

2025-2026 Department Handbook



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Table of Contents

Forward.....	3
Mission Statement.....	4
Vision Statement	4
Purposes.....	4
Values.....	5
Preamble	6
National Headquarters.....	7
Department Officers	8
Office Staff	9
Sgt-at-Arms, Color Bearers, Page	10
Junior Officers	10
Committees.....	11
Veterans Affairs & Rehabilitation Committee.....	19
Veterans Affairs & Rehabilitation Audit Committee	20
Veterans Affairs & Rehabilitation Medical Center Representatives.....	21
Veterans Affairs & Rehabilitation Missouri Veterans Homes Representatives	22
Veterans Medical Centers	24
Missouri Veterans Homes.....	25
Past Department Presidents.....	27
Past Department Presidents Deceased	30
District Presidents	32
The American Legion Family	35
Calendar of Events.....	36
Monthly Themes	37
General Information	38
Instruction to Unit Officers and Chairmen	42
<i>Missouri Legionette</i> Rules	45
Scholarships	47
Constitution	51
Bylaws	57
Standing Rules.....	69
ALA Missouri Girls State.....	81
ALA Missouri Girls State Foundation	83
Policy & Procedures Guideline	85
Presidents Project & Theme.....	121

FORWARD

This booklet is designed to aid all Unit officers and Chairmen to carry out the programs of the American Legion Auxiliary. It is not intended to replace the Unit Guide Handbook of the National American Legion Auxiliary, merely to supplement that resource for local use.

Each member realizes that the emblem they wear and the membership card they carry show that in joining a local Unit they have joined a national organization. The policies and programs of the American Legion Auxiliary are determined by this national organization. Our department plans the carrying out of the programs in Missouri, by giving out information through Department officers and Chairmen to District officers and Chairmen. District officers and Chairmen are charged with passing this information on to their Units. Utilizing this information, Unit members continue to make the American Legion Auxiliary an outstanding organization.



Mission Statement

In the spirit of Service, Not Self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

Vision Statement

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace and security.

Purposes

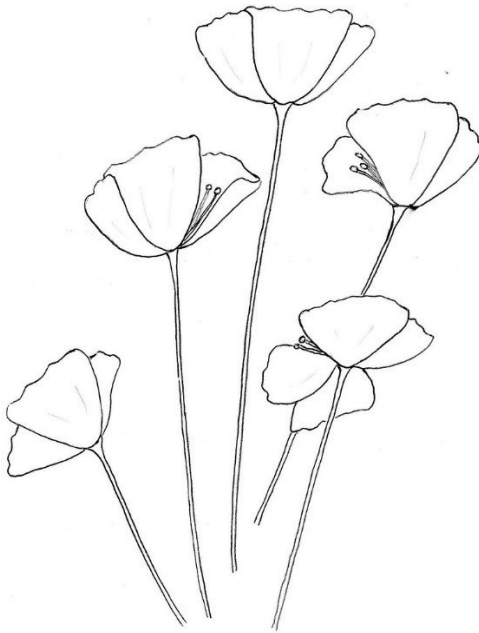
In fulfillment of our Mission, the American Legion Auxiliary adheres to the following purposes:

- To support and advocate for veterans, active military and their families
- To support the initiatives and programs of The American Legion
- To foster patriotism and responsible citizenship
- To award scholarships and promote quality education and literacy
- To provide educational and leadership opportunities that uphold the ideals of freedom and democracy and encourage good citizenship and patriotism in government
- To increase our capacity to deliver our Mission by providing meaningful volunteer opportunities within our communities
- To empower our membership to achieve personal fulfillment through Service Not Self.

Values

Our statement of values is predicated on the founding purposes:

- Commitment to the four founding principles: Justice, Freedom, Democracy, Loyalty
- Service to God, our country, its veterans and their families
- Tradition of patriotism and citizenship
- Personal integrity and family values
- Respect for the uniqueness of individual members
- Truthful open communication in dealing with the public and our members
- Adherence to the adopted policies and rules.



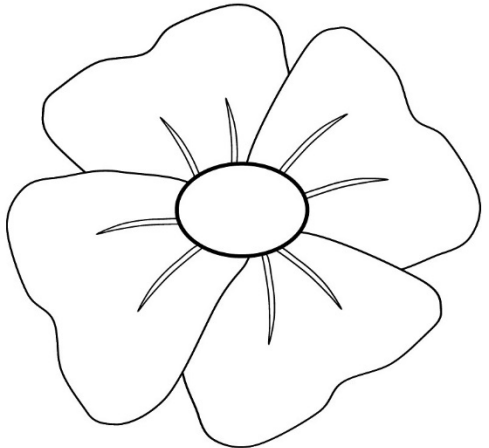
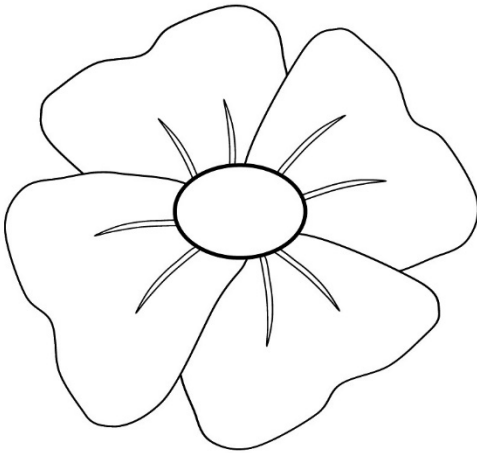
PREAMBLE

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 in all 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.

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Sheridan Mires 3469 US Highway 136 Burlington Junction, MO 64428 H: 660-736-4512 C: 660-744-4457 sheridansmires@gmail.com	(2023-2024)
Shanna Jelinek 17977 Lawrence 1080 Monett, MO 6578 C: 417-235-9272 Sjelinek33@gmail.com	(2024-2025)

Past Department Presidents *Deceased*

Mrs. A. O. DeWitt	(1921-1922)
Mrs. R. H. McCullough	(1922-1923)
Mrs. R. T. McElhiney	(1923-1924)
Mrs. A. L. Huff	(1924-1925)
Mrs. A. F. Kansteiner	(1925-1926)
Mrs. A. C. Zondler	(1926-1929)
Mrs. Jerome F. Duggan	(1929-1930)
Mrs. John J. Barada	(1930-1931)
Mrs. J.F. Duffendack	(1931-1932)
Mrs. Clark Hudson	(1932-1933)
Mrs. Louis N. Goessy	(1933-1934)
Mrs. C. W. Drakesmith	(1934-1935)
Mrs. A. B. Weyer	(1935-1936)
Mrs. W. A. McCracken	(1937-1938)
Mrs. Lutie Long Smith	(1938-1939)
Mrs. Earl G. Broeg	(1939-1940)
Mrs. C. A. Carmichael	(1940-1941)
Mrs. Harry R. Mayo	(1941-1942)
Mrs. Perry Compton	(1942-1943)
Mrs. Carl J. Holz	(1943-1944)
Mrs. Milton K. Gammons	(1944-1945)
Mrs. L. V. Price	(1945-1946)
Mrs. Carl A. Johnson	(1946-1947)
Mrs. Edward L. Brewer	(1947-1948)
Mrs. F. H. Lang	(1948-1949)
Mrs. Abraham Wieselmann	(1949-1950)
Mrs. Clarence O. Schoepp	(1950-1951)
Mrs. Wm. Hydeman	(1951-1952)
Mrs. Prince R. Black	(1952-1953)
Mrs. Martin R. Rust	(1953-1954)
Mrs. W. Ralph Keller	(1954-1955)
Mrs. George F. Bellerson	(1955-1956)
Mrs. Alverta Souder	(1956-1957)
Mrs. O. H. Kortjohn	(1957-1958)
Mrs. George Bade	(1958-1959)
Mrs. Leo F. Lynch	(1959-1960)
Mrs. J. C. Williamson	(1960-1961)
Mrs. Clarence F. Kouns	(1961-1962)

Mrs. Jane Black	(1962-1963)
Mrs. M. D. Murphy	(1963-1964)
Mrs. Firmin Mabery	(1964-1965)
Mrs. Henry Sulkowski	(1965-1966)
Mrs. Mary Pisciotta	(1966-1967)
Mrs. June Stolte	(1967-1968)
Mrs. Cornelia Wrinkle	(1968-1969)
Mrs. Herman H Baum	(1969-1970)
Mrs. Logan Linville	(1970-1971)
Mrs. Bert Casselman	(1971-1972)
Mrs. Enid Struckhoff	(1972-1973)
Mrs. Evelyn Ezell	(1973-1974)
Mrs. Samuel J Salamon	(1974-1975)
Mrs. Steve R. Delfel	(1975-1976)
Mrs. Buell A. Baclesse	(1977-1978)
Mrs. Ann Heller	(1978-1979)
Mrs. Dean Tarrant	(1979-1980)
Mrs. William McGuire	(1980-1981)
Mrs. Edward Allen	(1981-1982)
Mrs. Robert Horenkamp	(1982-1983)
Mrs. Virginia Schnurbusch	(1983-1984)
Mrs. Lois Brown	(1984-1985)
Mrs. Marie Boedeker	(1985-1986)
Mrs. Martha Yancey	(1987-1988)
Mrs. Jane Myers	(1988-1989)
Mrs. Charles Salter	(1989-1990)
Ms. Joann Cronin	(1990-1991)
Mrs. LaVeta Stith	(1992-1993)
Mrs. Mert Adreon	(1993-1994)
Mrs. Betty E. Cato	(1994-1995)
Mrs. Peggy Preston	(1996-1997)
Mrs. Betty Jo Kieffer	(1998-1999)
Mrs. Carolyn Doane	(2000-2001)
Mrs. Mary Alice Webster	(2001-2002)
Mrs. Grace Bartlett	(2005-2006)
Mrs. Kathy Petterson	(2007-2008)
Mrs. Bonnie Kelsey	(2009-2010)
Mrs. Patricia Garrett	(2010-2011)
Mrs. Carolyn Sanford	(2017-2018)

District Presidents

Linda Maddox 317 North Main Street New Cambria, MO 63558 blmaddox@cvalley.net	District 1 C: 660-384-1269
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Catherine Auffert 35911 State Highway NN Parnell, MO 64475 cjauffert@hotmail.com	District 4 H: 660-986-2814
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H: 636-375-6988

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The American Legion Family

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Department Vice Commander
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Department Adjutant, Lowry Finley-Jackson
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Jefferson City, MO 65102-0179
573-893-2353 Fax 573-893-2980
lowryfjackson@missourilegion.org

Sons of American Legion

Commander, Mike Walter
13329 County Road 334
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816-261-4310
mwalter1059@gmail.com

American Legion Riders

Director Tony Rumbo
309 Gum Tree Dr.
St. Charles, MO 63301
314-707-4386
Tone_nav@yahoo.com

Calendar of Events

Dwight D. Eisenhower Pilgrimage
October 11, 2025
Eisenhower Center, Abilene, KS

Fall Conference
October 17-19, 2025
Capitol Plaza Hotel, Jefferson City, MO

Lincoln Pilgrimage
February 12, 2026
Springfield, IL

Truman Pilgrimage
May 8, 2026
Independence, MO

ALA Girls State Missouri
June 20 to June 27, 2026
Lindenwood University, St. Charles, MO

Department Convention
July 9-12, 2026
Oasis Hotel and
Convention Center
Springfield, MO

National Convention
August 28- September 3, 2026
Louisville, KY

MONTHLY THEMES

January-Legislation/National Security

February-Americanism

March-Community Service

April-Children and Youth

May-Poppies

June- ALA Missouri Girls State

July-Department Convention

August-Unit Activities/Installations and National Convention

September-Music/Junior Activities and Leadership

October-Education/Constitution and By-laws

November-Membership/Past Presidents Parley

December-Veterans Affairs and Rehabilitation



GENERAL INFORMATION

Representation of Units at Department Convention is as follows:

10-22 members	----- 1 delegate
23-47 members	----- 2 delegates
48-72 members	----- 3 delegates
73-97 members	----- 4 delegates
98-122 members	----- 5 delegates
123-147 members	----- 6 delegates
148-172 members	----- 7 delegates
173-197 members	----- 8 delegates
198-222 members	----- 9 delegates
223-247 members	----- 10 delegates
248-273 members	----- 11 delegates
274-299 members	----- 12 delegates
300-325 members	----- 13 delegates
326-351 members	----- 14 delegates
352-377 members	----- 15 delegates
378-403 members	----- 16 delegates
404-429 members	----- 17 delegates
430-455 members	----- 18 delegates
456-481 members	----- 19 delegates
482-507 members	----- 20 delegates
508-632 members	----- 21 delegates
633-657 members	----- 22 delegates

ELIGIBILITY TO MEMBERSHIP: See Article III, Section 1, of the Constitution and By-laws.

DUES: The amount to submit is \$35.00 for Senior members and \$4.25 for Junior members. Senior dues include subscription to the *National News* and *The Missouri Legionette*. No subscription with Junior dues.

INSTRUCTIONS TO THE TREASURERS

1. All funds of the Unit, derived from dues, moneymaking projects, or any other source, belong in the Unit Treasury, not in custody of any other person.
2. Keep accurate, detailed records of every financial transaction. Make payments only on proper authorization by the Unit. Treasurer's book containing regular income and disbursement sheets may be secured from National Headquarters.
3. If you handle remittance sheets for the Unit, read carefully instructions herein to Secretaries.
4. You must be bonded, premium to be paid by the Unit.
5. Financial obligations to the Department fall into two classes, mandatory and optional.
6. Make all checks and money orders to read American Legion Auxiliary, Department of Missouri.

ANNUAL UNIT MANDATORY DUES

1. Automatic Bonding Program- \$6.00
 - a. When National changes the fee, Department will automatically charge the unit.
2. Department Handbook \$10 (inc. Postage) online copy free to download.
3. ALA Missouri Girls State Foundation - \$5.00 (or more)
4. Nurses Scholarship - \$5.00 (or more)
5. Assessment General Funds Department Operations 20 cents per member (Based on Junior and Senior Membership of the previous year.) Refer to explanation of Funds page 40

OPTIONAL

1. Christmas Gift Shop
2. Dollar Bill Distribution Fund, provided for all Veterans hospitalized in Missouri
3. Special Needs for Veterans
4. Hospitals
5. Education and Scholarships
6. Child Welfare
7. Department President's Project

EXPLANATION OF FUNDS

Assessment General Funds Operations
Department Operations. This is 20 cents per Unit member based on last year's membership and includes Junior and Senior members. Contributions **cannot** be made from your Poppy Fund.

Christmas Gift Shop Donations. Your donation to this fund makes it possible for the Department to furnish a gift for each immediate member of the family of the hospitalized veteran. The veteran makes the selection of the gift, with wrapping and mailing by Auxiliary members. This gift and service is free to the veteran. Poppy funds may be used in making the donation.

Dollar Bill Contributions. This donation from your Unit is added to the donations from other units and used for the benefit of disabled veterans throughout the year. Contributions to this fund can be made from your Poppy Fund.

Special Needs for Veterans (Formally Cheer Basket). This year-round program brings cheer to the hospitalized veteran, in the form of personal items such as toilet articles, stationery, etc., that they may need during their stay in the hospital. These items, gratis to the veteran, are made possible by your generous

contribution to this program. Contributions can be made from your Poppy Fund.

Hospital. A Rehabilitation project. Contributions used to provide comforts, and personal necessities for veterans.

Emergency Child Welfare. This is emergency aid for veterans' children. Poppy funds may be used in making contributions to this fund.

Education Fund. Units contributing to this fund are helping deserving children of veterans to secure an education of which that they might otherwise be deprived. Poppy funds may be used for making contributions.

Past Presidents Parley. \$5.00 (or more) per Unit. This money is used for hospitalized ex-service women and contributions may be made from Poppy Fund. This money is also used for the Nurses Scholarship and contributions may not be made from the Poppy Fund.

Poppy. Cost of Memorial Poppies \$200.00 per thousand, 750-\$150.00, 500-\$100.00, 300-\$60.00, 200-\$40.00, 100-\$20.00, 50-\$10.00. *Refer to Poppy Form for Postage cost.* Mail all orders direct to Department Headquarters, 600 Ellis Blvd., Jefferson City, Missouri 65101-2204

Make all checks payable to American Legion Auxiliary, Department of Missouri. A check covering the price of poppies must accompany each order.

IMPORTANT: When sending in Poppy orders, please send in Poppy order form. If the form is not received or has been misplaced, please contact Department Headquarters for a replacement.

INSTRUCTION TO UNIT OFFICERS AND CHAIRMEN

1. Conduct a School of Instruction on the duties of officers and chairmen.
2. See that the officers and chairmen have use of this outline, copies of bulletins in *The Missouri Legionette* and special bulletins issued on their particular responsibilities.
3. Attend Fall Conference for all members, but specifically for Presidents and Secretaries. Attend District meetings. Attend Department Convention.
4. Make certain that proceeds of Poppy distributions are used exclusively for Veterans Affairs and Rehabilitation and Children and Youth work among active duty military, veterans and their families. Support returning and hospitalized soldiers. **POSITIVELY NO OTHER USE MADE OF POPPY FUNDS.**
5. Pay District Dues. (Send to District Secretary or Treasurer.) Note: Do not confuse District dues with Assessment General Funds Dep.
6. Pay other District requirements, designated under supervision of District President. (Send to District Secretary or Treasurer.)
7. Conduct initiation of new members and installation of officers according to Manual of Ceremonies and "Robert's Rules of Order, Newly Revised."
8. Observe all special and patriotic days observed by The American Legion. Cooperate with local and county organizations in promotion of community projects.
9. Sponsor activities for Junior members as suggested by Department and National program.
10. Promote Legion Legislation program through informed speakers and complying with specific request of Department Legislative Chairman.

11. Publicize Auxiliary activities. Send outstanding newspaper items or copy of posted bulletins to Department Chairman.
12. HAVE ANNUAL REPORTS OF YOUR UNIT ACTIVITIES IN HANDS OF RESPECTIVE DISTRICT CHAIRMAN BY DATE DESIGNATED ON REPORT FORM.

NOTE: Deadline Dates-When a date is stated in *The Missouri Legionette* or bulletin keep in mind that the date applies to date received in Department Headquarters.

REMITTANCES RECEIVED AFTER DEADLINE DATE CANNOT BE COUNTED IN CONTESTS.

IMPORTANT: ALL BOOKLETS, PAMPHLETS, BULLETINS, ETC., ARE THE PROPERTY OF THE UNIT, PLEASE PASS ALL MATERIALS TO YOUR SUCCESSOR.

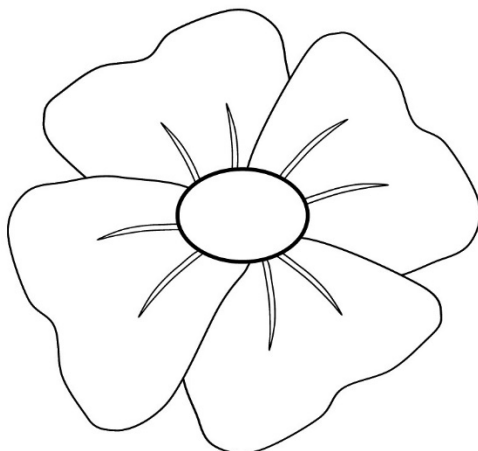
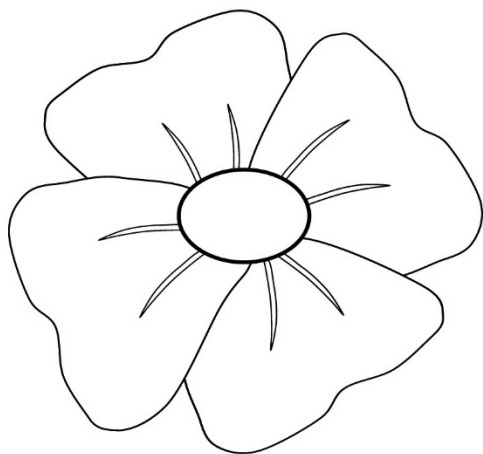
The following items are FREE of charge and the ones marked with an asterisk are available on the website at www.dptmoala.org:

- *New Membership Applications
- *Remittance Advice Forms – allowed to copy
- *Membership Transmittal Forms – allowed to copy
- *Member Data Forms
- *Poppy Order Form – allowed to make copies
- *Dues Statement
- *PUFL Membership Application
- Membership Certificates (Juniors)
- This is the American Legion Auxiliary

SUPPLIES AVAILABLE FROM NATIONAL EMBLEM SALES

Order Emblem Supplies from the Emblem Sales Catalog. No Charge or C.O.D. orders will be accepted. Orders and remittances should be sent to:

National Emblem Sales
The American Legion
PO Box 1050
Indianapolis, IN 46206-1050
1-888-453-4466



MISSOURI LEGIONETTE RULES

The Legionette Rules

The Editor of The Legionette respectfully requests that the following rules be carefully and continuously observed.

1. As voted on by the governing body of The American Legion Auxiliary, Department of Missouri at the 2023 Department Convention in Springfield, MO, The Legionette will now be a PDF newsletter that is available on the website: <https://www.dptmoala.org> or sent via email to members upon request.
2. A paper copy can be mailed upon request, by contacting the Department Office.
3. The ALA Blog can read on the following website: <https://www.dptmoala.org/blog>.
4. The deadlines for submission are July 20, Oct. 20, January. 20, and April 20. If the deadline is not met your article may not be included.
5. Articles will be published at the discretion of the editor and if necessary, the department officers.
6. Articles are to be submitted via email in Microsoft Word or Google Docs format (not in the body of the email) to the editor davishshalal@gmail.com. If you are unable to email, please mail it to the department office.
7. The editor reserves the right to edit/change articles for concision, clarity, style, and cohesion.
8. Chairmen should send articles for all events in the Calendar of Activities.
9. Districts and Units should submit articles for all events other than regular meetings.
10. Chairmen may submit articles containing

information from National that they feel is important for all members to receive. If submitting information from National please edit the content to be as clear and concise as possible.

11. Chairman Convention reports are due to the editor by email in Microsoft Word or Google Docs format by Department Convention and will be published within 10 days of the convention.
12. Chairman Conference reports are due to the editor by email in Microsoft Word or Google Docs format by Fall Conference and will be published within 10 days of the conference.
13. District Meeting notices will be published on the website and not in The Legionette.
14. District Presidents are asked to submit articles at the end of the year highlighting their year as president.
15. Death Notices are to be sent to the department office and not the editor.
16. Death Notices will be published quarterly.
17. Endorsements of candidates for department offices will be published in April and May and should be submitted to the department office and not the editor. Endorsements will only be run once they have been verified by the department office.
18. If at any time a change is made in the above rules, it will be posted on the blog and the department website.

MISSOURI DEPARTMENT SCHOLARSHIPS

The Missouri Department offers one \$500.00 Scholarship to the top candidate from Missouri for the Children of Warriors National Presidents' Scholarship.

Candidates will submit their application directly to ALA National. The top candidate from Missouri will receive a \$500 scholarship, as well as have their application forwarded on to be considered for the \$5,000 scholarship from National.

Candidates for this award shall be direct descendants of veterans who served in the United States Armed Forces during eligibility dates for membership in The American Legion: April 6, 1917, to November 11, 1918; and any time after December 7, 1941. Membership in The American Legion Family is not required for this scholarship.

1. Applicants must be in their senior year of high school.
 - a. This is a scholarship to attend an accredited institution of higher education.
 - b. Applicants must complete 50 hours of volunteer service within the community during their high school years. Hours must be verified in writing by the recipient organization(s).
 - c. Completed applications are **DUE ON OR BEFORE MARCH 1, 11:59 PM Eastern.**

Applications can be found at
<https://www.legion-aux.org/Scholarships/Children-of-Warriors>

d. Judging, at all levels, shall be on the following basis:

- 30% - Character/Leadership
- 30% - Essay/Application
- 40% - Academic Achievement

The payment of the award will be \$250.00 at the beginning of the first semester and another check for \$250.00 at the beginning of the second semester. The student is required to inform the Department Secretary-Treasurer no later than December 1st that he or she will continue in school for the second semester. All checks for scholarship awards will be made directly to the school or college the winner attends.

Past Presidents Parley Scholarship: A \$1000.00 scholarship shall be awarded annually to a high school graduate who has chosen nursing as a vocation.

- a. The applicant must be a resident of Missouri and shall have graduated from high school in the mid-term or immediately before the Missouri Department Convention.
 - b. The applicant must be a member of a veteran's family.
 - c. An application must be submitted through an Auxiliary Unit to the Past Presidents Parley Nurse's Scholarship Chairman by April 1.
 - d. The application must include:
 - i. Name, address, and age of applicant.
 - ii. Photograph
 - iii. Four letters attesting to character, scholarship qualifications
- (1) One letter from the principal or counselor of the high school from which graduated.

- (2) One letter from the clergyman or high school teacher from their school.
- (3) One letter from a citizen of the applicant's hometown,
- (4) A personal letter from the applicant explaining "What a Nursing Profession Means to Me"...All applications received by the deadline date of April 1, will be given every consideration and will be judged by three (3) qualified persons.

Lela Murphy Scholarship:

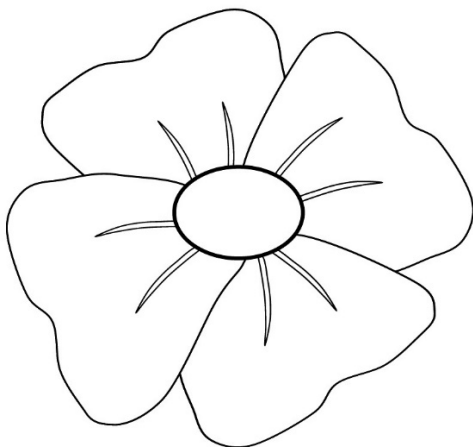
There will be one (1) scholarship awarded in the amount of \$500.00 each year. Applicants must be:

1. The granddaughter or great-granddaughter of a living or deceased member of the American Legion Auxiliary.
2. In the 12th grade in an accredited high school, but cannot have attended an institution of higher learning.
3. A resident of Missouri. No Unit may enter more than one candidate in the Department competition.
4. Applicant must present the completed application to the Unit President on or before March 1st of the current year. Each unit winner shall be certified by the local Unit President and mailed to the Department Education Chairman on or before March 16th. The scholarship must be used in an accredited institution of higher learning, a professional school, or a technical school awarding a certificate upon completion of an accredited course. The study must require a student to carry a minimum of twelve hours of work or its equivalent. Judging, at all levels, shall be on the following basis: 20% each for Character, Americanism, Leadership, Scholarship, and Basis of Need.
9. Half of the award will be paid for the first semester and the balance when the student registers for the second semester. There will be no money paid to the winner for the second semester if later than twelve (12) months following the awarding of a scholarship. The application is available on the Department website.

Columbia, Missouri Minnie E. Brown Scholarship:

A \$500.00 scholarship shall be awarded annually to a high school graduate from Columbia, Missouri. This scholarship shall be offered to a daughter, granddaughter, son, or grandson of any living or deceased Auxiliary member. The payment of the award will be \$250.00 at the beginning of the first semester and \$250.00 at the beginning of the second semester. Verification must be received from the school before a check is issued. The applicant shall have graduated from high school in the mid-term or immediately before the Missouri Department Convention. The completed application must be forwarded to the American Legion Auxiliary Unit President before March 1 of current year. The Unit President must certify the completed application and mail to Department Education Chairman on or before March 16.

Scholarships awarded by the Education and Nurses Scholarship Chairmen must be taken the year the scholarships are awarded.



**CONSTITUTION OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF MISSOURI**

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 in all 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 Missouri, Inc.

ARTICLE II NATURE

Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women and male spouses that support the mission of The American Legion.

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

ARTICLE III ELIGIBILITY

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. Membership in the American Legion Auxiliary shall be limited to the:

(1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and

(2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who, being a citizen 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 either eligibility periods and died in the line of duty or after honorable discharge;

(3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and

(4) to those women who of their own right are eligible for membership in The American Legion.

* A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether or not she is a member of The American Legion. However, eligibility of her female relatives (sister, mother, direct descendants) and/or spouse depends upon her membership in The American Legion. A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether she is a member of The American Legion. However, eligibility of her female relatives (sister, mother, grandmother, daughter, and granddaughter) depends upon her membership in The American Legion.

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

- a) Senior membership shall be comprised of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classed as a Senior member.
- b) Junior membership shall be comprised of members under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of

eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.

- c) Dues of both classes shall be paid annually or for life.

ARTICLE IV DEPARTMENT OFFICERS

Section 1. The Department Officers shall be a President, 2 Vice Presidents, Historian, and Chaplain.

Section 2. The retiring Department President shall be the National Executive Committee Member, and the alternate shall be the incoming Department President.

Section 3. The Department Secretary-Treasurer shall be elected by a two-thirds vote of the constituted Department Executive Committee upon nomination of the Department President and may be removed by a two-thirds vote of the constituted Department Executive Committee.

Section 4. All Officers and Chairmen handling funds of the Department shall be bonded by the Department.

ARTICLE V DEPARTMENT CONVENTION

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

Section 2. The annual convention shall be composed of delegates and alternates from each Unit.

Each Unit shall be entitled to 1 delegate and 1 alternate for charter and 1 delegate and 1 alternate for each additional twenty-five members or major fraction thereof paid into Department 30 days prior to the opening of Department Convention.

Section 3. The total number of votes cast at a Department convention shall be equal to the total number of delegates present and certified, or represented by alternates, and members of the Department Executive Committee. There shall be no voting by proxy.

Section 4. Department Executive Committee shall be delegates-at-large to the Department Convention with vote and voice to be exercised with their Districts.

Section 5. A quorum shall exist at the Department convention when one-fifth ($1/5^{\text{th}}$) of the duly elected delegates or alternates are present.

Section 6. Provisions shall be made for the recording of the Department convention by an official convention recorder.

Section 7. Only actual business procedures shall be recorded in the official book of proceedings of the Department Convention and Conference.



ARTICLE VI DEPARTMENT EXECUTIVE COMMITTEE

Section 1. Between Department Conventions the administrative and executive powers shall be vested in the Department Executive Committee, which shall be composed of the elected Department Officers, National Executive Committee Member, District Presidents, the Finance Committee Chairman and Past Department Presidents. No salaried official shall vote.

Section 2. Term of Office: Department Executive Committee members shall take office upon installation and serve until their successors are installed.

ARTICLE VII FISCAL YEAR

Section 1. The fiscal year of the Department shall begin August 1 of each year and close July 31 of the following year.

Section 2. The books of the Department Secretary-Treasurer shall be audited by a certified public accountant thirty (30) days after close of fiscal year.

ARTICLE VIII AMENDMENTS

Section 1. This Constitution may be amended at any Department Convention by a vote of two-thirds of the total certified representation voting thereat provided that the proposed amendments shall have been submitted through *The Missouri Legionette* at least thirty (30) days prior to the convening of the next Department Convention; provided further, it may be amended by unanimous vote at any convention without notice; and

provided further, that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

BYLAWS OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF MISSOURI

ARTICLE 1 ORGANIZATION

Section 1. The American Legion Auxiliary shall be composed of the constituted Auxiliary Units attached to Posts of The American Legion and widow Units within the state of Missouri. Department Headquarters shall be located and maintained in the same city as the Department of The American Legion.

ARTICLE II ELECTION OF OFFICERS

Section 1. The Department Convention shall elect annually a President, 2 Vice Presidents, Historian and Chaplain. No one shall be eligible for re-election to the office of Department President.

Section 2. All nominations of Department Officers must come from the floor of the Convention by roll call by District and must be with the consent of the nominee. Nominations must be made one day preceding election. Voting shall be by secret ballot, each District casting the number of votes certified by the Credentials Committee. If only one name is placed in nomination, the nominee

shall be declared elected by acclamation. A majority of all votes cast shall be necessary to elect.

Section 3. Officers so elected and District Presidents shall be installed previous to the adjournment of the Department Convention and assume active duty immediately following the adjournment of the Department Convention. Vacancies in the Department offices occurring between Department Conventions shall be filled by the Department Executive Committee, when not otherwise provided for.

Section 4. The term of office of the National Executive Committee Member shall commence immediately following the adjournment of the National Convention next ensuing and shall end at the adjournment of the next succeeding National Convention.

Section 5. A Department Officer changing their residence to another State automatically vacates the office.

ARTICLE III DUTIES OF OFFICERS

Section 1. Department President: It shall be the duty of the Department President to preside at all meetings of the Department Convention and Department Executive Committee; to appoint members of constituted committees and create such other committees and appoint all officers not otherwise provided for with the approval of the Department Executive Committee. They shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the office. They shall also be an alternate signature for the Department funds.

Section 2. Department Vice Presidents: It shall be the duty of the Department Vice Presidents to act as representatives of the Department President on all matters referred to them by her/him, and to perform such other duties as are usually incident to the office.

Section 3. Department Secretary-Treasurer. It shall be the duty of the Department Secretary-Treasurer to be custodian of the proceedings of the Department Convention and Department Executive Committee meetings and all records of the organization. They shall receive and account for all money and securities of the Department and shall deposit same in the name of the American Legion Auxiliary, Department of Missouri, Inc., in a bank whose deposits are guaranteed by the Federal Deposit Insurance, said bank to be approved by the Department Executive Committee. They shall maintain a checking account from which they shall pay by check, authorized automatic debit or bill pay deductions all vouchers disbursing Department funds, approved by the Department President and Department Finance Committee and shall make an annual report to the Department Convention thereof. Department Sec./Treas. shall keep all books that are necessary to carry on the work of the office, receive and answer all mail pertaining to the office and shall care for the archives of the Department.

Section 4. Department Historian. It shall be the duty of the Department Historian to compile the historical record and Cavalcade of Memories of the Department organization and to make a report at the Department Convention.

Section 5. Department Chaplain. It shall be the duty of the Department Chaplain to offer prayer at the opening and closing of each day's business of the

Department Convention/Conference and to perform such other duties as the Department President may direct. Department Chaplain shall be responsible for a memorial service at the Department Convention.

Section 6. National Executive Committee Member. It shall be the duty of the National Executive Committee Member to attend the meetings of the National Executive Committee, and to perform the duties of a member of said Committee in accordance with the National Constitution and Bylaws of the American Legion Auxiliary. They shall be required to give a full report of their work to the Department Convention and forward any instructions given by the National Organization to the Department headquarters.

Section 7. Duties of appointive officers are as prescribed by Parliamentary Laws or as directed by the Department President.

ARTICLE IV DEPARTMENT EXECUTIVE COMMITTEE

Section 1. Meetings. They shall meet during the fall following the Department Convention and shall also meet immediately preceding the holding of the succeeding Department Convention, and immediately after close of the Convention. Special meetings may be held upon reasonable notice at the call of the Department President. The Department President shall call a meeting upon the written request of not less than five members. Meetings of Standing Committees shall be arranged to conform to the convenience of the Department President.

Section 2. Quorum: Eleven members shall constitute a quorum of the Department Executive Committee.

Section 3. Any Department Officer or member of a Department committee not functioning in accordance with their duties as outlined in these Bylaws may, by consent of the majority of the Department Executive Committee, be removed from office and the vacancy shall be filled by the Department President with the approval of the Department Executive Committee.

Section 4. At Post Convention Executive Committee meeting: Adopt budget, ratify all Department Committee appointments, and levy assessments as needed.

ARTICLE V COMMITTEES

Section 1. The Department President may appoint committees as they deem advisable to further the mission of the organization, subject to ratification by the Department Executive Committee. When a vacancy occurs on a committee, the President shall appoint a member to serve the remainder of the unexpired term, all subject to confirmation by the DEC.

Section 2. There shall be the following core Department Standing Committees: Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, Audit, and such other mission and member organizational support committees as provided in the Standing Rules.

Section 3. The composition, terms and purpose of the Department Standing Committees and Department Committees shall be as provided in the Standing Rules. Amendments may be determined only by a two-thirds vote of the Department Convention delegates.

ARTICLE VI SUBSIDIARY ORGANIZATIONS

Section 1. All Department Subsidiary Organizations of the American Legion Auxiliary shall be subject to regulations of the action of the Department Executive Committee.

Section 2. All Department Subsidiary Organizations shall have Department dues no higher than the Department of Missouri Auxiliary dues, and shall be required to file a complete financial statement of receipts and expenditures with the Department President and the Department Finance Committee before each Department Convention.

ARTICLE VII DISTRICT ORGANIZATIONS

Section 1. The Department of Missouri shall be divided into Districts coinciding with the Districts of the Missouri Department of The American Legion, and these in turn shall be divided into Units.

Section 2. Each District shall have a District President and District Vice President who shall be elected at a District Meeting held not more than sixty, nor less than ten days, before Department Convention. Should the President and Vice President be unable to serve, the Department President shall appoint a District President to fill the unexpired term, subject to the ratification of a majority of the Units in that District.

Section 3. The District President shall call at least two meetings a year.

Section 4. It shall be the duty of the District President to act as an organizer in their respective District, revive old Units, keep in touch generally with all Unit activities in their District and act as liaison officer between the Posts and Units in their District.

ARTICLE VIII UNIT ORGANIZATION

Section 1. Units shall be chartered by the National President and National Secretary on receipt of the charter application properly executed with the typewritten names of the applicants on the original (white sheet) and accompanied by the per capita dues and individual membership record forms.

Applications for Unit charters shall be signed by the Department President and the Commander and Adjutant to The American Legion Post to which the Unit is attached and said charter shall be closed thirty days after the application has been signed by the Commander of said American Legion Post. A charter fee of \$10.00 shall be assessed each new Unit.

Section 2. With the sole exception of the Department Headquarters Unit, the minimum membership of a Unit shall be ten (10) Senior members. The Department Headquarters Unit shall have no minimum membership requirement.

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

Section 4. Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States government by force or violence, or who subscribes to the principals of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 5. When a Unit ceases to function, or its charter has been revoked or canceled, the charter and all Unit records and funds shall immediately be forwarded to Department Headquarters. Canceled charters shall be presented to the Department Executive Committee for action.

Section 6. No person, may at any time, be a member of more than one Unit.

Section 7. A member who is not subject to suspension or membership revocation under due process is eligible to transfer their membership provided they have paid their membership dues to their current Unit for either the current year or the immediate past membership year. A member transferring to a new Unit must pay current year dues to either their current Unit or the Unit into which they wish to transfer.

Section 8. Any member in good standing wishing to transfer to another Unit must present to the new Unit evidence of paid membership. Evidence of paid membership includes: 1. ALA Membership Card, 2. Verification of membership by ALA Department or National Headquarters membership records, 3. Other documentation verifying payment of current or immediate past year membership dues such as a canceled check or receipt; or 4. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The Unit Officer of the new Unit and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

Section 9. The Secretary and/or Treasurer of the Unit shall be bonded.

Section 10. Unit Officers shall be a President, one or two Vice Presidents, Secretary, Treasurer, Historian, Chaplain, and Sergeant-at-Arms.

Section 11. The Unit Officers shall be elected annually not more than sixty (60) days prior to the Department Convention.

Section 12. Each Unit must have a Constitution and Bylaws, which conform to those of the Missouri Department and the National Organization. A New Unit shall submit a copy of its Constitution and Bylaws to the Department Constitution and Bylaws Chairman for

approval within sixty (60) days after the closing of its charter.

ARTICLE IX FINANCE

Section 1. The revenues of the American Legion Auxiliary shall be derived from the annual membership dues of Senior and Junior members, and from such other sources as may be approved by the National Executive Committee. The annual dues shall be collected by each Unit and transmitted through the Department to the National Treasurer.

Section 2. Annual dues shall be payable annually for the succeeding calendar year or for life. A member failing to pay annual dues by January thirty-first shall be classed as delinquent and shall be suspended from all membership privileges, provided, however, such suspended member shall be notified in writing by the Secretary of the Unit of such suspension prior thereto. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December thirty-first of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the constitution of the Unit requires a vote on applications for membership and the payment of all past dues or by re-establishing eligibility and making application as a new member.

Section 3. The Department per capita dues shall be increased automatically and in the same amount as any increase in National per capita dues.

Section 4. The Department Executive Committee, by a two-thirds vote, may levy an assessment not to exceed one dollar per member, provided the revenue of the Department is insufficient to take care of current expenses.

Section 5. With the exception of the Department Secretary-Treasurer, there shall be no salaried officers.

Department Officers, Department Executive Committee members and Department Chairmen of Standing Committees in the exercise of their services and duties may be paid from the Department Treasury by order of the Department Executive Committee.

Section 6. Department Executive Committee Members shall be allowed authorized expenses while in attendance at Department Executive Committee Meetings and Department Conferences.

Section 7. The Department President, Department President-elect and Department Secretary-Treasurer, as delegates to the National Convention, will be allowed transportation and expenses, as budgeted.

Section 8. No member, group of members, or committee shall subject the Department to liability without the Finance Committee's approval and the Executive Committee's authorization. Any member, group of members, or committee that subjects the department to any liability shall bear the cost of the financial liability and be subject to Department Disciplinary Action.

ARTICLE X DISCIPLINE

Section 1. The Department Executive Committee may present to National, for suspension, the name of any member guilty of violation of this Constitution and Bylaws, or who violates any specific action of the Department Convention or Department Executive Committee meeting. Also, any Unit which violates any specific action of the Department Convention or Department Executive Committee meeting. Also, any Unit which violates this Constitution and Bylaws or fails to discipline any of its members for such violation, or which violates any specific action of the Department Convention or Department Executive Committee meeting, after notice and hearing shall be reported to

the National Organization for suspension or revocation of its charter.

ARTICLE XI PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases not covered by this Constitution and Bylaws and by National Constitution, Bylaws, Standing and Special Rules.

ARTICLE XII AMENDMENTS

Section 1. The Bylaws may be amended at any Department Convention by a vote of two-thirds affirmative vote of the total certified representation voting, provided the proposed amendments shall have been submitted through *The Missouri Legionette* at least thirty (30) days prior to the convening of the next Department Convention; provided further it may be amended by unanimous vote at any Convention without notice; and provided further that all proposed amendments shall be read at a regular session of the Convention at least twenty-four hours before the vote is taken.

ARTICLE XIII AUTHORITY

The authority by which all Units and the Department of Missouri, American Legion Auxiliary shall function is vested in the National Constitution and Bylaws, the Department Constitution and Bylaws and 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 or Unit Bylaws or any regulation of any Unit in conflict with the foregoing authority shall be void.



STANDING RULES OF MISSOURI DEPARTMENT

1. The Missouri Department funds shall be deposited in more than one bank,
2. After the approval of the budget all financial obligations up to \$1000.00 shall be approved by the President and Finance Committee. Any proposed expenditures over \$1000.00 shall be presented to the DEC for approval.
3. Itemized statements of expense from Department Officers, District Presidents and Department Chairmen shall be sent to the Department Headquarters for approval by Dept. Presidents and all bills must be presented before the close of books, July 31st.
4. Itemized statements showing expenditures, by check or cash, of all Department Rehabilitation Funds, Poppy Directors, and ALA Girls State, Missouri shall be submitted quarterly by these Committee Chairmen to the Finance Chairman in care of the Dept. Headquarters; bank statements must accompany the quarterly statement.
5.
 - a. All Representatives of the V.A. Medical Centers, Veterans Homes and Poppy Directors must submit copies of bank statements and copies of receipts for the semi-annual audits. Audits will be conducted in March at the Department Office and at Department Convention.
 - b. Copies of the bank statements and copies of receipts must be submitted to the Department Office no later than February 28th. The Audit Committee will conduct the audit and give a detailed, written report including the books that were audited, detailed findings and any concerns at Department Convention. Any serious discrepancies will be directed to the DEC immediately.

- c. The second audit will be conducted at Department Convention. After completing the audit the committee will give a detailed, written report including the books that were audited, detailed findings, and any concerns at a time to be determined at Department Convention.
- 6. Department Officers and Department Chairmen asking for travel expense must have the approval of the Department President before travel.
- 7. A fee of \$20.00 shall be paid by delegates, alternates and visitors registering at Department Convention. (Effective 2024 Convention) For delegates, alternates and visitors not registering in advance of Department Convention, the fee will increase to \$25.00 for those who register onsite at Department Convention (effective 2026 convention).
- 8. **DELEGATES TO NATIONAL CONVENTION**
 - a. Representation in the National Convention shall be by Departments. Each Department shall be entitled to seven (7) delegates and one (1) additional delegate for each 1,200 members or major fraction thereof, whose current dues have been received by the National Treasurer thirty (30) days prior to the meeting of said convention, and to one (1) alternate for each delegate.
 - b. Delegates and alternates shall be nominated by the Department Convention on roll call by districts, with the exception of the Department President, Department President-elect, and Department 1st Vice Elect, NEC who shall be the first four delegates-at-large. If only the number of delegates and alternates allowed are nominated, they may be elected by acclamation. The retiring Department President shall be Chairman of the Delegation. The Vice-Chairman of the Delegation shall be the incoming Department President.

- c. The Department President may appoint a Sergeant-at-Arms and a Page to the National Convention from the Delegation, and committees corresponding to those required by National Procedure for nominations of Department Delegates and Alternates to National Convention:
 - 1. Roll Call of Districts will be in order of Districts with the highest percent of membership to the lowest percent of membership as of 30 days prior to date of the Department Convention.
 - 2. Delegates must be a member of the district making the nomination.
 - 3. If all positions are not filled on the first roll call, the roll call will be repeated until all positions are filled or there are no more nominations.
 - 4. Nominations for alternates will follow the same procedure starting where the delegate roll call concluded.

9. DEPARTMENT CONVENTION SPECIAL COMMITTEES:

- a. Credentials, chairman and 2 committee members.
- b. Convention Rules/Resolution Chair
- c. Election Tellers, (see election rules provided by Dept. Secretary-Treasurer)
- d. Any other special convention committees President deems necessary.

10. FALL CONFERENCE:

This shall be held annually at the same time and place as the Fall Conference of The American Legion for the purpose of receiving formation from Department Chairmen and Department Officers.

11. DUTIES OF DEPARTMENT OFFICERS:

- a. Please refer to the Policies and Procedures Manual for detailed duties.
- b. It shall be the duty of the elected officers to proofread their Department Handbooks and

report any corrections to the Constitution & By-laws chairman and Department Secretary by the deadline designated by the Department Secretary.

12. DEPARTMENT CORE STANDING COMMITTEES:

- a. VA&R shall consist of four members on a staggered three-year rotation: one (1) three-year, one (1) two-year, and two (2) one-year with the Second Vice President as co-chairman including the Service to Veterans component. The Second Vice President shall be a part of the VA&R audit committee as an advisory member.
- b. Children and Youth: Chairman
- c. Americanism Chairman, Americanism Essay, Chairman, County Government, Chairman
- d. National Security: Chairman (Honoring Active Duty Service Members)
- e. Membership: Chairman and 4 Division support team members
- f. Constitution and Bylaws/Policies & Procedure: One (1) three-year member, two (2) two-year members, two (2) one-year members. Chairman shall be a Past Department President
- g. Finance: Finance committee members have set terms. One (1) three-year member, one (1) two-year member, and one (1) one-year member. The President will designate the Chairman.
- h. Audit: Chairman and 2 members (cannot be anyone who has books audited by this committee).

13. DEPARTMENT MISSION OUTREACH CHAIRMEN:

- a. **Education/Scholarship**
The Missouri Department offers one \$500.00 scholarship each year to the top candidate from Missouri for the Children of Warriors National Presidents' Scholarship.

1. Lela Murphy Scholarship. A \$500.00 scholarship
2. Minnie E. Brown Scholarship. A \$500.00 scholarship
- b. ALA Girls State Missouri: Director and 6 committee members: two (2) three-year; two (2) two-year and three (3) one-year.
- c. Junior Activities: Chairman
- d. Legislative: Chairman
- e. Poppy Chairman, Poppy Poster Chairman and Poppy Director.
- f. Community Service Chairman
- 14. DEPARTMENT MEMBER/ORGANIZATIONAL SUPPORT CHAIRMAN**
 - a. Auxiliary Emergency Fund Chairman
 - b. Cavalcade of Memories/History Chairman
 - c. Leadership Chairman (Unit Member of the Year)
 - d. Past President Parley / Nurses Scholarship
. The chairman must be Past Department President
 - e. Public Relations Chairman
- 15. IN ADDITION:** The President may also appoint these special chairmen and/or committees for the good of the organization during her year
 - a. Conference & Convention Chairman and Vice Chairman
 - b. Distinguished Guest Chairman and 2 committee members, all of which shall be Past Department Presidents
 - c. *The Missouri Legionette* Chairman
 - d. Music Chairman
 - e. Courtesy Resolution Chairman
 - f. Scrapbook Chairman
 - g. Fundraiser Chairman and committee
 - h. Women Veterans
 - i. Personal Pages (2)
 - j. Parliamentarian
 - k. Department Color Bearers (3)
 - l. Sergeant-at-Arms/Chairman of Pages

- 16. DEPARTMENT PRESIDENT'S PIN:** The pins of all Department officers shall be the property of the Department of Missouri and not of any individual.
- 17. REPRESENTATION AT FUNERALS AND NOTIFICATION:** In the event of the death of a current Department Officer, elective or appointive, a District President, or a Past Department President, the Department President shall be empowered to appoint a member to attend the funeral services at Department expense, and the Department shall provide a \$25.00 Memorial tribute in accord with the wishes of the family of the deceased.
- 18. IN THE EVENT OF THE DEATH OF PAST DEPARTMENT PRESIDENT:**
All past Department presidents shall be notified by telephone or e-mail by the Department Secretary-Treasurer, and the expense of such notice shall be paid by the Department.
- 19. CONFERENCE:** A Conference for all members of the American Legion Auxiliary shall be held in connection with the Fall meeting of the Department Executive Committee meeting. Those who attend shall pay a registration fee of \$20.00. (Effective 2023)
- 20. CONVENTION:** The Chairman shall be responsible to the Department Finance Committee for all related expenditures. A full and complete report from all local Convention Committees shall be made to the Convention Director who shall also make a complete and full report to the Finance Committee
- a. It shall be the responsibility and privilege of each of the sixteen Districts to make arrangements for a Page and a Color Bearer to serve at the Department Convention
 - b. The mandates of each Convention shall be published in the Department Handbook in proper form.
 - c. The DEC shall review and approve the recorded minutes of the DEC meetings. Each

member shall receive a copy of these Minutes within one month after the meeting for approval at the next DEC Meeting.

- 21. FINANCE:** The amounts in the finance budget are to be regarded as estimates of the amounts needed and not as appropriations.
- a. All chairmen who handle Department funds shall be bonded. An updated list of Officers, District Presidents, Chairman, Hospital Reps, and Past Department Presidents shall be submitted to our Insurance carrier for the Directors and Officers (D&O) policy each new auxiliary year.
 - b. The compensation of the Poppy Directors shall be 4 ½% of the net profits on Poppies.
 - c. The veterans and others employed in making poppies shall be paid 5 cents for Memorial poppies.
 - d. Expenses of District Presidents shall be limited either to installation of officers or an official visit to each Unit, to all regular District meetings or to trips made in the process of organizing new Units.
 - e. The Department per capita dues shall be \$35.00 for Senior members per annum and \$4.25 for Junior members per annum to which shall include for Senior members a subscription to the National American Legion Auxiliary publication and *The Missouri Legionette*. The Department shall remit the National per capita dues promptly to the National Treasurer.
 - f. Assessment to Support General Department Operations 20 cents per capita (based on Junior and Senior membership of previous year) Cannot be paid with Poppy funds.
 - g. Nurses Scholarship - \$5.00 (or more) per Unit
 - h. Automatic Bonding Program \$6.00 for one year per Unit.

1. When National changes fee, Department will automatically change theirs.
 2. .Does cover Bingo Programs.
 - i. Department Handbook: A digital version of the Department Handbook will be available online at no cost to Unit members.
Alternatively, a printed handbook may be purchased for \$10, including shipping. Any member my purchase a Department Handbook
 - j. Finance Committee will be responsible for approving payment of expenses, drafting the annual budget for DEC and membership approval, and will be authorized to sign checks on behalf of Department of MO.
- 22. PAST PRESIDENTS PIN:** Any president who has been installed and served at least one meeting and then finds it necessary to resign, is entitled to a Past President's pin. (Ruling by Mr. Ralph Gregg, Counsel General.)
- 23. MISSOURI VETERANS HOME:** Services rendered to Veterans, who are residents of St. James Veterans Home, Mexico Veterans Home, Cape Girardeau Veterans Home, St. Louis Veterans Home, Mt. Vernon Veterans Home, Cameron Veterans Home, and Warrensburg Veterans Home, be designated as Rehabilitation and Veterans who resides there to be eligible for the \$1.00 bill distribution.
- 24. RULES FOR NATIONAL CANDIDATES:** No letter of intent for National Office shall be announced in the Missouri Legionette or other publication before endorsement by Department Convention. When a candidate is endorsed for National President or Central Division National Vice President through their Unit and District, and reaches Department level, the Department shall present the endorsement yearly for five (5) years, or until endorsement is dissolved, whichever is first. When a candidate is endorsed for National Historian or

National Chaplain through their Unit and District, the candidate is responsible for presenting their endorsement to Department each year the candidate is interested in running for said office.

When more than one candidate desires to file intention for National Office, vote shall be by individual ballot, at a Department Convention, and the candidate receiving the majority of votes cast shall be elected to file for said office.

Only those persons who meet the foregoing qualifications and who have signified their consent to stand for election to office shall be sponsored by Department for said office

25. **HONORARY LIFE MEMBERSHIPS:** Units may confer on their outstanding members if they so desire. The Department Secretary must certify as to the Life membership before such material may be purchased through National Emblem Sales. (Special note: Life memberships may NOT be transferred from Unit to Unit; or Department to Department or from one member to another member).
26. **EVALUATION OF OFFICE STAFF:** An evaluation of the office staff will be taken each year in June by the current Department President and Department Finance Committee
27. **POPPY DIRECTORS:** Should request supplies and expense money as needed. The last request for money and supplies for the year should be made at least 30 days prior to close of books
28. **DEPARTMENT CONFERENCE AND CONVENTION**
 - a. Department Conference – Round trip mileage will be allowed for Executive Committee Members, Appointed Officers, Department Color Bearers, Department Pages, and Department Chairman. No Per Diem will be allowed (Effective 2023 Conference).
 - b. Department Convention – Round trip mileage will be allowed for Executive Committee Members, Appointed Officers, Department Color Bearers, Department Pages, and Department Chairman. No

Per Diem will be allowed. (Effective 2024 Convention)

- c. Spring Conference/Spring Audit - The Audit Committee Members will be allowed round trip mileage to Jefferson City for the March audit
 - d. No per diem will be allowed at Junior Convention.
- 29. DEPARTMENT OF MISSOURI:** Shall be incorporated under the name of the American Legion Auxiliary, Department of Missouri, and shall retain its not-for-profit status. The Board of Directors of this Corporation shall consist of current elected officers and the Executive Committee of the Department of Missouri. Current elected officers of the Department of Missouri shall serve in the same office of the corporation. In the event of the cancellation of the charter of the Department of Missouri, Inc. this Corporation shall be dissolved.
- 30. DEPARTMENT SECRETARY-TREASURER:** Signature will be on all bank accounts of the American Legion Auxiliary, Department of Missouri, Inc
- 31. DISTRICT PRESIDENT POSTAGE:** Fifty (\$50.00) dollars will be allowed to each District President for postage only, for materials from the Department to the Units.
- 32. CAVALCADE OF MEMORIES:** In Department Headquarters
- a. Each Past Department President will be allowed one item plus their Past Department President Pin.
 - b. Past National Presidents will be allowed their picture and flags.
 - c. To preserve the history of 8/40 along with American Legion Auxiliary, the cabinet and 8/40 Cavalcade of Memories remain in the American Legion Auxiliary Department office without any additional items placed
 - d. No items other than those listed above may be displayed in the office unless approved by the Executive Committee.
 - e. Membership Pin shadow box will be continued.
- 33. DEPARTMENT CONVENTION ELECTION:** In addition to Article II, Section 2, Districts with nominees shall present one candidate for one office only. If no

nominees for any office occur, there shall be a recess for 5 or 10 minutes to come up with a candidate or candidates from districts with no nominees

- a. All candidates presented must be currently endorsed by their own District
- b. There shall be a three-minute limit on the presentation of their endorsement by their District.
- c. For printing in *The Missouri Legionette* the endorsement letter copies must be mailed to the Editor by February 20.
- d. No Campaign material may be distributed by a candidate until Convention
- e. No pictures are to be displayed, no hospitality room for any candidate.
- f. Endorsement for Department Officers may be obtained at your earliest convenience. Endorsement letters cannot be mailed or e-mailed before incoming President Endorsement letter has been received at the Dept. Headquarters.
- g. There shall be NO derogatory letters regarding any candidate already endorsed and accepted by the Unit and District, if so, the Unit will assume responsibility.
- h. Endorsement letters shall contain experiences of Unit, District and Department levels of the American Legion Auxiliary, no other organization or church affiliation.
- i. Any employee of the American Legion Auxiliary Department of Missouri Inc., may not be endorsed for a Department Office

34. CONFERENCE AND CONVENTION COMMITTEES:

Conference and Convention Committees shall coordinate with the Department President's District who shall be the Host District, to help with Conferences and Convention.

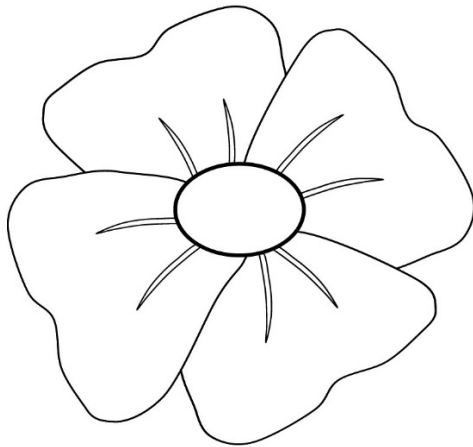
35. ENDORSEMENT LETTERS: for Department Offices will be sent out to District Presidents and

published in the February-April issue of *The Missouri Legionette*

- a. Any new candidate for Department Office must also mail or e-mail Endorsement letter to Past Department Presidents.

- 36. POPPY:** The funds for disbursement to the poppy workers will automatically be sent quarterly from Department Headquarters to the Poppy Director.

NOTE: Standing rules require only a majority vote to adopt. To amend them takes either a majority vote with previous notice or, without notice, a two-thirds vote or a vote of a majority, of the entire membership of the voting body.



ALA GIRLS STATE MISSOURI

Date: June 20-June 27, 2026

Place: **Lindenwood University, St. Charles, MO**

Fee: \$500.00.

Deadline for Pledge form and fee is **March 1, 2026 *This is earlier than the previous 3 years***

**Please note that citizens are accepted in order of which the pledge form and payment are received. Citizen spots are not held, but rather granted in order of their paid receipt. It is possible that all citizen spots could fill before the deadline date of March 1, 2026.*

Send pledge form and payment to:

ALA MGS

Attn: Macae Mickens 1242 Estates Drive

Warrensburg, MO 64093

Note: Items sent to ALA Department Office will only delay acceptance of your citizen(s).

The ALA MGS programs offers an annual “**early application deadline**” to encourage applications within high schools. This helps our program’s recruitment efforts across the state, and also allows ALA MGS to work with Unit sponsors to notify them of applicants in their area. For 2026, the early application deadline is January 15, 2026.

This is NOT a deadline for Units and/or Schools to send in their respective paperwork, rather a helpful tool to recruit more citizens throughout the state earlier.

Standing Rules of ALA Girls State Missouri

1. The Chairman of the Girls State Committee shall be the Director of ALA Girls State. They shall direct the organization and conduct the annual session, submit a budget for the upcoming year to the Department by September 1st for review by the Finance Committee. After the review, the Finance Committee will provide a copy to the Department Secretary to compile a packet for the Department Executive Committee at the Fall Conference for approval. The Director shall also recommend program and procedures to the Department Executive Committee at the Fall Conference for approval.

The Director shall be authorized to accept or reject any registration for citizenship in ALA Girls State, make a full and complete financial report quarterly to the President and the Chairman of the Department Finance Committee, and within thirty (30) days after the close of the ALA Girls State, give a financial report for the full year to the President, the New Director, and the Chairman of the Department Finance Committee.

2.
 - a. The Director of ALA Girls State shall, with the approval of the Department Executive Committee at Fall Conference, designate the Dean of Counselors, Office Manager, and Sales Manager, and such other Staff members, as they may deem necessary.
 - b. Members of the Girls State Committee shall have an active part in the annual session of ALA Girls State.
3. ALA Girls State is sponsored solely by the American Legion Auxiliary Department of Missouri and the Units therein. Organizations desiring to assist financially may be contributors to the program through Units of the Department of Missouri. Approval of citizens must be made by the Unit.
4. Checks and the Registration Forms will be made payable to the American Legion Auxiliary, Department of Missouri, earmarked "ALA Girls State, Missouri."
5. A girl is eligible to attend ALA Girls State who has completed her Junior year at Missouri high school and has at least one more semester of high school remaining.
 - a. "A catastrophic event or pandemic can result in the cancellation of an ALA MGS session as voted on by the ALA MGS committee and approved by the ALA Department of Missouri. In this event, a modification of eligibility can be made to the following session.
This would result in both completed high school juniors and seniors previously selected able to attend in a combined session of ALA MGS."
6. To qualify for admission to ALA Girls State Missouri, a citizen must have scholastic achievement, shall possess leadership, character, courage, honesty, cooperativeness, and interest in government procedure.

7. Registration Forms for each Unit's citizens must be submitted prior to the deadline date, March 1, 2026

Please note that citizens are accepted in the order of which both pledge form and payment are received. All citizen spots could be full prior to the deadline date.

8. Refunds: A Unit shall receive a full refund (\$500) if ALA MGS is notified of cancellation by May 20, 2026; partial refunds of \$250.00 will be given to cancellation notifications provided to ALA MGS by June 10, 2026. No refunds are given after June 10, 2026 unless approved by the ALA MGS committee and recommended to the ALA Finance Committee.
9. The two representatives of ALA Girls State Missouri, who attend Girls Nation shall be required to give a written report of Girls Nation for publishing in *The Missouri Legionette*. They will also be invited to give an oral report at the Fall Conference.
10. The newly elected Governor of ALA Girls State Missouri, shall attend the Department State Convention.

Please note for 2026, all Unit information including pledge forms can be found on the ALA MGS website www.missourigirlsstate.org. The ALA Missouri Girls State will regularly communicate list of applicants to district presidents and their respective status(es) regarding acceptance and sponsorship for potential assistance by ALA Units, Districts, and Legion Family organizations.

RECOMMENDATION ACCEPTED:

The Committee appointed for the Girls State Trust Program was appointed at conference 1998 by President Betty Jo Kieffer.

The (Missouri Girls State Trust Fund) Committee is a permanent Committee.

The attorney advised the retention of this Committee and for it to become a permanent Committee.

June 2024 the Missouri Girls State Trust changed name to American Legion Auxiliary Girls State Foundation.

Directors are:

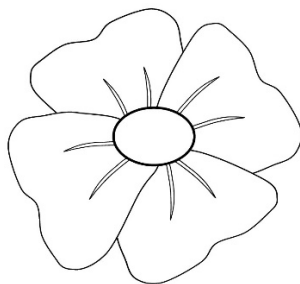
Linda Shivers Roselee

Buatte Rosemarie W.

Hauck Catherine

Auffert Anita Smith

This committee will report twice a year at Conference and Convention.



AMERICAN LEGION AUXILIARY DEPARTMENT OF MISSOURI POLICY & PROCEDURE MANUAL GUIDELINE

DEPARTMENT PRESIDENT:

- Sunday morning at Convention, before your installation, you and the new 1st Vice President will be asked to bring greetings to The American Legion. Go over to their meeting room and check in with the Sergeant-at-Arms who will inform the Commander you are present.
- Your first duty is the Post Executive Committee meeting immediately after adjournment of convention.
- Provide an agenda of the Post Executive Committee meeting to the head table.
- Have your Sergeant-at-Arms pass out your officer and committee books to every Officer, District President, Past Department President, Committee chairman, *Missouri Legionette* Editor and Department Secretary. (Approximately 60 copies). With e-mail and phone numbers as well as addresses.
- Call the meeting to order. The newly installed Chaplain offers the invocation. Ask the 1st VP to assume the chair. You ask to ratify the following in this order:
 - a. Department Secretary (ask Sec. to take proper place at the head table)
 - b. Department Parliamentarian (have seated at head table)
 - c. Then proceed with the other appointed officers, chairmen and committee members.
 - d. If a District President is replaced by another member, you must ratify their replacement.
- If there are recommendations from any committee, these are to be considered at this time by vote.

Sometimes an appointment may have to be made to replace someone who was originally appointed.

- Visit Department Office soon after election to sign bank cards. Visits with office staff to get their input if changes need to be made. These employees will be familiar with the office workings. Discuss any changes/ideas with the other Officers. If possible, make additional visits throughout the year to keep updated on administrative work.
- Attend National Convention in August. You will receive a budgeted amount from Department for expenses, which will probably not cover all expenses. The outgoing President also has a budgeted amount for expenses from Department. This is your Convention and you are in charge of the delegation.
- The President and Finance Chairman will arrange for a meeting with the Finance Committee and elected officers to plan the budget for the upcoming year. The Finance Chairman will be in charge of this meeting and is responsible for making all other arrangements (location, time, etc.) The Finance Committee has the responsibility for developing the budget and will consider the input from others present. **YOU WILL ATTEND THIS MEETING IN JUNE BEFORE YOU ARE ELECTED.**
- Department President has an expense budget for telephone, postage and travel. If any expenses exceed the budgeted amount it will be at your own expense. Expense report and original receipts must be submitted for reimbursement.
-
- The Department President should make every effort to make an official visit to each District sometime during the year. You do not need a formal invitation, but many District Presidents will extend the invitation. Common courtesy is to check dates and confer with

the District President of when you will be coming. In advance of your visit, inform them if you will have any traveling companions coming with you. It is advisable to arrive 30 minutes or so early to familiarize yourself with the surroundings and greet the members before the start of the meeting. Many Districts will ask you to be seated at the head table. Be prepared to make a short talk to the membership when called upon.

- As a matter of protocol, if there are occasions during the year that bring into play any local “politics”, you may recommend the member refer to the Unit and or District President, Constitution and Bylaws, Department Handbook, National Unit Guide or Policy and Procedure manual. Personal opinion should not be shared.
- Functions to attend: Department Commander’s Homecoming (with a personal gift), any National workshops requiring Department President’s attendance, Truman Pilgrimage on May 8th, in Independence. (You are to invite the Department Presidents from surrounding states as your guests at this function and make them aware of the time, location, housing and any meals (customarily the President pays for the luncheon tickets) also you are to attend the National Convention, Lincoln Day Pilgrimage in Illinois and Eisenhower Days in Kansas. These events, with the exception of National Convention, should be attended by you or a representative of your choice from the Department if you are unable to attend.
- Gift exchanges with other Department Presidents has been deleted from mandatory but many still do this and if you choose to do so, it is at your own expense.
- The Department President must authorize any Department Chairman’s request to have materials printed in the Department Office.

- The Department President meets with the Fall Conference and Convention Chairman, hotel representative and American Legion Adjutant to outline the needs of Auxiliary for each of these events.
- At Convention, the President MAY host a breakfast for the District Presidents at your expense. It may be in your room or a designated room in the hotel. (This is Optional)
- The President is responsible for the agenda for Fall Conference. The Department Secretary will print the program. A copy is to be submitted to *The Missouri Legionette* editor by August 20. If there is a banquet at Fall Conference, the President will plan it with the Conference Chairman and Master of Ceremonies. Any printing, etc. should be to the Department Office in a timely manner.
- The Department President with the help of the Department Secretary is responsible for securing a Recorder for the Fall Conference Executive Committee meeting and the Pre-Convention Executive Committee meeting as well as the entire Convention, including the Post Convention Executive Committee meeting.
- The President is responsible for preparing a printed agenda for the Executive Committee meeting at Fall Conference to be given to the officers at the head table.
- All Executive Committee meetings (Fall Conference and Convention) shall be opened with prayer, pledge, and preamble. Any appointments that need to be ratified will be done at this time. Remember to have the 1st Vice President assume the chair for ratifications.
- At the Fall Conference and/or Convention Executive

Committee meeting, the Department President MAY request that the District Presidents give a short report of their Districts activities. Give them a time limit for their report and ENFORCE IT WITH A TIMEKEEPER (personal page would be good to do this as they will be at the front of the room)

- Introductions may be made during Executive Committee meetings, however; they may be dispensed with by the will of the body.
- Seating for banquets is at the preference of the Department President.
- If gifts, door prizes, and/or favors are given to those attending Fall Conference or Convention, these are paid for by the President, their Unit or District
- Complimentary tickets for Department banquets may be provided for Department Commander and spouse, any invited National Guests, Past National Presidents of Missouri, Past National Commanders of Missouri, Department President and spouse.
- Early January is a good time to contact Convention Chairman to see that progress is being made on plans for the convention.
- Traditionally, the President meets and assists with the installation of the Junior Officers. Introduce them to the delegation at some time during Convention.

Sometimes the National Guest will be asked to install the Junior Auxiliary Honorary Officers.

- Set aside the time and place for any National Guests reception and the Incoming President's reception during Convention. The Distinguished Guest Committee makes the plans for the National Guest

reception. The incoming President and their committee make the plans for the Dept. President's own reception.

- At National Convention following your Convention, as the Junior Past Department President you are the Chairman of the Delegation. You will assign Delegation members to attend the Pre-Convention meetings. You will act as hostess/host for the Missouri Auxiliary Delegation-make everyone feel welcome. You will also assign the seating at the Auxiliary States Banquet.
- The President is responsible for the agenda for Department Convention. The Department Secretary will print the program. A copy is to be submitted to the *Legionette* editor by May 20. If there is a banquet at convention, the President will plan it with the convention chairman and Master of Ceremonies. Any printing, etc. should be to Department Office in a timely manner.
- A Credentials Committee consisting of 3 members from the delegation must be ratified at the Executive Committee meeting prior to Convention.
- The President needs to be aware of the Distinguished Guest Protocol and confer with the Distinguished Guest Chairman.

TIMELINE FOR DEPARTMENT PRESIDENT PROTOCOL

- ITEMS TO BE DONE BEFORE YOU ARE ELECTED
 - A. January after you have sent out your endorsement, start working on committee Chairmen and try to have them completed by March in case you need to make changes. Acceptance letters must be returned by mail or e-mail.

- B. In May, attend National Leadership Conference in Indianapolis with Department Secretary and your incoming Department Membership Chairman
- C. Attend Finance Committee meeting in June.
- D. Invite your distinguished guests for administrative year. Coordinate with Department Secretary-Treasurer.
- E. Make copies of Policy and Procedure guidelines for incoming officers.

AUGUST

- Assume Presidential duties, August 1st
- Visit Department Office and staff
- Get Department keys
- Sign bank cards
- Attend National Convention

SEPTEMBER

- Prepare Fall Conference program
- Possibly attend District meetings
- Attend Department Commanders Homecoming and give gift.
- Your Unit and District are in charge of your Homecoming, start early for an open date (after the Department Commander's Homecoming). You are responsible for any gifts at your Homecoming for guests.
- Secure a Recorder for Fall Conference Executive Committee meeting.

OCTOBER

- Early in the month send letters to Executive Committee members and Chairmen with information on Fall Conference (number of days per diem, mileage, banquet (if we have one, etc).
- Check about any door prizes, etc. to be donated for Conference
- Make plans to attend Eisenhower Pilgrimage in Kansas

NOVEMBER

- Gift shops begin
- Continue visiting as many Districts as possible

DECEMBER

- Attend as many gift shops as possible. VA&R Chairman and/or committee should attend as well. If two gift shops are on the same day divide duties with officers or VA&R committee members.

JANUARY

- Try attending zone oratorical contests if convenient.
- You have the honor of picking 2-3 people to receive the Chapel of Four Chaplains award for outstanding service, you write a letter of reference for each. The instructions will come from National. (Check with Department Secretary to see who has received this award in the past).

FEBRUARY

- Attend Lincoln Pilgrimage in Springfield, IL, you and the Commander share the honor of laying a wreath for MO. Any meals are your responsibility
- Attend Spring Conference, is usually held the 3rd weekend of February.
- NEC is responsible for the program at the Spring Conference.

MARCH/APRIL

- March, you probably need to send invitations to bordering state presidents for Truman Pilgrimage and order luncheon tickets of invited presidents who will attend.
- Attend District meetings and functions as possible; some may be planned in your honor.
- Prepare program for Department Convention.

MAY

- Attend Truman Pilgrimage activities and lay wreath for Department
- Give The American Legion Adjutant a copy of your Convention program and your official greeting for printing in the Convention book.
- Invitations may come for Memorial Day functions and possibly the VFW or DAV Conventions, attend any you wish to.
- Your year-end report to National is due first of June.
- National President Award of Excellence nomination, due to National June 1st.

JUNE

- National President Award of Excellence nomination due to National June 1st.
- Secure a Recorder for the pre-convention Executive Committee meeting, the Convention and the Post Convention Executive Committee meeting.
- Prepare your agenda for Convention.
- Attend the opening of ALA Missouri Girls State as the official hostess and bring greetings on behalf of the Auxiliary at the Sunday evening assembly. You may or may not be asked to stay the entire week.

JULY

- Department Convention
- Have copies of the agenda for officers at the Pre-Convention Executive Committee meeting
- You will be invited to be a guest at the Past

Department Presidents' Luncheon

- (OPTIONAL) Plan to give small gifts of appreciation to officers, chairmen/committee members for their year of service, your expense.
- You MAY host a breakfast for your District Presidents, your expense
- As your last official duty as Department President, in preparation for the National Convention, you will be in charge of the Missouri delegation and assign delegates to meetings. You may invite the Department Commander and spouse (at your expense) to the States Dinner. You may be the Commander's guest at the National Commander's banquet.

DEPARTMENT FIRST VICE PRESIDENT

- Work closely with the President as a TEAM. Assist the Pres. When needed and be prepared to assume any of the duties when asked by the President.
- Send out your endorsement letter for Department shortly after the first of January. Have your District and Unit endorsement done before December. You have to send yours before other Department Officer candidates can send out theirs.
- Prepare your agenda for the Post Convention and list of Chairman Committee members.
- As the 1st Vice President you should visit as many Districts as possible. This is at your own expense. This will be a good way to observe capable persons in the Districts that you may want to ask to be a Chairman or a Committee member. As a courtesy, confer with the District President prior to attending. Some Districts may extend an invitation.

- Mid-February your letters appointing Chairmen and Committee members should be sent. This gives you time to make other appointments if there is a refusal. The Department Office has a sample letter you may use. Letters need to be sent to Secretary-Treasurer, Sergeant at Arms, Color Bearers, Personal Pages and Parliamentarian. Chairmanships that require a Past Department President are: 1. Past Presidents Parley/Nurses Scholarship. 2. Constitution & Bylaws, Policies & Procedure, with the other 4 committee members coming from the membership of the Department. As a courtesy to any Chairman having an appointment of more than one year with any years remaining should be offered that same chairmanship or another with the same years.
- Distinguished Guest Committee is usually National Executive Committee Member, 2 Past Department Presidents and any Past National President within the Department.
- You may give any retiring District President an appointment according to talents you have noted during the year.
- Make appointments for your committees keeping in mind their location and the time they have to donate to activities.
- Begin to plan with your District and/or Unit for your reception to be held at Department Convention. If you will be giving gifts at the reception, you may want to get them ordered.
- Have your official photo taken. You will need one 5x7 for *The Missouri Legionette*, The American Legion Adjutant (by February before your installation), the Auxiliary History book and Chaplain. You will need one 8x10 for the Department office. (Professional

photos may be taken at The National Leadership Conference.)

- You may attend any ALA function, at your own expense. If authorized by the President to attend a function, reimbursement of some/all expenses will be allowed. For the benefit of the Department Secretary and Finance Chairman, your expense report must be accompanied with the written authorization from the President, along with the original receipts for proper reimbursement.
- Choose your installing officer any time after January. They will plan your installation ceremony with you.
- As the incoming President before Department Convention, you will attend the National Leadership Conference with your incoming Membership Chairman and Department Secretary in Indianapolis in May. National will send you the information.
- Department Officers are to share the cost of a gift for the Department President to be presented at their Homecoming. You will be in charge of selecting this gift.

DEPARTMENT SECOND VICE PRESIDENT

- Familiarize yourself with the duties of the 1st Vice President, you are to work closely with the President and be available to represent them in their absence.
- As well as working with the officers as a TEAM, you will also be the Co-Chairman of the Veterans Affairs & Rehabilitation Committee. Plan to attend as many of the gift shops as you are able to.
- Plan to visit as many Districts during this year as you

can. This will help you to observe persons who you feel might be capable to serve on committees when you are Department President. This is at your own expense. As a courtesy, remember to confer with the District President in advance that you would like to attend their meeting.

- You may attend any ALA function, at your own expense. If authorized by the President, reimbursement of some/all expenses will be allowed. For the benefit of the Department Secretary and Finance Chairman, your expense report must be accompanied with the written authorization from the President along with the original receipts for proper reimbursement.

DEPARTMENT HISTORIAN

- Compiling of the Department History is the responsibility of the Department Historian.
- Begin history material with the installation of Department Officers. It is easier to do a rough draft as you go through the year. Use a tape recorder, special notepad you keep with you, etc.
- The Department provides a budget amount to cover some of your expenses.
- Make a copy of the history book for the Department Headquarters. Incoming Historians may refer to this.
- Guidelines and rules for the Department History book come from the National Historian. You will have a deadline to mail the history to the Central Division VP for judging. When mailing be sure to include the postage for the return of the book. (Have it weighed and ask for postage to include in the mailing of the book). You will receive it back sometime in the fall after National Convention and then present it to the President during the new administration at Fall Conference.

- The Department Historian sets their own guidelines for the Unit, Junior and District History books.
- Resources such as *The Missouri Legionette*, District Presidents reports, committee reports and other activities in the Department will be helpful when recording the history. Be sure to keep a record of the National awards received and any appointments made at the National Convention following your installation at the Department Convention, this is also reported in your History book. You may refer to last year's book in the Department.
- Competition for the Unit, District and Junior History books are to be judged at the Department Convention. The number of awards and what the awards are to be is up to you as the Historian. You will need to select judges (an odd number) for judging any submitted History books. Be sure to have announced from the podium when the History books will be judged. You will also need to arrange with the Convention chairman for a table to display the books.
- Judging sheets must be included in all books judged.
- You may attend any ALA function, at your own expense. If authorized by the President, reimbursement of some/all expenses will be allowed. For the Department Secretary-Treasurer and Finance Chairman, your expense report must be accompanied with the written authorization from the President, along with the original receipts for proper reimbursement.

DEPARTMENT CHAPLAIN

- The Department Chaplain's duties are to offer prayer at all Department functions and such duties as

assigned by the Department President. You are to offer prayer at the Post Executive Committee meeting following your election, as well as the Pre-Executive Committee meetings prior to Fall Conference and Department Convention.

- You should request permission immediately after election to attend the National Chaplain's Conference held in Indianapolis with expenses allowed with the approval of the Finance Committee. You are responsible for making all travel arrangements. You should submit your expense report with original receipts attached, for reimbursement up to the budgeted amount as soon as possible after your return from the conference.
- At the Department Convention, you are responsible for the Sunday morning Memorial Service. Prior to the Convention, contact the Convention Chairman and request a table and tablecloth for your Memorial Service. All other supplies are your responsibility. If you plan to use candles, you must check with the Hotel to see if this is permissible.
- In the event of the death of a Past Department President or Department Officer, you may be asked to help with their funeral or memorial service.
- At your Memorial Service, during Convention, if a Past Department President has passed during the year, you need to ask someone to read a eulogy for them.
- You are responsible for sending out condolence cards upon the passing of a Past National President.
- You are responsible for sending out the requirements for the Prayer Books. You need to select judges (an odd number) for judging any submitted Prayer books

at Convention. Be sure to have announced from the podium when the Prayer books will be judged. You will also need to arrange with the convention Chairman for a table to display the books.

- Judging sheets must be included in all books judged.
- You are responsible for compiling a Prayer Book for the Department President.
- You are responsible for giving a prayer at the Membership Luncheon held at convention.
- You will also be responsible for having the benediction at Fall Conference and Convention as well as Invocation and Benediction at any Convention banquet.
- You may need to have a prayer for the Sunday morning Installation if there is no Installing Chaplain and the President may ask you for a prayer at her Homecoming.
- The NEC may ask you to perform a service for the Four Chaplains at Spring Conference. The American Legion Department Chaplain may contact you to participate in a Legion Family joint service to be held at that Spring Conference.
- You may attend any ALA function, at your own expense. If authorized by the President, reimbursement of some/all expenses will be allowed. For the Department Secretary and Finance Chairman, your expense report must be accompanied with the written authorization from the President, along with the original receipts for proper reimbursement.

- Always be prepared to give a prayer at any American Legion Auxiliary function.

DEPARTMENT MEMBERSHIP CHAIRMAN:

- Choose a membership theme for the year. This is to be done in advance, giving time to order pins, and any other items to promote the membership logo. It is nice to confer with the incoming President, but if they don't want to know the plans and be surprised, try to inquire from their friends any interests they have, keeping in mind they will get gifts, etc associated with this theme

IF THE ALA EMBLEM IS USED, IT MUST BE APPROVED BY THE NATIONAL ORGANIZATION, WITH YOU GOING THRU THE DEPARTMENT SECRETARY.

- Early in the year, you will receive information about the National theme and you may combine this with your ideas.
- Plan your contests and awards to fit your theme. Prepare your membership books to pass out at the membership lunch. You will need one for each District President, District Membership Chairman, each officer, Department Office, *The Missouri Legionette* Editor, the division Chairmen, and the Junior Membership Chairman. With a few extra, this is about 50.
- After the first of the year, you should have your theme and pin design ready, you can choose any company that will meet your requirements and order accordingly. Usually you can get a good idea about the numbers to order from the previous year's chairman. Department sets aside a set amount in the budget for the initial cost, with the repayment

due by the end of the Department Convention. Keep in mind the numbers you think you can sell. Be sure that you have the items ready for Department Convention.

- After the membership luncheon at Department Convention, items may go on sale. Be sure to have arranged for a table in the foyer with 2-3 people to work it as well as one in the luncheon room with the same number of workers. Be sure they each have change and ready-made signs for prices to save time. As a hint you might want to put 10 pins in a small baggie and label, this way when you have large orders, they are already counted out.
- You will need to confer with the Convention Chairman for a menu and room for your luncheon. Send out invitations with RSVP's requested. Include the price of the luncheon and be sure the RSVP's are sent to you. The Department Office does not take care of any of this. Send out about 4 weeks in advance, and follow-up with a phone call to any who have not responded. If you do not know the incoming officers for a District, send to the current officers and ask them to forward to the next years' officers. You will need to pay for the newly elected President and newly elected Chaplain. Department will pay for any National Guest. All others invited pay for their own.
- Because there is a morning meeting and afternoon general session, the membership luncheon should be completed in 1 ½ hours. Plan to have others set up decorations, or you may be able to do this the night before, check with the Convention Chairman.
- As Membership Chairman, you are expected to have an article in each *The Missouri Legionette* and be

sure to send a copy of the logo to the Editor and Department Headquarters as soon as Convention is over. Be sure to list awards, contests and membership information from National and Department.

- If you visit Units and/or Districts throughout the year, be prepared to report on membership, this is at your own expense. If authorized by the President, reimbursement of some/all expenses will be allowed. For the benefit of the Department Secretary and Finance Chairman, your expense report must be accompanied with the written authorization from the President, along with the original receipts for proper reimbursement.
- At Fall Conference and Department Convention, be prepared with final tallies for the Districts and Divisions. Pass out any awards you have planned. You **MAY** but do not have to have a membership parade.
- You will need to give a report for Fall Conference to let the membership know what your plans are for the year and also report at Convention to tell of the accomplishments of the Department during the year. You need a written copy for the recorder, *The Missouri Legionette* Editor and the Department office.

DEPARTMENT PARLIAMENTARIAN:

- The Parliamentarian is a consultant, who is knowledgeable in Parliamentary Procedure, who advises the President and other Officers, Committees, and members on matters of Parliamentary Procedure. Decisions are made using Roberts' Rule of Order newly revised, as referred to in Article XI of the Department Bylaws.

- The Parliamentarian's role during a meeting is purely an advisory and consultative one, since parliamentary law gives the Chair alone the power to rule on questions of order or to answer parliamentary inquiries. However, the Chair may ask the Parliamentarian to explain matters when the chair feels it is necessary.
- The President, knowing in advance the business to come before the assembly, should confer with the Parliamentarian before meetings open, and during recess, in order to avoid any anticipated problems that may arise.
- There are no set rules for the number of additional functions a Parliamentarian may be asked to do, such as Parliamentary classes, helping in workshops or seminars.
- All members of the American Legion Auxiliary should feel free to consult with the Parliamentarian when help is needed.

DISTINGUISHED GUEST PROTOCOL:

These suggestions can be used for Department, District and Units.

The Department Distinguished Guest Committee takes care of the invited guests while they are in the Department.

Invitations

- The Department President shall write or call your guest or speaker as soon as you have decided on your program. If you call, follow up with a written confirmation. Advise all invited guests of their

particular function at the meetings. Include a brief outline of the tentative program and a data sheet on your organization with its aims and purposes. Tell them why the group would appreciate having them as a guest speaker.

- Let the speaker know the allotted time for their speech or remarks, the time the meeting will start and the probable time of adjournment.
- Find out if your guest would like to be excused early. They may have other commitments and not wish to stay for the business or entertainment part of the meeting.
- Request confirmation and ask for material that may be used for advance publicity or in introducing them. Ask if they object to being interviewed by the press or photographed.
- Tell guest whether or not a question-and-answer period is planned to follow their talk.
- Give your guest or speaker some idea of what you would like for them to speak about.
- Let your guest or speaker know the type of meeting (dinner, lunch, etc.) and the dress (formal, semi-formal, business clothes, etc.)
- Advise your guest or speaker in writing the place of the meeting, including the address and phone number if available, and directions on how to get there, including any routing concerns with construction, etc.
- If the trip necessitates an overnight stay, suggest type of accommodations available and make reservations if they so desire and inform you. Find out if they will

need transportation from airport, train, etc.

- Let your guests know who will escort them and for whom to ask for upon arrival. If possible, tell them who will introduce them and send them a copy of your program.
- A day or two before the meeting call or write your guest and remind them of the upcoming meeting.
- When guests are provided tickets, see that they are arranged in advance and given to them prior to the event.

Preliminary planning for Distinguished Guests:

- Check to see that your meeting place is well lit and ventilated.
- Check to see that the podium light works, as your guest may wish to use notes.
- Check to see that sufficient chairs are available and that there are seats reserved for your guests and their party both on the platform and in the audience.
- Check the public-address system and be sure it works.
- If your guest has asked for special equipment, such as a projector, screen video and or DVD player, see that it is set up and working, or notify the speaker of availability at your site for the meeting.
- Provide water for the speaker, bottled would be best. Also provide for all guests to have water available during the meeting.
- Arrange for distribution of printed material without

confusion and noise, prior to the meeting beginning, or if not time after business is complete.

- Be sure the kitchen or refreshment committee is seated near an exit, so they may leave at a pre-arranged signal without fuss or confusion.
- If you have made arrangements for overnight accommodations for your guests, allow them some time to be alone and relax. Be sure to consult them before arranging parties or other activities.
- For DEPARTMENT guests the Distinguished Guests Committee is responsible for meeting them, escorting them to all meetings and meals and to their plane or other transport when departing.
- If your Guest or guests are to be escorted after the meeting begins, they are to be seated in a group at the rear of the room. See that they are introduced to those seated with them.
- Instruct your Sergeant-at-Arms to notify the presiding officer immediately upon arrival of a guest.
- If a gift or corsage/boutonniere is to be presented, arrange for the bill to be submitted at another meeting, not when a guest is present. It is a good idea to have such items as part of the budget when possible to avoid embarrassment.
- If a corsage/boutonniere is to be presented, one person should be designated to present and pin all. Arrange to have this done before the meeting starts, and before the guest is presented to the presiding officer.
- The presiding officer may accept a corsage or boutonniere, but they do not wear it unless the guest

wears one also. White is a safe color for a flower, since it will blend with any color your guest may wear. Ask before planning for a live flower if the guest has any allergies.

- If a guest brings a companion, be sure they are introduced to the persons seated on either side of them. Ascertain their correct name and if they have a title. Be sure they are introduced to the assembly, as this is appropriate.
- If a speaker or guest wishes to leave at the end of their part of the program. Thank them on behalf of your group and have the escort conduct them to their transportation or at least out of the room.
- When you are giving your guest a speaker fee, expense money or any gratuity, present it in an envelope before they leave.
- Guests should never be expected to participate in drawings or raffles.

Receptions — Receiving Lines

- A person going through the line states their name to the reception chairman who is at the head of the line.
- Reception chairman states name to the Distinguished Guest Chairman.
- Distinguished Guest Chairman presents member to the President.
- President introduces member to the honored guest.
- Member continues down the line shaking hands with each member of the receiving line.

Basic Seating

- The presiding officer is always at the center of the head table, or right off-center, first place.
- The distinguished guest is always seated to the right of the presiding officer and takes precedence over any other dignitary.
- Other guests may be seated right, left, etc. of the presiding officer according to rank, or all guests of honor may be seated to the right of the presiding officer, and other dignitaries to her left.
- If a special chairman is to present a program portion of the meeting, this person is usually seated to the left of the presiding officer when there is an honored guest at the presiding officers' right.
- At a business meeting, no matter who is thrown out of line, the Parliamentarian should always be seated to the right of the President during the business part of the meeting. They may move to a seat provided nearby immediately after the business part of the meeting is finished.

SUGGESTED PROTOCOL FOR NATIONAL CONVENTION:

- The retiring President is the Chairman of the delegation at National Convention.
- STATES DINNER: The retiring President may pay for the tickets for the Commander and spouse to the States Dinner. The incoming Department President MAY invite the incoming Commander to the States dinner if they wish. The incoming President pays for the ticket.
- Each Department is limited to the number of States

dinner tickets they are allowed. These tickets are first available for purchase by the officers and guests. The Junior Past Department President will make the seating arrangements for delegates attending the States dinner. Try to put an officer at each table as the hostess/host. Guests of delegates will get first choice on any remaining tickets.

- Any current National Officer from Missouri is to be given a corsage/boutonniere for the States dinner.
- Corsages for the Woman of the Year are paid for by the Department for the Women of the Year Luncheon.
- The incoming Department President pays for their own corsage. It is suggested that the Department Secretary order all corsages/boutonnieres alike.
- If a delegate cannot attend Convention, the Department President is to make a selection to replace them from the list of alternates in order of election, attending the National Convention.
- A candidate from Missouri for election to Central Division National Vice President should be given a corsage or boutonniere at the division caucus. Department Secretary should order the corsage or boutonniere. Missouri will be eligible for the office every nine years, as there are nine states in the Central Division.
- During meetings, the Page should sit on the aisle chair with the Department President sitting next to them, Department Secretary followed by the incoming Department President. All other delegates do not have to have assigned seating within the delegation.

ESCORT POLICIES AND PROCEDURES FOR DEPARTMENT, DISTRICT AND UNITS:

Sergeant-at-Arms and Color Bearers

- The Sergeant-at-Arms or Distinguished Guest Chairman, when escorting, will keep the guest to their right. If they take hold of the guest's arm it will be the left arm.
- Never walk between the Chair and the assembly while meeting is in session.
- The highest-ranking groups of guests being presented to the Chair are presented to the RIGHT OF THE PRESIDING OFFICER. If space dictates that the lesser-ranking guest must be seated to the left of the Chair, reverse the escort procedure. The guest of honor is always presented to the RIGHT of the presiding officer. Your distinguished guest always takes precedence over any other dignitary, regardless of title.
- There are two methods of escorting guests, and both are correct.

DOUBLE LINE:

Sergeant-at-Arms on the Right and the Chairman of Pages on the Left Distinguished Guest Chairman behind the Chairman of Pages and the honored Guest on their left

SINGLE LINE:

Sergeant-at-Arms leads, Distinguished Guests Chairman second in line and Honored Guest third in line with the Chairman of Pages last in line.

- Proper order of guests to be presented if they are American Legion Auxiliary members, use the following manner, the lowest ranking group first:
 - District Chairmen
 - District Officers (not including District President)

Past Department Presidents

Hospital Representatives and Poppy Shop directors

Current Department Chairmen

District Presidents

Current Department Officers

Current National Officers or Chairmen

National Executive Committee Member

Department President

National President.

- When there are two or more guests in any of the above groups, the Distinguished Guest Chairman escorts the Chairman or senior members of the group, and asks the other members of the group to follow right behind.
- The Distinguished Guest (or Guest of honor) is always escorted alone. The assembly rises in recognition of the officer when the National or Department President is escorted. In the Unit, they rise when District President is escorted.
- Upon reaching the Presiding Officer's station, the Sergeant-at-Arms and the Chairman of Pages step aside and wait while the Distinguished Guest Chairman presents the guests to the Presiding Officer. The Presiding Officer shakes the hand of each guest as presented, and seats them before the next guest is presented. After the complete group has been presented and seated, the Sergeant-at-Arms and the assistant about face and followed by the Distinguished Guest Chairman, return to the rear of the room to await the order to present the next group of guests. The presiding officer does not present any guest to the assembly until all guests have been escorted and seated.
- When the guest is not a member of the organization,

the Distinguished Guest is escorted first and alone.

- Be sure to check organization protocol rank, for example. Congressional Medal of Honor holder, Gold Star Mother, etc.
- The Presiding Officer, Distinguished Guest Chairman, Musician, Sergeant-at-Arms and their assistant should work out a system of signals, so they know what is expected of them at all times.

PRESENTATION AND INTRODUCTION:

- Introduce one not known to the assembly.
- Present one who is already known to the group.
- When you introduce or present guests of honor, they are simply to rise and bow, you introduce the highest-ranking guest first and go down the list. If your guests are each to say a few words of greeting or congratulations, then start with the lowest rank and go up the list. The last expression comes from the top-ranking officer or guest.
- Introductions or presentations of honored guests should be gracious, but short. The higher the officer, the shorter the introduction.
- When introducing or presenting a speaker:
 - Be sure to have the name and title correct.
 - Identify the speaker
 - Give qualifications through a brief history or biography
 - Announce the subject Last of all, give the speaker's complete name while facing the audience then turn to the person being introduced

and repeat the name only.

This is the speaker's clue to rise. You lead the applause, and then are seated.

The President always introduces or presents National, Department or District officers and Chairmen when they are visiting a meeting.

- The members always rise in recognition of National, Department or District President when introduced.
- When Department officers or Chairmen are present at their Unit or District meetings they should be escorted:
 - At the first meeting after election or appointment
 - At the official visits of other Department Officers or chairmen
 - Special meetings such as Installation
 - When there are distinguished outside guests
- At all other times, they take their place in the audience as a member. They should, however, be introduced from their place in the audience. When visiting other than their own Unit or District they should be escorted.
- Remember that an error in protocol is not a major crime. If you are the officer or chairman offended, be gracious.

When the speaker concludes, you rise and thank them. If a gift is to be presented, do it at this time.

- If a newspaper or newsletter publicity appears following your guest's appearance, or if photographs or informal pictures are taken during the meeting, it is

a nice gesture to send these to your guests.

- A letter of appreciation from you is a must; and an informal note from the President or Chairman is a nice gesture. Remember, the Organization is indebted to any guest speaker or entertainer who has taken the time, trouble or expense to attend your meeting.
- When there are distinguished guests present, OFFICERS AND CHAIRMEN MAKING REPORTS ADDRESS THE **CHAIR ONLY saying** Madam/Mr. President. The only exception given by Robert's Rules of Order is the speaker may address the CHAIR as Madam/Mr. President or Ladies and Gentlemen.

INSPIRATIONS...INVOCATIONS...CLOSING THOUGHTS...GRACE

- All should be short and should be generalized. Poems are acceptable if well-chosen and well deserved.
- INVOCATION: The assembly rises at the direction of the Chair, who waits for complete silence before stating the name of the person who will give the invocation. An invocation is an earnest entreaty or prayer calling for assistance and guidance. It is given at the beginning of the meeting, concluding with Amen
- GRACE: The assembly remains seated. Grace is a blessing asked or thanks offered before a meal, technically becomes the benediction if offered after the meal. If blessing is used rather than grace, it must conform to religious precedent. Conclude with Amen
- INSPIRATION: The assembly may remain seated or be requested to stand if offered at the beginning of the meeting, but should remain seated if used at the

close. An INSPIRATION is an expression along spiritual or ethical lines. AMEN is not used at the conclusion.

- **THIS IS BASIC PROTOCOL:** You may add to it, and most Units, Districts and Departments have traditions and customs that make these basic rules more personal. The main thing to remember is to use common sense, courtesy and above all—never embarrass anyone.

The first law of procedure is courtesy to everyone. It is nothing but kindness, politeness, and civility. To protect the public image of the American Legion Auxiliary courtesy should always be promoted.

DISTRICT PRESIDENTS

- You will be installed at the Department Convention (after your election in your District) just prior to the Department Officers. You will line up at said location and go first into the meeting room to be seated in the front rows of the room as designated by the Installing Officer. You will have a practice and this will be announced from the podium. This is set up by the Installing Officer.
- The District President is the facilitator between the Department and the Units. Your responsibility encompasses a variety of duties. The information given below is a guide to follow. Each District has specific duties for their own President; therefore, use this as only a guide for your term.
- **YEARBOOK:**
- Appoint your committee chairmen for the district early as they are to be included in your yearbook.
- The President prepares the yearbook unless a

committee is designated to assist them.

- Usually, each district allows a specific amount of money for the yearbook, be sure to check with your Finance Chairman.
- A yearbook should be available to each Unit President and/or Unit Secretary in your District.
- An electronic copy of District yearbooks shall be sent to Department office prior to Fall Conference and shall be made available to each Dept. officer, including the Dept. Secretary-Treasurer. They shall also be made available to the District Presidents and Department Chairmen upon request.
- Prepare an agenda for each meeting in your District and make them available to officers and members present as your budget allows.
- You should visit each Unit once during the year for an official visit. Be sure to contact each Unit early in the year to schedule the visit. Department will pay mileage for only one visit to your Units per year, and to each of your District meetings. There is an official form, which you will use to record your mileage—be sure you get this from the Department Office. Of course, additional visits may be made but they will be at the expense of you or your District. All requests to Department must be made on the official form. Fund raisers, special meetings or other activities within your District are greatly encouraged, but again at your expense.
- You may invite any Department Officer or Chairman to visit your District.
- As stipulated in the Department Standing Rules, Fifty, (50.00) dollars will be allowed to each District President for postage only for materials from the

Department to the Units.

- Since you as District President are a member of the Department Executive Committee, you are entitled to mileage for Fall Conference and Department Convention according to Department Standing Rules. The rates are set within the budget which is voted on and adopted each year.
- If you desire a Leadership Workshop and training, contact your Department President or Leadership Chairman. They will help you set up the dates that will work with your schedule and theirs.
- You should invite the Department President to visit your District during their year. For ease of scheduling, contact them soon after installation. Some Districts meet the same time each month.
- Immediately upon receiving any materials, send it on to the District Chairmen with instruction to get it to the Units ASAP. Waiting till meeting or a time you might see them delays the programs and the work that should get started. We must work to get the information in the hands of the Units in a timely manner if we are to be successful. When you do not have a District Chairman designated for a program, it is your responsibility to assume the duty to see that each Unit gets their material.
- Hold meetings when stated in your Constitution/Bylaws or Standing Rules. Check with your District Commander for times and places for meetings, if your Legion sets these dates. Include the dates in your yearbook so all units will know where and when the meetings will be held. Send meeting dates to *The Missouri Legionette* to be published at the appropriate time. Check your Department Handbook for a schedule of deadlines for published

material. Each year the District Presidents are to have an article for *The Missouri Legionette*. These instructions are in the Department Handbook.

- You are expected to attend the Executive Committee meetings held before Fall Conference and Convention. You are to have a report ready to give, IF ASKED TO DO SO BY THE PRESIDENT, with a copy for the Department recorder and *The Missouri Legionette* Editor. This is to be a BRIEF report of activities in your District and your President's Project for the year.

If you are unable to attend, notify the Department President in advance and send a representative. They may be reimbursed in your place by Department upon completing the required form.

- Attendance at the meetings of the Fall Conference and Department Convention is requested, as well as the membership luncheon at the Convention. The theme for the new membership year is explained at this luncheon.
- During the opening ceremony at the Convention, the District Presidents will be introduced. Be sure your Color Bearers are there along with your District flags. Posting of District flags is at the discretion of Department President.
- Make sure each of your officers have an updated copy of the District C&B. Your C&B Chairman should review these each year. If there are any changes, make sure a copy is sent to the Department Constitution and Bylaws Chairman.

- You as a member of the Department Executive Committee may receive correspondence from the Department President to vote on any number of things that arise between regular Department meetings. Read carefully, vote as instructed and return to Department Office or President depending on instructions.
- Keep a check on the membership numbers in your District so when you visit a Unit you are aware of their stats. If they are not up to target date percentage maybe you can make recommendations to help them increase their numbers.
- Sometime in the spring, prepare your District report for *The Missouri Legionette* and send to the Editor.

2025-2026 President's Project

Fisher House St. Louis

Provides a “home away from home” for families of Veterans receiving care at the St. Louis VA Medical Center.

Please donate today!

Please send donations in on a remittance advice form.

President's Theme

Stand With Our Veterans

