



National Sons of AMVETS  
Mark M. Serpis  
National Commander

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May 23, 2017

My fellow Sons,

The National Department would like to extend to you all an invitation to attend our National Convention in Norfolk, VA. From August 8 -13, 2017.

Enclosed, you will find information regarding the National Convention for this year. The rooms as you know have all been booked. We gave out information early in the process for NEC Men to call and book your rooms either at the Marriott or the Sheraton. All National Officers and PNC's rooms are booked by Nancy Moran at National Headquarters.

**Please note, additional hotels are listed below. Whether you are a delegate or not, I recommend to reserve rooms as soon as possible because of the proximity of these hotels to the Convention's events. Some rooms may still be available at the Marriott with Saturday checkout. This may be a better solution then being in the outskirts of town. When you make your reservations, please ask for the AMVETS hotel room discount.**

Courtyard by Marriott Norfolk Downtown  
520 Plume Street, Norfolk, VA 23510  
(757) 963-6002

Residence Inn by Marriott Norfolk Downtown  
227 W. Brambleton Ave., Norfolk, VA 23510  
(757) 842-6216

Spring Hill Suites by Marriott Norfolk  
Virginia Beach  
6350 Newtown Rd., Norfolk, VA 23502  
(757) 333-3100

Double Tree by Hilton Hotel Norfolk Airport  
1500 N Military Hwy., Norfolk, VA 23502  
(757) 466-8000

For those of you who will be flying to Norfolk, VA. The code for the airport is ORF and the address is 2200 Norview Ave. Norfolk, VA. 23518. Transportation from airport to hotels will be by cab.

For those of you that are driving both hotels have complimentary parking as long as you are a guest of the hotel.



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National Commander

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As every year, Squadrons are entitled to Delegates and Alternates based on their membership. They get 2 Delegates for up to their first 25 members, and 1 Delegate for each additional 15 members or major fraction thereof. They are entitled to as many Alternates as they have Delegates. This is based on membership in National's hands on July 10<sup>th</sup>, 2017. THEREFORE:

# of members	# of Delegates	# of Alternates
8-32	2	2
33-47	3	3
48-62	4	4
63-77	5	5

In addition, each State Department is entitled to 1 Delegate and 1 Alternate.

Registration fees remain the same for this year as they were last year. Pre-Registration fees are \$30.00 for each Delegate or Alternate. These are due at Headquarters by July 18<sup>th</sup>, 2017. After this, you can only register at the door and fees will be \$40.00.

As a reminder, your Registration Fees includes your ticket to the Awards Breakfast. If you have any guests attending with you, they must pay \$30.00 per person. This can also be submitted on the registration form.

Finally, for Convention, the National Commander's and President's Banquet will occur on Friday at Convention. Tickets have been confirmed at \$60.00. If you would like to purchase tickets and sit with the National Officers, you can also submit and pay for this on the form included in this package as well. If you would rather sit with members of your AMVETS and Auxiliary Departments, you should check in with them regarding how to do this.

Virginia Night Tickets are available \$30.00. This will be held on August 9<sup>th</sup>, Wednesday night at the Sheraton. Please use the attached forms for getting tickets.

If you are a National Officer or NEC man, your final report for the Convention book is due on July 18<sup>th</sup>, 2017. It can be emailed to [natson@sonsofamvets.org](mailto:natson@sonsofamvets.org) or mailed to headquarters at the normal address. Any reports not in my hands at close of business on that day will not make the Convention book.

Yours in service,

*Mark M. Serpis*

Mark M. Serpis  
National Commander



# Sons of AMVETS

National Convention - Norfolk, Virginia

August 5-12, 2017

<b>Saturday, August 5, 2017</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
8:00 AM - 10:00 PM	Sons of AMVETS Office	Monroe - Floor 3
<b>Sunday, August 6, 2017</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
8:00 AM - 10:00 PM	Sons of AMVETS Office	Monroe - Floor 3
<b>Monday, August 7, 2017</b>		
8:00 AM - 10:00 PM	Sons of AMVETS Office	Monroe - Floor 3
9:00 AM - 12:00 PM		Elizabeth Boardroom - Floor 4
2:00 PM - 4:00 PM	AMVETS Convention Bag Stuffing	Washington & Tyler - Floor 3
2:30 PM - 3:30 PM	Sons of AMVETS Executive Board Meeting	Elizabeth Boardroom - Floor 4
4:00 PM - 5:00 PM		Elizabeth Boardroom - Floor 4
6:00 PM - 7:00 PM	Sons Registration	Marriott Foyer - Floor 4
<b>Tuesday, August 8, 2017</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
8:00 AM - 10:00 PM	Sons of AMVETS Office	Monroe - Floor 3
8:30 AM - 11:00 AM	AMVETS National Service Foundation	Norfolk V & VI - Floor 1
5:00 PM - 12:00 AM	Sons Commanders Hospitality Room	Chesapeake I & II - Floor 4
<b>Wednesday, August 9, 2017</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
7:30 AM - 8:30 AM	Registration	Marriott Foyer - Floor 4
8:00 AM - 9:00 AM	Sons Proposed Budget/ Finance Meeting in SONS Office	Monroe - Floor 3
9:00 AM - 11:00 AM	NEC Meeting	Marriott VI - Floor 4
11:00 AM - 12:00 PM	CBL Committee Meeting	Elizabeth Boardroom - Floor 4
1:00 PM - 3:00 PM	AMVETS Joint Opening Ceremony	Norfolk Ballroom - Floor 1
1:00 PM - 3:45 PM	AMVETS Joint Memorial Service	Norfolk Ballroom - Floor 1
3:00 PM - 5:00 PM	AMVETS Quartermaster	Presidential Foyer - Floor 3
4:00 PM - 6:00 PM	PNC Meeting	Elizabeth Boardroom - Floor 4
5:00 PM - 6:00 PM	Registration	Marriott Foyer - Floor 4
6:00 PM - 10:00 PM	Virginia State Night at Sheraton	Sheraton Hotel
5:00 PM - 11:59 PM	Sons Commanders Hospitality Room	Chesapeake I & II - Floor 4
<b>Thursday, August 10, 2017</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
7:00 AM - 10:00 PM	Sons of AMVETS Office	Monroe - Floor 3
7:00 AM - 7:45 AM	Registration	Marriott Foyer - Floor 4
8:00 AM - 11:00 AM	Awards Breakfast	Marriott IV - Floor 4
11:00 AM - 2:00 PM	Commander and Officers attending Junior AMVETS Luncheon	Marriott VII-V - Floor 4
1:00 PM - 2:00 PM	Sons Life Membership Meeting (JR's Lunch)	Elizabeth Boardroom - Floor 4
2:00 PM - 4:00 PM	1st Business Session	Marriott IV - Floor 4
4:00 PM - 5:30 PM	Grievance Committee if needed	Marriott IV - Floor 4
5:00 PM - 11:59 PM	Sons Commanders Hospitality Room	Chesapeake I & II - Floor 4
<b>Friday, August 11, 2017</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
7:00 AM - 10:00 PM	Sons of AMVETS Office	Monroe - Floor 3
7:00 AM - 8:45 AM	Registration	Marriott Foyer - Floor 4
		Marriott IV - Floor 4
9:30 AM - 12:00 PM	2nd Business Session	Marriott IV - Floor 4
1:00 PM - 3:00 PM	3rd Business Session	Marriott IV - Floor 4
5:30 PM - 7:00 PM	Banquet Registration	Norfolk Foyer - Floor 1
6:00 PM - 7:00 PM	General Reception	Norfolk Foyer - Floor 1
7:00 PM - 9:30 PM	Commander/President Banquet	Norfolk Ballroom - Floor 1
5:00 PM - 11:59 PM	Sons Commanders Hospitality Room	Chesapeake I & II - Floor 5
<b>Saturday, August 12, 2017</b>		
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
7:00 AM - 10:00 PM	Sons of AMVETS Office	Monroe - Floor 3
7:00 AM - 8:45 AM	Registration	Marriott Foyer - Floor 4
9:00 AM - 1:00 PM	4th Business Session	Marriott IV - Floor 4
1:15 PM - 2:00 PM	Post NEC	Marriott IV - Floor 4
2:00 PM - 3:00 PM	AMVETS Joint Installation Ceremony	Norfolk Ballroom I-IV - Floor 1
3:30 PM - 4:00 PM	SONS Swim Meet	Pool
5:00 PM - 11:59 PM	Sons Commanders Hospitality Room	Chesapeake I & II - Floor 4



# Sons of AMVETS

National Convention - Norfolk, Virginia

August 5 - 12, 2017

**Must be received at headquarters by July 18, 2017**

PRE-REGISTRATION					
NAME:			MEMBERSHIP #		
DEPARTMENT:		SQUADRON:		<b>CHECK ONE</b>	DELEGATE
				<input type="checkbox"/>	<input type="checkbox"/>
NAME:			MEMBERSHIP #		
DEPARTMENT:		SQUADRON:		<b>CHECK ONE</b>	DELEGATE
				<input type="checkbox"/>	<input type="checkbox"/>
NAME:			MEMBERSHIP #		
DEPARTMENT:		SQUADRON:		<b>CHECK ONE</b>	DELEGATE
				<input type="checkbox"/>	<input type="checkbox"/>
<b>DELEGATE FEE:</b>	\$30.00 each (prior to July 18)	<b>CHECK #:</b>		<b>Total Due:</b>	\$
	\$40.00 (after July 18)				
Virginia State Night at Sheraton					
Wednesday, August 9, 2017					
NAME:			PHONE NUMBER:		
NUMBER OF GUESTS:		<b>TICKET PRICE:</b>	\$30.00 per guest	<b>Total Due:</b>	\$
AWARDS BREAKFAST					
Thursday, August 10, 2017					
<b>Breakfast tickets are included for SONS, purchase tickets for guests only</b>					
NAME:			PHONE NUMBER:		
NUMBER OF GUESTS:		<b>TICKET PRICE:</b>	\$30.00 per guest	<b>Total Due:</b>	\$
NATIONAL COMMANDER & NATIONAL PRESIDENT'S BANQUET					
Friday, August 11, 2017					
NAME:			PHONE NUMBER:		
NUMBER OF ATTENDEES:		<b>TICKET PRICE:</b>	\$60.00 per guest	<b>Total Due:</b>	\$
Breakfast tickets are included in your convention bag. All other tickets will be available for pick-up at Convention.			VIRGINIA NIGHT		
			REGISTRATION		
			BREAKFAST		
			BANQUET		
<b>Make checks payable to: National Sons of AMVETS</b>			<b>Total Due:</b>	\$	



## Sons of AMVETS National Department

4647 Forbes Blvd., Lanham, MD 20706  
(301) 683-4099 [www.sonsofamvets.org](http://www.sonsofamvets.org)

Mark Serpis  
*Commander*

Harold Collins  
*1<sup>st</sup> Vice Commander*

Ken Barber  
*2<sup>nd</sup> Vice Commander*

Richard Thibodeau  
*3<sup>rd</sup> Vice Commander*

Daniel K. Briggs, PNC  
*Finance Officer*

David Spencer, PNC  
*Judge Advocate*

Richard Hines  
*Provost Marshal*

David Strittmather, PNC  
*Immediate Past Comdr.*

Patrick Holcombe  
*Chaplain*

William Gerry  
*VAVS Coordinator*

Charlie Summerall, PNC  
*Inspector General*

Doug Brown  
*Legislative Director*

Paul Speigle  
*Junior AMVETS Coordinator*

Don Finnegan, PNC  
*Public Relations Officer*

Walt Starrett  
*Historian*

Mick Ciesla  
*Webmaster*

Tracy Diggs  
*Deputy Legislative Director*

My fellow Sons,

Following this cover letter you will find all of the resolutions that made it to Headquarters as of May 17, 2017. If we receive any more, we will send those out 30 days prior to the National Convention. ALL Resolutions must be postmarked and sent to National Headquarters no later than June 26, 2017.

There are currently 9 total resolutions as follows:

1. Amend the title of the Assistant Legislative Director
2. Junior AMVETS Flags
3. Relationship of the Sons of AMVETS to the AMVETS Riders/Sad Sacks
4. Rules for the Grievance Committee
5. Life Membership Trust Fund Rules
6. Bulk Mailings
7. Mailing of Minutes
8. Grievance Committee Membership
9. National Convention Quorum

Please review these with your membership. If you are sending any delegates to the National Convention, please be sure to let them know about these in advance so that they can best represent the wishes of your Squadron.

It was decided at the last CBL Committee meeting that we would return to "resolution format" which is how we have always been supposed to have had these, but that we have gotten away from over the last several years. If you wish to submit a resolution, but are not certain how to write it, please submit it early enough that I can help you.

We hope to see you soon in Norfolk!

Dave Spencer  
Judge Advocate  
Sons of AMVETS  
National Department

Draft Resolution #2017-01

**Subject:** Title Change for the Alternate Legislative Director

**Source:** National Constitution & By-Laws Committee, National Executive Committee

**WHEREAS**, the Alternate Legislative Director has consistently run in to confusion with Congressional Staff members around what his title means; and

**WHEREAS**, the Alternate Legislative Director has consistently gone above and beyond the scope of his duties; and

**WHEREAS**, historically, in the 1990's and early 2000's the position was titled as the Deputy Legislative Director before being eliminated and later reinstated; and

**WHEREAS**, the title of Deputy Legislative Director will convey a better sense that he has both his own duties AND serves as the Legislative Director in the absence of the Legislative Director; and

**WHEREAS**, our titles are modeled after the AMVETS Organization, and positions that are directly subordinate to another position use the Deputy title; and

**WHEREAS**, a slight adjustment to his title is both warranted, deserved and will only serve to benefit the Sons of AMVETS Organization; now therefore be it

**RESOLVED**, that the title of the Alternate Legislative Director shall be changed to the Deputy Legislative Director in all instances in which it appears in the Constitution, By-Laws, Standing Rules and any other documentation and forms of the National Sons of AMVETS.

Draft Resolution #2017-02

**Subject:** Storage and Transportation of Junior AMVETS Flags

**Source:** National Constitution & By-Laws Committee

**WHEREAS**, the National Sons of AMVETS purchased an American Flag and pole several years ago that has since gone missing; and

**WHEREAS**, the National Sons of AMVETS at the National Convention in Reno, NV in 2016 voted to purchase an American Flag, Juniors Flag, poles and other accessories; and

**WHEREAS**, the National Provost Marshal is already responsible for the transportation, storage and upkeep of the Sons of AMVETS National Flags; now therefore be it

**RESOLVED**, that the National Provost Marshal shall be responsible for the transportation, storage and upkeep of the flags of the National Junior AMVETS; and therefore be it further

**RESOLVED**, that the following verbiage in the quotation marks shall be added to the National By-Laws, as Article II, Section 6(a). "The National Provost Marshal shall be responsible for the Junior AMVETS flags and accessories. He shall ensure that they are transported to the Spring NEC and National Convention. He will turn them over to the Junior AMVETS prior to their meetings and collect them at the close of their business. He may utilize a Deputy National Provost Marshal for these tasks."

Draft Resolution #2017-03

**Subject:** Rules related to the Sons of AMVETS members of AMVETS Riders

**Source:** Charlie Summerall, PNC

**WHEREAS**, the AMVETS Riders is a subordinate organization of AMVETS and has members who are also members of Sons of AMVETS; and

**WHEREAS**, the AMVETS Riders usually have joint meetings at the same location as AMVETS and Sons of AMVETS; and

**WHEREAS**, on occasion, the Sons of AMVETS members of the AMVETS Riders attend Joint meetings as Riders, but not Sons of AMVETS; and

**WHEREAS**, sometimes these men arrive significantly prior to the start of Riders Business or stay significantly late afterwards; and

**WHEREAS**, when they do arrive early or stay late, they occasionally become inebriated and bring shame and dishonor to the name Sons of AMVETS; and

**WHEREAS**, our current rules are unclear on how much authority the State and National Commander have over Sons members who are not registered delegates/alternate delegates at a meeting; and

**WHEREAS**, the AMVETS at the State and National level sometimes have rules requiring AMVETS members of the AMVETS Riders to register as delegates at their Conventions, Conferences, SECs, etc.; now therefore be it

**RESOLVED**, that the various State Departments and the National Department may choose to require Riders who are Sons members to register for their Conventions, Conferences, SECs, etc. when they are on site for them; and therefore be it further

**RESOLVED**, that the following verbiage in the quotation marks shall be added to the National By-Laws, as Article VI, Section 3. "At the National and State Department level, at all Joint Executive Committee Meetings, Conferences and Conventions, that State or National Department may require that any Sons member who is primarily attending AMVETS Riders or Sad Sack business must also register for and attend Sons of AMVETS Business sessions. This shall be clearly stated in that State or National Department's Standing Rules or Convention Rules."



Draft Resolution #2017-04

**Subject:** Proposed Appendix for the Grievance Committee

**Source:** PNC David Spencer, National Judge Advocate

**WHEREAS**, in the past few years we have had multiple appeal hearings held at the National Convention;  
and

**WHEREAS**, the Sons of AMVETS National Grievance Committee does not have any rules set for how they should conduct business; now therefore be it

**RESOLVED**, that the document beginning on the next page entitled "Proposed Appendix" shall be inserted into the Constitution and By-Laws as Appendix C, with the current Appendix C being retitled Appendix D.

**PROPOSED APPENDIX**

**UNIFORM CODE OF PROCEDURE FOR THE  
NATIONAL GRIEVANCE COMMITTEE**

REFERENCE:

- 1) NATIONAL CONSTITUTION – ARTICLE XII: DISCIPLINE
- 2) BY-LAWS – ARTICLE VI: DISCIPLINE, and;
- 3) APPENDIX B – SECTION 1: UNIFORM CODE OF PROCEDURE FOR THE SUSPENSION OR EXPULSION OF A MEMBER

The appellant shall forward an appeal within 15 days after the imposition of the penalty to the Sons of AMVETS National Headquarters.

An appeal not received in accordance within the established time will not be forwarded to the Grievance Committee.

Appeals not properly prepared in accordance with the references noted above will not be considered.

The National Judge Advocate will notify the Department (or non-Department Squadron), the appellant and the duly appointed National Grievance Committee of receipt of the appeal and with the National Commander will schedule a Grievance Committee meeting to hear said appeal prior to the next regularly scheduled National Executive Committee meeting.

The Appellant and the Department (or non-Department Squadron) will be notified in writing of the date, time and location of the meeting.

The Grievance Committee is a subcommittee of the National Executive Committee and will report its findings to the National Executive Committee.

The National Executive Committee must either ratify or reject the findings of the Grievance Committee at its next regularly scheduled meeting.

The decision of an appellate body shall be binding and final.

The appellant may be represented by counsel at all stages of the appeal process and may cross-examine all witnesses presented against him.

The Department/non-Department Squadron Judge Advocate shall prosecute the charges and the attendance of a court reporter shall be allowed at no charge to the appellant.

The presiding officer of the Grievance Committee shall decide all questions as to the relevancy of evidence and the regularity of the proceedings at that level.

The National Judge Advocate shall decide all questions as to the relevancy of evidence and the regularity of the proceedings at the National Executive Committee.

The accuser and the appellant may call witnesses and present evidence. Evidence or documents shall be properly numbered and submitted to the National Executive Director.

Notarized depositions may be submitted.

The National Judge Advocate will be notified in writing of the number of witnesses and their order to be called. Witness statements will not exceed 10 minutes with 10 minutes allowed for cross-examination.

The accuser, the appellant or their appointed representatives may make opening and closing remarks not to exceed 10 minutes each.

The prosecuting Judge Advocate shall present opening remarks first and closing remarks last.

Each party to the appeal shall have the right to recall witnesses and re-direct questions to witnesses.

At the conclusion of closing remarks the chairman shall close the hearing. A vote shall be taken to determine if the charges and punishment on appeal shall be upheld. A two-thirds vote of the committee shall be required to sustain the charges and punishment on appeal.

The National Judge Advocate shall notify the appellant in writing of the results of the appeal.

Draft Resolution #2017-05

**Subject:** Rules related to the Life Membership Trust Fund Committee

**Source:** National Life Membership Trust Fund Committee

**WHEREAS**, When Appendix C was approved in 2016 we knew we would need to make some revisions at the 2017 National Convention; and

**WHEREAS**, No employee who is not a member of the Sons should have a say in Sons of AMVETS Business; and

**WHEREAS**, the intent of National By-Laws, Appendix C, Section 3a was that the Administrative Assistant would only give the Finance Officer updated information with which to make payments, but this would be considered a part of his/her duties already; and

**WHEREAS**, when paying out Lifetime Dues during the first year of membership, the members \$300.00 has not usually generated enough interest to accomplish paying the full \$20.00 payout; now therefore be it

**RESOLVED**, that the following verbiage in the quotation marks shall be stricken from the National By-Laws, Appendix C, Section 3a. “, in conjunction with the Administrative Assistant”; and therefore be it further

**RESOLVED**, that the following verbiage in the quotation marks shall be added to the National By-Laws, Appendix C, as Section 3e. “Dues for an individual member may not be distributed to any level unless those dues have been in the fund for one (1) calendar year.”

Draft Resolution #2017-06

**Subject:** Bulk Mailings

**Source:** PNC David Spencer, National Judge Advocate

**WHEREAS**, mailing hard copies of minutes can be highly expensive, not just for the National Department, but for the various State Departments; and

**WHEREAS**, the information for the next meeting is not always ready to be distributed in time for the required mailing of minutes; and

**WHEREAS**, this requires up to seven bulk mailings per year at the National Level, and potentially more in some States; and

**WHEREAS**, the Sons of AMVETS Constitution & By-Laws requires that the Minutes of the National Convention and all National Executive Committee Meetings must be postmarked to each Squadron, Department, National Executive Committeeman, Past National Commander and National Officer within 30 days of said meeting with similar verbiage affecting the various State Departments; and

**WHEREAS**, each State Department, via their State Convention body should be free to decide when and to whom to do mailings; now therefore be it

**RESOLVED**, that all State Departments, State Districts and Squadrons may choose to set their own mailing schedules based on their individual needs, and therefore be it further

**RESOLVED**, that the National By-Laws, Article II, Section 4 shall be replaced with the following verbiage within the quotation marks: "The Adjutant at all levels (including any Executive Director, Administrative Assistant or Secretary performing the role of Adjutant, hereinafter referred to as Adjutant), shall record the minutes of all required meetings and shall be responsible for all correspondence and notices at the direction of the Commander. The Adjutant shall record the minutes of all meetings in a permanent-type ledger. In the absence of the Adjutant, the Commander shall appoint another member to fulfill these duties.

- a. The minutes of all National Executive Committee Meetings and the National Convention shall be emailed within 30 days to all Sons of AMVETS Contacts on file. Hard-copies shall follow with the information for the next meeting once that becomes available. The mailing shall be sent to all Squadrons, State Districts, Departments, National Executive Committeemen, Past National Commanders and National Officers.
- b. Departments may set their own rules regarding minutes, provided such is provided for in their Standing Rules. If the Department Standing Rules are silent, then copies must be emailed to all Sons of AMVETS Contacts within that Department within 30 days of the meeting. Hardcopies must be mailed no less than 45 days prior to the next meeting to all Squadrons, State Districts, Past Department Commanders and Department Officers.

- c. The District Adjutant shall keep all the Squadrons informed of all District functions and activities and ensure that all Squadrons are notified at least thirty (30) days in advance of time, place, and date of all District Meetings and elections of officers.
- d. The Squadron Adjutant shall keep the membership informed of all functions and activities and ensure that all members are notified in advance of time, place, and date of meetings. He shall take care to insure that all members are notified at least thirty (30) days prior to all elections of officers.”

Draft Resolution #2017-07

**SUBJECT:** Mailing of Minutes

**SOURCE:** Gene Batt, Past National Judge Advocate, Squadron 1991, Defiance, OH

**WHEREAS,** It is unclear who should be receiving minutes as defined by “proper officers”; and

**WHEREAS,** there are people who do not receive minutes now that should be receiving minutes; now therefore be it

**RESOLVED,** that the current verbiage of the National By-Laws, Article II, Section 4 shall be replaced with the following verbiage in quotation marks.

“The Administrative Assistant for the National, or the Department Adjutant, Secretary, or Department Executive Director, shall record the minutes of all required meetings and shall be responsible for all correspondence and notices at the direction of the Commander. It shall also be the duty of the National Administrative Assistant, Department Adjutant, Secretary, or Executive Director that the minutes of all meetings shall be recorded in a permanent-type ledger. The minutes of all National and Departments meetings, that have Administrative Assistants, Secretaries or Executive Directors where the Convention body of that Department voted to do away with the Adjutant, shall be mailed by regular or electronic mail out to the proper officers and Squadron contact person within thirty (30) days. All Departments with Adjutants will also have thirty (30) days to mail by regular or electronic mail out to the proper officers and Squadron contact person the minutes of said meetings. In absence of the National Administrative Assistant, Adjutant, Secretary or Executive Director, the Commander shall appoint an officer to assume these duties.

The Adjutant of the Squadron provides the administrative support and is in charge of taking minutes and maintaining all records. He shall be present at all meetings or have an assistant in attendance to record all business transactions and the report of the previous meeting and of the Executive Committee meetings. He shall keep the membership informed of all functions and activities and insure that all members are notified in advance of time, place, and date of meetings. He shall take care to insure that all members are properly notified at least 30 days in advance of all election of officers.

The District Adjutant shall keep all Squadron Contact Person informed of all District functions and activities. Ensure that all Squadrons are notified in advanced of time, place, and date of all District Meetings, taking care to ensure that all Squadron are properly notified at least thirty (30) days in advance of all elections of officers.

- a. Proper Officers on the National level shall consist of all present National Officers, Elected or appointed, N.E.C. men and P.N.C.

- b. Proper Officers on the Department level shall consist of all present Department Officers, Elected or appointed, and P.D.C.
- c. Only those who qualify, (a.& b.) requesting electronic mailing will get them, others who qualify will receive a mailed hard copy.”



## Draft Resolution #2017-08

**SUBJECT:** Grievance Committee Membership

**SOURCE:** David Spencer, PNC, National Judge Advocate

**WHEREAS,** Grievances can be filed at any point during the year; and

**WHEREAS,** The recent National Commanders have strived to be more inclusive of the National Executive Committeemen in their appointments to committees; and

**WHEREAS,** The voting membership of the Grievance Committee consists only of the 3 men appointed by the Commander and the Commander himself (the Judge Advocate serves without a vote); and

**WHEREAS,** With the small committee size of the Grievance Committee, it is entirely possible to be missing members or to have members need to recuse themselves, particularly at the Fall NEC; and

**WHEREAS,** the Grievance Committee at the Fall and Spring NEC meetings meet prior to the NEC itself, thus if they are short-handed they may not be able to be legally replaced before the hearing; and

**WHEREAS,** Commanders are hesitant to appoint this committee early, yet must to avoid any accusation of bias; and

**WHEREAS,** State Departments are supposed to have this committee, yet it is not found otherwise in the Constitution or By-Laws; and

**WHEREAS,** the AMVETS are voting on a similar resolution to add alternate members to the Grievance Committee this year; now therefore be it

**RESOLVED,** the National Commander shall appoint one (1) Alternate member to the Grievance Committee, who must meet all the same criteria as regular appointees; and be it further

**RESOLVED,** that the following verbiage in quotation marks shall replace the verbiage found currently in the National By-Laws, Article I, Section 7. "From the membership of their Executive Committee, the National and State Commanders shall appoint a Grievance Committee, consisting of three (3) members and one (1) alternate member to hear grievances and appeals as are provided for in this Constitution and By-Laws and to report their findings and recommendations to the proper authorities. The Commander shall designate a Chairman. This Committee shall function during the National and State Convention, during meetings of their respective Executive Committees and at other times as needed. Such appointees shall serve at the pleasure of their Commander. Alternate members shall attend all meetings of the Grievance Committee, but without a vote unless another member is absent or recusing themselves. The Judge Advocate at that level shall serve as member ex-officio of this Committee, but without a vote."