn upon the lapel and breast of the thousands who bear witness to their unyielding determination to demand a proper accounting of our missing.

A slice of lemon is on the plate to remind us of their bitter fate.

There is salt upon the bread plate—symbolic of the families' tears as they wait.

The glass is inverted—they cannot toast with us this evening.

The chair is empty—they are not here.

Remember—all of you who served with them and called them comrades, who depended on their might and relied on them, for surely, they have not forgotten you.

Present the honored guest."

Amazing Grace begins to play softly in the background. A designated representative (who may be a uniformed serviceperson or an AMVETS member wearing his hat) enters the room carrying a folded U.S flag and marches forward, at funeral pace, towards the small table. He/she places the flag on the table, takes a step backwards, and renders a hand salute while facing the table, and retreats from the room, again at funeral pace, while the music continues to play. The music stops as the representative exits the room.

Programs

As they assume office, one of the first duties of the post commander and second vice commander is to review post-sponsored programs. They must develop a master plan complete with committee assignments), set goals, establish timetables, promote existing programs to their fullest potential, and consider and adopt new programs. These commanders should begin by looking at national and department programs modified to fit the posts' needs. See AMVETS PROGRAMS MANUAL.)

Successful programs not only help the community but also involve members in structured activities. A well-organized program that demonstrates an answer to a need will generate interest plus stimulate media coverage, while it increases involvement and promotes membership. The public relations officer should contact the newspaper, radio and TV stations to advise them about what is being planned, who is involved and what will be accomplished before, during and after the program. Remember to acknowledge and thank those who helped; a little recognition goes a long way. As each program progresses, document all pertinent information for future reference. Good records ensure continuity; therefore, additional copies should be made and given to the designated AMVETS record-keeper to put on file.

To get volunteers, personally call on some members who were active before or who have not been active at all. Tell them you need their help and get them involved. Look beyond your post membership to the auxiliary, Sons of AMVETS and Junior AMVETS who can provide assistance. Identify individuals who have similar interests and concerns. Also look to other community service-oriented organizations and individuals like the Scouts, Jaycees or chamber of commerce. Get your entire community to rally behind your cause.

Lastly, if a program works, share it with other posts, departments and National Headquarters. It may be adopted nationwide. Keep in mind, however, that it may take weeks or months to plan and develop each program. Make it a success; plan the program well.

ROBERT'S RULES OF ORDER

Meetings shall be conducted according to your Bylaws, the National Constitution as well as Robert's Rules of Order. It is the duty of the Auxiliary Commander to maintain an orderly meeting, and to conduct the meeting in such a manner that all business transacted or discussed shall follow in proper sequence.

The Commander, when presiding, always accedes to the will of the majority of the members present and it is not for him to insist on points against the decision of the members.

He should not allow discussions between members across the floor. No member may speak unless first recognized by the Commander. Each AMVET Post should have Robert's Rules of Order at each meeting, so there should never be a doubt as to procedures or decisions.

The rules of parliamentary law did not develop out of thin air, nor are they devices to complicate the business of AMVET meetings, as the new member sometimes thinks, when a barrage of "points of order," or "previous questions" confronts them.

Like the other rules which govern modern society, those of parliamentary law are based upon actual experience. If each one of us made up our own traffic regulations, no one would be able to drive a car. In the same way there are rules for football games, for the payment of taxes or the drawing of unemployment compensation, the building of houses, and almost every other activity in which we take part.

Rules for meetings enable the business of the AMVETS to get done with speed and efficiency, while at the same time protecting the rights of all of the members. To the newcomer they may seem confusing, until he/she learns them.

Just as you cannot play baseball unless you know that three strikes are out, so you cannot play your proper role in the functioning of the rules, which control its actions.

These might be stated briefly as follows:

1. Only one subject can come before the meeting at one time.

2. Each proposal coming before the AMVETS shall be freely debated.

3. Each member has rights equal to those of every other member.

4. The will of the majority shall be carried out, yet the minority shall have the right to present its case.

5. The desires of the membership should be brought together in such a way that the welfare of the organization as a whole is served.

HOW BUSINESS GETS DONE

Unanimous Consent
The Commander should remember that a great deal of the business of the meeting can be accomplished by unanimous consent. For example, when the secretary adjutant has finished reading the minutes, the Commander will ask, “Are there any corrections?” and then if none are made, “If there is no objection the minutes will stand as read, “or “as corrected,” if corrections have been made.

This same procedure may operate with regard to communications and reports. In those instances, in which communications do not require action, the Commander may say, “If there is no objection, the letter will be received and filed,” or in the case of a report, which contains no recommendations, “If there is no objection, the report will be accepted.”

Many a meeting has been killed by a large pile of longwinded communications, read in a monotonous voice by an adjutant who is not at all interested in what they have to say. This can be avoided by having communications go to the executive committee, which decides which of them shall be read to the membership, or by having the adjutant summarize the less important ones.

Motions
Whenever a body desires to take action on any problem it does so through the passage of some motion dealing with that question. Almost all of the activity of a meeting, therefore, revolves around motions and what happens to them, whether they are adopted, amended, defeated or postponed for future action.

Getting the Floor
No one has a right to talk at an AMVETS meeting unless he/she has first been recognized by the Commander, that is, has been “given the floor.” A member desiring to present a motion, or to speak on any question, arises and addresses the chair as “Commander.”

Ordinarily the Commander recognizes the first member to arise, but when two or more arise at the same time he/she may use their own judgment. When a member has the floor the remainder of the group should sit quietly until he/she has finished. The Commander recognizes a member by nodding or pointing to them, or by calling out their name or position. Thus: “AMVET Brown,” or “the member in the third row.”

Making the Motion
Every motion should begin with the words **“I move that,”** not “I make a motion that,” or “I move you that.”

Motions should be stated positively, that is in such a manner as to require some action.
Thus, it is not necessary to pass a motion “not to hold a picnic.”

A motion cannot be made while there is another motion on the floor, with the exception of certain types of motions, which will be noted later.

Every motion must be "seconded" before it can be discussed. This is to ensure that at least two people in the meeting are interested in the motion. In some instances a member desiring to make a motion will ask the privilege of explaining the subject matter and intent of his their motion before making it. If there is no objection from the body, the Commander may allow them to do this. Otherwise, no motion may be discussed before being seconded.

In most AMVET meetings all that is required for a motion to second is for a member to call out "Seconded" in a loud voice, while remaining seated.

Stating the Question
When a motion has been made and seconded the Commander should repeat it clearly, so that all members will know what is before the body. If the motion is awkwardly worded or confusing, the Commander, with the permission of the maker, should reword it so that its meaning will be clear. If the Commander believes the motion is "out of order" he/she should say so as soon as it is made. In repeating the motion, the Commander may ask the secretary adjutant to read it.

Discussion
When a Commander has finished stating a motion, he/she should ask for discussion, thus: "A motion has been made and seconded," or "It has been regularly moved and seconded that this AMVETS should put into effect the AMVETS MEMBERS juvenile opportunity program. Is there any discussion?

The maker of the motion is usually given the first opportunity to speak since he/she is the one who can be expected to give the best arguments for it. A member who has not yet spoken on the motion is given preference to one who has; in fact, except for the maker of the motion further explaining its meaning, no one should speak twice on a motion so long as there are some desiring to speak who have not done so.

It is a good practice for the Commander to alternate speakers for and against a motion. If he/she does not know on which side members wishes to speak, he/she can ask, "For or against?" and should be guided accordingly. A member who seldom talks should be given preference over one who speaks frequently. Discussion should be strictly limited to the matter before the meeting.

The Commander has the right to speak on a motion but should not make a practice of long speeches from the chair, or otherwise dominate the meeting so that the members fear to express their own opinions.

It is best that the Commander speak only when he/she feels that there are certain implications in the motion, which have not been brought out by others, or feels that the matter is so important that he/she wants their position known before the vote is taken.

Amendments
Suppose the AMVETS is considering a motion, which the members would like to see, changed a little. That is the time when the amendment is used. The amendment may be offered at any time after the motion has been seconded and before the vote is taken. The mover of the amendment must get the floor in the same fashion as one wishing to speak on the motion, and the amendment must be seconded before it can be considered.

The maker of the amendment should state clearly what their amendment is, and to which section of the motion it applies. For example, the body is acting on a motion that "a picnic be held on August 15, with tickets at $1 a couple." The maker of an amendment wishing to change the date would say, "I make an amendment that the date of the picnic be August 22 instead of August 15."

No Amendment can be made which is directly contrary to the motion. For instance, an amendment not to hold a picnic would be out of order.

Amend the Amendment

Just as it is possible to amend a motion, so it is also possible to change an amendment. Suppose the motion is that "the executive committee, investigate the possibility of organizing a new AMVETS in Smithville." An amendment might be made that "a special committee be appointed to investigate, etc."

Some members might feel that the committee should be elected, and so would move "a n amendment to the amendment, providing that the committee be elected."

That is as far as the situation can go, for there can no amendment to an amendment to amendment.

When during the discussion it would appear that neither the original motion, nor the motion as amended will be satisfactory, the best plan is to offer a "s u b s t i t u t e for the whole, "t h a t is one motion to replace the original motion and the amendments.

It is important to note that while there can be an amendment to an amendment, there cannot be two amendments to a motion before the meeting at the same time. In the instance cited above, after the amendment had been made to appoint a special committee to make the investigation, it would be out of order to make another amendment asking, that the committee also investigate the possibilities of organizing another AMVETS.

Once an amendment is before the body the discussion is limited to the amendment until it is disposed of. A Commander can sometimes save time by calling upon the maker of the motion and the second and asking whether they would be willing to accept the amendment as part of the original motion. If they agree, and no other members object, this can be done, saving time and energy.

Voting

When it appears that there has been sufficient discussion, the Commander may say, "Are you ready for the question?" And if no one desires to speak the vote is taken. So long as anyone desires to debate the Commander himself cannot close the debate. This can only be done by a majority vote of the body (see "Previous Question").

Before putting the matter to a vote, the Commander should make it clear just what the members are acting on—the motion, the amendment, the amendment to the amendment, or the motion as amended, as the case may be.

Amendment First
When a motion with an amendment is before the body, the vote on the amendment comes first. If the amendment is passed the body, then acts upon the motion as amended.

If the amendment is defeated, the vote then is on the original motion. Another amendment may be offered when the first has been disposed of. When a "substitute for the whole" is offered, voted upon first. "If adopted, the substitute then takes the place of the original motion and becomes subject to debate.

In certain cases, it is not advisable to use the normal order for voting on amendments. There may be a motion to set up a committee of five, an amendment to make it seven, and an amendment of the amendment to fix the size three. The best procedure is to vote on the largest figure first, with the next largest, and so on.

In most instances the members will first vote vocally by saying "Aye" or "No" in chorus with position seeming to have the most voices winning. The form is this: The Commander: "All those in favor of the motion say aye…those who opposed, no…the aye's have it and it is so ordered."

Show of Hands
When there is any doubt in the mind of the Commander or the membership as to which side has the majority, a vote should be taken by a show of hands. The phrase the Commander uses are:

> "The chair is in doubt. We will vote by show of hands." Any member may call for a vote by show of hands by calling "division" from his seat. The chair should grant this request.

In voting by show of hands the members raise their right hand as the Commander calls for the ayes and nos. If the group is a large one the Commander may appoint tellers who will count hands on each side. Otherwise, the secretary adjutant and the Commander can do the counting. The hands should be counted unless the results are so obvious as to be without question. In large meetings voters are often asked to stand rather than to show hands.

Vote by Ballot
On very important questions, such as elections, voting may be by ballot, so that each member may keep his vote secret. Unless otherwise specified in the by-laws, a vote by secret ballot may be called by a majority of the members of the meeting; such a motion is not debatable. Tellers are chosen, who are responsible for distributing the ballots, seeing that the vote is correctly counted. They report the total to the Commander, who announces the results to the meeting.

The Commander has the right to vote when the vote is by ballot, or when his vote will affect the decision. Thus he/she may vote with the minority to make break a tie, and prevent the approval of a matter, or he/she may vote with the majority to break the tie and provide the passage of a measure. Under no circumstances may he/she vote twice.

Acting on a Motion

Let us try to fill in the outlines we have given of motions, amendments, discussion and voting, by taking an actual instance of a local AMVETS taking action on a problem that has been brought before it.

The Commander: “Is there any new business?”

AMVET MEMBER Grady is given the floor.

“Commander, we have a very nice AMVETS home here, but we do not make enough to use of it. What is the use of paying for a hall?”

Making the Motion First

The Commander interrupts, “AMVET MEMBER Grady, if you have any suggestion to make regarding the use of our home, please put them in the form of a motion. Unless there is a motion before the body you cannot speak.”

“Then Commander, “says AMVET MEMBER Grady, “I move that the Commander appoint an educational committee to organize activities for our members in the home. The reasons why we need such a committee.”

Getting the Second

Again, the Commander interrupts. “Is there a second to the motion that I appoint an educational committee?” Several cries of “Second” are heard. “All right, AMVET MEMBER Grady, now you may speak on your motion.”

“I only wanted to say, “Grady finally asserts, “ that it’s a shame to have a home as nice ours and not use it more regularly. At the same time, it is obvious that an educational committee could plan classes, and other affairs, which would be helpful to the AMVETS. It looks like I could use a class in parliamentary law myself.

An Amendment

AMVET MEMBER Lucia gets the floor. “I agree with AMVET MEMBER Grady that we ought to have an educational committee, but I do not see much point in renaming one unless we give it some money to spend. If we are going to have worth - while program, we will have to be willing to pay for it. I, therefore, move to amend the motion that we appropriate $200 for the use of the committee.”

“Is there a second to the amendment?” There is a cry of Second!”

“We will now discuss the amendment that we appropriate $200 for the use of the educational committee. AMVET MEMBER Cuneo.”

One thing at a time

"There are a lot of activities that we ought to start. For example, this AMVETS has never sponsored a dance which would benefit the member's greatly.____"

"Just a minute, AMVET MEMBER Cuneo, you are out of order a dance is a fine idea, but this is not the time to discuss it. We are now deciding whether or not we should appropriate $200 from for the educational committee. AMVET MEMBER Horn, did you want to speak?"

"Yes. I noticed that the motion does not provide any size for the committee, so I would like to offer another amendment that the committee be composed of five members."

"Only one amendment at a time, AMVET MEMBER Horn, your amendment is out of order and cannot be accepted now. It is now proper only to offer an amendment to the amendment, such as that the amount to be voted be $100 rather than $200. Your amendment will be in order after we have acted on the present amendment."

A confused murmuring arises in the hall. "Quiet please," the chairs call out.

AMVET MEMBER Robinson is recognized. "I do not think we should appropriate any money for the committee until we see what plans they have. Let us wait until they report back to us the next meeting."

AMVET MEMBER Schwartz arises. "I don't want see why we want to bother with this educational business at all, after all it's.____"

Vote on the Amendment

The Commander: "AMVET MEMBER Schwartz, you are out of order; you are talking on the main motion while we are discussing the amendment. Is there any further discussion on the amendment?"

"There being none we shall vote on the amendment?"

"There being none we shall vote on the committee. All in favor say aye…those opposed…no…the chair is in doubt. We will vote by a show of hands. Will the adjutant please act as teller? All in favor of the amendment will please raise their hands…those opposed…"

The provost marshal counts and turns the results over to the Commander.

"The amendment is lost 76 to 60. The original motion is now before the house. AMVET MEMBER Horn, you may now make your motion as to the size of the committee."

AMVET MEMBER Grady rises. "I'll accept the motion as part of my original motion."

"If there is no objection, the amendment will become part of the original motion. Is there any further discussion? We will now vote on the motion that the Commander appoint an educational committee of five to organize activities for the AMVETS home. All those in favor say aye…opposed, no. The ayes have it and the motion is carried."

"I will name Grady, Horn, Stupek, Conrad, and O'Brien as members of the committee. (In some cases, the Commander may desire to name the committee at a later time after giving the matter some thought). Is there any further new business?"

Keeping the Order
When a football player violates the rules of the game, he/she is penalized. In the same fashion a AMVETS member who does not abide by the parliamentary rules of the meeting finds themselves unable to function.

You have seen how he/she may be restrained and prevented from making motions or amendments. If he/she persists in being out of order the Commander may have them removed from the hall.

However, the rules of parliamentary procedure are not all simple, and it is not likely that every member will know all of the fine points. Therefore, it is the duty of the presiding officer, the Commander, to see that the rules are lived up to by calling them to the attention of the members as they are violated or are needed.

Thus we have seen that he/she has forbidden a member to speak on a motion until it had been seconded, he/she has forced members to speak on the question before the house, has seen to it that only one motion was before the body at a time, and otherwise seen to it that the rules of procedure were lived up to.

The Point of Order
However, there are times when someone violates the rules without the Commander noticing it. Or else the Commander may make a ruling which is felt to be wrong. In such a case a member of the body may call it to the attention of the chair by raising a "point of order"

A member wishing to call the attention of the chair to some violation of the rules of order does so by standing up in his place and saying, "Commander, a point of order." Or simply, "Point of order." He/she may do this even though he/she interrupts someone else who has the floor. The Commander must recognize them and ask them what their point of order is. The form is this:

> "Point of order, Commander." What is your point of order?"
> "AMVET MEMBER Smith is not speaking on the question before the body."
>
> "Your point is well taken. AMVET MEMBER Smith, will you please confine your remark to the question before the house?"

Or if the Commander disagrees:

> "Your point of order is not well taken. AMVET MEMBER Smith's remarks have a direct bearing on the question before the body. You may proceed, AMVET MEMBER Smith."

It should be remembered that one of the worst enemies of a well-conducted meeting is the "point of order pest," that is, the member who regards themselves as the expert on the parliamentary procedure and looks for opportunities to prove it. It is much better to keep quiet when the Commander has missed a minor infraction of the rules than to disrupt the meeting.

A point of order is not:

- An excuse to slow down a meeting.
- A convenient way to interrupt a speaker.
- An excuse to make a speech.
- An excuse to criticize the Commander.

Appeal from the Decision of the Chair

In most instances the best thing a member can do when ruled out of order, or when their point of order is not recognized by the chair, is to keep quiet about it, and abide by the decision of the Commander. When, however, he/she feels that a grave injustice has been done them, or that the decision of the Commander was a definite violation of the rules of procedure, or that the best interests of the AMVETS will be served, the member has a right to "appeal from the decision of the chair," and have the whole membership decide if they or the Commander was right.

The appeal can be taken only immediately after the ruling has been made. It may be made by the member called to order, or any other member. The member announces:

> "I appeal from the decision of the chair."

After discussion, if any, the question is put to a vote by the chair in this fashion:

> "All those in favor of upholding the ruling of the chair, say aye…Opposed, no…the chair is sustained."

Or if the vote is the other way:

> "The chair is overruled." Immediately upon the decision of the appeal the business of the meeting is continued.

Point of Information

A member who feels that he/she needs certain information, either about the meaning of a motion, or its effect, or other facts to enable them to vote intelligently, has the right to ask for it at any time. He/she simply gets up and says, "Point of Information."

The Commander should recognize the questioner, but he/she cannot interrupt another speaker. The questioner states their problem, and the Commander should answer it as well as he/she can. Sometimes the questioner desires information from another member. In such a case, the Commander should ask the one who had been speaking whether he/she will yield for the purpose of the question. He/she cannot be forced to do so. The questioner must address their question to the chair even though he/she wanted information from another member, thus:

> "Commander, I wonder if AMVET MEMBER Jones can tell us how many World War II veterans work with them."

Parliamentary Inquiry

When the information that the member seeks has reference to the rules of parliamentary procedure this is known as a "parliamentary inquiry," – for example:

> "Is it in order now to make a motion with reference to the problem of unemployed World War II veterans?"

The Commander's answers to such questions do not constitute decisions that can be appealed. Only a decision he/she would make after such a motion had been brought up would be subject to appeal.

How to Do What You Want to Do
We have seen how an AMVET acts in the normal course of events in dealing with motions and amendments. However, there are times when some unusual action is desired. This is accomplished by what is known in parliamentary law as "subsidiary" motions. They are intended primarily to help the handling of the business rather than to deal with it directly. Many of them differ from the motions for action which we have discussed in that they can interrupt a speaker, require no second, cannot be debated, or require more than a majority of the votes cast to be carried.

Prevent Something from Coming Before the Bod y (To Object to the Consideration of a Question)
On occasion a motion is made which deals with a matter the very discussion of which, it is felt, will cause ill feeling or friction, or be otherwise harmful to the body. A member who feels this way will arise immediately after the motion has been made, but before discussion has started, and say, "Commander, I object to the consideration of the question."

The Commander must reply: "There has been an objection to the consideration of this question. Will the assembly consider it?"

The matter is then immediately put to a vote. There can be no discussion. If two-thirds of the members vote against considering the question, then it cannot be brought up again during that meeting.

A member desiring to "object to the consideration of the question" may interrupt another speaker. No second is required for the objection. It should be remembered, however, that this motion should be used only in exceptional cases:

Take Back Something You Have Started (Withdrawing a Motion)
After a motion has been made and seconded it becomes the property of the body and cannot be withdrawn without its consent. The maker of the motion asks the Commander for permission to withdraw his motion, and the Commander puts the question before the members thus: "If there is no objection the motion will be withdrawn." When an objection is raised the question of withdrawal must be put to a vote. It requires no second, cannot be debated, and requires a majority vote to pass.

Drop the Matter for the Present ("To Table" "To La y o n the Table" or "To Defer" "To Defer Indefinitely")
Sometimes a member may feel that a motion under discussion is taking up too much time, or that the motion is unwise and should be gotten out of the way without spending any more time debating its merits. In such a case he/she makes a motion to "table the Motion," or "to lay the motion on the table." THIS IS AN IMPROPER MOTION!

This motion is intended to postpone action on a matter, in order to take up more pressing business. The proper motion to delay action on or dispose of a motion in these circumstances is to move to "defer the motion" or to "defer the motion indefinitely." If more information is needed before a motion can be decided, the member would ask for recognition and, upon being recognized, state, "I move to defer the motion until we can receive additional information as to _____."

If the object is to drop the matter altogether, the member would say, “I move to defer this indefinitely. The Commander then asks for a second, and if the motion is seconded, puts the question of deferring to a vote.

A motion to table discussion on a motion in order to discuss an urgent matter is stated, “I move to table this motion in order to determine _____.” The commander then asks for a second, and if a second is made, puts the question of tabling to a vote. There is no discussion on a motion to table.

A motion which has been tabled can be “removed from the table” as soon as some other business has been transacted. A member making the motion “to remove from the table” is recognized in the usual manner, and again the question is decided without debate, and by a majority vote.
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The use of the “motion to defer” as a means of killing a measure to be discussed; can be overdone by a reckless majority. It is a much wiser policy to close debate in the regular fashion (see below) and then defeat the motion if that is the end desired.

To Limit or to Extend Debate
Only by the action of the members themselves can debate on a motion be stopped so long as some of the members desire to speak. The body, however, can limit the amount of debate which shall be allowed, or stop it altogether. Motions to do this are made in the usual fashion, require a second and are not debatable. They may be amended and are debatable only when they come before the body as a general rule for all questions.

Debate may be limited by setting a time when the motion before the house shall come to a vote, by limiting the number of speeches and the time for each speech, or by allotting a certain amount of time for each side of the question. In the latter case, members on the same side may get together to divide the time. In some auxiliaries it is the practice to have a standing rule in the by-laws fixing the maximum amount of time that a member may speak on any motion.

When there is a standing rule fixing the time for debate, or when the body has acted to limit debate, and it is found advisable that the time for debate be extended, this may be done by a motion similar to that limiting discussion.

In both cases, the maker of the motion to limit or extend debate must get the floor in the usual manner and cannot interrupt someone who has the floor.

Stop Discussion and Take a Vote (The Previous Question)
When it is desired to cut off debate entirely, and come to a vote at once, the motion is the “previous question.” For the “previous question” to be moved it is necessary for the mover to be recognized by the Commander in the usual manner. The motion requires a second, and like the motion to limit debate it is not debatable and requires a two-thirds vote. The form is “I move the previous question,” or “I move that we close debate and vote on the question.” Immediately after the motion is made and seconded the Commander must put it to a vote thus: The previous question has been called for. Will those in favor say aye…opposed, no….”

In some organizations it is the practice to close debate when several members call out “Question” from their seats, showing that they are tired of the debate, and want to vote. This practice is proper in most cases but should not be used when there are members who desire to speak. Then the motion for the “previous question” is the proper one.

Change a Previous Decision of the Organization (To Reconsider)
When it is felt that a body has acted hastily on some matter, or later events or new information indicate that the decision was unwise, the organization may decide to “reconsider” or “rescind” the action.

The motion to “reconsider” is used when it is desired to bring the whole matter up anew for discussion and action. It must be made on the same day that the vote to be reconsidered was taken. It must have been made by someone who voted with the majority in the original instance, but any member may second it. When the vote has been by secret ballot, any member may move to reconsider.