# 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

1. 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.
2. All physical entries for Department awards are to be received at the Department Office as stated in the award description. Judges’ decision is final.
3. 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](https://www.alaforveterans.org/). Check each program for awards and instructions.
4. 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.
5. 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.
6. 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. 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](https://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

1. The American Legion Auxiliary Minnesota Girls State Committee shall function as a committee composed of six (6) members.
2. 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.
3. 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.
4. 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.
5. 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.
6. To instruct the delegation on proper flag etiquette, i.e., proper advancing and retiring of flags.
7. To be prepared to speak before the assembly at a designated time on Americanism and its meaning.
8. To ensure that proper respect is paid to the flag, and the Pledge of Allegiance will be recited by all in attendance.
9. Two (2) Committee members – shall assist by serving on the committee in any way necessary as directed by the Chairman.
10. Committee duties:
11. 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.
12. 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.
13. The committee shall be charged with the preparation of the yearly budget and shall supervise the expenditure of funds under the budget.
14. 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.
15. 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.
16. 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.
17. 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

1. The Department Executive Secretary shall be responsible for the Poppy operations and shall assign a member of the staff to directly supervise it.
2. 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.
3. All Poppy orders and remittance checks shall be in the Department Office by December 1.
4. Use of Poppy funds per The American Legion:
5. For the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917;
6. For the welfare of the families of veterans of the above-named period;
7. For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals;
8. 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;
9. 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.
10. 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.
1. 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.
		1. Day Care patients shall receive one gift for themselves or to use as a gift.
		2. A resident spouse of a deceased veteran is eligible to receive one gift for themselves or to use as a gift.
		3. 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, with one exception. The exception is: When access to the patients at a facility is not available to our representative, gift cards may be given to the immediate family also. Ex: Years of the pandemic. In case of an extreme emergency situation, the Department Executive Committee is authorized to approve other arrangements. 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.

* 1. The Hospital/Home Representatives shall provide a completed order request for their facilities and send it to 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.
	2. 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.
1. 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.
2. 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 in 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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:
		1. Department Officers and Chairmen – a maximum of two (2) days with mileage
		2. Committee Members - one (1) day with mileage
		3. District Presidents - one (1) day with mileage.
		4. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. Expense reimbursement must be accompanied with receipts to be processed for payment to stay in compliance with the IRS.

Section 15 Finance Courtesies

1. 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 Committeeperson and Alternate National Executive Committeeperson.
2. 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.
3. 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 Committeeperson, and the Alternate National Executive Committeeperson.
	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)

1. 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.
2. 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).
3. 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).
4. 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).
5. The Department of Minnesota will provide the following courtesies for National Convention:
	1. Registration, ALA 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 & Bylaws 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. The Department Delegation Chairman and Delegation Secretary will receive full room rates. Should a Department employee act as the Delegation Secretary, they shall be paid in accordance with the Employee Handbook. The following courtesies will be provided to the same, including the National Chairmen unless reimbursed by National: the States Dinner, ALA 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 Mailing Lists:

The American Legion Auxiliary mailing lists shall not be furnished to anyone except when conducting American Legion Auxiliary official business.

Section 3 Department Headquarters Office Rules

1. 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.
2. 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.
3. Department Chairman shall contact the Department President for permission of having clerical work done in the office.
4. 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.

* + 1. Place of conference to be designated at preceding Conference.
		2. 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.
		3. 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.
		4. Conferences: All District Junior Conferences shall be held prior to the Department Junior Conference, thus making all Districts eligible for prizes and awards.
		5. 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.
		6. 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:**

1. No officer shall succeed herself in the same office. Any Junior running for office is allowed to campaign at the Department Junior Conference.
2. 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.

* 1. The Nominating Committee or a person appointed by the candidate shall read the endorsements.
	2. Nominations shall be called for from the floor.
	3. Where there is a contest for an office, voting shall be by secret ballot.
	4. 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.
	5. 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.
	6. 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**:

1. 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.
2. 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.
3. 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:

1. Registration and noon meal charge determined by the Department Junior Activities Chairman, Department President, and host Unit.
2. 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.
3. 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.
4. 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.
5. 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.

* + 1. 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.
		2. The Department shall pay the registration fee for one official representative so elected and a budgeted travel expense to attend.
		3. 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.