

UNIT CONSTITUTION
TO BE USED BY UNITS IN THE DEPARTMENT OF MINNESOTA

PREAMBLE

For God and Country we associate ourselves together for the following purposes:
To uphold and defend the Constitution of the United States of America: to maintain law and order; to foster and perpetuate a one hundred per cent Americanism; to preserve the memories and incidents of our associations in all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good-will 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 Unit of _____ Post No. _____ The American Legion, Department of Minnesota.

ARTICLE II
Nature

Section 1. The American Legion Auxiliary is a civilian patriotic service organization that supports 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 the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III
Organization

Section 1. All Units in a District shall be a part of the District organization.

Section 2. Each Unit shall maintain a minimum membership of 10 Senior members.

Section 3. Application for charter must be approved by the Post to which the Unit wishes to become attached.

Section 4. No Unit shall be received into the organization until it shall have received a charter from the National Headquarters of the American Legion Auxiliary.

Section 5. Each Unit shall adopt the Unit Constitution and Bylaws as prescribed by the American Legion Auxiliary, Department of Minnesota. Units shall adopt standing rules for its government and such regulations as are proper and which do not conflict with the Constitution and Bylaws and Standing Rules of the National and

Department organizations.

ARTICLE IV
Eligibility

- Section 1
- (1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
 - (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
 - (3) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
 - (4) To those women who of their own right are eligible for membership in The American Legion.
- Section 2. There shall be two classes of membership, Senior and Junior.
- (a) Senior membership shall be the functioning (or active) group composed of members over the age of 18 years; 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 18 years, whose activities shall be supervised by the Senior membership. Upon reaching the age of 18 years, Junior members shall automatically be admitted into Senior membership with full privileges.
 - (c) Dues of both classes shall be paid annually.
- Section 3. No person shall be a member at any time of more than one Unit.
- Section 4. A Unit shall be the judge of its own membership.
- Section 5.
- (a) Any member in good standing in a Unit shall be entitled to a transfer to another Unit.
 - (b) Any member in good standing, wishing to transfer to another Unit, must present to the new Unit her/his current membership card. Upon 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.

ARTICLE V
Officers and Their Election

- Section 1. There shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Sergeant-at-Arms, Historian and Parliamentarian.
- Section 2. The Unit at its April, May or June meeting shall elect annually a President, a First Vice President, a Second Vice President, Treasurer, Sergeant-at-Arms, and two members of the Executive Committee. These officers will take office at the close of the Department Convention and hold office until the close of the following Department Convention. In the event the Department Convention is not held, the Unit officers will take office at the close of the Auxiliary year which is July 31.
- (a) Unit members shall not be permitted to vote unless present at the Unit meeting. There shall be no voting by mail or proxy.
 - (b) A plurality of the votes cast shall be necessary to elect. Only in case of a tie should another ballot be taken.
- Section 3. In case of vacancy occurring between annual meetings in the office of Second Vice President, Treasurer, Sergeant-at-Arms, or the two elected Executive Committee members, the Unit Executive Committee shall fill said vacancy for the balance of said term. The person so named shall hold the office so vacated until the next annual meeting of said Unit for the election of officers. The Secretary and Treasurer may be one person.
- (a) A vacancy occurring in any elective office between the May or June election and the next Department Convention shall be filled by election at a Unit meeting duly called for that purpose.
 - (b) In case of vacancy occurring between Department Convention and the next annual meeting in the office of Unit President, the First Vice President shall fill said vacancy for the balance of said term, and the Second Vice President shall fill the office of First Vice President for the balance of said term.
- Section 4. The new officers of Units automatically become the custodians of all Unit property and the retiring officers are charged with the duty of turning over to their successors not later than the time of Department Convention, such property as records, official correspondence, convention proceedings, charter, colors, handbooks, Unit Guide, manuals, etc.
- Section 5. The Unit Executive Committee shall consist of seven persons, two of whom shall be elected as such at the annual meeting and the President, First Vice President, Second Vice President, Treasurer and retiring President. The Secretary shall be an ex-officio member without vote.

Section 6. In the event of the President succeeding themselves, her/his predecessor in office shall remain a member of the Executive Committee.

ARTICLE VI
Amendment

Section 1. This Constitution may be amended at any Department Convention by a two-thirds vote of the total number of votes to which the accredited delegates present are entitled by provisions as set forth in Article VII, Section 2 of the Department Constitution, providing the proposed amendments shall have been submitted through the Department Secretary to the Department Executive Committee prior to the convention; and provided further that all proposed amendments shall be read at a regular meeting of the convention.

Section 2. Necessary amendments proposed after distribution as described in Section 1, may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the convention session prior to taking the vote.

Section 3. A proposed amendment not having been previously read or distributed as required in Section 1 shall be referred to the Convention Constitution and Bylaws Committee called together for a special meeting before it comes to the floor for a vote. It may be adopted by the unanimous vote of the convention body.

ARTICLE VII

This Constitution shall be automatically amended to conform to the Constitution of the American Legion Auxiliary, Department of Minnesota.

DISTRICT CONSTITUTION

TO BE USED BY THE TEN DISTRICTS IN THE DEPARTMENT OF MINNESOTA

PREAMBLE

For God and Country we associate ourselves together for the following purposes:
To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred per cent Americanism; to preserve the memories and incidents of our associations in all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good-will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and to 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

The name of the organization shall be the American Legion Auxiliary, Department of Minnesota, District # _____.

Article II Organization

The ten Districts shall have the same numbers and territorial limits as the Districts set up in the Constitution of The American Legion.

Article III Nature

- Section 1. The American Legion Auxiliary is a civilian patriotic service organization that supports 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 the promotion of the candidacy of any person seeking public office or preferment.

Article IV Officers and Their Election

- Section 1. Elected Officers: Each District at its annual Convention meeting of delegates shall elect by plurality a President, a First Vice President, a Second Vice President and two members of the Executive Committee. Any District wishing the Secretary to be an ex-officio member of the District Executive Committee without privilege of vote, may elect three members instead of two. The officers shall serve for one (1) term or until their successors are elected; a term shall start upon adjournment of the Department Convention.

- Section 2. Appointed Officers: The Secretary, Treasurer, Sergeant-at-Arms, Chaplain, Historian and Parliamentarian shall be named by the President with the approval of the Executive Committee. The Secretary and Treasurer may be one person. When the appointed officer(s) are included in the installation of officers, the Executive Committee must approve them before that ceremony.
- Section 3. (a) The District Executive Committee shall consist of seven persons, two of whom shall be elected as such by the District Convention, and the President, First Vice President, Second Vice President, Secretary and retiring President. See Section 1 for exception to Secretary. Four members of the District Executive Committee shall constitute a quorum. A vacancy existing in the District Executive Committee from any other cause than the expiration of a term shall be filled by a majority vote of the Committee. Any present member of the Executive Committee shall continue as such during the remainder of the term for which they have been elected.
- (b) In the event of the death or resignation of the District President, the District First Vice President shall automatically succeed to the office of District President and the Second Vice President shall automatically become First Vice President.
- Section 4. The District President shall be an ex-officio member of all District committees, without power of vote.
- Section 5. Duties of the District Officers shall be the same as provided for the Department.
- Section 6. The District Chairmen shall be named by the President-Elect and shall be approved by the members of the District Executive Committee-Elect within thirty (30) days following the annual election of officers; this action to be ratified by the District Executive Committee at a meeting to be held after the close of the Department Convention and preceding the next regular District meeting in Districts holding monthly meetings. If no monthly District meeting is held the action is to be ratified by the District Executive Committee at a meeting to be held after the close of the Department Convention.
- Section 7. The District Officers and members of the District Executive Committee shall assume their duties immediately following the adjournment of the Department Convention.

Article V
District Convention

- Section 1. There shall be one annual meeting or Convention at the time and place designated by the District Executive Committee. Notice of such meeting shall be mailed out at least thirty (30) days prior to the meeting.
- Section 2. Representation at the annual District Convention shall be on the same basis as representation at the Department Convention. Each Unit shall elect alternates to serve in place of the delegates in case of their absence; such alternates may

speaking in the Convention but not vote if the delegates are present. Delegates shall serve in the order of their election before any alternate delegate. Then alternates shall serve in order elected. The vote of each Unit shall be equal to the total number of delegates. The vote of any delegate absent and not represented by an alternate shall be cast by the majority vote of the delegates present. There shall be no voting by proxy except as here provided.

- Section 3. Members of the District Executive Committee shall be seated as delegates of the District Convention and entitled to vote.
- Section 4. The Convention shall be the judge of the qualifications of the delegates.
- Section 5. All Past District Presidents, as long as they remain members in good standing of a Unit in the District over which they presided, shall be delegates-at-large to the District Convention and entitled to vote. They must be present at the District Convention at which they are voting. However, no person is allowed two votes, i.e. they may vote with their Unit if they are a Unit delegate, or they may vote in their capacity as a Past District President or a member of the District Executive Committee, but they may not vote as both. Each Past District President will assume all responsibility for payment of their own convention registration.
- Section 6. The District dues shall be a per capita tax based upon the previous year's membership and shall be sent to the District Secretary or Treasurer. If remittance is made to the Secretary, she/he shall in turn transmit such dues to the District Treasurer.
- Section 7. Only Units which have remitted District dues in full 30 days prior to the District Convention, shall be entitled to representation in the District Convention.
- Section 8. Representation of a new Unit at a District Convention shall be left to the discretion of the District Executive Committee.
- Section 9. A quorum at a District Convention shall exist when 10% of the Units are represented.
- Section 10. Delegates from the District to the National Convention shall be elected at the District Convention.

Article VI District Rules

Districts may adopt such rules for their government and such regulations as are proper under the Constitution & Bylaws of the American Legion Auxiliary and the rules, regulations and orders of the National and Department organizations. In matters not otherwise regulated the District Conventions may adopt such rules governing and regulating the Units within the District as do not conflict with the Constitution, Bylaws or Standing Rules of the Department or National organizations.

Article VII
Rules of the Convention

Robert's Rules of Order, Newly Revised, as modified by the rules of the last preceding Convention, shall constitute the temporary Rules of the Convention until the Rules Committee of the Convention shall have reported upon proposed permanent rules of the Convention either submitted to it or recommended by it; provided the Convention may adopt its permanent rules upon a majority vote of all the authorized delegates in attendance.

Article VIII
Amendment

- Section 1. This Constitution may be amended at any Department Convention by a two-thirds vote of the total number of votes to which the accredited delegates present are entitled by provisions set forth in Article ~~VII~~ XIV, Section 2, of the Department Constitution & Bylaws, providing the proposed amendments shall have been submitted through the Department Secretary to the Department Executive Committee prior to the convention; and provided further that all proposed amendments shall be read at a regular meeting of the convention.
- Section 2. Necessary amendments proposed after distribution as described in Section 1, may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the convention session prior to taking the vote.
- Section 3. A proposed amendment not having been previously read or distributed as required in Section 1 shall be referred to the Convention Constitution and Bylaws Committee called together for a special meeting before it comes to the floor for a vote. It may be adopted by the unanimous vote of the convention body.

Article IX

This Constitution shall be automatically amended to conform to the Constitution & Bylaws of the American Legion Auxiliary, Department of Minnesota.

PREAMBLE

We, the Minnesota members of the American Legion Auxiliary, associate ourselves together into a Department to carry out in our state the purposes for which the American Legion Auxiliary was organized as expressed in the Preamble of the Constitution of this organization as follows:

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 associations in all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good-will on earth; to safe-guard and transmit to posterity the principles of justice, freedom and democracy; to participate in and to contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our associate by our devotion to mutual helpfulness.

ARTICLE I: NAME

The name of this organization shall be the American Legion Auxiliary, Department of Minnesota.

ARTICLE II: OBJECT

To serve The American Legion in all its activities; to support it in all its interests, and to promote its welfare; to hold in sacred remembrance all who gave their lives in defense of civilization in all wars; to work unceasingly for a strong America and the preservation of peace; to lend its united efforts to the task of impressing the minds of the youth of our land, and through them the generations to come, with the necessity of a staunch and steadfast support of the Constitution of the United States, with a deep abiding love and reverence for our free institutions, and with a patriotic devotion to our flag and all that it represents, so that the noble sacrifice and service to the whole world, by those who now form The American Legion, may not have been rendered in vain.

ARTICLE III: NATURE

Section 1. The American Legion Auxiliary is a civilian service organization that supports 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 the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE IV: 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 American Legion Auxiliary.

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 & 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 V: MEMBERS

Membership eligibility is established by The American Legion.

Dues of all classifications shall be paid annually or for life.

ARTICLE VI: OFFICERS

Section 1. The officers of this Department shall be President, First Vice President, Second Vice President, Executive Secretary, Treasurer, Chaplain and National Committeeman (NEC). The following officers shall be appointed by the Department President subject to the approval of the Department Executive Committee and shall hold office at the will of the appointive power: Executive Secretary, Treasurer and Chaplain.

Section 2. A Department Officer changing their residence to another state automatically vacates their office.

Section 3. (a). In case of death, resignation or removal of the Department President, First Vice President will succeed to the office, the Second Vice President may succeed to the office of First Vice President. Vacancies in all Department offices, including the position of the Alternate National Executive Committee person occurring between conventions may be filled by the Department Executive Committee.

(b). A vacancy occurring among District Presidents shall 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 4. 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 those to serve on National Convention committees.

Section 5. (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 VII: ELECTIONS

Section 1. The following officers shall be elected annually at the Department Convention by a plurality vote of the delegates present and voting: Department President, Department First Vice President and Department Second Vice President. The following officers shall be elected biannually at the Department Convention held in an even numbered year by a plurality vote of the delegates present and voting: The National Executive Committee person and Alternate National Executive Committee person.

Section 2. The National Executive Committee person and the Alternate National Executive Committee person shall be elected to serve a two (2) year term and may only serve three (3) consecutive terms.

Section 3. (a) The election of Department officers shall be by secret ballot and where there is no opposition, voting shall be by acclamation at the final session. Nomination for Department officers shall be held during the first business session of the Department Convention. Printed ballot forms shall be furnished to the chairman of each delegation or her representative at the designated polling place. Judges and clerks of election shall be appointed by the Department President and shall be in full charge of the voting. Polls may be open for at least two hours each day of the convention except for the last day when the balloting shall be left to the discretion of the Convention Rules Committee.

(b) The candidate receiving a plurality of all votes cast shall be elected. Only in the case of a tie shall another vote be taken.

Section 4. The election of all District Presidents shall be ratified by the Department Convention body inasmuch as they automatically become members of the Department Executive Committee.

Section 5. No elected Department officer shall succeed themselves after serving one full term. They shall hold office for the term defined and/or until their successors are elected or removal from office for cause by disciplinary proceedings as provided in the parliamentary authority.

ARTICLE VIII: 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 & Bylaws and Standing Rules and of the Department Convention. The President 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, The President shall be invited to attend all meetings of the Department committees serving as an ex-officio member with voice and no vote.

The President shall appoint Department Chaplain, Historian and Parliamentarian, chairmen and committee members and create such program committees as the President deem-advisable, with the approval of the Department Executive Committee.

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

Section 2. The Executive Secretary shall be in full charge of the work in the Department office. The Executive Secretary shall allocate all duties and be responsible that all work is kept up to date. The Executive Secretary shall keep all books and files that are necessary for the proper conduct of the Executive Secretary's office and shall conduct the official correspondence and transact such other business as the Department President and Department Executive Committee may direct. The Executive

Secretary shall be responsible to the Department President for the efficient and proper performance of the Executive Secretary's 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. The Department Treasurer 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.

The Department Treasurer 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 Executive Committee person (NEC) shall attend all the meetings of the National Executive Committee and report actions to the Department within 30 days of meeting. NEC shall be the official Department hostess for all visiting National officers, unless directed otherwise by the Department President.

Section 7. These officers shall perform the duties prescribed by these bylaws and by the standing rules.

ARTICLE IX: ADMINISTRATION – EXECUTIVE COMMITTEE

Section 1 (a). The administrative power and management of the Department between conventions shall be vested in the Department President and Department Executive Committee.

(b) The Department Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization.

Section 2. (a). The Department Executive Committee shall be comprised of the Department President, Department First Vice President, Department Second Vice President, immediate Past Department President, National Executive Committee person and the District Presidents following ratification by the convention general assembly.

All Past National Presidents from this Department in good standing in their Units shall be ex-officio members without vote. The Department Executive Secretary shall be an ex-officio member without vote. The Parliamentarian shall attend to assist the Chairman as requested without committee rights.

(b). When a District President is unable to attend a call-in conducted by the Department, either in person or virtual if offered, a District officer or a Past District President from that District, chosen by that District, shall attend the meeting in question. The representative who attends will have all powers delegated by the Constitution & Bylaws 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 President shall serve as Chairman and the Department First Vice President shall serve as Vice Chairman of the Department Executive Committee.

Section 5. The term of the Department Executive Committee shall commence immediately following the adjournment of the Department Convention next ensuing and shall end at the adjournment of the next succeeding Department Convention except for the National Executive Committee person who shall serve for the term of her elected office. The Alternate National Committee person shall serve for the term of her elected office, only in the absence of the National Executive Committee person.

Section 6. A majority of the Department Executive Committee shall constitute a quorum.

Section 7. With the exception of Secretary and Treasurer, the term of office for all Department officers shall be the same as the term of their elected position. 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 for a term of one year, shall be considered as having served a full term. The National Executive Committee person and the Alternate National Executive Committee person shall be considered as having served a full term should they serve for one year or more. The National Executive Committee person would be succeeded by the Alternate National Executive Committee person whose office would remain vacant until the next scheduled election should it be vacated.

Section 8. The Executive Committee may never alter the decision of the general assembly. The Executive Committee has authority limited to the power to supervise and to determine the details of implementation of the decisions of the members and, in a manner not inconsistent with such decisions, to attend to any business of the American Legion Auxiliary that cannot wait until the next meeting.

ARTICLE X: MEETINGS

Department Convention

Section 1. The legislative body of the Department of Minnesota shall be a Department Convention to be held annually.

Section 2. A quorum shall exist at a Department Convention when ten per cent (10%) of the Units are wholly or partially represented by duly elected delegates or alternates.

Section 3. The Department Convention shall be composed of delegates from each Unit and the Department Executive Committee.

All alternates and delegates must be members in good standing of the American Legion Auxiliary.

- a) **Units:** 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. When the President is unable to attend, the Unit will elect a delegate as a replacement. 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.
- b) **Delegates At Large:** Members of the Department Executive Committee and Past Department Presidents are delegates-at-large to the convention. Members of the Department Executive Committee shall be seated as delegates in the Department Convention and entitled to vote. 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 when present. Each Past Department President is to cast their own vote. Each Past Department President will assume responsibility for payment of their own convention registration.
- c) **Alternates:** Alternates will be seated in a separate area with all privileges of delegates except for voting and making motions. When called upon to replace a delegate they will have full privileges of the delegate and will be seated in the delegate area.

- d) Final Judge & Voting Rights: 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.
- e) Voting: 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. The vote of any Unit delegate absent and not represented by an alternate shall be cast by a majority of the delegates present from their Unit. There shall be no voting by proxy. No person shall be allowed two (2) votes, i.e., they may vote with their Unit if they are a Unit delegate, or they may vote in their capacity as a Past Department President or a member of the Department Executive Committee, but they may not vote as both.

Section 4. 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 5. The Department Executive Committee shall have the power to transact any business that would come before a Department Convention. In the event where conditions are indicative of the undesirability of holding a regularly scheduled department convention the Department Executive committee may postpone or cancel the convention or may decide to conduct the convention via an electronic platform that allows for all delegates in attendance to hear each other simultaneously. The Executive Committee in planning the nomination and election of Department officers evolve a method permitting the Units a voice and vote in the nomination and election of officers. The electronic convention does not need to be held in conjunction with The American Legion Convention. Financial disbursements must follow set financial guidelines as set in the Standing Rules.

Section 6. Rules of the Convention shall be *Robert's Rules of Order, Newly Revised*, as modified by the rules of the last preceding convention, shall constitute the temporary rules of the convention until the Rules Committee of the convention shall have reported upon proposed permanent rules of the convention, either submitted to it or recommended by it; provided the convention shall adopt its permanent rules upon a majority vote of all the authorized delegates in attendance.

National Convention

Section 1. (a). The delegates to the National Convention shall be the newly elected Department President, the newly elected Department First Vice President, the Retiring Department President, and the District Presidents for the past official year, a National Chairman and National Candidate if our Department is fortunate to have a National Chairman and a Department endorsed National Candidate. The Department Executive Secretary shall be an alternate to the National Convention subject to the ratification of the Department Convention.

(b). Delegates and Alternates to the National Convention shall be elected at the District Conventions. The number of delegates and alternates allowed will be prorated according to District membership, delegates-at-large to be elected by the convention body at the Department Convention. Each District President for the past official year shall be one of the designated delegates from their District. Such delegates shall be presented for ratification by the Department Convention.

(c). All Past National Presidents in good standing in their local Units shall be life delegates-at-large to the National Convention, with vote to be exercised with their Departments.

(d). Members of the National Executive Committee shall be delegates-at-large to the National Convention with vote to be exercised with their Departments.

ARTICLE XI: COMMITTEES

Department Standing Committees (all other committees are stated in the Standing Rules)

The standing committees of American Legion Auxiliary Department of Minnesota shall be (In alphabetical order):

- 1) Americanism Chairman who also serves as a member of the Girls State Committee.
- 2) Children & Youth Chairman
- 3) Constitution & Bylaws Chairman
- 4) Finance – shall be a five (5) member committee with at least one, but not more than two (2), of whom must be a Past Department President. The Department President shall appoint one member to serve for the full five (5) year term, or until resignation of a member, or until removed by a majority vote of the Executive Committee. No two (2) 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.
- 5) Girls State Committee shall consist of 6 members: Chairman, Director, Education Director, two (2) Committee members and the Americanism Chairman.
- 6) Membership Chairman
- 7) National Security Chairman
- 8) Risk & Compliance – shall be a three (3) person committee. The Department President shall appoint a three-year member to the Risk & Compliance Committee. No two members of the Risk & Compliance Committee shall be from the same District. The member serving their last year on the committee shall automatically become its chairman.
- 9) Veterans Affairs and Rehabilitation - includes subcommittee Gift Shop, which shall be comprised of two (2) persons, one chairman and one committee member. All who will serve as Veteran Affairs and Rehabilitation committee members and shall be appointed by the Department President.

ARTICLE XII: ELECTRONIC MEETINGS

Resolved by the 2015 Convention Body that Electronic Meetings to include teleconference and or electronic, email may be held for all Committees at all levels of the organization. The meetings must be properly authorized in the Standing Rules and is treated as though it were a meeting at which all members who are participating are actually present. The minutes will be recorded by the Department Secretary or the appointed Committee Secretary as usual and include, date, time, source of communication, item of discussion, members present/absent, who made motions and seconds and the method of taking/verifying the vote.

ARTICLE XIII: PARLIAMENTARIAN AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these Constitution & Bylaws, Standing Rules and any special rules of order adopted by our organization.

ARTICLE XIV: AMENDMENT OF BYLAWS

Section 1. This Constitution & Bylaws shall be automatically amended to conform to the National Constitution of the American Legion Auxiliary.

Section 2. (a) This Constitution & Bylaws may be amended at any Department Convention by a two-thirds vote of the total number of votes to which the accredited delegates present are entitled by provisions set forth in the Department Constitution & Bylaws, providing the proposed amendments shall

have been submitted through the Department Secretary to the Department Executive Committee prior to the Convention; and provided further that all proposed amendments shall be read at a regular meeting of the Convention.

(b) Necessary amendments proposed after distribution as described in Section 2 (a), may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the convention session prior to taking the vote.

Section 3. A proposed amendment not having been previously read or distributed as required in Section 2 shall be referred to the Convention Constitution & Bylaws and Standing Rules committee called together for a special meeting before it comes to the floor for a vote. It may be adopted by the unanimous vote of the convention body.

UNIT BYLAWS

ARTICLE I Duties of Officers

- Section 1. (a) Duties of the Unit President: It shall be the duty of the Unit President to preside at all meetings of this Unit and of the Executive Committee. She/he shall appoint the Secretary, Historian, Chaplain, Parliamentarian and Chairmen and members of all Standing Committees, with the approval of Unit Executive Committee; such appointments to be made by the President-elect of the Unit and approved by the members-elect of the Unit Executive Committee following the annual election of officers. This action shall be ratified by the Unit Executive Committee at a meeting to be held after the close of the Department Convention and preceding the next regular meeting of the Unit. The President shall be ex-officio member of all committees without vote.
- Section 1. (b) For the purposes of awarding Unit Past Presidents' pins or rings or other such recognition, a Unit President shall serve 51% of her/his elected term. This shall not be interpreted as binding upon Units to give any such awards, but only to set the conditions under which they may be given.
- Section 2. Duties of the Vice Presidents: In case of the President's inability to act, the First Vice President shall fulfill her/his duties. In case of the inability of the First Vice President to act, the Second Vice President shall perform the duties of the President. In the event of their absence, such meeting may elect the presiding officer.
- Section 3. Duties of the Secretary: The Secretary shall give notice of all meetings of the Unit and of the Executive Committee and shall keep minutes of such meetings. She/he shall conduct the correspondence and keep the records of the Unit including lists of the names and addresses of the members. She/he shall furnish to the Treasurer the names of all persons elected to membership and shall advise her/his of all transfers or changes affecting the membership. She/he shall notify candidates of their election.
- Section 4. Duties of the Treasurer: The Treasurer shall, subject to the control of the Executive Committee, be charged with the custody of the funds of the Unit, including all dues, and shall keep accounts and report thereon at each regular meeting. Her/his accounts shall be audited annually. She/he shall pay all bills when audited and approved in such manner as the Unit shall prescribe.

ARTICLE II
Executive Committee

- Section 1. Between meetings the government and management of this Auxiliary Unit shall be entrusted to the Executive Committee and all proceedings of said committee shall be presented to the Unit at the next meeting for approval.
- Section 2. Four members shall constitute a quorum.
- Section 3. Meetings shall be called by order of the President or on written order of at least three members of the executive committee.

ARTICLE III
Dues

- Section 1. (a) The annual dues of the members of this Unit shall be as set forth in the Standing Rules of the Unit. A member failing to pay such annual dues by January 31 shall be classified as delinquent and shall be suspended from the membership privileges; provided, however, such suspended member shall be notified by the Secretary of the Unit of such suspension prior thereto. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without the payment of all past dues, or by re-establishing eligibility and making application as a new member. From such dues the Unit Treasurer shall pay to the Department Secretary the sum of twelve dollars (\$12.00) per Senior member and three dollars and fifty cents (\$3.50) per Junior member, along with the National dues as determined by the National Convention each year.
- Section 1. (b) Twenty-five cents (\$.25) per member shall go to the American Legion Family Hospital Association, twenty-five cents (\$.25) per member shall go to the American Legion Family Hospital Association, ten cents (\$.10) per member shall go to the Junior Conference fund. Twenty cents (\$.20) per member shall go to the Department National Leadership Fund until said account exceeds \$35,000.00.
- Section 2. In order to participate in the election of Unit officers a member shall have paid her/his dues for the current fiscal year within which the election is held.
- Section 3. The proceeds from each Unit's Poppy distribution shall be used only for:
- The rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917
 - The welfare of the families of veterans of the above-named period
 - The rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals
 - The welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above-named period where financial and medical need is evident

- For the purpose of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the Poppy Fund.

ARTICLE IV

Section 1. The Fiscal Year of the Auxiliary Unit shall be from convention to convention of the Department.

ARTICLE V Meetings

Section 1. The regular meetings of this Unit shall be held on the _____ of each month, unless otherwise ordered by a 2/3 vote of the members present and voting. (The hour at which the meeting should be called to order would then be put into the Standing Rules.)

Section 2. The President or majority of the Executive Committee shall have the power to call a special meeting of the Unit.

Section 3. Upon written request of _____ members, the Executive Committee can call a meeting of the Unit.

Section 4. _____ members shall constitute a quorum at any meeting of the Auxiliary Unit.

ARTICLE VI Department Convention

Unit shall be entitled to two delegates at the Department Convention. One of whom shall be the Unit President, plus one additional delegate for each 50 members or major fraction thereof whose dues have been received by the Department Treasurer 30 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. 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/his Unit. There shall be no voting by proxy except as here provided. Alternates shall have all the privileges of delegates except that of voting and making motions. Members of the Department Executive Committee shall be seated as delegates in the convention. The convention shall be the final judge of the qualifications of the delegates. All delegates and alternates shall be members of the American Legion Auxiliary in good standing. The delegates shall serve in the order elected before any alternate delegates and then the alternate delegates shall serve in the order elected.

ARTICLE VII District Convention

Representation at the annual District Convention shall be on the same basis as representation at the Department Convention. District dues shall have been paid thirty days prior to the District Convention.

ARTICLE VIII
Eligibility to Office

To be eligible to candidacy for office or delegate to conventions, a member must be a member in good standing.

ARTICLE IX
Rules

This Unit shall be governed by Robert's Rules of Order, Newly Revised, in all points not covered by this Constitution and Bylaws.

ARTICLE X
Discipline

The provisions of the National Constitution and Bylaws relative thereto shall govern the discipline of Units and members of this Department. (See Discipline in Unit Handbook).

ARTICLE XI
Amendment

- Section 1. These Bylaws may be amended at any Department Convention by a two-thirds vote of the total number of votes to which the accredited delegates present are entitled by provisions as set forth in Article VII, Section 2, of the Department Constitution, providing the proposed amendments shall have been submitted through the Department Secretary to the Department Executive Committee prior to the convention; and provided further that all proposed amendments shall be read at a regular meeting of the convention.
- Section 2. Necessary amendments proposed after distribution as described in Section 1, may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the convention session prior to taking the vote.
- Section 3. A proposed amendment not having been previously read or distributed as required in Section 1 shall be referred to the Convention Constitution and Bylaws Committee called together for a special meeting before it comes to the floor for a vote. It may be adopted by the unanimous vote of the convention body.
- Section 4. The exception to this procedure of amendment shall be "Article V - Meetings" which Article V may be amended by the Unit by a two-thirds vote of the members present and voting provided notice of amendment shall have been given at the previous meeting, or by a unanimous vote of the members present and voting, if no notice given.

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

ARTICLE I - MEMBERS

Membership eligibility is established by The American Legion and can be found in the American Legion Auxiliary Unit Constitution and National Constitution.

ARTICLE II - DEPARTMENT CONVENTION

- Section 1 The election of Department Officers shall be held on the final day of the convention and shall be conducted according to Article VII, Section 3(a) of the Department Constitution.
- Section 2 The following convention committees shall be appointed by the Department President: Convention Rules, Credentials, Resolutions, and such other committees as are necessary to the proper functioning of the Convention.
- Section 3 The Department Convention shall have a Parliamentarian.
- Section 4 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 5 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 their respective convention committee.
- Section 6 The chairman of convention committees shall have the privilege of the floor when their committee's activities are under discussion but does not have the privilege of vote unless elected as a delegate by their Unit, or a delegate-at-large.
- Section 7 Press and radio men and women shall be guests of the Department at the discretion of the Department President.
- Section 8 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 they will be elected. They shall be endorsed for said office at the same time and in the same manner that Department Officers are elected.
- Section 9 Trophy and Awards

- (a) All written/narrative entries for Department awards must be received at the Department Office by no later than April 15 and submitted per the instructions for that award. Judges' decision is final.
- (b) All physical entries for Department awards are to be received at the Department Office as stated in the award description. Judges' decision is final.
- (c) All entries for National awards require a separate copy and are to be submitted per the instructions in the Program resources are available in the MyAuxiliary members only section at www.ALAforVeterans.org. Check each program for awards and instructions.
- (d) 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.
- (e) 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.
- (f) Annual reports received after April 15th will not be included for 100% reporting Department awards. No telephone solicitations for 100% reporting.

ARTICLE III - FALL CONFERENCE

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

ARTICLE IV - 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 they are a candidate for election, unless they are 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 their 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 elect shall represent such officer at Department expense. Should neither be able to attend, the Department Second Vice President elect 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 their 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. Should the District only be allowed one delegate, the alternate elected by the District shall go in the District President's stead. The alternate position will then be filled by a Department Alternate-at-large at the Department Convention.

- 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 V – COMMITTEES

All members of committees are appointed by the Department President with the approval of the Department Executive Committee and are voting members of said committee. No member shall serve as chairman of the same committee for more than three (3) years consecutively.

Any one member will not be allowed to hold more than one Department Chairmanship appointment during any one administrative year.

The term of office of all Department Chairmen terminates at the appointment and ratification of their successors.

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. The purpose of the Advisory Committee is:

To assist in the selections and dismissal of Department appointments.

To consider constitutional and standing rule changes.

To be available to the Department President in an emergency.

No member shall serve as Chairman of the same committee for more than three(3) years consecutively.

Section 1: In addition to the core Standing Committees – Veterans Affairs & Rehabilitation, Finance, and Risk & Compliance – there shall be the following department committees: Americanism, Auxiliary Emergency Fund, Children & Youth, Community Service, Constitution & Bylaws, Education, American Legion Auxiliary Girls State, Junior Activities, Leadership, Legislative, Membership, National Security, Poppy, and Public Relations. The purpose of each committee is as described in the Program resources are available in the MyAuxiliary members only section at www.ALAforVeterans.org. Check each program for awards and instructions.

Section 2: 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.

ARTICLE VI - DEPARTMENT STANDING COMMITTEES

- Section 1 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 2 The Chairman of each Department committee shall be provided with a loose-leaf notebook in which they shall keep the copies of minutes, suggestions, and information to be passed to their successor.
- Section 3 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 4 All resolutions and mandates shall be reviewed annually and shall be rescinded by convention action when they become obsolete.
- Section 5 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 6 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 7 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 8 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.
- Section 9 The Department Audit and 990 shall be presented by the auditor to the Risk & Compliance Committee at the meeting called by the Risk & Compliance Committee Chairman for the purpose of reviewing the Audit and 990.
- Section 10 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.
1. Girls State Chairman: 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. 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. The Department Chairman of the 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.
 2. Director: The Director shall oversee the planning of the program of American Legion Auxiliary Minnesota Girls State and in the selection of counselors and Girls State Assistant (GSA) as are needed in the furtherance of the American Legion Auxiliary Minnesota Girls State program. The Director shall be responsible for executing the program and policy as mutually determined by the Committee.
 3. Educational Director - shall act as assistant to the Director. The Educational Director shall be responsible for the education portion of the program as mutually determined by the 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 their duties or a replacement is made.
 4. Department Americanism Chairman: The Department Americanism Chairman shall have as their duties all matters pertaining to the flag or to patriotic education as are incident to their chairmanship.
 - i. To instruct the delegation on proper flag etiquette, i.e., proper advancing and retiring of flags.
 - ii. To be prepared to speak before the assembly at a designated time on Americanism and its meaning.
 - iii. To ensure that proper respect is paid to the flag, and the Pledge of Allegiance will be recited by all in attendance.
 5. Two (2) Committee members – shall assist by serving on the committee in any way necessary as directed by the Chairman.
 6. Committee duties:
 - i. It shall 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.
 - ii. They 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.
 - iii. The committee shall be charged with the preparation of the yearly budget and shall supervise the expenditure of funds under the budget.
 - iv. They shall invite the Department President to bring greetings to the American Legion Auxiliary Minnesota Girls State session and to bring the story of the American Legion Auxiliary to the American Legion

Auxiliary Minnesota Girls State assembly.

- v. 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.
- (b) A Girls State Registration Fund is available to offer Units who have a lack of funds. Consideration and approval by the Girls State Committee to provide on a one-time basis the sponsor fee for a girl to attend Girls State in any given three (3) years.
- (c) The distribution of personal information of the American Legion Auxiliary Minnesota Girls State applicants is prohibited for use outside of the American Legion Auxiliary Department of Minnesota.

Section 11 Memorial

In the event of the death of a Past Department President, current Executive Committee member, Department Chairman, Department Committee Member or Hospital/Home Representative while serving in that capacity, the Department shall provide a \$25.00 memorial, which will be added to the Department Scholarship Fund.

Section 12 Poppy

- (a) The Department Executive Secretary shall be responsible for the Poppy operations 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) Use of Poppy funds per The American Legion:
 - (1) For the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917;
 - (2) For the welfare of the families of veterans of the above-named period;
 - (3) For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals;
 - (4) For the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above-named period where financial and medical need is evident;
 - (5) For the purpose of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the Poppy Fund.
- (e) The Units shall keep two accounts or separate ledgers, so the Poppy money is kept separate from general funds.

Section 13 (a) Veterans Affairs and Rehabilitation

- (1) The Department Hospital/Home budget 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 meetings shall include the Veterans Affairs and Rehabilitation Department Chairman as an ex-officio member without vote.
 - (3) 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) Committee of two.
 - (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.
 - i. Day Care patients shall receive one gift for themselves or to use as a gift.
 - ii. A resident spouse of a deceased veteran is eligible to receive one gift for themselves or to use as a gift.
 - iii. A resident spouse of a living veteran is eligible to receive one gift for themselves or to use as a gift.
 - (6) One (1) gift shall be allowed to each Veteran to keep for themselves and one gift for each member of their immediate family. No one shall receive a cash gift. Gift cards will be purchased from an approved Gift Shop supplier and may be given, in lieu of a gift to Veterans only. The amount of the gift/gift cards will be in an amount approved by the Finance Committee and Executive Committee.

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 their 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 Posts, 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.
 - (6) Hospital/Home budget funds shall not be used for such items as luncheons, dinners, picnics, certificates, pins, gifts, etc. for volunteers.
 - (7) 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.
 - (8) 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.
 - (9) All Gift Shop items are to be inventoried and returned right after the Gift Shop is held.
 - (10) Annual reports are to be sent to Department by April 15.
- (d) Minnesota Creative Arts Funds Disbursements
- (1) Veterans at the Minnesota VA facility at which they receive their primary treatment will work with a VA Creative Arts Festival coordinator to enter the competition and apply for an annual grant of \$500.00 maximum per fiscal year.
 - (2) The Department of Minnesota American Legion Auxiliary will issue a check, money order or gift card to the applicant for the approved amount of up to \$500.00 per applicant. The check will be mailed to the facility where their primary treatment is received and directed to the Creative Arts Festival coordinator in the facility on behalf of each applicant approved, until the funds received the previous fiscal year are depleted.

ARTICLE VII - 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 twelve dollars (\$12.00), effective in 2020 per senior member and three dollars and fifty cents (\$3.50) 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, ten cents (\$.10) per member shall go to the Department Junior Conference Account. Twenty cents (\$.20) per member shall go to the Department National Leadership Fund until said account exceeds \$35,000.00. The funds will then divert to the Reserve account until the National Leadership Fund falls below \$20,000.00. At that time twenty cents (\$.20) per member will then again go to the National Leadership Fund until it reaches \$35,000.00

when it will again divert to the Reserve Account. The balance of the dues will inure to the General Operating Fund.

- Section 4 No requests for money by Department Chairmen and Department committees or for the District Presidents' projects shall be made without the approval of the Department Executive Committee.
- Section 5 Donations of money for any Department American Legion Auxiliary program shall be sent to the Department Office with 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 on a volunteer basis. Reimbursement by said Unit, County or District is not mandated.
- 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 state 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 Per Diem and Mileage: Attendees of an electronic meeting are not eligible for per diem.
- (a) One day per diem will be fifty dollars (\$50.00); multiple day per diem will be seventy-five (\$75.00) per day; and mileage will be paid if stated at forty cents (\$.40) per mile.

- (b) 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.
- (c) The Executive Committee shall set the amount of the Department President's travel budget upon recommendation of the Finance Committee. An Auxiliary member, 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.
- (d) A complete audited financial report shall be published on the American Legion Auxiliary Department of Minnesota website and sent out in the Unit mailing after approval of the financial report by the Risk & Compliance Committee.
- (e) 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.
- (f) 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.
- (g) Mileage and per diem shall be paid as follows:
 - (1) Fall Conference and Department Convention: multiple day per diem with mileage 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:
 - i. Department Officers and Chairmen – a maximum of two (2) days with mileage
 - ii. Committee Members - one (1) day with mileage
 - iii. District Presidents - one (1) day with mileage.
 - iv. District Membership Chairmen - one (1) day with mileage
 - (3) Finance Committee Budget Meeting: Per diem and mileage shall be paid as per the Call to Meeting 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 multiple day per diem with mileage.
 - (5) 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.
- (h) 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.
- (i) 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.
- (j) 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.

- (k) Leadership Funds - Funds provided by the Units and Department for leadership purposes for National Officer(s), 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.
- (l) Expense reimbursement must be accompanied with receipts to be processed for payment to stay in compliance with the IRS.

Section 15 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 Committee person and Alternate National Executive Committee person.
- (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 Committee person, and the Alternate National Executive Committee person.
 - (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 16 Finance - Conference and Conventions (Department and National)

- (a) When serving as Timekeeper, on the Credentials Committee, Election Judge and Tellers, Convention Resolutions Chairman, 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 or Department Convention shall receive mileage and one day's per diem as set under Standing Rule Finance, Section 14 (a).
- (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 14 (a).
- (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 14 (a).
- (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 Committeeperson, Alternate National Executive Committeeperson, 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(s), Past National SAL Commander(s) and incoming and outgoing Honorary Department Junior President not otherwise provided for by National.
- (f) When the National American Legion Auxiliary participates at the Washington Conference, 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 Leadership Fund.
- (g) The Department President, Department Legislative Chairman and Department Veterans Affairs and Rehabilitation Chairman shall be financed to attend the Washington Conference only when the National American Legion Auxiliary participates. At which time 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. When the NEC meeting is held during this conference, the National Executive Committeeperson shall be given a stipend to attend the Washington Conference as budgeted by the Finance Committee when funding is not provided by National.
- (h) The Department President, First Vice President, Leadership Chairman, Department Honorary Junior President, and if from MN and not reimbursed by National, the National Northwestern Division Vice President and/or the National Northwestern Division Honorary Junior Vice President, may attend with partial reimbursement,

the Northwestern Division Mission Training. Allowable expenses for the Department President and the National Northwestern Division Vice President to include; mileage, registration, room, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training. Allowable expenses for all others listed above include, mileage, registration, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training, and one-half the room rate. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.

- (i) The incoming Department President, incoming Membership Chairman and Incoming Department Secretary and Department Membership Coordinator may attend the Department Leadership National Conference in Indianapolis if one is held, and they desire to attend. Expenses not paid by National must be budgeted to be reimbursed under the National Leadership fund.
- (j) National President's Homecoming - the Department President, National Executive Committeeperson, Alternate National Executive Committeeperson, Past National Presidents, those currently serving as a National Chairman, and when from Minnesota, the National Officers excluding the National President may attend the National President's Homecoming with an amount as budgeted to be paid out of the National Leadership Fund.
- (k) Department shall finance delegates as defined in Department Constitution Article X, National Convention, Section 1 (a), 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.

ARTICLE VIII – 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 candidates for National Northwestern Division Vice President 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.

Section 5 Resolved by the 2015 Convention Body that Electronic Meetings to include teleconference and or electronic, email may be held for all Committees at all levels of the organization. The meetings must be properly authorized in the Standing Rules and is treated as though it were a meeting at which all members who are participating are actually present. The minutes will be recorded by the Department Secretary or the appointed Committee Secretary as usual and include, date, time, source of communication, item of discussion, members present/absent, who made motions and seconds and the method of taking/verifying the vote.

ARTICLE IX - AMENDMENTS

These Standing Rules shall only be amended at the Department Convention by a two-thirds vote of the accredited delegates.

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

ARTICLE I - ACTIVITIES

- Section 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.
- Section 2 - The minutes of the Department Junior Conference shall be sent to the Department Office within 10 days following the Junior Conference.
- Section 3 - Entries for special awards to be made from the Junior funds shall be entered and judged at the Department Junior Conference.

ARTICLE II - RULES

- Section 1 - **Name**: The combined Juniors of the Department of Minnesota shall be known as the American Legion Auxiliary Juniors, Department of Minnesota.
- Section 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.

ARTICLE III - CONFERENCE

- Section 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 Department Junior Conference shall be held on the third Saturday of April. 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 their District prior to the Department Junior Conference. She shall report the bid to the Department junior Activities Chairman two weeks prior to Junior Conference.
 - (c) 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. 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. Honorary Past Department Junior Presidents in attendance may attend as a delegate-at-large and 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. 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 an Honorary Past Department Junior President.

- (d) Conferences: All District Junior Conferences shall be held prior to the Department Junior Conference, thus making all Districts eligible for prizes and awards.
- (e) 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.
- (f) Junior Book of Prayers, Junior Handiwork and similar type contests for Juniors shall be entered in the District competition at the District Junior Conferences. All District entries in each group shall be brought to the Department Junior Conference for judging. Judges' decision will be final.

ARTICLE IV – OFFICERS

Section 1 - **Officers: Eligibility to Office:**

- (a) No officer shall succeed herself in the same office. Any Junior running for office is allowed to campaign at the Department Junior Conference.
- (b) 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.

Section 2 - **Election of Officers:**

Any Junior member attaining her eighteenth (18) birthday prior to December 31st of the current year must pay senior dues for the next year.

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.

- (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.
- (d) 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.
- (e) 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.
- (f) 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 or appropriate attire shall be worn by all color Bearers.

ARTICLE V - DUTIES

Section 1 - **Scrapbook:**

The Junior scrapbook shall be presented to the Department Honorary Junior President at the close of her year.

Section 2 - **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.

Section 3 - **Records:**

- (a) 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.
- (b) 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.
- (c) 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.

ARTICLE VI – 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.

ARTICLE VII - FINANCE

Section 1 - All Junior funds shall be channeled through the Department Office.

Section 2 – Department Junior Conference:

- (a) Registration and noon meal charge determined by the Department Junior Activities Chairman, Department President, and host Unit.
- (b) 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) Door prizes, if desired.
 - (5) The Name badges.
- (c) following shall be paid from the fund referred to as Department Junior Conference

Account:

- (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) Transportation and housing, if necessary, for the Honorary Junior President to attend the Department Junior Conference. Per diem and Mileage to be paid at the current Department rates for Fall Conference and Convention, if invited
 - (4) The Senior Secretary, Senior Parliamentarian and Senior Sergeant-at-Arms for the Conference shall each receive their registration fee and a per diem in the amount of \$10.00. Courtesy gifts may be purchased by the Department Honorary Junior President in consultation with the Department Junior Activities Chairman.
- (d) All expenses incurred at the Department Conference, by 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.
- (e) Department Finance Committee shall recommend a proposed Junior Conference budget to the Department Executive Committee for their final approval.

ARTICLE VIII – NATIONAL NORTHWESTERN DIVISION MEETING

Section 1:- A representative to the National Northwestern Divisional Junior meeting shall be elected at the Department Junior Conference.

Section 2. - Any junior wishing to attend the National Northwestern Divisional Junior meeting as the representative, 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.

- (a) The Junior receiving the plurality of votes at the Department Junior Conference shall be Minnesota's official representative to the National Northwestern Divisional Junior meeting. The Junior receiving the second highest number of votes at the Department Junior Conference shall be Minnesota's official alternate representative to the National Northwestern Divisional Junior meeting.
- (b) The Department shall pay the registration fee for one official representative so elected and a budgeted travel expense to attend.
- (c) All other attendees shall be responsible for their own transportation, chaperone, and all expenses.

ARTICLE IX – MISCELLANEOUS RULES

Junior members are allowed to wear a red sash to display their Junior patches.

ARTICLE X - AUTHORITY

Roberts Rules of Order, Newly Revised shall be the parliamentary authority in all matters not covered by the Standing Rules.

ARTICLE XI - AMENDMENTS

Amendments: Proposed amendments to these Standing Rules shall be made at any Department Junior Conference by a majority vote of the total number of 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 require ratification by the Department Senior Executive Committee.



American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

POLICY #1

American Legion Auxiliary Code of Conduct

The American Legion Auxiliary (ALA) Code of Conduct describes the principles of good behavior expected of all ALA members. A member's participation in the American Legion Auxiliary is a privilege, not a right. The ALA expects every member to understand and abide by the Code of Conduct, and to exemplify the spirit of the principles of this Code. Every ALA member is expected to conduct herself in accordance with this Code of Conduct in order to foster and sustain a spirit of goodwill in the organization.

Pledge to Abide by the ALA Code of Conduct

A written pledge will include a signed and dated statement by a member that she has read and understands the American Legion Auxiliary's Code of Conduct, agrees to abide by the principles of good behavior described therein, and understands that violation of any part of the Code may result in disciplinary action as allowed by the ALA.

A member's pledge to abide by the Code of Conduct will include her statement that a) she understands she represents the American Legion Auxiliary (ALA) and that her behavior reflects upon The American Legion Family at all levels, b) understands and agrees to adhere to the highest ethical standards to earn and protect the public's trust in carrying out the Auxiliary's mission, and c) agrees to be a good steward of ALA resources.

To fulfil the obligations of membership in the American Legion Auxiliary, a member serving in any capacity representing the ALA is expected to pledge to uphold the following standards of conduct:

- To conduct herself with dignity, displaying good manners and good morals at all times.
- To respect the dignity of all persons and not bully, nor physically, mentally, or psychologically abuse any other person.
- To demonstrate a high regard for the ALA mission, rendering quality service to veterans, our military, their families, the community, and The Legion Family at all levels.
- To value all members regardless of their ability to participate in ALA meetings, events, or projects.
- To be kind, considerate, and welcoming to members of all ages, ethnicities, and abilities, regardless of their appearance or years of membership.
- To be a good citizen and a good neighbor by obeying local, state and federal laws and regulations.
- To abide by all governing documents of the American Legion Auxiliary.
- To respect the property of the ALA and The Legion Family, her personal property and the property of others; and to not abuse nor tolerate the abuse of property.

American Legion Auxiliary Department of Minnesota

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- To not abuse or tolerate the abuse of alcohol; to not use illegal drugs or tolerate the illegal use of drugs.
- To honor and fulfil her commitments and financial obligations to the American Legion Auxiliary in a timely manner.
- To be honest, helpful, and to not undermine others.
- To challenge all members to abide by this Code and appropriately address those who violate the ALA Code of Conduct.



American Legion Auxiliary Department of Minnesota Code of Ethics

This Code of Ethics serves as a guide for conduct acceptable within the American Legion Auxiliary Department of Minnesota.

As a matter of fundamental principle, the American Legion Auxiliary will adhere to the highest ethical standards to earn and protect the public's trust in our performance to carry out the Auxiliary's mission, uphold rigorous standards of conduct, and be good stewards of our resources.

The American Legion Auxiliary, as witnessed through the conduct of its governing body, officers, staff, and volunteers, must earn the public's trust every day and in every possible way. Department leaders are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility and respect.

The American Legion Auxiliary strongly recommends that affiliated organizations at all levels adopt a Code of Ethics and conduct themselves accordingly.

In keeping with the best practices of high performing nonprofit organizations, it is the expectation of the American Legion Auxiliary that its business standards, operations, and conduct conform to the following Code of Ethics.

Personal and Professional Integrity

All members, volunteers, and staff of the American Legion Auxiliary act with honesty, integrity, and openness in all their communication, business, and transactions as representatives of the American Legion Auxiliary (organization). The organization promotes an environment that values fairness and commitment to the organization's founding principles and demonstrates respect for others.

Department officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the organization's mission and values, recognizing that their actions reflect upon the creditability and reputation of the American Legion Auxiliary.

Department officers, board members, staff, and volunteers shall work to positively influence their environment to build respect, creditability, and strategic importance of our organization to the public, our members, and the communities we serve.

Legal Compliance

The American Legion Auxiliary is knowledgeable of and comply with all applicable federal, state and local laws and regulations, including but not limited to: complying with laws and regulations related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing.

Department officers, board members, staff, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction.

American Legion Auxiliary Department of Minnesota

Department officers, board members, staff, and volunteers shall recognize that compliance with applicable laws is a paramount standard.

Governance

The American Legion Auxiliary's Department governing body is responsible for setting the strategic direction of the organization and oversight of the finances, operations, policies and programmatic performance.

The governing body of the American Legion Auxiliary shall:

- Ensure that the organization conducts all communication, business, and transactions with integrity and honesty;
- Ensure that policies of the organization are in writing, clearly articulated, and officially adopted;
- Ensure periodic review of the organization's structure, procedures and programs to determine what is working well and what practices the organization might want to change in order to be more efficient, effective or responsible.
- Ensure that the resources of the organization are responsibly and prudently managed;
- Ensure that the organization has the capacity to carry out its programs effectively.

Responsible Stewardship

The boards, officers, staff, and volunteers of the Auxiliary are responsible for managing and preserving the organization's assets. Officers, board members, staff, and volunteers are expected to understand their fiduciary responsibilities so that the charitable purposes of the organization are carried out and assets are properly safeguarded and managed.

Officers, board members, appropriate volunteer leaders and staff shall ensure that:

- Financial reports are created and maintained on a timely basis and that accurately portray its financial status and activities.
- Internal financial statements are provided accurately and timely.
- Annual financial reports are made available to the public.
- Employees, national leaders, and members are provided a confidential means to report suspected financial impropriety or misuse of its resources.
- Written financial policies governing management and investment of assets and reserve accounts, internal control procedures, and purchasing practices are developed and implemented.

Openness and Disclosure

The American Legion Auxiliary will provide comprehensive and timely information to the public, the media, and its members, and is responsive to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and the practices of the organization.

Conflict of Interest

The organization has the right to expect that the decisions made by the national boards, officers, staff, and volunteers of the Auxiliary are made objectively and in the best interest of the organization.

To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Auxiliary, the organization shall develop, adopt and implement a conflict of interest policy.

Such policy shall include requirements to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the organization.

Fundraising

The organization shall take care to ensure that all means and materials for solicitation accurately and correctly reflect its mission and use of solicited funds. The American Legion Auxiliary shall respect the privacy concerns of individual donors and expend funds consistent with donor intent.

To assure that donors and prospective donors can have full confidence in the organization and the causes they are asked to support, the Auxiliary will respect the following rights of donors:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing the American Legion Auxiliary will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Grant Making

The American Legion Auxiliary shall have specific stated responsibilities in carrying out grant programs. These responsibilities include the following:

- A formal and consistent application process which includes defined eligibility.
- Fair and equitable selection criteria.
- Assurance of applicant privacy

Inclusiveness and Diversity

The organization recognizes the value of the diverse backgrounds and beliefs of its membership. The organization promotes an atmosphere of mutual respect for the worth and dignity of its members, those eligible to become members and those we serve.

Ethics Violations

Any member may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation.

The organization considers all inquiries and complaints about actions of members to be strictly confidential.

Ethics Query – An ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member.

The organization shall adopt a procedure to administer the ethics query process.

Ethics Complaint – An ethics complaint provides a process for receiving, investigating and acting on a violation of the Code made against any member or staff and provides a process that is fair, responsible, confidential and consistent.

The organization shall adopt a procedure to administer the complaint process.

Whistleblower Protection

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary shall establish and abide by policies to protect the Auxiliary.

Any member who acts maliciously by making known information she knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation.

The organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate. Any member who believes she been retaliated against for whistleblowing is expected to report it immediately. If the complaint is validated, the organization can impose disciplinary sanctions against the retaliating member. Clear, timely and respectful communications throughout the application process including termination of membership in the organization.



American Legion Auxiliary

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POLICY #3

PROCESS ON COMPLETING & SUBMITTING AN EXPENSE VOUCHER FOR REIMBURSEMENT

Request a form from the Department Office or download a form from the Department Website at mnala.org.

We need each individual to complete their own voucher and submit it for payment no later than one week after the expense/function occurred. You are accountable for mileage and should check your odometer when starting out and also when returning home. The Department will reimburse mileage at \$.40 per mile from your starting point, to the Auxiliary function and back to your home. By you jotting down your starting mileage and ending mileage we will be able to be much more accurate than trying to "pre-figure" mileage for each individual.

For per diem we need the dates of per diem you are entitled to, the function you are attending and a total amount to be reimbursed. If you are unsure of the amount of per diem for the function you are attending you can either call the Department Office or look at the Department Standing Rules which are available on the Department Website at mnala.org.

List each expense you are to be reimbursed for and make sure to attach any receipts for those expenses.

Please remember that you need to turn in your voucher and applicable receipts within 30 days following the function you have attended. If you have any problems or need further assistance please contact the Department Secretary.

Revised 7/14/21

American Legion Auxiliary Department of Minnesota

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American Legion Auxiliary

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POLICY #5

October, 2014
Revised October, 2016

FIXED ASSET CAPITALIZATION POLICY

This accounting policy establishes the minimum cost that shall be used in capitalizing fixed assets to the balance sheet of the American Legion Auxiliary, Department of Minnesota ("ALA-MN"). All individual items purchased with a cost below \$2,500 will be expensed in the year of purchase unless the Executive Committee or Finance Committee of ALA-MN should deem, on a case by case basis, that capitalizing an item with a cost below \$2,500 is warranted to protect that asset.

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POLICY #6

FRAUD AND WHISTLEBLOWER POLICY DEPARTMENT OF MINNESOTA

Reviewed by: Department of Minnesota Auditing Committee
Approving Body: Department of Minnesota Executive Committee

Reviewed on: August 8, 2015
Approved on: _____

Policy Statement

It is the Department of Minnesota policy of the American Legion Auxiliary (ALA) a state public benefit 501(c)(19) not-for-profit Veterans Service Organization, Department of Minnesota office location in St. Paul, Minnesota, to provide a culture and process that encourages, receives, retains and resolves complaints arising from "whistleblower" communications concerning any questionable accounting or auditing matters, potential fraud or illegal or irregular activities suspected or committed by members of ALA's Department of Minnesota Executive Committee, Department Officers, Department Chairs, members of a committee with Department executive delegated powers, Department appointees and Department office staff.

Policy Definitions

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical or illegal means. Fraudulent acts covered under this policy include, but are not limited to:

- Forgery or illicit alteration of documents (checks, promissory notes, time sheets, expense reports, independent contractor agreements, purchase orders, budgets, etc.)
- Misrepresentation of information on documents.
- Misappropriation of funds, inventory, securities, supplies, or any other asset.
- Theft, disappearance, or destruction of any asset.
- Improprieties in the handling of reporting of money or financial transactions.
- Issuing false or misleading financial statements, tax returns or other forms of financial information whether for internal or external use.
- Authorizing or receiving payments for goods not received or services not performed.
- Authorizing or receiving payment for hours not worked.
- Any apparent violation of Federal, State or Local laws related to dishonest activities or fraud.

Employee: In this context, Employee is defined as any individual who receives compensation, either full or part time, from the ALA. The term also includes any consultant or independent contractor who provides services to the ALA through a contractual arrangement with the ALA.

Management: In this context, Management is defined as any officer, administrator, manager, director, supervisor, or other individual who manages or supervises employees, funds or other resources.

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Volunteers: In this context, Volunteers are defined as Department Officers, Department Executive Committee members, Department appointees, providing non-compensated services to the ALA.

Whistleblower: In this context, Whistleblower is defined as one who raises a concern about or reveals suspected misconduct or wrongdoing occurring in the organization to those in positions of authority.

Policies

1. Members of ALA's Department of Minnesota Executive Committee, Department Officers, Department Chairs, members of a committee with Department executive delegated powers, Department appointees and Department office staff shall follow the ALA Fraud and Whistleblower procedures and report any suspected fraudulent activity to the ALA Department of Minnesota Audit Committee.
2. Members of ALA's Department of Minnesota Executive Committee, Department Officers, Department Chairs, members of a committee with Department executive delegated powers, Department appointees and Department office staff shall exercise due care when reporting suspected fraudulent activities.
3. The ALA shall promptly investigate any suspected fraudulent or dishonest activity against the ALA. The ALA Department of Minnesota Audit Committee shall determine the nature, scope, timing and extent of all investigative activities.
4. When appropriate, based on a finding of fraud, the ALA shall take appropriate disciplinary actions and pursue legal remedies available under the law against members of ALA's Department of Minnesota Executive Committee, Department Officers, Department Chairs, members of a committee with Department executive delegated powers, Department appointees and Department office staff including, but not to be limited to, the possibility of termination of employment, restitution, and forwarding information to appropriate authorities for criminal prosecution or other legal remedies.
5. Members of ALA's Department of Minnesota Executive Committee, Department Officers, Department Chairs, members of a committee with Department executive delegated powers, Department appointees and Department office staff shall be protected from retaliatory actions in accordance with Federal and Minnesota laws.
6. The ALA Department of Minnesota Audit Committee is empowered to undertake its own investigation or solicit the assistance of its independent auditors, legal counsel or other resources to investigate suspected fraud.



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POLICY #7

Approved March 5, 2016 by the DEC

Department of Minnesota American Legion Auxiliary (ALA) Investment Policy Statement

PURPOSE

The purpose of this Investment Policy Statement (IPS) is to assist the Department of Minnesota of the American Legion Auxiliary (ALA) and the current investment company (Advisor) in effectively supervising, monitoring and evaluating the investment of the ALA's Portfolio (Portfolio). The ALA's investment program is defined in the various sections of the IPS by:

- Providing a written document with ALA's objectives, expectations, policies, procedures and guidelines for the investment of assets.
- Setting forth an investment structure for managing ALA's Portfolio. This structure includes various asset classes, asset allocation and acceptable ranges that in total are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.
- Encouraging effective communications between ALA and the Advisor.
- Establishing a method to measure performance.
- Complying with all applicable fiduciary, prudence and due diligence requirements experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal, and international political entities that may impact the Client's assets.

STATEMENT OF OBJECTIVES

This IPS describes the investment process the Advisor deems appropriate, given the completed investor profile and other needs and objectives that have been communicated to the advisor by the investment committee for ALA's situation. ALA desires to maximize returns within prudent and pre-determined levels of risk and to meet the following stated financial goals:

Objectives to all pools:

- Outpace inflation over time
- Maximize total returns in line with the stated time horizon and risk tolerance
- Invest in a diversified portfolio utilizing cash, fixed income and equity type investments.
- Allow for the portfolio to make budgeted periodic distributions as needed.

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TIME HORIZON

Because ALA is a going concern entity with no life expectancy, the investment guidelines can be based upon an investment time horizon of greater than 10 years. Therefore, interim fluctuations should be viewed with appropriate perspective. Short-term liquidity requirements are anticipated to be minimal, but will be necessary at times to help with seasonal operating cash flows.

EXPECTED RETURN

ALA desires that the portfolio both outpace inflation while at the same time earning a return reasonably consistent with other notable industry benchmarks utilizing a similar asset allocation that is consistent with the risk profile provided by ALA. The advisor can provide an updated comparison when necessary or during a review.

RISK TOLERANCES

ALA recognizes and acknowledges that some risk must be assumed in order to achieve long-term investment objectives, and there are uncertainties and complexities associated with contemporary investment markets. Here is a list of just some of the risks involved. First off, both systematic and unsystematic risks exist. Systematic being the risk of problems associated with the entire economy, and unsystematic being the risk associated with owning a specific security. There are equity risks due to things like market capitalization size or investment style such as growth vs value, or international location and currency risk. There are also fixed income risks such as interest rate risk, credit risk, inflation risk and even liquidity risk. ALA recognizes that all of these and even other risks preside.

In establishing the risk tolerance of this IPS, ALA's ability to withstand short term and intermediate term and even long term variability was considered. ALA's prospects for the future, current financial condition and several other factors suggest collectively that interim fluctuation in market value and rates of return consistent with the investment allocation can be tolerated in order to achieve the longer-term objectives.

ALA recognizes that one of the most important things to do to help manage the risk of volatile markets and uncertainty is to allocate between asset classes and then diversify within each class.

ASSET CLASS PREFERENCES & RISK

ALA understands long-term investment performance, in large part, is primarily a function of asset class mix. ALA has reviewed the long-term performance characteristics of the broad asset classes, focusing on balancing the risks and rewards. History shows us while interest-generating investments, such as bond portfolios, have the advantage of relative stability of principle value; they provide little opportunity for real long term capital growth due to their susceptibility to inflation. On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year by year variability of return.

From an investment decision making point of view, this year by year variability of equity investments can be worth accepting, provided the time horizon for the equity portion of the portfolio is sufficiently long (10 years).

ALA acknowledges the risks associated with both equity and fixed income investing.

ALA has considered traditional asset classes for inclusion in the target allocation, and has decided not to place any limitations/restrictions on the portfolio.

REBALANCING OF TARGET ALLOCATION

It is understood that the allocation to each asset class will vary over time given changes in the financial markets. The advisor will determine when and what trades to make in order to get back to the



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prescribed portfolio. ALA desires to keep each asset class within the prescribed range noted on the current investment policy (attached).

MEASURING PERFORMANCE

ALA and the advisor will utilize the advisor's in-house performance reporting tool to monitor portfolio performance. This tool measures returns for the account net of fees over various periods of time. The tool also allows for reasonable comparisons of results against industry benchmarks with similar allocations.

PROCEDURE TO CHANGE IPS

The Investment Policy statement may be changed. The IPS should be reviewed annually. The investment committee is made of the finance committee and the audit committee members. The investment committee representative shall be the finance committee member who has been on that committee for four years.

If the Advisor contacts the American Legion Auxiliary Department of Minnesota office of Treasurer/Executive Secretary stating a need to change or review the IPS, the Department Treasurer shall contact the investment committee representative. The investment committee representative shall canvas the investment committee members as to a recommendation to change the IPS and to determine if an immediate need exists. The investment committee representative shall contact the Department President and Department Executive committee as to the recommendation to change the IPS. The Department Executive committee will enact or reject the investment committee's recommendation.

OTHER PROCEDURES ADDED (POST AUDIT JANUARY 2016)

1. Any one person, who is an authorized account signer, cannot request a withdrawal for more than \$100,000 from the investment account without additional authorization from the Investment Committee.
2. If the Investment Advisor has any concerns regarding the investment account, he/she should contact the Investment Committee Secretary.

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POLICY #8

CONFIDENTIALITY AGREEMENT

It is the policy of the American Legion Auxiliary to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.

Officers, board members, committee members, and volunteers with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Officers, board members, committee members, and volunteers shall not disclose information about donors and donations without express permission, or information concerning personnel, sensitive business and legal matters that may directly to inadvertently become known to the officers, board members, committee members, and volunteers.

As an officer, past officer, or member of the governing board or of a national committee, I recognize that certain written and verbal information provided to me in my capacity as an Auxiliary leader is intended only for my personal use and is not to be disclosed, copied, distributed, made available, or communicated to others. I will exercise caution and care in the handling of documents and material that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality, and agree to abide by this policy at all times.

(Signature)

(Date)

(Name Printed)

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POLICY #9

American Legion Auxiliary Department of Minnesota Board of Directors (Executive Committee) Conflict of Interest Policy Statement

It is the policy of the American Legion Auxiliary Department of Minnesota that no member of the Board of Directors (Executive Committee) shall gain financially from any decision or matter brought before the Executive Committee.

It is the policy of the American Legion Auxiliary Department of Minnesota that all members of the Executive Committee shall disclose and avoid any conflict of interest pertaining to any decision or matter brought before the Executive Committee in which of member of her immediate family has an interest, financial or otherwise.

It is the policy of the American Legion Auxiliary Department of Minnesota that no member of the Executive Committee shall utilize his or her position as a member of the Executive Committee to disclose donor or financial information or any decision or matter brought before the Executive Committee which causes another civic, charitable, or not-for-profit organization to which the board member has an employment or leadership relationship to gain financially.

No such member of the Executive Committee may participate in any discussion of any matter before the Executive Committee when such matter would result in a conflict of interest or financial gain or loss to a member of the Board; to a member of her immediate family; or to another civic, charitable, or not-for-profit organization to which the board member has employment or leadership relationship. Such matters would include, but not be limited to, contracts to furnish goods and services, lease or purchase agreements of real or personal property, solicitation of donations, or such like matters which would result in conflict of interest or a financial gain or loss.

Upon learning that a matter before the Executive Committee would create a conflict of interest, that Executive Committee member must make a full disclosure to the Executive Committee of her interest in such matter, and the member shall not further participate in any discussion of or decision on such matter. The failure of a member to make a disclosure as described in this policy may result in the voidance of such an agreement, contract, lease or matter at the discretion of the Executive Committee, and may result in Executive Committee removal action.

For purposes of this policy, the term "immediate family" shall mean an Executive Committee member's spouse, child(ren), grandchild(ren), and the brothers, sisters, parents, grandparents, nieces or nephews of an Executive Committee member or her spouse.

I have read and understand the aforementioned Conflict of Interest Policy Statement and will comply with each point as stated herein.

(Signature)

(Date)

(Printed Name)

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POLICY #11

National Convention Privileges Policy

Reviewed by: Department Executive Committee Reviewed on: March 4, 2017
Approving Body: Dept. Exec. Committee Date Approved: July 12, 2017

It is the policy of the Department of Minnesota American Legion Auxiliary, to bestow the privileges of the following appointments to the Districts of Minnesota:

1. The Districts of Minnesota that achieve the first and second highest percentages in membership, 30 days prior to Department Convention, will have one member from each of those districts serve as the Minnesota Pages during the National Convention. The District with the highest percentage will be the Department President's Page and the District with the second highest percentage will be the Department Secretary's Page. The Districts with the third and fourth highest percentage will serve as the Color Bearers while participating in the National Parade which is held during the National Convention. The District with the third highest percentage will carry the American Flag and the District with the fourth highest percentage will carry the Auxiliary Flag.
2. The District of Minnesota that achieves the fifth and sixth highest percentages in membership 30 days prior to Department Convention, will have one member from each of those districts serve as the Honor Guards while participating in the National Parade which is held during the National Convention.

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POLICY #12

Check Signing Policy

Reviewed by: Finance Committee
Approving Body: Dept. Executive Committee

Reviewed on: July 12, 2017
Date Approved: July 12, 2017

It is the policy of the Department of Minnesota American Legion Auxiliary, a 501(c)(19) not for profit Veterans Service Organization, St. Paul, Minnesota, to maintain check signing authority parameters as part of its overall system of financial internal controls.

Policies

1. All checks written by the American Legion Auxiliary, Department of Minnesota shall require two (2) signatures on each check written.
2. One of the signatures must always be that of the Department Executive Secretary or the Department Treasurer. In the event that the Department Executive Secretary or the Department Treasurer is unavailable the second signature will be that of the Department President or the Junior Past Department President.

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POLICY #13

Contract Approval and Signature Authority Policy

Reviewed by:	Finance Committee	Reviewed on:	July 12, 2017
Approving Body:	Dept. Exec. Committee	Date Approved:	July 12, 2017

Policy Statement

The American Legion Auxiliary Department of Minnesota Executive Committee (DEC) in complying with the corporate laws of the State of Minnesota and in keeping with corporate governance standards and acceptable business practices authorizes appropriate American Legion Auxiliary Department Headquarters officers to execute and enter into agreements on its behalf.

Policy

1. The Department President and Department Executive Secretary shall have the authority to execute contracts and agreements on behalf of the American Legion Auxiliary for goods and services consistent with matters within the approved American Legion Auxiliary Department of Minnesota Headquarters budget.
2. The Department Executive Secretary shall ensure that all contracts bear original signatures.
3. The Department Executive Secretary shall make certain that the organization maintain in safekeeping all fully executed original-signature contracts and agreements, clearly identified as such.
4. The Department Executive Secretary shall not enter into contracts, agreements, and memorandums of understanding for matters that are not within the scope and confines of the Departments budget approved by the DEC.

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Record Retention and Disposal Policy

Prepared by: Department Headquarters Staff

Reviewed by: Department Finance Committee

Date approved: July 12, 2017

Approved by: Department Executive Committee

1. Purpose

- A. Both federal and state law require that the American Legion Auxiliary Department Headquarters (“Auxiliary”) maintain many types of Records for specified periods. Failure to abide by these laws can subject the Auxiliary, and in some cases individual employees, to fines and other penalties. As a result, this Policy is designed to provide employees with guidance as to the storage, retention, and destruction of Auxiliary Records. As used in this Policy, the term “Records” includes any document or material, whether in electronic or hard copy form, that is generated or received by the Auxiliary in the course of business.
- B. The Auxiliary expects employees to fully abide by the terms of this Policy, as well as any other record retention policies or schedules that the Auxiliary may adopt in the future. Failure to comply with this Policy will subject employees to discipline up to and including discharge. If employees have any questions about the term or application of this Policy, they should contact the Department Secretary or Department Treasurer.

2. Application

- A. The Auxiliary’s Department Secretary will serve as the “Records Manager” for the purpose of developing, implementing and enforcing this Policy. The Auxiliary’s Document Coordinator will be responsible for ensuring all employees of the Department understand the Auxiliary’s Record Retention Policy and its related procedures and will authorize the destruction of untimely Records in accordance with the Schedule of General Retention Periods.

3. Documents Relevant to Actual or Potential Litigation and Governmental Investigations and Proceedings

- A. If the Auxiliary is confronted with or contemplates potential or actual litigation, or a potential or actual governmental investigation or proceeding, the Auxiliary has a duty to preserve Records, including electronic data, emails and other documents that may be relevant to the potential or actual litigation or governmental investigation or proceeding. Consequently, upon the direction of a member of Auxiliary management that certain Records may be relevant to actual or potential litigation, or a potential or actual governmental investigation or proceeding, employees have an obligation to preserve such Records until Auxiliary management informs employees that the Records are no longer needed. Such obligation includes turning off any automatic delete functions related to email, voice mail, text messages and instant messages. Additionally, no employee may discard Records based on

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a concern by the employee or others that the Records could be harmful in potential or actual litigation or a potential or actual governmental investigation or proceeding. Accordingly, the retention period for the Records potentially relevant to potential or actual litigation or governmental investigations or proceedings supersedes any established retention period identified in the Schedule of General Retention Periods. Failure of employees to abide by these policies can carry severe civil and criminal penalties, as well as disciplinary action up to and including termination of employment.

POLICY #14

4. Schedule of General Retention Periods

Subject Document	Recommended Retention Period
Accounting	
Accounts Payable	CY + 7 years
Journals and related Trace Reports	
Invoices	
Vouchers (payment to vendors, volunteers, staff – include expense sheets)	CY + 7 years
Cancelled checks	CY + 10 years
Cancelled checks (important payments)	Permanent
Accounts Receivable	CY + 7 years
Zero balance books	
Accounts to 3 rd party letter writer	
Accounts to collection agency	
Journals and related Trace Reports	
Invoices	
Audit reports and audited (external) financial statements	Permanent
Internal Audit work papers	7 years
Interim Budget-actual (internal) financial reports	CY + 7 years
Year-end budget-actual (internal) financial reports	Permanent
Bank statements and reconciliations	10 years
Budgets – annual, adopted	7 years
Capital expenditure vouchers	Life of item + 10 years
Chart of Accounts	Permanent
Check registers	CY + 7 years
Financing/Loan/Line of Credit	Term + 6 years
General Ledgers	Permanent
Journal entry postings to General Ledger	7 years
Monthly trial balances	7 years
Membership deposit edit reports	7 years
Petty cash vouchers	7 years
Subsidiary Ledgers	Permanent
Claims	
Accident reports/claims (settled)	7 years after settlement
Communications (Public)	
Press releases/public statements	Permanent
News Articles	Permanent

POLICY #14

Subject Document	Recommended Retention Period
Computer and Voice Mail System Back-Up Records	
Back-Up Records related to duplicate copies of electronic data issued for disaster recovery due to data loss from a catastrophic event, users error or hardware errors	Not less than 30 days
Records related to deleted emails, instant Messages and text messages	Not less than 30 days
Voice Mail messages	Not less than 30 days
Disk and hard drives of computers provided to employees Separated from employment. Do not erase, However, without consulting the Department Secretary	Not less than 30 days
Corporate/Administration	
Annual Reports	CY + 10 years
Charter Documents	
Articles of Incorporation	Permanent
Constitution/Standing Rules	Permanent
Department Executive Committee	
Written Communications, including Financials	Permanent
DEC Meeting Minutes	Permanent
DEC Meeting Notices (calls)	Permanent
Conflict of Interest-DEC, Officers, Chairman	Tenure + 5 years
DEC and Officers names and addresses	Tenure + 5 years
Resolutions	Permanent
Bonds, Surety	Life of bond + 6 years
Contracts, mortgages, leases	Term + 10 years
Department Finance Committee Minutes	Permanent
Policy, Procedures and Training Manuals	Current + 10 years
Personal Property (incl. inventory) records	10 years after disposition
Strategic Plans	Permanent
Trademark registrations and copyrights	Permanent
Correspondence (via paper or email)	
General (important, accounting related)	7 years
Legal or tax related	Permanent
All others	Period needed for business purposes

POLICY #14

Subject Document	Recommended Retention Period
Employment/Human Resources	
Payroll Reports (includes withholding tax info)	5 years
Personnel files (terminated)	Termination + 5 years
Personnel records relevant to litigation or government Action	Disposition of Action
Social Security Reports	7 years
Staff in-service logs and employee trainings	5 years from training date
W-4's, W-2's	5 years
Advertisements for employment	1 year
Applications and resumes of non-employees	1 year
Attendance records/FMLA leave and documents describing policies	3 years
Employee benefit plans subject to ERISA	Period that plan or system is in effect + 6 years
Employee benefit plans not subject to ERISA	1 year
Employment eligibility verification (form I-9)	3 years after hire/1 year after termination or separation, whichever is later
ERISA reports	CY + 6 years
Human resources policies, handbooks, manuals and Procedures	Life + 10 years
Job Descriptions (after completion)	6 years
Medical records for employees with occupational exposure to blood borne pathogens	CY + 30 years
Professional licenses and permits	Permanent
Organizational Charts	Life + 2 years
OSHA: Log and summary or recordable occupational injury or illness, supplemental record, annual summary	5 years
Reasonable accommodation requests (ADA)	2 years
Retirement and pension records	Permanent
Seniority or merit rating systems	Period plan is in effect + 1 year
Wage rate/wage change documentation	CY + 3 years
Environmental	
Fire Disaster Preparedness Plan	Permanent
Grants	
Approved grant applications (AEF, Scholarships, etc.)	5 years after project completion and after audit
Unapproved grant applications	5 years
HIPAA	
Privacy Rule or Security Rule Policies and Procedures	Permanent

POLICY #14

Subject Document	Recommended Retention Period
Information Management	
Purchase/service contracts/warranties	Term + 10 years
Computer systems manuals	Life of computer + 10 years
General support materials	Life + 10 years
Reference materials	Life + 10 years
System acquisition documentation	Life + 10 years
Vendor work orders	Life + 10 years
Insurance	
Insurance policies (expired)	3 years
Insurance policies (current)	Term + 3 years
Insurance records, current accident reports	Permanent
Safety reports	Permanent
Bond claims from Units	10 years
Legal/Compliance	
Compliance program	Permanent
Compliance audits	Permanent
Correspondence with government agencies	Permanent
Corrective Actions	Permanent
Inquiry logs	10 years
Memoranda/letters from attorneys	Permanent
Litigation documents	Disposition of case
Membership	
Dues Deposit and Edit Reports	7 years
Membership Reports	
Weekly	CY & 6 months
Delegate Strength	CY & 3 years
Applications and changes	Permanent
Tax Returns and Work Papers	
Federal Tax Returns	Permanent
Federal Tax supporting documents	CY & 7 years
State and local tax returns	Permanent
State and local supporting documents	CY + 7 years
Depreciation schedules	Life of item + 7 years
Equipment records (after disposition)	Life of item + 7 years



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POLICY #15

NATIONAL LEADERSHIP FUND

Reviewed by: Finance Committee _____ Reviewed on: _____
Approving Body: Dept. Executive Committee Date Approved: October 24, 2019

In all references, please refer to most current Standing Rules for change in Article, Section and/or paragraph. All reimbursements for expenses require receipts prior to payment processing.

Funds in the National Leadership account are derived from the following:

Income:

Article X – Finance, Section 3, Paragraph 3 (in part): Twenty cents (\$.20) per member shall go to the Department National Leadership Fund until said account exceeds \$35,000.00. The funds will then divert to the Reserve account until the National Leadership Fund falls below \$20,000.00. At that time twenty cents (\$.20) per member will then again go to the National Leadership Fund until it reaches \$35,000.00 when it will again divert to the Reserve Account. The balance of the dues will inure to the General Operating Fund.

Expenditures as defined by the standing rules:

When the amount is not specifically stated, there will be a recommendation submitted by the Finance Committee for approval of the Department Executive Committee.

Mission Training – Article X Section 15(m) - The Department President, First Vice President, Leadership Chairman and the Department Honorary Junior President may attend the Northwestern Division Mission Training with expenses as budgeted. Also included when from Minnesota and if not reimbursed by National is the National NW Division Vice President and the National NW Division Honorary Junior Vice President. Allowed expenses for the First Vice President, Leadership, Department Honorary Junior President and, if not reimbursed by National, the National NW Division Honorary Junior Vice President shall include: mileage, registration and meals when not provided and one-half the room rate. Allowable expenses for the President and National NW Division Vice President to include; mileage, registration, meals when not provided and room. All expenses will be budgeted from the National Leadership Account.

Washington Conference – Article X Section 17(f) When the National American Legion Auxiliary participates at the Washington Conference, 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 Leadership Fund.

National President's Homecoming – Article X Section 17(g) National President's Homecoming - the Department President, National Executive Committee Woman, Alternate National Executive Committee Woman, Past National Presidents, those currently serving as a National Chairman, and when from

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Minnesota, the National Officers excluding the National President, may attend the National President's Homecoming with a stipend as budgeted to be paid out of the National Leadership Fund.

Guests at Minnesota Department meetings – Article X 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.

Expenditures outside of the standing rules:

Candidate for National Officer excluding National President–

Prior to Installation:

1. Announcements to other Departments and to National of candidacy. These are sent from the Department Office at our expense. The candidate for Division National Vice President of the Northwestern Division, should design the announcements. Department shall then print them, or have them printed, and distribute them to the rest of the Departments in the Division. When the candidate is NOT a National Chairman (National covers expenses for National Chairman to convention), she will receive the same amount as the Department President to attend the National Convention at which she is installed.



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Installation Convention:

2. National Northwest Division Vice President newly elected shall be provided handouts for the Northwest Division Caucus held at the convention at which she is installed at our expense. A corsage will be provided to the candidate at the event of her choice or when presented as the incoming officer at the Northwest Division caucus.
3. Tickets for the States Dinner and Woman of The Year Luncheon shall be provided to National Officers, including the Northwestern National Vice President, when not provided by National.

National Officers excluding National President –

1. When serving in the capacity of a National Officer, allowance for actual expenses to the National President's homecoming.
2. Allowance not to exceed \$200 will be furnished to the National Northwest Division Vice President to use to purchase gifts for the seven Divisional Department President if she makes a visit to those Departments.
3. When Minnesota has a Northwestern Division National Vice President, and she is invited to Minnesota to be a Guest at Fall Conference or Department Convention in that capacity, she shall be given the same courtesies as any visiting National Officer.

National President candidacy and as President –

She is encouraged to have her own fundraisers during her campaign. Those funds are hers to disburse as she sees fit during her campaign or during her Presidency should she be elected. A request for transparency should accompany approval of said fundraisers so that those contributing clearly understand what the funds are going to be used for. Personal expenses include pins, gifts at homecoming, any other gifts she wishes to give, family expenses when traveling with her.

Items paid from National Leadership Fund:

1. Announcements for candidacy – the candidate should write the announcement. The Department Office will print and distribute the announcements.
2. Installation practice lunch.
3. The reception following her installation.
4. Considered a guest at the National President's Homecoming with all expenses paid. Family excluding the spouse is her expense. The paid guests at Homecoming are President's spouse, National Commander and spouse, National Sons of the American Legion Commander and his spouse. Expenses allowed for the guests are registration, room and events.
5. At the end of her year, a gift is purchased to give to the Cavalcade of Memories. It can be a piece of furniture for example. The limit should be recommended by the Department Finance Committee and approved by the Executive Committee prior to purchase.

American Legion Auxiliary Department of Minnesota

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American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

POLICY #16

Borrowing of Funds Policy

Reviewed by: Dept. Executive Committee
Approving Body: Dept. Executive Committee

Reviewed: May 1, 2020
Date Approved: May 1, 2020

It is the policy of the Department of Minnesota American Legion Auxiliary, a 501(c)(19) not for profit Veterans Service Organization, St. Paul, Minnesota, to initiate borrowing of funds authority parameters as part of its overall system of financial internal controls.

Policies

1. All documents pertaining to the borrowing of funds for the American Legion Auxiliary, Department of Minnesota shall require two (2) signatures.
2. The first signature must always be that of the Department President. One of the signatures must always be that of the Executive Secretary or the Department Treasurer.

American Legion Auxiliary Department of Minnesota

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American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

POLICY #17

Solicitation of Funds

Submitted by Ad Hoc Committee – Marsha Bible, Sandie Deutsch & Carol Kottom
Reviewed by: Finance Committee Date Approved:
Approving Body: Dept. Executive Committee Date Approved: March 21, 2020

The Department of Minnesota American Legion Auxiliary requires all solicitation of funds be presented for approval to the Department Executive Committee prior to solicitation. Requests must specify the recipient of the funds received.

It is the Department policy that recipients must be an approved person/business of the American Legion Auxiliary. Although the organization does have an accepted program listing, it does not have an accepted person/business list. The recipient must fall within the parameters of the Mission Statement.

Throughout this policy, the term “solicitor” refers to anyone who is requesting funds from The American Legion Family. This includes everyone who is soliciting funds – there will be no exceptions.

When you “vet” a person/business you should thoroughly understand where the funds they receive go. What percentage goes to costs, percentage that goes to the purpose you intend. Who else do they receive funds from? Is this something gaming funds can be used for?

The following are the steps that will be necessary to receive permission to solicit funds.

1. Solicitation forms from the previous year will be included with the budget information in the spring of the year for informational purposes only. (this step will begin in 2021)
2. Blank solicitation forms will be provided for the upcoming year with the budget information.
3. The solicitor is charged with vetting the companies/person they are requesting permission to solicit funds for.
4. The solicitor is required to complete the entire form and return it to the Department Executive Secretary no later than 10 days prior to the Department Convention.
5. The Department Executive Secretary will include copies of the solicitation of funds forms in the Department Convention package for the incoming Department Executive Committee members and the Parliamentarian.
6. The members of the Department Executive Committee will review the forms and do any further study of the recipients of the funds that they deem necessary prior to the August Workshop.
7. The Executive Committee will vote to approve/reject all solicitation of fund requests at the August Workshop. This is a two-part approval and solicitation will be rejected if both parts are not approved.
 - a. Approval of the amount of the funds
 - b. Approval of the recipient of the funds

Prior to approval as stated in #7 above, no solicitations may be done.

The Department currently publishes a “Donation Form” annually. Solicitations and recipients approved shall be added to the Donation Form for the pertinent year.

American Legion Auxiliary Department of Minnesota

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American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

POLICY #17-2

REQUEST FOR SOLICITATION OF FUNDS

Date: _____

Requester: _____

Title: _____

I would like to solicit funds for the following program:

This program will benefit the American Legion Auxiliary Program of:

Please write a brief synopsis of what the program you are asking for funds is and how it will benefit the Auxiliary program:

American Legion Auxiliary Department of Minnesota



Code of Conduct

The American Legion Auxiliary Minnesota Girls State is a youth-serving, community based organization dedicated to female high school students for civic leadership. Participation in the organization's program is subject to the observance of the American Legion Auxiliary rules and procedures. ***The activities outlined below are strictly prohibited.*** Any participant, staff member or volunteer who violates this Code is subject to discipline, up to and including removal from the program.

- Abusive language toward a staff member, volunteer or other participant
- Possession or use of alcoholic beverages or illegal drugs during the program or reporting to the program while under the influence of drugs or alcohol
- Bringing to the American Legion Auxiliary Minnesota Girls State program property dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items
- Discourtesy rudeness to a fellow participant, staff member or volunteer
- Verbal, physical or visual harassment of another participant, staff member or volunteer
- Actual or threatened violence toward any individual or group
- Conduct endangering the life, safety, health or wellbeing of others
- Bullying or sexual harassment of any participant
- Failing to cooperate with an adult supervisor/leader/mentor

I have read and understand The American Legion Auxiliary's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant/volunteer if I violate any of these rules.

Signature: _____

Date: _____

Parent: _____

Date: _____

American Legion Auxiliary Department of Minnesota

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Policy #18

Reviewed by: Dept. Executive Committee

Approved by: Dept. Executive Committee

August 15, 2020

August 15, 2020

UNIT PROCEDURE FOR CHARTER CANCELLATION

Before these procedures are carried out by a Unit, everything should be done to try to save or reorganize the Unit whenever possible. If the Unit can be revitalized and needs assistance, contact the District President or the Department Office.

STEP 1: Notify the District President or Department Office

The Unit **must** notify the District President or the Department Office that they are considering surrendering the charter before any actions are taken.

STEP 2: Initial discussion of surrender of charter at a regular Unit Meeting

The **possibility** of surrender must be discussed at a regular Unit meeting. No one person or Group of officers can make this decision.

STEP 3: Notify members of possible surrender of charter [see sample A]

- Every Senior member **MUST** be notified by letter of the possibility of the surrender of the Unit Charter.
- The letter must state the reasons for the action and give the date, time and location of a meeting for action to take.
- It is suggested that a ballot be included with the letter to allow those who cannot attend the meeting to have the opportunity to voice their opinion and vote.
- A copy of the letter should be sent to the District President and the Department office. Members who attend this meeting will vote Yes or No to begin the procedure for surrender of the Unit Charter. (Note: A vote to surrender the charter cannot be taken at this meeting since that is the last step in the procedure.)

STEP 4: Decision made by vote of Unit to surrender charter [see sample B]

Once the Unit votes to begin the process to surrender, a second letter should be sent to all of the senior members notifying them of the decision. The contents of the letter should contain the following information:

- Date, time and location of future meeting(s) that will be held to conclude business and take the final vote to surrender the charter which will be the last action the unit will take.

(Note: Be sure to set a meeting date to take the vote to surrender far enough in advance to allow time for satisfying the required steps. Including a ballot to be returned by the member allows all members the choice to vote Yes or No.

STEP 5: All members notified of membership transfer process (see sample C)All members (Seniors and Juniors) must be notified that the surrender of the Unit means they will either transfer to another Unit of their choice or be automatically transferred into the Department Unit 1982 (current 2021 dues are \$25.00 for Seniors and \$6.00 for Juniors) once the National organization accepts the Unit charter. Every effort should be made to encourage members to transfer to an active Unit.

It is recommended that a Member Data Form be included with the final letter of notification advising of the members that the Unit officially voted to surrender their charter. The bottom section should be highlighted over the signature line for the member and a current Unit Officer to complete. The letter should explain that she may take the form to another Unit and request to be transferred into that Unit. The District President and/or District Membership Chairman can also suggest names and addresses of Units within the district that are nearby. This is very important for Junior members who do not receive renewal notices for the next year.

TRANSFERRING FROM ONE UNIT TO ANOTHER

Transferring from one Unit to another is a privilege granted to any paid-up Auxiliary member ONLY with the approval of the Unit to which the member wishes to transfer. Any paid-up member may to Unit 1982 without approval required.

1. No transfer shall be made unless the member requesting the transfer has a membership card showing that she is a member in good standing at the time transfer is requested. Members whose dues for the current calendar year are not paid by January 31st of that year are considered to be not in good standing.
2. No unit may charge a member for the privilege of transferring and no dues shall be transferred from one Unit to another.
3. Any member wishing to transfer must secure approval of the Unit to transfer. She may do this in person or by letter. The Officer of the new Unit will complete the balance of the form and submit it to the Department office for processing. The Unit will make the transferring member a new membership card with the information found on the previous membership card.
4. The Department office will process the member's record and transfer the member into the new Unit.

STEP 6: All Unit Property Distributed

All American Legion Auxiliary property must be distributed properly.

- The bell, if not given to a Past President or another Unit, should be sent to the Department.
- The American Flag and Unit banner, if not given to a Past President or a charter member, may be donated to a local non-profit such as scouts or a public building. Otherwise they should be sent to the Department (without poles).
- The Unit Charter (unframed and rolled) must be returned to the Department.

- Since there is not enough room at the Department office to archive previous minutes, membership records, and banking records, the Unit should properly dispose of these items.
- It is important to realize that all funds of the unit are the property of the American Legion Auxiliary. The Department and District should be first consideration when dispersing the funds. All obligations to the District and Department must be met. These include:
 - District dues for membership.
 - Fidelity Bond payment for the current Auxiliary year (if applicable).
 - Current membership dues paid for any delinquent members they want to continue membership in the American Legion Auxiliary.
 - Consider paying for a PUFL membership (Paid Up For Life) for any members who have significantly contributed to the Unit.
 - Donations to the programs of The American Legion Post.
 - Do not close the Unit bank account until after the final vote is taken to surrender the charter. Make sure that while deciding on how to distribute the remaining Unit funds, that enough money is left in the account to cover the costs of postage, service charges, etc.

STEP 7: Unit Incorporation

The Unit must determine if it is incorporated in the state of Minnesota. This can be done by checking on-line at the Secretary of State website. If the Unit is incorporated it must file documentation with the state of Minnesota to dissolve the corporation.

STEP 8: Notification of Internal Revenue Service (IRS)

Write a letter to the Internal Revenue Service advising of the impending surrender of the Unit's charter. Request that the Unit's unique Employer Identification Number (EIN) be retired.



American Legion Auxiliary
Department of Minnesota

Unit Name _____ Unit No _____

Unit Location _____ District _____

Contact _____ Phone _____

Address _____

Email _____

Unit Charter Cancellation Checklist

Complete	Document	Date	By Whom
	District President or Department Office Notification of possible charter surrender		
	Initial discussion to surrender charter at regular Unit meeting		
	Senior members of Unit notified in writing of possible surrender and upcoming meeting to vote on surrender		
	Meeting held to discuss and vote on surrender of charter		
	Senior members notified in writing of outcome of decision to surrender the charter		
	All members notified and offered to transfer to other units or Unit 1982		
	Unit property properly distributed		
	Funds properly distributed once all obligations to District and Department have been met		
	Minutes on discussions and meetings relating to surrender charter sent to Department office		
	Final bank statement showing zero balance and distribution of funds		
	If Unit is incorporated - contact Secretary of State of MN to dissolve corporation		
	Notification to Internal Revenue Service (IRS) to retire Employer Identification Number (EIN)		

Comments: _____

Please return one completed copy of this form with the information required to the Department office.

American Legion Auxiliary Department of Minnesota
20 West 12th Street, Room 314 - St. Paul, MN 55155

Name and Number of Unit
Unit Address

Date

Member's Name
Address

Dear Member's Name:

The officers of this Unit are having difficulties getting the work of the American Legion Auxiliary accomplished. There are only a few members attending meetings, there are not enough active members to accept the elected and appointed positions, the few members who attend meetings are no longer interested or able to be active.

We have been in contact with the District President. She advises us to call a special meeting to discuss the possibility of surrendering our Unit charter. She suggests that when we meet we should try to decide if we want to work at reorganizing our Unit to strengthen it or begin the procedure to surrender.

The special meeting will be held at _____ on _____ at _____ PM.

We hope that you will be able to attend this important meeting. If you are unable to attend, we want to know how you feel about actions we are considering. Please take a moment to indicate your choice using the ballot below. If you have comments, make them on the back of the ballot. Return the ballot to the address above to arrive before _____. Your vote and comments will be considered.

Thank you for your continued interest in the American Legion Auxiliary and its fine programs.

Sincerely,

Mary Jones
Unit President

Ballot to vote on possibility of surrendering Unit charter

Member Name _____
Membership No. _____

_____ I vote to continue the Unit and will assist in reorganization

_____ I vote to begin the procedure for surrender of the Unit charter

Name and Number of Unit
Unit Address

Date

Member's Name
Address

Dear Member's Name:

At a special meeting held on _____, it was voted with regrets to surrender our Unit Charter.

A meeting is scheduled on _____ at _____ to discuss how our property and funds will be distributed. Once the Unit completes all business and distribution of property and funds the charter surrender will be complete.

We hope that you will be able to attend this meeting but in the event you can't, we want you to have the opportunity to contact me prior to the meeting with your input.

The American Legion Auxiliary values your membership and would like to give you an opportunity to transfer your membership to another local Unit so that you don't lose continuous membership. The preferred choice would be for you to transfer to a local active Unit, however there is the alternate of transferring to the Department unit at large #1982 which is an inactive unit. Enclosed is a Member Data Form for you to complete. If you have already paid your membership dues for the current year, you do not have to pay again unless the Unit you are transferring to has higher dues. Then you are only responsible for the difference in fees.

If you have any questions please don't hesitate to contact me and I will do what I can to assist you.

Sincerely,

Mary Jones
Unit President

Enclosure Member Data Form



This form is available online
www.mnala.org

American Legion Auxiliary – Department of Minnesota
20 W 12th St #314 – St Paul, MN 55155
Ph: 651-224-7634 ♦ Fax: 651-224-5243 ♦ Email: deptoffice@mnala.org

MEMBER DATA FORM

****Does this person hold a Unit / District officer or chairman position?***

Unit -What position? _____ **NO**
 District - What position? _____

Member ID # _____ Date _____ Unit # _____
Required for all changes

Name _____ **Sr** **Jr**

DECEASED **DROP/CANCEL** **REJOIN** **HLM** (Honorary Life Member)

OLD INFORMATION

NEW INFORMATION

Name _____

Name _____

Former Address _____

New Address _____

Former City _____

New City _____

Former State, Zip _____

New State, Zip _____

Former phone # _____

New phone # _____

Email Address _____

Email Address _____

Continuous Years Correction _____

Join Date Correction _____

UNIT TRANSFERS

Previous Unit # _____ Dept. (State) _____ **New** Unit # _____ Dept. (State) _____

Signature – Member (**Required**)

Signature – New Unit Membership Chairman (**Required**)

Signature (person submitting this form please sign) _____



American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

POLICY #20

ELECTRONIC COMMUNICATIONS, INTERNET, AND SOCIAL MEDIA POLICY

Policy Statement

It is the policy of the American Legion Auxiliary (ALA) Department of Minnesota, a state public benefit 501 (c) (19) not-for-profit Veterans Service Organization Auxiliary headquartered in St. Paul, Minnesota, to have requirements and standards in place for communication conveyed electronically under the auspices

of American Legion Auxiliary Department of Minnesota, including via the Internet and social media, that protect the name and trademarks of the American Legion Auxiliary Department of Minnesota and the reputation of the organization at all levels – national, department, intermediate body, unit, subsidiary, and member.

The American Legion Auxiliary Department of Minnesota encourages and promotes participation in electronic communications, social media, and Internet representation of the ALA in an ethical manner that

increases awareness about the American Legion Auxiliary and the American Legion Auxiliary Department of Minnesota, and that positively represents the American Legion Auxiliary brand and The American Legion Family brand.

The purpose of this policy is to provide guidance to protect the members, entities, name, emblem, and trademarks of the American Legion Auxiliary and the American Legion Auxiliary Department of Minnesota. To this purpose, this policy a) specifies the permissions, and administrative rights required for using the name and trademarks of the American Legion Auxiliary on electronic communications, websites, and social media accounts, blogs and other emerging forms of electronic communications; and b) defines the parameters, monitoring, sanctions, and expectations for using electronic means of communications, including websites and social media, to enhance mission outreach and the reputation of the organization at all levels through appropriate use of message content and delivery. References to social media accounts in this policy include but are not limited to Facebook, Twitter, YouTube, Instagram, Pinterest, and LinkedIn.

Policy compliance shall be in accordance with applicable patent, trademark, and copyright laws. The policies herein apply to all levels of the organization, from the national level to individual members.

American Legion Auxiliary Department of Minnesota

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Policies

Permissions

- In accordance with the provisions contained within this policy and within the American Legion Auxiliary National Policy for Electronic Communications, Internet and Social Media Policy, an entity chartered by the ALA already has permission to use the name, emblem, and trademarks of the American Legion Auxiliary and may use the name, emblem, trademarks to establish a presence on the Internet, in social media, and other electronic communication, including but not limited to websites, Internet-based tools, accounts, Facebook pages and groups, Twitter accounts, and mobile device applications.
- The American Legion Auxiliary National Policy for Electronic Communications, Internet, and Social Media grants departments, department-authorized intermediate bodies, and units have approval to use the name American Legion Auxiliary, the emblem, and ALA trademarks on electronic-based communications by and from the department, department-authorized intermediate body, and unit. Therefore, in accordance with this policy, approval to use the name, emblem and trademarks of the ALA is deemed granted to departments and units as chartered entities of the ALA and to department-authorized intermediate bodies and subsidiaries, and no additional approval from The National organization is required.

Administrative Rights

- All American Legion Auxiliary Department of Minnesota-level Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary must have shared administrative rights with ALA Department of Minnesota Headquarters. Such department accounts include those established and administered by department officers, Department Executive Committeewomen, department governing board members, department subsidiaries, department chairmen and department committee members.
- All department-level, intermediate-body level, unit level, and department and unit subsidiary internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary are advised to have more than one ALA entity representative with administrative rights and/or login information.
- All Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary must obey the Terms of Service of any social media platform employed.
- Departments and units that share websites and other electronic media with their American Legion counterparts are advised to establish policies regarding permissions and shared administrative rights.

Content

- Websites, electronic communications, Internet-based accounts, electronic blogs, and social

media accounts must clearly, accurately, and completely identify the ALA entity represented; e.g. American Legion Auxiliary department, intermediate body, unit, subsidiary, program.

- Information posted or conveyed electronically via Internet-based accounts must be relevant to the ALA entity and its programs and must safeguard the integrity of the ALA and the privacy of individuals in keeping with all applicable federal, state, and local laws and regulations.
- Content considered relevant under this policy includes proper and suitable postings about members, ALA meetings, ALA mission-related programming events and fundraising activities, and events or fundraisers that benefit the American Legion Auxiliary.
- Content communicated via Internet-based accounts, social media, websites, and electronic blogs cannot divulge private information about an individual, including a person's contact information or medical information. Posting private information about others can be a criminal offense.
- Any ALA Department of Minnesota entity representative or individual communicating about ALA-related matters via Internet-based accounts, social media, websites, and electronic blogs must respect and abide by all relevant laws, including copyright and defamation laws. An ALA entity representative or individual is personally responsible for any content so published, regardless of whether or not the message was posted under the intention of anonymity.
- Any ALA Department of Minnesota entity representative or individual communicating about ALA-related matters via Internet-based accounts, social media, websites, and electronic blogs is responsible for understanding that, once published, content is immediately public and considered permanently available to others; an entity representative or individual may be held responsible for any consequences thereof.
- The promotion or conducting of charity gaming via social media, websites, and electronic blogs is prohibited in many states; state laws prevail, and individuals posting information representing the ALA Department of Minnesota are responsible for knowing and abiding by all applicable charity gaming laws and government regulations.
- ALA Department of Minnesota Internet-based accounts, websites, electronic communications, blogs, and social media cannot be used to convey information in support of political parties, political candidates, or sectarian viewpoints; the American Legion Auxiliary is a non-partisan and non-sectarian organization.
- Administrators of ALA Department of Minnesota websites, electronic communications, Internet-based accounts, blogs and social media accounts are forbidden from using ALA Department of Minnesota accounts to promote personal projects, goals or interests outside of ALA programs and business.

Monitoring

- The ALA Department of Minnesota follow the protocols published within the **American Legion Auxiliary Branding Guide** to establish appropriate American Legion Auxiliary social media and Web presence in and keep with applicable laws, government regulations, and industry best practices.
- The ALA Department of Minnesota will reasonably monitor electronic communications that represent the ALA Department of Minnesota for threatening or dangerous content, and the electronic media account administrator reserves the authority to remove postings that violate laws, regulations, or ALA policy.
- The ALA Department of Minnesota will maintain appropriate records of utilization in accordance with applicable laws, government regulations, and industry best practices.

Sanctions

- Any electronic, Internet-based, website or social media presence using the name, emblem, or trademarks of American Legion Auxiliary that fails to comply with this policy is prohibited. Any cost for enforcement of laws or judgments relative to this policy shall be sought from the offending entity or individual representative.

Guidelines

- The American Legion Auxiliary Department of Minnesota will adhere to the current guidelines of the American Legion Auxiliary National organization, which are published and maintained within the **American Legion Auxiliary Branding Guide**. These guidelines outline appropriate protocols regarding establishing and conducting American Legion Auxiliary social media and Web presence in keeping with applicable laws, government regulations, and industry best practices.
- ALA Department of Minnesota electronic media guidelines will address appropriate participation in electronic communications, social media, and Internet representation of the American Legion Auxiliary and/or the American Legion Auxiliary Department of Minnesota, both personally as well as when one is acting in an official capacity on behalf of the ALA.
- Guidelines will reflect and promote the importance of the ALA's role and opportunities in social media and Internet communities for conveying the organization's identity – the world's largest women's patriotic service organization – and the organization's mission and relevance – to serve United States veterans, military, and their families at home and abroad.

- The *American Legion Auxiliary Branding Guide* issued by the American Legion Auxiliary National organization will include details regarding usage of the American Legion Auxiliary emblem, name, and trademarks, and written and design elements reflecting same.
- The *American Legion Auxiliary Branding Guide* will be maintained for free download to members at the ALA national website www.ALAforVeterans.org.

Addendum Policy Background and Rationale

With an ever-increasing move from traditional media to electronic platforms, many organizations and individuals are turning to social media for word-of-mouth communication and marketing because of its ease of use and instantaneous results. Because of the tremendous growth in Internet-based communication media, countless conversations take place online daily about the American Legion Auxiliary and the American Legion Auxiliary Department of Minnesota. We want and encourage our organization's members and entities to join those conversations, accurately representing our organization and sharing the positive spirit of our brand so that the American Legion Auxiliary is here to fulfill our mission for future generations.

This electronic media policy is intended to guide participation in electronic communications, social media, and Internet representation of the American Legion Auxiliary and the American Legion Auxiliary Department of Minnesota, both personally as well as when you are acting in an official capacity on behalf of the ALA. The purpose of this policy is simply to protect the organization as well as the individuals who are using electronic media to increase awareness about the value of the ALA.

In keeping with the vision of the American Legion Auxiliary 2019-20 Strategic Centennial Plan, it is critical we always remember **who we are** – the world's largest women's patriotic service organization, and that **what we do** – serve veterans, the military, and their families, can be enhanced greatly by sharing **why we matter** through responsible engagement in social media and Internet communities.

To grow and strengthen our entire organization, the American Legion Auxiliary and American Legion Auxiliary Department of Minnesota needs to take advantage of the fact that more people are communicating via websites and social media, and we want the ALA's electronic presence to be fun and up to the highest standards. It is important we develop and maintain a cohesive, true and proper American Legion Auxiliary image. This policy is about caring for our brand and our reputation; it is for everyone's protection – individual members as well as the organization.

If you have any questions about this policy, please contact the American Legion Auxiliary Department of Minnesota office: American Legion Auxiliary Department of Minnesota, State Veterans Service Building, 20 W 12th Street – Room 314, St. Paul, MN 55155; call 651-224-7634 or (toll free) 888-217-9598; or email: deptoffice@mnala.org.

Reference

The American Legion Auxiliary Department of Minnesota Electronic Communications, Internet and Social Media Policy is based upon the American Legion Auxiliary National Policy for Electronic Communications, Internet and Social Media approved by the National Executive Committee on 2/22/2015. The National policy is set for review in 2017.

The National policy was developed collaboratively with representatives of The American Legion and Counsel General. Questions regarding the American Legion Auxiliary National policy can be directed to ALA National Headquarters Communications Division at (317) 569-4500, ALAHQ@ALAforVeterans.org, or 8945 N. Meridian St., Indianapolis, IN 46260.

