

**STANDING RULES
AMERICAN LEGION AUXILIARY
DEPARTMENT OF MINNESOTA**

ARTICLE I

ORGANIZATION

- Section 1 (a) The American Legion Auxiliary, Department of Minnesota shall be composed of the duly constituted Auxiliary Units attached to Posts of The American Legion within the State of Minnesota.
- (b) Units in good standing and holding regular meetings shall not lose their membership in the Department because the Post to which they were attached when chartered was disbanded.
- Section 2 The Department shall also be organized into Districts coinciding with the Districts set up in the Constitution of The American Legion and (when deemed expedient) these Districts may be subdivided into county organizations within civil counties in the respective Districts.
- Section 3 All Units in a District shall be part of the District organization.
- Section 4 All ten (10) Districts are subsidiary organizations of the Department and chartered by the Department and National Headquarters.
- Section 5 Each Unit shall maintain a minimum membership of ten (10) Senior members.
- Section 6 Application for charter must be approved by the Post to which the Unit wishes to become attached.
- Section 7 Each Unit shall adopt the Unit Constitution and Bylaws for its government as prescribed by the American Legion Auxiliary, Department of Minnesota. Units should adopt such standing rules for its government and such regulations as are proper and which do not conflict with the Constitution, Bylaws and Standing Rules of the National and Department organizations.

ARTICLE II

MEMBERS

- Section 1 Membership in the American Legion Auxiliary is as defined in Article IV of the Department American Legion Auxiliary Constitution.

- Section 2 No person shall be a member at any time of more than one Unit.
- Section 3 A Unit shall be the judge of its own membership.
- Section 4 (a) Any member in good standing in a Unit shall be entitled to transfer to another Unit.
- (b) Any member in good standing, wishing to transfer to another Unit, must present to the new Unit her current membership card. Upon the acceptance of the transfer application by the new Unit, the Unit Secretary will complete the Certificate of Transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.
- (c) A member of the American Legion Auxiliary in good standing shall not lose her membership in the Auxiliary because her eligibility is no longer a member of The American Legion.
- Section 5 Gold Star members are as defined in the *American Legion Auxiliary Unit Handbook*.

ARTICLE III

OFFICERS

- Section 1 Department of Minnesota officers are defined in the American Legion Auxiliary Department of Minnesota Constitution Article V.
- Section 2 The Department officers and members of the Department Executive Committee shall assume their duties immediately following the adjournment of the Department Convention and the retiring President shall act as Delegation Chairman at the following National Convention, and appoint pages and those to serve on National Convention committees.
- Section 3 (a) All persons handling funds of this Department shall be required to give a bond for their safekeeping, in such sum as the Department Executive Committee or convention action shall determine.
- (b) The new officers of Units and Districts automatically become the custodians of all Unit and District property and the retiring officers are charged with the duty of turning over to their successors, no later than the time of the Department Convention, such property as records, official correspondence, convention proceedings, charter, colors, handbook, Unit Guide, manuals, etc.

ARTICLE IV

ADMINISTRATION

- Section 1
- (a) The administrative power and management of the Department between convention shall be vested in the Department President and Department Executive Committee.
 - (b) The Department Executive Committee is the governing body of the Department American Legion Auxiliary, i.e. sets strategy directions and policies.
 - (c) The Department Executive Secretary manages the operations of the American Legion Auxiliary.
 - (d) The provision of the National Constitution and Bylaws relating thereto shall govern the discipline of Units and Members of this Department.
 - (e) Charges affecting the election, eligibility and conduct of officers or members of Units shall be referred to and determined by the Executive Committee of the Unit involved, then proceeds if they wish in the matter prescribed in the National Constitution and Bylaws. (See discipline in Unit Handbook)
- Section 2
- (a) The Department Executive Committee shall consist of the Department President, Department First Vice President, Department Second Vice President, Retiring Department President who serves as Representative on the National Executive Committee and the District Presidents. All Past National Presidents from Minnesota shall be ex-officio members without vote. The Department Executive Secretary shall be an ex-officio member without vote.
 - (b) When a District President is unable to attend a meeting of the Department Executive Committee, the District First Vice President will act, if the First Vice President is unable to attend, the Second Vice President will act. In case of inability of the Vice Presidents to attend, the District Executive Committee will elect a representative from the District for the meeting in question. The representative who attends will have all powers delegated by the constitution to the District President, and will be entitled to the same expense allowance.
- Section 3
- The Department Executive Committee shall meet at least four times during each fiscal year, the first meeting to be called within thirty (30) days after the Department Convention, and before the National Convention. The Department President shall call a special meeting upon the written request of five or more members of the Committee.

- Section 4 The Department Executive Committee shall elect three of its members, who, together with the Department President, First Vice President and Second Vice President, shall constitute a subcommittee which shall have all the power of the Executive Committee, subject to the action of that committee, and may meet four times in each fiscal year. This action can be adopted or rejected by the Department Executive Committee at their next scheduled meeting.
- Section 5 A majority of the Department Executive Committee shall constitute a quorum. Four members of the subcommittee shall constitute a quorum.
- Section 6 (a) In case of death, resignation or removal of the Department President, the First Vice President may succeed to the office, the Second Vice President may succeed to the office of First Vice President. Vacancies in all Department offices occurring between conventions may be filled by the Department Executive Committee.
- (b) A vacancy occurring among District Presidents may be filled by the District First Vice President automatically succeeding to the office of District President and the Second Vice President may automatically succeed to the office of First Vice President.
- Section 7 Should any officer be unable to attend to the duties of her office through absence or illness, the Department President shall be authorized to appoint someone to serve in her place, unless otherwise provided for by the Constitution or Standing Rules.
- Section 8 With the exception of Secretary and Treasurer, the term of office for all Department officers shall be for one year. Any officer having served six months or more, whether elected at annual convention, by succession or appointed by the Department Executive Committee to fill a vacancy, shall be considered as having service a full term.

ARTICLE V

DUTIES OF OFFICERS

- Section 1 The Department President shall be the Chief Executive Officer of the Minnesota Department with full power to enforce the provisions of the Constitution and Standing Rules and of the Department Convention. She shall preside at all meetings of the Department Convention assembled and Department Executive Committee and perform such other duties as custom and parliamentary usage require. As administrative officer of the Department of Minnesota, she shall be invited to attend all meetings of the Department committees serving as an ex-officio member with voice and no vote.

She shall appoint Department Chaplain, Historian and Parliamentarian, chairmen and committee members and create such program committees as she deems advisable, with the approval of the Department Executive Committee.

She shall have supervision over all officers, committees, chairmen and Department Executive Secretary. Any changes in program committees must bear her approval. She shall sign all legal documents.

- Section 2 The Executive Secretary shall be in full charge of the work in the Department office. She shall allocate all duties and be responsible that all work is kept up to date. She shall keep all books and files that are necessary for the proper conduct of her office and shall conduct the official correspondence and transact such other business as the Department President and Department Executive Committee may direct. She shall be responsible to the Department President at all times for the efficient and proper performance of her duties and those of the Department staff.
- Section 3 The Department Treasurer shall be custodian of all funds and securities of the Department of Minnesota and shall be charged with their collection. She shall receive all funds, record and give a report if called upon by the Department Executive Committee and an annual report at the Department Convention. She shall pay all bills which have been approved by the Department President and committee chairmen and countersign all checks.
- Section 4 All Department checks must be signed by at least two of the three designated Department officers, namely, the President, Executive Secretary and Treasurer.
- Section 5 The Department Vice Presidents shall perform such duties as required of them by the Department President.
- Section 6 The National Committeewoman shall attend all the meetings of the National Executive Committee and report actions to the Department within 30 days of meeting. She may be the official Department hostess for all visiting National officers.

ARTICLE VI

DEPARTMENT CONVENTION

- Section 1 The Department Convention shall be composed of delegates from each Unit and the Department Executive Committee. Each Unit shall be entitled to two delegates, one of whom shall be the Unit President plus one additional delegate for each fifty (50) members or major fraction thereof, whose dues have been received by the Department Treasurer thirty days prior to the meeting of the convention for which they are elected. Each Unit shall elect its delegates. In addition, each Unit shall elect alternate delegates to serve in the absence of delegates. The vote of each Unit shall be equal to the total number of delegates to which it is entitled. All Unit delegates, alternate delegates and delegates-at-large must register and wear their official badges in order to vote and be accorded convention privileges. They must have their credential cards available for identification. Members of the Department Executive Committee and Past Department Presidents are delegates-at-large to the convention. The vote of any Unit delegate absent and not represented by an alternate shall be cast by a majority of the delegates present from her Unit. There shall be no voting by proxy except as here provided. Alternates shall have all the privileges of the delegates except that of voting and making motions. Members of the Department Executive Committee shall be seated as delegates in the Department Convention and entitled to vote. The convention shall be the final judge of the qualification of the delegates. All delegates and alternates shall be members of the American Legion Auxiliary in good standing, delegates to serve in the order elected before an alternate delegate. Then alternates shall serve in the order of election. All Past Department Presidents, as long as they remain members in good standing in a Unit in this Department, shall be delegates-at-large to the Department Convention and entitled to vote, providing the Past Department President is present at the Department Convention at which she is voting. Each Past Department President is to cast her own vote. However, no person shall be allowed two (2) votes, i.e., she may vote with her Unit if she is a Unit delegate, OR she may vote in her capacity as a Past Department President or a member of the Department Executive Committee, but she may not vote as both. Each Past Department President will assume responsibility for payment of her own convention registration.
- Section 2 The election of Department Officers shall be held on the final day of the convention and shall be conducted according to Article VI, Section 2 (a) of the Department Constitution.
- Section 3 The following convention committees shall be appointed by the Department President: Rules, Credentials, Resolutions, Constitution and Standing Rules and such other committees as are necessary to the proper functioning of the Convention.

- Section 4 The Department Convention shall have a Parliamentarian.
- Section 5 Each District shall hold a District caucus prior to the meeting of convention committees for the purpose of appointing members to the convention committees and the consideration of any other matters which need attention. The time of the caucuses shall be set by the Department President.
- Section 6 A convention committee for every standing committee, together with the special convention committees shall meet on the opening day of the convention. The convention committees shall be composed of one member from each District of the Department who shall be appointed by the District Presidents from Unit delegates at the District pre-convention caucus. The chairman of a standing committee shall act as presiding officer of her respective convention committee.
- Section 7 The chairman of convention committees shall have the privilege of the floor when her committee's activities are under discussion, but does not have the privilege of vote unless elected a delegate by her Unit, or a delegate-at-large.
- Section 8 A resolution or recommendation which entails the expenditure of Department funds shall be submitted for study and advice to the Department Finance Committee before it comes to the floor for a vote.
- Section 9 Press and radio men and women shall be guests of the Department at the discretion of the Department President.
- Section 10 Endorsement of a candidate for National Vice President of the Northwestern Division can be considered convention business only at the Department Convention one year prior to the National Convention at which she will be elected. She shall be endorsed for said office at the same time and in the same manner that Department Officers are elected.
- Section 11 Trophy and Awards
- (a) All entries for Department and National competition except entries for the Poppy Poster Contest and the Poppy Queen must be submitted to the Department Office by April 15.
 - (b) All entries for Department or national trophies and awards shall be judged by the appropriate Department Chairman. The judges' decisions will be final.
 - (c) Entries for Department or National competition must be submitted directly to the Department Office by the Unit. Reports to be considered by the judges must be in a narrative form. A Unit entering History for consideration of Trophies and Awards must submit an extra copy of History.

- (d) All entries in National competition must be sent through the Department and qualify as Department entries. No Unit entries shall be sent directly to National for competition except when requested to do so by the Department and National organizations. Units must submit separate narrative reports for Department and National awards even though the reports are identical.
- (e) Junior Book of Prayers, Junior Handiwork and similar type contests for Juniors shall be entered in the District competition at the District Junior Conferences. The winning District entry in each group shall be brought to the Department Junior Conference for judging. Judges' decision will be final.
- (f) Poppy Posters and similar type contests for Seniors shall be judged by the Districts and the winning District entry in each group shall be forwarded to the Department Office by the date determined by the appropriate Department Chairman for Department judging. Judges' decision will be final.
- (g) Trophies and awards given to the Department of Minnesota shall remain with the Department; any trophy or award given to a Department Chairman specifically shall be retained by that Department Chairman.
- (h) Annual reports postmarked after April 15th will not be included for 100% reporting Department awards. No telephone solicitations for 100% reporting.

ARTICLE VII

FALL CONFERENCE

- Section 1 The Fall Conference shall be an annual school of instruction of no longer than three (3) days duration.

ARTICLE VIII

NATIONAL CONVENTION

- Section 1 (a) The Department of Minnesota shall defray the expenses of any Department endorsed candidate for National Office to the National Convention at which she is a candidate for election, unless she is already being financed by the National organization, said expense to be the same transportation and per diem as allowed Department delegates. The Department Executive Secretary, if attending the National Convention, shall be reimbursed her airfare and lodging. Meals and incidentals shall be reimbursed according to the prevailing IRS per diem rate.

- (b) Should the Department President-elect or the outgoing Department President be unable to attend the National Convention, the Department First Vice President shall represent such officer at Department expense. Should neither be able to attend, the Department Second Vice President shall also act as Department representative. Should the Department Executive Secretary be unable to attend the National Convention, the Department President shall appoint a secretary to take her place.

Section 2 The second delegate chosen by each District shall go in the District President's stead with expenses paid by the Department, in the event the District President is unable to attend.

Section 3 Only delegates and alternates duly elected and ratified by the Department convention shall be allowed delegate and alternate privileges at the National Convention.

Section 4 The election of all delegates and alternates to the National Convention in District Conventions and delegates to be financed by the Department shall be ratified by the convention body and all delegates-at-large shall be elected prior to the ratifying and electing of all alternates.

ARTICLE IX

DEPARTMENT STANDING COMMITTEES

- Section 1 (a) The Department President shall appoint a Department Finance Committee of five (5) members. Of the five members appointed following the Department Convention of 1972, one shall be appointed for a full five year term, one for four years, one for three years, one for two years, and one for one year; thereafter each succeeding appointee shall serve for a full five year term, or until removed by a majority vote of the Department Executive Committee. No two members of the Finance Committee shall be from the same District. The member serving her last year on the committee shall automatically become its chairman. The Department Finance Committee shall direct the general financial policies of the Department organization, shall be charged with the preparation and adoption of the annual budget of the Department, the supervision and disbursement of funds under that budget and such other duties as shall be prescribed by the Department Executive Committee.
- (b) The Department Audit shall be presented by the auditor to the Finance Committee at the finance committee fall meeting.

- Section 2 (a) The standing committees of American Legion Auxiliary Minnesota Girls State shall be composed of three (3) persons, Veterans Affairs and Rehabilitation and Gift Shop shall be composed of two (2) persons, to be appointed by the Department President, subject to ratification of the Department Executive Committee. Appointment of a member to any of these committees is a one (1) year appointment. Such members may be reappointed. A Department President may appoint any member of these committees as Chairman.
- (b) The Audit Committee shall be a three (3) person committee. The Department President shall appoint a three year member to the Audit Committee. No two members of the Audit Committee shall be from the same District. The member serving her last year on the committee shall automatically become its chairman. The Audit Committee shall review all financial transactions and policies and procedures for risk management. The Audit Committee shall be present at the Executive Committee meeting when the Audit is presented.
- Section 3 (a) The Department President shall appoint a Director and an Education Director of American Legion Auxiliary Minnesota Girls State and Chairmen for the following programs: Americanism, Children and Youth, Community Service, Constitution and Standing Rules, Education, Junior Activities, Legislation, Leadership Development, Membership, Memorial, National Security, Poppy, Public Relations, Past Presidents Parley, each to serve one term. The Department President shall appoint the following: Historian, Chaplain and Parliamentarian. The American Legion Auxiliary shall use the Judge Advocate appointed by The American Legion. The Department President may appoint special committees. All appointments shall be subject to the ratification of the Department Executive Committee. The term of all of the above Chairmen and appointees shall be one year.
- (b) The Department President shall have the authority to appoint special committees.
- Section 4 Any one member will not be allowed to hold more than one Department appointment during any one administrative year.
- Section 5 The term of office of all Department Chairmen terminates at the appointment and ratification of their successors.
- Section 6 (a) There shall be a three (3) to five (5) member Advisory Committee consisting of the Past Department Presidents. The Call of Advisory Committee meetings shall be at the discretion of the Department President.
- (b) The purpose of the Advisory Committee is:
1. To assist in the selections and dismissal of Department appointments.
 2. To consider constitutional and standing rule changes.
 3. To be available to the Department President in an emergency.

- Section 7 No member shall serve as Chairman of the same committee for more than three (3) years consecutively.
- Section 8 The Department President shall appoint a Representative to represent the Department Auxiliary on the Advisory Committee in the Minneapolis VA, St. Cloud VA, Fargo VA and Sioux Falls VA Hospitals and the Minnesota Veterans Homes . This Representative shall make a quarterly report to the Department Chairman of Veterans Affairs and Rehabilitation regarding the program of the Volunteer Hospital Workers, assignments, hours, meetings of Advisory Committee, etc. No project suggested by the Advisory Committee of the Special Services shall be considered by the Representative until the matter is discussed with the Department Chairman, particularly involving the collection or expenditures of Veterans Affairs and Rehabilitation funds or a change of policy.
- Section 9 All Department Chairmen shall receive copies of the mandates which pertain to their respective committees. These mandates are to be placed in permanent record books and to become the property of said committee.
- Section 10 The Chairman of each Department committee shall be provided with a loose-leaf notebook in which she shall keep the copies of minutes, suggestions and information to be passed to her successor.
- Section 11 The Secretary of each multimember committee (standing) - Finance, American Legion Auxiliary Minnesota Girls State, Veterans Affairs and Rehabilitation, Gift Shop and Advisory Committee shall be required to send the minutes of each committee meeting to the Department Office within 10 days after a meeting where they will be copied and a copy sent to each committee member.
- Section 12 All resolutions and mandates shall be reviewed annually and shall be rescinded by convention action when they become obsolete.
- Section 13 Department Chairmen shall notify the office of the time and place of committee meetings and the name of persons to be notified. Notices of meetings shall be sent to said persons by the Department Office.
- Section 14 Each Department Chairman will appear at the summer workshop, which is the first regular Executive Committee meeting of the year, to give a brief outline of plans for the ensuing year. At the Fall Conference and Department Convention, Chairmen are to be called in at the discretion of the Department President.
- Section 15 Auxiliary members may be subject to a background check when volunteering for Auxiliary programs involving minors, such as American Legion Auxiliary Minnesota Girls State, Junior Activities, etc. The costs incurred shall be taken from the Department Office General Funds.

Section 16 American Legion Auxiliary Minnesota Girls State

- (a) The American Legion Auxiliary Minnesota Girls State Committee shall function as a committee composed of six (6) members to be appointed by the Department President - three (3) American Legion Auxiliary Minnesota Girls State Committee members, a Director, an Educational Director and the Department Americanism Chairman; all of whom shall be voting members.
- (b) The duties of the Chairman shall be to promote the Department plans for American Legion Auxiliary Minnesota Girls State and to see that it is successfully carried out. She shall be appointed to her office by the Department President.
- (c) In the absence of the Chairman, the Department President shall appoint another member to preside and act as a representative, when requested by the Chairman or Department President.
- (d) It shall further be the duty of the American Legion Auxiliary Minnesota Girls State Committee to provide the policy, location and the program of American Legion Auxiliary Minnesota Girls State. The members of this Committee shall oversee the general financial policy of the American Legion Auxiliary Minnesota Girls State, subject to ratification of the Department Finance Committee and the Department Executive Committee. The committee shall be charged with the preparation of the yearly budget and shall supervise the expenditure of funds under the budget. The Department Chairman of American Legion Auxiliary Minnesota Girls State shall be responsible for the ratification and signing of all vouchers related to the American Legion Auxiliary Minnesota Girls State program.
- (e) The American Legion Auxiliary Minnesota Girls State Committee shall further work with the Director of American Legion Auxiliary Minnesota Girls State in planning of the program of American Legion Auxiliary Minnesota Girls State and in the selection of counselors and Junior counselors as are needed in the furtherance of the American Legion Auxiliary Minnesota Girls State program.
- (f) The Department Americanism Chairman shall have as her duties all matters pertaining to the flag or to patriotic education as are incident to her chairmanship.
 - 1. To instruct the delegation on proper flag etiquette; i.e. proper advancing and retiring of flags.
 - 2. To be prepared to speak before the assembly at a designated time on Americanism and its meaning.

- (g) The duties of the Director of American Legion Auxiliary Minnesota Girls State shall include working with the American Legion Auxiliary Minnesota Girls State Committee in planning and executing the program for American Legion Auxiliary Minnesota Girls State and in contacting personnel. She shall receive her appointment from the Department President. The Director shall be responsible for executing the program and policy as mutually determined by the American Legion Auxiliary Minnesota Girls State Committee and the Director.
- (h) The Educational Director shall act as assistant to the Director and to the American Legion Auxiliary Minnesota Girls State Committee. In the absence of the Director of American Legion Auxiliary Minnesota Girls State, the Educational Director shall assume the Director's duties until such time as the Director is able to perform her duties or a replacement is made. The Educational Director shall be appointed by the Department President.
- (i) The Department President is expected to bring greetings to the American Legion Auxiliary Minnesota Girls State session and also to bring the story of the American Legion Auxiliary to the American Legion Auxiliary Minnesota Girls State assembly.
- (j) Late arrivals or early dismissals are discouraged but will be considered on an individual basis. Girls should not be selected for American Legion Auxiliary Minnesota Girls State that are unable to stay the whole week, early release for ACT/SAT tests only.

Section 17

- (a) Junior Activities
 - (1) The Department Office shall be supplied with copies or records and information on activities of the Department Junior Conference plans and programs and shall cooperate with the Department Junior Activities when requested to do so.
 - (2) The minutes of the Department Junior Conference shall be sent to the Department Office within 10 days following the Junior Conference.
 - (3) Entries for special awards to be made from the Junior funds shall be entered and judged at the Department Junior Conference.
 - (4) Department Junior Standing Rules shall be approved by the Department Executive Committee.
- (b) Junior Standing Rules
 - (1) Name: The combined Juniors of the Department of Minnesota shall be known as the American Legion Auxiliary Juniors, Department of Minnesota.

- (2) Officers: The elected officers shall be Honorary Junior President, Honorary Junior First Vice President, Honorary Junior Second Vice President, Honorary Junior Treasurer, Honorary Junior Chaplain and Honorary Junior Sergeant-at-Arms. The Honorary Junior Secretary and Honorary Junior Historian shall be appointed by the Honorary Junior President. The Honorary Junior Historian shall make the scrapbook. No Department Honorary Junior officer shall hold two Department offices, elected or appointed, at the same time.
- (3) Time and Place of Annual Meeting: A Department Junior Conference shall be held annually on the second Saturday in April. Should Easter fall on that second weekend, the Junior Activities Chairman and the Honorary Junior President would select an alternate weekend. Units shall be notified early in the fall of the time and place.
 - a. Place of conference to be designated at preceding Conference.
 - b. The Department Junior Conference shall be held in each District according to numerical order. It shall be the duty of the District Junior Activities Chairman to obtain the bid of a Unit in her District prior to the Department Junior Conference. She shall report the bid to the Department junior Activities Chairman two weeks prior to Junior Conference.
- (4) Representation at Annual Meeting: Each Unit shall be represented by two Junior delegates with two votes at the Annual Conference, plus one additional delegate for each fifteen (15) members or major fraction thereof. Honorary Past Department Junior Presidents in attendance shall have the privilege of their own vote as long as they are a Junior member in good standing in a Unit in this Department. Delegate strength is to be determined thirty (30) days prior to the Department Junior Conference. Each Department Honorary Junior officer, elected or appointed, is considered a delegate-at-large with voting privileges.
- (5) Conferences: All District Junior Conferences shall be held prior to the Department Junior Conference, thus making all Districts eligible for prizes and awards.
- (6) Conference Committees: The Honorary Junior President and Honorary Junior Secretary, with the approval of the Advisory Committee, shall appoint the necessary Conference Committees distributing the appointments among the groups represented.
- (7) Eligibility to Office: No officer shall succeed herself in the same office. Any Junior running for office is allowed to campaign at the Department Junior Conference.

- (8) Endorsements: One copy of an endorsement for a Department office shall be sent to the Department Office, who will then forward the endorsement to the necessary places. All endorsements for either major or minor offices shall be in the hands of the Advisory Committee, at the time this committee holds its pre-conference meeting.
- (9) Election of Officers:
 - a. The Nominating Committee or a person appointed by the candidate shall read the endorsements.
 - b. Nominations shall be called for from the floor.
 - c. Where there is a contest for an office, voting shall be by secret ballot.
- (10) Installation of Officers: Installation of Officers shall take place immediately following their election at the Annual Conference. Officer in charge of installation shall be the Department President or her designated representative.
- (11) Pins: A Past President's Pin or charm shall be presented annually to the outgoing Honorary Junior President. The pin or charm shall be ordered through the Department Office at the request of the Department Junior Activities Chairman.
- (12) Flags - Processional: The host Unit shall lead, then each District follows in numerical order. The Department Honorary Junior President's Department Colors shall precede her. Navy skirt or Navy slacks and white blouses shall be worn by all color Bearers.
- (13) Scrapbook: The Junior scrapbook shall be presented to the Department Honorary Junior President at the close of her year.
- (14) Minutes: The Department Honorary Junior President shall appoint a Senior Secretary to record the minutes of the Junior Advisory Meeting and the Junior Conference. Minutes shall be submitted no later than ten (10) days after the Department Junior Conference. The Senior Secretary shall send the minutes of both meetings to the Department Office for typing and distribution. A copy of the minutes of the Advisory meeting and the Department Junior Conference shall be sent to the incoming Department Honorary Junior President and incoming Honorary Junior Secretary.

- (15) Records: The names and addresses and phone numbers of all newly elected officers shall be given to the Department Honorary Junior Secretary and Department Junior Activities Chairman immediately following the election.

The Department Honorary Junior Secretary's minutes and statement of receipt and disbursement from the host Unit shall be sent to the Department Junior Activities Chairman immediately following the Department Junior Conference.

All Department Junior material, such as Secretary's book, financial statements and committee envelopes are the property of the Department Junior Activities Chairman during the year.

- (16) Advisory Committee: This committee shall be comprised of the Department Junior Activities Chairman, Department Honorary Junior President and Honorary Vice Presidents, District Junior Activities Chairmen and District Honorary Junior Presidents. This meeting shall be conducted by the Department Honorary Junior President.
- (17) Finance: Refer to Standing Rules Article X, Section 18
- (18) Any Junior Activities Chairmen should request information from the Department Office.
- (19) Any Junior member attaining her eighteenth (18) birthday prior to December 31st of the current year must pay senior dues for the next year.
- a. Any Honorary Junior officer must be 17 years or younger at the time of election to Honorary Junior Office. Said Honorary Junior Officer is allowed to fulfill her term regardless of her birthday.
- (20) The official delegate to the National Junior Convention shall be elected at the Department Junior Conference.
- a. Any junior wishing to attend the National Junior Convention shall submit her name to the Department Office prior to the Department Junior Conference, or can be nominated from the floor of the Department Junior Conference.
 - b. The Junior receiving the plurality of votes at the Department Junior Conference shall be Minnesota's "official" delegate to the National Junior Conference.
 - c. The Department shall pay the registration fee for one "official" delegate so elected.
 - d. All attendees shall be responsible for their own transportation, chaperone and all expenses.

- (21) Amendments: Proposed amendments to these Standing Rules may be made at any Department Junior Conference by a majority vote of the total number votes to which the accredited delegates present are entitled, provided the proposed amendments were submitted to the Junior Advisory Committee for review prior to the Conference; and further, all proposed Junior Standing Rule amendments shall be ratified by the Department Senior Executive Committee.
- (22) Junior members are allowed to wear a red sash to display their Junior patches.
- (23) *Roberts Rules of Order, Newly Revised* shall be the parliamentary authority in all matters not covered by the Standing Rules.

Section 18 Memorial

- (a) In the event of the death of a Past Department President, Past Department Commander or current Executive Committee member, the Department shall provide a \$25.00 memorial.
- (b) In the event of the death of a Department Chairman, Department Committee Member or Hospital/Home Representative while serving in that capacity, the Department shall provide a \$25.00 memorial.

Section 19 Poppy

- (a) The Department Executive Secretary shall be responsible for the Poppy operating and shall assign a member of the staff to directly supervise it.
- (b) The cost of poppies to the Units shall be determined by the Department Executive Committee upon the recommendation of the Department Finance Committee, Executive Secretary and Department Poppy Chairman.
- (c) All Poppy orders and remittance checks shall be in the Department Office by December 1.
- (d) The donations from each Unit's Poppy distribution shall be used only for the rehabilitation and welfare work among veterans and their families; therefore, all Units shall keep two accounts or separate ledgers so the Poppy money is kept separate from general funds.
- (e) Poppies left over from one year's distribution may not be distributed the following year or ever (National Mandate and Faribault Convention 1947). The individual Unit member shall refuse to distribute poppies carrying a previous year's label. (Resolution Faribault 1947)

Section 20

(a) Veterans Affairs and Rehabilitation

- (1) The Department Hospital/Home budgets set up for each hospital shall cover a twelve (12) month period, conforming to the Auxiliary year, August 1 through July 31.
- (2) The Gift Shop will hold their meeting in conjunction with the Department Veterans Affairs and Rehabilitation Committee and all meeting shall include the Veterans Affairs and Rehabilitation Department Chairman as an ex-officio member without vote.
- (3) Any items left from the Gift Shop after shopping has been done by the veterans must be returned as directed by the Gift Shop Committee.
- (4) All Hospital/Home Representatives shall be sent an accounting of their budgets from the Department Office on a three month, six month, nine month and eleven month basis.

(b) Gift Shop

- (1) The Department President will appoint a committee of two, one of whom shall be appointed Chairman by the Department President.
- (2) The Gift Shop Committee should have the first meeting early in August with the Department Veterans Affairs and Rehabilitation Chairman.
- (3) The Hospital/Home Representatives should have their first meeting before mid-September.
- (4) The Department Executive Secretary has the power of purchasing to the extent of sending letters of authorization to the Gift Shop Buyers.
- (5) Eligibility - Only a "residential" Veteran, one who has a bed in the facility is allowed to participate in the Gift Shop Program.
 - a. Day Care patients are only allowed to participate if they are being treated/under care at the facility on the day of the Gift Shop.
 - b. Day Care patients shall receive one gift for him/herself or to use as a gift.
 - c. A resident spouse of a deceased veteran is eligible to receive one gift for him/herself or to use as a gift.
 - d. A resident spouse of a living veteran is eligible to receive one gift for him/herself or to use as a gift.
- (6) One (1) gift shall be allowed to each Veteran to keep for him/herself and one gift for each member of his/her immediate family. No Veteran shall receive a cash gift. \$10.00 gift cards will be purchased from the Gift Shop supplier that we purchase gifts from in that year and will be given to Veterans only.

- a. Immediate family is defined as spouse, dependent children, still living at home or significant other or personal caregiver if the Veteran is not married and has no children, then immediate family is his/her parents.
 - (7) The Hospital/Home Representatives shall provide a completed order request for their facilities and send it into the Department office at a date determined by the Gift Shop Chairman. The date of the Gift Shop must be included within the same mailing to the Department Office.
 - (8) Surplus articles from the Gift Shop program must be returned to the supplier(s) within five (5) days of the Gift Shop. A list of returned items with the quantity of each gift returned and the place the gifts were returned to must be mailed to the Department Office at the same time. All gift cards and money for returned gifts must be returned to the Department Office.
- (c) Hospital/Home Representatives
- (1) Recruit new volunteers.
 - (2) Arrange orientation meetings for them.
 - (3) Arrange party dates.
 - (4) Do not solicit funds from Post, Units or Districts.
 - (5) Hospital/Home budgets are to go for supplies and treats for Veterans only. Cigarettes may be purchased for the Veterans only upon the request and/or approval of the hospital/home.
 - a. Hospital/Home budget funds shall not be used for such items as luncheons, dinners, picnics, certificates, pins, gifts, etc. for volunteers.
 - (6) Monthly reports on activities held at the hospital/home including the expenditures of funds are to be sent to the Department Office and the VA & R Chairman each month.
 - (7) All monetary donations sent directly to the hospitals/home representatives are to be forwarded to the Department Office for the purpose of accurate record keeping and in accordance with the Department Standing Rules.
 - (8) All Gift Shop items are to be inventoried and returned right after the Gift Shop is held.
 - (9) Annual reports are to be sent to Department by April 15.

ARTICLE X

FINANCE

- Section 1 The revenue of this Department shall be derived from annual dues and by such other means as recommended by the Department Finance Committee with Executive Committee approval.
- Section 2 The annual National dues as determined by the National Convention each year shall be collected by the Units and paid through the Department Headquarters to the National Treasurer whenever the same becomes due and payable.
- Section 3 The annual Department dues shall be nine dollars (\$9.00), effective in 2013 per senior member and two dollars and twenty-five centers (\$2.25) per Junior member payable to the Department Office along with the National dues. Twenty-five cents (\$.25) per member shall go to the American Legion Family Hospital Association, fifteen cents (\$.15) per member to the National Veterans Affairs and Rehabilitation, twenty cents (\$.20) per member shall go to the Department National Candidates' fund, five cents (\$.05) per member shall go to the Junior Conference fund and the balance will inure to the General Operating fund.
- Section 4 No special requests for money by Department Chairmen and Department committees or for the District Presidents' projects shall be made from the Units without the approval of the Department Executive Committee.
- (a) All other solicitation of funds at a District level shall be approved by the District Executive Committee or at a District meeting.
- (b) All other solicitations of funds of Unit members shall be approved by the Unit Executive Committee or at a Unit meeting.
- Section 5 Donations of money for any Department American Legion Auxiliary program shall be sent to the Department Office with a notations to which program they are to be credited.
- Section 6 No officers except the Department Executive Secretary and Treasurer shall receive any compensation for their services but expenses necessary for the performance of official duties shall be paid from Department funds, according to such rules as may be recommended by the Department Finance Committee and approved by the Department Executive Committee.
- Section 7 The President shall have the authority to designate a representative to represent her at public ceremonies and meetings at the President's expense.
- Section 8 Expenses of the Poppy Chairman shall be considered administrative expense and they shall be charged to the Poppy industry.

- Section 9 Any Department Chairman, Officer, Committee Member or speaker who otherwise has no budget when invited to a Unit, County or District meeting shall be reimbursed by said Unit, County or District except when appearing for the Department President at her request.
- Section 10 A nominal charge shall be made for Constitution and Bylaws booklets and other supplies.
- Section 11 In making up reports for the Book of Annual Reports the Chairmen shall give the financial donations as recorded by the Department Treasurer unless donations are for Unit or District projects.
- Section 12 When any change of policy, new project or increased expenditures are considered by any Department Committee, the matter shall be discussed with the Department President and the Department Finance Committee and referred to the Department Executive Committee for their approval before such changes, projects or expenditures may be carried out by the committee.
- Section 13 The Executive Committee's unbudgeted spending limit shall be \$500.00 per meeting.
- Section 14 Children and Youth - The Forgotten Children's program, which is carried on as a part of the Children and Youth program shall be continued on a permanent basis, provided the State of Minnesota continues this program. The allocated funds shall be given to the Department of Human Services, State of Minnesota, to be used for children in licensed foster homes and/or group homes, with Veterans' children receiving preference. The amount is to be recommended each year by the Children and Youth Chairman with the Department Finance Committee recommending the amount to be given with the approval of the Department Executive Committee.
- Section 15 Finance
- (a) No officer or member of the American Legion Auxiliary shall be empowered to put the organization under obligation for any sum of money in the way of donations or offerings without the consent of a majority of the Executive Committee.
 - (b) The Executive Committee shall set the amount of the Department President's travel budget upon recommendation of the Finance Committee. The Department Vice President, when representing the Department President at her request, shall be reimbursed for mileage at the current rate as stated in the Department Standing Rules from the Department President's Travel Fund.
 - (c) A complete audited financial report shall be published in the Minnesota Legionnaire in the fall.

- (d) After the Finance Committee and Executive Committee have approved a Chairman's budget, each Chairman shall approve the expenditures under her committee budget, and be the only person authorized to sign vouchers.
- (e) No Department Committee or Chairman may authorize the use of committee funds for the payment of expenses as delegates or visitors to any convention, or like event, for any committee or Auxiliary members without the approval of the Department Executive Committee.
- (f) Mileage and per diem shall be paid as follows:
 - (1) Fall Conference and Department Convention: \$75.00 per diem and mileage at \$.40 per mile shall be paid to all Department Officers, Department Chairmen, District Presidents and Committee Members receiving a call-in.
 - (2) August Workshop and Executive Committee meetings: \$75.00 per diem and mileage at \$.40 per mile shall be paid as follows:
 - i. Department Officers and Chairmen - two (2) days
 - ii. Committee Members - one (1) day
 - iii. District Presidents - one (1) day
 - iv. District Membership Chairmen - one (1) day
 - (3) Finance Committee Budget Meeting: \$75.00 per diem and mileage at \$.40 per mile shall be paid to the members of the Finance Committee and the following Department Officers: President, First Vice President, Second Vice President, Secretary and Treasurer.
 - (4) District Presidents-Elect, when called into the Department Convention, will receive two (2) days per diem at \$75.00 and mileage at \$.40 per mile.
 - (5) All one day meetings: \$50.00 per diem and mileage at \$.40 per mile.
 - (6) Members not living in Minnesota, who are serving the Department of Minnesota as Chairmen, Committee Members or other special appointment positions and receive a call-in to a Department function will receive mileage from the Minnesota state line closest to their residence, to the site of the function and back to that same state line.
- (g) All money requests by a committee must be presented in writing, including amounts requested and reason for request, to the Finance Committee two (2) weeks prior to the Finance Committee meeting to give time for due consideration.
- (h) The Department American Legion Auxiliary shall not sanction any fund raising at our Department Fall Conference or at the Department Convention without the approval of the Department President and the Department Executive Committee.
- (i) All special requests (projects) for which solicitations are made from the Units shall be completed in the current year and itemized bills and vouchers submitted to the Department Treasurer for payment prior to the closing of the Department books. The Department fiscal year shall run from August 1 through July 31.

- (j) Candidates Funds - Funds provided by the Units and Department for campaign and other expenses of Department endorsed candidates for National Office, or other designated fund, shall be placed in a special Department fund to be paid out by the Department Treasurer upon receipt of vouchers signed by person (or persons) authorized to do so by the Department Executive Committee.
- (k) The Department President, Department Legislative Chairman and Department Veterans Affairs and Rehabilitation Chairman shall be financed to attend the Washington Conference. The allowable expenses for the Legislative and Veterans Affairs and Rehabilitation Chairman shall include: transportation, registration, IRS per-diem and one-half the room rate. Allowable expenses for the Department President to include; transportation, registration, meals and room. The National Executive Committeewoman shall be given a stipend to attend the Washington Conference as budgeted by the Finance Committee.
- (l) The Department President, First Vice President and Leadership Chairman may attend a Regional Listening and Learning Conference with expenses as budgeted.
- (m) The incoming Department President, incoming Membership Chairman and Incoming Department Secretary and Department Membership Coordinator may attend the National Auxiliary Spring Meeting in Indianapolis if one is held and they desire to attend.
- (n) Expense reimbursement must be accompanied with receipts to be processed for payment to stay in compliance with the IRS.

Section 16 Finance Courtesies

- (a) Distinguished guests at Department meetings shall include the National President, Minnesota's Past National Presidents, National Vice President, National Vice President of the Northwestern Division, Minnesota's Past National Officers, Officers of other Departments, those currently serving on a National Committee and the following current Department Officers: President, First Vice President, Second Vice President, National Executive Committeewoman and Alternate National Executive Committeewoman.
- (b) No transportation shall be allowed for the above mentioned, other than those currently serving as a Department Officer, Department Chairman or Committee member who would receive the usual per diem and transportation for serving in the Department position.

- (c) Courtesies at the time of Fall Conference and Department Convention shall be extended in the following manner:
 - (1) Hotel accommodations, all meals including special luncheons and banquets, flowers, a Department gift and other hospitality deemed correct by the Department President for gracious entertainment during their stay in Minnesota shall be provided by the Department for the National President, National Vice President and the National Vice President of the Northwestern Division.
 - (2) A per diem to include hotel accommodations and meals in accordance with the rates set up for the Department Executive Committee members, special luncheon and banquet tickets and other small courtesies shall be provided for Minnesota's Past National Presidents by the Department.
 - (3) Registration, special luncheon and banquet tickets and other courtesies at the discretion of the Department President shall be provided by the Department for Minnesota's Past National Officers, National guests, those currently serving on a National Committee, the National Executive Committeewoman and the Alternate National Executive Committeewoman.
 - (4) Distinguished guests from other Departments will be included in the Distinguished Guests Breakfast if one is held and receive other courtesies at the discretion of the Department President.

Section 17 Finance - Conference and Conventions (Department and National)

- (a) When serving as Timekeeper, on the Credentials Committee, Election Judge and Tellers, Convention Resolutions Chairman, Convention Constitution and Bylaws, Department Pages, Department Color Bearers, Department Sergeant-at-Arms or as musician if not otherwise financed at Department Convention or Fall Conference each shall receive the same per diem and mileage as the Department Chairmen.
- (b) When serving as a panel moderator when needed at Fall Conference of Department Convention shall receive mileage and one day's per diem as set under Standing Rule Finance, Section 15, (f) (1).
- (c) When serving on the Rules Committee and the Chairman of the Musical Extravaganza, if not otherwise financed by the Department, when called in for the Department Convention shall receive mileage and one day's per diem as set under Standing Rule Finance, Section 15, (f) (1).
- (d) When serving as Mistress of Ceremonies for the Reception at Fall Conference or Department Convention, if not otherwise financed by the Department, shall receive mileage and one day's per diem as set under Standing Rule Finance, Section 15, (f) (1).

- (e) The Department of Minnesota will provide the following courtesies for National Convention:
 - (1) Registration, Woman of the Year Luncheon ticket and States Dinner ticket for the Department Executive Secretary, National Executive Committeewoman, Alternate National Executive Committeewoman, National Appointments and Past National Presidents not otherwise provided by National.
 - (2) A States Dinner ticket will be provided to the incoming and outgoing Department Commander and guest, incoming and outgoing SAL Detachment Commander and guest, Department Adjutant, Past National Commander, Past National SAL Commander and incoming and outgoing Honorary Junior President unless provided for by National.

- (f) The registration fee and the cost of the National luncheon or dinner, whichever is held, shall be provided for Past National Presidents and those currently serving on a National Committee in attendance at the Washington Conference and not otherwise provided for by National shall be paid out of the National Candidates Fund.

The National Executive Committeewoman shall receive a stipend as budgeted.

- (g) National President's Homecoming - the Department President, Past National Presidents and those currently serving on a National Committee may attend the National President's Homecoming with a stipend as budgeted to be paid out of the National Candidates Fund.

- (h) Department shall finance delegates as defined in Department Constitution Article VIII, Section 1 (s), excluding National Chairmen. Funding shall be as follows: IRS standard meal, per diem and one-half room rate. Courtesies provided will be to the States Dinner, Woman of the Year Luncheon and registration. Travel reimbursement shall be determined by the Finance Committee.

Section 18 Junior Finances

- (a) All Junior funds shall be channeled through the Department Office.

- (b) Department Junior Conference registration and noon meal charge determined by the Department Junior Activities Chairman, Department President and host Unit.

- (c) The host group shall pay for:
 - (1) The noon meal provided for those in attendance at the Conference.
 - (2) Registration and meals for the Department Honorary Junior President and Honorary Junior Secretary.
 - (3) Corsages for Department Officers and Distinguished Guests.
 - (4) Printing of official Conference programs and badges.
 - (5) Door prizes, if desired.

- (d) The Department Junior Conference Fund shall receive one-fourth (1/4) of the amount collected for registration at the Annual Junior Conference. This amount shall be forwarded by the Department Junior Activities Chairman to the Department Office.

- (e) The following shall be paid from the Department Junior Conference Fund:
 - (1) Prizes and awards for Department Junior Conference, such as Book of Prayers, Scrapbook, Display Boards or any prizes the Department Junior Activities Chairman chooses.
 - (2) Past President's Pin or charm and Department Junior President's Scrapbook.
 - (3) Expenses incurred by the Department Junior Activities Chairman, if not allowed by the Minnesota Department, such as long distance telephone calls, extra night's lodging for the Conference.
 - (4) Transportation at Department level per mile, housing, if necessary for the Honorary Junior President to attend the Department Junior Conference; and Department level per diem per mile to Fall Conference, if invited and per diem to be raised as Department is raised.
 - (5) Actual expenses, other than those provided by the host group, shall be paid to the Department Honorary Junior President and Department Honorary Junior Secretary for the Conference.
 - (6) The Senior Secretary and Senior Parliamentarian for the Conference shall each receive their registration fee, noon luncheon and a \$10.00 stipend. Courtesy gifts may be purchased by the Department Honorary Junior President in consultation with the Department Junior Activities Chairman.

- (f) All expenses incurred from the Department Conference, from Department Honorary Junior President and Honorary Junior Secretary and Department Junior Activities Chairman shall be forwarded to the Department Office no later than two (2) weeks after the Conference. No expenses shall be paid after that determined date.

- (g) Department Finance Committee shall recommend a proposed Junior Conference budget to the Department Executive Committee for their final approval.

Section 19 Department Investment Policy - The Department investments will be conservative with minimal risk of principal loss and low investment cost. The Department Secretary and Department Treasurer will work with an investment advisor to purchase the individual securities. Any changes to this policy must have approval of the Finance and Audit Committees and be done by a Resolution at a Department Convention.

ARTICLE XI

GENERAL RULES

Section 1 Use of American Legion Auxiliary Emblem - Units are permitted to purchase the official Auxiliary emblem for use on some uniform-type of civilian dress, such as dark blue shirtwaist dress and beret to wear during funerals, Poppy Day, Memorial Day or functions approved by the sponsoring Unit of the American Legion Auxiliary.

Section 2 The mailing lists of Units shall not be given to anyone except candidates for American Legion Auxiliary Department elective offices and such lists to be used by them for campaign purposes only, except with the approval of the Department Executive Committee.

Section 3 Department Headquarters Office Rules

- (a) In the event of a vacancy in the paid personnel of the Department Office or the creation of a new position (with the exception of appointive positions as provided by the Department Constitution), the position shall be filled by the Executive Secretary.
- (b) Employment of additional help for part-time work in the Department Office shall be made by the Executive Secretary when deemed necessary. Pay for part-time help shall be at the IRS wage scale.
- (c) Department Chairman shall contact the Department President for permission of having clerical work done in the office.
- (d) Other office rules shall be in accordance with the American Legion Auxiliary Department of Minnesota Employee Handbook. Revisions to the Employee Handbook shall be approved by the Department Executive Committee.

Section 4 Resolved by the 2013 Convention Body that the Units and Districts shall use the National Reporting Forms.

ARTICLE XII

AMENDMENTS

Section 1 These Standing Rules may be amended at any Department Convention by a two-thirds vote of the accredited delegates.