



American Legion Auxiliary

National Constitution, Bylaws and Standing Rules

*Initially Adopted 1921
January 2013 Revision*



In the Spirit of Service Not Self
for Veterans, God and Country

AUTHORITY

The National Constitution of the American Legion Auxiliary, as set out herein, is in full force and effect and represents action taken by National Conventions, being the Constitution adopted at the First National Convention, Kansas City, MO, November 1-2, 1921, and as amended at the Second Annual Convention, New Orleans, LA, October 16-20, 1922; Third Annual Convention, San Francisco, CA, October 15-19, 1923; Fourth Annual Convention, St. Paul, MN, September 15-19, 1924; Fifth Annual Convention, Omaha, NE, October 5-9, 1925; Sixth Annual Convention, Philadelphia, PA, October 11-15, 1926; Seventh Annual Convention, Paris, France, Ratification Meeting, New York, NY, October 18, 1927; Eighth Annual Convention, San Antonio, TX, October 8-12, 1928; Ninth Annual Convention, Louisville, KY, September 30-October 3, 1929; Eleventh Annual Convention, Detroit, MI, September 21-24, 1931; Fourteenth Annual Convention, Miami, FL, October 22-25, 1934; Seventeenth Annual Convention, New York, NY, September 20-23, 1937; Nineteenth Annual Convention, Chicago, IL, September 25-28, 1939; Twenty-second Annual Convention, Kansas City, MO, September 19-21, 1942; Twenty-third Annual Convention, Omaha, NE, September 21-23, 1943; Twenty-fifth Annual Convention, Chicago, IL, November 18-21, 1945; Twenty-sixth Annual Convention, San Francisco, CA, September 30-October 4, 1946; Twenty-ninth Annual Convention, Philadelphia, PA, August 29-September 1, 1949; Thirty-first Annual Convention, Miami Beach, FL, October 15-18, 1951; Thirty-second Annual Convention, New York, NY, August 25-28, 1952; Thirty-third Annual Convention, St. Louis, MO, August 31-September 3, 1953; Thirty-fourth Annual Convention, Washington, DC, August 30-September 2, 1954; Thirty-fifth Annual Convention, Miami Beach, FL, October 10-13, 1955; Thirty-sixth Annual Convention, Los Angeles, CA, September 3-6, 1956; Thirty-seventh Annual Convention, Atlantic City, NJ, September 16-19, 1957; Thirty-ninth Annual Convention, Minneapolis, MN, August 24-27, 1959; Fortieth Annual Convention, Miami Beach, FL, October 17-20, 1960; Forty-sixth Annual Convention, Washington, DC, August 29-September 1, 1966; Forty-seventh Annual Convention, Boston, MA, August 28-31, 1967; Forty-ninth Annual Convention, Atlanta, GA, August 25-28, 1969; Fiftieth Annual Convention, Portland, OR, August 31-September 3, 1970; Fifty-first Annual Convention, Houston, TX, August 30-September 2, 1971; Fifty-second Annual Convention, Chicago, IL, August 21-24, 1972; Fifty-third Annual Convention, Honolulu, HI, August 19-23, 1973; Fifty-fourth Annual Convention, Hollywood, FL, August 19-22, 1974; Fifty-sixth

Annual Convention, Seattle, WA, August 23-26, 1976; Fifty-seventh Annual Convention, Denver, CO, August 22-25, 1977; Fifty-eighth Annual Convention, New Orleans, LA, August 21-24, 1978; Sixtieth Annual Convention, Boston, MA, August 18-21, 1980; Sixty-first Annual Convention, Honolulu, HI, August 30-September 2, 1981; Seventy-first Annual Convention, Phoenix, AZ, August 31-September 5, 1991; Seventy-fifth Annual Convention, Indianapolis, IN, September 2-6, 1995; Seventy-eighth Annual Convention, New Orleans, LA, September 5- 10, 1998; Ninety-second Annual Convention, Indianapolis, IN, August 24-30, 2012.

The Bylaws as adopted at the Second Annual Convention, New Orleans, LA, October 16-20, 1922, and as amended at the Third Annual Convention, San Francisco, CA, October 15-19, 1923; Fourth Annual Convention, Saint Paul, MN, September 15-19, 1924; Fifth Annual Convention, Omaha, NE, October 5-9, 1925; Sixth Annual Convention, Philadelphia, PA, October 11-15, 1926; Eighth Annual Convention, San Antonio, TX, October 8-12, 1928; Ninth Annual Convention, Louisville, KY, September 30-October 3, 1929; Eleventh Annual Convention, Detroit, MI, September 21-24, 1931; Thirteenth Annual Convention, Chicago, IL, October 2-5, 1933; Fourteenth Annual Convention, Miami, FL, October 22-25, 1934; Fifteenth Annual Convention, Saint Louis, MO, September 23-26, 1935; Sixteenth Annual Convention, Cleveland, OH, September 21-24, 1936; Eighteenth Annual Convention, Los Angeles, CA, September 19-22, 1938; Nineteenth Annual Convention, Chicago, IL, September 25-28, 1939; Twentieth Annual Convention, Boston, MA, September 23-26, 1940; Twenty-first Annual Convention, Milwaukee, WI, September 15- 18, 1941; Twenty-second Annual Convention, Kansas City, MO, September 19-21, 1942; Twenty-third Annual Convention, Omaha, NE, September 21-23, 1943; Twenty-fifth Annual Convention, Chicago, IL, November 18-21, 1945; Twenty-sixth Annual Convention, San Francisco, CA, September 30-October 4, 1946; Twenty-seventh Annual Convention, New York, NY, August 28-31, 1947; Twenty-eighth Annual Convention, Miami, FL, October 18-21, 1948; Twenty-ninth Annual Convention, Philadelphia, PA, August 29-September 1, 1949; Thirty-first Annual Convention, Miami Beach, FL, October 15-18, 1950; Thirty-second Annual Convention, New York, NY, August 25- 28, 1952; Thirty-third Annual Convention, Saint Louis, MO, August 31-September 3, 1953; Thirty-fourth Annual Convention, Washington, DC, August 30-September 2, 1954; Thirty-fifth Annual Convention, Miami Beach, FL, October 10-13, 1955; Thirty-sixth Annual Convention, Los Angeles, CA, September 3-6, 1956; Thirty-seventh Annual Convention, Atlantic City, NJ, September 16-19, 1957; Thirty-

eighth Annual Convention, Chicago, IL, September 1-4, 1958; Thirty-ninth Annual Convention, Minneapolis, MN, August 24-27, 1959; Fortieth Annual Convention, Miami Beach, FL, October 17-20, 1960; Forty-sixth Annual Convention, Washington, DC, August 29- September 1, 1966; Forty-seventh Annual Convention, Boston, MA, August 28-31, 1967; Forty-eighth Annual Convention, New Orleans, LA, September 9-12, 1968; Forty-ninth Annual Convention, Atlanta, GA, August 25-28, 1969; Fiftieth Annual Convention, Portland, OR, August 31-September 3, 1970; Fifty-first Annual Convention, Houston, TX, August 30-September 2, 1971; Fifty-second Annual Convention, Chicago, IL, August 21-24, 1972; Fifty-third Annual Convention, Honolulu, HI, August 19-23, 1973; Fifty-fourth Annual Convention, Hollywood, FL, August 19-22, 1974; Fifty-fifth Annual Convention, Minneapolis, MN, August 18-21, 1975; Fifty-sixth Annual Convention, Seattle, WA, August 23-26, 1976; Fifty-seventh Annual Convention, Denver, CO, August 22-25, 1977; Fifty-eighth Annual Convention, New Orleans, LA, August 21-24, 1978; Fifty-ninth Annual Convention, Houston, TX, August 20-23, 1979; Sixtieth Annual Convention, Boston, MA, August 18-21, 1980; Sixty-first Annual Convention, Honolulu, HI, August 30-September 2, 1981; Sixty-second Annual Convention, Chicago, IL, August 23-26, 1982; Sixty-third Annual Convention, Seattle, WA, August 22-25, 1983; Sixty-fourth Annual Convention, Salt Lake City, UT, September 2-5, 1984; Sixty-sixth Annual Convention, Cincinnati, OH, September 1-4, 1986; Sixty-seventh Annual Convention, San Antonio, TX, August 24-27, 1987; Sixty-eighth Annual Convention, Louisville, KY, September 5-8, 1988; Seventieth Annual Convention, Indianapolis, IN, August 27-30, 1990; Seventy-first Annual Convention, Phoenix, AZ, September 2-5, 1991; Seventy-second Annual Convention, Chicago, IL, August 24-27, 1992; Seventy-third Annual Convention, Pittsburgh, PA, September 6-9, 1993; Seventy-fifth Annual Convention, Indianapolis, IN, September 2- 6, 1995; Seventy-sixth Annual Convention, Salt Lake City, UT, September 2-5, 1996; Seventy-seventh Annual Convention, Orlando, FL, September 1-4, 1997; Seventy-eighth Annual Convention, New Orleans, LA, September 5-10, 1998; Seventy-ninth Annual Convention, Anaheim, CA, September 4-8, 1999; Eighty-second Annual Convention, Charlotte, NC, August 23-29, 2002; Eighty-fourth Annual Convention, Nashville, TN, August 28-September 2, 2004; Eighty-fifth Annual Convention, Honolulu, HI, August 19-25, 2005; Eighty-sixth Annual Convention, Salt Lake City, UT August 26- 31, 2006; Eighty-seventh Annual Convention Reno, NV, August 20- 30, 2007; Eighty-eighth Annual Convention, Phoenix, AZ, August 23- 28, 2008; Eighty-ninth Annual Convention, Louisville, KY, August 24-27, 2009, Ninetieth Annual Convention,

Milwaukee, WI, August 27-September 2, 2010; and Ninety-second Annual Convention, Indianapolis, IN, August 24-30, 2012.

CONSTITUTION OF THE AMERICAN LEGION AUXILIARY

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

ARTICLE I

Name

Section 1. The name of this organization shall be American Legion Auxiliary.

ARTICLE II

Nature

Section 1. The American Legion Auxiliary is a civilian organization of women.

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

ARTICLE III

Eligibility

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of members of The American Legion, and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

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

- (a) Senior membership shall be composed of members over the age of eighteen; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

ARTICLE IV

National Officers

Section 1. The National Convention shall elect annually a President, a Vice President, five Division National Vice Presidents, a National Chaplain and a National Historian. The Division National Vice Presidents shall serve without seniority and one shall be elected from each Division. The President and Vice President shall be delegates to the National Convention and members of the National Executive Committee, and shall serve as Chairman and Vice Chairman respectively of both bodies. The five Division National Vice Presidents, the National Chaplain and the National Historian shall be delegates to the National Convention and members of the National Executive Committee.

Section 2. The National Executive Committee at its first meeting immediately following the National Convention shall elect a National Secretary and a National Treasurer, both of whom shall be nominated by the National President. The National Executive Committee by a majority vote may remove either the National Secretary or the National Treasurer.

ARTICLE V

National Executive Committee

Section 1. Between National Conventions, the National Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization.

Section 2. The National Executive Committee shall be comprised of the National President, National Vice President, the five Division National Vice Presidents, National Chaplain, National Historian, and one Executive Committeewoman or alternate from each Department, to be elected as such Department shall determine, and such other members as provided in Section 3.

Section 3. All Past National Presidents in good standing in the local Units shall be members for life of the National Executive Committee, with all rights except the right to vote.

Section 4. The term of office of a National Executive Committeewoman shall commence immediately following the adjournment of the National Convention next ensuing, and shall end at the adjournment of the next succeeding National Convention. The Alternate National Executive Committeewoman shall serve only in the absence of the National Executive Committeewoman.

ARTICLE VI

National Convention

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

Section 2. Representation in the National Convention shall be by Departments. Each Department shall be entitled to five delegates and one additional delegate for each 1,500 members or major fraction thereof, whose current dues have been received by the National Treasurer thirty days prior to the meeting of said Convention, and to one alternate for each delegate. The delegates and alternates shall be selected not less than two weeks before the National Convention at Department Conventions or in any manner specified by any Department Constitution; provided that the Department hosting the National Convention shall be privileged to hold its Department Convention and select its delegates at the time and place designated by its Department of The American Legion.

Section 3. 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.

Section 4. Members of the National Executive Committee shall be delegates-at-large to the National Convention with vote to be exercised with their Departments.

Section 5. Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from her Department.

Section 6. A quorum shall exist at a National Convention when

sixty percent of the Departments are represented, as provided above.

ARTICLE VII

Amendments

Section 1. This Constitution may be amended at any National Convention by a vote of two-thirds of the total authorized representation thereat, provided the proposed amendments shall have been submitted through the National Secretary to the several Departments and members of the National Executive Committee by mailing same to them at least twenty (20) days prior to the convening of the next National Convention; and provided further that all proposed amendments shall be read at a regular meeting of the convention.

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

Section 3. An amendment not having been previously read or distributed as required in Section 1, may be adopted by the unanimous vote of the convention body.

BYLAWS OF THE AMERICAN LEGION AUXILIARY

ARTICLE I

Organization

Section 1. The American Legion Auxiliary shall be organized into Divisions and Departments, and the Departments in turn into Units.

Section 2. The Division shall be composed of at least seven (7) Departments.

Section 3. There shall be one Department in each state, in the District of Columbia, and there may be one Department in each territory of the United States. The National Executive Committee may establish Departments or Units in the insular and other possessions of the United States and may also establish Units in foreign countries.

Section 4. Departments shall have authority to create intermediate bodies between the Units and Department to act as a liaison between such organizations and for the purpose of promoting the programs of the American Legion Auxiliary.

Section 5. A Unit in the territorial or insular possessions of the United States or in a foreign country, which does not have Department status, may have the status of a foreign Unit not attached to any specific Department of the American Legion Auxiliary. Any such Unit which requests affiliation with a Department shall be assigned to the same Department as its American Legion Post, if accepted by the Department. If there is no Department of the American Legion Auxiliary, the National Executive Committee shall assign said Unit to a Department.

ARTICLE II

Election of Officers

Section 1. The election of the following officers shall be by secret ballot: National President, National Vice President, five Division National Vice Presidents, National Chaplain, and National Historian. A majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote.

Section 2. There shall be a National Secretary and National Treasurer to be nominated by the National President at the Post-Convention National Executive Committee Meeting and elected by the same body.

Section 3. The five Division National Vice Presidents shall be nominated in their respective Divisional Caucuses.

Section 4. Such officers shall serve until the adjournment of the succeeding National Convention or until their successors are chosen. Vacancies in these offices occurring between National Conventions shall be filled by the National Executive Committee.

Section 5. All National Officers, members of the National Executive Committee and members of all National Committees shall be in good standing in their local Units.

Section 6. No person shall be eligible for reelection to the office of National President, National Vice President, Division National Vice President, National Chaplain, or National Historian.

ARTICLE III

Duties of Officers

Section 1. National President: It shall be the duty of the National President to preside at all meetings of the National Convention assembled and the National Executive Committee, to appoint or hire a parliamentarian(s), and appoint members of standing committees and create such other committees and appoint members thereon as she deems advisable, and to appoint all officers not otherwise provided for,

with the approval of the National Executive Committee. She shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the office.

Section 2. Vice President: In the absence of the President at a meeting of the organization, it shall be the duty of the Vice President to be the presiding officer. In the absence of both the President and the Vice President, a chairman pro tempore shall be elected. The Vice President shall serve as a member of the National Executive Committee.

In the event of a vacancy in the office of the President, the National Vice President shall become President and shall assume the duties and authority of the office.

She shall assume such other duties as assigned to her by the National President.

Should illness or accident permanently incapacitate the National President, or if for any reason she shall be unable to discharge the duties of President, the National Secretary shall apprise the National Executive Committee, submit to its members medical confirmation from three doctors of this incapacitation, and call for a referendum vote to declare the office of the National President vacant and to authorize the National Vice President to assume the duties and authority of the office. If the unexpired term of office for National President is less than six months, the person so named shall be eligible to election by regular process to the office of National President.

In the event the National Vice President thus assumes the office of National President, the National Executive Committee shall fill the office of National Vice President. If this term is less than six months, the person so named is eligible to election by regular process to the office of National Vice President.

Section 3. Division National Vice Presidents: It shall be the duty of the Division National Vice Presidents to act as representatives of the National President on all matters referred to them by her, and to be advisory heads of their respective National Divisions, keeping in touch with all Departments, creating closer cooperation and keeping the National Organization informed as to Department activity and progress, and performing such other duties as are usually incident to their office.

Section 4. National Secretary: It shall be the duty of the National Secretary to record proceedings of the National Organization in convention assembled, the National Executive Committee meetings, and keep all records of the National Organization. She shall transmit reports and bulletins of all National standing committees and send out all literature and calls of meetings.

Section 5. National Treasurer: The National Treasurer shall be custodian of the funds of the National Organization and she shall account for the same. She shall sign all checks in dispersing the funds of the organization and shall make reports upon the condition of the National treasury when called for by the National President. In the absence of the National Treasurer, the National Secretary shall be authorized to sign checks.

Section 6. National Chaplain: It shall be the duty of the National Chaplain to offer prayer at the opening of each day's business of the National Convention and to perform such other duties as the National President may direct.

Section 7. National Historian: It shall be the duty of the National Historian to complete the historical records of the National Organization and to make a report to the National Convention. She shall prepare a written account of the year's activities for reference in the compilation of future National History books. Quarterly reports are due within 30 days of end of quarter for the first three quarters of the administrative year. Failure to submit reports will result in a termination of travel authorizations. The completed report is to be filed in National Headquarters, no later than December 31 following the National Convention, copy to be sent to the National President with whom she served. The Past National Historian pin will be presented when a completed history is received and accepted by the December 31 deadline.

ARTICLE IV

National Executive Committee

Section 1. Role: The National Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization between National

Conventions. It shall be the duty of the National Executive Committee to ensure that the organization has adequate resources to fulfill its mission. The National Executive Committee is responsible for the organization's adherence to legal standards and ethical norms.

Section 2. Duty: It shall be the duty of each National Executive Committeewoman to fulfill the responsibilities of the National Executive Committee, and to articulate the organization's mission, accomplishments, and goals to the public and to her Department.

Section 3. Meetings: The National Executive Committee shall meet at least three times a year as described in the Standing Rules. Special meetings may be held upon reasonable notice at the call of the National President. The National President shall call a meeting of the National Executive Committee upon written request of not less than fifteen members.

Section 4. Quorum: A majority of the voting National Executive Committee members shall constitute a quorum of the National Executive Committee.

Section 5. Authority: All questions affecting the election, eligibility, conduct, and capacity of National Officers shall be referred to and determined by the National Executive Committee. The National Executive Committee shall be responsible for establishing the process and procedure for making the determination that a National Officer or a national committee member serving a multiple year term is incompetent, incapacitated, or otherwise unable to discharge the duties of the national office.

All questions affecting the election, eligibility, conduct, and capacity of the National Executive Committeewoman from any Department or of the Department Officers or members of Department Executive Committees shall be referred to and determined by the Executive Committee or governing board of the Department involved, which shall be the final authority thereon. The rules governing the fulfillment of this section shall be as provided in the Standing Rules.

ARTICLE V

Committees

Section 1. The National President shall name such committees as she shall deem advisable, subject to the ratification of the National Executive Committee. In case of a vacancy in a committee, the National President shall appoint a member to fill the unexpired term, subject to the ratification of the National Executive Committee.

Section 2. There shall be the following Standing Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children & Youth, Community Service, Constitution & Bylaws, Education, Finance, Girls Nation, Junior Activities, Leadership, Legislative, Liaison to the Child Welfare Foundation, Membership, National Security, Past Presidents Parley, Poppy, Public Relations, and Veterans Affairs & Rehabilitation.

All Past National Presidents in good standing in the local Units shall be members for life of the National Executive Committee, with all rights except the right to vote (2009).

Section 3. Of the Standing Committees named in Article V, Section 2, the following shall consist of five (5) members: Americanism, Community Service, Finance, Girls Nation, and National Security. The following shall consist of four (4) members: Cavalcade of Memories, Education, Junior Activities, Leadership, Legislative, Membership, Public Relations, and Veterans Affairs & Rehabilitation. The following shall consist of three (3) members: Auxiliary Emergency Fund, Children & Youth, Constitution & Bylaws, Liaison to the Child Welfare Foundation, Past Presidents Parley, and Poppy.

The following Standing Committees, in addition to the committee members, shall consist of five (5) Divisional Chairmen, one of whom shall be appointed from each Division for a one-year term: Americanism, Auxiliary Emergency Fund, Children & Youth, Community Service, Education, Girls Nation, Junior Activities, Legislative, Membership, National Security, Poppy, Public Relations, and Veterans Affairs & Rehabilitation.

There shall be no Divisional Chairmen for the following Standing Committees: Cavalcade of Memories, Constitution & Bylaws, Finance,

Leadership, Liaison to the Child Welfare Foundation, and Past Presidents Parley.

Section 4. There shall be the following Administrative Committees:
Audit.

Section 5. There shall be an Audit Committee under Administrative Committees that shall consist of three members appointed annually by the National President and ratified by the NEC. The first operating year of the committee, one member will be appointed to serve a term of three (3) years or until her successor is appointed; one member will be appointed to serve a term of two (2) years or until her successor is appointed; and, one member will be appointed to serve a term of one (1) year. Thereafter, one member will be appointed annually to serve a term of three (3) years or until her successor is appointed.

The Audit Committee shall be responsible for providing oversight assistance to the National Executive Committee in fulfilling its responsibilities relating to accounting and reporting practices, reliable systems of internal control, the corporate responsibility program, and the quality and integrity of the Auxiliary's financial reporting. Audit Committee members will be financially literate and chairperson of the committee will have the necessary background to be considered an "audit committee financial expert" in matters dealing with accounting and auditing.

Section 6. The Auxiliary Emergency Fund Committee shall be responsible for the development and supervision of the Auxiliary Emergency Fund, which will be available for grants to American Legion Auxiliary members who qualify for assistance in time of emergency until other financial assistance may be secured. A three- member processing committee in National Headquarters shall consist of the National Secretary, the National Treasurer, and a staff member of The American Legion Children & Youth Commission.

Section 7. The Education Committee shall consist of four members including a chairman. Of the four members first appointed, one member shall be appointed for three years, one member for two years and two members for one year. Thereafter, one member shall be appointed each year for a three-year term and one member shall be appointed for a one-year term.

Section 8. The Finance Committee shall be composed of five members of whom a minimum of three shall be Past National Presidents, appointed by the National President and subject to the ratification of the National Executive Committee. One member shall be appointed each year to serve a five-year term. No appointee having served two or more terms on the committee shall be eligible for reappointment. Persons already appointed who have exceeded the limit shall complete their present term. Five year terms must be separated by at least two years off the committee.

The National Secretary and National Treasurer shall be members of said committee with voice, but without vote. The Finance Committee shall meet quarterly at the call of the National President. Special meetings shall be held at the request of three of the five committee members.

The National Finance Committee shall oversee the development and implementation of the general financial policy of the National Organization, subject to ratification of the National Executive Committee. It shall be charged with the preparation of the yearly budget for a fiscal year subject to approval of the National Executive Committee, and shall provide oversight of the expenditure of funds in the budget and report to the National Executive Committee.

The National Vice President, National Veterans Affairs & Rehabilitation Chairman, and National Children & Youth Chairman are invited guests for the purposes of learning and to gain experience.

Section 9. The Girls Nation Committee shall consist of five members. The Girls Nation Committee shall direct the Girls Nation program and, in addition, shall make all arrangements for, and conduct the annual session of Girls Nation, with the Girls Nation Chairman serving as Director, under the supervision of the National President.

Section 10. The Liaison to the Child Welfare Foundation Committee shall consist of three (3) members, two Past National Presidents and the Chairman of the Children & Youth Committee. The appointed Past National Presidents shall serve a two-year term.

Section 11. The Veterans Affairs & Rehabilitation Committee shall consist of four members including a chairman. The chairman shall serve a one-year term. One member shall be appointed each year for a three-

year term. One member shall be the National VAVS Representative and two shall serve as National VAVS Deputy Representatives.

Section 12. Duties of committees not specifically outlined in these Bylaws, shall be governed by the Unit Handbook of the American Legion Auxiliary, and by assignments given to them by the National President. Meetings of committees shall be arranged at the convenience of the National President.

ARTICLE VI

Subsidiary Organizations

Section 1. All subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the National Convention or the National Executive Committee of the American Legion Auxiliary. All subsidiary organizations of the American Legion Auxiliary shall have national dues no higher than the national dues of the American Legion Auxiliary and said subsidiary organization shall be required to file a complete financial statement of receipts and expenditures with the National President and the National Finance Committee of the American Legion Auxiliary before each National Convention of the American Legion Auxiliary.

ARTICLE VII

Department Organization

Section 1. Departments shall be chartered by the National Executive Committee and shall be composed of the Units within their respective areas. To issue a Department charter, a minimum of 500 adult members shall be required. Each Department charter shall be signed by the National President and the National Secretary.

Section 2. Each Department shall have a Department President, one or more Department Vice Presidents, a Department Secretary, a Department Treasurer (or a Department Secretary-Treasurer), a Department Chaplain, a Department Historian, a National Executive Committeewoman, an Alternate National Executive Committeewoman and such other officers as the Department Constitution may prescribe.

Section 3. All Department Officials handling the American Legion Auxiliary monies should be properly bonded with a good and solvent bonding and surety company.

ARTICLE VIII

Unit Organization

Section 1. Units shall be chartered by the National President and National Secretary on receipt of the charter application properly executed with typewritten names of the applicants on the original (white sheet) and accompanied by the per capita dues and individual membership record forms. Application for Unit charters shall be signed by the Department President and the Commander and Adjutant to The American Legion Post to which the Unit is attached and said charter shall be closed thirty days after the application has been signed by the Commander of said American Legion Post.

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

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

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

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

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

Section 7. Any member in good standing in a Unit shall be entitled

to transfer to another Unit.

Section 8. Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit Officer and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

Section 9. A Unit member may withdraw providing her current dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said dues are paid. In the event a member wishes to remove her membership from one Unit to another during the current year, it shall be done by transfer and not by withdrawal.

Section 10. The Secretary and/or Treasurer of the Unit shall be bonded, such position bond being available through National Headquarters.

ARTICLE IX

Finance

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

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

Section 3. The National per capita dues shall be one dollar and twenty-five cents (\$1.25) per annum for Junior members and nine dollars (\$9.00) per annum for Senior members, effective in the 2013 membership year, and shall include a subscription to the American Legion Auxiliary national magazine for Senior members. Each Department shall remit the national per capita dues promptly to the National Treasurer at least once each month (Jan. 2012).

Section 4. The National Executive Committee, by a two-thirds vote, may levy an assessment not to exceed fifteen cents (15¢) per member.

Section 5. All persons handling funds of the National Organization shall be bonded by the National Organization.

Section 6. With the exception of the National President, National Vice President, National Secretary and National Treasurer, there shall be no salaried officers. Necessary expenses incurred by National Officers, National Executive Committeewomen and National Chairmen of standing committees in the exercise of their services and duties to the American Legion Auxiliary may be paid from the National treasury by authorization of the National President.

ARTICLE X

Discipline

Section 1. The National Executive Committee after notice and hearing may cancel, suspend, or revoke the charter of a Department for any and sufficient cause to it appearing.

Section 2. The National Executive Committee may designate, appoint and authorize a subcommittee to hear and try and make written findings of fact and recommendations with reference to the matter of the cancellation, suspension or revocation of the charter of any Department of the American Legion Auxiliary after said Department shall have received due and proper notice of said hearing and trial. Said subcommittee shall make its written findings and recommendations to the National Executive Committee for its approval or rejection, and the action of said National Executive Committee upon such findings and recommendations shall be final and conclusive.

Section 3. The hearing and trial of any cause involving the cancellation, suspension, or revocation of the charter of any Department of the American Legion Auxiliary shall be had and held under rules of procedure to be adopted by the National Executive Committee.

Section 4. Upon suspension of the charter of any Department of the American Legion Auxiliary, the National Executive Committee is authorized, empowered and directed, by and through its duly authorized agents, to take possession, custody and control of all the records, property and assets of and belongings to such Department, and to provide for the government and administration of such Department during said suspension.

Section 5. Upon cancellation or revocation of the charter of any Department of the American Legion Auxiliary, the National Executive Committee is authorized, empowered and directed by and through its duly authorized agents, to take possession, custody and control of all the records, property and assets of such Department, and to take all necessary and proper steps and proceedings to wind up and close the affairs of such Department and said National Executive Committee may provide for such continued recognition and activities of Units in said Department as it may deem proper.

ARTICLE XI

Charters

Section 1. All charters granted by the American Legion Auxiliary are hereby ratified and confirmed.

Section 2. The Department Executive Committee may revoke, cancel or suspend Unit charters.

Section 3. Any Unit failing to meet the obligations imposed upon it by the Constitution & Bylaws or by rulings of Convention or Executive Committee or ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit, or refusing to pay the per capita tax due Department and National organizations, shall, upon order of the Department President, surrender its charter. Upon failure to surrender its charter, immediate steps may be taken by the Department Executive Committee for the revocation of the same.

Section 4. American Legion Auxiliary Units suffering the revocation of their charters may appeal from the decision of the Department Executive Committee to the National Executive Committee, as hereinafter prescribed.

Section 5. Upon notice of appeal, the National President shall appoint a subcommittee of not more than five nor less than three members of the National Executive Committee for the purpose of passing upon the action of the Department Executive Committee in revocation of said charter. This committee shall meet at least one day prior to the meeting of the National Executive Committee next following such revocation, and to this committee shall be referred the complete record in writing of said revocation with such exception thereto as are made by the Unit of which the charter has been revoked. This committee shall review the cause and recommend to the National Executive Committee the action to be taken thereon.

Section 6. The Department Executive Committee may order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department Convention as a disciplinary measure or pending action relative to final revocation.

Section 7. A cancellation of a Unit charter shall be in order where two or more Units merge, where a Unit ceases to function or under such other conditions as might make such action necessary within a Department. In the event a Unit charter is canceled without the consent of such Unit, it shall have the right of appeal to the National Executive Committee under the same rules as herein prescribed for appeals from revocation of Unit charters.

Section 8. The National Executive Committee may prescribe rules of procedures to be followed in the revocation, suspension or cancellation of Unit charters, with full power from time to time to revise or amend such rules, provided, however, that until such rules have been adopted the procedure now in existence shall be applicable.

ARTICLE XII

Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's

Rules of Order, Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the National Constitution Bylaws, Standing and Special Rules.

ARTICLE XIII

Amendments

Section 1. The Bylaws may be amended at any National Convention by a vote of two-thirds of the total authorized representation thereat, provided the proposed amendments shall have been submitted through the National Secretary to the several Departments and members of the National Executive Committee by mailing same to them at least twenty (20) days prior to the convening of the next National Convention; and provided further that all proposed amendments shall be read at a regular meeting of the convention.

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

Section 3. An amendment not having been previously read or distributed as required in Sections 1 and 2, may be adopted by the unanimous vote of the convention body.

ARTICLE XIV

Authority

The authority under which all Departments and Units of the American Legion Auxiliary shall function is vested in this National Constitution & Bylaws and such Standing Rules as have been duly adopted and set forth in the Unit Handbook of the American Legion Auxiliary. Any provision of any Department or Unit Constitution or Bylaws or any regulation of any Department or Unit in conflict with the foregoing authority shall be void.

STANDING RULES OF THE AMERICAN LEGION AUXILIARY

PREFACE

Standing rules are rules and regulations for the guidance of an assembly which have been adopted, the same as ordinary resolutions, by a majority vote without previous notice.

A Standing rule may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote. Standing rules are usually adopted from time to time, as they are needed, in the form of resolutions. (Robert's Rules of Order, Newly Revised)

Supplementary rules and regulations may be adopted by the National Executive Committee and shall be designated as Standing Rules. These shall include Standing Rules governing the Annual Convention, which may be supplemented by rules for each Annual Convention adopted by the convention delegates at such a meeting.

I. NATIONAL ORGANIZATION:

1. The National Headquarters of the American Legion Auxiliary shall be established and maintained in the same city as The American Legion National Headquarters. (NC 1922)
2. The birth date of the American Legion Auxiliary has been designated after consultation with The American Legion as November 10, 1919. (NC 1954)
3. Contact between The American Legion and the American Legion Auxiliary shall be maintained in all work which is similar, and all relations with The American Legion be conducted to insure harmony. (NC 1921)
4. The Judge Advocate of The American Legion shall be the Counsel General of the American Legion Auxiliary on all matters pertaining to the Constitution & Bylaws and shall

perform such other duties as are usually incident to the office. (NC 1928)

All requests for information from and opinions by the Counsel General MUST come through the Department Secretary or Department President to the National Secretary, and thence referred to the Counsel General for his ruling, and said ruling will be sent by the National Secretary to the Department Officer. (NEC Jan. 1933)

5. The candidate(s) for National President for the ensuing year, with the cooperation of the National President and National Secretary, shall plan a membership theme and program and if possible in correlation with that of The American Legion for the following year; and these plans should be presented to the Departments no later than June 1 of the same year, enabling the Departments to coordinate their membership objectives and program to those of the National Organization.

II. NATIONAL CONVENTION:

1. The date and place of the National Convention of the American Legion Auxiliary shall conform to that of The American Legion. (NC 1928)
2. The National President shall be the Chairman of the Convention, as directed by the Constitution. (NC 1998)
3. The National Vice President shall be the Vice Chairman of the Convention, and in compliance with Constitutional requirements, may act in the place of the National President. (NC 1998)
4. The National Secretary shall be the permanent Secretary of the Convention, with the power to appoint such assistant secretaries as she may deem necessary. (NC 1998)
5. The Officers of the Convention who are present and the Chairmen of the special and standing committees required to report at the Convention shall be permitted to sit with the Convention body. (NC 1998)

6. There shall be the following named Convention committees. The general duties of the committees shall be to consider matters assigned to such committees, to consider matters specifically referred to them by the Convention, and to conduct other business as described in this section.

a. There shall be the following special Convention committees:

1) Committee on Credentials: The purpose of the Committee on Credentials is to receive and verify the credentials of the Departments and to handle all matters pertaining to the contestation of delegates.

2) Committee on Rules: The purpose of the Committee on Rules is to formulate the rules under which the Convention shall operate.

3) Committee on Resolutions: The purpose of the Committee on Resolutions is to receive resolutions and refer them to the proper Pre-Convention Committees, and to formulate such Convention resolutions not within the jurisdiction of the other established Pre-Convention Committees as listed in this section. This committee shall meet in advance of the other Pre-Convention Committee meetings to allow ample time to properly assign the resolutions to the other Pre-Convention Committees prior to their convening. This committee has no authority to take any action on a resolution other than to refer it to the appropriate Pre-Convention Committee, unless there is a written opinion from Counsel General that a resolution is illegal and can cause the organization, its officers, its National Executive Committee members, appointees and other members to become liable. In such an event, the Committee on Resolutions shall report said action to the Convention body.

At the Pre-Convention Meeting of the Committee on Resolutions, resolutions not within the jurisdiction of any other Pre-Convention Committee shall be presented for explanation by a member of the Committee on Resolutions. Upon conclusion of discussion of each resolution, the committee may vote either to a) recommend to the Convention body that a proposed resolution be adopted; b) recommend to the Convention body that a proposed resolution not be adopted; or c) make no recommendation to the Convention body regarding a proposed resolution. Each member of the Committee on Resolutions and one representative from each department shall be entitled to vote on the recommendation to be made to the Convention body. The committee on Resolutions shall report on all resolutions to the Convention body.

- b. Any other special Convention Committee as deemed appropriate by the National President.
- c. Pre-Convention Committees shall exist for the National Chaplain and National Historian, and for the following Standing Committees:

Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children & Youth, Community Service, Constitution & Bylaws (see additional subsection on Constitution & Bylaws in this section), Education, Finance, American Legion Auxiliary Girls Nation, Junior Activities, Leadership, Legislative, Liaison to the Child Welfare Foundation, Membership, National Security, Past Presidents Parley, Poppy, Public Relations, and Veterans Affairs & Rehabilitation.

The Pre-Convention Committees for the National Chaplain and National Historian shall be comprised of the national officer plus one member assigned by each department. The Pre-Convention Committees that correlate to the standing committees shall be comprised of members of the correlating Standing

Committee plus one member assigned by each department.

The purpose of these Pre-Convention Committee meetings is to consider and to make recommendations upon subject matters assigned, to receive reports from their corresponding committees, to review accomplishments and best practices of the year, to recognize committee members, departments, units or others for exemplary achievements, to ensure a smooth transition to the incoming standing committee and to offer recommendations regarding goals and other pertinent matters to foster advancement and fulfillment of the Auxiliary's mission, and to make a recommendation on each proposal assigned to it by the Resolutions Committee. Upon conclusion of open discussion regarding each proposal, the committee may vote either to a) recommend to the Convention body that a proposal be adopted; b) recommend to the Convention body that a proposal not be adopted; or c) make no recommendation to the Convention body regarding a proposal.

All Pre-Convention Committee meetings shall be open to all delegates. Only those delegates assigned to the Pre-Convention Committee shall have voice and vote, unless authorized by a majority vote of the Pre-Convention Committee, in which case voice only may be granted. Each proposal shall be presented for explanation by a member of the Pre-Convention Committee. Upon conclusion of open discussion of each proposal, the committee may vote either to a) recommend to the Convention body that a proposed resolution be adopted; b) recommend to the Convention body that a proposed resolution not be adopted; or c) make no recommendation to the Convention body regarding a proposed resolution. Each member of a Pre-Convention Committee and one representative assigned from each department shall be entitled to vote on the recommendation to be made to the Convention body.

- d. The purpose of the Pre-Convention Committee on Constitution & Bylaws is to receive and consider all proposed amendments to the governing documents that are to be presented to the Convention body, and to verify that amendments adopted by the Convention are correctly incorporated into the governing documents.

The purpose of the Pre-Convention meeting of the Pre- Convention Committee on Constitution & Bylaws is to clarify the meaning of the proposals.

The Pre-Convention Committee meeting on Constitution & Bylaws shall be open to all National Convention delegates and shall be held at a time that does not conflict with the meetings of all other Pre-Convention Committees. Each proposed amendment shall be presented for explanation by a member of the Pre-Convention Committee on Constitution & Bylaws. Any delegate may ask a clarifying question. Such questions from non-members of the Pre- Convention Committee on Constitution & Bylaws shall be limited to clarifying the intent or purpose of a proposal. There shall be no debate on the merits of the proposal based on clarifying questions from non-members of the committee. Upon conclusion of open discussion regarding clarification of each proposed amendment, the committee may discuss the merits of the proposal and may vote either to a) recommend to the Convention body that a proposed amendment be adopted; b) recommend to the convention body that a proposed amendment not be adopted; or c) make no recommendation to the convention body regarding a proposed amendment. Each member of the Pre-Convention Committee on Constitution & Bylaws and one representative assigned from each department shall be entitled to vote on the recommendation to be made to the Convention body.

- b. Each Division of the National American Legion Auxiliary shall, for the purpose of nominating a

National Division Vice President, meet at a time and place designated by the Call of the National President. (NC 1962) Rules and Suggested Agenda for Divisional Caucuses shall be sent out from National Headquarters prior to the National Convention (or with the Call to National Convention). Candidates endorsed for National Division Vice Presidents shall not be announced until an official Divisional Caucus immediately preceding the year of her candidacy. (NC 1959)

- c. The National President appoints the National Convention Chairman who will have complete charge of the preliminary plans and local arrangements of the National Convention subject to consultation with and approval of the National President. The National President appoints committees such as Distinguished Guests Committee, National Chairman of Pages and Vice Chairman of Pages; Credentials Chairman, Rules Chairman, Resolutions Committee, and Personal Pages. (NC 1998)

The National Convention Chairman shall appoint her Convention personnel, including a Vice Chairman, a Secretary and members of all committees necessary for the functioning of the National Convention on the local level, such appointments to be approved by the National President.

III. DEPARTMENT LEADERSHIP NATIONAL CONFERENCE:

1. A Department Leadership National Conference shall be held annually. Expenses being paid from national funds shall be authorized by the National President and approved by the National Finance Committee. (NC 1979)

IV. RECOMMENDATIONS AND RESOLUTIONS:

1. Any report made to the National Convention or National Executive Committee of the American Legion Auxiliary by

any committee, board, or subcommittee of either the National Convention or the National Executive Committee as to further conduct, or as to future policy of matters within their scope, the receiving, accepting or approval of such report shall not mean the adoption of such recommendation contained therein unless and until each specific recommendation as to future conduct or as to future policy is embodied in a separate resolution for consideration and action of either the National Convention of the American Legion Auxiliary, or for action of its National Executive Committee. (NC 1962)

V. DUTIES OF NATIONAL OFFICERS:

In addition to the duties of the National Officers as outlined in the National Constitution & Bylaws, they shall be governed by the following rules and regulations:

NATIONAL PRESIDENT:

1. The National President shall have the privilege of having a vote of the National Executive Committee by letter. (NEC Oct. 1922)
2. The National President shall be free to appoint as an Advisory Committee those Past National Presidents from whom she intends to seek advice and counsel, and that said duties of this committee be of an advisory capacity. (NC 1965)

Should the National President choose to appoint an Advisory Committee, this committee shall be comprised of not less than 3 members but as many as deemed appropriate by the National President for such tasks as she may assign. (NEC March 2007)

3. In the event it becomes necessary to make National Committee appointments and plans for the ensuing year, prior to the National Convention, the National President may authorize the candidate(s) for National President to make the necessary appointments and plans. Authorization for travel of said appointees shall be made

by the National President. Any expenses incurred for the ensuing administration shall be charged to a prepaid expense account for transfer as of September 1. (NEC 1979)

NATIONAL VICE PRESIDENT:

1. In the event the National President is unable to make official visits to Departments of the American Legion Auxiliary, she may authorize the National Vice President to be her official representative.
2. If it is not feasible to authorize the National Chairman to attend special meetings relating to specific programs, the National President may authorize the National Vice President to attend.
3. When the National President so directs, the National Vice President shall serve in an advisory capacity to a specific National Chairman to develop a program.
4. The National Vice President shall NOT attend Department Conferences or Conventions or other functions in an official or unofficial capacity unless specifically authorized to do so by the National President (attendance at her own Department Conference or Convention being the exception).

NATIONAL DIVISION VICE PRESIDENTS:

1. The National Division Vice President shall NOT attend National or Department Conferences or Conventions in an official capacity unless specifically authorized to do so by the National President. Attendance at her own Department Convention is the exception. National Division Vice Presidents may attend as a member from their own Department. However, it should be understood they are not to assume an official position or attitude in this case and no special courtesies should be accepted from the hostess Department. (NC 1979)
2. While National Division Vice Presidents may contact Department Presidents regarding their tentative date for an

official visit, the request for the official visits of the National Division Vice President must be sent by the Department President to the National President and the National Division Vice President shall wait until she receives official authorization from the National President before completing her plans.

3. The official visit of the National Division Vice President should not extend for more than 48 hours (unless plane reservations make it necessary to stay a few hours longer). Visits with friends and/or relatives in the hostess Department shall be planned before or after the official visit, and the Department President of the hostess Department shall be informed of the exact time the National Division Vice President will arrive at the Conference or Convention city whether by plane, train, bus or private car. If by private car, the exact time of arrival at the headquarters hotel should be given.
4. National Division Vice Presidents will not be authorized to visit, officially or unofficially during their term of office, Puerto Rico or the Philippine Islands. (NC 1995)
5. National Division Vice Presidents shall arrange for and conduct their Divisional Caucuses at the National Convention, according to the rules as outlined in Article II, Section 7 of these Standing Rules.
6. Endorsed candidates for National Division Vice President shall not send notice of their endorsements to candidates for National President until the year before they will be a candidate for such office in their Division.

NATIONAL CHAPLAIN:

1. The National Chaplain shall conduct the official Memorial Service for any deceased Past National President at the National Convention.
2. The National Chaplain is responsible for all invocations and benedictions at official meetings.

NATIONAL HISTORIAN:

1. The National Historian shall be responsible for compiling and sending to the Departments an Outline and Rules for Departments Histories that are to be submitted in contest for National Award. Judging of the Department Histories shall be done by the five Division National Vice Presidents upon the supervision of the National Historian.
2. The National Historian shall compile a history of the year in which she served; such compilation to be completed no later than December 31 following the close of her year. Copy of such compilation shall be sent to the National President under whom she served for correction or addition. Final approved compilation shall be filed in National Headquarters for the information of the writer of each ten-year history of the American Legion Auxiliary.
3. The National Historian shall conduct a Pre-Convention Committee Meeting in the same manner as Pre-Convention Committee Meetings of Standing Committee Chairmen are held. (NC 1952)

VI. NATIONAL EXECUTIVE COMMITTEE:

1. All Past National Presidents in good standing in their local Unit shall be members for life of the National Executive Committee without vote. (NEC 1942)
2. Chairmen of Standing Committees who are not members of the Executive Committee shall be given the privilege of the floor without a vote and to make motions on behalf of the committee they chair. (NEC 1928)
3. If the National Executive Committee meets at the time of the Washington D.C. Conference and if facilities permit, Department Presidents may be granted permission to attend the session of the National Executive Committee. (NC 1982)
4. Cancellation of charters should be presented at two stated times during the year; namely, the National Executive

Committee Meeting prior to the National Convention and the National Executive Committee Meetings called between National Conventions. (NC 1980)

VII. NATIONAL CHAIRMEN:

1. National Chairmen will not visit other than their own Departments without written permission of the National President, after request is received for such a visit.
2. The National President may find it feasible at times to authorize a National Chairman to represent her officially at some conference or meeting. When a National Chairman is authorized to attend a meeting, a written report of said meeting must be made to the National President. If someone other than the National Chairman is authorized to attend a meeting concerning any program of the American Legion Auxiliary, a written report of said meeting must be sent to the National President with a copy to the National Chairman.
3. All National Chairmen are required to keep a file containing a record of their activities during the year, and said file is to be turned over to their successor or the National Secretary upon request for information of the incoming chairman.

NATIONAL CHAIRMEN: In addition to the duties of National Chairmen as prescribed in the Constitution & Bylaws, they shall be governed by the following rules and regulations.

CHILDREN & YOUTH: The Children & Youth Committee shall be responsible for the program of the American Legion Auxiliary at Annual Conferences scheduled by The American Legion each year under the direction of the Children & Youth Commission. (NC 1979)

CONSTITUTION & BYLAWS: This committee shall be responsible for considering and proposing, from time to time, such revisions of the Constitution, Bylaws and Standing Rules as may be deemed necessary in the interest of the organization.

GIRLS NATION: Girls Nation is a committee of the American Legion Auxiliary and shall function as such.

NATIONAL SECURITY: This committee shall be responsible for the promotion of the National Security program with the coordination and assistance of The American Legion National Security Commission. (NC 1982)

PUBLIC RELATIONS: The duties of the Public Relations Committee shall embrace all of the news media; namely, press, radio, and television.

VETERANS AFFAIRS & REHABILITATION: This committee is entirely responsible for the program of the American Legion Auxiliary at Annual Conferences scheduled each year. The program is coordinated with the assistance of The American Legion Veterans Affairs & Rehabilitation Commission. (NC 1979)

EFFECTIVE DATE ON CHANGE OF CONTEST RULES: Change of contest rules pertaining to any National committee adopted by action of the National Convention, shall not become effective until the year following the convention at which they are adopted.

ADDITIONAL INFORMATION FOR NATIONAL CHAIRMEN: All National Chairmen will receive detailed information regarding their duties from National Headquarters immediately after their appointment by the National President.

VIII. DEPARTMENTS:

1. Department Officers and Department Headquarters are to be informed of all plans to be presented to the Units of their respective Departments, including direct mailing to the Units or financial requests to the Units. (NEC 1956)
2. Differences that may arise within any Department should first be taken up with the Department Executive Committee and such differences should not be brought before the National Executive Committee until it has been taken up

with the Department Executive Committee. (NEC 1923)

3. Department charter fees should be in proportion to the current charter fee as set by National Headquarters. (NC 1988)
 - a. There shall be no charter fee for a Department Headquarters Unit. (NC 1986)
4. No charge shall be made by Departments for material sent out free by National Headquarters. (NEC 1925)
5. It is prohibited for one Department or any portion thereof to invade the chartered domain of any other Department for the purpose of carrying forward work or interests of any character without the approval and consent of the Department in whose territory such work or interests are located. (NEC 1925)
6. The National Judge Advocate has given the opinion that the Unit must first discipline a member, who could then appeal to the Department Executive Committee, whose action is final; that Department could discipline a Unit which failed to discipline a member, but could not discipline a member in original instance. (NC 1937)
7. The National Judge Advocate has given the opinion that a Post has no power to regulate a Unit, nor Department of Legion to regulate Department of Auxiliary. (NEC 1937)
8. Unit and Junior Histories shall be judged at the Department level and only Department Histories judged by National for single national award, which is the Toomey Trophy. (NC 1968)
9. Each Department shall establish its own rules for endorsement of candidates for National offices. Any endorsement by a Department of a candidate for National office be sent to announced candidates for National President for their information only and such endorsements shall not be a permanent record at National Headquarters. (NC 1967)

10. Names and addresses of all elective Department Officers must be sent to National Headquarters not more than 30 days after Department Convention. This includes the Department Secretary, whether elected or appointed, and whether new or re-elected or re-appointed.
11. Names of all Department Chairmen, with correct mailing address must be sent to National Headquarters NOT LATER THAN SEPTEMBER 1, so they will be available for new National Chairmen and will receive current material from National Headquarters.
12. Department Presidents will receive a copy of all Recommendations and Resolutions adopted at each National Convention immediately after said convention. It is the duty of the Department President to see that all Department Officers and Department Chairmen be advised of these changes immediately.

IX. UNITS:

1. Units of the American Legion Auxiliary shall be governed by articles of the National Constitution & Bylaws, those of their individual Departments and their own Unit Constitution & Bylaws.
2. They shall be guided by the Unit Handbook of the American Legion Auxiliary, the Manual of Ceremonies and other publications of the National and Department organizations prepared for their information and guidance in the conduct of their programs and the administration of the Unit activities.
3. Unit Presidents should have a copy of all such publications available for immediate reference.

NOTE: Unit Handbook of the American Legion Auxiliary
Manual of Ceremonies
Junior Activities Handbook
Guide for Volunteers
National Constitution & Bylaws

Department publications and bulletins

American Legion Auxiliary national magazine – a publication sent to each Senior member
Emblem Catalog published by The American Legion – new edition each year (2008)

4. The yearly dues of each Unit shall be left to the discretion of said Unit. (NC 1921) Annual dues collected by the Unit shall include Department and National dues. Remittance of state and National dues are made to Department Headquarters according to instructions in the Unit Handbook.
5. A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

A new member joining after the National Convention may be given by her Unit full membership rights, privileges, and benefits from the date the dues are received through December 31st of the following year. (NEC 2000)

6. With the exception of the National President, National Vice President, National Secretary and National Treasurer, there shall be no salaried officers. Necessary expenses incurred by National Officers, National Executive Committeewomen and National Chairmen of standing committees in the exercise of their services and duties to the American Legion Auxiliary may be paid from the National treasury by authorization of the National President (2007).

American Legion Auxiliary Mission:

In the spirit of service, not self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.



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