

## **Preamble to the American Legion Auxiliary's Constitution and By-laws:**

For God and Country, we associate ourselves together for the following purposes: To uphold and defend the constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred per cent Americanism; to preserve the memories and incidents of our associations 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.

# DEPARTMENT OF MICHIGAN

## UNIFORM UNIT CONSTITUTION

Updated June, 2016

### ARTICLE I – NAME

The name of this organization shall be American Legion Auxiliary, Unit of Post No. \_\_\_\_\_, The American Legion, and Department of Michigan.

### ARTICLE II – PURPOSE

**SECTION 1.** The purpose of this organization shall be to assist the American Legion in the accomplishment of its objects and purposes and to fulfill the purposes of the American Legion Auxiliary.

**SECTION 2.** The American Legion Auxiliary is a civilian organization of women. Each member shall perform her full duty as a citizen according to her own conscience and understanding and according to the Constitution of the United States and the Constitution of the American Legion Auxiliary.

**SECTION 3.** The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

**SECTION 4.** This Unit of the American Legion Auxiliary shall not be a member of, or affiliated with, any organization, committee, association, council or group, whereby the American Legion Auxiliary might be committed to a policy contrary to that adopted by The American Legion.

### ARTICLE III – ELIGIBILITY

**SECTION 1.** Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; 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 (18) years; with the exception, 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 (18) years, whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen years, junior members shall automatically be admitted to senior membership with full privileges.

**SECTION 3.** Dues shall be paid annually or for life.

## **ARTICLE IV – AUTHORITY**

This Unit organization shall be governed by the current edition of “Robert’s Rules of Order, Newly Revised”, in all questions not governed by articles of the National Constitution, the Department Constitution and the Unit Constitution.

# DEPARTMENT OF MICHIGAN

## UNIT BYLAWS

### **ARTICLE I - OFFICERS**

**SECTION 1.** There shall be a President, Vice-President(s), Chaplain, Historian, and Sergeant-at-Arms who shall be elected not less than thirty (30) days prior to the opening date of the Department Convention and who shall hold office for one (1) year or until their successors are elected. The Unit may elect or appoint the Secretary, Treasurer (Secretary-Treasurer); said decision to be governed by a Standing Rule within the Unit. She shall be a member of the Executive Committee with vote.

Two weeks previous notice of such annual meeting shall be given by publication of said notice in a newspaper in the community in which the Unit is located, or by a written notice mailed to each member.

**SECTION 2.** Installation of officers may be held at any special or regular meeting. Officers shall take office immediately following the close of the Department Convention, providing the Unit has complied with the following requirements:

All Unit officers-elect shall pay their dues for the year of their term of office prior to assuming office.

The auditing committee has certified that all money taken in by committees or Unit officers of the retiring Administration have been fully accounted for and the books are in good order.

**SECTION 3.** The new officers automatically become custodian of all Unit property and the retiring officers are charged with the duty of turning over to their successors all pertinent records and property of the Unit.

**SECTION 4.** Bonding of the Units of the Department of Michigan, American Legion Auxiliary, shall be in conformity with the system as mandatory by the National Organization.

**SECTION 5.** Absence without justifiable cause from three (3) consecutive regular Unit meetings shall be deemed sufficient cause for removal of such Unit Officers from office.

### **ARTICLE II - ELECTION OF OFFICERS**

**SECTION 1.** Election of officers shall be by secret ballot and majority vote shall elect, with the exception that should there be but one candidate for any office, a motion shall be made that such candidate be elected.

**SECTION 2.** Nominations for Unit officers and members of the Executive Committee shall be made from the floor. A nominating committee is permissible.

**SECTION 3.** Any member in good standing may run for Unit office.

**SECTION 4.** At Unit elections there shall be tellers appointed by the Unit President. Their duties shall consist of the distribution, collection and counting of ballots.

**SECTION 5.** Election of officers must be held no less than 30 days prior to the start of the Department Convention.

### **ARTICLE III - FISCAL YEAR**

The fiscal year of this Unit shall be July 1st through June 30th, inclusive.

### **ARTICLE IV - DUTIES OF OFFICERS**

**SECTION 1.** The PRESIDENT shall preside at all meetings of the Unit and the Executive Committee, be an ex-officio member of all committees except the nominating committee, make an annual report of the affairs of her Unit to the District President as requested by the Department President and perform such other duties as are usually incident to her office.

**SECTION 2.** The VICE PRESIDENT(S) shall assist the President and perform such other duties as may be assigned to them. In case of death, resignation or removal of the President, Vice President shall succeed to the office of President. If the Unit has a Second Vice President shall succeed to the office of First Vice President. In case of the absence of the President and Vice President(s), the members present may elect their presiding officer, with the Secretary temporarily in charge.

**SECTION 3.** The Secretary shall record the proceedings of the Unit and of the Executive Committee meetings, giving due notice of such meetings, care for the records of the Unit, keep a record of the membership, receive all money and pay it to the Treasurer at the close of each meeting, and perform such duties usually incident to her office.

The Secretary or designated person shall remit to the Department Secretary-Treasurer at least once a month all Department and National dues collected.

**SECTION 4.** The Treasurer shall account for all monies belonging to the Unit, make all disbursements by check only and upon authorization, make a report each month to the Unit, have her books audited, and deliver to her successor all money, vouchers, books and papers belonging to the Unit.

(a) The Treasurer or designated person shall file with the Internal Revenue either forms 990 or 990 EZ by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the fiscal year. (See Unit Guidebook Federal Compliance and Tax Laws)

**SECTION 5.** The Chaplain shall offer prayer at the opening of each meeting, conduct Memorial Services, and perform such other duties as the President may direct.

**SECTION 6.** The Historian shall compile a history of the Unit, working in close cooperation with the Unit officers.

**SECTION 7.** The Sergeant-at-Arms shall preserve order at the meetings of this Unit and perform such other duties usually incident to her office.

## **ARTICLE V - EXECUTIVE COMMITTEE**

**SECTION 1.** The Executive Committee shall consist of the officers and three (3) additional members to be elected at the annual meeting. This committee shall hold office for one (1) year or until their successors are chosen.

**SECTION 2.** The retiring President shall be a member of the Executive Committee vote.

**3.** During the interim between regular meetings, the Executive Committee shall have power and authority over the Unit affairs, excepting that of modifying any action taken by this Unit. All proceedings of said committee shall be presented to the Unit at the next regular meeting for approval. Allowance for Unit financial emergencies shall be governed by a Unit Standing Rule.

**SECTION 4.** A vacancy existing in the Executive Committee from any cause other than expiration of a term of office shall be filled by a majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member she succeeds.

**SECTION 5.** The Executive Committee shall meet at the call of the President, or upon request of three (3) members of the Executive Committee, with due notice being sent to each of the committee.

**SECTION 6.** Five (5) members shall constitute a quorum of the Executive Committee.

**SECTION 7.** Any officer or member of the Executive Committee absent from three (3) *meetings of the Executive Committee or of the Unit without notifying the President or Secretary* in advance, shall automatically cease to be either an officer or a member of the Executive Committee and her place shall be filled as specified in Article V, Section 4, of the Unit Bylaws.

## **ARTICLE VI - MEETINGS**

**SECTION 1.** There should be a minimum of nine (9) business meetings each year. Additional meetings may be business or social in nature.

**2.** Special meetings may be called by the President or on request by a majority vote of the Executive Committee or by written request of seven (7) Unit members; provided due notice of such meetings and their purpose has been given all members in good standing. Only such business as called for in said notice shall be transacted.

**SECTION 3.** Seven (7) members in good standing shall constitute a quorum. When the Unit membership is less than fifty (50), five (5) members shall constitute a quorum.

**SECTION 4.** At least three (3) day's notice should be given of all Unit meetings.

## **VII - UNIT ORGANIZATION**

**SECTION 1.** Units shall be chartered by the National President and National Secretary upon receipt of the charter application properly executed with handwritten signature on original (white) sheet accompanied by per capita dues and individual membership record forms. Application for Unit Charters shall be signed by the Department President, the Department Secretary-Treasurer, the Commander and the Adjutant of The American Legion Post to which the Unit is attached, and said charter shall be closed thirty (30) days after application for same has been signed by the Commander and Adjutant of said American Legion Post. All persons in good standing whose applications were approved before this Unit closed its charter are charter members. The cost of a permanent Unit Charter shall be established by National Headquarters.

**SECTION 2.** The minimum membership of a Unit shall be ten (10) senior members. There shall be no honorary membership or associate membership of any type. Non-residents may be admitted to this Unit on the same basis as residents.

**SECTION 3.** Each Unit shall bear the same name and number as The American Legion Post to which it is attached.

**SECTION 4.** Each Unit of the Department of Michigan shall be the judge of its own membership, except that no person who is a member of an organization which has for its aim to overthrow 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.** The Department of Michigan shall prescribe the Constitution and Bylaws of the Units therein. When a Unit ceases to function from one Department Convention to another, it shall be given a hearing by the members of the District at a regular or a special meeting and in case the Unit then refuses to function, upon a consenting vote of the District, the charter shall be revoked. The District Secretary shall advise Department Headquarters in writing of the date and result of the vote. When a charter is revoked or canceled, all records and funds shall be forwarded to the Department Headquarters by the District President.

**SECTION 6.** Persons may hold membership in only one Unit at any one given time.

**SECTION 7.** A member who is not subject to suspension or membership revocation under due process is eligible to transfer her membership to another unit if she has paid her membership dues to her current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay current year dues to either her current unit or to the unit into which she wishes to transfer.

Evidence of paid membership includes:

1. American Legion Auxiliary Membership Card.
2. Verification of membership by ALA Department of National Headquarters membership records.
3. Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or
4. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered."

**SECTION 8.** 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 9.** Each Unit shall have application forms for membership, same to be filled out by the applicants. This must be countersigned by a Post Officer certifying the eligibility of the applicant and affiliation of American Legion member. The original of said form shall be sent to Department Headquarters.

**SECTION 10.** Membership cards will be distributed to Units through Department Headquarters. Additional membership cards will be sent from Department Headquarters upon request.

**SECTION 11.** Each Unit Secretary or designated person shall remit to the Department Secretary-Treasurer at least once a month all Department and National dues collected, as instructed by the Department Secretary-Treasurer.

**SECTION 12.** The Secretary and the Treasurer, or the Secretary-Treasurer, shall be bonded in conformity with the system mandatory by the National Organization.

**SECTION 13.** Members under eighteen (18) years of age shall not be eligible to vote at any meeting of the American Legion Auxiliary, except as provided in Article III, Section 2 (a), Department Constitution.

**SECTION 14.** Each Auxiliary Unit shall adopt the Unit Constitution and Unit Bylaws as prescribed by the American Legion Auxiliary, Department of Michigan. Evidence of their adoption shall be filed with Department Headquarters, together with current copies of Unit Standing Rules and amendments thereto; these to be submitted to the Department Constitution and Bylaws Chairman for approval. These shall become effective only after approval by the Department Constitution and Bylaws Chairman; in order to assure that the Units are operating with proper Standing Rules.

**SECTION 15.** Units in good standing and holding regular meetings shall not lose their membership in the Department because the Post to which they were attached when chartered has disbanded. A member in good standing in the Unit shall not lose her membership because the member relative is no longer a member in The American Legion.

**SECTION 16.** All questions of Unit administrative policy which require information or clarification shall be referred to the respective Districts. Districts may refer such questions to Department if necessary.

## **ARTICLE VIII - DUES**

**SECTION 1.** The Unit Secretary or designated person shall remit to the Department -Treasurer the Department and National Dues as specified for all members.

**SECTION 2.** The fiscal year of this Department shall be from July 1st through June 30th, both dates inclusive. A member failing to pay annual dues by January 31st, shall be classified as delinquent and shall be suspended from all membership privileges, provided, however, such suspended member shall be notified by the Secretary of the Unit of such suspension prior thereto. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31st of any year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member. Dues may be remitted to Department Headquarters on or after July 1st.

**SECTION 3.** This Unit shall pay such special assessments as may be levied from time to time by National Headquarters or the Department of Michigan.

## **ARTICLE IX - CONVENTION DELEGATES**

**1.** Delegates and alternates to the Department Convention shall be elected by ballot at a meeting to be held at least thirty (30) days prior to the date of the Convention. Majority shall elect. Should there be only enough delegates and alternates nominated as required by Department, a motion shall be made that such delegates and alternates be elected. The Secretary shall notify the Department Secretary-Treasurer, listing the names of elected delegates on forms provided for that purpose by the Department Office.

**SECTION 2.** Unit mandatory funds must be paid thirty (30) days prior to Convention to provide Convention rights to Unit delegates, and also to make Units eligible for Department awards.

**SECTION 3.** Each Unit of ten (10) or more members shall be entitled to one (1) delegate and one (1) additional delegate for each one hundred (100) members or major fraction thereof. The Unit shall pay a delegate fee for each authorized delegate to the Department Convention.

- (a) The same number of alternates shall be elected and priority given in order of election.
- (b) Delegates and alternates shall be elected at a Unit meeting duly called for that purpose, notice of meeting having been given two (2) weeks prior to said elections.
- (c) Delegates and alternates' Department and National dues must have been received by the Department Secretary- Treasurer at least thirty (30) days prior to the Department Convention.
- (d) No woman member of both an American Legion Post and Auxiliary Unit shall be a delegate or alternate to the Department Convention at the same time in both organizations.

## **ARTICLE X - COMMITTEES**

**SECTION 1.** The President shall, subject to the approval of the Executive Committee, appoint committees to correspond to and cooperate with the Department Committees, and create such other committees as are deemed necessary.

**SECTION 2.** Committees shall be appointed only from members in good standing.

**SECTION 3.** All committee reports shall be made in writing by the Chairman and after presentation to the Unit shall be given to the Secretary for the records.

**SECTION 4.** The books of the Secretary and/or Treasurer shall be audited annually and in the event of change of officers. This should be done by the Finance or Auditing Committee.

**SECTION 5.** A current copy of the Unit Standing Rules shall be submitted to the Department Constitution and Bylaws Chairman for approval, at least once every three (3) years.

## **ARTICLE XI - OBLIGATIONS**

**SECTION 1.** No member or group of members shall subject this Unit to liability without authorization of the Unit. The Unit may incur no obligation or liabilities of any kind whatsoever which shall subject the Post to which it is attached, or any other Auxiliary Unit or Post, to any liability.

**SECTION 2.** Neither this Unit in the Department nor any member thereof shall circulate any material without the written consent of the Department President.

## **ARTICLE XII - DISCIPLINE**

**SECTION 1.** "PROCEDURE IN THE EXPULSION OR SUSPENSION OF A MEMBER OF THE AMERICAN LEGION AUXILIARY" as found in the Unit Handbook of the American Legion Auxiliary will be followed in all disciplinary actions involving expulsion and suspension of any member of the American Legion Auxiliary.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The Unit organization shall be governed by the current edition of "Robert's Rules of Order, Newly Revised" in all questions not governed by the National Bylaws, the Department Bylaws and the Unit Bylaws.

## **ARTICLE XIV - AMENDMENTS**

These Bylaws may be amended at a Department Convention by a two-thirds (2/3) vote of delegates present and voting, provided the proposed amendment has been read in the Convention at a previous meeting before action is taken, or has been distributed to all Units in printed form at least forty-five (45) days before the annual Department Convention. Triplicate copies of proposed amendments pertaining to the Bylaws shall be in Department Headquarters not later than sixty (60) days prior to the opening of Department Convention for circulation to the Units.

## **American Legion Auxiliary Code of Ethics**

### **Personal and Professional Integrity:**

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

Unit officers and volunteers shall conduct their personal and professional lives in a manner befitting the organization's mission and values, recognizing that their actions reflect upon the credibility and reputation of the American Legion Auxiliary and American Legion Auxiliary Foundation. Unit officers and volunteers shall work to positively influence their environment to build respect, credibility, and strategic importance of our organization to the public, our members, and the communities we serve.

### **Legal Compliance:**

The American Legion Auxiliary and American Legion Auxiliary Foundation are knowledgeable of and comply with all applicable federal, state and local laws and regulations, including but not limited to: complying with laws and regulations related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing. Unit officers, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction. Unit officers and volunteers shall recognize that compliance with applicable laws is a paramount standard.

### **Governance:**

The American Legion Auxiliary's national governing body is responsible for setting the strategic direction of the organization and oversight of the finances, operations, policies and programmatic performance. The governing bodies of both the American Legion Auxiliary and American Legion Auxiliary Foundation shall ensure that:

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

### **Responsible Stewardship:**

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

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

1. Financial reports are created and maintained, on a timely basis that accurately portrays its financial status and activities.
2. Internal financial statements are provided accurately and timely.
3. Annual financial reports are made available to the public.
4. Employees, national leaders, and members are provided a confidential means to report suspected financial impropriety or misuse of its resource.
5. Written financial policies governing management and investment of assets and reserve

accounts, internal control procedures, and purchasing practices are developed and implemented.

**Openness and Disclosure:**

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

**Conflict of Interest:**

The organization has the right to expect that the decisions made by the national boards, officers, staff, and volunteers of the Auxiliary and its Foundation are made objectively and in the best interest of the organization. To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Auxiliary and its Foundation, the organization shall develop, adopt and implement a conflict of interest policy. Such policy shall include requirements to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the organization.

**Fundraising:**

The organization shall take care to ensure that all means and materials for solicitation accurately and correctly reflect its mission and use of solicited funds. The American Legion Auxiliary and its Foundation shall respect the privacy concerns of individual donors and expend funds consistent with donor intent. To assure that donors and prospective donors can have full confidence in the organization and the causes they are asked to support, the Auxiliary and its Foundation will respect the following rights of donors:

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

**Grant Making:**

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

1. A formal and consistent application process which includes defined eligibility.
2. Fair and equitable selection criteria.

3. Assurance of applicant privacy.
4. Clear, timely and respectful communications throughout the application process.

**Inclusiveness and Diversity:**

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

**Ethics Violations:**

Any member may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation. The organization considers all inquiries and complaints about actions of members to be strictly confidential.

Ethics Query – An ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member. The organization shall adopt a procedure to administer the ethics query process.

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

**Whistleblower Protection:**

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary and American Legion Auxiliary Foundation shall establish and abide by policies to protect the Auxiliary. Any member who acts maliciously by making known information she knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism. The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation. The organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate. Any member who believes she has been retaliated against for whistle blowing is expected to report it immediately. If the complaint is validated, the organization can impose disciplinary sanctions against the retaliating member including termination of membership in the organization

## DEPARTMENT OF MICHIGAN

# CONSTITUTION

### ARTICLE I - NAME

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

### ARTICLE II - PURPOSE

**SECTION 1.** The purpose of this organization shall be to assist the American Legion in the accomplishment of its objects and purposes and to fulfill the purposes of the American Legion Auxiliary.

**SECTION 2.** The American Legion Auxiliary is a civilian organization of women. Each member shall perform her full duty as a citizen according to her own conscience and understanding and according to the Constitution of the United States and the Constitution of the American Legion Auxiliary.

**SECTION 3.** The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

**SECTION 4.** The American Legion Auxiliary Department of Michigan shall not be a member of, or affiliated with, any organization, committee, association, council or group, whereby the American Legion Auxiliary might be committed to a policy contrary to that adopted by The American Legion.

### ARTICLE III - ELIGIBILITY AND MEMBERS

**SECTION 1.** Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; 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 (18) years; with the exception, however, that a wife under the age of eighteen (18) 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 (18) years, whose activities shall be supervised by the senior membership. Upon reaching the age

of eighteen (18) years, junior members shall automatically be admitted to senior membership with full privileges.

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

## **ARTICLE IV - PARLIAMENTARY AUTHORITY**

**SECTION 1.** This Department organization shall be governed by the current edition of "Robert's Rules of Order, Newly Revised", in all questions not covered by the National and Department Constitution.

## **ARTICLE V - AMENDMENTS**

**SECTION 1.** This Constitution may be amended at any Department Convention by a vote of two-thirds (2/3) of the delegates present and voting, provided the proposed amendments shall have been submitted through the Department Secretary to the Units and members of the Department Executive Committee by mailing same to them at least forty-five (45) days prior to the convening of the next Department Convention; and provided further, that all proposed amendments shall be read at a regular meeting of the Convention.

**SECTION 2.** Necessary amendments proposed after distribution or revision as shown in Section 1, may be adopted by a two-thirds (2/3) vote of the delegates present and voting, provided they have been read at one (1) 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 delegates present and voting.

**SECTION 4.** Triplicate copies of the amendment pertaining to the Constitution shall be in Department Headquarters not later than sixty (60) days prior to the opening of the Department Convention.

**SECTION 5.** This Constitution shall be automatically amended to conform to the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and set forth in the Unit Guidebook of the American Legion Auxiliary.

# DEPARTMENT OF MICHIGAN

## BYLAWS

### ARTICLE I - ORGANIZATION

**SECTION 1.** The American Legion Auxiliary, Department of Michigan, shall be composed of duly constituted Auxiliary Units within the State of Michigan.

**SECTION 2.** For the purpose of administration, the local Units of the Department shall be grouped into the same territorial Districts as those of The American Legion, Department of Michigan. Each District is to be represented by one District President with the exception of the Eleventh and Twelfth Districts shall be represented by one District President and shall be referred to as the Upper Peninsula Association of Auxiliaries.

### ARTICLE II - DUES

**SECTION 1.** The revenue of this Department shall be derived from the annual dues from members, and by such other means as may be determined by the Department Executive Committee.

**SECTION 2.** The fiscal year of this Department shall be from July 1st through June 30th, both dates inclusive. A member failing to pay annual dues by January 31st shall be classed as delinquent, and shall be suspended from all membership privileges. Dues may be remitted to the Department Headquarters on or after July 1st.

### ARTICLE III - DEPARTMENT OFFICERS

**SECTION 1.** The officers of this organization shall be: President, First Vice President, Second Vice President, Secretary-Treasurer, Chaplain, Historian, National Committeewoman and the District Presidents.

- (a) The Department President, First Vice President, Second Vice President, Chaplain and Historian shall be elected annually at the Department Convention.
- (b) The Department President shall nominate the Department Secretary-Treasurer and she shall be elected by the Department Executive Committee at the post-convention Executive Committee meeting.
- (c) The retiring Department President shall be declared elected as National Committeewoman for the year immediately following her term as Department President. If the retiring Department President is unable to serve as National Committeewoman for the year immediately following her term as Department President, a Past Department President shall be elected to serve the term.
- (d) The incoming Department President shall be declared elected as Alternate National Committeewoman for the year of her term as Department President.

**SECTION 2.** All officers elected at the Department Convention shall take office immediately following installation at the Department Convention. Each officer shall serve until her successor shall be elected.

**SECTION 3.** In the event of death or resignation of the Department President, the First Vice President shall automatically succeed to the office of President. The Second Vice President shall automatically succeed to the office of First Vice President. In the event of succession, if the unexpired term is less than six (6) months, they shall be eligible for election to that office the next year. Vacancies in the office of Chaplain or Historian shall be filled by the Department President, to be ratified by the Executive Committee by mail vote.

## **ARTICLE IV - DUTIES OF OFFICERS**

**SECTION 1.** The Department President shall preside at all meetings of the Department Convention and the Department Executive Committee, appoint members of Standing Committees, the Parliamentarian, and create such other committees as are deemed necessary, with the approval of the Department Executive Committee; appoint the Convention Chairman (Convention City), Sergeant-at-Arms, Color Bearers and Distinguished Guest Chairman for the Department Convention, and perform such other duties that are usually incident to the office. She shall be an ex-officio member of all committees with vote, and shall be counted in the quorum on these committees except on the Joint Legion/Auxiliary Committees.

**SECTION 2.** The First Vice President shall act for the President in her absence or disability or when called upon by the President. She shall accept an appointment to a Department Committee and perform such other duties as may be assigned by the President.

**SECTION 3.** The Second Vice President shall act in the absence of the President and First Vice President. She shall accept an appointment to a Department Committee and perform such other duties as may be assigned by the President.

**SECTION 4.** The Department Secretary-Treasurer shall record, or have recorded, proceedings of the Department organization in Convention assembled, the Department Executive Committee meetings, and keep all records of the Department organization. She shall transmit reports and calls of meetings. She shall be custodian of the funds of the Department organization and she shall account for same. She shall co-sign all checks in disbursing the funds of the organization. In the event of the physical inability of the Secretary-Treasurer to sign checks, they may be signed by the Finance Chairman and the Department President. She shall make reports of the condition of the Department Treasury when called for by the Department President, and shall perform such other duties as are usually incident to her office. She shall also be an ex-officio member of the Finance and Personnel Committees with voice only.

**SECTION 5.** The Chaplain shall offer prayer at the daily opening of the Department Convention and all Executive Committee meetings; cooperate with The American Legion in planning the Joint Memorial Service; keep an accurate record of the deaths which may occur among the members of the Units. She shall perform such other duties as the Department President may direct.

**SECTION 6.** The Historian shall compile the historical records of the Department organization and make a report to the Department Convention.

**SECTION 7.** The National Committeewoman shall attend and report the meetings of the National Executive Committee.

## ARTICLE V - DEPARTMENT EXECUTIVE COMMITTEE

**SECTION 1.** Between the Department Conventions the administrative power shall be vested in the Executive committee which shall be composed of the Department officers, the National Committeewoman and the Past Department Presidents.

**SECTION 2.** Each Past Department President shall be a member of the Executive Committee with vote but without expenses as long as she remains a member in good standing of a duly chartered Auxiliary Unit in the Department of Michigan.

**SECTION 3.** There shall be regular meetings of the Executive Committee annually. The first shall be held by the incoming President immediately following the Convention, the second shall be held immediately preceding the Fall Conference; the third at the call of the Department President, if necessary, and the final shall be held in the Convention City immediately preceding Convention.

**SECTION 4.** The Department President shall call a special meeting upon written request of eleven (11) members of the Department Executive Committee. The meeting shall be called within ten (10) business days of the request.”

**SECTION 5.** Seventeen (17) members shall constitute a quorum of the Department Executive Committee.

**SECTION 6.** All questions affecting the election, eligibility and conduct of Department Officers shall be referred to and determined by the Department Executive Committee.

**SECTION 7.** The Executive Committee shall have the power to suspend or remove from office for good cause any officer of the Department and to expel from membership in the American Legion Auxiliary any member of any Unit within its jurisdiction, after a fair and impartial hearing on the charges brought against said officer or member.

**SECTION 8.** The Executive Committee, after due notice and hearing, may suspend or revoke the charter of a Unit which violates the National or Department Constitution; or when it fails to properly discipline any of its members for such violations; and the Department Executive Committee shall have full power and authority to provide for the government and administration of the Unit during suspension.

**SECTION 9.** When a mail vote is requested of the Executive Committee members, a reply must be at Department Headquarters within ten (10) business days after receipt of request or member's vote will be considered void.

## ARTICLE VI - DEPARTMENT CONVENTION

**SECTION 1.** The Legislative Body of this organization shall be a Department Convention and may be held at the same time and in the same city as the Convention of The American Legion, Department of Michigan.

**SECTION 2.** The Annual Convention shall be composed of delegates and alternates qualified as follows:

- (a) Delegates and Alternates shall have paid their National and Department dues for the current year to Department Headquarters not less than thirty (30) days prior to the Convention.
- (b) Delegates and Alternates must be over eighteen (18) years of age, except as provided in the Constitution Article III, Section 2(a).
- (c) Delegates and Alternates must be elected at a Unit meeting duly called for that purpose not less than thirty (30) days prior to the opening date of Convention; notice of said meeting having been given no later than two (2) weeks prior to election.
- (d) Alternates shall have priority in order of election.

**SECTION 3.** Each Unit of ten (10) or more members shall be entitled to one (1) delegate and one (1) additional delegate for every one hundred (100) members or major fraction thereof.

- (a) Units may send Delegates or Alternates only if they have paid their mandatory funds for the current year to Department Headquarters not less than thirty (30) days prior to Convention.
- (b) Units will be permitted to vote from the floor only if they have complied with all mandates and are represented by at least one (1) Delegate or Alternate.
- (c) Units organized during the year (after July 1<sup>st</sup>) will be given the privilege of the Convention floor.

**SECTION 4.** All elected and appointed Department Officers, all members of Department Standing Committees, the Hospital Representatives and their First Deputies of the VA Hospitals, Grand Rapids Home for Veterans, D.J. Jacobetti Home for Veterans and all non-VA Hospital Chairmen and their First Deputies shall be Delegates-at-Large to the annual Convention and entitled to vote.

**SECTION 5.** All Past Department Presidents, as long as they remain members in good standing in a Unit in this Department, shall be Delegates-at-Large to the annual Convention and entitled to vote.

**SECTION 6.** A quorum shall exist at Department Convention when there are present nine (9) or more Districts wholly or partially represented.

**SECTION 7.** Meetings of Standing Department and Convention committees shall be posted by the Secretary-Treasurer. Notice of further meetings of Standing Department and Convention Committees shall be posted by the Chairmen of the committees.

**SECTION 8.** The Credentials Committee shall consist of three (3) members appointed by the Department President. The committee shall be appointed not less than seven (7) days before the Convention. One (1) of the members appointed shall be named Chairman. The Credentials Committee shall make its report at the call of the President. The entire committee shall receive (3) days per Diem and mileage.

The Department President shall appoint one (1) member to serve as Rules Chairman and one (1) member to serve as Elections Chairman. The Rules Chairman shall be paid one (1) day per diem and mileage and the Election Chairman shall be paid two (2) days per diem and mileage.

**SECTION 9.** Any recommendations passed by the Convention shall remain in effect and be binding until modified or rendered void by the Convention body in regular session.

**SECTION 10 .** Triplicate copies of all resolutions, other than amendments pertaining to the Constitution and Bylaws, must be in Department Headquarters thirty (30) days prior to the Department Convention. Exception to this may be made to allow the presenting of emergency resolutions no later than noon of the second day of the Convention. Emergency resolutions are those which arise during the Convention.

## **ARTICLE VII - UNIT ORGANIZATION**

**SECTION 1.** Units shall be chartered by the National President and National Secretary upon receipt of the Charter application properly executed with handwritten signature on original (white) sheet and accompanied by per capita dues and individual membership record forms. Application for Unit charters shall be signed by the Department President, the Department Secretary-Treasurer, the Commander and Adjutant of The American Legion Post to which the Unit is attached, and said charter shall be closed thirty (30) days after application for same has been signed by the Commander and Adjutant of said American Legion Post. All persons in good standing whose applications were approved before their Unit closed its charter are charter members. The cost of a permanent Unit Charter shall be established by National Headquarters.

**SECTION 2.** The minimum membership of a Unit shall be ten (10) senior members.

**SECTION 3.** Each Unit shall bear the same name and number as the American Legion Post to which it is attached.

**SECTION 4.** Each Unit in the Department of Michigan shall be the judge of its own membership, 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.** The Department of Michigan shall prescribe the Constitution and Bylaws of the Units therein. When a Unit ceases to function from one Department Convention to another, it shall be given a hearing by the members of the District at a regular or special meeting and in case the Unit then refuses to function, upon a consenting vote of the District, the charter shall be revoked. The District Secretary shall advise Department Headquarters in writing, of the date and result of the vote. When a charter is revoked or canceled, all records and funds shall be forwarded to Department Headquarters by the District President.

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

**SECTION 7.** 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 applicant by the new Unit, the Unit Secretary or designated person will complete the certification of transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

Evidence of paid membership includes:

1. American Legion Auxiliary Membership Card
2. Verification of membership by ALA Department of National Headquarters membership records.

3. Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or
4. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered."

**SECTION 8.** 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 9.** Each Unit shall have application forms for membership, same to be filled out by the applicants. This must be countersigned by a Post Officer certifying the eligibility of the applicant and affiliation of The American Legion member. The original of said form shall be sent to Department Headquarters.

**SECTION 10.** Membership cards will be distributed to Units through Department Headquarters. Additional membership cards will be sent from Department Headquarters upon request.

**SECTION 11.** Each Unit Secretary or designated person shall remit to the Department Secretary-Treasurer at least once a month all Department and National dues collected, as instructed by the Department Secretary-Treasurer.

**SECTION 12.** The Secretary and the Treasurer, or the Secretary-Treasurer, shall be bonded in conformity with the system as mandatory by the National Organization.

**SECTION 13.** Members under eighteen (18) years of age shall not be eligible to vote at any meeting of the American Legion Auxiliary, except as provided in Article III, Section 2(a), Department Constitution.

**SECTION 14.** Each Auxiliary Unit shall adopt the Unit Constitution and Bylaws as prescribed by the American Legion Auxiliary, Department of Michigan. Evidence of their adoption shall be filed with Department Headquarters, together with current copies of Unit Standing Rules and Amendments thereto; these to be submitted to the Department Constitution and Bylaws Chairman for approval. They shall become effective only after approval by the Department Constitution and Bylaws Chairman in order to assure that the Units are operating with proper Standing Rules.

**SECTION 15.** Units in good standing and holding regular meetings shall not lose their membership in the Department because the Post to which they were attached when chartered has disbanded.

**SECTION 16.** All questions of Unit administrative policy which require information or clarification shall be referred to the respective Districts. Districts may refer such questions to Department if necessary.

## **ARTICLE VIII - NATIONAL CONVENTION DELEGATES**

**SECTION 1.** Department Delegates and Alternates to the National Convention shall be elected at the Department Convention held not less than two (2) weeks before the National

Convention. The number of delegates shall be on a basis of paid-up membership in the Department of Michigan and in compliance with instructions of the National Constitution. The delegation chairman, the National Convention Delegates and Alternates will meet directly following the close of the Department Convention.

**SECTION 2.** The Department President, Department Secretary-Treasurer, Department President-elect, and Department Secretary-Treasurer- elect, by virtue of their office, shall be delegates to the National Convention.

- (a) The retiring Department President shall be the Delegation Chairman and the retiring Department Secretary-Treasurer shall be the Delegation Secretary. In the event the retiring President is unable to attend, the President-elect shall be the Delegation Chairman.
- (b) One Delegate and Alternate shall be elected from each District.
- (c) In the event insufficient membership prevents the seating of all the District Presidents, the District Presidents having the lowest percentage of membership shall be declared Alternate Delegates with expenses paid. They shall attend all Convention sessions and make a report of the Convention. The retiring President shall appoint two (2) District Presidents attending the National Convention as pages.
- (d) Any Delegate allowed by National in excess of those named in Article VIII, Section 2, shall receive registration and expenses, to be paid from the National Convention Fund.
- (e) Any National Committee Chairmen and Members, and/or Divisional Chairmen named as Delegates to National Convention shall be delegates with expenses paid the same as District Presidents to take effect beginning with the 1998 National Convention. National Committee Chairmen and Members or Divisional Chairmen shall not receive any duplication of monies.
- (f) The Department First and Second Vice Presidents-elect shall be delegates to the National Convention with registration and expenses.

**SECTION 3.** Should any Delegate-elect be unable to attend the National Convention, all information received from the Department Headquarters pertaining to the National Convention together with advance expense money, shall be immediately returned to the Department Headquarters.

**SECTION 4.** All Delegates to the National Convention must attend all sessions when not in attendance at meetings of National Convention Committees, unless illness prevents. Should this occur, the Delegate must file, in writing, with the Delegation Secretary the reason for not being in attendance otherwise she must forfeit her expenses.

**SECTION 5.** Each National Delegate representing a District shall furnish each Unit in her District a written report of said Convention within thirty (30) days after the Convention.

**SECTION 6.** Should both the National Delegate and alternate representing a District be unable to attend National Convention, the first alternate elected as allowed by National in excess of those named in Article VIII, Section 2(b) and (e), shall represent that District, submitting a report to the District and receive expense money allowed. If more than one District is without representation, the first alternate elected as previously stated, shall represent the first District without representation, as listed on the Department list of Districts (First, Second, Third, etc.).

The second alternate elected shall represent the second listed District without representation (exception - see Section 7).

**SECTION 7.** If an alternate elected as allowed by National in excess of those named in Article VIII, Section 2(b) and (e), is from the District whose Delegate and Alternate are unable to attend National Convention, she will represent that District, submitting a report and receiving allowed expense money.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

**SECTION 1.** The Department of Michigan, American Legion Auxiliary, shall be governed by the current edition of "Robert's Rules of Order, Newly Revised" in all questions not covered by the Department Constitution and Bylaws.

## **ARTICLE XI - AMENDMENTS**

**SECTION 1.** These Bylaws may be amended at a Department Convention by a two-thirds (2/3) vote of authorized delegates or alternates present and voting, provided the proposed amendments have been read in the Convention at a previous meeting or have been distributed to all Units in printed form at least forty-five (45) days before the annual Department Convention.

**SECTION 2.** Triplicate copies of amendments pertaining to the Bylaws shall be in Department Headquarters not later than sixty (60) days prior to the opening of Department Convention for circulation to the Units.

**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 Delegates.

**SECTION 4.** These Bylaws shall be automatically amended to conform to the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and set forth in the Unit Handbook of the American Legion Auxiliary.

**SECTION 5.** All changes or additions to the Department Bylaws will take effect immediately following their adoption.

## **ARTICLE XII – OBLIGATION**

No Member or group of members shall subject this Department to Liability without authorization of the Department of Michigan.

The Department may incur no obligation or liabilities of any kind without approval by the Department Executive Committee.

## **ARTICLE XIII - AUTHORITY**

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

# DEPARTMENT OF MICHIGAN

## STANDING RULES

### **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 (2/3) 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.

Supplementary rules and regulations may be adopted by the Department 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 convention delegates at such meeting.

All changes or additions to the Department Standing Rules will take effect immediately following their adoption.

### **CODE OF ETHICS:**

American Legion Auxiliary members are expected to comply with the organization's governing documents and comport themselves according to the following Code of Ethics adopted by the National Executive Committee

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

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

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

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

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

### **PERSONAL AND PROFESSIONAL INTEGRITY:**

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

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

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

### **LEGAL COMPLIANCE:**

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

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

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

### **GOVERNANCE:**

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

The governing bodies of the American Legion Auxiliary shall:

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

### **RESPONSIBLE STEWARDSHIP :**

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

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

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

## **OPENNESS AND DISCLOSURE:**

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

## **CONFLICT OF INTEREST:**

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

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

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

## **FUNDRAISING:**

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

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

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

## **GRANT MAKING :**

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

- A formal and consistent application process which includes defined eligibility.
- Fair and equitable selection criteria.
- Assurance of applicant privacy.
- Clear, timely and respectful communications throughout the application process.

## **Inclusiveness and Diversity:**

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

## **ETHICS VIOLATIONS:**

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

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

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

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

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

## **WHISTLEBLOWER PROTECTION:**

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

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

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

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

## ***COMMITTEE ORGANIZATION***

The Department President shall name such committees as she shall deem advisable and necessary subject to the ratification of the Department Executive Committee. There will be no more than one member per District appointed to any Department Standing Committee, if possible. The exception being, there shall never be two members from the same District appointed to the Finance Committee during the same administrative year. In case of a vacancy in a committee, the Department President shall appoint a member to fill the unexpired term, subject to the ratification of the Department Executive Committee. No Auxiliary member shall serve on more than one Department Standing Committee during the same year with the exception of the National Executive Committeewoman.

There shall be the following Standing Committees: Administrative Advisory Board, Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Girls State, Junior Activities, Leadership, Legislative, Membership, Music, National Security, Past Presidents Parley, Personnel Committee, Poppy, Public Relations, Resolutions and Veterans Affairs and Rehabilitation.

Of the Standing Committees named in paragraph 2, the following shall consist of three (3) members, unless otherwise indicated, appointed for one (1) year terms: Administrative Advisory (5), Americanism, Auxiliary Emergency Fund (1); Community Service, Constitution and Bylaws, Junior Activities, Leadership (6); Legislative, Membership (3 or more); Music, National Security, Past Presidents Parley, Public Relations and Resolutions.

Of the Standing Committees named in paragraph 2, the following shall be continuing committees, consisting of three (3) members, unless otherwise indicated, serving revolving terms, members being appointed each year; Children and Youth, Education, Finance (4), Girls State (6), Personnel Committee, Poppy (3), Public Relations (3), Veterans Affairs and Rehabilitation.

## OBLIGATION

All committees shall participate actively in the promotion of programs covered by resolutions adopted by the National Organization. Each Chairman shall be responsible for the administration of the program and its budget. All committee appointees shall automatically forfeit the appointment for failure to function without justifiable cause.

## COMMITTEES

### ADMINISTRATIVE ADVISORY

The Administrative Advisory Committee shall be composed of the National Committeewoman, the Department President, and three (3) Past Department Presidents to be appointed each year.

### AMERICANISM

The Americanism Committee shall consist of three (3) members, to be appointed each year by the Department President, one (1) member to serve as Chairman. There shall be a fund known as the Americanism Fund. This shall be a Unit Mandatory Fund.

### AUXILIARY EMERGENCY FUND

The Auxiliary Emergency Fund committee shall be composed of one (1) member appointed each year by the Department President.

### CHILDREN and YOUTH

The Children and Youth Committee shall be composed of three (3) members. Of the three (3) members first appointed, one (1) shall serve for one (1) year, one (1) for two (2) years, and one (1) for three (3) years. Thereafter, each succeeding member shall be appointed to serve a three (3) year term.

A meeting of the Children and Youth Committee shall be held early in the year.

Expenses for the Children and Youth Committee shall be transportation for meetings held at the Department Headquarters and per diem, if authorized. All expenses referred to in the Children and Youth section of the Standing Rules are to be financed from the Children and Youth Fund.

### COMMUNITY SERVICE

The Community Service Committee shall be composed of three (3) members appointed each year by the Department President. One member will serve as Chairman.

### CONSTITUTION AND BYLAWS

The Constitution and Bylaws Committee shall be composed of three (3) members appointed each year by the Department President. One member will serve as Chairman.

## EDUCATION

The Education Committee shall be composed of three (3) members, one (1) to serve for one (1) year, one (1) for two (2) years and one (1) for three (3) years. Thereafter each succeeding year, one (1) member shall be appointed to serve a three (3) year term.

There shall be a Memorial Scholarship Fund. This shall be a Unit Mandatory Fund to be used for scholarships in the amount of \$500.00 each, and known as "American Legion Auxiliary Memorial Scholarship". The number of scholarships awarded shall be determined by the money available.

The committee members will assist the Chairman in judging the applications as soon as possible after the closing date, time and place to be designated by Department President and Chairman.

Expenses for judging shall be allowed from General Funds in accordance with the Standing Rules.

## FINANCE

The Finance Committee shall be composed of four (4) members. Of the three (3) members first appointed, one (1) shall serve for one (1) year, one (1) for two (2) years, and one (1) for three (3) years. Thereafter, each succeeding member shall be appointed to serve a three (3) year term. The fourth member shall be a Past Department President appointed each year.

The Department Secretary-Treasurer shall be an ex-officio member of this committee. The Finance Committee shall meet at the call of the Department President and Finance Chairman, such meetings to be held at Department Headquarters.

The Finance Chairman shall submit the budget proposed for the current year at the Executive Committee meeting preceding Fall Conference. The Finance Chairman and/or the Department President shall sign all checks with the Department Secretary-Treasurer. The Department President, at her discretion, may authorize an additional Finance Committee member to have check signing authority, if needed.

In the event of the physical disability of the Secretary-Treasurer to sign checks, they may be signed by the Finance Chairman and the Department President.

The Department Finance Committee shall supervise the general financial policy of the Department organization, subject to the ratification of the Department Executive Committee.

## GIRLS STATE

The Girls State Committee of the Department of Michigan shall serve as the Board of Directors of the American Legion Auxiliary Girls State

The Girls State Committee shall be composed of the National Executive Committeewoman, Department President, Department Secretary-Treasurer, and six (6) members, two (2) to be appointed each year to serve a three (3) year term.

The Department Secretary-Treasurer may be in attendance during the entire session including the two (2) days prior to the opening meeting without additional remuneration.

The American Legion Auxiliary Girls State shall function under the jurisdiction of the Department of Michigan, American Legion Auxiliary.

A complete financial statement, the budget and an outline of the program shall be presented each year to the Executive Committee meeting preceding the Fall Conference.

The Chairman of Girls State may attend National Girls State Directors Conference with expenses paid from the American Legion Auxiliary Girls State Budget. Should the Chairman be unable to attend, the Department President shall appoint a representative from within the Committee.

The appointment of a General counselor for the American Legion Auxiliary Girls State shall be left to the discretion of the Girls State Board.

## **JUNIOR ACTIVITIES**

The Junior Activities Committee shall be composed of three (3) members appointed each year by the Department President. One member will serve as Chairman. This committee is responsible for putting on the Junior Conference/Convention with expenses as per the financial policy.

## **LEGISLATIVE**

The Legislative Committee shall be composed of three (3) members appointed each year by the Department President. One member will serve as Chairman. The Chairman will be allowed to attend the Washington Conference with expenses as per the financial policy.

## **LEADERSHIP**

The Leadership Committee shall consist of three (6) members one appointed from each area and one to serve as Chairman, to be appointed each year by the Department President.

In the event a choice is made for an instructor from outside the given area, and accepted, the mileage allowed shall not exceed that which would be allowed from within the area.

## **MEMBERSHIP**

The Membership Committee shall consist of six (6) members to be appointed each year by the Department President. One (1) member shall serve as Chairman of the Membership Committee.

The Membership Committee shall oversee the functioning of the Districts and Units in a manner to attract and retain members.

## **MUSIC**

The Music Committee shall be composed of three (3) members appointed each year by the Department President. One member will serve as chairman. Expenses for pianist are included in the Financial policy, not to be duplicated if the pianist is the Music Chairman.

## **NATIONAL SECURITY**

The National Security Committee shall consist of three (3) members, to be appointed each year by the Department President. One (1) member shall serve as Chairman of the Committee.

There shall be a fund known as Washington Conference Fund. This shall be a Unit Mandatory Fund.

## PAST PRESIDENTS PARLEY

The Past Presidents Parley Committee shall consist of three (3) members; the Chairman shall be a Past Department President.

The Committee shall administer a scholarship for a medical career. The amount of each scholarship awarded shall not exceed \$500.00 per scholarship. The number of scholarships awarded shall be determined by the amount of money available. The Committee will judge the Nurses, Physical Therapists and Respiratory Therapists Scholarship applications as soon as possible after the deadline date; time and place to be designated by the Department President and the Department Chairman.

Expenses for judging shall be allowed from General Funds in accordance with the Standing Rules.

## PERSONNEL COMMITTEE

The Personnel Committee shall be composed of five (5) members. Of the five (5) members appointed one shall serve for one (1) year, one (1) for two (2) years and one (1) for three years. Thereafter, each succeeding year, one member shall be appointed to serve three (3) years. The Department President and Department Finance Chairman by virtue of their office shall be a member of this committee. The Department Secretary/Treasurer shall be an ex-officio member of this committee with voice only.

## POPPY

The Poppy Committee shall be composed of three (3) members. Of the three (3) members appointed, one (1) shall serve for one (1) year, one (1) for two (2) years and one (1) for three (3) years. Thereafter, each succeeding year, one (1) member shall be appointed to serve three (3) years.

Expenses of the Poppy Committee shall be taken from the Poppy Committee Fund.

The three (3) members shall serve as members of the Poppy Committee. Expenses for meetings of this Committee shall be taken from the Poppy Committee Fund.

Expenses for the Poppy Committee shall be transportation as specified in the Financial Policy for meetings held at Department Headquarters, if authorized, and transportation as specified in the Financial Policy for any authorized visits to the Veterans Hospitals and Homes for Veterans.

## PUBLIC RELATIONS

The Public Relations Committee shall be composed of three (3) members, one to serve one (1) year, one to serve two(2) years, and one to serve three (3) years. Thereafter, each succeeding year one (1) shall be appointed to serve three (3) years.

The MICHIGAN WOLVERINE AUXILIAIRE shall be published according to The American Legion schedule, if monies are available. The Editor shall be the Department Secretary-Treasurer in Department Headquarters. The Assist Editor shall be the same as for the Michigan Legionnaire.

## VETERANS AFFAIRS and REHABILITATION

The Veterans Affairs and Rehabilitation Committee shall consist of a Chairman, Vice Chairman and one (1) member. One (1) member to serve one (1) year, one (1) member to serve two (2) years and one (1) member to serve three (3) years. The Department Chairman shall be in charge of the entire program. The Department President shall assign certain portions of the Department Program to individual members of the Committee, with the Hospital Director being named Vice Chairman and the Field Service Director the third member. VAVS Representatives and their Deputies are not designated as members of a Standing Committee.

One (1) member of the Department Veterans Affairs and Rehabilitation Committee shall be designated as Hospital Director who will visit the hospitals when needed. Expenses shall be allowed for such visits according to Standing Rules. The Hospital Director shall be allowed mileage and one (1) day per diem to attend the Department Convention; expenses to be paid from Rehabilitation Committee fund. The jurisdiction of the Hospital Director shall be within the hospitals, and she shall have the added duties of keeping volunteer hospital workers hours.

The Field Service Director shall be allowed mileage and one (1) day per diem to attend Department Convention, expenses to be paid from Veterans Affairs and Rehabilitation Committee budget.

The Department President shall appoint the VAVS Representative in the VA Hospitals, Grand Rapids Home for Veterans and the D.J. Jacobetti Home for Veterans within the State, together with their Deputies. Said Representatives will be in charge of the Volunteer Hospital Workers within each VA Hospital, Grand Rapids Home for Veterans and the D.J. Jacobetti Home for Veterans.

The Department President shall appoint, upon recommendation of the retiring District Presidents and the retiring Veterans Affairs and Rehabilitation Committee, Hospital Representatives and Deputies in non-VA hospitals under government contract where the Service Basket is passed.

The Veterans Affairs and Rehabilitation Committee may meet for one (1) day only early in the year, with the VA Hospital, Grand Rapids Home for Veterans and D.J. Jacobetti Home for Veterans Representatives or First Deputies and the non-VA Chairman or First Deputies called in for a half (1/2) day session.

A Department Veterans Affairs and Rehabilitation School of Instruction shall be held at the time of the Fall Conference. Units sending their Veterans Affairs and Rehabilitation Chairman and their Field Service Chairman, may take their expenses from the Unit Poppy Fund.

Expenses for the Veterans Affairs and Rehabilitation Committee shall be transportation for meetings held at Department Headquarters and per diem, if authorized. All expenses referred to in the section of the Standing Rules are to be financed from the Veterans Affairs and Rehabilitation Fund.

## DEPARTMENT ADMINISTRATION

Department Headquarters may be located and maintained in the same city in which The American Legion has its headquarters.

The books of the American Legion Auxiliary shall be reviewed or audited annually by a duly accredited accountant. A full audit must be completed at least every three years.

All trophies and awards, when filled with names, etc., shall be retired and stored in the Department Headquarters office. All Department awards will be citations awarded annually and monetary award checks where indicated along with the citation.

The Department President may hold a question and answer session in the Upper Peninsula at the time of the Upper Peninsula Mid-Winter Conference.

The Service Department, American Legion Auxiliary, shall be composed of the Children and Youth Committee, the Veterans Affairs and Rehabilitation Committee, the VAVS Hospital Representatives, the Representatives of the Grand Rapids Home for Veterans and the D.J. Jacobetti Home for Veterans.

Memorial flowers or Memorial Scholarship cards shall be sent by the Department to the immediate families in the event of death of: Past Department President, Past Department Commander, husband of Department President, wife of Department Commander and members of the Department Executive Committee.

Announcement of candidates for Department Office may be circulated through the Department. Addresses may be secured from the Department Secretary-Treasurer. Circulation of any other material must have the WRITTEN authorization from the Department President. Should such authorization be granted any candidate, all other candidates shall be so notified in writing.

Units which do not pay their mandatory dues prior to two (2) consecutive Conventions will be removed from the mailing list of the Department of Michigan as of January 1st following the second Convention.

Credential fees for Department Convention must be paid by the Unit for each Delegate to which it is entitled by virtue of its membership.

A credential fee shall be paid by each Delegate-at-large for the Department Convention. All credential fees collected for Department Convention shall be allocated to the printing account to help defray the cost of the Annual Report Book.

The members of the American Legion Auxiliary, Department of Michigan, are authorized to wear any one of three (3) styles of hats offered, Wave, Scottie or Beret. Nothing is to be worn on the hat except the embroidery, and the hat is to be worn in a proper manner with Unit number above the left eye.

Copies of all correspondence from standing committees shall be submitted to the Department President and Department Secretary-Treasurer for information and approval. Any correspondence to National Officers or Chairmen shall be submitted to Department Headquarters and mailed out of that office.

## DISTRICT ORGANIZATION AND BYLAWS

For the purpose of administration, the local units of the Department shall be grouped into the same territorial Districts as those of The American Legion, Department of Michigan. Each District is to be represented by one (1) District President with the exception of the Eleventh and Twelfth Districts shall be represented by one (1) District President.

Each District shall organize, be chartered, bonded and compose Constitution, Bylaws and Standing Rules in conformity with Department and National Constitution and Bylaws which shall become effective only after approval by the Department Constitution and Bylaws Chairman, in order to assure that the Districts are operating with proper Bylaws.

County Councils may be organized by three (3) or more active Units upon approval of the Department Executive Committee at the recommendation of the District President.

At the annual District Convention prior to the Department Convention, the District shall elect a District President. She shall represent her District and serve as a member of the Department Executive Committee. One or more Vice Presidents shall also be elected at this meeting. The Vice President(s), in order of precedence, shall serve as the District President's alternate in her absence.

District Presidents and Alternates may be endorsed by their Units by letter to the District Secretary prior to the elections which shall be held only after due notice has been mailed to each Unit in the District at least two (2) weeks before election. Department Headquarters must be notified of the names of those elected not more than forty-five (45) nor less than fifteen (15) days prior to the Department Convention.

Written announcements of candidates do not preclude nominations from the floor for any office. Any member in good standing may run for District office. The term of office and/or re-election shall be controlled by Standing Rules within each District.

The District President shall not hold a Department appointment during her term of office except for the position of VAVS Representative or Deputy of Michigan VA Hospitals, Grand Rapids Home for Veterans, D.J. Jacobetti Home for Veterans and the non-VA Hospitals under government contract.

The District President shall appoint an acting Secretary in her Department Convention Delegation to take roll, assist in distributing ballots, and distribute materials that are to be handed out.

The District President shall have advisory supervision over the Units within her District; promote the organization of new Units; assist in increasing the membership; and make an annual report of the affairs of her District to the Department President sixty (60) days prior to the Department Convention.

When a Unit ceases to function and continues to report less than the minimum required number of members, the District President shall personally contact the officers of the Unit and also the Post Commander, making every effort to encourage an active Unit. This Unit shall be given a hearing by the members of the District at a regularly scheduled meeting, notification to be sent to all Units. When all efforts fail and by a vote of the District members, the District Secretary shall advise Department Headquarters in writing, the date and results of the District vote.

The District President should make every effort to attend a regular business meeting of each Unit within her District during her term of office.

The Alternate Vice President(s) shall fill the office of a District President should a vacancy occur.

National Convention Delegates and Alternates shall be elected by each District with the exception of the Eleventh and Twelfth Districts shall elect a Delegate and an Alternate.

Any member in good standing may be a candidate for Department office. Announcement of such candidate should be in the Department Headquarters not less than ninety (90) days prior to Department Convention.

Announcement of candidates for Department Office may be circulated throughout the Department. Addresses may be secured from the Department Secretary-Treasurer. Circulation of any other material must have WRITTEN authorization from the Department President. Should such authorization be granted any candidate, all other candidates shall be so notified in writing.

All campaign material, (brochures, promotional items, etc.) shall be distributed to Convention Delegates on Saturday morning prior to Call to Order. Posters may be placed on easels at any time on Friday in descending order beginning with the candidate for Department President.

All candidates shall observe the rules provided by the host hotels and convention centers in regard to posting material, rules to be obtained from the Convention Chairman. No individual open house shall be held for any candidate for a Department Office. Competitive candidates shall not campaign throughout the Department.

Because of disparity in financial resources of Units and Districts, candidates should use discretion in expenditure of funds for campaigning.

Upon cancellation of any District of the American Legion Auxiliary, Department of Michigan, the Department 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 District and to take all necessary and proper steps and proceedings to wind up and close the affairs of such District; and said Department Executive Committee may provide for such continued recognition and activities of Units in said District as it may deem proper.

## DEPARTMENT CONFERENCES AND MEETINGS

Department Convention may be held at the same time and in the same city as the Department Convention of The American Legion. Meetings of Standing and Convention Committees shall be held at such times as posted by the Department Secretary-Treasurer.

Department Executive Committee. There shall be regular meetings annually, the first immediately following Department Convention; second preceding Fall Conference, third at the call of the Department President, if necessary; and the final preceding the Department Convention. Special meetings may be called upon written request of eleven (11) members stating business to be transacted.

Fall Conference of the Unit Presidents and Secretaries shall be called by the Department President at an early date following National Convention. Chairman of Standing Committees, (new) Girls State, Parliamentarian, Department Officers, National Committeewoman and such other persons as the President deems necessary, shall be called to the Conference.

## DEPARTMENT FINANCE

The budget will be based on income from dues, interest, and miscellaneous income.

With the exception of the Department Secretary-Treasurer and such other office assistants deemed necessary in the operation of the Department office, there shall be no salaried officers. Necessary expenses incurred by the Department Officers, Department Chairmen of Standing Committees, the National Committeewoman, Parliamentarian, in the exercise of their services and duties to the Department of Michigan shall be paid from the Department Treasury upon authorization of the Department President.

The bonding of the office employees and members of the Department of Michigan, American Legion Auxiliary, shall be in conformity with the system as mandatory by the National Organization.

Up to one-sixth (1/6) of the General Funds Budget shall be allowed for expenses from the first of the fiscal year up to the time of the adoption of the new budget.

The Department Executive Committee, by a two-thirds (2/3) vote, may levy an assessment not to exceed twenty-five cents (\$.25) per member for Department expenditures.

There shall be a National Convention Fund derived from an annual assessment on the Units per Senior members based on the previous year's membership. Expenses allowed delegates to the National Convention will be a flat rate, amount of which shall be determined annually by the Executive Board based on the recommendation of the Finance Committee. The Delegation Chairman and Secretary shall be paid transportation and actual expenses for attendance, not to exceed seven (7) days. The National registration fee shall be paid by Department for all Michigan Delegates and the Alternates who attend including any National Officer and/or Past National President from the Department of Michigan.

Expenses for attendance at the Department Convention and the Final Executive Committee Meeting shall be transportation plus per diem to be allowed Department Officers, Parliamentarian, National Executive Committeewoman, Chairmen of Standing Committees, not to exceed four (4) days, with the exception of the Department President and Department Secretary-Treasurer who shall receive actual expenses.

Expenses for attendance at the Second Department Executive Meeting shall be transportation plus per diem for one (1) day for Department Officers, National Executive Committeewoman, Parliamentarian, and such other persons as the Department President deems necessary, with the exception of the Department President and Department Secretary-Treasurer who shall receive actual expenses.

Expenses for attendance at the Fall Conference for Chairmen of Standing Committees, Department Vice Presidents, Chaplain, Historian, National Executive Committeewoman and Parliamentarian shall be transportation, plus per diem of two (2) days. The Department President and Department Secretary-Treasurer shall receive actual expenses.

Transportation shall NOT be duplicated.

Expenses for attendance at the Third Executive Committee Meeting, when called, shall be transportation plus per diem for one (1) day for Department Officers, National Executive Committeewoman, Parliamentarian, and such other persons as the Department President deems necessary, except the Department President and Department Secretary-Treasurer shall receive actual expenses.

Expenses for the Chaplain to attend the Chaplains Conference in Indianapolis shall be according to Financial Policy.

Expenses for the Children and Youth Committee shall come from the Children and Youth Committee Fund.

Expenses for the Legislative and National Security Chairman to go to the Washington Conference shall be taken from the Washington Conference fund according to the Financial Policy.

Expenses for the Poppy Committee shall be taken from the Poppy Committee Fund.

Expenses for the Veterans Affairs and Rehabilitation Committee shall be taken from the Veterans Affairs and Rehabilitation Fund.

Expenses for Standing and Special Committees not listed in the above paragraphs shall be transportation and per diem if authorized by the Department President.

There shall be the following Mandatory Funds:

Americanism - derived from an annual assessment per Unit

Bonding - derived from an annual assessment per Unit

Auxiliare Publication - derived from an annual assessment per Senior member

Girls State – derived from an annual assessment per Senior member

Memorial Scholarship - derived from an annual assessment per Senior member

National Convention - derived from an annual assessment per Senior member based on the previous year's membership

Past President's Parley Medical Scholarship - derived from an annual assessment per Senior member

Washington Conference – derived from and annual assessment per Unit.

Other Funds shall be:

Children and Youth - derived from the Poppy Fund

Education - derived from the Poppy Fund

National Auxiliary Emergency Aid (A.E.F.) - to be taken from General Funds

Veterans Affairs and Rehabilitation - derived from the Poppy Funds for Committee expense

Transportation for Department meetings and conferences shall be computed from mileage furnished by Standard Mileage Guide; no meals allowed enroute, with a minimum amount allowed to be determined by the Department Finance Committee.