



**THE AMERICAN LEGION AUXILIARY  
DEPARTMENT OF SOUTH CAROLINA  
CONSTITUTION AND BYLAWS**



**CONSTITUTION**

**ARTICLE I  
NAME**

*Section 1.* The name of the organization shall be The American Legion Auxiliary, Department of South Carolina.

**ARTICLE II  
NATURE**

*Section 1.* The American Legion Auxiliary, Department of South Carolina is a civilian organization of women.

*Section 2.* The American Legion Auxiliary Department of South Carolina shall be absolutely non-political and non-sectarian and shall not be used for the dissemination of partisan principles or for the promotion of candidacy of any person seeking public office or preferment.

**ARTICLE III  
ELIGIBILITY**

*Section 1.* Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of members of The American Legion, and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of all men and women who were in the Armed Forces of the United States during the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in the American Legion. This eligibility extends to step-relatives.

*Section 2.* There shall be two classes of membership, Senior and Junior.

- a. Senior membership shall be composed of members over the age of eighteen; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
- b. Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- c. Dues of both classes shall be paid annually or for life.

## **ARTICLE IV DEPARTMENT OFFICERS**

Section 1. The Department Convention shall elect annually: A President, a Senior Vice-President, a Junior Vice President, four Zone Vice Presidents, fourteen District Presidents, a Department Chaplain, a Department Historian and two Sergeants-at-Arms, and a Recording Secretary all of who shall be members of the Department Executive Board. The Department President and the Department Senior Vice President shall serve as Chairman and Vice Chairman of the Department Executive Board.

Section 2. The Department Executive Board at its first meeting immediately following the Department Convention shall elect a Department Secretary, Department Treasurer and a Parliamentarian. All of whom shall be nominated by the Department President. They may be removed from office by the Department Executive Board.

Section 3. In case of death, resignation or disqualification of the Department President, the Senior Vice-President automatically becomes President for the unexpired term. The Junior Vice-President automatically becomes Senior Vice President. An Executive Board meeting shall be called to appoint a qualified person as Junior Vice President for the unexpired term. If the unexpired term of office is less than six months, the person so named shall be eligible to election by regular process to the Office of President for a full term. The same applies to Senior Vice President and Junior Vice President should either become incapacitated due to illness or accident.

## **ARTICLE V DEPARTMENT EXECUTIVE BOARD**

Section 1. Between Department Conventions, the administrative power shall be vested in the Department Executive Board which shall be composed of the Department President, Department Senior Vice President, Department Junior Vice President, four Zone Vice Presidents, fourteen District Presidents, Department Chaplain, Department Secretary, Department Treasurer, Department Recording Secretary, two Sergeant-at-Arms, Department Historian, Chairmen of Department Standing Committees and Parliamentarian. All past Department Presidents in good standing in the local units shall be members for life on the Executive Board, without vote. Fifteen voting members shall constitute a quorum.

Section 2. Term of Office: The term of office of Department Executive Board members shall commence immediately following the adjournment of the Department Convention next ensuing and shall end at the adjournment of the next succeeding Department Convention

## **ARTICLE VI DEPARTMENT CONVENTION**

Section 1. The legislative body of this Department shall be on the Department Convention which shall be held at the same time and place and on the same basis as the Annual Department Convention of the American Legion.

Section 2. The voting body of the Department Convention shall consist of officers of the Department, Past Department Presidents, provided they are residents of this state present and

voting, and regular members in good standing of The American Legion Auxiliary, and regularly accredited delegates from each unit.

Section 3. Each Unit shall be entitled to three delegates, one of whom shall be the retiring President or her appointee, and one additional delegate for each twenty-five members or major fraction thereof whose current dues have been received by the Department Treasurer thirty days prior to the meeting of said Convention and to one alternate for each delegate. Each unit shall have as many votes as it is entitled to delegates.

Section 4. Each delegate shall be entitled to one vote. The vote of any delegate absent or not represented by alternates shall be cast by the majority of delegates from the Unit.

Section 5. A quorum shall exist at a Department Convention when 25 Units of the Department are represented.

Section 6. Department delegates and alternates to the National Convention shall be elected at the Department Convention, except the Department President, retiring Department President, and National Executive Committee Woman and Department Secretary, who shall be members of the delegation. Each District may select one nominee of their District as a possible delegate to represent the Department at the National Convention. The names of all such representatives shall be placed in nomination at the Department Convention, from which list the proper number of delegates shall be elected; the others serve as alternates. NOTE: Section 2, Article V, National Constitution: Representation in the National Convention shall be by Department. Each Department shall be entitled to five delegates and one additional delegate for each 1,500 members or major fraction thereof, whose current dues have been received by the National Treasurer thirty days prior to the meeting of said convention and to one alternate for each delegate. The delegates and alternates shall be selected not less than 2 weeks before the National Convention, provided that the Department hosting the National Convention shall be privileged to hold its Department Convention and select its delegates at the time and place designated by their respective Department of The American Legion.

## **ARTICLE VII AMENDMENTS**

Section 1. This Constitution may be amended at the Department Convention by a vote of two-thirds of the total authorized representation there of and become operative upon adoption; provided that the notice of the proposed amendments be out to all Units thirty days prior to Department Convention. These proposed changes must be read at the Convention.

Amended and Approved at the 88<sup>th</sup> Annual Convention Department of South Carolina  
June 28, 2008

## BYLAWS

### ARTICLE 1 ORGANIZATION

Section 1. The American Legion Auxiliary, Department of South Carolina shall conform to the organization of The American Legion, Department of South Carolina, and be divided into four (4) Zones. Zones 1, 2, 3, 4 shall include Districts 1 through 14.

Section 2. The geographical limits of Zones and Districts are defined by The American Legion.

### ARTICLE II ELECTION OF OFFICERS

Section 1. The election of the following officers shall be by secret ballot: Department President, Department Sr. Vice President, Department Jr. Vice President, Department Chaplain, Department Historian, Department Recording Secretary and Sergeants-at-Arms. A majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote.

Section 2. At each Zone meeting, a Zone Vice-President Nominee shall be elected. A Zone Nominee unable to serve at time of Convention convenes, a Caucus of that Zone shall (with the consent of Nominees and approval of unit members present) name a nominee to be placed in nomination previous to hour of convention elections.

Section 3. In years represented by even numerals, District Presidents and District Vice-Presidents shall be nominated from Districts designated by even numerals; in years represented by odd numerals, District Presidents and Vice Presidents shall be nominated from Districts represented by odd numerals. Such nominations for District Presidents and District Vice Presidents shall be made at District meeting in the designated years and Nominees elected at the following Annual Department Convention. If the District President Nominee is unable to serve at time Convention convenes, a Caucus of the District shall (with consent of Nominee and approval of Unit members present) name a nominee to be placed in nomination previous to hour of Convention election. If the District President, after election becomes unable to serve, the District Vice President automatically becomes District President.

Section 4. The election of officers shall be held during the last business session on the second day of Convention,

Section 5. Such Officers shall serve until the adjournment of the succeeding Department Convention or until their successors are chosen. Vacancies in these offices occurring between Department Conventions shall be filled by the Department Executive Board.

Section 6. No member shall hold more than one office at a time.

Section 7. No officer shall be eligible for the same office more than two consecutive years, with the exception of the Department Secretary, Treasurer, Parliamentarian, Zone Vice-Presidents and District Presidents. No member shall be eligible for reelection to the Office of Department President.

Section 8. After adjournment of the Department Convention, Chairman of the Standing Committees shall be appointed annually by the Department President, and shall serve subject to the ratification of the Department Officers.

### **ARTICLE III DUTIES OF OFFICERS**

Section 1. **PRESIDENT:** The President of the American Legion Auxiliary, Department of South Carolina shall preside at all meetings and have general charge of its affairs. She shall be Chairman of the Executive Board, shall appoint Chairmen and necessary members of constituted Boards, shall appoint tellers and all committees not otherwise provided for, shall be ex-officio, a member of all committees and shall urge District Presidents prior to District meetings to stress the importance of Units submitting names of nominees for various offices in the Department as set forth in Article VI of Section 1 of the Constitution. She shall represent the Department as Chairman of the annual National Convention following the Department Convention. She shall make the Department report to the National Convention; shall serve as chairman of the delegation; shall appoint the Department Representative on the National Convention Committee and shall discharge any other executive function in connection with the National Convention. The Department President shall be authorized to sign Department checks in the absence due to illness, or other emergency, of the Department Treasurer/Bookkeeper. Should illness or accident permanently incapacitate the Department President, the Secretary shall apprise The Executive Board, submit to its members medical confirmation from 2 doctors of this incapacitation, and call for an Executive Board vote to declare the office of Department President vacant and to authorize the Department Senior Vice President to assume the duties and authority of the office. If the unexpired term of office is less than six months, the person so named shall be eligible to election by the regular process to the office of Department President for a full term. The same as above written shall apply to the Department Senior Vice President and Junior Vice President, should either become permanently incapacitated due to illness or accident or be unable to discharge their duties. In the event the Department Senior Vice President thus assumes the office of Department President, the Junior Vice President assumes the office of Senior Vice President and the Executive Committee shall be called to appoint a qualified person as Junior Vice President for the unexpired term. If this term is less than six months, the person so named is eligible to election by regular process to the office of Junior Vice President for a full term. A Department President shall not waive her right to the Department Secretary or any other person permitting the signing of her name to the application for charters or any other legal document pertaining to the Department.

Section 2. **RETIRING DEPARTMENT PRESIDENT:** shall represent the Department at the Annual National Convention, following the Department Convention. She shall make the Department report for the National Convention, serve as Chairman of the delegation, shall appoint the Department representative on the National Convention Committee and shall discharge any other executive function in connection with the National Convention. She shall be responsible, with the Recording Secretary, for securing the recorded material for the annual yearbook prior to July 10. Said yearbook to be in the hand of the printer two (2) weeks prior to National Convention.

Section 3. **SENIOR VICE PRESIDENT:** It will be the duty of the Senior Vice President to act as Department Membership Chairman coordinating with Zone Vice Presidents before the Summer Executive Board meeting of dates and places for Zone District meetings. She shall

perform such other duties as directed by the Department President and assume the duties of the Department President should the President become incapacitated.

Section 4. JUNIOR VICE PRESIDENT: It will be the duty of the Junior Vice President to serve as Leadership Chairman, conducting Leadership workshops at all District and Zone meetings. She shall assume the office of Senior Vice President, if for any reason the Senior Vice President is unable to serve the Department. In the event, the Department Junior Vice President assumes the office of Senior Vice President; the Executive Board shall appoint a qualified replacement to serve out her term.

Section 5. ZONE VICE PRESIDENTS: It shall be the duty of the Zone Vice Presidents to assist the Department Membership Chairman, their District and Unit Presidents in the respective Zone with membership and to promote the programs of the American Legion Auxiliary throughout their Zones. They are required to have an annual Zone meeting, held between January 1<sup>st</sup> and May 1<sup>st</sup>. They shall attend all Executive Board meetings, but if unable to attend, shall notify the Department President and/ or Secretary, giving a valid reason.

Section 6. DISTRICT PRESIDENTS: The District Presidents shall assist the Department Membership Chairman and the Unit Presidents in the respective District with membership and be the advisory heads of their Districts, keeping in touch with all Units, creating closer cooperation. They are required to have an annual District meeting, held between September 1<sup>st</sup> and December 31<sup>st</sup>, but may have other District meetings, as needed. They shall attend all Executive Board meetings, but if unable to attend, shall notify the Department President and/ or Secretary, giving a valid reason.

Section 7. RECORDING SECRETARY: The Recording Secretary shall record the proceedings of the Department meetings; and Mid Winter conferences and all sessions of the Department in Convention assembled. She shall record all Executive Board Meetings assembled. She shall forward all minutes from Department meetings to the designated committee named by the President. She shall forward all approved minutes to the Department to be put in the proper file. She shall assist the Retiring Department President in compiling the Department yearbook.

Section 8. PARLIAMENTARIAN: It shall be the duty of the Parliamentarian to advise the Department President on all questions pertaining to law, order and rules governing the organization. Questions for a higher decision may be forwarded to the National Organization for the Counsel General's final decision.

Section 9. HISTORIAN: The Historian shall prepare for posterity the records of the Department and make an annual report at the Convention.

Section 10. SERGEANT-AT-ARMS: The Sergeants-at-Arms shall preserve order at Department meetings and perform such other duties as prescribed by the President. They shall be custodians of the flags.

Section 11. CHAPLAIN: It shall be the duty of the Department Chaplain to offer prayer at the opening of each day's business of the Department Convention and at all Department meetings. She shall perform such other duties as the Department President and/or Executive Board may direct.

**ARTICLE IV  
DEPARTMENT EXECUTIVE BOARD**

Section 1. The Department Executive Board shall transact all necessary business of the Department between Conventions, subject to the approval of the Convention, and at each Annual Convention shall make a report of all business transacted by it. It shall have general supervision and control of property belonging to the Department.

Section 2. Meetings: The newly-elected/appointed Department Executive Board shall meet within twenty-four hours after adjournment of the Department Convention at the Convention City and shall meet early in the new administrative and/or fiscal year at the call of the Department President. It shall also meet immediately preceding the Department Mid Winter Conference at the Conference City and immediately preceding the Department Convention at the Convention City. The Department President shall call all meetings of the Department Executive Board. Upon written request of not less than three Department Executive Board members other Executive Board meetings can be called.

Section 3. Quorum: Fifteen members shall constitute a quorum of the Department Executive Board.

**ARTICLE V  
STANDING COMMITTEES**

Section 1. In addition to the Executive Board, there shall be other Standing Committees as are necessary to conform to those of the National Body and to further the work of the Department.

Section 2. There shall be the following Standing Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children and Youth, Community Service, Constitution and Bylaws, Education, Junior Activities, Legislative, Child Welfare, National Security, Public Relations, Poppy, Past Presidents Parley, Unit Development and Revitalization (UD&R), Girls State, Veteran Affairs & Rehabilitation (VA&R) and Finance.

Section 3. The Committees on Americanism, Children and Youth and Constitution and Bylaws shall function as rotating committees, composed of three members respectively, to be appointed by the Department President and ratified by the Executive Board. One of the three members of each committee shall be appointed by the Department President to serve for a three year term. The Department President shall have the privilege of appointing a Chairman of each rotating committee.

Section 4 The Finance Committee shall consist of seven members: the Department Treasurer, Department Sr. Vice President and Department President ex-officio, and four appointed members, one of whom is on the Girls State Committee and will be appointed annually. Of the other three members first appointed, one shall serve for one year, one for two years, and one for three years. Thereafter, each member shall be appointed by the Department President to serve for the full three (3) year term. In addition to duties as outlined in the "Unit Handbook:" The Committee may be empowered to arrange funds for emergency needs which may arise between Conventions; such expenditures to be approved by the Department Executive Board. The Finance Committee shall submit the Treasurer's records to an internal audit committee. If, in their opinion, an outside audit is required, they will select an independent certified public

accountant for that task. All resolutions pertaining to expenditures of money shall be presented to the Finance Committee of the Department previous to presentation at the business meeting.

Section 5. The Veterans Affairs and Rehabilitation Committee shall consist of the Chairman, the Field Service Chairman and Home Service Chairman. There shall be the following appointees for each of the VA Hospitals: VAVS Representatives and Deputy Representatives. Each VAMC and VA Nursing Home shall have a Christmas Gift Shop Chairman and Committee members appointed by the Department President and ratified by the Executive Board. Such appointed representatives, deputy representatives and chairmen shall report to the VA&R Chairman.

Section 6. Girls' State shall function as a rotating committee composed of five (5) members to be appointed by the Department president, and ratified by the Executive Board. The President shall have the privilege of appointing a Chairman. The Chairman so appointed shall name a Mentor from each District

Section 7 The Department President shall appoint an Advisory Committee of four Past Department Presidents

Section 8. The Standing Committees authorized to conform to the requirements of the National American Legion Auxiliary shall follow as nearly as possible the duties outlined in the "Unit Handbook" issued by National Headquarters, American Legion Auxiliary. Each Department Chairman shall transmit to Unit Chairman information as soon as it is received from National Chairman. Each Department Chairman shall request a report from each Unit Chairman from which she shall compile a composite report to be sent to National by deadline dates, as set by National Chairman. Each Department Chairman shall give a report at time of Convention and file said report with Recording Secretary.

Section 9. The Past Presidents Parley Committee shall consist of the three (3) immediate Past Department Presidents, with the furthest from office being the Chairman. This committee will handle the selection of the Auxiliary Unit Member of the Year to be presented at the annual luncheon during the Department Convention.

## **ARTICLE VI FINANCE**

Section 1. The revenue of this Department shall be derived from annual dues of members, and from such other sources as may be determined by actions of the Department Executive Board.

Section 2. The annual National dues shall be collected and paid through the Department Treasurer. Annual dues shall be payable July 1 of each year.

Section 3. The per capita dues shall be two dollars (\$2.00) per annum for Junior members, and fourteen (\$14.00) per annum for Senior members to become effective July 1, 2010 with the 2010-2011 dues. This will necessitate each Unit submitting to the Department nineteen (\$19.00) per capita for Senior members to cover fourteen (\$14.00) Department dues and five (\$5.00) National dues and three dollars twenty five (\$3.25) per capita for Junior members to cover two (\$2.00) Department dues and one dollar twenty five cents (\$1.25) to cover National dues.

Section 4. The National dues per capita shall be set by the National Organization for senior and junior members.

## **ARTICLE VII DUES**

Section 1. The annual National and Department dues shall be collected by the Unit and paid to the American Legion Auxiliary Department of South Carolina and mailed to the attention of the Department Secretary.

Section 2. Department dues to increase or decrease automatically to conform with the National Organization ruling.

Section 3. This Department shall remit the National per capita dues promptly to the National Treasurer at least once each month.

## **ARTICLE VIII SALARIES**

Section 1. No officer or committeeman shall receive any salary for their services, with the exception of the Department Secretary and the Department Treasurer.

Section 2. The salary of the Department Secretary, Department Treasurer and any other clerical help shall be fixed by the Executive Board. The Secretary and Treasurer shall not vote in the consideration of the matter.

## **ARTICLE IX UNIT FORMATION AND GOVERNMENT**

Section 1. A Unit may be formed and a charter issued by the authority of National Headquarters of the American Legion Auxiliary on the recommendation of the Department, upon written application signed by the Commander and Adjutant of the Legion to which the Unit is to be attached, and no Unit shall be recognized by members of the American Legion or American Legion Auxiliary unless acting under a legal and unrevoked charter.

Section 2. The smallest administrative Unit of this Auxiliary shall be termed the "Unit" which has a minimum membership of ten (10) paid up senior members. No Unit shall be received into the organization until it shall have received a Charter. A Unit desiring a Charter shall apply to the Department President and Commander of the local Post. (Following copied from Legion): "All applications for a Charter and authority to organize local Units shall be referred to the Executive Board, which shall consider all facts and such applicants concerning their ability. The Executive Board shall either approve or disapprove such applicants, and the action of any decision of the Executive Board shall be final and conclusive and shall not be reviewed by any Officer, Committee, or Convention of this association, or any other authority." All Unit charters shall be countersigned by the Department President and the Department Secretary.

Section 3. The Offices of the Unit shall be a President, one or more Vice Presidents, a Secretary or Secretaries, a Treasurer, and a Historian, and such other officers and committees from time to time may be authorized.

Section 4. All officers of the Unit shall be elected annually.

Section 5. All Units shall adopt a constitution conforming to the Department and National Constitution of the American Legion Auxiliary.

Section 6. Each Unit may make such Bylaws as are not inconsistent with the National Constitution and Bylaws and shall send a copy of same to Department Headquarters.

Section 7. Each Unit shall have an application blank for membership and all applicants for membership shall fill out said blank. This must be countersigned by the Post Officer or Unit Secretary. Post Officer only will sign certifying as to the applicant and affirmation of Legion Members, Unit Secretary will only sign if applicant is eligible through own service. The Unit Secretary shall send names of members with Department and National per capita dues promptly to the Department Treasurer with accompanying check made payable to the American Legion Auxiliary Department of South Carolina.

Section 8. Any member in good standing in a Unit shall be entitled to transfer to another Unit.

Section 9. Any member in good standing wishing to transfer to another Unit must present to the new Unit her current Membership card. Upon acceptance of the transfer applicant by the new Unit, the Unit Secretary will complete the Certification of Transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

Section 10. No person may be a member at any time of more than one unit.

Section 11. Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force or violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 12. Any member may be expelled from membership for any violation of the Department or National Constitution, or for conduct improper and prejudicial to the welfare of The Auxiliary or the American Legion, provided she has been given thirty (30) days notice in writing of the charges and the time and place of hearing when she may submit an answer to the charges. She may have the right to an appeal to the Department Executive Board, and their action thereof shall be final.

Section 13. Annual dues shall be payable July 1 of each year for the next ensuing calendar year. A member failing to pay such annual dues by January thirty-first(31<sup>st</sup>) shall be classed delinquent and shall be suspended from all membership privileges; provided, however, such suspended members shall be notified in writing by the Secretary of the Unit of such suspension prior thereof. Payment of back dues, after suspension, shall reinstate such member to active membership, or such member may establish eligibility by making application as a new member. It shall be the responsibility of each Unit to keep a continuous permanent file of its membership.

Section 14. Unit delegates to the Annual Convention shall be elected by a majority vote of those present at meeting not less than three weeks before said Department Convention, and the Unit Secretary shall immediately thereafter notify the Department Secretary, giving the names of such delegates.

Section 15. Unit officers shall be elected at regular meetings and installed prior to the Department Convention. The retiring Unit President shall be Chairman of the Delegation at the Department Convention.

Section 16. Each Unit may prescribe the dues, provided that a minimum fee covering Department and National per capita is charged.

Section 17. All funds contributed by the Units shall be sent directly to the Department Treasurer, and in turn, forwarded by her as designated.

Section 18. Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws, or by rulings of The Convention Executive Board or ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit, or refusing to pay per capita tax due Department and National Organizations, shall upon order of the Department, surrender its charter. Upon failure to surrender its charter, immediate steps may be taken by the Department Executive Board for the revocation of the same.

Section 19. When a Unit ceases to function or its charter has been revoked or canceled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters.

## **ARTICLE X OFFICE HELP**

Section 1. The Department Secretary and the President shall name additional staff of Department Headquarters and the Department Secretary shall be responsible to the Executive Board and/or President for staff operations. The Finance Committee shall allocate annually in the Department budget funds for additional office help.

## **ARTICLE XI BONDING**

Section 1. All Officers and Chairman of this Department and the Unit Treasurers holding funds of this organization shall be required to give bond. Premiums on Department bonds to be paid by Department. Premiums on Unit Bonds to be paid ANNUALLY by the Unit.

Section 2. The National bond to be accepted.

## **ARTICLE XII CONVENTIONS**

Section 1. Order of Business of the Annual Department Convention shall be as follows:

Call to order by the President

Prayer

Salute to the Flag

National Anthem

Preamble to the Constitution of the American Legion Auxiliary

Call for Department Convention

Appointment of Committees

Report of Officers

Report of Committee Chairmen

Reports of Credentials Committee  
Election of officers (Last business session, second day of convention)  
Elections of Delegates to National Convention  
Report of Resolutions Committee  
Adjournment

Section 2. Credentials Committee shall consist of four members: the Department Secretary, ex-officio and any three elected delegates appointed by the President. The Committee shall be appointed at least fourteen (14) days before date of Department Convention. One of these appointed by the President shall be Chairman. The Department Secretary shall furnish the committee with a certified list of such delegates and alternates and the number of delegates to which each Unit is entitled, prior to the opening of the Convention. The Credentials Committee shall make its reports at the time specified in the “Order of Business.”

Section 3. The Resolution committee shall consist of five (5) members: The Constitution & Bylaws Chairman, the Parliamentarian and three (3) members appointed by the Department President from the elected delegates. The Committee shall be appointed not less than fourteen (14) days before the Conventions. No resolution presented by an individual member shall be considered by this committee unless approved by the Unit of which she is a member.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases in which they are applicable and in which they are not inconsistent the National or Department Constitution, Bylaws or Standing Rules.

## **ARTICLE XIII AMENDMENTS**

Section 1. These Bylaws may be amended at the Annual Department Convention by a two-thirds vote of the authorized delegates present and voting, provided the proposed amendment has been read in the Convention twenty-four (24) hours before action is taken. Amendments shall, unless otherwise stated, become operative upon adoption.

**Amended and Approved at  
The 90th Annual Convention Department of South Carolina  
June 5, 2010**