

CONSTITUTION AND BYLAWS AND STANDING RULES  
of The American Legion Auxiliary  
Department of Virginia, Inc.

**(revised 2019)**

## **CONSTITUTION AUTHORITY**

The Constitution and Bylaws were adopted at the First Department Convention, August 24-26, 1922. The name has never changed. The Preamble was accepted by the National Organization in their Convention held November 1-2, 1921 at Kansas City, Missouri, and has remained unchanged.

This reprint will not carry the dates of the amendments from 1921 to 1955.

Mandates were adopted at the Department Convention of 1948 and 1954 for a complete revision of the Department Constitution and Bylaws. An attempt was made to do so. However, there were portions that could not be changed to conform with the National Constitution and Bylaws. A copy of our Department Constitution and Bylaws was sent to the National Headquarters for approval. It was accepted and filed. The National Judge Advocate ruled that both mandates were out of order because of ARTICLE VII of the Constitution and ARTICLE X of the Bylaws. The revision was adopted at the 34th Annual Department Convention, September 9-11, 1955 Virginia Beach, Virginia; Bylaws amended at the 35th Annual Department Convention July 29–31, 1956, Roanoke, Virginia; Bylaws amended 35th Annual Department Convention, August 19-21, 1960; Alexandria, Virginia; Bylaws amended 41st Annual Convention, September 7-9, 1962, Virginia Beach, Virginia; Bylaws amended 43rd Annual Department Convention, July 24-26, 1964, Richmond, Virginia; Bylaws amended 48th Annual Department Convention July 18, 1969, Roanoke, Virginia; Bylaws amended 50th Annual Department Convention, July 16, 1971, Norfolk, Virginia; Bylaws amended 54th Annual Department Convention, June 28, 1975, Roanoke, Virginia; Constitution and Bylaws amended 57th Annual Department Convention, July 7-9, 1978, Roanoke, Virginia; Constitution and Bylaws amended July 11-14, 1991, Norfolk, Virginia; Constitution and Bylaws amended 81st Annual Convention, July 11-14, 2002, Norfolk, Virginia, 85th Annual Convention, July 6-9, 2006 Constitution and Bylaws amended 93rd Annual Convention, July 10–13, 2014, Herndon, Virginia, Bylaws amended 97th Annual Department Convention, July 12, 2018, Herndon, Virginia. Bylaws amended July 12, 2019 at the 99th Annual Department Convention, Richmond, Virginia

This Constitution and Bylaws as reprinted is up to date and in full force and effective August 26, 2019 and will remain until further amended.

# CONSTITUTION OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF VIRGINIA

## PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the great wars; to inculcate a sense of individual obligation to the community, state and nation, to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and Sanctify our association by our devotion to mutual helpfulness.

## ARTICLE I

### Name

Section 1. The name of this organization shall be The American Legion Auxiliary, Department of Virginia.

## ARTICLE II

### Nature

Section 1. The American Legion Auxiliary, Department of Virginia, is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor the promotion of the candidacy of any person seeking public office or preferment,

## ARTICLE III

### Eligibility

Section 1. Eligibility for membership in The American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.

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

(a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under Section I of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.

(b) Junior membership shall consist of that group under the age of eighteen (18) 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.

## **ARTICLE IV**

### **Department Officers**

Section 1. The Department Officers shall be President, three Zone Vice Presidents, Secretary-Treasurer, Historian, Chaplain, the National Executive Committee Member, and the District Presidents.

Section 2. The Department convention delegates shall annually elect a President, a Historian, and a Chaplain who shall serve for a term of one year or until their successors are elected.

Section 3. The Department convention delegates shall elect every two years a National Executive Committee Member who shall serve for a term of two years or until their successor is elected. The Department President shall become the alternate Executive Committee Member.

Section 4. The Department Secretary-Treasurer shall be elected by the Department Executive Committee upon the nomination of the Department President and may be removed by the Department Executive Committee.

Section 5. The Department Zone Vice Presidents shall be ratified "at large" at the Department Convention after a nomination from within their respective Zones and shall serve without seniority.

Section 6. The District Presidents shall be elected at the annual District meetings and ratified at the Department Convention.

## **ARTICLE V**

### **Governing Body**

Section I. The governing body of The American Legion Auxiliary, Department of Virginia, shall be the Department Convention. Between Department Conventions the administrative power shall be vested in a Department Executive Committee with fiduciary, policy, and strategic responsibility for the organization. The Department Executive Committee shall be composed of the Department Officers, District Presidents, Past Department Presidents. and Department Standing Committee Chairpersons who will be without a vote. All members of the Department Executive Committee shall be in good standing within their Units

## **ARTICLE VI**

### **Department Convention**

Section 1. The American Legion Auxiliary, Department of Virginia Convention shall be held annually at the same time and place as the convention of The American Legion for the purpose of electing officers, receiving reports, and transacting such other business as shall properly come before it. In the event it is not possible, the Department Executive Committee will decide when and where to meet.

Section 2. Representation in the Department Convention shall be by Units. Each Unit shall be entitled to two delegates and one additional delegate for every fifty members or major fraction thereof, and whose current dues have been received by the Department Treasurer thirty days preceding the annual meeting of the Department Convention, and one alternate for each

delegate. The delegates and alternates to the Department Convention shall be elected by the Units at a regular meeting not less than two weeks before the Department Convention.

Section 3. Each Unit Delegate shall be entitled to one vote. The vote of any delegate who is absent and not represented by an alternate may be cast by the majority of the delegates present and voting from their Unit, provided registration fees for the entire Unit delegates have been paid.

Section 4. Each member of the Department Executive Committee shall be a delegate-at-large, upon payment of registration fee.

Section 5. All Past Department Presidents, in good standing in their local Units, shall be delegates at large, upon payment of registration fee.

Section 6. All Chairmen of Department Standing Committees shall be delegates-at-large, upon payment of registration fee.

Section 7. The Immediate Past Department President shall be the Chairman of the delegation to the National Convention.

Section 8. Delegates to the National Convention are the Immediate Past Department President, the newly elected President, National Executive Committee Member, and the Secretary-Treasurer. Delegates in their own right are National Officer, National Chairperson, and Past National Presidents. The Department Convention shall elect all other delegates and alternates to the National Convention.

Section 9. A quorum shall exist at a Department Convention when twenty-one Units representing five Districts, and either the President or a Vice President, or the National Executive Committee Member, and five (5) Past Department Presidents are present,

Section 10. In the event of some great emergency, such as war, epidemic or disaster, the Executive Committee shall have authority to determine whether or not the Annual Convention shall be held; a two-thirds vote shall decide, and the vote may be taken by mail, electronic device, or telephone. In the event, a Convention is not held the Executive Committee shall have the authority to plan procedures for conducting all Convention and other Department business

## **ARTICLE VII**

### **Amendments**

This Constitution may be amended at any annual Department Convention of The American Legion Auxiliary, Department of Virginia, by a two-thirds vote of the Department Executive Committee; provided that the proposed amendments shall have been submitted to each Department Executive Committee member of the Department at least thirty (30) days prior to the Department Convention; provided further, it may be amended by unanimous vote at any pre-Convention Department Executive Committee meeting without notice, and provided further that all proposed amendments shall be read at a regular session of the pre-Convention Department Executive Committee meeting. Amendments shall become effective upon adjournment of the convention at which they are adopted unless there is a provision.

Constitution Amended: August 26, 2019 at 99<sup>th</sup> National Convention.

Eligibility Footnote: Membership in The American Legion Auxiliary shall be limited to the

grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion, and grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941; 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.

# **BYLAWS**

## **ARTICLE I**

### Organization

Section 1. The American Legion Auxiliary, Department of Virginia Inc. shall be divided into three Zones, Eastern, Western, and Northern.

Section 2. The American Legion Auxiliary, Department of Virginia, shall be divided into Districts, which shall correspond to the Districts of the American Legion, Department of Virginia where feasible. If there are too few Units in a District, two Districts may be combined for meetings, activities, etc., with one District President representing both Districts, This can only be done with Convention approval.

Section 3. The American Legion Auxiliary Department of Virginia shall be organized into Units according to the National Organization.

## **ARTICLE II**

### Election of Officers

Section 1. The term of office of Department Officers shall commence immediately upon the final adjournment of the Department Convention by which they are elected and shall terminate upon the final adjournment of the next succeeding annual Department Convention. No person shall be eligible to succeed themselves as Department President, Department Zone Vice Presidents, Chaplain, or Historian. The respective District Bylaws shall govern the term of office of their District Presidents.

Section 2. The term of office of the National Executive Committee Member shall commence immediately upon the final adjournment of the Department Convention by which they are elected and shall terminate upon the final adjournment of the second succeeding annual Department Convention.

Section 3. All nominations shall be made from the floor. The election shall be by secret ballot. When there is but one candidate for an office, the nominee may be elected by voice vote. The majority of votes cast shall constitute an election.

Section 4. At the Department Convention, each Zone shall nominate a candidate for Department Zone Vice President to be elected by the Convention.

## **ARTICLE III**

### Duties of Officers

Section 1. DEPARTMENT PRESIDENT: It shall be the duty of the Department President to preside at all Department meetings, to appoint members of standing committees and create such other committees and appoint members thereon as the president deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. The President shall be an ex-officio member of all committees and shall perform such other duties as are usually incident to the office.

Section 2. DEPARTMENT ZONE VÍCE PRESIDENTS: It shall be the duty of the Department Zone Vice Presidents to represent the Department President on all matters referred to them by the President. They shall have at least one Zone Meeting with some form of leadership and program information. They shall be the advisory head and keep in touch with all Units in their respective zone, creating closer cooperation and keeping the Department informed of Unit activities and progress.

Section 3. DEPARTMENT SECRETARY-TREASURER: It shall be the duty of the Department Secretary-Treasurer to record all proceedings of the Department Convention and the Department Executive Committee meetings and to keep all records of the Department Organization. If necessary, the Secretary/Treasurer shall assign a designee to record proceedings. The Department Secretary-Treasurer shall transmit reports and bulletins and send out all literature and calls for meetings as directed by the Department President. In the event of a vacancy in the office of the Department President, within ten days the Department Secretary-Treasurer shall call a meeting of the Department Executive Committee for the purpose of electing a Department President.

The Department Secretary-Treasurer shall be the custodian of all funds of the Department and shall disburse the funds as budgeted. The Department Secretary-Treasurer shall close the Department books thirty days prior to the Department Convention, and shall submit a complete financial report, audited by a certified public accountant, to be published in the Annual Proceedings.

Section 4. DEPARTMENT HISTORIAN: It shall be the duty of the Department Historian to compile the historical records of the Department Organization.

Section 5. DEPARTMENT CHAPLAIN: The Department Chaplain shall offer prayer at all Department meetings. The Department Chaplain shall conduct the Memorial Service under the direction of the Department President during the Department Convention. The Department Chaplain shall perform such other services as the Department, and the Department President may require.

Section 6. DISTRICT PRESIDENTS: The District Presidents shall preside at all District meetings within their respective Districts. As a Department Officer, they have an obligation to represent their district at all Department Executive Committee meetings, Department Conferences, and Conventions and shall perform all duties pertaining to their office,

Section 7. NATIONAL EXECUTIVE COMMITTEE MEMBER: The National Executive Committee Member shall serve as the link between the Department and the National Organization. The National Executive Committee Member shall fulfill all duties assigned by the National President and attend all NEC Meetings. The National Executive Committee Member shall report at all Department Meetings on previous actions of the NEC, failure to do so may result in removal by the Department Executive Committee.

## **ARTICLE IV**

### **Department Executive Committee**

Section 1. The Department Executive Committee shall consist of the Department Officers,



District Presidents, and Past Department Presidents, each with a vote, and Chairpersons of Standing Committees in good standing with their local Units. Chairpersons of Standing Committees shall serve with all rights except the right to vote,

Section 2. Role: The Department Executive Committee shall act as the governing body of the organization with a fiduciary, policy, and strategic responsibility for the organization between Department Conventions. It shall be the duty of the Department Executive Committee, as corporate directors for The American Legion Auxiliary, to ensure that the organization has adequate resources to fulfill its mission. The Department Executive Committee is responsible for the organization's adherence to legal standards and ethical norms.

Section 3. Authority: The Department Executive Committee shall adopt the annual budget for the Department Organization; adopt policies and standing rules, unless otherwise noted in the Department Constitution or these Bylaws; review financial statements and accept the Department annual audit; ratify committees; confirm the nomination of the Department Secretary and the Department Treasurer, confirm committee and other Department appointments, and confirm the appointment of officials not otherwise provided for in these Bylaws; levy assessments as needed; ratify the cancellation of charters; receive for filing reports from Department subsidiary organizations; and other duties and responsibilities that are the normal function of a corporate board of directors. Any intermediate governing body established by Department Convention action shall be subordinate to the Department Executive Committee American Legion Auxiliary Department Constitution, Bylaws, and Standing Rules and shall report to, be accountable to, and its actions ratified by the Department Executive Committee. All questions affecting the election, eligibility, conduct, and capacity of Department Officers shall be referred to and determined by the Department Executive Committee. The Department Executive Committee shall be responsible for establishing the process and procedure for making the determination that a Department Officer or a Department committee member serving a single- or multiple-year term is incompetent, incapacitated, or otherwise unable to discharge the duties of the Department office. All questions affecting the election, eligibility, conduct, and capacity of the Department Executive Committee Member from any Department or of the Department Officers or members of Department Executive Committees shall be referred to and determined by the Executive Committee or governing board of the Department involved, which shall be the final authority thereon. The rules governing the fulfillment of this section shall be as provided in the Standing Rules.

Section 4. Duty: It shall be the duty of the Department Executive Committee Member to fulfill their responsibilities on the Department Executive Committee, and to articulate the organization's mission, accomplishments, and goals to the public and Department.

Section 5. Meetings: The Department Executive Committee shall meet as provided in the Standing Rules. Special meetings may be held upon reasonable notice at the call of the Department President. The Department President shall call a meeting of the Department Executive Committee upon written request of not less than fifteen (15) members.

Section 6. The Department Executive Committee shall fill any vacancy occurring in a Department office between Department Conventions.

Section 7. A quorum shall exist at a Department Convention when twenty-one Units representing five Districts, and either the President or a Vice President, or the National Executive

Committee Member, and five (5) Past Department Presidents are present.

Section 8. The Department President shall have the authority to call for a vote by mail, electronic device, or telephone of the Department Executive Committee.

Section 9. The Department Executive Committee shall hold two (2) regular meetings: one preceding the Department Convention and one immediately following the Department Convention for the purpose of appointments and instructions to the Department Officers, Standing Committee Chairpersons, and special Committee Chairpersons. If required an additional meeting may be called at the Spring Conference. Special meetings shall be held upon written request of at least nine (9) members of the Executive Committee.

Section 10. A Committee Chairperson or Department Officer Emeritus shall be selected from those members who have served the Department with distinction and considered deserving of same for outstanding service. An Emeritus member of the Department shall be entitled to receive all written notices and information which are provided to the Department Executive Committee, to attend all Department Executive Committee meetings, and encouraged to attend all other events conducted by Department and Department Executive Committee. An emeritus member shall not be subject to any attendance policy, counted in determining if a quorum is present at a meeting, entitled to hold office nor chair any committee, or entitled to vote at any Department Executive Committee meeting.

## **ARTICLE V**

### **Committees**

Section 1. As provided in the National Bylaws, in addition to the core National Standing Committees – Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, and Audit – there shall be the following national committees: Auxiliary Emergency Fund, Community Service, Education, American Legion Auxiliary Girls Nation, Junior Activities, Leadership, Legislative and Public Relations. The overall purpose of each standing committee is as specified in this section; the purpose of each national committee is as described in The American Legion Auxiliary National Program Action Plan.

2019 Section 2. Special Committees: There shall be such special committees as shall be deemed advisable by the Department President or by the Executive Committee.

Section 3. All standing committee chairperson shall be subject to the ratification of the Department Executive Committee.

Section 4. All Standing Committee Chairpersons must attend the Department Executive Committee Meeting on the Sunday morning following Convention unless excused by the Department President. Failure to do so may be subject to their removal by the Department President.

Section 5. All Standing Committee Chairpersons will have at Executive Committee Meetings, conferences and convention three (3) minutes to speak, except for the Veterans Affairs & Rehabilitation Chairperson, Children & Youth Chairperson and Membership Chairperson each of which will have five (5) minutes to speak. The Finance Chairperson will have an undetermined speaking limit.

Section 6. Conduct unbecoming a member serving as a Department Chairperson may be subject to removal by the Department President with two-thirds (2/3) vote of the Department Executive Committee.

Section 7. It is the responsibility of the Committee Chairperson offering scholarships and/or contest awards to provide winning information to the Department Secretary-Treasurer for the purpose of disbursement. This notification must be by separate correspondence providing all pertinent information.

Section 8. Each Committee Chairperson shall submit a written report of the year's activities (and such other reports as may be required by the National Chairperson) to the Department President, the Department Secretary/Treasurer, and Department Historian. The chairperson shall also submit the Department Year-End Impact Numbers Report to their Southern Division Program Chairperson, the Department President, Department Secretary/Treasurer, and Department Historian with all sections about their committee completed. The chairperson shall confer with the Department Secretary/Treasurer to ensure the inclusion of all monetary amounts donated by the Department in their Department Year-End Impact Numbers Report. The Committee Chairpersons' reports will be due to the aforementioned Department Officers on the same day as National states in the Program Action Plan.

Section 9. The Department President shall submit to National Headquarters the Department Entry for the National President's Award for Excellence and the Department Year-End Impact Numbers Report (and such other reports as may be suggested and/or required by the National Headquarters) to the Department Secretary/Treasurer and Department Historian. The Department President's reports will be due to the aforementioned Department Officers on the same day as National states in the Program Action Plan.

Section 10. The Finance Committee shall consist of a minimum of three (3) members. Each member shall serve for five (5) year staggered term. The Department President shall appoint the Finance Chairperson. The Finance Committee shall present the annual budget to the Department Executive Committee at the pre-convention meeting for approval for all Department funds.

Section 11. The Audit Committee shall consist of five (5) members appointed and confirmed by the governing board to staggered three-year terms as well as the following designated members: a representative from the finance committee and a representative from any subsidiary corporation of the ALA entity.

Section 12. Each Department Chairperson shall submit a financial report of their committee activities, including awards, by June 1st to the Department Finance Chairperson and Department Secretary/Treasurer.

Section 13. Each Committee Chairperson must sign the governance policy and any other forms as required by the National Organization.

## **ARTICLE VI**

### **Subsidiary Organization**

Section 1. All subsidiary organizations of The American Legion Auxiliary shall be subject to regulations by the action of the Department Convention and the Department Executive Committee of The American Legion Auxiliary.

Section 2. All subsidiary organizations of The American Legion Auxiliary shall have Department dues no higher than the Department dues of The American Legion Auxiliary and said subsidiary organization shall be required to file a complete financial statement of receipts and expenditures with the Department President and the Department Finance Committee of The American Legion

Auxiliary before each Department Convention of The American Legion Auxiliary.

## **ARTICLE VII**

### **District Organization**

Section 1. Each District shall have two meetings; the Fall meeting shall be a school of instruction and the annual meeting which shall be held at least thirty (30) days before the annual Department Convention. Other meetings may be held upon the call of the District President.

Section 2. At each annual District meeting, a nominating committee of at least three, previously appointed by the District President, shall submit names of candidates for the office of District President, District Vice Presidents, and as many other Officers as deemed necessary by the District. There may also be nominations from the floor. A majority vote shall constitute an election. The District Secretary and District Treasurer or District Secretary/Treasurer shall be appointed by the District President.

Section 3. No District President shall serve as District Treasurer or District Secretary/Treasurer.

Section 4. Names of the elected District President and Vice Presidents shall be presented to the next Department Convention for ratification.

Section 5. Each unit shall elect delegates and alternates to the District meeting according to representation at the Department Convention. Delegates and alternates shall be elected at a Unit meeting no less than two weeks in advance of the annual District meeting and the names shall be sent to the District President.

Section 6. The District President shall notify the Units in their District at least 30 days prior to the District Meeting of the time and place of the District Meeting. If notice must be sent in less than 30 days, the reason must be stated in the call.

Section 7. The District President shall make an annual written report to the Department Convention.

Section 8. The District President shall appoint a District Page for the Department Convention and submit their name to the Department President by March 31\*.

Section 9. In the event of a vacancy in the office of the District President, the District Vice President shall automatically become District President. In the event a vacancy in the office of both the District President and District Vice President(s), the vacancy shall be filled by the Department Executive Committee.

Section 10. It shall be the responsibility of the District President to contact the District Commander (if joint District Meetings of the Auxiliary and Legion are to be held) to obtain the date of the Fall School of Instruction and the Annual Meeting.

Section 11. No member may serve more than one elected District office except Secretary/Treasurer in the same term.

## ARTICLE VIII

### Unit Organization

Section 1. Any ten eligible Senior persons desiring to form a Unit may make an application for a charter to the Department Headquarters, provided the application has been duly approved by the American Legion Post to which the Unit is to be attached. Charters are issued by the National President and the National Secretary upon receipt of the application properly executed and accompanied by the per capita dues and individual membership record forms. Applications for Unit Charters shall be signed by the Department President, the Commander of the American Legion Post to which the Unit is attached, and attested by the Post Adjutant. Each Unit shall use the name and number of the American Legion Post the Unit to which it will be attached (Example: American Legion Auxiliary [insert Post Name] Unit [insert Post #], Department of Virginia). The Charter shall be closed thirty days after it has been signed by the Commander of the American Legion Post.

Section 2. The minimum membership of a Unit shall be ten Senior members.

Section 3. 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 principals of any groups opposed to our form of government, shall be eligible to become or remain a member of The American Legion Auxiliary.

Section 4. Internal Revenue Service requires that records, such as the DD214 or equivalent proof of eligibility, be retained by the Unit for members joining in their own right and members joining through the service of a deceased member.

Section 5. The officers of a Unit shall be a President, one or more Vice-Presidents, a Secretary, a Treasurer, a Historian, a Chaplain, Sergeant-at-Arms, and such officers as the Unit Constitution and Bylaws may prescribe. These officers shall be elected no later than thirty days prior to the Department Convention. Officers will be installed at the discretion of the Unit.

Section 6. All Unit Members are bonded under the National Bonding Procedure.

Section 7. Each Unit shall adopt a Constitution and Bylaws conforming to the National and Department Constitution and Bylaws of The American Legion Auxiliary.

Section 8. Any member in good standing wishing to transfer to another Unit must present to the new Unit their current membership card. The new Unit President shall present the transferred application to the unit membership for approval in accordance with Article VII, Section 3. The new Unit Officer and the member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred. No person may be a member of more than one Unit at any time.

Section 9. When a member transfers to a new Unit, it is their responsibility to inform the Unit from which the member is transferring.

Section 10. When a Unit ceases to function or its charter has been revoked or canceled, the charter and all Unit records and funds shall be forwarded immediately to Department Headquarters.

Section 11. When a Unit Charter is suspended, the entire Unit membership is no longer in good standing and therefore loses delegate status to District.

Section 12. No Unit member may serve more than one elected office within the Unit with the exception of Secretary/Treasurer; to do so may result in the removal of the Unit Charter.

Section 13. All Units should be incorporated and file a form 990 with the Internal Revenue Service by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the Unit's fiscal year.

Section 14. Units in violation of the Department Constitution & Bylaws shall be in danger of losing their charter.

## **ARTICLE IX**

### **Finance**

Section 1. The fiscal year of The American Legion Auxiliary, Department of Virginia, shall be from July 1 thru June 30.

Section 2. The revenue of the Department of Virginia shall be derived from annual membership dues and from such other sources as may be approved by the Department Executive Committee. The Department per capita dues for Senior and Junior members shall be determined annually.

Section 3. Annual dues shall be payable annually for the succeeding calendar year. A member failing to pay such annual dues by January thirty-first shall be classified as delinquent and shall be suspended from all membership privileges, provided suspended member shall be notified in writing by the Secretary of the Unit of such suspension prior thereto. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December thirty-first of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution of the Unit requires a vote on applications for membership, and the payment of all past dues, or by re-establishing eligibility and making application as a new member.

Section 4. Units shall establish their dues. National and Department dues shall be sent to the Department Treasurer.

Section 5. All persons authorized to handle Department funds shall be bonded.

Section 6. Approval must be granted by the National Organization and the Department Executive Committee for any member to use either the name American Legion Auxiliary, or the emblem, or the logo of the Department of Virginia, American Legion Auxiliary Inc.

Section 7. The unexpended balance of the yearly budget shall become part of the Department Reserve Fund.

## **ARTICLE X**

### **Disciplinary Actions**

Section 1. Conduct unbecoming a member serving as a Department Officer or Committee Chairperson may be subject to removal of their duties by the Department President with a two-thirds (2/3) vote of the Department Executive Committee. The suspension shall be for two (2) years.

Section 2. Units in violation of the Department Constitution and Bylaws shall be in danger of losing their charter.

## **ARTICLE XI**

### **Parliamentary Authority**

The Department Organization shall be governed by the current edition of "Robert's Rule of Order, Newly Revised" on all points not covered by the Department Constitution and Bylaws.

## **ARTICLE XII**

### **Amendments**

These Bylaws may be amended at any annual Department Convention of The American Legion Auxiliary, Department of Virginia, by a two-thirds vote of the Department Executive Committee; provided the proposed amendments shall have been submitted to each Department Executive Committee member of the Department at least thirty (30) days prior to the Department Convention; provided further, these may be amended by unanimous vote at any pre-convention Department Executive Committee meeting without notice, provided that all proposed amendments shall be read at a regular session of the pre-convention Department Executive Committee meeting. Amendments shall become effective upon the adjournment of the convention at which they are adopted unless there is a provision.

### **Eligibility Addendum:**

A directive from The American Legion Auxiliary National Committee

- a. Both The American Legion and American Legion Auxiliary do not and never have discriminated against a person of different sexual orientation for membership.
- b. Wartime veterans, both heterosexual and homosexual, who otherwise meet membership eligibility criteria, are welcome to join The American Legion.
- c. Female wartime veterans are also eligible to join The American Legion Auxiliary, and we proudly welcome our "dual-members."
- d. Spouses and female direct relatives of members of The American Legion are welcome to join The American Legion Auxiliary.

**Bylaws Amended:** July 12, 2019 at the 99<sup>th</sup> Annual Department Convention, Richmond, Virginia  
Revision Committee: Chairman, Peggy Thomas, Past National President, Vice Chairman, Frances Shelton, Past Department President, Margaret Dellinger, Past Department President, Sallie Rossman, Past Department President, Rose Moore, Department President and August 26, 2019 at 99<sup>th</sup> National Convention.

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**STANDING RULES of The American Legion Auxiliary  
Department of Virginia Inc.**

## **STANDING RULES OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF VIRGINIA**

1. The American Legion Auxiliary's registration fee for the Department Conferences and Convention shall conform to that of The American Legion.
2. The Department Convention shall have a committee on Rules, Credentials, Permanent Organization, and Resolutions. The Department Executive Committee shall adopt rules and resolutions prior to the beginning of each Department Convention.
3. Any committee chairperson wishing to hold a pre-convention meeting may do so with the consent of the Department President.
4. All Department citations shall be presented on the convention floor. No additional Department awards may be established without the approval of the Department Finance Committee and the Department Executive Committee. All Department Monetary Awards must be approved by the Finance Committee and Department Executive Committee.
5. The Department President shall appoint the Department Conference and Convention Chairperson who will have complete charge of the preliminary plans and the local arrangements, with the approval of the Department President. The Department President appoints Convention Committees, such as Credentials, Rules, Resolutions and Permanent Organizations, the Chairperson and Vice-Chairperson of Pages and the Personal Pages. The Department Convention Chairperson will make all other appointments,
6. All Convention Registration fees will be deposited in the account of The American Legion Auxiliary, Department of Virginia. Conference and Convention Chairperson shall receive a copy of the Rules of Conferences & Conventions (Exhibit B). The chairperson will receive from the Department Secretary/Treasurer a copy of the Suggested Guidelines for Department Conventions and the information for Department Fall Conference: Local Chairperson & Committee. The Department President must approve all Department Convention expenses prior to purchase.
7. The Department Officers and Chairpersons shall promote the National Program. Any program plans over and above The National Organization shall be submitted to the Department President and The Executive Committee for approval.
8. The reports of the Department Officers and Chairpersons for the Annual Proceedings shall be limited as follows:

500 Words -Membership, Children & Youth, Veterans Affairs and Rehabilitation and Department Presidents Report. 300 Words -Community Service, Americanism, and National Security. 200 Words - Department Secretary, Department Historian, Department Chaplain, and all other Department Chairman. 150 Words - Department Zone" Vice Presidents and District Presidents,
9. The entire Certified Public Accountant's report shall be printed in its entirety in the Convention Proceedings and retained in the Department Headquarters office. Anyone requesting to review the report can make arrangements with the Department Secretary. This report may not be copied or removed from the office.
10. a. All Department Chairpersons and Officers making a report to National shall send a copy of their report to the Department President and Department Historian by May 15<sup>th</sup> or as of the date established by National.

b. Officers and Chairpersons not making a report to National shall submit a written report to the Department President and Department Historian by May 15<sup>th</sup> or as of the date established by National.

c. The National Executive Committee Member will be responsible for furnishing the Department Historian with a list of the National Awards and Citations received.

d. All Year-End Unit reports shall be sent to Department Committee Chairpersons postmarked by April 15<sup>th</sup>. Unit Year-End reports to be considered for the Department Award and Convention Award must be submitted in narrative format (full paragraphs) and include a completed Department Year-End Report form.

11. The recommendations of any Department Chairperson or Officer shall be presented at the pre-convention Department Executive Committee meeting.

12. a. All Department Citations and Program funds, with the exception of monies for poppy order and Girl State Delegates, must be sent to the Department Secretary/Treasurer, American Legion Auxiliary. All checks are made payable to the American Legion Auxiliary, Department of Virginia unless otherwise instructed by National and Department Headquarters,

b. The Poppy Order accompanied with a check payable to American Legion Auxiliary, Department of Virginia shall be sent to the Department Poppy Chairperson whom will be responsible for forwarding funds to the Department Secretary/Treasurer.

c. Fifteen (15) percent of the gross receipts of Poppy Sales shall be sent to The American Legion Auxiliary, Department of Virginia, before ordering the next year's Poppies.

d. Only the following members are authorized to handle Department funds: Department Secretary-Treasurer, Department VAVS Representatives, and members of the Department Finance Committee. The Girls State Treasurer is authorized to expend funds only from the Girls State Working Fund. Department VAVS Representatives are only authorized to expend funds from their VAVS accounts.

13. Endorsement for national office, with the exception of Southern Division Vice President, may be for such time as proper but must be reaffirmed at each Department Convention until such time as a definite date may be set to present the candidate. The annual endorsement of the Candidate for National Office shall be sent to the announced candidate for National President.

14. Candidates for Southern Division Vice President shall not be endorsed until two years before it is time for the Department of Virginia to have such an officer. It shall be announced at the Department Convention when it will be Virginia's time in three years. Any Candidate receiving a majority vote shall be the nominee for the Department and will not have to seek further endorsement on the succeeding year.

15. A gift shall be presented to the National President and National Divisional Vice President upon their official visit. The gifts will be a gift card. The gift for the National President will be a \$100.00 gift card. The gift for the National Divisional Vice President will be a \$50.00 gift card. The gift cards will be purchased by the Department Secretary/Treasurer.

16. All resolutions to be considered at the Department Convention shall be in Department Headquarters not later than 15 days prior to the Convention date.

17. Any procedure and parliamentary ruling for the Counsel General or National Parliamentarian from Units or members shall be sent to the Department President and Department Parliamentarian for clarification first. If there is a Past National President, they also shall be consulted.

18. For a Called Meeting of the Department Executive Committee, the ALA Department of Virginia shall authorize mileage per diem for the following officers: ALA Department of Virginia Officers and Standing Committee Chairpersons. Only the driver shall receive mileage reimbursement.

19. Department Chairpersons are encouraged, but not required to attend District Meetings; however, they are expected to attend the Zone Leadership Workshops. Department Chairpersons will provide each District President with all new information on their program. If a Department Chairperson is present, they shall be recognized and asked to give their committee information following the District Chairman's report.

20. All Department Officers and Chairpersons are required to keep a file containing the Program Action Plan and supporting documentation. This file is to be both an electronic file and a paper file. This program file is to be presented to the incoming Department Officer and Chairperson.

21. All Department Committees shall consist of a Chairperson, a Vice-Chairperson, and a Past Department President as an advisor with the exception of the Membership and Finance Committee. If more members are needed on a committee, approval must be given by the Department Executive Committee.

22. No Department Chairperson or Officer may have a fundraising project without the approval of the Finance Committee and the Executive Committee.

23. Dr. Kate Waller Barrett Award Rules:

a. A Unit must have met all the citation requirements.

b. The Unit must have accomplished outstanding work in at least one major program - Americanism, Children and Youth, Community Service, National Security and Veterans Affairs and Rehabilitation.

c. All Unit Presidents' reports to be judged for the Dr. Kate Waller Barrett Award should be sent to the Department President thirty days prior to the Department Convention.

d. Judging will be on a pro-rata membership basis.

e. Reports should be in the narrative form listed according to the program.

f. For a Unit to be considered for this award, they must have met the Department membership goal of 100% by June 1st.

24. Americanism Standing Rule

a. An Essay Contest shall be established in recognition of the five classes of the National Americanism Essay Contest, Winners from the Department shall be awarded \$50.00 and a Certificate of Appreciation in each of the six classes.

b. It is the Chairperson's responsibility to notify the Department Secretary-Treasurer of the winner's information to include the full name and full address of the recipient(s).

## 25. Auxiliary Emergency Fund Standing Rules

- a. To be eligible for The American Legion Auxiliary Emergency Fund Temporary Assistance, the person must have been a member of The American Legion Auxiliary for at least the immediate past two consecutive years, AND whose current membership dues are paid at the time the emergency occurs (three consecutive years' dues) may apply for assistance. Assistance will not be granted to pay accumulated debts. The intent is to help members who have suffered a financial setback and is meant to be a bridge offering a helping hand until financial stability is reestablished.
- b. The maximum grant amount is \$2400.00, disbursed as the Auxiliary Emergency Fund Grant Committee determines. No money shall be disbursed to furnish emergency aid unless an American Legion Auxiliary Emergency Fund Application for Assistance (AEF) has been completed, approved by the Unit President, Unit Secretary and the Unit Investigator. The Unit President cannot appoint their self to be the investigator. A copy of the application with all signatures, must be sent to the Department Secretary-Treasurer before the money is disbursed.
- c. The outgoing chairperson shall send to the incoming chairperson copies of their Department Convention Report, National Reports, and such other pertinent information as contained in their working files at the Post Department Executive Committee Meeting at Convention. The chairperson shall also send all applications and correspondence regarding Auxiliary Emergency Fund cases assisted during their year as chairperson and all records of the previous three years which they may have received by the Department Fall Executive Committee Meeting.

26. ALA Virginia Girls State Standing Rules are printed following the Girls State Bylaws (Exhibit A). The ALA Virginia Girls State Committee shall consist of a Director, Assistant Director, Associate Director, and the immediate past director as advisor.

## 27. Junior Activities Standing Rules

- a. All Junior Department meetings and activities are under the guidance of the Department Junior Activities Chairperson.
- b. The type and location of junior meetings shall be at the discretion of the Department Junior Activities Chairperson and/or the Department President.
- c. All Department officers of the Junior group shall be honorary.
- d. The elected honorary junior officers shall be President, Vice-President, Secretary, Chaplain, and Historian.
- e. The Honorary Department President shall appoint a Chairperson and Vice Chairperson of Pages and any other committee appointments as deemed necessary.
- f. The Junior group may have a fundraiser at the Department Spring Conference only. All funds must be given to the Department Treasurer who will provide a written receipt for funds received before leaving the Spring Conference.
- g. The Honorary Department Junior President shall be the delegate to the Division Junior Mission Training. Two alternates shall be elected at the Department Junior meeting. It shall be the responsibility of the delegates' parent and/or guardian to provide a chaperon for attendance at the

#### Division Junior Mission Training.

- h. The Junior delegate shall attend the Division Junior Mission Training with transportation, two days per diem, and registration fee paid by the Department for the delegate only.
- i. The Chairperson, Committee members, chaperones, or anyone assisting with the Juniors must have a background check at the Department's expense. This rule is from National.
- j. Any supplies or entertainment needed for the Junior meetings shall be at the Department's expense and must be authorized by the Department President.
- k. All Junior delegates shall remain in the meeting or with the group unless they are escorted by a senior member of the committee.
- l. The Honorary Junior Historian shall submit a short history report to the Department President, Department Historian, and Department Junior Chairperson by May 15th.
- m. The Department Junior Activities Chairperson is required to keep a file containing the Program Action Plan (PAP) and supporting documentation as an electronic and paper file and these files are to be presented to the incoming Department Junior Activities Chairperson at the Pre-Convention Executive Committee Meeting at Department Convention.
- n. The Department Junior Activities Chairperson shall submit a list of the current and newly elected Junior Officers to the Department Historian, Department Secretary/Treasurer, incoming Department President and the incoming Junior Activities Chairperson.
- o. The Department Junior Activities Chairperson shall request the presence of the Department Parliamentarian, or their representative, at the Department Junior Annual Meeting, if necessary.
- p. The new Junior Officers shall be elected at the Junior Annual Meeting at Department Convention. The annual meeting shall be held on Friday, early afternoon at 1:30 PM, if possible. The installation of the incoming Junior Officers shall be held, early evening at 7:00 PM, if possible.
- q. The Department Junior Activities Chairperson shall select the Installing Officer.
- r. A Junior member running for Department Honorary Junior President shall be a Junior member in good standing for one year prior to being a candidate with current year membership dues paid.
- s. In the election of officers, at the Junior Annual Meeting, each Unit shall have one vote for each office. All Junior members of each Unit shall decide for each office the candidate which to cast the Unit's vote.

#### 28. National Convention Standing Rules (Exhibit B)

- a. The Department Secretary/Treasurer shall purchase States Dinner tickets for the Delegation Chairperson & Guest (Outgoing President), Legion Delegation Chairman & Guest, Department President & Guest, Department Commander and Guest, Department Adjutant & Guest, ALA National Executive Committee Member and Guest, Department Secretary or Convention Secretary (No Guest), Immediate Past Department President & Guest (If not NEC), and the two (2) Convention Pages.
- b. The Department Secretary-Treasurer shall purchase the Person of Year Luncheon tickets for the Honoree, Auxiliary Delegation Chairperson & Guest (Outgoing Department President), Department President & Guest, ALA National Executive Committee Member (No Guest),

Convention Secretary (No Guest), Past National Presidents, Immediate Past Department President (If not NEC), and two (2) Convention Pages.

c. Registration Fees for the Delegates to the National Convention and all Past National Presidents shall be paid by the Department Secretary/Treasurer from Department funds.

29. State Convention Standing Rules:

a. The Department Secretary/Treasurer shall secure with Department funds banquet tickets and special events in accordance with Rules of Conference and Conventions (Exhibit B).

b. The Department Secretary/Treasurer shall secure with Department funds the registration Fees and lodging for the Department President with guest and the Department Secretary/Treasurer for state conferences and convention.

30. Poppy Standing Rules

a. All Poppy orders must be submitted through Units or Posts, and checks must be made payable to American Legion Auxiliary, Department of Virginia and mailed to Department Poppy Chairperson.

b. All entries into the Department Poppy Contest and/or poppy display shall be 95% poppies.

c. Poppy orders may be filled for other Departments, National, and/or other organizations. Annual one-half of the net profit from these sales will go to ALA Virginia Girls State.

d. Fifteen percent of the gross receipts of the Poppy Sales must be sent to the Department Secretary-Treasurer A.L.A. before ordering next year's Poppies.

e. Any Unit ordering 500 or more poppies is obligated to pay prior to ordering all Required Citations (1A, 1B, 1C, 1D, 1E, and 1F) of Requirements, Obligations, and Responsibilities (ROAR) assessments.

f. The Chairperson will advise the Department President if a Little Miss Poppy and/or Miss Poppy are selected and they shall be recognized at Convention. The Chairperson at Convention will recognize Little Miss Poppy and/or Miss Poppy and present them with a certificate. The certificates will be provided to the Chairperson by the Awards Committee.

31. Responsibility, Obligation, and Requirements (ROAR) will be comprised of two sections.

A. ROAR Section One will be Required Citations that all Units must fulfill.

1. Mail a check(s) for the following assessments to the Department Secretary/Treasurer, postmarked by December 1<sup>st</sup>.

a. Children & Youth Assessment, based on the previous year's membership. All funds derived from this assessment will be donated yearly to Patrick Henry Boys and Girls Plantation.

10-50 members	\$6.00 per Unit
50-100 members	\$11.00 per Unit
101+ members	\$16.00 per Unit

b. Veterans Rehabilitation Assessment, based on the previous year's membership. All funds derived from this assessment will be restricted to usage for VA & R.

10-25 members \$.90 per member 26-50  
members \$.80 per member 51-75  
members \$.70 per member 76-100  
members \$.60 per member 101-125  
members \$.50 per member 126+  
members \$.40 per member

c. Entertainment of Veterans (minimum amount of \$10.00) for hospitalized veterans. These assessments may be designated for a specific VA Medical Center.

d. Mail to the Department Secretary/Treasurer, postmarked by December 1st, a check for 15% of last year's poppy receipts before expenses. Mail your current year's poppy order to the Department Poppy Chairperson, postmarked by February 1st. Units cannot order more than 500 poppies until they have paid the citations for A.1.a (Children and Youth Assessment), A.1.b (Veterans Rehabilitation Assessment), A.1.c (Entertainment of Veterans), A.1.e (Bonding), A.1.f (Building Fund), and A.1.d (15% of Poppy proceeds).

e. Mail a check for \$8.00 for bonding to the Department Secretary/Treasurer postmarked by December 1<sup>st</sup>.

f. Mail a check for the Building Fund to the Department Secretary/Treasurer postmarked by December 1<sup>st</sup> for seventy-five cents (\$.75) per member based on the previous year's membership.

B. ROAR Second Section requirements must be completed in conjunction with ROAR Section One - Required Citations to receive Meritorious Citation.

1. Mail/email at least (9) monthly reports to the Department President and the District President by June 30th. Also, mail/email a courtesy copy to your Zone Vice President and retain a copy for the Unit files.

2. Mail the Year-End Report form for each of the following Auxiliary programs/activities to the Department Chairperson, postmarked by April 15<sup>th</sup>. Identify each report with the Unit Name, Number, District, and Zone. A "NO REPORT" will meet Citation requirements. Required reporting on the committees of Americanism, Legislative, Children & Youth, National Security, Community Service, Leadership, Poppy, Education, Public Relations, Junior Activities, and Veterans Affairs & Rehabilitation.

3. Mail to the Department Secretary/Treasurer and your District President a list of the new Unit Officers as soon as elections are held in May.

4. Each Unit must be represented at their Annual District Meeting and answer roll call each day of the Department Convention (Friday and Saturday).



### 32. Standing Rules for Scholarships

- a. Dr. Kate Waller Barrett Scholarship (\$1,000.00)– Applicants must attend an accredited institution of higher learning as a full-time student.
- b. Past President Parley Scholarship (\$500.00)- Scholarship shall be for a career in the medical field.
- c. Veterans Education Scholarship (\$500.00)-Applicants must be a Virginia resident Veteran. The Veteran must be eligible to join the American Legion, but is not required to be a member or join the American Legion. Applicant must attend an accredited institution of higher learning.
- d. Applicants may only be awarded one scholarship.
- e. Applications and information may be obtained from The American Legion Auxiliary, Department of Virginia Education Chairman or from the Department website.
- f. All scholarships will be awarded after receiving a letter from the accredited institution of higher learning stating that the student has registered to attend.
- g. Our nominee for the National President Scholarship in Virginia shall receive a \$100 donation if not chosen as a National recipient.

### 33. Veterans Affairs and Rehabilitation Standing Rules

- a. Any surplus of funds accumulated by the Hospital Representatives and Associate Hospital Representatives and/or Deputies in excess of one thousand dollars (\$1,000.00) shall be returned to the Department Secretary-Treasurer by June 1<sup>st</sup> of each year,
- b. The three (3) Hospital Representatives and two (2) Associate Hospital Representatives shall submit a financial statement to the Department Finance Chairperson and Department Secretary/Treasurer by June 1<sup>st</sup>.
- c. The Hospital Representatives and Associate Hospital Representatives shall send a written report of the year's work to the Veterans Affairs and Rehabilitation Chairperson by April 1st. This report is to include the total volunteer hours, number of volunteers, and dollar amount of donations at their VAMC.
- d. All Unit donations to the VAMC hospitals and Associate VAMC Hospitals will be sent directly to the Department Secretary/Treasurer earmarked for the VAMC and/or event. At the request of the VAVS Representative, to include the use of funds, the Department Secretary/Treasurer will issue a check to be deposited into the VAVS Representative and VAVS Associate Hospital Representative hospital checking account for the disbursement of funds. Four thousand dollars (\$4,000.00 each) shall be sent to the three (3) Hospital Representatives (Hampton, McGuire, and Salem) immediately following the Department Convention, with additional funds available as needed. The amount approved in the annual budget shall be sent to the two (2) Associate Hospital Representatives. Each Hospital Representative and Associate Representative shall have a checking account established as ALA VAVS [insert hospital name] from which all funds received must be deposited and disbursed from as needed. The Hospital Representatives and Associate Representatives must provide supporting documentation of all checking account transactions to the Department Secretary/Treasurer by June 1<sup>st</sup> as verification of the financial statement.

e. The VAVS Representatives and Associate VAVS Representatives are to notify the Department Secretary/Treasurer by email or in writing of the Department VA & R chairperson's official visit to the VAMC. The Department Secretary/Treasurer shall upon receipt of email/written notification that the Department VA & R Chairperson has visited the VAMC Hospital will issue a check to the VA & R Chairperson for \$100.00. There shall be a total of no more than three (3) \$100.00 checks issued during the fiscal year.

f. The Veterans Affairs and Rehabilitation Chairperson shall be required to visit each of the three (3) V.A. Hospitals in Virginia at least once during the year.

g. There shall be a breakfast for all Service to Veterans Volunteers during the Department Convention. The breakfast will be funded from the Department VA & R Account.

#### 34. Outstanding Virginian Award

a. This is not an annual award; it should only be awarded occasionally to a truly Outstanding Virginian.

b. The nominee must be a resident of Virginia but not necessarily a member of The American Legion Auxiliary.

c. The nominee should be one who is well-known generally on a statewide basis. The nominee must be highly respected in their field of endeavor and as a citizen. The recipient must emulate the motto of The American Legion Auxiliary "Service, not Self." Thus, their accomplishments must fall within the aims and purposes of the ALA.

d. The award will be based on exceptional accomplishments that fall within the aims and purposes of The American Legion Auxiliary.

e. A nominee MUST NOT KNOW that the nomination is being made.

f. Nominations should be in the form of a resume and letters of recommendation. Nominations can only be made by voting members of the Virginia Department Executive Committee.

g. Nominations should be submitted to the Department President. After a nomination is received, the decision to make an award will be left to the Department President and the Department President's advisory committee, or a special committee the Department President appoints to screen nominations after a nomination is received from the Outstanding Virginian Committee. The Executive Committee will be polled by mail sent by the Department Secretary-Treasurer to get the approval of a majority of the Committee regarding whether the nominee qualifies as a truly Outstanding Virginian Award.

h. The Department President will invite the recipient to attend the Department Convention to receive the award. The President will alert the recipient as to the importance of the award and allow the recipient five minutes for a speech in response. After the recipient's attendance at the Convention is assured, announcements concerning the award may be made, and the Committee should prepare a news release and plan news coverage of the award. The recipient's family should be urged to attend.

i. The Outstanding Person of Virginia shall be given a gift, with the cost not to exceed \$100.00, with a nice card with a note reading "To the Outstanding Person of Virginia given by The American Legion Auxiliary, Department of Virginia". The Chairman of the Outstanding Person of

Virginia shall purchase the gift, and submit the receipt to the Department Secretary/Treasurer for reimbursement.

35. Department Member of the Year (formerly Unit Member of the Year)

This award is presented to a Senior Auxiliary member in good standing for three (3) years with dues paid for the current year. This Senior member must not have held any office or position higher than Unit President, whether appointed or elected. This honor is to be given to a Senior member who has assisted their Unit in numerous activities during the current year. This honor is bestowed to a member only one time. The honoree is encouraged to attend (but not mandatory) the National Convention for recognition from the National President.

Only one nominee can be submitted during the current fiscal year from each Unit in the Department of Virginia; each Unit will establish its method of selection of a nominee. Applications for this award are to be obtained from the Past President Parley Chairman. The application shall be accompanied by a narrative, not to exceed 1,000 words, detailing the nominee's accomplishments during the current year. Unit submission of a nominee must include a document attesting to the fact that the nominee has not held any position higher than Unit President must be received by the Past President Parley Chairman by May 1<sup>st</sup>.

36. Unit Member of the Year

This honoree is given by a Unit to a Senior member who has assisted the Unit in numerous Unit activities during the current year. The nominee shall not have held an office higher than Unit President, whether appointed or elected. This honor is bestowed to a member only one time. Only one nominee can be submitted annually from each Unit in the Department of Virginia; each Unit will establish its method of selection of a nominee. Each Unit shall submit to the Department President the name of the Unit nominee by March 1<sup>st</sup>.

37. Department Secretary/Treasurer will engage a professional recorder to record proceeding of the Department Executive Committee Meetings and Convention.

38. Department Executive Committee members shall be reimbursed for Department Executive Committee meeting travel at the rate of \$.51(cents) per mile for the driver only and \$45.00 for lodging per diem as required.

39. Past President Parley

a. The Department Past President Parley Chairperson is responsible for the Past President Parley Luncheon at the Department Convention. The Chairperson shall coordinate arrangement for the luncheon with the Convention Chairperson. A gift of a \$50.00 gift card purchased by the Department Secretary/Treasurer will be presented to the Past Department President honoree.

b. The Chairperson shall promote the Past President Parley Medical Scholarship, Salute to Service Person Award, and Department Member of the Year.

c. Chairperson's project shall benefit the Veterans.

d. The Chairperson and their committee members shall be responsible for judging the Department Member of the Year entries. The Department Member of the Year shall be announced at Department Convention.

40. The Department President and the Leading Candidate for Department President shall be responsible for their own compiling, preparation, copying of all literature, correspondence, scripts, agendas, and speeches. They shall seek advice from their advisors. The Department Secretary/Treasurer duty does not allow time for serving either of the above nor the Executive Committee members.

Standing Rules Amended: July 12, 2019 at the 99<sup>th</sup> Annual Department Convention, Richmond, Virginia Revision Committee: Chairman, Peggy Thomas, Past National President, Vice Chairman, Frances Shelton, Past Department President, Margaret Dellinger, Past Department President, Sallie Rossman, Past Department President, Rose Moore, Department President, August 26, 2019 at 99<sup>th</sup> National Convention, and 2019 Department of Virginia September 14, 2019 Department of Virginia Executive Board Meeting, Richmond, VA.

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## **Exhibit A**

### **American Legion Auxiliary Department of Virginia Girls State Inc. Standing Rules**

(Revised 2019)

1. The Board of Directors of Virginia Girls State Inc. shall be President (ALA Department President), Vice President, Secretary, Department Secretary/Treasurer of the ALA, Director, Assistant Director, Associate Director, Girls State Treasurer, Immediate Past Director, Department Parliamentarian, and all District Registrars. Following the Girls State Director's report to the Annual Convention, the Director shall nominate members to serve on the Board of Directors for a one-year term. All members of the Board shall be voting members in good standing in their Unit, without reimbursement.
2. The Board of Directors shall serve in the capacity of representing the Department and overseeing the operation of Girls State, i.e., the price per delegate, meeting with college officials, making sure each district has a registrar, and be responsible for increase/decrease in the size of Girls State, including adding any new cities.
3. The Operational Committee shall consist of the Girls State Director, Assistant Director, Associate Director, Department Girls State Registrar, Counselors, Nurse/Medical staff, Store Staff, Office Staff, Legislative Staff, Activity Director, Girls State Treasurer, Distinguished Guest Coordinator, Ceremonial Director, Logistics Director, Longwood University Liaison, Moot Court Director, and any additional staff needed.
4. To be eligible for the ALA Virginia Girls State Associate Director position, the potential appointee must maintain residency in Virginia for a minimum of one year prior to appointment to that position, and throughout the ensuing terms of both the ALA Virginia Girls State Assistant Director/Vice Chairperson and Director/Chairperson. The Associate Director, the Assistant Director/Vice Chairperson, and Director/Chairperson must attend all required session planning meetings and site visits in person.
5. Meetings of the Board of Directors of ALA Virginia Girls State shall be held at the call of the ALA Virginia Girls State President or ALA Virginia Girls State Director immediately following Department Executive Board Meeting. Four members of the board shall constitute a quorum.
6. The Girls State Director must be the Chairperson of ALA Department of Virginia Girls State Committee.
7. The Girls State Director is in charge of the program and activities during the week of Virginia Girls State. The duties include inviting the Department President to address the Girls State

delegates at the opening session on Sunday evening; this will afford the Department President the opportunity to leave to attend to other duties.

8. The Girls State Director or Assistant Director, if the director cannot attend, is authorized to attend the National Girls State meeting. Allowance is printed in the Girls State Budget.

9. The Assistant Director shall be responsible for inviting counselors and for daily instruction of counselors. This position shall serve as acting Director of The American Legion Auxiliary Girls State Inc. in the case of a vacancy in the office of Director.

10. If the vacancy should occur in the position of Director, Assistant Director, or Associate Director the Department Executive Committee shall fill the position as soon as possible.

11. During the Girls State session, the Assistant Director shall work closely with the Director and observe the programs and activities; thus, when the retiring Director's term ends the Assistant Director will have the expertise to assume the position of Director.

12. The Girls State Director shall serve no more than three (3) consecutive years and may not succeed their self.

13. The Department Secretary/Treasurer must be the signatory on all Girls State funds. All withdrawals shall be co-signed by a member of the Finance Committee.

14. All fundraising activities for Girls State must be approved by the Department President and be presented to the Department Finance Committee for final approval at least one month prior to each session of Virginia Girls State.

15. Any new projects, ideas, or changes must be approved by the Girls State Director and the Board of Directors of Girls State.

16. The Girls State working fund will begin each session with \$10,000, to be used for authorized expenses during the Girls State session. At the conclusion of the session all monies, with exception of \$1,000, shall be returned to the Girls State Inc. fund at Department Headquarters.

17. The Girls State treasurer shall be in charge of the Girls State working fund.

18. The annual budget must be approved by the Finance Committee before approval at the Department Convention.

19. Reimbursement by the driver only, is authorized at the rate per mile in Virginia. Meals in route and purchase of supplies are no longer authorized. Friday night arrivals must have prior approval by the director.

20. The American Legion Auxiliary name, emblem, or logo must be on all official Girls State advertising, letterhead, website, and memorabilia.

21. After review by the Department Judge Advocate, The American Legion, or the Auxiliary attorney, all contracts must be signed by the Department President.

22. December 1<sup>st</sup> is the required date when the college should submit its contract including all charges to use their facility. The contract will be sent to Department Headquarters for the signature of the Department President.
23. Invoice from the college must be received in Department Headquarters no later than October 1<sup>st</sup> and payment shall be issued within 30 days of receipt.
24. All persons involved in Girls State must have a background check every three years prior to being allowed to serve at the Girls State session. This cost will be reimbursed by Girls State.
25. The Department Registrar shall recruit and appoint District Registrars. This position shall instruct and supply the information needed to contact schools in their area. Names of registrars in each district must be presented for approval to the Board of Directors.
26. Each District Registrar must reside in the area or in close proximity, if possible, to the school with which they are working. If a District is without a registrar, the Department Registrar shall perform the duties until a district registrar can be found.
27. All Girls State registrars must ensure all Delegates within their Districts are registered.
28. District Registrars must not contact any school that has a Unit chairman working with the school.
29. The Department Parliamentarian of The American Legion Auxiliary of Virginia shall serve as the Parliamentarian to the Girls State Board of Directors.
30. The elected Governor of the ALA Girls State is expected to return and preside at the next Girls State session with expenses paid in accordance with the Standing Rules.
31. All returning junior counselors must be recommended by their senior counselor.
32. Any delegate wishing to return to Girls State as a junior counselor must allow a one year interim before returning as a junior counselor.
33. The Director may rent golf carts or any motorized vehicles for use during the week of Girls State. Operators shall be hired to operate these vehicles on Longwood University campus. No member of the staff, visitors, or Girls State delegates may operate these vehicles without the written consent of the Director.
34. Members wishing to visit Girls State must have the consent of the Girls State Director. Any person asked to leave the Girls State session for any reason shall not be allowed to return to any session.
35. Any person removed from working in the Girls State program for any reason may not be asked to work in the program again.
36. A Girls State handbook shall be designed. It shall list all duties of the Girls State staff, the officers, the Board of Directors, and the Operational committee including daily activities. This handbook must be reviewed annually.

37. Any information generated by current and previous Girls State sessions becomes the property of Virginia Girls State Inc. and shall be transferred from the retiring director to their successor.

38. These Standing Rules shall be included in the next printing of the ALA Department of Virginia Constitution, Bylaws and Standing Rules.

39. These Standing Rules may be amended by a majority vote at the annual Department Convention or Department Executive Committee meeting without previous circulation.



# Exhibit B

## Special Instructions for Conventions and Conferences

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### **National Convention**

#### National Convention Ticket Purchases:

##### States Dinner Tickets

Delegation Chairperson (outgoing President) and Guest  
Department President and Guest  
ALA National Executive Committee Member and Guest  
Department Secretary or Convention Secretary (No Guest)  
Immediate Past Department President and Guest (If not NEC)  
Two Convention Pages  
American Legion Distinguished Guest(s) as appropriate

##### Outstanding Person of the Year Luncheon

Delegation Chairperson (Outgoing Department President) and Guest  
Department President and Guest  
ALA National Executive Committee Member (No Guest)  
Past National Presidents  
Immediate Past Department President (IF not NEC)  
Department Secretary or Convention Secretary (No Guest)

### **State Convention**

#### Department Convention Package Deals:

Department President and Guest  
Department Secretary  
Recorder for the Proceedings  
Local Chairperson

#### Past President's Parley Luncheon:

##### Complimentary Tickets:

Honoree and Guest and Family  
Immediate Past President and Guest  
ALA National Committee Member and Guest  
Department President and Guest  
Past National Presidents  
Department Secretary/Treasurer (No Guest)  
Either Convention Chairperson or Luncheon Chairperson (Decision left to Past President's Parley Chairman)

### National President Luncheon

#### Complimentary Tickets:

- National President and Guest
- Department President and Guest
- Department Secretary (No Guest)
- Immediate Past Department President and Guest (If not NEC)
- ALA National Executive Committee Member and Guest
- ALA Distinguished Guest- Including Past National Presidents, National Officers, and National Chairperson
- American Legion Distinguished Guest(s) as appropriate

### Service to Veterans Breakfast

#### Complimentary Tickets:

- Department Veterans Affairs & Rehabilitation Chairperson and Guest
- Legion Veterans Affairs & Rehabilitation Chairperson and Guest
- Department President and Guest
- Department Secretary/Treasurer
- ALA National Executive Committee Member and Guest
- Immediate Past Department President (If not NEC)
- Distinguished Guest of the Auxiliary and Past National Presidents
- Official Employee of the VAMC in closest proximity
- American Legion Distinguished Guest(s) as appropriate

### Fall & Spring Conference

#### Department Conference Package Deals:

- Department President and Guest
- Department Secretary
- Recorder for the Proceedings
- Local Chairperson
- Distinguished Guests (if attending)

#### Membership Breakfast

##### Complimentary Tickets:

- Department President
- Department Secretary
- Membership Chairperson
- Distinguished Guests
- Local Committee Chairperson
- Past National Presidents
- American Legion Distinguished Guest(s) as appropriate

All tickets sales for Membership Breakfast and Luncheons shall be submitted to the Department Secretary/Treasurer before the conference and convention.

**Corsages:**

Local Committee to provide Poppy Corsages for all Officers (President, 3 Vice Presidents, Historian, Chaplain, Parliamentarian, NEC, Department Secretary) except if we have a Distinguished Guest, then live flower corsage to be provided to Distinguished Guest and Department President.