

**AMVETS DEPARTMENT OF HAWAII  
CONSTITUTION AND BYLAWS**



**2026-2027**

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# DEPARTMENT CONSTITUTION

## ARTICLE I: DEPARTMENT ORGANIZATION AND MISSION

Section 1. Departments shall be organized with a headquarters located as authorized by the Department Convention or an intervening Department Executive Committee (DEC) meeting. Local posts shall be formed, and intermediate administrative groups may be created by the Department Executive Committee to function within their respective jurisdiction where such action is deemed advisable.

AMVETS Uniform Department Constitution, Appendix E to the AMVETS National Constitution, shall be the constitution for all departments in accordance with Article IX, Section 10 of the AMVETS National Constitution. Departments shall formulate bylaws to address those aspects of operation not covered in this Constitution.

Section 2. The Department shall be composed of department officers, both elected and appointed, and the members of the Department Executive Committee.

It shall be the duty of the Department 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 Department Executive Committee.

Section 3. Mission. AMVETS Department of Hawaii exists to serve veterans, active duty service members, National Guard and Reserve members, military families, caregivers, survivors, and the wider community throughout Hawaii and the Pacific region by promoting service, advocacy, fellowship, reintegration, wellness, remembrance, and civic responsibility.

Section 4. Department programs may include, but are not limited to, veterans service and claims support, adaptive sports and fitness, wellness and suicide prevention, ROTC and JROTC awards, youth mentorship, community service, commemorations, historic preservation, disaster relief, veterans transition support, Gold Star family support, Wounded Warrior support, and partnerships with federal, state, county, nonprofit, military, and community organizations.

## ARTICLE II: DEPARTMENT CONVENTION

Each department shall conduct its convention annually between May 15 and June 30, at which time it shall elect department officers, delegates and alternates to the national convention, and its National Executive Committeeman and alternate when applicable.

Elected department officers shall assume office not later than July 15. National Executive Committeemen and alternates shall assume office in accordance with the AMVETS National Constitution.

- (a) The department convention delegation shall be comprised as prescribed by the Department Bylaws.
- (b) Each post shall choose delegate(s) and alternate(s) at a post meeting.
- (c) The Department Commander shall vote only in the case of a tie.
- (d) Each delegate shall be entitled to one vote.
- (e) Alternates shall have all rights and privileges of delegates except they shall vote only in the delegate's absence.
- (f) No delegate or alternate shall be seated unless the individual's accounts with Department Headquarters are fully paid up.
- (g) No delegate of an accredited post shall be seated unless the post is fully paid up in all accounts with Department Headquarters and any applicable districts.
- (h) No post delegate or alternate shall be permitted to register unless the delegate or alternate has been a member in good standing on the Department rolls for at least 30 days prior to the convention and possesses a membership card or satisfactory evidence of membership.
- (i) Convention quorum requirements shall be specified in the Department Bylaws or convention rules.
- (j) No department convention bids shall be received on the convention floor unless previously submitted

to the Department Finance Committee and/or Department Executive Committee.

(k) Convention chairmen shall be chosen in accordance with the Department Bylaws.

(l) The Convention Rules Committee shall present the rules of the annual convention to the Department Executive Committee for approval.

(m) Department Headquarters shall circulate convention rules to posts at least 30 days before the annual convention.

(n) The Rules of the Convention may be amended by majority vote of delegates assembled at the Annual Department Convention.

### **ARTICLE III: ELECTION AND APPOINTMENT OF OFFICERS**

Section 1. The Department Convention shall elect a Department Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, Finance Officer, National Executive Committeeman when applicable, Alternate National Executive Committeeman when applicable, Provost Marshal, Judge Advocate, and any other officers prescribed in the Department Bylaws.

Section 2. Eligibility for elected office shall be open to any AMVETS member in good standing who is in compliance with National and Department requirements. Previous restrictions limiting succession, simultaneous elected service, post origin, salaried employment status, or prior post-office service are removed from these bylaws. Candidates shall disclose potential conflicts of interest, and the Department Executive Committee may establish neutral administrative procedures for certification consistent with the National Constitution and Bylaws.

Section 3. The Department Commander, with the consent and approval of the Department Executive Committee, shall appoint and have the power to remove a Department Chaplain, Department Inspector General, Executive Director, Service Director, Historian, committee chairmen, and such other officers as specified in the Department Bylaws. These appointments shall be made at the post-convention DEC meeting or as soon thereafter as practicable.

Section 4. All elected and appointed department officers shall be members of the Department Executive Committee. The authority for officers to vote on the Department Executive Committee shall be prescribed in the Department Bylaws.

Section 5. An elected officer may be removed from office only by a two-thirds vote of the Department Executive Committee after written charges have been preferred and furnished by certified mail or other verifiable delivery method to the officer concerned and to the members of the Department Executive Committee. A full hearing shall be held not less than 30 days after the charges are referred and mailed. The procedure shall follow the Uniform Code of Procedure for the Suspension or Expulsion of a Member as applicable.

Section 6. Department officers elected at a Department Convention shall be installed in office at a ceremony held at the convention. The regular election cycle and installation schedule shall be as prescribed in the Department Bylaws; however, no Department-imposed time limit, tenure cap, or restriction on successive service shall apply to elected officers.

Section 7. In the event of a vacancy in the office of Department Commander, the First Vice Commander shall succeed to that office. In the event of a vacancy in the office of First Vice Commander, the Second Vice Commander shall assume the office of First Vice Commander. Additional Vice Commanders shall similarly participate in succession.

Section 8. In the event of a vacancy in the office of the most junior Vice Commander, Finance Officer, Provost Marshal, Judge Advocate, or other elected office, the Department Commander shall appoint an AMVET member in good standing to fill the vacant office for the unexpired term, subject to approval of the Department Executive Committee.

## **ARTICLE IV: DEPARTMENT EXECUTIVE COMMITTEE MEETINGS**

Section 1. The administrative power between Department Conventions shall be vested in the Department Executive Committee, which shall be composed of the Department Commander, Vice Commanders, all other elected department officers, appointed officers as prescribed in the bylaws, past department commanders, post commanders, and others as prescribed in the Department Bylaws.

Section 2. Each voting member shall be entitled to one vote except the Department Commander, who shall vote only in case of a tie.

Section 3. Voting members of the Department Executive Committee shall be delegates to the Department Convention, each entitled to one vote, provided their respective posts have complied with the provisions of the Department Constitution and Bylaws.

## **ARTICLE V: FINANCES**

The management of the Department budget as approved at the Department Convention shall be under the control of the Department Executive Committee, which shall delegate sufficient general and specific authority to the Department Finance Committee, as authorized by the Department Bylaws, to carry out the usual duties of such committee.

## **ARTICLE VI: DEPARTMENT FINANCE COMMITTEE**

Section 1. The Department Finance Committee, with approval of the Department Executive Committee, shall have authority to retain independent investment experts as needed for consultation in supervising AMVETS funds.

(a) The Department Finance Committee shall consist of members as prescribed in the Department Bylaws.

(b) The Finance Committee shall meet prior to each DEC meeting or at other times as set forth in the Department Bylaws.

(c) The Finance Committee shall make an annual report to the Department Convention. Revenue shall be derived from annual dues and such other sources as may be approved by the Department Executive Committee.

(d) The Finance Committee shall submit a provisional annual budget as prescribed in the Department Bylaws.

Section 2. The following provisions shall govern the establishment and administration of the Department Headquarters budget:

(a) The Finance Committee has fiduciary responsibility to prepare and present a fiscally sound budget.

(b) Revenue shall be based on tangible assumptions and realistic or proven income projections.

(c) Expenses shall be budgeted as realistically as possible to ensure overall spending integrity.

(d) A contingency budget line shall be developed to address unexpected expenses during the fiscal year.

(e) No department body shall adopt or approve a budget in which expenses, capital expenditures, and debt reduction exceed income established above.

(f) Any person who willfully violates this section may be subject to disciplinary action and personal financial liability for unauthorized over-expenditures unless prior approval was granted by the Department Finance Committee.

Section 3. The Department Finance Committee shall have power and authority to designate depository banks or financial institutions to receive deposits into Department accounts and to disburse funds on checks or electronic payments authorized in the Department Bylaws.

Section 4. The fiscal year shall be designated in the Department Bylaws.

Section 5. Any resolution from a Department Convention involving expenditure of funds or financial commitment shall be referred to the Department Finance Committee for review and recommendation.

## **ARTICLE VII: REVOCATION, CANCELLATION OR SUSPENSION OF POST CHARTERS**

Section 1. The Department Executive Committee, after notice and hearing, may cancel, suspend, or revoke the charter of any post for good and sufficient cause. Procedure for such action shall be as prescribed by AMVETS National Bylaws, Appendix A. A suspended body shall have the right of appeal to the next Department Convention.

Section 2. As prescribed in the Department Bylaws, 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 AMVETS.

Section 3. From among the voting membership of the Department Executive Committee, the Department Commander shall appoint a Department Grievance Committee consisting of three members to hear grievances and appeals and report findings and recommendations to the Department Executive Committee. The Department Commander shall designate the chair. The Department Commander and Judge Advocate shall serve as ex-officio members without vote.

## **ARTICLE VIII: AMENDMENT**

A Uniform Department Constitution shall be promulgated and known as Appendix E to the AMVETS National Constitution and Bylaws. Amendments to Appendix E may only be made by a majority of delegates voting at a National Convention.

# DEPARTMENT BYLAWS

## STANDING RULES

1. New posts shall be accepted into the Department upon submission of appropriate paperwork and fees.
2. The Department may support newly chartered posts with convention registration and limited lodging assistance as approved by the Department Executive Committee and subject to available funds.
3. The Department shall send a copy of DEC minutes to all posts that are unable to attend DEC meetings.
4. The Department may reimburse new posts for any initial Hawaii state incorporation fee, subject to available funds. Each post is responsible for annual fees and renewals.
5. A membership recruiting program may be approved annually by the Department Executive Committee, including awards, recognition, and incentives subject to available funds.
6. Department members participating in approved Department programs may be reimbursed for authorized expenses upon presentation of receipts and approval in accordance with these bylaws.
7. Department AMVET of the Year. Any post member may nominate a Department member. Nominations shall be in writing and received by the Department Executive Director by May 1. The Department Commander may select the recipient or appoint a committee to recommend a recipient. The award shall be presented at the annual Department Convention.
8. The Department may provide Department lapel pins, recognition items, or program materials to delegates or partner organizations as approved by the Department Executive Committee.
9. Proceeds from Department fundraising programs operated jointly with the Auxiliary or other recognized entities should be divided according to written agreement approved in advance.
10. The Department Commander, with the consent of a Post Commander, may assign elected or appointed Department officers who have specific administrative expertise or online access to assist posts with annual IRS Form 990 filings, Hawaii state nonprofit reports, reinstatements, membership transmittals, revalidations, and related compliance matters.

## ARTICLE I: DEPARTMENT ORGANIZATION

The Department of Hawaii shall be organized as required by the Uniform Department Constitution.

- (a) There shall be subordinate administrative groups or districts as authorized by the Department Executive Committee.
- (b) District Commanders may be appointed by the Department Commander with approval of the Department Executive Committee.
- (c) The Department shall support posts on all Hawaiian Islands, American Samoa, and other areas authorized by AMVETS National and Department governance.
- (d) The Department shall promote veteran advocacy, membership growth, community service, veteran wellness, adaptive sports, historical preservation, and national AMVETS programs.

## ARTICLE II: DEPARTMENT CONVENTION

A Department Convention shall be held annually in Hawaii between May 15 and June 30 at a location approved by the Department Executive Committee or Convention Association.

- (a) Each post shall be automatically entitled to five delegates. In addition, each post shall be entitled to one delegate for each ten members up to fifty members and one additional delegate for each additional fifty members. Each post is entitled to one alternate for each authorized delegate.

- (b) Posts chartered between conventions shall be entitled to delegate representation notwithstanding the provisions of these bylaws.
- (c) No delegate or alternate of an accredited post shall be seated unless the respective post is fully paid up in all accounts with the Department and membership is certified by the Department Executive Director and Finance Officer as of thirty days prior to the opening of the Department Convention.
- (d) Fifty-one percent of voting delegates registered and in attendance shall constitute a quorum.

### **ARTICLE III: ELECTION AND APPOINTMENT OF OFFICERS**

Section 1. The Department Convention shall elect a Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, Finance Officer, Provost Marshal, and Judge Advocate in accordance with the Department Convention rules. Elected officers may stand for re-election without any Department-imposed time limit, tenure cap, or restriction on successive terms, provided they remain members in good standing and otherwise meet applicable National and Department requirements.

Section 2. The National Executive Committeeman and Alternate National Executive Committeeman shall be elected in accordance with the AMVETS National Constitution and Bylaws. The Department shall impose no additional time limit, tenure cap, or restriction on successive service for these elected positions beyond any requirements mandated by AMVETS National.

Section 3. Eligibility for elected office is open to any AMVETS member in good standing who meets National membership requirements. All Department-imposed restrictions based on prior office held, same-post succession, term limitation, tenure limitation, salaried status, or simultaneous AMVETS service are removed. No elected officer shall be barred from continuing to serve, seeking re-election, or holding successive elected terms solely because of length of service or prior tenure. Candidates and officers shall disclose potential conflicts of interest and comply with all National and Department conflict-of-interest, ethics, and financial-accountability requirements.

Section 4. The Department Commander, with consent and approval of the Department Executive Committee, shall appoint a Service Director, Executive Director, Historian, Chaplain, Inspector General, District Commanders, committee chairpersons, and other appointed officers as required.

Section 5. The Executive Director, Chaplain, Service Director, Historian, Inspector General, and District Commanders shall be members of the Department Executive Committee without vote unless otherwise granted voting authority by the Department Executive Committee or these bylaws.

Section 6. The Department Commander may suspend an appointed officer for cause and appoint an acting officer to perform duties until the next meeting of the Department Executive Committee. Removal from office for cause is vested in the Department Executive Committee.

Section 7. In the event of a vacancy in the office of Department Commander, the First Vice Commander shall complete the term. The Second Vice Commander and Third Vice Commander shall move up to the next higher position. The Department Commander shall appoint an eligible AMVET member in good standing to fill the remaining vacancy for the unexpired term, subject to confirmation by the Department Executive Committee.

Section 8. Any elected office vacancy may be filled by appointment of the Department Commander and confirmation by the Department Executive Committee.

Section 9. An elected officer charged with misconduct shall be informed by certified mail or other verifiable delivery method, provided a copy of the grievance, and notified of the date and place of hearing. A full hearing shall be held not less than thirty days after charges have been received. Removal from office requires a two-thirds vote of the Department Executive Committee.

## **ARTICLE IV: DUTIES OF DEPARTMENT OFFICERS**

### **Department Commander**

The Commander, AMVETS Department of Hawaii, shall preside at all functions of the Department; assure that the affairs of the Department are conducted with dignity and honor; serve as Chief Executive Officer of the Department; organize and support posts throughout the Department; ensure that post activities comply with National and Department Constitutions and Bylaws; initiate disciplinary action where appropriate; designate authorized account signatories; assure surety bonding where required; and assure that IRS Form 990 and other required reports are prepared and filed.

The Commander shall appoint committee chairpersons as necessary for proper conduct of the organization, including but not limited to Convention, Finance, Membership, Programs, Legislative, Veterans Affairs, Adaptive Sports, Community Outreach, Historic Preservation, and Constitution and Bylaws committees.

### **First Vice Commander**

The First Vice Commander shall represent the Department at official functions in the absence of the Commander; assist in promoting membership; lead annual membership campaigns; assist in membership retention and recruitment; and provide reports at DEC meetings and convention.

### **Second Vice Commander**

The Second Vice Commander shall assist with veterans programs, community engagement, and AMVETS-sponsored programs; report on program activities; and represent the Commander in the absence of the Commander and First Vice Commander.

### **Third Vice Commander**

The Third Vice Commander shall assist with community, social, and outreach programs of the Department; assist with convention and entertainment programming; report at DEC meetings and convention; and represent the Commander in the absence of the Commander, First Vice Commander, and Second Vice Commander.

### **Judge Advocate**

The Judge Advocate shall ensure that Department actions conform to the National and Department Constitution and Bylaws; review subordinate organization constitutions and bylaws; submit accepted constitutions and bylaws to National Headquarters where required; chair the Department Constitution and Bylaws Committee; convene the committee to consider amendments and revisions; and provide reports at DEC meetings and convention.

### **Provost Marshal**

The Provost Marshal shall ensure that National colors and other flags and banners are properly displayed; ensure that official affairs are conducted with dignity and decorum; secure doors when elections are in progress; and escort unruly persons or members from meeting rooms at the request of the Commander.

### **National Executive Committeeman**

The National Executive Committeeman shall attend National Executive Committee meetings, express the concerns and interests of the Department of Hawaii, keep the Alternate NEC informed, and provide a written report to the Department following NEC meetings.

### **Alternate National Executive Committeeman**

The Alternate National Executive Committeeman shall remain informed regarding National Executive Committee matters, attend NEC meetings when possible, and assume the duties of the NEC if the NEC cannot carry them out.

### **Finance Officer**

The Department Finance Officer shall be custodian of Department funds; ensure that disbursements are authorized and properly documented; provide financial reports at scheduled DEC meetings and annual convention; chair or coordinate annual audits; prepare an annual budget for Finance Committee consideration; and receive and disburse Department funds except those maintained by the Service Department, Service Foundation, or Convention Association.

## **ARTICLE V: DUTIES OF APPOINTED OFFICERS**

### **Executive Director**

The Department Executive Director shall administer and execute the National Constitution and Bylaws, Department policies and mandates, and directives of the Department Convention, Department Executive Committee, and Department Commander. The Executive Director shall serve as secretary of the Department and serve at the pleasure of the Department Commander and Department Executive Committee.

### **Historian**

The Historian shall compile a comprehensive history of the Department for each term of office, including photographs, clippings, records, and other items of interest, and shall transfer records to the Department Executive Director after the Department Convention.

### **Service Director**

The Service Director shall coordinate with the Personnel Committee to organize and operate the Service Department for the purpose of assisting veterans, dependents, and survivors to obtain benefits derived from military service.

### **Chaplain**

The Chaplain shall perform non-sectarian services as necessary, adhering to appropriate ceremonial rituals contained in the AMVETS Chaplains Manual and other AMVETS guidance.

### **District Commanders**

District Commanders shall exercise delegated authority of the Department Commander to monitor posts, provide training and guidance to post officers, summarize post compliance, visit posts within their district, assist in organizing new posts, hold district meetings when appropriate, and accept additional duties assigned by the Department Commander.

## **ARTICLE VI: DEPARTMENT EXECUTIVE COMMITTEE MEETINGS**

The Department Commander shall be chairman of all meetings of the Department Executive Committee. If the Commander is unable to attend, chairmanship shall pass to Vice Commanders in descending order of succession.

The following members in good standing shall be considered members of the Department Executive Committee, each with a single vote except the Commander who shall vote only in case of a tie: all elected department officers, all voting past department commanders, and all department post commanders. Appointed officers may attend and participate without vote unless otherwise authorized.

A quorum of the Department Executive Committee shall be fifty-one percent of voting members present, one of whom must be the Department Commander or a Department Vice Commander.

There shall be three DEC meetings per year: between the second weekend of February and the third weekend of March, during the Department Convention, and between the second weekend of October

and the fourth weekend of November. Special meetings may be called by the Commander with written notice stating time, date, location, and subject.

All DEC meetings shall be open except disciplinary sessions, executive sessions, legal matters, personnel matters, and other matters properly closed by the chair or DEC.

## **ARTICLE VII: FINANCES**

A checking account and savings account shall be maintained in a financial institution whose accounts are insured by the Federal Deposit Insurance Corporation or other appropriate federal program. Department funds, other than funds maintained by the Service Department, Service Foundation, or Convention Association, shall be deposited into these accounts.

All Department expenditures shall be by check, electronic payment, debit card, or other approved payment method authorized by the Commander and Finance Officer or other designated signatories. Each transaction shall be supported by invoice, receipt, or written explanation identifying the purpose and vendor.

Budgeted funds may be used to reimburse authorized officers for approved expenses upon presentation of receipts. Submissions should be made within forty-five days of the meeting or expense date unless approved by the Commander.

Debts claimed against the Department shall be approved by the Commander before payment. Any person making expenditures in the name of AMVETS Department of Hawaii shall be liable until approved by the Commander or appropriate authorizing body.

The Department Executive Committee shall adhere to the budget adopted or amended by the Finance Committee and Convention. Unbudgeted expenditures or transfers shall be referred to the Finance Committee for approval.

Department financial accounts shall be audited annually and upon change or resignation of the Finance Officer by an audit committee appointed by the Commander. The audit committee shall include persons independent of the department financial function where practicable. The Department Commander may request an audit at any time.

## **ARTICLE VIII: DEPARTMENT FINANCE COMMITTEE**

There shall be a Finance Committee composed of the Finance Committee Chair appointed by the Commander, Commander, Finance Officer, Immediate Past Department Commander, First Vice Commander, Second Vice Commander, Judge Advocate, and the Service Foundation Finance Officer or Treasurer.

The management of the Department budget as approved at Department Convention shall be under control of the Department Finance Committee. With approval of the Department Executive Committee, the Finance Committee may retain independent investment or accounting experts as needed.

The Finance Committee shall meet prior to each DEC meeting, Department Convention, or at other times determined by the Finance Committee Chair. The Finance Committee shall make an annual report at the Department Convention and submit the provisional annual budget to the Department Convention.

The fiscal year shall be September 1 through August 31 unless otherwise approved by the Department Executive Committee.

## **ARTICLE IX: DEPARTMENT PERSONNEL COMMITTEE**

There shall be a Department Personnel Committee composed of the Commander, Immediate Past Commander, First Vice Commander, Second Vice Commander, Third Vice Commander, and Judge Advocate.

The Personnel Committee shall review and approve the annual budget of the Department Service Office and shall meet annually after the third DEC meeting. The Personnel Committee shall meet as required to consider purchase of equipment for the Department and Service Office in excess of \$500.

The Personnel Committee may consider and approve bonuses, salary adjustments, and personnel matters for the Department Service Director, Department Service Officers, and other Service Office personnel subject to applicable law and available funding.

## **ARTICLE X: CHARTERS AND DISCIPLINE**

New posts shall be chartered as prescribed in the AMVETS National Constitution and Bylaws.

The Department Executive Committee shall comply with applicable National Bylaws if disciplinary action is taken against a post or member and shall follow the Uniform Code of Procedure for the Suspension or Expulsion of a Member when applicable.

## **ARTICLE XI: MEMBERSHIP**

Annual membership shall run from September 1 through August 31. A member whose dues are not paid within thirty days after expiration may be suspended. If payment is not made within sixty days of the expiration date, annual membership and all rights and privileges may be forfeited in accordance with National requirements.

Concurrent membership in more than one post shall not be allowed.

Department dues shall be approved by delegates assembled at convention. Minimum dues shall not be less than the minimum annual membership dues set forth in the AMVETS National Constitution and Bylaws. Dues above the minimum shall be fixed by the post and/or department.

Appendix B establishes current Department and National membership dues, payment methods, and procedures. At least monthly, the Department shall process membership and dues received directly from posts and members at large and remit payments to National Headquarters in accordance with Appendix B.

## **ARTICLE XII: CONVENTION ASSOCIATION**

The Convention Association shall register with the State of Hawaii as a nonprofit corporation known as AMVETS Department of Hawaii Convention Association, if established as a separate entity, and shall renew its nonprofit status annually.

The Convention Association shall adopt its own Constitution and Bylaws, conduct financial business of the Department Convention, and annually establish a date and location between May 15 and June 30 for the Department Convention.

Convention fees and payment schedules shall be set by the Association as recommended by the Convention Committee. The Convention Association shall submit a copy of its Constitution and Bylaws, if revised or amended, to the Department Judge Advocate.

## **ARTICLE XIII: SERVICE DEPARTMENT**

AMVETS Department of Hawaii may establish a Service Department in accordance with the laws of the State of Hawaii and rules and regulations of the U.S. Department of Veterans Affairs.

The Service Director shall work directly with the Personnel Committee and applicable state or federal contract managers as needed to ensure compliance with contract requirements. The Service Director shall provide the DEC, through the Department Commander, any performance measurement and monitoring reports received or submitted.

The Service Director may establish Service Department accounts in an FDIC-insured financial institution. Service Department funds shall be deposited into these accounts and disbursed by authorized signatories designated in writing by the Department Commander.

The Service Director shall prepare and submit a Service Department budget to the Personnel Committee for consideration. The budget shall include income, volunteer resources, grants, donations, salaries, taxes, and operating expenses.

The Service Director shall ensure compliance with contract requirements; hire and supervise personnel within budget; prepare job descriptions; provide training; coordinate with the U.S. Department of Veterans Affairs and the Hawaii Office of Veterans Services or other appropriate agencies; maintain employee manuals; and make an annual written financial report at Department Convention.

No equipment in excess of \$500 may be purchased without prior approval of the Personnel Committee. The Service Director, Service Officers, and Service Representatives shall be accredited by the U.S. Department of Veterans Affairs Office of General Counsel where required. Non-accredited personnel shall not counsel or advise veterans regarding VA benefits.

## **ARTICLE XIV: DISTRICTS**

The term of office for appointed District Commanders shall be one year, from Department Convention to the next Department Convention. District Commanders may be reappointed upon approval of the Department Executive Committee. District Commanders may be authorized to wear Department AMVETS headgear or insignia identifying their district and term of office.

## **ARTICLE XV: POSTS**

Posts shall be governed locally by their own officers according to their own Constitution and Bylaws, subject and subordinate to National and Department Headquarters. Election of post officers shall be held annually between May 1 and June 30 and officers shall be installed no later than July 15 unless otherwise directed by National requirements.

Provisions of post Constitutions and Bylaws found to conflict with National or Department Constitution and Bylaws shall be null and void. Post officers shall use equivalent titles provided for Department officers where applicable.

Posts shall revalidate their charter annually by completing the form prescribed by AMVETS National Headquarters and submitting a copy to Department Headquarters by the deadline established by National and Department guidance. Any post failing to certify officers or complete revalidation may be subject to disciplinary action.

The Post Judge Advocate shall transmit a copy of the Post Constitution and Bylaws, if revised or amended, to the Department Judge Advocate. Each post should make officer training available to elected and appointed officers. Posts shall register with the State of Hawaii as nonprofit organizations, where required, and shall renew their nonprofit status annually.

Each post shall certify to the Department annually by March 31 that an audit of post financial accounts has been completed using the form supplied by the Department or an approved equivalent.

## **ARTICLE XVI: LADIES AUXILIARY**

AMVETS Department of Hawaii Ladies Auxiliary shall adhere to the provisions of the National Auxiliary Constitution and Bylaws.

## **ARTICLE XVII: SERVICE FOUNDATION**

The Service Foundation shall adopt a Constitution and Bylaws and register with the State of Hawaii as a nonprofit corporation known as AMVETS Hawaii Service Foundation Corp, and shall renew its nonprofit status annually.

The Service Foundation shall transmit a copy of its Constitution and Bylaws, if revised or amended, to the Department Judge Advocate. No post shall create a Service Foundation without approval of the Department and compliance with National requirements. The Service Foundation financial accounts shall be audited annually and upon change or resignation of the Finance Officer or Treasurer.

## **ARTICLE XVIII: JUNIOR AMVETS**

Membership in Junior AMVETS shall be limited to persons qualified under National Bylaws. Local posts are authorized and encouraged to establish Junior AMVETS organizations and shall transmit annual charter revalidation copies to the Department Executive Director within thirty days of receipt from National Headquarters.

## **ARTICLE XIX: SONS OF AMVETS**

Membership in Sons of AMVETS shall be limited to persons qualified under National Bylaws. Local posts are encouraged to establish Sons of AMVETS organizations and shall transmit annual charter revalidation copies to the Department Executive Director within thirty days of receipt from National Headquarters.

## **ARTICLE XX: PARLIAMENTARY AUTHORITY**

Procedures not otherwise provided herein shall be conducted pursuant to the current edition of Robert's Rules of Order, Newly Revised.

## **ARTICLE XXI: AMENDMENT**

These bylaws may be amended by majority vote of the delegates present and voting at a Department of Hawaii Convention or at a DEC meeting, provided proposed amendments have been submitted to the Department Executive Director and Judge Advocate at least thirty days prior to the meeting. Amendments may be effected without previous notification by unanimous vote of delegates present and voting. Approved amendments become effective the day following adjournment unless otherwise specified.

De minimis corrections to spelling, grammar, titles, references, dates, or formatting necessary to ensure clarity of intent may be requested by any member and may be made by the Judge Advocate without resolution or amendment, provided such corrections do not alter substantive meaning.

## **ARTICLE XXII: AUTHENTICATION**

We, the undersigned, certify that the foregoing Constitution and Bylaws are a true and correct copy as amended and adopted by the members present and voting at the AMVETS Department of Hawaii Convention or Department Executive Committee meeting.

\_\_\_\_\_  
Donovan Andrew Lazarus, Department Commander

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Executive Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Judge Advocate

Date: \_\_\_\_\_

### **APPENDIX A: POST CERTIFICATION OF ANNUAL POST FINANCIAL AUDIT**

AMVETS Department of Hawaii  
Post Certification of Annual Post Financial Audit

Instructions: This form is required to be completed by the Post following each annual financial audit as required by Article XV of the AMVETS Department of Hawaii Bylaws. Upon completion, the post shall retain a copy for its files and transmit the original or electronic copy to AMVETS Department of Hawaii Headquarters.

I, the undersigned, certify to AMVETS Department of Hawaii that financial audit(s) of Post # \_\_\_\_\_ financial accounts have been performed for the year of \_\_\_\_\_ on \_\_\_\_\_.

Post Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Post Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Audit Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPENDIX B: MINIMUM MEMBERSHIP DUES**

Current minimum membership dues shall be maintained in accordance with AMVETS National and Department requirements. The Department Executive Committee may update this appendix administratively when National dues or payment procedures change, provided the update does not conflict with National requirements.

New annual membership: Minimum \$30.00 (\$15 to National - \$15 to Department).

New Member at Large: Minimum \$30.00 (\$15 to National - \$15 to Department).

Annual renewal for member and Member at Large: Minimum \$17.00 (\$15 to National - \$2 to Department).

New Life Membership: Minimum \$187.50 (\$125 to National - \$62.50 to Department).

Minimum dues for conversion from Annual to Life Membership: Annual members who paid annual dues between September 1 and August 31 may convert to life membership and receive credit for prepaid annual dues at any time during that period. Annual dues not paid: Minimum \$187.50 (\$125 to National - \$62.50 to Department). Annual dues paid: Minimum \$157.50 (\$110 to National - \$47.50 to Department).

Payment Methods and Procedures: Posts shall remit payments by check to Department Headquarters or by debit/credit card through the AMVETS National website where available. Checks shall identify the purpose of payment and type of membership. Life Membership or conversion payments submitted to the Department shall include required transmittal forms. Checks should be made payable to AMVETS Hawaii and mailed or delivered to AMVETS Department of Hawaii Headquarters.

Department and post leaders authorized by National database access may process renewals online. The Commander may request special access from National Headquarters for Department or post leaders as required.

## **APPENDIX C: REIMBURSEMENT OF TRAVEL, LODGING AND PER DIEM EXPENSES**

1. No travel or per diem expenses for required National or Department meetings shall be paid in advance without written pre-approval of the Commander certifying that a financial hardship exists that would prevent attendance.
2. Claims for reimbursement of travel expenses for National or Department meetings within 50 road miles of the member's home of record must be approved by the Commander.
3. No claims for reimbursement will be paid without appropriate receipts, invoices, or written documentation identifying the vendor, date, and purpose.
4. No reimbursement shall be made for alcoholic beverages or hotel stays extending more than one day before or after a National or Department meeting unless pre-approved by the Commander.
5. AMVETS members shall not submit travel or per diem expenses to the Finance Officer that have already been paid or provided by National AMVETS, the Department Auxiliary, Service Foundation, Convention Association, or a post within the Department.
6. Duplicate receipts or claims submitted with intent to double bill the Department may constitute dishonesty and may be referred for disciplinary action.
7. Reimbursement is subject to available funds, budget authorization, and approval of the Department Commander or authorized approving official.

### **DEPARTMENT CONTACT INFORMATION**

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