

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALABAMA, INC.**

**CONSTITUTION AND BYLAWS
WITH STANDING RULES**

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*This copy given to
the ALA, 2013
June 13, 2013*

**CONSTITUTION OF THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALABAMA, INC**

TABLE OF CONTENTS	PAGE
PREAMBLE.....	1
ARTICLE I – NAME.....	1
Section 1.1 Name.....	1
ARTICLE II – NATURE.....	1
Section 2.1 Civilian Organization.....	1
Section 2.2 Non-political; Non-sectarian.....	1
ARTICLE III – MEMBERSHIP ELIGIBILITY.....	1
Section 3.1 Eligibility.....	1
Section 3.2 Classes.....	2
ARTICLE IV – DEPARTMENT OFFICERS.....	2
Section 4.1 Officers Named.....	2
Section 4.2 Election Procedure.....	3
Section 4.3 Term of Office.....	3
Section 4.4 Officer Delegates to Department Convention.....	3
Section 4.5 Officer Change of Residence.....	3
Section 4.6 Removal of Officers.....	4
ARTICLE V – DEPARTMENT EXECUTIVE COMMITTEE.....	4
Section 5.1 Members and Voting.....	4
Section 5.2 Meetings.....	5
Section 5.3 Quorum and Voting.....	5
Section 5.4 Election, Eligibility and Conduct.....	5
Section 5.5 Chairman and Vice Chairman.....	5
Section 5.6 Administration Power.....	5
Section 5.7 Southern Division National Vice President.....	5
ARTICLE VI – DEPARTMENT CONVENTION.....	5
Section 6.1 Legislative Body.....	5
Section 6.2 Voting Body.....	5
Section 6.3 Quorum.....	6

**CONSTITUTION OF THE AMERICAN LEGION AUXILIARY, DEPARTMENT OF
ALABAMA – CONTINUED**

TABLE OF CONTENTS	PAGE
ARTICLE VI – DEPARTMENT CONVENTION.....	5
Section 6.4 Voting.....	6
Section 6.5 Summary of Proceedings.....	6
ARTICLE VII – NATIONAL CONVENTION REPRESENTATION.....	6
Section 7.1 Nomination and election of Delegates.....	6
Section 7.2 Delegates by Virtue of Office.....	6
ARTICLE VIII – AMENDMENTS.....	7
Section 8.1 Procedure for Adoption.....	7
Section 8.2 Necessary Amendments.....	7
Section 8.3 Unanimous Vote.....	7
Section 8.4 Changes from National.....	7

CONSTITUTION OF THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALABAMA, INC.

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 association 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 accomplishments 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 1.1 Name. The name of this organization shall be the American Legion Auxiliary, Department of Alabama, Inc. (Sometimes referred to herein as the "Department of Alabama").

ARTICLE II – NATURE

Section 2.1 Civilian Organization. The American Legion Auxiliary, Department of Alabama, Inc. is a civilian organization of women.

Section 2.2 Non-political; Non-sectarian. The American Legion Auxiliary, Department of Alabama, Inc. shall be absolutely non-political and non-sectarian and shall not be used for the dissemination of partisan principals nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III – MEMBERSHIP ELIGIBILITY

Section 3.1 Eligibility. Membership in the American Legion Auxiliary, Department of Alabama, Inc. shall be limited to:

- (a) Grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion and to the
- (b) Grandmothers, mothers, sisters, wives, 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:
 - (i) World War I – service between the dates of April 6, 1917 to November 11, 1918;

- (ii) World War ii- service between the dates of December 7, 1941 to December 31, 1946;
 - (iii) Korean – service between the dates of June 25, 1950 to January 31, 1955;
 - (iv) Vietnam- service between the dates of February 28, 1961 to May 7, 1975;
 - (v) Grenada/Lebanon- service between the date of August 24, 1982 to July 31, 1984;
 - (vi) Panama – service between the dates of December 20, 1989 to January 31, 1990; and
 - (vii) Persian Gulf- service from August 2, 1990 to 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
- (c) Those women who of their own right are eligible for membership in The American Legion.

Section 3.2 Classes. There shall be two classes of membership, Senior and Junior, as follows:

- (a) Senior membership shall be composed of members over the age of eighteen; provided, however, that a wife under the age of eighteen years, who is eligible under Section 3.1 of this article shall be classed as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen 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 or for life.

ARTICLE IV – DEPARTMENT OFFICERS

Section 4.1 Officers Named. The officers of the Department of Alabama shall be as follows: Department President, Department First Vice President, Department Second Vice President, Department Secretary and/or Department Treasurer, Department Chaplain, Department Historian, Department Parliamentarian, Department Sergeant-at-Arms, National Executive Committeewoman and fourteen District Presidents.

Section 4.2 Election Procedure.

- (a) The Department Convention shall elect annually by a majority vote of the delegates present and voting a Department President, Department First Vice President, Department Second Vice President, Department Chaplain, Department Historian and approve the District Presidents who have been elected from each District.
- (b) The outgoing Department President shall automatically become the National Executive Committeewoman. The incoming Department President shall become the Alternate National Executive Committeewoman.
- (c) The Department Executive Committee, at the first meeting immediately following the adjournment of the Department Convention shall elect a Department Secretary and/or Treasurer both of whom shall be nominated by the Department President.
- (d) The Department Executive Committee, at its first meeting immediately following the adjournment of the Department Convention, shall approve a Department Parliamentarian and Department Sergeant-at-Arms, both whom shall be appointed by the Department President.

Section 4.3 Term of Office. All Department Officers shall assume the duties of their respective offices immediately following the Department Convention. The Department Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms term of office begins with the first meeting of the Department Executive Committee held immediately following the Department Convention, and shall serve until the close of the following Department Convention.

Section 4.4 Officer Delegates to Department Convention. The Department President and Department Vice Presidents shall be delegates to the Department Convention and shall serve as Chairman and Vice Chairman thereof. The fourteen District Presidents, the Department Chaplain and the Department Historian shall be delegates to the Department Convention.

Section 4.5 Officer Change of Residence. A Department Officer changing her residence to another state automatically vacates her office. A District President as long as she is an active member of a Unit within the District, shall continue to serve as a District President even though she changes her residence to another county.

Section 4.6 Removal of Officers. Any Department Officer elected or appointed may be removed by the Executive Committee whenever in their judgment the best interests of the Department of Alabama will be served thereby.

ARTICLE V – DEPARTMENT EXECUTIVE COMMITTEE

Section 5.1 Members and Voting. The Department Executive Committee constitutes the Board of Directors of the Department. The Department Executive Committee shall be composed of the Department President, Department First and Second Vice Presidents, Department Secretary and/or Department Treasurer, Department Chaplain, Department Historian, National Executive Committeewoman, the fourteen District Presidents and such other members as provided in this Section 5.1. In the absence of the National Executive Committeewoman her alternate shall act in her behalf. All former Department Presidents of the Department of Alabama in good standing in their local Units shall be members for life of the Department Executive Committee, without vote, except the President for the preceding term who shall have a vote. Former National Officers of the American Legion Auxiliary (the "National Organization") in good standing in their Units and who served as officers of the National Organization one or more terms while members of the Department of Alabama shall be life members, with vote, of the Department Executive Committee. All Chairmen of Standing Committees in the Department of Alabama, who are not members of the Department Executive Committee, shall be given privilege of the floor to speak but without vote. The outgoing District Presidents in good standing in their Unit shall serve on the Department Executive Committee for a period of one year as District Executive Committeewomen, without vote, except in the absence of their District Presidents. All members of the Department Executive Committee shall be in good standing in their local Units.

Section 5.2 Meetings. The newly-elected Department Executive Committee shall meet immediately following the adjournment of the Department Convention and shall hold a second meeting within forty-five (45) days after the adjournment of the National Convention. A third meeting shall be held immediately preceding the Department Midwinter Conference. A fourth meeting shall be held immediately preceding the Department Convention. All four regular meetings shall be held at the call of the Department President at such time as she may designate. The Department President shall call a special meeting upon the request of three members of the Department Executive Committee.

Section 5.3 Quorum and Voting. Nine members with vote shall constitute a quorum of the Department Executive Committee. If a quorum is present when a meeting of the Department Executive Committee is convened, the Department Executive Committee may continue to do business, take action by a vote of a majority of a quorum, until adjournment, notwithstanding the withdrawal of enough Committee members to leave less than a quorum, or the refusal of any Committee member present to vote.

Section 5.4 Election, Eligibility and Conduct. All questions affecting the election eligibility and conduct of the members of the Department Executive Committee shall be referred to and determined by the Department Executive Committee which shall be final authority thereon as provided by the National Bylaws.

Section 5.5 Chairman and Vice Chairman. The Department President and Department First and Second Vice President shall serve as Chairman and Vice Chairman, respectively, of the Department Executive Committee.

Section 5.6 Administrative Power. Between Department Conventions, the administrative power of the Department of Alabama shall be vested in the Department Executive Committee, but without power to modify action of the previous Department Convention.

Section 5.7 Southern Division National Vice President. No candidate for Southern Division National Vice President from Alabama shall be endorsed for this office until one year prior to the appropriate time.

ARTICLE VI – DEPARTMENT CONVENTION

Section 6.1 Legislative Body. The legislative body of the Department of Alabama shall be the Department Convention to be held annually at the same time and place as the Convention of The American Legion.

Section 6.2 Voting Body. Representation at the Department Convention shall be by Units. Each Unit shall be entitled to five delegates and one additional delegate for each twenty-five (25) members or major fraction thereof whose current dues have been received by the Department Headquarters thirty (30) days prior to the convening of said Convention and to have one alternate for each delegate. The delegates and alternates shall be elected by a majority vote of the Unit represented not less than two weeks prior to the Department Convention, must be a senior member and in good standing in their local Units. Each former Department President of the Department of Alabama in good standing in a Unit in the Department of Alabama shall be a life delegate-at-large to the Department Convention with vote to be exercised with her Unit, if present at such Convention.

Each member of the Department Executive Committee shall be a delegate-at-large to the Department Convention with vote to be exercised with her Unit, if present at such Convention.

Section 6.3 Quorum. A quorum shall exist at a Department Convention when twenty-five (25) percent of the units are represented, as provided above.

Section 6.4 Voting. Each delegate shall be entitled to one vote. The vote of any delegate absent, and not represented by an alternate, shall be cast by the majority of the delegates present from her Unit. A delegate-at-large who is the only member of her Unit present at a Department Convention may cast her individual vote, or if duly authorized by her Unit may cast the full vote of such Unit, but not both.

Section 6.5 Summary of Proceedings. Shall be prepared for each annual Department Convention and shall include the financial policy and Standing Rules with changes or addition.

ARTICLE VII – NATIONAL CONVENTION REPRESENTATION

Section 7.1 Nomination and Election of Delegates. Department delegates and alternates to the National Convention shall be nominated and elected at the Department Convention following the election of the Department Officers. The Department National Executive Committeeman is a Delegate-At-Large to the National Convention with vote to be exercised with her Department. The outgoing Department President shall be a delegate to the National Convention and shall be the Chairman of the Delegation. The incoming Department President shall be a delegate to the National Convention and shall be the Vice-Chairman of the Delegation. The Department Secretary shall be a delegate to the National Convention and shall be the Secretary of the Delegation. Each District within the Department of Alabama may elect a delegate to National Convention. If the District delegates constitute a greater number of delegates than the Department, the Department is entitled to hold an election to determine which representatives shall be delegates and which shall be alternates. All other nominations for Department delegates or alternates to the National Convention must come from the Convention floor and must be with the consent of the nominee. The number of delegates and alternates shall be determined on the basis of paid up membership of the Department of Alabama and in compliance with instructions of the National Constitution.

Section 7.2 Delegation Secretary. In the event our Department does not have a Department Secretary to serve at National Convention, the Department President

may appoint a Delegation Secretary; but she must choose from the list of National Convention Delegates and Alternates that were elected at the Department Convention.

ARTICLE VIII – AMENDMENTS

Section 8.1 Procedure for Adoption. The Constitution may be amended or restated by any Department Convention by a vote of two-thirds of the delegates present and voting thereat, provided the proposed amendments shall have been submitted through the Department Secretary to the several Units and members of the Department Executive Committee by mailing and/or electronic mailing same to them at least thirty (30) days prior to the convening of the next Department Convention; and provided further that all proposed amendments shall have been read at such meeting of the Convention.

Section 8.2 Necessary Amendments. Necessary amendments proposed after distribution or revision as shown in Section 8.1 may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the session prior to taking the vote.

Section 8.3. Unanimous Vote. An amendment or restatement not having been previously read or distributed as required in Section 8.1 may be adopted by the unanimous vote of the Convention body.

Section 8.4 Changes from National. This Constitution shall be automatically amended to conform to any amendment of the National Constitution, Bylaws or Standing Rules of the National Organization.

**BYLAWS OF THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALABAMA, INC**

TABLE OF CONTENTS	PAGE
ARTICLE I – ORGANIZATION.....	8
Section 1.1 Constituent Districts and Units.....	8
Section 1.2 Districts.....	8-9
ARTICLE II – ELECTION AND TERM OF DEPARTMENT OFFICERS.....	11
Section 2.1 Nominations.....	11
Section 2.2 Elections.....	11
Section 2.3 Secretary and/or Treasurer.....	12
Section 2.4 Parliamentary and Sergeant-at-Arms.....	12
Section 2.5 Term.....	12
Section 2.6 Vacancies.....	12
Section 2.7 Good Standing Requirement.....	13
Section 2.8 Number of Terms.....	13
ARTICLE III – DUTIES OF DEPARTMENT OFFICERS.....	13
Section 3.1 Department President.....	13
Section 3.2 Department First Vice President.....	13
Section 3.3 Department Second Vice President.....	13
Section 3.4 Department Secretary.....	14
Section 3.5 Department Treasurer.....	14
Section 3.6 Department Chaplain.....	14
Section 3.7 Department Historian.....	14
Section 3.8 Department Parliamentary.....	15
Section 3.9 Department Sergeant-at-Arms.....	15
Section 3.10 National Executive Committeewoman.....	15
Section 3.11 District Presidents.....	15

TABLE OF CONTENTS – CONTINUED**PAGE**

ARTICLE IV – COMMITTEES.....	15
Section 4.1 Department Standing Committees.....	15-16
Section 4.2 Girls State Committee.....	17
Section 4.3 Finance Committee.....	17
Section 4.4 Other Committees.....	17
Section 4.5 Duties	17
Section 4.6 Vacancy.....	17
Section 4.7 Quorum.....	17
Section 4.8 Convention Committees.....	17-18
Section 4.9 Good Standing.....	18
 ARTICLE V – DISCIPLINE.....	 18
Section 5.1 Revocation, Cancellation or Suspension of Unit Charter.....	18
Section 5.2 Unit Failure to Comply.....	18
Section 5.3 Revocation and Suspension of Charter.....	18
Section 5.4 Appeal.....	18
Section 5.5 Charter Cancellation.....	18
Section 5.6 Unit Records.....	18
 ARTICLE VI – FINANCE.....	 19-20
Section 6.1 Sources of Revenue.....	19
Section 6.2 Dues.....	19
Section 6.3 Assessments.....	19
Section 6.4 Delegates and Registration Fee.....	19
Section 6.5 Proceeds of Unit Poppy Sales.....	19
Section 6.6 Good Standing.....	19
Section 6.7 Bonding.....	20
Section 6.8 Deposit Accounts.....	20
Section 6.9 Disbursement of Funds.....	20
Section 6.10 Salaries.....	20
Section 6.11 Expenses	20

TABLE OF CONTENTS – CONTINUE	PAGE
ARTICLE VII – FINANCIAL POLICY.....	21-22
Section 7.1 Department Finance Committee.....	21
Section 7.2 Closing of Books.....	21
Section 7.3 Vouchers for Reimbursement.....	21
Section 7.4 General Fund.....	21
Section 7.5 Permanent Equipment Insurance.....	21
Section 7.6 General Administration Budget.....	22
Section 7.7 Budget.....	22
Section 7.8 Salaries.....	22
Section 7.9 Poppy Sales.....	22
Section 7.10 Gifts.....	22
Section 7.11 Mileage.....	22
ARTICLE VIII – NATIONAL CONVENTION.....	22
Section 8.1 Attendance.....	22
ARTICLE IX – PARLIMENTARY RULING.....	22
ARTICLE X – AMENDMENTS.....	22-23
Section 10.1 Procedure for Adoption.....	22
Section 10.2 Amendments.....	23
Section 10.3 Unanimous Vote.....	23
Section 10.4 Changes from National.....	23
ARTICLE XI – AUTHORITY.....	23

**BYLAWS of the AMERICAN LEGION AUXILIARY,
DEPARTMENT OF ALABAMA, INC.**

ARTICLE I – ORGANIZATION

Section 1.1 Constituent Districts and Units. The American Legion Auxiliary, Department of Alabama, Inc. shall be organized into Districts and Units. The purpose of these geographical constituent Districts and Units and shall be to coordinate the activities within each respective area and to promote better understanding of the programs of the American Legion Auxiliary. Each District and Unit may adopt a constitution, bylaws and/or standing rules provided that such constitution, bylaws and/or standing rules do not conflict with policies of The American Legion and the required provisions of the Constitution and Bylaws of the National Organization and the Department of Alabama.

Section 1.2 Districts.

- (a) The American Legion Auxiliary, Department of Alabama, Inc. shall be organized into fourteen (14) Districts to conform with The American Legion.

The Eleventh (11) District shall consist of all Units in the territory now constituting the following four (4) counties: Lauderdale, Colbert, Franklin and Lawrence.

The Twelfth (12) District shall consist of all Units in the territory now constituting the following five (5) counties: Limestone, Madison, Morgan, Cullman and Blount.

The Thirteenth (13) District shall consist of all Units in the territory now constituting the following four (4) counties: Jackson, Marshall, DeKalb and Cherokee.

The Fourteenth (14) District shall consist of all Units in the territory now constituting the following five (5) counties: Lamar, Fayette, Winston, Walker and Marion.

The Fifteenth (15) District shall consist of all Units in the territory now constituting the following four (4) counties: Etowah, St. Clair, Calhoun and Cleburne.

The Twenty-first (21) District shall consist of all Units now constituting Jefferson County.

The Twenty-second (22) District of all Units in the territory now constituting the following six (6) counties: Tuscaloosa, Pickens, Sumter, Greene, Hale and Perry.

The Twenty-third (23) District of all Units in the territory now constituting the

Following five (5) counties: Shelby, Bibb, Talladega, Chilton and Coosa.

The Twenty-fourth (24) District of all Units in the territory now constituting the following six (6) counties: Clay, Randolph, Tallapoosa, Chamber, Lee and Russell.

The Thirty-first (31) District of all Units in the territory now constituting the following six (6) counties: Choctaw, Marengo, Dallas, Clarke, Monroe and Wilcox.

The Thirty-second (32) District of all Units in the territory now constituting the following six (6) counties: Autauga, Elmore, Lowndes, Montgomery, Macon and Bullock.

The Thirty-third (33) District of all Units in the territory now constituting the following three (3) counties: Mobile, Baldwin and Washington.

The Thirty-fourth (34) District of all Units in the territory now constituting the following five (5) counties: Butler, Crenshaw, Conecuh, Covington, and Escambia.

The Thirty-fifth (35) District of all Units in the territory now constituting the following seven (7) counties: Pike, Barbour, Coffee, Dale, Henry, Geneva and Houston.

- (b) Each District shall have a President, Vice President, Chaplain and such other officers as the District deems necessary to be elected annually at the respective District Conference, except the President who shall be elected as provided in Article IV of the Department Constitution.
- (c) An Annual Conference shall be held in each District no later than the month of April for the purpose of receiving Unit reports and the transacting of such other business which may pertain to the District Organization.
- (d) Representation at a District Conference shall be based on the delegates for the Unit and for every twenty-five members or major fraction thereof, and an alternate for each delegate. The District President, District Vice President, District Chaplain, District Secretary-Treasurer, and such other officers as are elected within the District shall be delegates-at-large to the District Conference with vote to be exercised with their Units.
- (e) Three Units represented shall constitute a quorum at any District conference.

Section 1.3 Units.

- (a) Units shall be organized and chartered in local communities by the National Organization and the Department of Alabama as provided by the National Bylaws, with the permission of the American Legion Post to which such Unit is attached and whose name and number is taken by the Unit.

- (b) The minimum membership of a Unit shall be ten (10) Senior members. Each member shall submit a properly executed application for membership.
- (c) Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to the restrictions of the National Organization and Department of Alabama Constitution and Bylaws, except that no person who is a member of an organization which has for its aims the overthrow of the United States Government by force or violence or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.
- (d) A Unit shall have a Unit President, one or more Vice Presidents, A Unit Secretary and/or Treasurer, a Unit Chaplain, a Unit Historian, a Unit Executive Committee, Standing Committees to correspond to Department Standing Committees, and such other officers or committees as the Unit Constitution may prescribe.
- (e) Unit Officers shall be elected in May to assume office at the close of the Department Convention.
- (f) A Unit shall hold at least one business meeting each month for ten (10) consecutive months and shall make a full report to the annual District Conference and to Department Headquarters when instructed.
- (g) A member failing to pay annual dues by January 31st and upon notification by the Unit Secretary, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate member to active membership. Any member delinquent to December 31st of the year of delinquencies shall automatically be dropped from the membership rolls.
- (h) No person may at any time be a member of more than one Unit.
- (i) Any member in good standing in a Unit, removing from her Unit or Department, shall be entitled to a transfer certificate from her unit stating her membership and duration thereof.
- (j) Any member in good standing holding a transfer certificate may make application to another unit for membership. She shall be entitled to active membership in the Unit to which she transfers. No dues shall be transferred.
- (k) A Unit member may withdraw from a Unit 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 change her membership from one Unit to another during the current year, it shall be done by a transfer and not a withdrawal.

- (l) A cancellation shall be in order where two or more Units merge, where a unit voluntarily ceases to function, or under such other conditions that would make such action necessary within the Department.
- (m) 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.
- (n) Each unit shall have a period of six months after being granted its charter to draft its Constitution and Bylaws in conformity with the Constitution and Bylaws of the National Organization and the Department of Alabama. Such Constitution and Bylaws shall be sent to the Constitution and Bylaws Committee of the Department of Alabama in duplicate for approval and/or correction. Upon approval of such Committee, one copy shall be immediately filed at Department Headquarter and the other shall be field with the Unit Secretary or Secretary-Treasurer. Each member shall be given a copy of the Unit Constitution and Bylaws.
- (o) Each Unit shall review its Constitution and Bylaws at regular intervals of three (3) years, making any changes needed to make it conform to the Constitution and Bylaws of the National Organization and the Department of Alabama. Upon the amendment of any Unit's Constitution and/or Bylaws, such amended Bylaws and/or Constitution shall be sent to the Department Constitution and Bylaws Committee as provided in (n) above.

ARTICLE II – ELECTION AND TERM OF DEPARTMENT OFFICERS

Section 2.1 Nominations. On the first day of the Department Convention nominations for the offices of Department President, Department First and Second Vice Presidents, Department Chaplain, Department Historian, and nominations for the office of Presidents of the fourteen (14) Districts shall be made from the floor of the Department Convention by one alphabetical roll call of Units. The nominees for the fourteen (14) District Presidents shall be those persons elected for nomination in their respective District Meetings. No member shall be nominated for more than on elective office at the same time.

Section 2.2 Elections. The election of officers named in Section 2.1 above shall be held on the second day of the Department Convention at an hour definitely announced the previous day, at which hour all other business shall be

immediately suspended and the election entered into. The election of such officers shall be by secret ballot; however, when there is but one candidate for an office, the nominee may be elected by voice vote taken by one alphabetical roll call of Units. The candidate for each office receiving the majority number of votes cast shall be declared elected by the Department President.

Section 2.3 Secretary and/or Treasurer. The Department Executive Committee, at its first meeting immediately following the adjournment of the Department Convention shall elect a Department Secretary and/or Department Treasurer who shall be nominated by the Department President and approved by the Executive Committee.

Section 2.4 Parliamentarian and Sergeant-at-Arms. The Department Executive Committee, at its first meeting immediately following the Department Convention shall approve a Department Parliamentarian and Sergeant-at-Arms, both of whom shall be appointed by the Department President and approved by the Executive Committee.

Section 2.5 Term. All Department Officers shall assume the duties of their respective offices immediately following the Department Convention or, in the case of the Department secretary and/or Department Treasurer, Parliamentarian or Sergeant-at-Arms immediately following the first meeting of the Department Executive Committee held immediately following the Department Convention, and shall serve until the close of the following Department Convention or first meeting of the Department Executive Committee held immediately following the Department Convention, when their successors shall take office.

Section 2.6 Vacancies. Vacancies in the offices named in Section 2.1 above occurring between Department Conventions shall be filled by the Department Executive Committee, except a vacancy in the office of Department President, which shall be filled by Department First Vice President. In the event the Department First Vice President thus assumes the office of Department President, the Department Executive Committee shall fill the office of Department First Vice President by naming the Department Second Vice President to the office of Department First Vice President. Vacancies in the office of Secretary and Treasurer shall be filled by the nomination of the Department President and by the election of the Executive Committee. Vacancies in the office of Parliamentarian and Sergeant-at-Arms shall be filled by appointment of the Department President and approval of the Executive Committee.

Section 2.7 Good Standing Requirement. All Department Officers must be in good standing in their local Units.

Section 2.8 Number of Terms. No person shall be eligible for election to the office of Department President for more than one term or for Department First or Second Vice President for more than two consecutive terms; provided, however, that if the unexpired term of office for Department President is less than six months, the person so named shall be eligible to election by regular process of the office of Department President.

ARTICLE III – DUTIES OF DEPARTMENT OFFICERS

Section 3.1 Department President. It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled, Department Conferences and the Department Executive Committee. The Department President shall appoint members of the Standing Committees and create such other committees and appoint members thereof as deemed advisable and to appoint all Department officers not otherwise provided for, all with the approval of the Department Executive Committee. She shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the Department office of President. In the absence of the National Executive Committee Woman at any National Executive meeting shall serve as Alternate National Executive Committee Woman.

Section 3.2 Department First Vice President. In the absence of the Department President at a meeting of the organization, it shall be the duty of the Department First Vice President to be presiding Department officer. In the event of a vacancy in the Department office of the Department President, the Department First Vice President shall become Department President and shall assume the duties of authority of the Department office. She shall assume such other duties as assigned to her by the Department President. The Department First Vice President shall serve as a member of the Department Executive Committee with full privileges of voice and vote.

Section 3.3 Department Second Vice President. In the absence of the President and First Vice President at a meeting of the organization, it shall be the duty of the Second Vice President to be the presiding Department officer. She shall assume such other duties as assigned to her by the Department President. The Second Vice President shall serve as a member of the Department Executive Committee with full privileges of voice and vote.

Section 3.4 Department Secretary. It shall be the duty of the Department Secretary to record proceedings of the Department organization in Conventions assembled, the Department Executive Committee meetings, and keep records of the Department organization. She shall transmit reports and bulletins of all Department Standing Committees and send out all literature and call of meetings. Should she be indisposed, the Department President shall conduct Department office business. Should illness or accident permanently incapacitate the Department President or if for any reason she shall be unable to discharge the duties of Department President, the Department Secretary shall apprise the Department Executive Committee, and call for a referendum vote to declare the Department office of the Department President vacant and to authorize the Department First Vice President to assume the duties and authority of the Department office.

Section 3.5 Department Treasurer. The Department Treasurer shall be custodian of the funds of the Department organization and she shall account for same. She shall sign all checks in disbursing the funds of the organization and shall make reports upon the condition of the Department Treasury when called for by the Department President. In the absence of the Department Treasurer, the Department secretary shall be authorized to sign checks. The Department Treasurer shall prepare and distribute Financial Reports to the Finance Committee and the Department Executive Committee members as requested by the Department President and as stated in the Standing Rules. The Department Treasurer shall be bonded.

Section 3.6 Department Chaplain. It shall be the duty of the Department Chaplain to offer prayer at the opening of each day's business of the Department Convention and to have charge of the Memorial Service at said Convention. She shall keep an accurate record of the deaths which occur among the members of the Department of Alabama and perform such other duties as the Department President may direct.

Section 3.7 Department Historian. It shall be the duty of the Department Historian to compile the historical records of the Department and to make report to the Department Convention. She shall prepare a written account of the year's activities for reference in the compilation of the Department History to be submitted to the National Organization, and shall send a copy to the Department President with whom she served and to Department Headquarters.

Section 3.8 Department Parliamentarian. The Department Parliamentarian shall be a Past Department President or a member of the National Association of Certified Parliamentarians who is a member of the American Legion Auxiliary, Department of Alabama. The Department Parliamentarian is a consultant, commonly a professional who advises the Department President and other Department Officers, Department Committees and members on matter of parliamentary procedures. The Department Parliamentarian's role during a meeting is purely an advisory and consultative one since parliamentary procedures give to the Department Chair alone the power to rule on questions of order or to answer parliamentary inquiries.

Section 3.9 Department Sergeant-at-Arms. The Department Sergeant-at-Arms shall keep order at the Department Convention and at such other meetings as the Department President may direct. She shall be responsible for the advancement and retirement of the colors and their proper care and shall be responsible for courtesies to guest and discharge such duties as may be assigned to her by the Department President.

Section 3.10 National Executive Committeewoman. The National Executive Committeewoman shall attend the National Executive Committee Meetings and shall give full report of same to membership within sixty (60) days after said meeting.

Section 3.11 District Presidents. It shall be the duty of each District President to be the advisory head of her respective District, visiting each Unit at least once during her term of Department office, creating closer cooperation and keeping the Department informed as to the Unit activity and progress and to promote the organization of new Units. The District President shall reside over all District Caucuses held during the Department Convention. She shall preside over all District meetings held during the year and shall be a member of the Department Executive Committee.

ARTICLE IV – COMMITTEES

Section 4.1 Department Standing Committees. There shall be the following Department Standing Committees with the number of members on each committee as listed: Committees are set up into PODs. Each POD will have a chairman and the Committees within the POD will have a Chairman and two members except for Constitution and Bylaws (Staggered 3 year appointments); Education (Staggered 3 year appointments) and Finance (Staggered 5 year appointments).

VETERANS/MILITARY SUPPORT & ADVOCACY POD

POD CHAIRMAN:

Legislative

National Security

Poppy

Veterans Affairs & Rehabilitation

YOUTH DEVELOPMENT POD

POD CHAIRMAN:

Girls State

Children & Youth

Junior Activities

Junior Leadership and Convention

FAMILY SUPPORT POD

POD CHAIRMAN:

Americanism

Community Service

Education

Gold Star

MEMBERSHIP DEVELOPMENT POD

POD CHAIRMAN:

Advisory to President

Auxiliary Emergency Fund

Leadership

Membership

Public Relations

ORGANIZATIONAL SUPPORT POD

POD CHAIRMAN:

Cavalcade of Memories

Constitution and Bylaws

Finance

Past President Parley

Section 4.2 Girls State Committee. The appointment to the Girls State Committee shall be made after ratification by the Girls State Trustees of Alabama Girls State, Inc. The Girls State Director shall make all arrangements for, and conduct, the annual session of Girls State. Former Directors of Alabama Girls State shall serve as advisors to the Girls State Committee.

Section 4.3 Finance Committee. The Finance Committee shall consist of five members appointed by the Department President. The Finance Committee shall oversee the general financial policy of the Department Organization subject to the ratification of the Department Executive Committee. It shall be charged with the preparation of the yearly budget and shall supervise the expenditures of funds under the budget. The Department President is an ex-officio member of this committee. The Department Secretary and/or Treasurer shall attend meetings of said committee, but do not have a vote. The Department Finance Committee shall meet prior to each meeting of the Department Executive Committee, or at the call of the Department President or the Department Finance Chairman. Of the five members appointed by the Department President, one shall for one year, one for two years, one for three years, one for four years, and one for five years. After expiration of the first and every year thereafter, one member shall be appointed by the Department President to serve for the five year term.

Section 4.4 Other Committees. The Department President shall create such other committees and appoint members thereof as she shall deem advisable, subject to the approval of the Department Executive Committee.

Section 4.5 Duties. All Department constituted Committees shall promote activities within the Department as outlined by their respective National Committees, and each Committee shall report annually to its corresponding National chairman and to the Department Convention.

Section 4.6 Vacancy. In case of a vacancy in a committee, the Department President shall appoint a member to fill the unexpired term, subject to the approval of the Department Executive Committee. This may be done by mail.

Section 4.7 Quorum. A majority of Committee members shall constitute a quorum for meetings of constituted committees.

Section 4.8 Convention Committees. The Department President upon recommendation from the hosting Unit or Units shall appoint a general Convention Chairman. The following special Department Convention Committees shall be appointed by the Department President: Credentials, Resolutions-

Courtesy, Rules and any other committee deemed necessary by the Department President.

Section 4.9 Good Standing. All Committee members must be in good standing in their local Units.

ARTICLE V – DISCIPLINE

Section 5.1 Revocation, Cancellation or Suspension of Unit Charter. The Department Executive Committee may revoke, suspend or cancel the charter of a Unit, as provided by the National Bylaws.

Section 5.2 Unit Failure to Comply. Any Unit failing to meet the obligations imposed upon it by the National or Department Constitution and Bylaws or by ruling of National or Department 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 the National and Department Organization shall upon order of the Department Executive Committee surrender its charter. Upon failure to surrender such charter, immediate steps may be taken by the Department Executive Committee for the revocation of same.

Section 5.3 Revocation and Suspension of Charter. The Department Executive Committee, after notice and hearing, may suspend or revoke the charter of a Unit which violates the National or Department Constitution or which fails adequately to discipline any of its members for any such violation, and may provide for the Government and administration of such Unit during such suspension or revocation. The Department Executive Committee may, as a disciplinary measure or pending action relative to final revocation, order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department Convention.

Section 5.4 Appeal. A Unit whose charter has been revoked may appeal from the decision of the Department Executive Committee to the National Executive Committee.

Section 5.5 Charter Cancellation. 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 the Department. In the event a Unit charter is cancelled without the consent of such unit, it shall have the right to appeal to the National Executive Committee.

Section 5.6 Unit Record. When a Unit ceases to function or its charter has been revoked or cancelled, the charter and all Unit records and funds shall be turned

Into Department Headquarters.

ARTICLE VI – FINANCE

Section 6.1 Source of Revenue. The revenue of the Department of Alabama shall be derived from the annual dues of members, and from such other sources as may be approved by the Department Executive Committee.

Section 6.2 Dues. The Department shall fix the annual Department dues of members as follows: Dues for members eighteen (18) years of age and over shall be Department \$11.00 and National \$9.00 per capita. Dues for members under eighteen (18) years of age shall be Department \$2.75 and National \$1.25 per capita unless the member under the age of eighteen (18) years of age marries, thus classifying her as a senior member. Each Unit may fix the per capita dues of its own members. The Department and National per capita dues shall be collected by each Unit and remitted to the Department Treasurer. Dues for members assigned to the Department Headquarters Unit shall be Department \$13.00 National \$9.00 for a total of \$22.00 per capita for Senior members and Department \$2.75 National \$1.25 for a total of \$4.00 per capita for Junior members.

Section 6.3 Assessments. The Department Executive Committee, by a two-third vote, may levy an assessment not to exceed seventy-five (\$.75) cents per Senior member, and twenty-five (\$.25) cents per Junior member. No other assessment shall be made.

Section 6.4 Delegate & Registration Fees. Each Unit represented at each Department Convention shall pay a delegate fee of \$5.00 per Unit Delegate whether all such delegates are present or not, also for each Department Delegate-at-large who is a member thereof and is in attendance at such Convention. Delegate fees shall be sent to Department Headquarters 2 weeks prior to convention. The Department Secretary shall send by return mail a confirmation of receipt to each Unit. Specified Registration Fees must be paid by all attendees at convention in order to enter the Convention Floor.

Section 6.5 Proceeds of Unit Poppy Sales. Of the net proceeds from the annual Unit Poppy Sales, thirty (30) percent shall be paid to the Department. The Department Treasurer shall handle poppy orders at Department Headquarters.

Section 6.6 Good Standing. Unless the current Department and national per capita dues of: (1) each Department officer and National Executive Committeewoman are received at Department Headquarters before their election and installation, and (2) members of the Department Standing

the said Department officer. National Executive Committeewoman or member of the Standing Committee shall be declared not in good standing, and such Department office shall be declared vacated by the Department President.

Section 6.7 Bonding. All persons handling funds of the Department shall be bonded through the National Organization in such amount as the Department Executive Committee may direct, the premium of said bond to be paid from the Department Treasury.

Section 6.8 Deposit Accounts. All funds and securities shall be deposited by the Department Treasurer or Department Secretary to the credit of the American Legion Auxiliary, Department of Alabama, Inc. in a National Bank or other bank insured by the federal government in the same manner as is a National bank.

Section 6.9 Disbursement of Funds. Department funds shall be disbursed only by check by the Department Treasurer (or Department Secretary as provided by Section 3.5) under the supervision of the Department Finance Committee, as authorized by the Department Executive Committee or the Department Convention body.

Section 6.10 Salaries. With the exception of the Department Secretary and/or Treasurer there shall be no salaried Department officers of the Department. The salary of said Department officer(s) shall be recommended by the Department Finance Committee to the Department Convention, but should the Department Convention fail to designate such salary, it shall be determined (upon recommendation of the Finance Committee) by the Department Executive Committee at its first meeting following Department Convention.

Section 6.11 Expenses. The budgeted expenses incurred by a Department Officer or Chairman of a Standing Committee, in the exercise of their service and duties to the Department, may be paid from the Department Treasury by order of the Department Executive Committee. The National Convention expenses of the Department Organization shall be paid from the Department Treasury, including registration fee for the delegates from the Department. The expenses of only the Outgoing Department President, the Incoming Department President and Department Secretary, may be paid from the Department Treasury and may be advanced no more than thirty (30) days prior to the National Convention upon the approval of the Department Finance Committee.

ARTICLE VII – FINANCIAL POLICY

Section 7.1 Department Finance Committee. The Department Finance Committee is charged with the interpretation and directions of, and has

Jurisdiction over all finance details concerning the finance of the Department Organization, which shall include all existing funds, general, special, welfare, and any others which may hereafter be created. All recommendations and resolutions pertaining to the expenditure of monies shall first be submitted to the Department Finance Committee by the respective Department officers or Chairmen under whose work the proposed expenditure or assessment properly belongs. All bills and vouchers for which checks are drawn upon any fund of the Department Treasury shall be reviewed and signed by the Finance Committee Chairman and Department President prior to the funds being expended; that the Department Finance Committee shall be obligated and it shall be incumbent upon it to carry out the actions taken by every regularly assembled Convention and duly called Department Executive Committee meeting, as required by a duly recorded vote, insofar as the disbursement of the Department funds are concerned.

Section 7.2 Closing of Books. The Department of Alabama books close, as far as annual reports are concerned, thirty (30) days before each Department Convention. A financial report shall appear in the Book of reports. The books shall be audited at the close of the fiscal year, which is June 30 each year, and reported in the Proceedings of the Convention. The auditors are to be selected by the Department Finance Committee. Such reports shall be read at Convention Finance meeting.

Section 7.3 Vouchers for Reimbursement. Vouchers (itemized) for reimbursement by Department Officers, Standing Committee Chairmen, Hospital Representatives, Gift Shop Chairmen and Finance Committee members, must be submitted before Department books are closed, unless such expenses are authorized from the succeeding year's budget.

Section 7.4 General Fund. All monies received from annual dues and from all sources whatsoever, not specifically provided for, shall be paid into and accrued to what is, or shall be known as the General Fund. In the event the amounts expended each year, under the General Administration Budget, do not equal the amount budgeted fifty percent of the balance shall, after audit, be placed to the credit of the Reserved Fund provided the General Fund shall cover such balance.

Section 7.5 Permanent Equipment Insurance. Necessary permanent equipment is to be added to the Department Headquarters as the General Fund of the Department permits, and all Department property must be insured.

Section 7.6 General Administration Budget. A copy of the proposed General Administration Budget is to be sent to the Executive Committee fourteen (14) days prior to the Executive Committee Meeting following Department Convention.

Section 7.7 Budget. Each Department Officer and Chairman shall so plan her work that the expenditures for the year's program remain within the amount set forth in the budget for said fiscal year.

Section 7.8 Salaries. The salary of the Department Secretary and/or Treasurer shall be fixed in the budget.

Section 7.9 Poppy Sales. No poppy orders shall be accepted unless accompanied by a check or other payment in full. The net profit from sale of poppies to Units shall be kept to defray expenses in connection with Veterans rehabilitation welfare work. Proceeds from the Unit poppy sales received at Department shall be used only as mandated by the Poppy Resolution adopted by the National Executive Committee of the American Legion.

Section 7.10 Gifts. The purchase and presentation of any gifts to National officer or Official Guest of the Department is to be made at the time of their official visit to the Department.

Section 7.11 Mileage. Mileage shall be paid to the Department Chairman of Standing Committees for attendance at the Executive Committee Meetings: (a) Following National Convention at the Leadership Conference (b) Mid-Winter Conference, and (c) Department Convention.

ARTICLE VIII – NATIONAL CONVENTION

Section 8.1 Attendance. Delegates to the National Convention must attend all sessions of the Convention, when not in attendance at meeting of National Convention Committees unless excused by the Delegation Chairman.

ARTICLE IX – PARLIAMENTARY RULING

Section 9.1 The Department Organization shall be governed by "Roberts Rules of Order, Newly Revised", in all points not covered by this Constitution and Bylaws.

ARTICLE X – AMENDMENTS

Section 10.1 Procedure for Adoption. These Bylaws may be amended or restated by any Department Convention by a vote of two-thirds of the Delegates present and voting thereat, provided the proposed amendments shall have been submitted through the Department Secretary to the several Units and members of the Department Executive Committee by mail and/or electronic mailing same

to them at least thirty (30) days prior to the convening of the next Department Convention; and provided further that all proposed amendments shall have been read at such meeting of the Convention.

Section 10.2 Amendments. Necessary amendment proposed after distribution or revision as shown in Section 10.1 may be adopted by a two-thirds vote of the delegation thereat, provided they have been read at one meeting of the session prior to taking the vote.

Section 10.3 Unanimous Vote. An amendment or restatement not having been previously read or distributed as required in Section 10.1 may be adopted by the unanimous vote of the Convention body.

Section 10.4 Changes from National. These Bylaws shall be automatically amended to conform to any amendment of the National Constitution, Bylaws or Standing Rules of the National Organization.

ARTICLE XI – AUTHORITY

Section 11.1. The authority under which all Department and Units of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and set forth in the Unit Handbook of the American Legion Auxiliary. Any provision of any Unit Constitution and Bylaws or any regulation of any Unit in conflict with the foregoing authority shall be void.