

**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 during 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. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, spouses and direct and adopted female descendants of members of The American Legion, and

to the grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941; or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

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

- a) Senior membership shall be composed of members over the age of eighteen, provided, however, that a spouse under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
- b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.

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

ARTICLE IV

DEPARTMENT OFFICERS

Section 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 Committeewoman, and her 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 (1/5th) 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 Committeewoman, District Presidents 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 Committeewoman 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 her residence to another State automatically vacates her 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. She shall also be the 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 them, 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 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 Committeewoman. It shall be the duty of the National Executive Committeewoman 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. She shall be required to give a full report of her 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 her 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 un-expired 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 her membership provided she has paid her membership dues to her current Unit for either the current year or immediate past membership year. A member transferring to a new Unit must pay current year dues to either her current Unit or the Unit into which she wishes 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 Headquarter 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 and installed before October 20th of the respective fiscal year.

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 twenty-five cents 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 transportation and authorized expenses while in attendance at Department Executive Committee Meetings and Department Conventions.

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.

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 \$500.00 shall be approved by the President and Finance Committee. Any proposed expenditures over \$500.00 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 by Dept. Presidents for approval 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. All Representatives of the V.A. Medical Centers, Veterans Homes and Poppy Directors must submit checkbooks and canceled checks for a semi-annual

- audit. Such audits to be at Spring Conference and 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 \$10.00 shall be paid by delegates, alternates and visitors registering at Department Convention.
 8. **DELEGATES TO NATIONAL CONVENTION**
 - a. Representation in the National Convention shall be by Departments. Each Department shall be entitled to five (5) delegates and one (1) additional delegate for each 1,500 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 Secretary-Treasurer, NEC and Past National President who shall be the first five 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.
- d. 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 as for delegates.

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 information from Department Chairmen and Department Officers.

11. DUTIES OF DEPARTMENT OFFICERS: Please refer to the Policies and Procedures Manual for detailed duties.

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

- 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: 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

13. DEPARTMENT MISSION OUTREACH

CHAIRMEN:

- a) Education/Scholarship
 - 1) Missouri Department Scholarship, two \$500.00 scholarships each year
 - 2) Lela Murphy Scholarship. A \$500.00 scholarship
 - 3) 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
- d. Past President Parley / Nurses Scholarship / Woman of the Year/ Honoring Active Duty Service Women Chairman. The chairman must be Past Department President.
- e. Public Relations Chairman

15. IN ADDITION: the President may also appoint these special chairman 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. 2 Personal Pages
- j. Parliamentarian
- k. 3 Department Color Bearers
 - I. 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 \$10.00.
- 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 Unit Guide 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.
- b. The compensation of the Poppy Directors shall be 4 ½% of the net profits on Poppies.
- c. The veterans employed in making poppies shall be paid 4 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 \$23.00 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. Special Rehabilitation tax 20 cents per capita (based on Junior and Senior membership of previous year).
- g. Nurses Scholarship - \$1.00 (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. Unit Guide \$5.00 (one per Unit) Any member may purchase a Unit Guide.

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

a. No letter of intent for National Office shall be printed in the Missouri Legionette or other publication before endorsement by Department Convention

b. When a candidate is endorsed for National President or Central Division National Vice President through her 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.

- c. When a candidate is endorsed for National Historian or National Chaplain through her Unit and District, the candidate is responsible for presenting her endorsement to Department each year the candidate is interested in running for said office.
- d. 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
- e. 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. Fall Conference-Two (2) days per diem plus round trip mileage will be allowed for Executive Committee members, Appointed Officers, Department Color Bearers and Department Pages. One (1) day per diem plus round trip mileage to Department Chairman will be allowed.
- b. Department Convention – three (3) days per diem plus round trip mileage will be allowed for Executive Committee members, Appointed Officers, Department Color Bearers, Department Pages and those appointed for special Convention duties. Two (2) days per diem plus round trip mileage will be allowed for Department Chairmen.
- c. Spring Conference – One (1) day per diem plus round trip mileage will be allowed for Audit Committee Members.

d. No per diem will be allowed at Junior Convention.

29. THE 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 her Past Department President Pin.

b. Past National Presidents will be allowed her 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 March 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 March/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.

A MISSOURI GIRLS STATE

Date: June 20 to June 26, 2021

Place: **University of Central Missouri, Warrensburg, MO** Fee: \$300.00. Deadline for Unit Pledge Form, Fee, and Delegate Registration Forms will be March 1, 2021. Send all of the completed paperwork and checks to the American Legion Auxiliary Department Office, 600 Ellis Blvd., Jefferson City, MO 65101.

PLEASE DO NOT SEND TO THE DIRECTOR.

Standing Rules of ALA Girls State Missouri

1. The Chairman of the Girls State Committee shall be the Director of the ALA Girls State. She shall direct the organization and conduct the annual session, submit a budget, recommend program and procedure to the Department Executive Committee for approval prior to the opening of the session, 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 she 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 delegates must be made by the Unit. Delegates Registration Forms must include signature of the authorized representative of the high school, name of the contributing organization and the Unit's information

4. Checks and the Registration Forms will be sent and 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 to be able to attend in a combined session of ALA MGS.
6. To qualify for admission to ALA Girls State Missouri, a delegate must have scholastic achievement, shall possess leadership, character, courage, honesty, cooperativeness, and interest in government procedure.
7. Registration Forms for each Unit's delegate must be submitted prior to the deadline date, March 1.
8. Refunds: A Unit shall receive a full refund if Director is notified by May 31, 2020; partial refunds of \$150.00 will be given on cancellations given to Director by May 31, 2020. No refunds after June 21, 2020 unless an emergency occurs.

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 Department State Convention.

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. The American Legion has a permanent Committee on this project, The Boys State Memorial Trust.

The following Directors are:

Virginia Schnurbusch

Patty Garrett

Roselee Buatte

Linda Shivers

Rosemarie W. Hauck

- A. This Committee will report twice a year at Conference and Convention.
- B. In case of death or resignation of a member the Department President will appoint a member to replace her.

