

STATE EXECUTIVE MEETINGS

PURPOSE: To conduct business of the state department between state conventions. This may be done by written ballots or by a meeting of the executive committee, whether a called meeting or designated in the standing rules.

The State Executive Committee meeting is normally a short meeting and pertains only to business of the state department between conventions. SEC's or their alternates do not report on their unit's activities nor do state chairmen report on their programs, unless it requires some action on the part of the committee. Reports such as these take place at a state conference and not at an SEC meeting. DO NOT GET THE ROLE OF THE STATE EXECUTIVE COMMITTEE MEETING AND A STATE CONFERENCE CONFUSED. ONE MEETING IS TO MAKE DECISIONS AND TO TAKE ACTION IF NECESSARY AND THE OTHER IS TO REPORT ON THE PROGRESS OF THE UNITS AND STATE CHAIRMEN AND TO HOLD WORKSHOPS OR SEMINARS.

The state executive committee shall meet at the call of the state commander. One meeting shall be held prior to each state convention (within 24 hours), and one immediately following each state convention. Additional meetings may be called, with sufficient notice, by the state commander or upon written request by seven members of the state executive committee.

A majority of replies to the mail ballots received by the designated date shall constitute the decision of said committee.

COMPOSITION: The state commander shall be the presiding officer, the senior vice commander, junior vice commander(s), treasurer, the immediate past state commander, one state executive committee member or alternate from each of the units within the state department, and if so stated in the Standard State Department Bylaws,

any active resident past national commander.

The state adjutant will serve as secretary to the committee, the chaplain shall be the spiritual advisor and the judge advocate is the legal advisor; however, neither the adjutant, chaplain nor judge advocate shall have a vote on the committee, unless they have been elected as a state executive committee member by their respective unit. The same is true for any past state commander.

Should a state commander be elected for a second term there would be no immediate past state commander on the committee since the state commander would be the immediate past state commander and the commander and can only have one vote.

Elected state officers, with the exception of the adjutant, chaplain and judge advocate cannot be the state executive committee member from their unit since they shall vote as elected state officers.

MEETINGS: Are called according to the requirements in each Standard State Bylaws, State Standing Rules or other reasons found under the purpose of the state executive committee. A quorum must be present. A quorum shall be one third (1/3) of all eligible voting members of the state executive committee.

SUGGESTED AGENDA FOR MEETING:

Call to Order
Opening Prayer
Pledge
Installation of SEC's and
Alternates (if necessary)
Roll Call of SEC

An SEC does not register for SEC meetings since the name of the elected SEC must be on file with the state adjutant. Therefore the

state adjutant would just call the unit and the name of the SEC representing the unit in order to determine if a quorum is present. If a quorum is present the meeting may continue.

UNFINISHED BUSINESS:

This would be any business brought before the previous SEC meeting such as the reading and approval of the minutes. If the minutes were sent out, the members must be asked if there were corrections. If there are no corrections the chair would declare the minutes approved.

The treasurer's report, if printed for distribution to State Executive Committee members, does not have to be read line by line since the SEC's would have the information.

NEW BUSINESS:

This could be approval for a fund raiser, approval of appointments by the commander or problems that are to be taken up at a closed executive session following the meeting.

CLOSING PRAYER AND ADJOURNMENT

CONVENTION FORM INSTRUCTIONS

After the National Fall Conference the Convention Form is sent to every state department adjutant. It is to be completed and returned to National Headquarters by December 15.

If a state department would like a national representative at their convention, it is most important that this form be completed and returned on time. A copy of the form is given to each national representative since it should contain vital information such as the dates of the convention, the address of the hotel, the time of the opening session, the convention chairman's address and phone number, and when you would like the representative to arrive.

Every effort is made to honor the request, but it is not always possible.

IT IS IMPORTANT THAT THE STATE DEPARTMENT OBSERVES THE DEADLINE ON THIS FORM.



**NATIONAL HEADQUARTERS
DISABLED AMERICAN VETERANS AUXILIARY
3725 Alexandria Pike
Cold Spring, KY 41076**

Complete and mail by
December 15, 20XX

State Department of: _____

20XX State Convention Dates _____

Convention City _____

Airport Closest to Convention City _____

Headquarters Hotel/Motel _____

Address of Hotel/Motel _____

Street _____

City, State, and Zip _____

Hotel Telephone _____ Area Code () _____

Is your State Department requesting a National Representative? Yes _____ No _____

If yes, name three choices _____

What date representative should arrive _____ Depart _____

If an arrival date is not specified, the representative will arrive the night before the opening session.

Opening Business Session Date and Time _____

Closing Business Session Date and Time _____

Banquet Date _____

Formal ___ Semi-Formal ___ Business Attire ___

Convention Chairman's Name _____

Convention Chairman's Address _____

Street _____

City, State, and Zip _____

Convention Chairman's Telephone _____ Area Code () _____

Has time been allotted for the representative on the agenda? Yes _____ No _____

What topic(s) would you like discussed? _____

There are many conventions; however, we will try to honor one of the above choices whenever possible.

Please complete and return to National Headquarters by December 15, 20XX.

CREDENTIAL COMMITTEE REPORT

CONVENTION YEAR: _____

CHAIRMAN: _____

Date: _____

Total Elected Officers Registered * _____

Total Past State Commanders Registered * _____

Total Past National Commanders Registered * ... _____

Total Units Registered _____

Total Unit Delegates Registered _____

Total Unit Alternates Registered _____

Total Guests Registered _____

Total Registered _____

VOTING STRENGTH IS AS FOLLOWS:

Total Registered Unit Voting Strength * _____

Total Registered State Elected Officers * _____

Total Registered Past State Commanders * _____

Total Registered Past National Commanders * _____

TOTAL VOTING STRENGTH _____

*** (Add total unit strength + any registered elected officers + any registered past state commanders + any registered past national commanders = Total voting strength.)**

CHART TO DETERMINE THE NUMBER OF UNIT DELEGATES AND CREDENTIALS TO SEND. (One delegate for each ten paid-up senior members or major fraction thereof, plus one for the charter.)

1 – 15 » 2	106 – 115 » 12	206 – 215 » 22
16 – 25 » 3	116 – 125 » 13	216 – 225 » 23
26 – 35 » 4	126 – 135 » 14	226 – 235 » 24
36 – 45 » 5	136 – 145 » 15	236 – 245 » 25
46 – 55 » 6	146 – 155 » 16	246 – 255 » 26
56 – 65 » 7	156 – 165 » 17	256 – 265 » 27
66 – 75 » 8	166 – 175 » 18	266 – 275 » 28
76 – 85 » 9	176 – 185 » 19	276 – 285 » 29
86 – 95 » 10	186 – 195 » 20	286 – 295 » 30
96 – 105 » 11	196 – 205 » 21	296 – 305 » 31

This will help you to figure the voting strength of each unit, and if the membership is higher than the tables above, refer to the first paragraph to determine the unit's voting strength.