

## **Summary of 4/10/ ZOOM session: Election and Installation forms**

After the prayer, the Department Secretary went over a few items on the reports that have had some issues.

**Election Report:** Even if the Auxiliary Secretary enters the information in MALTA, the form still needs to be sent to the Department Secretary. She uses it to update the Directory entries. If the Auxiliary Secretary inputs the information- there is a spot in the upper right-hand corner to mark with an "x".

Be sure the member numbers you submit are correct. If the new officer has had a name change, be sure to update it in MALTA. The member can do it himself/herself or the Treasurer can do it. (Being honest here- I do not know everything an Auxiliary Secretary can do on MALTA because I have never been an Auxiliary Secretary since the advent of MALTA. But I do know I have made name changes as the Auxiliary Treasurer.)

Updating goes for a member's address, USPS, and email, as well as phone numbers, too. Encourage your members to create their own MALTA account, but the officers should be willing to help if they can't. The Department Secretary is especially interested in changes pertaining to the President, Secretary, and Treasurer since these are the members she contacts most often.

**Delegates:** Since Delegates assume their responsibilities immediately, and your District Convention and Department Convention, happen soon after their elections, it is important to send delegates to the Secretaries on these levels immediately. Any votes held at these convention will be by the NEW Delegates, and the CURRENT President ( remember, new elected officers do not assume their duties until after the Department President is installed.) Delegates serve from the time of their election until the new delegates are elected. **Refer to Section 301-309 of the bylaws.**

Also be sure of the number of delegates you have. This is based on the number of members an Auxiliary has **in good standing as of the date of the election. See sections 303- District Meetings and Convention and Section 304 Department meetings and Convention.**

Ex. If your Auxiliary has 92 members- District Delegates are one delegate and one alternate for every 15 members or fraction thereof. Thus: 90 members= 6 delegates/6alternates. But the 2 other members are a fraction of the next 15 - so the Auxiliary would have 7 District delegates and alternates.

For the Department it is one delegate/one alternate for every 30 members or fraction thereof.

**NOTE! For National Delegates the number is based on the number of members in good standing on MARCH 31<sup>st</sup>. Section 305! Auxiliaries get one delegate/one alternate for the National Convention for every 50 members or fraction thereof.**

A question was asked about whether the President should be a delegate. That depends on your Auxiliary and how many members/delegates attend. If the President is NOT a delegate, she only gets her President's vote. If she/he IS a delegate and is the only one present, he/she can forgo the President's vote and vote the Auxiliary delegate strength. If the President AND a delegate are present even if the President is a delegate, the President can take the President's vote and the delegate can vote the delegate strength.

### **Section 309: Arrearages Affecting Delegates:**

**\* Any Auxiliary in arrears for District or County Council dues (County dues are a moot point now) shall be deprived of Auxiliary representation at those meetings or Conventions for which the dues are in arrears**

- **Any Auxiliary in arrears for the following shall be deprived of Auxiliary representation on ALL levels.**
  - **Other financial obligations to National Headquarters**
  - **Failing to have the office of President and Treasurer bonded**
  - **Failure to submit required quarterly audits (Past four (4) consecutive audits due prior to the Convention.**

**Installation:** Auxiliaries cannot be installed more than 60 days before the convening of the Department Convention (Section 806A).

The installing officer must be a Past President on some level( Auxiliary, Council, District, Department, etc. or a Past Commander. A Past Sr. Vice who has never been President cannot install officers. Read Section 806A Auxiliary Installation If any of the requirements are not met, your installation will be null and void.

It is also worth noting in the same section that if an officer is not present for installation, they may be installed at any succeeding meeting within sixty (60) calendar days of the date of the installation. If not installed, then their office automatically becomes vacant.

Someone asked if an officer who is reelected needs to be installed again...yes! The only officers who do not need to be installed (but who you CAN include in your installation) are the two- and one-year Trustees- if they are the same ones installed when they were three-year trustees. The three-year trustee needs to be installed and #1 and #2 IF THEY are newly elected.