

## ABOUT MEETINGS

### (Before the Meeting)

Well in advance of the meeting, the Commander should check with the Adjutant to be sure that all Post members have been notified of the time, date, place and tentative agenda of the meeting, plus announcement of any program planned to follow the meeting. The Commander should review all materials that he and other officers will present at the meeting, condense the materials where possible and provide for their presentation according to the "Order of Business".

### (During the Meeting)

#### **THE CHAIRMAN**

The AMVETS Constitution provides that the Commander of the local Post shall chair all Post and Executive Committee meetings. In his absence, the Vice Commander shall be chairman. Should neither of these officers be present, however, the meeting can be called to order by some other officer, and a temporary chairman elected who should preside until the Commander or Vice Commander arrives.

The Chairman is in charge of the meeting. Its success in accomplishing the Post business depends largely upon him. He must see to it that the meeting starts on time, that the necessary business is carried on in an orderly fashion, without allowing the meeting to move so fast that the members are confused, or so slowly that they become disinterested. He must keep order, explain matters that are unclear, see that each member has a fair chance to participate in the discussions and decisions and educate the membership in the rules of parliamentary law.

#### **THE CHAIRMAN'S DUTIES**

1. To open the meeting by calling the members to order. The form is "The regular meeting of AMVETS Post \_\_\_\_\_ will now come to order."
2. To announce the items of business as they appear on the Agenda.
3. To call upon those members desiring to speak.
4. To state and put to a vote all motions made and seconded, and announce the result of the vote.
5. To decide whether a proposed procedure, motion, or discussion is in accordance with the rules of the body and Parliamentary rules.
6. To introduce any special speaker who may address the meeting.

The meetings should be called to order just at the time set, so as to encourage promptness in attendance. If the members know that the meeting is always a half an hour late in starting, they will wait at least that long before arriving. The Uniform Post Constitution and By-laws provides that a certain number of members, known as a "quorum" must be present before the meeting can be held.

*(After the Meeting)*

The period immediately following the meeting is an ideal time for newly-appointed committees to meet and organize their work. The Commander and other officers should organize their notes taken during the meeting, of matters to attend to before the next meeting. Speakers and social events are often scheduled after business meetings.

*The Order of Business*

- Call the Meeting to Order
- Invocation
- Pledge of Allegiance
- AMVET Principles
- Roll Call of Officers
- Minutes of Previous Meeting and
- Executive Committee Meeting
- Applications for members and
- Initiation of new members
- Bills and Communications
- Reports of officers, committees and delegates
- Unfinished Business
- Introduction of Guests
- New Business
- Good and Welfare
- Benediction
- Adjournment



*OPERATING THE MEETING*



*DURING THE MEETING*

# ***SOMETHING TO REFLECT ON.....***

Handle the business of the organization at the meetings, speak your peace, make your point, and leave it at the meeting. Use your Post Club room to enjoy the companionship of your fellow AMVETS.

## **AMVET PRINCIPLES**

"We, the American Veterans of World War II, Korea and Vietnam, fully realizing our responsibility to our community, to our State and to our Nation, associate ourselves for the following purposes:

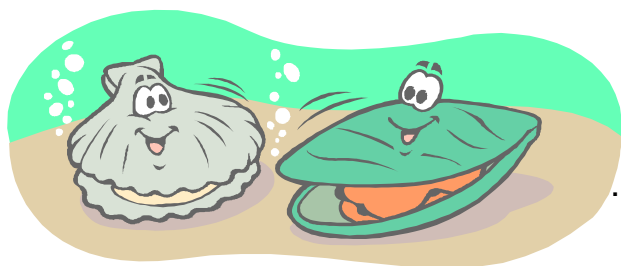
*To Uphold and defend the Constitution of the United States, to safeguard the principles of freedom, liberty and justice for all; to promote the cause of peace and good will among nations; to maintain inviolate the freedom of our country; to preserve the fundamentals of democracy; to perpetuate the friendship and associations of the Second World War and the Korean and Vietnam Wars; and to dedicate ourselves to the cause of mutual assistance, this by the grace of God."*

## **PLEDGE OF ALLEGIANCE**

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

## **INSTALLATION INFORMATION**

Planning Post Installations takes a lot of time, coordination and effort on the part of the Installation Committee. Bearing this in mind, the following helpful hints are provided to you for future reference.



## *We're Glad You Asked!*

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### \*\*\*INSTALLATION INFORMATION\*\*\*

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### WHAT TO DO ***BEFORE*** A POST INSTALLATION CEREMONY

#### **BY THE POST COMMANDER**

1. Invite installing officers by letter
2. Send invitations to:
  - Civic Dignitaries
  - Allied Veterans Organizations
  - AMVETS Post, Department and District Officers
  - AMVETS Auxiliary and Sons Post, Department and District Officers
  - Fraternal and Social Organizations
  - The family of the hero after whom the Post has been named
  - Members of the Post, Auxiliary and Sons of AMVETS
  - Benefactors and friends
3. Provide for flowers and Gifts
4. Provide for refreshments
5. Make detailed plans
6. Decide who will be the Civic Speaker. Inform him/her of the time allowed (This will help in planning their speech)
7. Decide who will speak for the organization, if the Department Commander cannot attend.
8. Notify State Headquarters as soon as the installation date is set.
9. Keep the Post Public Relations Officer informed.

#### **BY THE INSTALLING MARSHAL**

1. Acquire the names and addresses of officers-elect
2. Read Aims and Purposes of AMVETS to officers-elect
3. Explain to officers and officers-elect just what you will do and what is expected of them.
4. Confer with installing officer. Inform him of what has taken place. Give him list of Officers-elect.

#### **BY THE INSTALLING OFFICER**

1. Confer with Commander and Commander-elect as to procedure
2. After installation, notify State Department and National Headquarters of completion of ceremony.
3. Don't forget to send in new Change of Officers Form!!

## **SUGGESTED SEQUENCE OF EVENTS IN INSTALLATION PROGRAM**

1. Call meeting to order
2. Seat the distinguished guests
3. Advance or salute the Colors (all stand)
4. Advance the Bible
5. Opening Prayer (all stand)
6. Preamble
7. Commander thanks officers and members
8. Commander turns gavel over to President of Auxiliary
9. President thanks officers and members
10. Advance installing team for the Auxiliary
11. Turn gavel over to installing officer of Auxiliary
12. Auxiliary Installation
13. New President seats installing team, then makes a short speech.
14. President turns gavel over to Post Commander
15. Commander advances installing Provost Marshal
16. Commander turns gavel over to installing officer
17. Post Installation
18. New Commander makes short speech (then has Bible removed)
19. Commander turns chair over to M.C.
20. M.C. introduces guests with the exception of the speakers
21. Presentations by Auxiliary and then the Post
22. It is recommended that speakers be limited to one civic dignitary. President of Auxiliary, or installing officer for Auxiliary and last, Department Commander or his representative.
23. M.C. turns gavel back to Post Commander
24. Post Commander thanks assembly
25. Retire or Salute Colors (all stand)
26. Closing prayer (all stand)
27. 30 seconds of silence (all stand)
28. Announce refreshments
29. Escort distinguished guests from hall (all stand)
30. Close meeting.

## INSTALLATION CEREMONY

AMVETS Installation should always be made before an invited public. There are no secret ceremonies or rituals in AMVETS, and neither the public, especially prospective members, nor the families of members, should ever be kept in the dark as to the truly sincere aims purposes and principles of AMVETS. The installing officer should be an officer of the State Department or National Department, if available, or a duly authorized officer of another Post, District or Department.

### AMVETS INSTALLATION CEREMONY

Presenting the installing Officers

*Commander or M.C.:* Provost Marshal, please escort the installing officers to the rostrum.

*Installing Officer:* Provost Marshal, please retire the outgoing officers of AMVETS Post No\_\_\_\_\_, Department of Ohio.

*Provost Marshal:* Commander, the officers of AMVETS Post No\_\_\_\_\_,Department of Ohio have been removed.

*Installing Officer:* Provost Marshal, are the elected officers of AMVETS Post No\_\_\_\_\_ prepared to take their oath of office?

*Provost Marshal:* They are Commander.

*Installing Officer:* Have they read, and do they understand, our Aims and Purposes?

*Provost Marshal:* Mr. Commander, they have read and do understand our Aims and Purposes.

*Installing Officer:* Then you will lead them before the rostrum to be installed.

*Provost Marshal:* Mr. Commander, I present to you the officers-elect, with the exception of the Commander and the Chaplain of AMVETS Post No..., Department of Ohio for the purpose of installation.

*Installing Officer:* Fellow AMVETS, you have been chosen by the members of your Post to represent them in your representative capacities. Are you prepared to take your oath of office?

***Assembled Officers:*** I am.

*Installing Officer:* Raise your right hand, and repeat after me, using your name where I use mine, the AMVETS oath of office" (Rap gavel three times. All stand)

OATH "I (.....) solemnly swear / that I will support and defend the Constitution of the United States / that I will defend and support the United States from all enemies / both from within and without / and that I will support and obey / the Constitution and Declaration / of Principles of AMVETS / and that I will carry out / the duties of my office / to the best of my ability / so help me God."

*Installing Officer:* You may lower your hands. May I offer my congratulations to all of you. Provost Marshal, you will introduce and seat the elected Officers. (Provost Marshal gives Officers an about face)

*Provost Marshal:* It is my privilege to introduce to you the officers, with the exception of the Commander and Chaplain of AMVETS Post No\_\_\_\_, Department of Ohio. (Provost Marshal then leads officers in an orderly manner and escorts them to their seats, returns to the rostrum, salutes and reports: "Mr. Commander, the officers-elect with the exception of the Commander and Chaplain have been seated).

*Installing Officer:* Provost Marshal, you will bring forth to this rostrum the Chaplain that he may be charged with the duties of his office.

*Provost Marshal:* Mr. Commander, I am privileged to present to you Chaplain.... to be instructed in the duties of his office.

*Installing Officer:* This is the office that is symbolic of Devotion to God and Country, to the memory of our honored dead and to the plight of the sick and disabled. You will interpret the heartfelt devotion of the members of this Post. Provost Marshal, you will escort the Chaplain to a position on the platform. (Provost Marshal seats Chaplain and returns, faces Installing Officer and says: Mr. Commander the Chaplain has been seated) Provost Marshal, you will lead to this rostrum the Commander, so that he may be installed.

*Provost Marshal:* Mr. Commander, I present to you to be installed....the Commander-elect of AMVETS Post No\_\_\_\_, Department of Ohio. (Provost Marshal salutes, takes two steps back, covering the Commander)

*Installing Officer:* You have been chosen by your fellow AMVETS to lead them for the following year. The responsibilities will be great. Knowing this, are you willing to assume your duties and take your oath of office?

*Incoming Commander:* I am. (Gavel is rapped three times, all stand)

*Installing Officer:* Then you will raise your right hand, repeat after me, using your name where I use mine. "I (.....) solemnly swear / that I will support and defend the Constitution of the United States / that I will defend and support the United States from all enemies / both from within and without / and that I will support and obey / the Constitution and Declaration / of Principles of AMVETS / and that I will carry out / the duties of my office / to the best of my ability / so help me God." (Gavel is rapped once, all are seated)

*Installing Officer:* Provost Marshal, you will escort the Commander to the rostrum. (Provost Marshal complies) You have been elected to the highest office that this Post can bestow upon any member. This office

exemplifies Authority and Justice. I present you with the Gavel, the symbol of Authority. Use it wisely and with discretion. Congratulations. (Installing Officer hands gavel to new Commander, then faces Provost Marshal).

*Provost Marshal:* Having complied with our rules and regulations, with the power invested in my authority, I hereby declare AMVETS Post No\_\_\_\_, Department of Ohio, duly and legally installed for the year 20\_\_\_\_ (Provost Marshal salutes, does about face, salutes Installing Officer, does an about face, and retires).

For further details please consult your National Officer's Manual.

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## AMVETS OBLIGATION OATH GIVEN BY THE COMMANDER, TO NEW MEMBERS

Now, raise your hand before you and repeat after me, using your name where I use mine, the AMVET Obligation. Attention!"

"I.....in the presence of God and my brothers-in-arms, both living and dead, swear that I have read or had read to me the AMVETS Declaration of Principles, and that I accept and adopt them as my own, and will ever strive toward their accomplishment. I solemnly promise to defend the Constitution of the United States, and to support the American democratic principles upon which it and my country were founded.

"I will aid every worthy veteran to the best of my ability, and do all in my power to preserve and further the ideals for which my brothers-in-arms gave their lives on the battlefields of the world. I will abide by the Constitution and By-laws of my Post, and the state and national AMVET Departments, and their rules and regulations, so help me God. We fought together; now let's build together for a Better America."



# **OFFICERS AND THEIR DUTIES**

## **COMMANDER**

The Commander, as the Senior Executive Officer of the Post, shall preside at all meetings of the Post and Executive Committee, but may delegate a vice commander to serve as a temporary substitute when needed.

The Commander is an ex-officio member of all committees. The Commander directs and supervises the activities of all elected and appointed officers and committees.

Together with the Adjutant and Finance Officer, the Commander is responsible for all monies received by the Post.

The Commander will ensure that the Post meets regularly on the appointed dates unless otherwise dictated by the Post membership. It is the Commander's responsibility to disseminate, to the membership, all pertinent information that is sent from the Department and National Headquarters. In addition to announcements at Post meetings, all information should be displayed on Post bulletin boards and published in the Post newsletter. The Commander, or a member appointed by the Commander, shall represent the Post at memorial services and community functions, where it is customary that AMVETS or a veterans organization be represented.

The Commander, shall be the official Post spokesman on all matters of public interest concerning Post activities. The Public Relations Officer (PRO) may be called upon to assist with press releases, position statements and speech preparation.

The position of Commander is filled in regular elections as prescribed in the Post's Constitution and By-laws.

## **VICE COMMANDERS**

Posts shall have three vice commanders, and their duties shall prescribed in the Uniform Post Constitution and By-laws.

The 1<sup>st</sup> Vice Commander serves as the Membership Chairman and the 2<sup>nd</sup> Vice Commander is responsible for VAVS/Veterans Welfare Programs. The 3<sup>rd</sup> Vice Commander is responsible for programs and their promotion. In the absence of the Commander, the vice commanders -- in order of their rank -- shall preside at meetings and represent the Commander.

## **ADJUTANT**

The Adjutant provides the administrative support for the Post and is charged with taking minutes and maintaining all records (in conjunction with the Finance Officer), correspondence and handling the routine business of the Post.

The Adjutant is the official contact person for the Post and serves as the liaison officer between the Post and its community, the Department and the National Headquarters.

## FINANCE OFFICER

The Post Finance Officer is the treasurer. His/her responsibilities include receiving membership dues, banking, disbursement of monies, and accounting for all Post funds. The Finance Officer and one other Post officer -- usually the Commander -- sign and countersign all Post checks only after the Post has authorized payment. The Finance Officer (F.O.) should collect all monies due to the Post and keep an account of receipts for each member. All members in arrears should be notified personally. The F.O. should see that all Post funds are secured in a bank account.

Before a new Post Finance Officer assumes his/her duties, the predecessor must have been given a "clean opinion" by the auditors, the Audit Committee, or the Finance Committee. (The new Finance Officer does not want to become involved in any problems that existed prior to his appointment.)

The Finance Officer should make a financial report at all regular meetings and prepare a complete financial statement and budget to report at the annual Post meeting. The Finance Officer should also report to the Post on all receipts collected and on all bills received for payment and paid. Major expenditures, and those not within the current budget, should first be reported to the Executive Committee and at a Post meeting.

The Finance Officer may be assisted and guided by a Finance Committee of three or four members appointed by the Commander with the approval of the Executive Committee. The primary duty of a Finance Committee is to provide an annual audit of the books and assist in the preparation of the annual budget. The Commander, being a member of all committees by virtue of his office, may assist the Finance Committee.

Another important function of the Finance Officer is to coordinate his/her duties relating to membership with the Adjutant or Membership Contact. The Finance Officer receives and dispenses all money and should work with whoever is responsible for issuing membership cards. At least once a month, the Finance Officer shall transmit to the Department any monies collected from the annual dues collected during the preceding month. Such payment shall be accompanied by transmittal or remittance forms provided by the National Headquarters.

The Finance Officer or Membership Contact assumes the responsibility for the membership cards. Each card (and its copies) has a name and/or serial number and may be filed in alphabetical or numerical order.

NOTE: Pre-printed renewal membership cards are available through the Department. At their discretion, Departments may issue cards to Posts on a consignment basis. Posts issuing cards should prepare a D&R Form (in triplicate) and send the National Headquarters and Department copies to the Department. Separate checks for the Department share of dues and National's share of dues must be remitted with each D&R Form. The Finance Officer should insure that the D&R Forms are complete, accurate and legible. All checks for quartermaster items should be written and mailed *separately* from the membership dues.

## POST JUDGE ADVOCATE

The Post Judge Advocate is responsible for interpreting the Uniform Post Constitution and By-laws. The Judge Advocate is also responsible for fielding questions on parliamentary procedures.

## HISTORIAN

The Historian shall compile and maintain complete historical records of Post activities and will submit a full historical report annually or as requested.

## PROVOST MARSHAL

The Provost Marshal is responsible for keeping order at Post meetings, for the care of the Post colors, and for carrying out other duties as assigned.

## SERVICE OFFICER

General duties of an AMVETS post Service Officer include:

- Sharing information concerning veterans benefits at Post meetings and other AMVETS functions.
- Referring veterans to an AMVET National Service Officer (NSO), AMVET State Service Officer, County Veterans Service Officer (CVSO) or an accredited representative for assistance in filing for veterans benefits.
- Assisting all veterans and their dependents in obtaining information and benefits to which they are entitled under the law.
- Becoming familiar with the application forms necessary to assist in the preparation and the proper filing of claims for benefits.
- Assisting veterans and their dependents with assembling evidence in support of the claim for benefits.
- Being familiar with the requirements for veterans in need of medical attention to obtain VA Hospitalization and medical care, both under emergency and normal conditions.

## PUBLIC RELATIONS OFFICER

The community will not know of the special and outstanding activities sponsored by AMVETS without being told; therefore, it is the PRO's job to spread the word. There are many avenues of publicity available; those found most useful are outlined in the AMVETS Public Relations Guide. The Public Relations Officer has challenging opportunities to enhance the image and prestige of the Post.

## CHAPLAIN

The Chaplain is a member of the Commander's staff and acts as advisor and consultant to the Commander in all matters related to religion, morals and morale as affected by religion. The Chaplain assists the Commander and his/her staff with integrating in the Post, the principles of good moral conduct and citizenship. He/she represents religion, which teaches fortitude, reverence, and justice, as well as kindness, sympathy and humility. The Chaplain's mission is to provide -- or to see that provisions are made -- for the spiritual and moral needs of AMVETS members, their dependents and constituents. He/she should stimulate and guide the growth of the spiritual and moral sense of obligation to enable a member of AMVETS to be a faithful citizen and a devoted defender of the nation.

## QUARTERMASTER

The Quartermaster on the Post level acts as a liaison between the members and the state Quartermaster. The state Quartermaster carries numerous mail order items such as caps and jackets, flags, insignia, decals, AMVETS jewelry and more. Refer to the Quartermaster Catalog for additional information.

## FUNERAL RITUALS

Rituals should follow those prescribed by military regulations. Funeral services should be simple in accordance with the extreme solemnity of the proceedings.

### HONORING DECEASED MEMBERS

A resolution was adopted at the 1972 National Convention pertaining to honors to be given deceased members. The resolution directed that upon the death of a member, his Post shall drape their Charter for a period of thirty days. **Upon the death of a Department Officer, each Post in the department shall drape their Charter for a period of thirty days. Each Post in the nation shall drape their Charters for thirty days upon the death of a National Officer.**

It is requested that each Post comply with the provisions of the resolution outline above at the first meeting of the Post following the death of a member, and/or Department and National Officer.

When State Headquarters received notification of the death of a member a Memorial Certificate is prepared and signed by the National Commander and forwarded to the Post Commander concerned for his signature and presentation to the wife and/or next of kin of the deceased. So that the Post Commander will have the name and address of the spouse or next of kin, a copy of the decease notification form is sent with the certificate to Post. The name of the deceased is then removed from the rolls and mailing list. His name will appear in the booklet distributed at the Annual Memorial Service conducted at the State and National Convention. It is quite important that the deceased notification form contain the name and address of the spouse or next of kin of deceased members.

For further details, please consult your National officers Manual.

