



Constitution & Bylaws
American Legion Auxiliary
Department of Vermont

Revised/Reprinted

AUGUST 2015

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**CONSTITUTION
OF THE
AMERICAN LEGION AUXILIARY**

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 per cent 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 **American Legion Auxiliary, Department of Vermont**.

**ARTICLE II
Nature**

Section 1. The **American Legion Auxiliary** is a civilian patriotic organization of women that supports the mission of The American Legion.

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

Section 3. Headquarters for the **American Legion Auxiliary, Department of Vermont**, shall be located in permanent headquarters jointly with The American Legion, Department of Vermont.

**ARTICLE III
Eligibility**

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, wives, sisters, and direct and adopted female descendants of members of The American Legion and to grandmothers, mothers, sisters, wives, and direct and

adopted female descendents of all men and women who were in the Armed Forces of members of The United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990, to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion. (2013 Amended)

Section 2. There shall be two classes of membership, senior and junior.

- (a) Senior membership shall be composed of members over the age of 18 years; provided, however, that a wife under the age of 18 years, who is eligible under Section 1 of this article, shall be classed as a senior member.
- (b) Junior membership shall consist of that group under the age of 18 years, whose activities shall be supervised by the senior membership. Upon reaching the age of 18 years, junior members shall automatically be admitted into senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

ARTICLE IV Department Officers

Section 1. The Department Convention shall elect annually a Vice President-President Elect, a President from each District, a Historian, a Chaplain and five members at large, one from each District, to serve on the Executive Committee.

Section 2. The National Executive Committee Woman shall be a Past Department President and shall be elected for a term of two (2) years, commencing immediately following the National Convention. The National Executive Committeewoman shall not serve for more than one, consecutive two year term. This shall become effective with the 2014-2015 administrative.

Section 3. The Department Secretary and Treasurer shall function as Office Director, shall be appointed by the Department President, such appointment to be affirmed by the Executive Committee at the Post- Convention Executive Committee meeting. Once so appointed, she shall serve without tenure and shall be subject to removal by the Department Executive Committee. She shall use the Title Office Director in official communications. (2015)

Section 4. In case of the death, resignation or removal for just cause of the Department Secretary or Department Treasurer, the Department President shall be notified immediately and shall notify the Advisory Committee who shall post the vacancy in the

Department bulletin and in Vermont daily newspapers. The Advisory Committee shall receive the applications for the position and select the best qualified applicant to complete the unexpired term.

Section 5. The offices of Department Secretary and Department Treasurer will be split into two (2) offices referred to as Secretary or Treasurer in sections herein after named with year. (2015)

Section 6. All Department Officers and standing committee chairmen shall be in good standing in their Units.

ARTICLE V Department Convention

Section 1. The legislative body of the American Legion Auxiliary, Department of Vermont shall be the Department Convention, to be held annually at the same time and place as the Department Convention of The American Legion.

Section 2. Representation in the Department Convention shall be by Units. Each Unit shall be entitled to two delegates and one additional delegate for each twenty-five members or major fraction thereof whose current dues have been received by the Department Treasurer twenty days prior to the meeting of the Convention for which they are elected. An equal number of alternates shall be elected.

Section 3. The delegates and alternates to the Department Convention shall be elected at Unit meetings held not less than two (2) weeks prior to the Convention. Alternates shall have priority in the order of their election.

Section 4. Delegates at large to the Department Convention or Special Convention shall be the elective members of the Department Executive Committee, the chairman (and members) of standing committees and all Past Department Presidents in good standing in their Units, with vote to be exercised with their Units.

Section 5. Twenty-five (25) percent of the duly elected and accredited delegates to a Convention shall constitute a quorum.

Section 6. Each delegate shall be entitled to one vote.

ARTICLE VI Delegates to National Convention

Section 1. The delegates and alternates to the National Convention shall be elected at the Department Convention to be held not less than two weeks before the National Convention. Each Department shall be entitled to five delegates, and one additional delegate for each 1,500 members or major fraction thereof whose current dues have been received by the National Treasurer thirty day prior to the meeting of said convention and to one alternate for each delegate.

Section 2. With a Department membership of 3,751 or over, each District shall elect one delegate and alternate at their caucus to serve as National Delegates, remaining delegates and alternates will be voted from floor. With a membership of less than 3,751 incoming Department President will serve as the delegate from her District, the Alternate being elected at the District Caucus, and the other four Districts shall elect one delegate and alternate at their respective caucuses. Alternates elected at District Caucus shall serve for their delegates only. (In case of emergency, alternates elected from floor shall serve in order named.)

Section 3. The National Committeewomen shall be a delegate at large. The retiring President shall be delegation chairman.

Section 4. Automatic Delegates to National Convention will be Incoming Department President/Outgoing Department President, Secretary-Treasurer and if Vermont has one, the candidate for a National Office.

ARTICLE VII Amendments

Section 1. The Constitution may be amended at a Department Convention by a two-thirds vote of the certified delegates present, providing that notice of the proposed amendments shall have been issued through the Department Secretary to the Units and members of the Department Executive Committee two weeks prior to Convention and provided that notice of the proposed amendments shall have been read at such Convention within twenty-four hours before the vote thereon; and providing further, it may be amended by unanimous vote at any Convention without notice.

Section 2. The Constitution shall become effective immediately upon its adoption by the Convention.

Section 3. Amendments to this Department Constitution adopted by National Convention action shall automatically become effective in the Department.

BYLAWS OF THE AMERICAN LEGION AUXILIARY

ARTICLE I Department Organization

Section 1. The Department of Vermont, American Legion Auxiliary, shall be composed of Units, which shall be organized into Districts corresponding to Districts of The American Legion, Department of Vermont.

Section 2. Districts and Units shall function in accordance with National and Department Constitution and Bylaws and such Standing Rules as shall be prescribed by the Department.

ARTICLE II Election of Department Officers

Section 1. The election of the following officers and delegates to Department Convention shall be by secret ballot: Department Vice-President-President Elect, five District Presidents, Department Historian and Department Chaplain. A majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote.

Section 2. All Department Officers, elected by the Convention Body, shall assume the duties of their respective office when installed at the close of Department Convention. Department Secretary and Department Treasurer shall take the obligation and assume the duties of her respective office when elected at the Post-Convention meeting of the Department Executive Committee, and shall serve until her duly elected successor shall take office.

Section 3. A vacancy existing in any office in the Department except Department Secretary-Treasurer (see Article IV- Section 3 of the Constitution) for any cause other than the expiration of a term, shall be filled for the unexpired term by appointment from the Department President with confirmation by the Department Executive Committee. A vacancy in the office of District President for any cause other than the expiration of a term shall be filled for the unexpired term by the calling of a special meeting by the Department President of the district in which the vacancy exists. Said meeting shall be held at the site within the district affected and all units within said district shall be notified of the vacancy as well as date and site of special meeting. Number of delegates from each unit to the special meeting shall be the same number as each unit was allotted at the prior Department Convention. Members wishing to be considered for the vacancy shall notify the Department Secretary not less than five days prior to the date of the special meeting, and shall be presented to the delegates at said special meeting prior to a vote. Following election, Department President shall administer oath of office to newly elected District President.

Section 4. At each annual Department Convention the duly elected delegates from each District shall caucus and elect their candidate to be presented to the Convention in nomination for District President from said District. A member at large for the Department Executive Committee shall hold a Department Committee Chairmanship or be on a Department Committee as appointed by the Department President. (Amend 2013)

Section 5. The written consent of candidates, if absent, must be secured before their names are offered in nomination.

ARTICLE III Officers and Powers

Section 1. **Department President.** It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled and the Department Executive Committee, to appoint members of the standing committees, and to create such other committees and appoint thereon as she deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. She shall be ex-officio member of all committees and shall save five Chairmanships to be assigned to each District Executive Committeewoman. She shall be charged with the responsibility of executing the mandates of the Department Convention and the Executive committee. The Department President shall not waive her rights to the Office Director nor any other person, permitting the signing of her name to applications for charters issued by National Headquarters, or any other legal document pertaining to the Department. She shall have general supervision and advise the Department Chairmen in the promotion of their programs. Upon failure of any chairman to function on her committee, the Department President shall be empowered to withdraw her appointments and appoint a new chairman. (Amend 2013)

Section 2. **Department Vice President.** The Vice President shall, when called upon assist the President and in her absence perform her duties. In case of the death, resignation, or removal from office of the President, the Vice President shall be her successor.

Section 3. **Department District Presidents.** The District President shall be in charge of the affairs of the American Legion Auxiliary in her respective District under the direction of the Department President. It shall be her duty to encourage and promote in every way the growth, welfare and accomplishments of the Units: she shall be charged with the responsibility of coordinating the activities of the Units and the organization of new Units in her District. She shall preside at all District meetings during the year, and at Convention District Caucuses. Any District President may preside at a Department meeting when requested to do so by the Department President. In the absence of the Department President and the Department Vice President, a District President shall preside at meetings of the Department Executive Committee.

Section 4. **Department Secretary.** The Department Office Director shall conduct all official correspondence under the direction of the Department President. She shall transmit proceedings of the Department organization in convention assembled, and record the Department Executive Committee meetings and meetings of Green Mountain Girls State Board, and keep all records of the Department organization. She shall transmit a copy of the minutes of the Department Executive Committee Meetings to the Department President within two weeks of a meeting. She shall transmit reports and bulletins of all Department standing committees and send out all literature and calls of meetings. She shall be expected to attend the National Convention and the Presidents and Secretaries Conference.

Section 5. **Department Treasurer.** The Department Treasurer shall be the custodian of the funds of the Department Organization and Green Mountain Girls State and she shall account for the same. She shall sign all checks in disbursing the funds as prescribed by her Department and make reports on a monthly basis regarding the condition of the Department Treasurer. Her accounts shall be audited at least every three (3) years by a qualified person with no connection to the American Legion Auxiliary. In the interim years, her accounts shall be reviewed by a qualified person with no connection to the American Legion Auxiliary, at the discretion of the Finance Committee. She shall turn over to her successor all money, vouchers, books and papers belonging to the Department. (2015)

Section 6. **Department Chaplain.** The Department Chaplain shall officiate as such at the Department Conventions, and shall perform such other duties ordinarily incident to the office or which shall be assigned to her by the Department President.

Section 7. **Department Historian.** It shall be the duty of the Department Historian to compile the historical records of the Department organization, and to make a report to the National Historian.

ARTICLE IV Department Executive Committee

Section 1. The Department Executive Committee shall consist of the Department President, National Executive Committeewoman, Department Vice President, District Presidents, Secretary-Treasurer, Historian, Chaplain, five members at large, and Chairman of Standing Committees when called. All Past Department Presidents shall be life members with vote. (Amend 2012)

Section 2. Powers. The Department Executive Committee shall have general supervision and control over all property belonging to the Department and shall supervise the administration of the Department between Conventions, according to the Constitution and Bylaws and such other rulings as the Department may prescribe.

Section 3. The Department Executive Committee shall be empowered to call a Department Convention in case of emergency.

Section 4. The Department Executive Committee shall meet within twenty-four hours preceding the Department Convention. There shall be a post Convention Committee Meeting of the Department each year, and a Committee Meeting prior to the National Convention and at any time thereafter at the call of the Department President. Reasonable notice shall be given thereof. The Department President shall call a special meeting upon written request of no less than five members.

Section 5. Quorum. Ten Department officers and chairmen of standing committees shall constitute a quorum.

Section 6. Absence of any member of the Executive Committee from two consecutive Committee meetings without just cause shall be noted on calls to Department Executive Committee. (This does not apply to Past Department Presidents.)

ARTICLE V Committees

Section 1. The Department President shall appoint chairmen and members of standing committees which are named by the National President and such other committees as she shall deem advisable subject to the ratification of the Department Executive Committee. The Department President shall be an ex-officio member of all committees.

Section 2. The Department President shall appoint, subject to the ratification of the Department Executive Committee, a Department Finance Committee composed of three members. Of the three members first appointed, one shall serve for one year, one for two years and one for three years. After the expiration of the first year and every year thereafter, one member shall be appointed by the Department President to serve for the three-year term. In case of resignation or death of any member of the Finance Committee, the Department President shall appoint a member to fill the unexpired term, subject to the ratification of the Department Executive Committee. The Finance Committee shall meet when the Department Executive Committee is called, or at the call of the Department President. The Department Finance Committee shall oversee the general financial policy of the Department organization, subject to the approval of the Department Executive Committee. It shall be charged with the preparation of the yearly budget, and shall supervise the expenditure of funds under that budget. The Department President and Department Secretary-Treasurer shall attend meetings of the Department Finance Committee. A Courtesy invitation to attend all Finance Committee meetings shall be extended to the incoming Vice-President-President Elect (Amend 2008).

Section 3. American Legion Auxiliary, Green Mountain Girls State, further known as Girls State Committee. The Department President shall appoint, subject to the ratification of the Department Executive Committee, a Department Girls State Committee composed of three members. After the expiration of the first year and every year thereafter, one member shall be appointed by the Department President to serve for the three-year term, the other two members advancing according to seniority. The Green Mountain Girls State Board shall consist of nine members, of which the President and Secretary-Treasurer of The American Legion Auxiliary, Department of Vermont, and the three members of the Department Girls State Committee shall be ex-officio members. The four remaining members of the Green Mountain Girls State Board shall be elected annually by the voting members of the Department Executive Committee, American Legion Auxiliary, and Department of Vermont. This committee shall assist in the development and functions of Girl State as set forth in the Constitution Bylaws of the Green Mountain Girls State.

Section 4. An Advisory Committee shall consist of the outgoing Department President and the four immediate Past Department Presidents who will serve as members of this committee. The Past Department President serving her fifth and final year on this committee shall serve as chairman. This committee shall act as an advisory group to the Department President when called upon. When there is a vacancy on the Advisory Board, the Chairman will remain the Chairman for an additional year. (2013)

Section 5. A Policy and Procedure Committee shall consist of the Department Constitution and Bylaws Chairman, the Parliamentarian, and three Past Department Presidents with each appointment to be a one-year appointment. The Chairman shall be appointed by the Department President. This Committee will initially set up a thorough comprehensive manual covering all aspects of Department activities from the prospective of policy, procedure and protocol with further annual reviews and updates as needed. The Committee shall be answerable to the Department Executive Committee. (2008)

Section 6. Constitution, Bylaws and Resolutions Committee. The Department President shall appoint, subject to the ratification of the Department Executive Committee, a Department Constitution Bylaws and Resolutions Committee, composed of three members. Of the three members first appointed, one shall serve for one year, one for two years, and one for three years. The Chairman will be the member with the highest seniority on the Committee. After the expiration of the first year and every year thereafter, one member shall be appointed by the Department President to serve for the three-year term. The member with the highest seniority on the Committee shall become the Chairman. (2008)

ARTICLE VI District Organization

Section 1. Organization and administration of Districts shall be in accordance with the National and Department Constitutions and the national standing rules as prescribed by a Department Convention.

Section 2. The Department shall be divided into Districts coinciding with those of the American Legion.

District No. 1: Addison, Franklin, Chittenden, and Grand Isle Counties.

District No. 2: Essex, Orleans, and Caledonia Counties.

District No. 3: Lamoille, Orange and Washington Counties.

District No. 4: Rutland and Bennington Counties.

District No. 5: Windsor and Windham Counties.

Section 3. The Units of each District shall hold one or more District Meetings annually, called by the District President, who shall consult the Department Commander of The American Legion and the Department President of the American Legion Auxiliary, before dates are set definitely. If District meetings are held jointly, the District President in the hosting District shall chair the meeting with assistance from the other District Presidents. The transportation expense of the Department President to one meeting in each District, or Area, will be paid by the Department; this in addition to the regular visit to the Unit. (2008)

Section 4. District Presidents shall attend a school of instruction within two weeks of their election. Said school to be conducted by the Department President and Department Secretary.

Section 5. No District or District officer shall collect or hold funds for the District. (2013)

ARTICLE VII

Unit Organization

Section 1. Units shall be chartered by the National President and National Secretary upon receipt of the charter application properly executed and accompanied by the per capita dues and individual membership record forms. Application for Unit Charters shall be signed by the Unit President, Department President and the Commander and Adjutant of The American Legion Post to which it is attached, and said charter shall be closed thirty days after the application has been signed by the Commander of said American Legion Post.

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

Section 3. A Unit shall be given the name and number of The American Legion Post to which it is attached, and there shall be but one Unit attached to each Post.

Section 4. When a Unit ceases to function or its charter has been revoked or cancelled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters.

Section 5. No Person shall, at any time, be a member of more than one Unit.
(Amend 2013)

Section 6. Any member in good standing in a Unit shall be entitled to a transfer to another Unit. (Amend 2008)

Section 7. Any member in good standing in a Unit wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer applicant by the new Unit, the Unit Secretary will complete the Certification of Transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred. (Amend 2008)

Section 8. A Unit member may withdraw providing her current dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said dues are paid. In the event a member wishes to remove her membership from one Unit to another during the current year, it shall be done by transfer and not by withdrawal. Transferred members shall not be counted for awards in their new Units until they have paid their membership dues in that Unit.

Section 9. An eligible woman may apply for membership in any Unit but eligibility does not mean acceptability.

Section 10. Nomination and Election of Unit Officers shall be held annually not later than the first regular meeting in September and all officers shall hold office until their successors are elected and installed. Installation must take place before October 20th.

Section 11. All Unit Presidents in this Department shall appoint standing Chairmen to correspond with those of Department Standing Chairmen and such other chairmen as are deemed necessary, subject to the approval of the Unit or the Unit Executive Board.

Section 12. No Unit in this Department or any member thereof shall poll any other Unit or any members thereof without the consent of the Department Executive Committee. (Amend 2013)

Section 13. It is mandatory that all Units have their own Unit Constitution and Bylaws and a copy be on file at Department Headquarters.

ARTICLE VIII Discipline

Section 1. For any violation of the Department or National Constitution, or for conduct improper and prejudicial to the welfare of the Auxiliary of The American Legion, any member may be expelled from membership or any officer removed from office by a two-thirds vote at a Unit meeting duly called for that purpose. Said expulsion or removal shall be binding only in the event that said member or officer shall have been given thirty days notice in writing by the Unit Executive Committee, of the charges and the hearing thereon. Both party may have the right to appeal to the Department Executive Committee and its action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. Expulsion from one unit does not prevent a member from applying for membership in any other Unit.

ARTICLE IX Charters

Section 1. The Department Executive Committee may revoke, cancel or suspend Unit Charters.

Section 2. Any Unit failing to meet the obligation imposed upon it by the Constitution and Bylaws or by rulings of Convention or Executive Committee or ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit or refusing to pay the per capita tax due Department and National organizations shall upon order of the Department President, surrender its charter. Upon failure to surrender such charter, immediate steps should be taken by the Department Executive Committee for the revocation of same.

Section 3. American Legion Auxiliary Units suffering the revocation of their charters may appeal from the decision of the Department President and the Department Executive Committee to the National Executive Committee, as prescribed in the National Constitution and Bylaws.

Section 4. The Department Executive Committee may order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department Convention as a disciplinary measure or pending action relative to final revocation.

Section 5. A cancellation of a Unit charter shall be in order where two or more Units merge, where a Unit ceases to function or under such other conditions as might make such action necessary within a Department. In the event a Unit charter is cancelled without the consent of such Unit, it shall have the right of appeal to the National Executive Committee, under the rules prescribed in National Constitution and Bylaws.

Section 6. A Unit may be reinstated in the Department by paying per capita tax on ten adult members if delinquent only one year.

ARTICLE X FINANCE

Section. 1. The revenue of the American Legion Auxiliary, Department of Vermont, shall be derived from annual membership dues and from such other sources as may be determined by action of the Department Convention or by the Department executive Committee.

Section 2. A member failing to pay annual dues by January 31st shall be classed as a delinquent and shall be suspended from all from all privileges, provided however such suspended member shall be notified 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 31st of the year of delinquency shall automatically be dropped from the rolls and may thereafter be reinstated with the payment of all past dues or by reestablishing eligibility and making application as a new member.

ARTICLE XI
Parliamentary Authority

Section 1. The Department organization shall be governed by "Robert's Rules of Order, current edition on all points not covered by this Constitution and Bylaws.

**ARTICLE XII
Amendments**

Section 1. The Bylaws may be amended at a Department Convention by a two-thirds vote of the certified delegates present, providing notice of such amendments is issued through the Department Secretary to the Units and members of the Department Executive Committee two weeks prior to the Convention, and provided that notice of the proposed amendments shall have been read at such Convention within twenty-four hours before the vote thereon; and provided further it may be amended by unanimous vote at any Convention without notice.

Section 2. The Bylaws shall become effective immediately upon their adoption by the Convention.

Section 3. Amendments to these Department Bylaws adopted by National Convention action shall automatically become effective in this Department.

STANDING RULES

1. Taxes and Funds

- A) Membership. The National per capita dues shall be one dollar and twenty five cents (\$1.25) per annum for junior Members and nine dollars (\$9.00) for senior members, effective with payment of the 2013 dues. The Department per capita dues shall be one dollar and seventy five cents (\$1.75) per annum over National junior member dues. One dollar and fifty cents (\$1.50) shall be credited to the General Fund and twenty five cents (\$.25) to Department junior fund. The Department per capita dues shall be ten dollars (\$10.00) per annum over National senior member dues and shall be credited as follows: Eight dollars and forty cents (\$8.40) to the General Fund, fifteen cents (\$.15) to the National Relief Fund, twenty cents (\$.20) to the Department Relief Fund and one dollar and twenty five cents (\$1.25) to Green Mountain Girls State (Amend 2013).

Total dues for juniors is three dollars (\$3.00). One dollar and twenty five cents (\$1.25) goes to National and one dollar and seventy five cents (\$1.25) stays in Department.

Total dues for seniors is nineteen dollars (\$19.00). Nine dollars (\$9.00) goes to National and ten dollars (\$10.00) stays in Department.

- A) The National and Department dues shall be collected by the Unit and transmitted to the Department Secretary, who shall remit the National per dues monthly to the National Treasurer
- B) All special funds will be administered as directed by the Department Executive Committee. All donations for special funds, unless otherwise instructed, shall be sent to the Department treasurer with a note denoting the purpose of same in order that the unit or donor may get proper credit on the Department books. The Department Treasurer will notify the chairman affected of the availability of such donation (Amend 2008).
- C) There shall be some activity held by each Unit for Child Welfare Work, The Unit to submit ten dollars (\$10.00) or more of the amount raised to the Department Treasurer.
- D) Units shall remit forty (40) percent of the net poppy sale proceeds to the Department Secretary. Checks shall be made out to the Department Treasurer. Of the amount received, the Department shall first allocate one fourth for use at the Veterans' Facility under the supervision of the Rehabilitation Chairman; then the balance shall be transferred to the Relief Fund, but when necessary, some amount shall be added each year to the Education Fund – the exact sum to be recommended by the Finance Committee.
- E) Ten dollars (\$10.00) shall be sent in by the Units and placed in a National Convention Delegates' Fund to be divided among delegates attending National Conventions other than Retiring Department President and Department Secretary. One (1) junior member will be included as a delegate to the Junior National Convention. Expense money that is now given to senior members would now include one (1) junior member. This junior member would be in addition to the allotted number of senior member delegates. Distribution of the fund shall be recommended by the Finance Committee each year, depending on the location of the National Convention.
- F) All delegates receiving expense money from Department are expected to attend all meetings of the National Convention and any delegate unable to attend any session shall report the reason to the Delegation Chairman who in turn, shall appoint an alternate (if present) to take her place.
- G) The Department Rehabilitation and Child Welfare Funds shall be combined as "Relief Fund" and funds shall be allotted each Chairman as needed.
- H) In order that the Department Treasurer's report may be a true record for the current year, books of chairman handling funds are to be presented to the Department Treasurer each month The final report shall be presented to the Department Treasurer three weeks before the closing of the books, with a financial statement, so that the books and statement may be audited and balance of funds returned to Treasurer to be taken into account (Amend 2013).

- I) The value of the gifts for the Veterans at Christmas, under the supervision of the Rehabilitation Chairman shall not be in excess of ten dollars (\$10.00). Each gift shall carry greetings from your American Legion Auxiliary (Amend 2012).
- K) Unit shall remit five dollars (\$5.00) each year to be set aside into an account to send either the Chairman or Director of Girls State to National meeting of Girls State. This meeting is usually held once every year.
- L) The Department fee for permanent charter shall be twenty dollars (\$20.00).
- M) The Department financial books shall close April 30th.
- N) The members of the Executive Committee shall not be polled to vote on expenditures of money except in case of absolute necessity (Amend 2013).

2. Expenses

- A) Expenses for postage, telephone, express, etc. incurred by Department Officers and Chairmen in the exercise of their duties shall be paid from the Department Treasury upon approval of the Finance Committee. Except those handling funds, their expenses shall be paid from their respective funds on approval of the Finance Committee.
- B) The Department President, Secretary and Treasurer attending Conventions and Conferences of the Department, shall be allowed travel expenses and maintenance to be determined each year by the Finance Committee.
- C) The Retiring Department President, Department Secretary and Treasurer attending National Convention shall be given a set amount as determined each year by the Finance Committee. "Direct route" is not considered to include side trips to and from destination; stop-off privileges are not to be considered as time spent traveling; these are personal expenses (Amend 2015).
- D) Department Officers, Department Chairmen, members of Committees, and members of the Department Executive Committee attending the July Department Executive Committee meeting, shall be paid only actual transportation incurred by them. Statement of travel expense shall be filed on form provided by Department.
- E) Department Chairmen attending National Conferences shall be given a set amount as determined each year by the Finance Committee while attending the Conference. The travel and per diem expense will be determined each year by the Finance Committee with the approval of the Executive Board. The Finance Chairman shall notify chairmen affected by this budget (Amend 2008).

- F) The per diem of the National Committee Woman while in Washington for the Washington D.C. Conference, shall be paid by the Department.
- G) The Department President, when representing the Department of Vermont at Conferences, shall be given a flat amount, said amount to be determined each year by the Finance Committee (Amend 2008).
- H) The Department Secretary shall be sent to the Department Leadership National Conference in Indianapolis, formally the President's and Secretaries Conference and the Membership Conference, and the Washington D.C. Conference in Washington, D.C. and shall be given a flat amount, said amount to be determined each year by the Finance Committee (Amend 2008).
- I) The two pages to the National Convention shall receive the same amount of money as each Delegate receives to attend the National Convention to help defray their expenses (Amend 1998).
- J) The two pages to the National Convention shall receive the same amount of money as each Delegate receives to attend the National Convention to help defray their expenses (Amended 1998).
- K) Stationery shall be provided for the use of the Department officers and chairmen, same to be purchased immediately after Department Convention, at the discretion of the President and Secretary.
- L) The property of the American Legion Auxiliary shall be insured.
- M) A candidate for National Office, endorsed by the Department of Vermont, shall receive a stipend not to exceed five hundred dollars (\$500) (Amend 2012).

3. Salaries

- A) The salaries of the Department Secretary and Department Treasurer shall be determined each year by the Finance Committee with the approval of the Executive Committee. The Secretary shall receive a two (2) weeks' paid vacation each year up to ten (10) years, thereafter it will be extended to three (3) weeks per year (Amend 2015).
- B) Department Secretary shall be granted sick/personal leave of one (1) day per month, and may accumulate up to thirty (30) days after the ninety (90) day probation period. However, unused sick leave at the time the Secretary leaves office, will not be reimbursed. Extended use of sick leave must be approved by The Department President and The Executive Committee (Amend 2015).

C) Fifty (50) percent of the health insurance for the Department Secretary, shall be paid by the American Legion Auxiliary Department of Vermont (Amend 2015).

D) Temporary employees cannot be a relative of the Department Secretary/Treasurer (Amend 2006).

4. Finance

Section 1. Department President Stipend will be allocated in Quarterly Payments not to exceed twenty five (25) percent of the Presidents stipends unless the prior quarter has not been spent (2015).

Section 2. The Finance Committee recommends that any person receiving money in excess of five hundred and ninety nine dollars (\$599.00) that is not a paid employee, receives a 1099 to include the President and the Girls State Nurse (2015).

Section 3. No officer or Committee Chairman shall receive compensation for Services, except as provided by the Department Executive Committee. In order for compensation for services given, receipts must be turned into the Department Treasurer by April 1st (Amend 2007).

Section 4. The expense necessary for the performance of official duties shall be paid from Department funds according to rules prescribed by the Department Convention or the Department Executive Committee.

Section 5. Expenses of Headquarters and its maintenance, to be determined by the Department Finance Committee with approval of Department Executive Committee.

Section 6. All persons handling funds of this Department shall be bonded with a surety bond at Department expense (Amend 2008).

Section 7. Any bill involving an obligation not definitely provided for by the Constitution Bylaws or Standing Rule, shall be sent to the Department President and each member of the Finance Committee for approval before payment by the Department Treasurer.

Section 8. All yearly Trophies and Awards shall be figured with the closing of the Department Books as the final date to be considered in the awarding of said Trophies and Awards - April 30th.

Section 9. A one thousand dollar (\$1,000.00) check shall be awarded annually to the Department winner of the National President's Scholarship contest (Amend 2011).

Section 10. A one thousand dollar (\$1,000.00) check shall be awarded annually to the Department winner of the Spirit of Youth Scholarship for Junior Members Contest (Amend 2011).

Section 11. The driver of the U-Haul for the Christmas Gift Shops will be allotted up to one hundred dollars (\$100.00) for one night's hotel stay in White River Junction and up to one hundred dollars (\$100.00) for one night's hotel stay in Bennington to help defray the cost of their room (Amend 2013).

Section 12. Children and Youth. The Children & Youth Chairman will request in writing how and what the Financial Assistance will be used for. The Children & Youth Chairman will then notify the Finance Committee with request. Then the Children & Youth Chairman with the Finance Committee, will disburse the spending of funds (Amend 2008).

5. Department

- A) The Department Secretary/Treasurer will use the title of Office Director (Amend 2013).
- B) October 20th shall be the deadline for all Units to have at least ten (10) members into Department and to have all obligations into Department. Failure to do so will result in a Unit's Charter being revoked after a fifteen (15) day notification. In addition, Units failing to abide by the October 20th deadline for obligations and a minimum of ten (10) paid members into department, shall be ineligible for consideration of any trophy or award. In addition, Units failing to send into Department their Office/Chairman list by October 20th, shall be ineligible for consideration of any trophy or award (Amend 2007).
- C) All Department Chairmen shall issue concise bulletins through the Department Secretary early in the year, instructing the Unit Chairmen in the pursuance of their duties continuing the issuing of bulletins throughout the year as often as seems necessary. Reference may be made to articles in National News (Amend 2013).
- D) Unless otherwise directed by the Executive Committee, all bulletins issued by Department shall be mailed or, if requested, electronically transmitted to Unit Presidents and Unit Secretaries. Unit Presidents shall give chairmen copies of articles in bulletins pertaining to their chairmanship (Amend 2013).
- E) The yearly subscription rate of the Department bulletin should be ten dollars (\$10.00) and that there be just one copy sent to those members who have multiple offices instead of the current procedure of one for each office.
- F) The Department shall own the badges and sashes of the Department officers and of the National Committee Woman and be handed down from year to year.

Each retiring National Officer shall be presented with a past National Officer's sash. Presentation to be made at Mid-Winter Conference.

- G) There shall be a Mid-Winter meeting held in conjunction with a similar meeting of The American Legion.
- H) A Past Department Presidents meeting held when a Department meeting is being held (2015).
- I) The Past President's Parley Chairman will be the outgoing Department President. She will be gifted a Past Department President sash at the Past President's Parley tea (Amend 2015).
- J) The National Executive Committee Woman shall serve as Distinguished Guest Chair and Sergeant at Arms as the assistance (Amend 2015).
- K) There shall be a luncheon or banquet held at the time of the National President's visit. Time and place to be left to the discretion of the Department President, subject to the approval of the Department Executive Committee.
- L) Any Auxiliary member who aspires to become a candidate for a National Office shall first receive the endorsement of her Unit (Amend 2008).
- M) Letters of endorsement shall be received in Department Headquarters no later than April 10th of the year prior to election of the candidate. All candidates shall be introduced at the next Department Convention. All candidates shall have their letter of endorsement from their Unit into Department Headquarters no later than April 10th of year in which the candidate is to be elected. Said election shall take place at the Department Convention immediately prior to the National Convention Eastern Division Caucus, at which the candidate is to be introduced. Although more than one candidate for the same national office may be endorsed by a Unit or Units, the Department shall endorse only one candidate for that national office. The candidate receiving the majority vote of the certified delegates present, shall constitute Department endorsement. Within ten (10) days of a candidate's Department endorsement, the Department Secretary shall notify the National Secretary and all announced candidates for a National Office of the endorsement (Amend 2008).
- N) The elected Department Vice President shall be known as President-Elect (Amend 2006).
- O) The Department President shall be the Alternate National Executive Committee Woman (Amend 2012).
- P) The Department Vice President will be an ex-officio member of the Girls State Committee.

- Q) A term limit of two (2) consecutive years be set forth and applied to the offices of Department Chaplain and Department Historian (2003).
- R) A limit of two (2) consecutive years be set forth and applied to the offices of District President and Department Executive Committee Woman (2009).
- S) A limit of one (1) elective office and one (1) appointed office or two (2) appointed offices with just one being a Chairmanship, be applied to all those serving on the Department level in any given year (2003).
- T) Any individual wishing to offer a prize or trophy shall do so through the Department Chairman of Trophy & Award.
- U) No Auxiliary member may shop at the Christmas Gift Shops. A volunteer may shop only if they have a signed paper by the Veterans Social Worker on file (2014).
- V) The "Unit Member of the Year" (current year) if so desires to attend the National Convention, will be given the same amount as allotted to the delegate(s) attending. A ticket to the President's luncheon and a corsage will be purchased for this member (Funds to come from the past Presidents Parley Fund). If this member is a delegate to the National Convention, she will receive only one (1) payment.
- W) The Department Finance and Ways N Means Committee shall be able to hold fund raisers at all Department meetings. Other fund raisers are done outside of the hall. (1998)

6. Districts

- A) The districts shall be seated in Convention Hall according to their membership rank at the close of the Department books – April 30th.

7. Units

- A) No credit shall be given any Unit for per capita unless the member for whom the tax is remitted has an individual membership application on file. All incomplete application blanks handled by the Department Secretary shall be returned to the Units for correction.
- B) The delegates' fee for Green Mountain Girls State shall be two hundred and fifty dollars (\$250.00).

- C) The District President shall be responsible for the installation of all unit officers. If she is unable to perform the installation, she shall in consultation with the unit and its President, select a past Department President or current Department President to do so. If the unit involved has a member as a Past Department President, she should be given first consideration. Actual travel cost at the rate of thirty five (\$.35) cents per mile via the most direct route, shall be paid by the Unit except when the installation officer is the Department President. In this case the Department shall pay the expenses and it shall be considered her official visit (2008).
- D) The District Presidents shall be notified by the installing Officer or Unit Secretary when Units install officers (2008).
- E) All Units in this Department shall hold at least one (1) business meeting a month unless excused by written consent of the Department President, who shall be given a well defined reason for the necessity of the request.
- F) Only one (1) member can be endorsed by the unit to run for the same office in the District or Department. Anyone can run but only (1) can be endorsed by the unit (Amend 1999).
- G) The Department President shall make one visit to each Unit during her administration. Immediately upon taking office, shall communicate with each District President stating approximate time, early in the year, that she can visit each District. Each District President shall contact all Units in her District and prepare an itinerary for such visits. Reimbursement for actual travel expense of the Department President, while making Unit visits, shall be allocated as the Department Finance Committee determines. Meals and overnight accommodations for the Department President shall be the responsibility of the Unit she is visiting.
- H) The title of "honorary" never be bestowed upon any member within the American Legion Auxiliary Department of Vermont in relationship to any Department or District office. Units, if they wish, may bestow the "honorary" title on a member of their unit. However, the resolution in this regard must be voted on at the unit's annual meeting and all unit members must have been notified of said resolution to be voted on at least thirty (30) days prior to the annual meeting, at which time the vote is to take place.
- I) Amendments to Unit Constitution & Bylaws and new Constitution & Bylaws are to be submitted to the Department Constitution & Bylaws Chairman in triplicate (three copies). The amendment(s) or new Constitution & Bylaws which are rejected shall be returned to the Unit with the reason for rejection. Amendment(s) or new Constitution and Bylaws which are approved, shall be so marked, along with initials of Chairman and date approved with one copy being returned to the Unit, one copy sent to Department and one copy retained for the Chairmen's file. Upon completion of her term as Chairman, the Department Constitution and

Bylaw Chairman shall pass her file of Unit Constitution & Bylaws and Amendments along to her successor (6/2003).

- J) All Year-End Reports are to be in the hands of the respective Department Chairman by May 6th of each year (2008).

8. Amendments

- A) These Standing Rules may be amended at any Department Executive Committee meeting by a majority vote of the members present.
- B) These Standing Rules shall become effective immediately upon their adoption by the Department Executive Committee.

9. Courtesies

- A) Courtesies extended by the Department vary at the impulse of the Committee and Individuals, Past President's pin at Convention, flowers, etc.
- B) Past Department Presidents shall be included in the Department mailing list for the Department bulletins and shall also receive notice of Department Committee Meetings. This is a courtesy announcement (Amend 2013).
- C) Courtesies extended at the National Convention, shall be States' Dinner tickets to the incoming and outgoing Department Presidents, Department Secretary, and National Committee Woman. Other delegates of the American Legion Auxiliary attending the National Convention, shall have first refusal of all remaining States' Dinner tickets after distribution of same to the first four (4) guests.
- D) Courtesies extended to the National President's Banquet, shall be dinner tickets to the National President, Department President, Department Secretary, National Committee Woman, Department Commander, and National Committee Man.

10. General

- A) The Department Historian shall serve as Cavalcade of Memories Chairman (2008).
- B) Music shall now be under Americanism (2008).

11. Dress Code

- A) Department Officers, Chairmen and District Presidents representing the American Legion Auxiliary and the Department of Vermont, when attending Unit and Department functions such as Birthday dinners, Installations, Fall and Mid-Winter Conferences and Conventions, the following must be adhered too.

- B) Business attire is acceptable attire. Skirts should be of a reasonable length and shorts are not to be worn (Amend 2013).
- C) Convention- the Department Chaplain and District Presidents are to wear white dresses, pant suits or skirts, blouse and white shoes on Friday for the Memorial Service.
- D) Convention- All Department officers, District Presidents and other Auxiliary Members running for re-election or for election to office, are to wear white dresses, pant suits or skirts, and blouses with white shoes on Saturday, with the exception being the Department President, President-Elect and those wishing to dress in membership attire. However, these said individuals are to bring white dresses, pant suits or skirts, blouses and white shoes with them, as everyone who is to be installed, must be dressed in white with the exception of the incoming Department President.