The American Legion Auxiliary
Department of Washington

Department Constitution and Bylaws

As amended by the Department Convention in Spokane, Washington
July 16th-18th, 2015.

American Legion Auxiliary
Department of Washington
PO Box 5867
Lacey, WA 98509-5867
Phone: (360) 456-5995 Fax: (360) 491-7442
www.walegion-aux.org

AUTHORITY

The Constitution and Bylaws of the American Legion Auxiliary, Department of Washington, as set out herein, are in full force and effect and represent action taken by Department Conventions, beginning with the Constitution adopted at the First Department Convention, in Tacoma, February 17-19, 1921, and as amended at subsequent annual Department Conventions to and including July 16-18, 2015, in Spokane, Washington. This automatically adopts the changes made in the National Constitution at the 95th National Convention, in Baltimore, Maryland, August 28- September 3, 2015.

Lorna Ledoschuk
Department
Constitution & Bylaws Chairman

Nicole R. Ross
Department Secretary
December 2015

* * * *

ARTICLES OF INCORPORATION
were duly executed
for the
AMERICAN LEGION AUXILIARY
Department of Washington
January 8, 1949
Approved and filed with the
SECRETARY OF STATE
March 19, 1949

TABLE OF CONTENTS

TITLE

CONSTITUTION

		PAGE
	Preamble	4
Article I	Name	4
Article II	Nature	4
Article III	Eligibility	5
Article IV	Department Officers	6
Article V	Department Executive Committee	7
Article VI	Department Convention	8
Article VII	Amendments.	9
Article VIII	Parliamentary Authority	10

BYLAWS

Article I	Organization	11
Article II	Election of Officers	11
Article III	Duties of Officers.	15
Article IV	Duties of the Executive Committee	18
Article V	Districts	18
Article VI	Department Committees and Department Chairman	20
Article VII	Unit Organization	21
Article VIII	Finance	23
Article IX	Discipline	23
Article X	Rules of Procedure	24
Article XI	Subsidiary Organizations	24
Article XII	Amendments	25
Article XIII	Parliamentary Authority	26

DEPARTMENT STANDING RULES

Article I	Annual Area Workshop and District Conference	27
Article II	Department Convention	27
Article III	Department Finance	29
Article IV	Department Headquarters	32
Article V	Department Officers	33
Article VI	Department Chairman	33
Article VII	General Rules	38
Article VIII	National President	39
Article IX	Programs	39
Article X	Uniforms	41
Article XI	Parliamentary Authority	42

CONSTITUTION
of the
AMERICAN LEGION AUXILIARY
DEPARTMENT OF WASHINGTON

PREAMBLE

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

ARTICLE I
NAME

Section 1.

The name of the organization shall be the AMERICAN LEGION AUXILIARY DEPARTMENT OF WASHINGTON.

Section 2.

The Headquarters of The American Legion Auxiliary Department of Washington shall be maintained in the same city as the Headquarters of the American Legion.

ARTICLE II
NATURE

Section 1.

The American Legion Auxiliary Department of Washington is a civilian organization of Women.

Section 2.

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

ARTICLE III
ELIGIBILITY

Section 1.

Membership in the American Legion Auxiliary, Department of Washington shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of members of the American Legion, and to mothers, wives, daughters, sisters, granddaughters and great-granddaughters and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods:

April 6, 1917 to November 11, 1918
December 7, 1941 to December 31, 1946
June 25, 1950 to January 31, 1955
February 28, 1961 to May 7, 1975
August 24, 1982 through and including July 31, 1984
December 20, 1989 through and including January 31, 1990
August 2, 1990 to the 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 the 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 years; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior Member.

(b) Junior membership shall consist of that group under the age of eighteen years; whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.

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

ARTICLE IV
DEPARTMENT OFFICERS

Section 1.

(a) The Department Convention shall annually elect the following officers:

Department President
Department First Vice President
Department Second Vice President
Department Historian
Department Chaplain

And elect **biennial** the National Executive Committeewoman **and Alternate National Executive Committeewoman**.

(b) Such officers shall serve until the adjournment of the succeeding Department Convention, or until their successors are duly chosen, except the National Executive Committeewoman **and Alternate National Executive Committeewoman**.

(c) The National Executive Committeewoman **and Alternate National Executive Committeewoman** shall serve for two years, and for no more than two consecutive elected terms.

(d) The First Vice President shall be designated chairman of the Veterans Affairs and Rehabilitation Committee. The Second Vice President shall be designated Chairman of the Children and Youth Committee.

(e) Candidates for all Department Offices should have the official endorsement of her Unit.

Section 2.

(a) In the event of a vacancy occurring in the office of Department President by death or resignation, the First Vice President shall automatically succeed to the office of Department President, Pro Tem, and the Second Vice President shall automatically succeed to the office of First Vice President, Pro Tem. Except if the term is for at least three-fourths of the Auxiliary year, they shall assume the title of the office in their own right. If the service is as Pro Tem, they may at the end of that term become a candidate for the office in their own right.

(b) In the event of such succession, the Veterans Affairs and Rehabilitation Chairmanship held by the First Vice President shall be filled by appointment from among the members of that committee as Pro Tem for that term only.

(c) Vacancies in any other Department Office occurring during the year shall be filled by the vote of the Department Executive Committee, the Department President to immediately summon or poll Executive Committee for the election of a successor, providing at least three fourths of the term remain. If less than three fourths, the vacancy will be filled by appointment and for the balance of the term only.

(d) In the case of a vacancy in the office of National Executive Committeewoman the immediate past National Executive Committeewoman will assume the duties until the Department Convention.

ARTICLE V
DEPARTMENT EXECUTIVE COMMITTEE

Section 1.

There shall be a Department Executive Committee, which shall consist of:

Department President
Department First Vice President
Department Second Vice President
Department Historian
Department Chaplain
Past National Presidents
District Presidents of each Legion District in the State of Washington
National Executive Committeewoman
Department Secretary (without vote)
Department Treasurer (without vote)

Section 2.

(a) The Department Executive Committee shall employ a Department Secretary and a Department Treasurer or a Department Secretary/Treasurer at the Post Convention Executive Committee meetings. Employment shall be based upon a two-thirds vote of the entire Executive Committee. After selection by the Post Executive Committee, employment shall be on the basis of continuing tenure. Continuing tenure shall be defined as continuing in office until removal by the Department Executive Committee, or by resignation or termination by natural causes.

(b) The Department Secretary and Department Treasurer or Secretary/Treasurer shall be removed from their position only by two-thirds vote of the entire Executive Committee, wherein the employee shall be given an opportunity to present her case. The Executive Committee meeting at which this matter is discussed shall be a closed executive session at which only members of the Executive Committee are present. When feasible, prior to the meeting, the Department President shall announce the reason for the meeting and will invite any Auxiliary member with pertinent information to submit it in a written, signed document. Nonmembers of the Executive Committee shall be invited to attend a portion of the meeting to present testimony and facts, if they will submit a written statement.

(c) Applicants for Department Secretary or Department Treasurer shall be interviewed by the Department President, the 1st Vice President, and the 2nd Vice President who shall make recommendations for employment to the Department Executive Committee for action.

ARTICLE VI
DEPARTMENT CONVENTION

Section 1.

(a) The Legislative body of the organization shall be a Department Convention to be held annually, the time and place to coincide with sites selected by The American Legion and accepted by the Department Executive Committee.

(b) The opening meeting shall be counted the first day of the convention.

(c) A rotating Convention Liaison Committee to work with the American Legion Convention Commission be established consisting of one (1) member from each of the convention sites in the order in which those conventions will be held. After the initial committee of three (3) is established, the Department President will annually appoint a member from the newest chosen site.

(d) The names of such Liaison Committee are to be forwarded to the Legion Commission immediately following the close of the first meeting of the newly elected Auxiliary Executive Committee.

Section 2.

The Annual Department Convention shall be composed of delegates and alternates to be elected by each Auxiliary Unit in good standing; each Unit to be entitled to two (2) delegates and two (2) alternates; and one (1) additional delegate and one (1) additional alternate for each one hundred (100) paid-up memberships, or major fraction thereof, provided, however that no Unit shall be entitled to be represented unless it has at least ten (10) senior members whose Department and National dues for the current year have been paid.

Section 3.

When an application for Charter has been received and approved by Department, and forwarded to National for acceptance, representatives of that Unit will be allowed voting privileges at the Department Convention, although their Charter has not been received.

Section 4.

(a) The delegates and alternates to the Department Convention shall be chosen by majority vote of the members of the Unit who are present at a meeting designated for that purpose. Any Unit not represented by legally elected delegates or alternates shall lose its vote.

(b) These delegates and alternates to be certified in writing, into the Department Office, at least ten (10) days prior to the Department Convention or when necessary and circumstances warrant, these delegates may be certified by presenting a credential slip duly signed by a Unit Officer or by the District President who can verify their election.

(c) Unit delegates and/or alternates must be certified, registered, and in attendance, to qualify for voting privileges.

Section 5.

All Past Department Presidents and voting members of the Department Executive Committee shall be delegates-at-large at the annual Department Convention.

Section 6.

A quorum for the transaction of business at Department Convention shall be a majority of those Units registered as in attendance, irrespective as whether some may have left.

Section 7.

All resolutions presented at Convention shall be from a Unit in good standing, signed by the Unit President and one (1) officer, or if by an individual member, shall be in writing, signed by two members in good standing, each of whom shall be a voting member of the Convention.

ARTICLE VII
AMENDMENTS

Section 1. This Constitution may be amended in the following manner:

(a) By submitting a copy of the proposed amendment as a resolution by a unit in good standing, signed by the Unit President and one (1) officer, to the Department Secretary. She shall mail one copy of the proposed amendment to each local Unit in the Department and to the members of the Department Executive Committee, at least thirty days prior to the annual Department Convention; and a two-thirds vote shall be necessary for the adoption of any amendment.

(b) Necessary amendments proposed after distribution or revision as shown in Section I (a), may be submitted by a Unit in good standing and signed by the Unit President and one (1) officer or if by individual members, signed by two members in good standing, each of whom shall be a voting member of the Convention. They may be adopted by a two thirds vote of the delegation at any Department Convention provided they have been read at one meeting of the session prior to taking action.

(c) This Constitution may further be amended at a regular meeting of the Department Convention by a unanimous vote of the delegates present. Amendments shall, unless otherwise stated, become operative upon adoption.

(d) Mandates from the National Organization shall automatically be made a part of this Constitution.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The American Legion Auxiliary Department of Washington shall be governed by the Department Constitution, Bylaws, and Standing Rules in all cases in which they are applicable and in which they are not inconsistent with the National Constitution, Bylaws, and Standing Rules and Special Rules and lastly by the current edition of Robert's Rules of Order Newly Revised.

BYLAWS
of the
AMERICAN LEGION AUXILIARY
DEPARTMENT OF WASHINGTON

ARTICLE I
ORGANIZATION

Section 1.

(a) The American Legion Auxiliary Department of Washington shall be organized into Districts to conform with those set by The American Legion, and these in turn into Units.

ARTICLE II
ELECTION OF OFFICERS

Section 1.

(a)At the second regular meeting of the Department Convention nomination shall be made from the floor for the office of:

Department President
Department First Vice President
Department Second Vice President
Department Historian
Department Chaplain

(b) And elect **biennial** the National Executive Committeewoman **and Alternate National Executive Committeewoman**.

Section 2.

(a) Any member desiring to be a candidate for a Department Office should be endorsed by her Unit at a regular Unit meeting, or at a special meeting called for that purpose. (A quorum being present.)

(b) In case one of these Department Offices should be without an endorsed candidate, the Department Executive Committee shall, at the second meeting of the Department Convention, name a candidate or candidates upon recommendation of a District caucus called for that purpose.

Section 3.

(a) The election of Department Officers shall be by ballot and held at a meeting following the nominations and prior to the closing of Convention.

(b) When there is only one candidate for an office, the chair may declare that candidate elected, provided, she has asked if there are any objections: upon hearing none, the candidate is declared elected at that meeting,

(c) When there is more than one candidate for an office, the election shall be by ballot and held at a meeting following nominations and prior to closing of convention. The nominees receiving a majority of all votes cast for the respective offices shall be declared elected. Such officers shall take office immediately upon installation and shall serve until their successors are duly chosen and qualified. However, the outgoing President shall be allowed to finish all financial business pertaining to her year, by the closing date of Department books July 31st. No Department Officer may be eligible for reelection, except for the National Executive Committeewoman who shall serve for a two year term and a maximum of two consecutive terms and no Executive Committee Member shall hold more than one office on the Executive Committee at a time.

(d) If there are more than two nominees, and a majority of votes is not reached, on a succeeding ballot, the candidate receiving the lowest number of votes shall, if she desires, be allowed to withdraw and have her name marked off the ballot, this process being used until a clear majority is reached or there are only two candidates remaining on the final ballot. No candidate may withdraw in favor of another. Balloting will continue between the two remaining candidates until a clear majority has been reached.

Section 4.

(a) The ballot vote shall be cast in a room apart from the Department Convention. The voting room shall contain a locked ballot box and register of the Units and a register of the delegates from each Unit.

(b) Each Unit delegate and delegate-at-large present at the Convention shall cast her own ballot.

(c) No ballot shall be cast by any Unit delegate or delegate-at-large whose registration fee has not been paid.

(d) All delegates and alternates shall be elected at a Unit meeting and certified in writing to the Department Office at least ten (10) days before the Annual Department Convention or when necessary and circumstances warrant, these delegates may be certified by presenting a credential slip duly signed by a Unit Officer or by the District President who can verify their election.

(e) A delegate-at-large may also be elected as delegate from her Unit. She shall vote either as a delegate-at-large, or as a delegate from her Unit. No member is entitled to more than one vote.

(f) Unit delegates and/or alternates must be certified, registered, and in attendance to qualify for voting privileges.

Section 5.

(a) The Department President shall, with the approval of the Department Executive Committee appoint a Committee on Elections, who shall serve in the voting room; this committee shall consist of two (2) tellers, two (2) inspectors and the Credentials Chairman.

(b) The Department Secretary shall be authorized to attend to the preparation of the ballots and assist in setting up the voting room.

(c) The Chairman of Tellers shall provide the necessary facilities for the casting and counting of the votes with accuracy and dispatch; maintain order and quiet in the polling room and enforce the rules governing the election.

(d) The Committee on Credentials shall furnish to the Chairman of the Tellers, not less than two (2) hours before the opening of the polling room, a register of the Units of the Department arranged in numerical order with the names of the accredited delegates from each of these Units.

(e) The Tellers in charge of the register shall check the number of the Unit and the name or names of the delegate or delegates voting from the list in the register. The teller in charge of the ballot box shall place her official mark upon the back of each ballot and the voter shall then deposit the ballot in the ballot box.

(f) The Chairman of the Credentials Committee shall report to the Convention the accuracy of the count. Her final report shall constitute the voting strength. The Chairman of the Tellers shall report to the Convention the result of the ballot upon the completion of the count.

Section 6.

(a) The delegates and alternates to the National Convention shall be nominated and elected following the election of Department Officers. The Department shall pay registration fees for the delegates and alternates to the National Convention. Any member not fulfilling their obligations at National Convention shall reimburse the registration fee to the American Legion Auxiliary, Department of Washington.

(b) Delegates to the National Convention shall be elected in the following manner: Lots shall be drawn by District Presidents, except those Districts shall pass which have the outgoing President and the incoming President now specified as the first and the second delegate, respectively, in Section 8 (a) of the Department Bylaws. If a District has no member who is definitely planning to attend the entire National Convention, the District President passes and the Districts having delegates specified in the Department Bylaws then draw lots until the total number of delegates has been chosen. Alternates shall be chosen in the same manner. However, in the event the alternate list is not complete, the Department President shall name alternates to fill the vacancies. A vacancy in the delegation shall be filled by the first alternate, and then the second alternate, etc. The District to which the Secretary belongs shall not be penalized in the election of delegates to National Convention.

Section 7.

(a) The outgoing Department President shall, at the Department Convention, be the first delegate to the National Convention, and shall serve as Chairman of the delegation, the incoming Department President, shall be the second delegate.

(b) Department shall pay from the General Fund airfare, ground transportation and up to seven (7) days lodging. Shared lodging will be based on each occupant's percentage of the room, payable to Department. The Chairman of the delegation shall handle the National States Dinner tickets.

(c) In the event that at National Convention there are vacancies in the duly elected delegation, the Chairman of the delegation, shall have power to name as delegates members of the Department of Washington, in good standing, who are in attendance at the National Convention.

Section 8.

(a) Any member desiring to be a candidate for a National Office should first receive the endorsement of her own Unit. This must be forwarded to the Department President for her information at least thirty (30) days prior to the Department Convention. The Department President must present this endorsement to the Department Executive Committee for their information and to the Convention for vote.

(b) Any member desiring to be a candidate for Western Division National Vice-President should first receive the endorsement of her own Unit. This must be forwarded to the Department President for her information at least thirty (30) days prior to the Department Convention. The Department President must present this endorsement to the Department Executive Committee for their information and place it on file at the Department Office. It must be brought to the Convention for a vote three (3) years prior to the eligibility of the Department of Washington for the office.

Section 9.

(a) There shall be one District President and one District Vice President for each Legion District in the State of Washington, and they shall be elected by the Units comprising the District at the time of the District Spring Conference, by a ballot vote, or roll call of the Units. Each Unit will cast one vote, by a duly elected and certified delegate or alternate.

(b) The nominee receiving the majority of all votes cast for the respective office shall be declared elected. When there is only one candidate for an office, the chair may declare that candidate elected, provided she has asked if there are any objections; upon hearing none, the candidate is declared elected that day.

(c) If a Unit delegate or alternate is not present at the District Spring Conference, any member of the Unit, in good standing, and holding the Unit's credentials, may cast the Unit's vote; the results to be announced by the District President and submitted in writing to the Department Secretary for ratification by the Annual Department Convention. The District President and District Vice President elect will take office immediately upon adjournment of the next Department Convention following their election. The District Vice President will be

authorized to represent the District President in all matters pertaining to her District whenever the District President is not available.

(d) The District Presidents and District Vice Presidents are to be elected for one year with the option of serving multiple times. In the event of a vacancy in the office of District President, the District Vice President shall become District President and shall assume the duties and authority of the office. If there is no District President or Vice President then such vacancy shall be filled by a successor from the District appointed by the Department President.

ARTICLE III
DUTIES OF OFFICERS

Section 1.

(a) It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled, and the Department Executive Committee; to appoint members of the constituted committees and appoint members thereon as she deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. She shall be ex-officio member of all committees, with voting privileges, and shall be notified of all committee meetings, and shall perform such other duties as are usually incident to the office.

(b) The President shall circularize the Executive Committee by mail and/or email, to affirm the ratification of appointments of members to constituted committees and creation of such other committees and appointments of members thereon, as she deems advisable, and appointment of all officers not otherwise provided for, for the approval of the Department Executive Committee between Executive Committee meetings. The Department President shall have the authority to call special committees, as she deems necessary, to the Executive Committee Meeting and / or the Department Convention.

(c) The Department President may appoint an Advisory Committee consisting of three (3) Past Department Presidents or Past National Officers only for her year to assist her as needed, to become effective immediately.

Section 2.

The First Vice President shall act in absence of the President or when called upon by the President. She shall accept the chairmanship of the Veterans Affairs and Rehabilitation Committee and shall make every attempt to visit each of the VAMC's during the fall of the year, or as soon as possible thereafter and perform such other duties as assigned by the President.

Section 3.

The Second Vice President shall act in the absence of the President and the First Vice President. She shall accept the chairmanship of the Children and Youth Committee and shall make every attempt to visit each of the facilities (as stated in the Standing

Rules) during her year and perform such other activities as assigned by the President.

Section 4.

(a) The Department Secretary shall be in charge of the office routine at Department Headquarters. The Department Secretary shall be authorized to hire, schedule and supervise part-time clerical help, with the approval of Department President within the guidelines of the established budget. She shall sign all checks except all employees of the Department of Washington's paychecks, which shall be signed by the Department President or the Chairman of the finance committee at all times.

(b) The Department Secretary shall submit to the Finance Committee at least twenty (20) days prior to Department Convention an estimated schedule of hours and wages for clerical help.

(c) The Department Secretary shall keep a record of all meetings of the Department Convention and of the Department Executive Committee and prepare the same for permanent record in a book kept for that purpose, and shall at each regular meeting, at the direction of the Department President read the minutes. She shall, under the direction of the Department President cause notice to be given of all Department meetings. She shall keep a record of all Units in the Department and shall obtain from them a complete record of the personnel of each Unit.

(d) The Department Secretary shall be budgeted and shall attend the annual **Leadership** Conference. The Department Secretary shall have the option to also attend a National event of learning experience with the recommendation and approval of the Department President.

(e) The Department Secretary shall receive all monies at the Department Office, giving funds to the Department Treasurer. The Finance Officer/Assistant shall be authorized to sign checks. In the absence of the Finance Officer/Assistant the Secretary, President and Finance Chairman shall be authorized as well. Therefore, five names are on file with the bank at all times and two signatures are required on all checks.

(f) The Department Secretary shall be responsible for all membership detail.

(g) Full time employees (40 hrs. per week) shall be entitled to (10) working days paid vacation each year during the first five (5) years, thereafter they shall have fifteen (15) days paid vacation per fiscal year.

(h) Full time employees (40hrs. per week) shall be entitled to ten (10) days sick leave per fiscal year.

Section 5.

(a) The Department Treasurer shall be responsible for depositing of all funds in such bank as determined by the Executive Committee. In the absense of the Department Secretary, the Treasurer shall recieve all monies and deposit same in such bank.

(b) The Treasurer shall be responsible for maintaining all financial records; the books shall be closed on July 31st of each year and presented first to the Finance Committee for review and/or audit, and then presented for review and/or audit by an approved accountant. The books shall be in readiness for auditing at all times.

Section 6.

The duties of the Department Historian shall be to keep a complete history of the American Legion Auxiliary from its inception as such. She shall make an annual report to the Department Convention.

Section 7.

(a) The duties of the Department Chaplain shall be to offer prayer at the opening of each days meeting of the Department Convention and all Executive Committee meetings and perform such other duties as the President may direct.

(b) The Department Chaplain shall conduct Department Memorial services. With receipts attached to vouchers, expenses shall be allowed from budgeted convention line item for flowers and reasonable Memorial table decorations. A designed program may be submitted in advance to Department Headquarters for printing.

Section 8.

(a) The duties of the National Executive Committeewoman shall be to serve as the National Executive Committeewoman and shall become The Department of Washington's representative on the national level. As the new N.E.C. she shall attend the Post National Executive Committee meeting and report at the Department's Mid-Winter Executive Committee meeting the happenings and awards received at the National Convention.

(b) She shall attend all National Executive Committee meetings and other events requested by the National Organization. She shall be a Delegate at Large to the National Convention at the close of her term of office beginning after the National Convention of the year of her election.

(c) When the National Executive Committeewoman travels to the National Executive Committee meeting in Washington D.C. she is also expected to attend the Awareness Assembly as the Department of Washington's representative and report back to the membership.

(d) She shall also become the Chairman of National Security as described in the Unit Handbook.

(e) With the Department President she shall be the Official Hostess to National Officers or other distinguished guests visiting in this Department.

ARTICLE IV
DUTIES OF THE EXECUTIVE COMMITTEE

Section 1.

It shall be the duty of the Executive Committee to pass upon all matters relating to the administration of the organization between Conventions; to review, pass upon, accept or reject all reports of the business or accounts of the Secretary and the Treasurer and it may at any time during its term of office call upon the Secretary and Treasurer for a report of accounts or business transactions by them in the execution of the office. If at any time the Executive Committee deems it necessary, in the best interests of the American Legion Auxiliary Department of Washington, for any cause, it shall have the full power to remove the Secretary and/or the Treasurer from office. The Executive Committee shall then act in accordance with Article V, Section 2, of the Department Constitution.

Section 2.

The Department Executive Committee shall meet within twenty-four (24) hours after the adjournment of the Department Convention and also during the following January or February in conjunction with The American Legion Midwinter Meeting. It shall also meet immediately preceding the holding of the succeeding Department Convention and upon call by the Department President, who shall issue such call when she deems the same necessary, or when required in writing to do so by five members of the Executive Committee.

Section 3.

Thirteen (13) members of the Executive Committee shall constitute a quorum of any business meeting, provided however, that all members of the Executive Committee have been previously notified.

Section 4.

Any matters relating to the business of the organization but not specified in these Bylaws, must be referred to the Department Executive Committee for determination or adjustment.

Section 5.

The Executive Committee shall have final approval of any and all expenditures.

ARTICLE V
DISTRICTS

Section 1.

(a) Each District shall be governed by the Department Bylaws as adopted by the Department Convention. Districts may adopt their own Standing Rules, which shall not conflict with the Department or National Constitution or Bylaws.

(b) There shall be held in each Legion District in the State of Washington as hereinafter provided, a District Auxiliary Conference at least once each year to be called by the District President of the District.

(c) Any District member in good standing can make motions and vote on any business pertaining to the District at District meetings and at Spring District Conferences. However, on election of District Officers, each Unit is entitled to only one vote, which shall be cast by the Unit's Certified Delegate or Alternate.

(d) Any member desiring to be a candidate for District President or District Vice President should be endorsed by her Unit at a regular Unit meeting, or at a special meeting called for that purpose; a quorum being present.

(e) Any District unable to elect a District President and/or a District Vice President at a Spring Conference but subsequently has endorsed candidates prior to the convening of the Pre-convention Department Executive Committee Meeting, that candidate, or candidates may be elected at that meeting.

(f) If candidates have not been secured by the Pre-Convention Executive Meeting, said District/Districts must caucus to select candidate/candidates and present that candidate/candidates who will be elected by the Department Executive Committee at a meeting prior to Installation of Officers.

(g) Each Candidate must be selected by one vote per Unit at the caucus.

Section 2.

(a) Each District President shall have general advisory power over the Units in the District which she represents.

(b) She shall promote the organization of additional Units within her District, and assist in increasing the membership of Units already established.

(c) She may install the officers in the various Units within her District as soon as possible following their election.

(d) She shall make at least one official visit to each Unit in her District early in the year to carry forward the programs of the American Legion Auxiliary Department of Washington.

(e) Each District President shall act as the official hostess to the Department President when she visits her District, dates for such visits to be determined by the Department President.

(f) In the unavoidable absence of the District President at a Department Executive Meeting, the District Vice President shall assume her position with full vote privileges and shall receive expenses as budgeted for that occasion.

(g)Any American Legion Auxiliary Department of Washington District project having to do with finances shall be approved by the Department President.

(h) The Districts be required to submit a verification of audits to their treasurer's books to Department by September 30th, annually.

ARTICLE VI
DEPARTMENT COMMITTEES
AND
DEPARTMENT CHAIRMAN

Section 1.

(a)There shall be the following standing committees:

Americanism
Children and Youth
Constitution and Bylaws
Education
Finance
Girls State
Membership
Poppy
Veterans Affairs and Rehabilitation

(b)The Chairman of these committees shall have their expenses paid as described in Standing Rules, Article II, Section 6, to the Department Convention and Executive Committee Meetings.

Section 2.

Department Chairman shall be appointed annually by the Department President for the following activities:

1) **Americanism**
2) **Audit Committee**
3) **Auxiliary Emergency Fund**
4) **Children and Youth – Lakeland Village Representative**
5) **Children and Youth – Madigan Santa's Castle Representative**
6) **Community Service**
7) **Constitution and Bylaws Revision (Dept)**
8) **Constitution and Bylaws Revision (Unit)**
9) **Education**
10) **Evergreen Girls State Director**
11) **Evergreen News Editor**
12) **Fisher House – Fort Lewis**
13) **Fisher House – Seattle**
14) **Fisher House - Vancouver**
15) **Junior Activities**
16) **Leadership**
17) **Legislative**
18) **Membership**
19) **National Security**
20) **Past President's Parley**
21) **Poppy Manufacturing and a Representative for each facility**

22) Poppy Program
23) Public Relations
24) Resolutions
25) USO Representative
26) Veterans Affairs and Rehabilitation Representative for each Hospital and Homes
27) Veterans Affairs and Rehabilitation Gift Shop Rep for each Hospital and Homes
28) Warrior Transitional Battalion
29) Ways and Means

ARTICLE VII
UNIT ORGANIZATION

Section 1.

Those who desire to form an Auxiliary Unit in this Department shall make application for a Charter to the President of the American Legion Auxiliary Department of Washington; provided, however, that the application must first be duly approved by the Post to which the Unit is to be attached. The Charter will be issued by the National President and the National Secretary, upon receipt of the application properly executed, with handwritten signatures on the original copy (white sheet) and approved by the Department President or by the Department Executive Committee. (Refer to Unit Handbook for further details).

Section 2.

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

Section 3.

The minimum Senior Membership of an Auxiliary Unit shall be ten (10).

Section 4.

(a) The Unit Officers shall be as follows:

President
First Vice President
Second Vice President
Secretary
Treasurer or Secretary/Treasurer
Historian
Chaplain
Sergeant at Arms

And/or such Officers as may be deemed necessary by the Unit. All officers shall be

elected annually by a majority vote of the members present at a meeting designated for that purpose. Unit Officers shall be installed immediately following their election or as soon thereafter as possible, and shall assume the office upon close of the Department Convention.

(b)It is recommended that newly elected Unit Officers shall refer to their parts as they appear in the Manual of Ceremonies and Unit Handbook.

(c)All books and records of the Unit Officers shall be turned over to the new Officers immediately upon close of the Department convention.

Section 5.

Each Unit shall adopt the Department Constitution and Bylaws of the American Legion Auxiliary and shall adopt the Unit Bylaws prepared on uniform outline authorized by Department. They may adopt local standing rules.

Section 6.

For violation by a member of the Auxiliary of any of the provisions of the Department, National or Unit Constitution and Bylaws, each Unit Executive Committee shall have authority, after hearing, to recommend to the Unit the expulsion or suspension of such member. Any member suspended shall have the right to appeal to the Department Executive Committee by giving the Committee notice within thirty (30) days of such determination.

NOTE:

(1) Due to the fact that expulsion of a member from a Unit automatically expels her from the Auxiliary, since it is only through a Unit that a woman can belong to the Auxiliary, such action should not be taken by any Unit unless the reasons are such as to justify expulsion from any Unit of the entire organization.

(2) Names of members, who are expelled, together with statements of facts substantiating the expulsion charges and copies of all proceedings, shall be reported to Department Headquarters, thence to National Headquarters, where a record shall be kept.

Section 7.

(a) Any member who, having surrendered her membership, desires to be reinstated, shall make application and join as a new member.

(b) No person may, at any time, be a member of more than one Unit.

(c) Any member in good standing in a Unit shall be entitled to transfer to another Unit.

(d) Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit

Officer and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.
(e) A Unit member may withdraw providing her current dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining another 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. (1) Upon the receipt of a transfer application, the Department Office shall provide the new Unit with a copy of the member's original application for membership, if available and upon request.

ARTICLE VIII
FINANCE

Section 1. UNIT

(a) All Department Funds contributed for any Department project must go through Department Headquarters and all checks are to be made payable to the American Legion Auxiliary Department of Washington.

(b) Units are given a deadline of no later than November 20th for contributing to Department Christmas Funds.

(c) All funds sent by Units for Department shall be forwarded to the Department Secretary.

(d) Units must conduct an Annual Audit and file the applicable federal tax form with verification to be submitted to Department Secretary no later than April 30th.

ARTICLE IX
DISCIPLINE

Section 1.
The Department Executive Committee shall review and consider complaints concerning its members or officers and Units of Auxiliary when complaints relate to the violation of the National and Department Constitution, Bylaws or Regulations.

Section 2.
For such violation by any Department Officer of the Auxiliary, the Department Executive Committee may, after hearing, suspend or expel the officer.

Section 3.
The Department Executive Committee, after notice and a hearing, may recommend to the National Executive Committee the suspension or revocation of the Charter of a Unit which violates this Constitution, or the National Constitution of the American Legion Auxiliary; or

which fails adequately to discipline any of its members for such violations, may provide for the government and administration of Units during such suspension or upon revocation.

Section 4.

Any Unit whose Charter has been revoked may appeal to the Department Convention for the purpose of obtaining a reconsideration of the revocation of its Charter, which petition shall be in writing and signed by at least fifty (50) percent of the members of the Unit.

Section 5.

When it becomes necessary for a Unit to voluntarily relinquish its charter, a written notice must be sent to each senior member in good standing, calling them to a meeting to consider the matter. Upon a majority vote of those present, a Charter may be relinquished to the Department. All materials bearing the Emblem of the American Legion Auxiliary Department of Washington are to be forwarded immediately to the Department Headquarters. All monies not expended to pay outstanding accounts, or allotted to accepted Department or Unit Programs, must be forwarded to the Department Secretary. The District President is assigned the duty of overseeing the delivery of materials and funds to the Department Office.

Section 6.

Any individual member or Department Officer or Unit desiring legal opinion from the National Judge Advocate of the American Legion must submit such request in writing to the National Secretary with a request for an opinion by the Judge Advocate. This request must go through the Department Secretary or Department President. (National mandate).

ARTICLE X
RULES OF PROCEDURE

Section 1.

There shall be a Parliamentarian appointed by the Department President. It shall be the duty of the Parliamentarian to attend all Department Executive Committee Meetings and the Convention of the Department. There shall be included in the budget necessary expenses for same.

ARTICLE XI
SUBSIDIARY ORGANIZATIONS

Section 1.

Realizing the object of subsidiary groups such as quartets, glee clubs, bands, drum and bugle corps and drill teams is to promote the aims and advance the interest of The American Legion and the American Legion Auxiliary Department of Washington, such groups shall not be organized without full consent of the Unit, District or the Department, of which such groups are to be a part.

Section 2.

All Senior Members of such subsidiary groups must at all times be members in good standing of the American Legion Auxiliary Department of Washington.

Section 3.

They may organize and maintain Junior Drill teams composed of Junior Members and/or non members so long as conduct and operation meet the established rules of the American Legion Auxiliary Department of Washington.

Section 4.

Such groups shall at no time take any action whatsoever contrary to the ethics of said Unit, District or Department.

Section 5.

There shall be no appeal, public or otherwise, for funds or plans established for raising funds unless the prior consent of the Unit, District or Department sponsoring such group or groups has been obtained.

Section 6.

Lists of members composing such group or groups must be registered annually at the Department Headquarters of the American Legion Auxiliary Department of Washington.

Section 7.

Additional rules as required in respective committees shall be formulated by the Units or Districts of which such group or groups are a part, provided they do not conflict with the National or Department Rulings.

ARTICLE XII
AMENDMENTS

Section 1.

(a) These Bylaws may be amended, altered or repealed at an annual Convention by two thirds Vote of the delegates present, provided the proposed amendment has been read at one meeting of the session prior to taking action.

(b) These Bylaws may also be amended at any regular meeting of the Department Convention by unanimous vote of the delegates present.

(c) Mandates from the National Organization shall be automatically made a part of these Bylaws.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

Section 1.

The American Legion Auxiliary Department of Washington shall be governed by the Department Constitution, Bylaws, and Standing Rules in all cases in which they are applicable and in which they are not inconsistent with the National Constitution, Bylaws, and Standing Rules and Special Rules and lastly by the current edition of Robert's Rules of Order Newly Revised.

DEPARTMENT STANDING RULES
of the
AMERICAN LEGION AUXILIARY
DEPARTMENT OF WASHINGTON

ARTICLE I
ANNUAL AREA WORKSHOP AND DISTRICT CONFERENCE

Section 1.

Annual Area Workshops should be scheduled as early in the fall as possible. With Districts taking turns hosting if room permits. Workshops shall include but not be limited to Membership, Children and Youth, Veterans Affairs & Rehabilitation and the Department President.

Section 2.

Spring Conferences, the speakers shall be:

District President
Unit Presidents or nominating speakers
Department President

Section 3.

In the event, at either Annual meeting, if a program has developed of great importance, needing publicizing, the Department President and District President may arrange for a speaker on the subject.

ARTICLE II
DEPARTMENT CONVENTION

Section 1.

A school of Instruction for District Presidents Elect shall be held sometime during the Annual Department Convention.

Section 2.

The nominating speeches shall be limited to two (2) minutes listing American Legion Auxiliary Department of Washington activities only and there be no reading of endorsements on the Convention floor. The nominating speech for the Office of Department President shall be exempt from above restrictions, and if we have endorsements for National Office that this speech be exempt from restrictions.

Section 3.

The American Legion Auxiliary Department of Washington continues to schedule a Friday morning meeting during the Convention and that the National Commander or his representative be invited to attend this meeting to address his remarks to the Auxiliary. However, The Department President may also rearrange the Friday morning schedule to accommodate invitations received from the Department of

Washington American Legion; which is deemed to be of great importance and beneficial to all members.

Section 4.

That there shall be one representative from one of the VAMC's and one representative from the Soldiers Homes speak at Convention on a rotating basis each year in alphabetical order and a courtesy invitation be extended to all other representatives. The representatives selected be in contact with the other hospitals or soldiers homes to inform us of any special needs the others might have.

Section 5.

The registration fee for Department Convention shall be set no higher than that which is being used at the National Convention for that year. If there are extenuating circumstances that would warrant a higher fee than National uses, a proposal for the higher fee and budget should be brought to the Mid-Winter Executive Committee by the Convention Corporation and be voted on by the Executive Committee.

Junior members will be exempt from any registration fee as they cannot be voting delegates to the Convention.

The American Legion Auxiliary Department of Washington Executive Committee, both voting and non-voting members, be exempt from any registration fees for the Department Convention.

Section 6.

All Department Executive Committee members, Finance Committee members, Parliamentarian, and Sgt At Arms shall receive up to fifty dollars ($50.00) per day for Department Convention for up to three (3) days and for all other Executive Committee meetings they shall receive up to fifty dollars ($50.00) per day for one (1) day (with itemized Expense Voucher).

Chairmen from the following committees; Americanism, Constitution and Bylaws, Education, Girl's State, Membership, Poppy and other chairmen called by the President to give a special report **at either Convention and/or Mid Winter Executive Committee meeting** shall receive up to fifty dollars ($50.00) per day for one (1) day (with itemized Expense Voucher).

The Department President shall submit a list to the Finance Committee prior to Convention and Executive Committee meetings of the Chairmen she is calling in to give a special reports and vouchers will be authorized. Travel reimbursement for the above committees and chairmen shall be as stated in the Standing Rules, Article III, Section 3.

1) When an Officer or Chairman has Convention or Executive Committee expenses paid by Department, but fails to attend meetings or Committee Meetings or other duties to which she has been assigned her allowed expenses will not be paid.

Section 7.

The District President Elect shall be allowed one up to fifty ($50.00) expenses for one (1) day (with itemized voucher) and up to twenty cents ($0.25) per mile for the Post Convention Executive Committee Meeting. If the outgoing and incoming District President are the same person and if the Post-Convention Executive Meeting is held on Saturday after Installation of Officers, the Incoming President shall not receive the additional one (1) day expense allowance.

ARTICLE III
DEPARTMENT FINANCE

Section 1.

The various Department budgeted funds shall be charged with the special mailing of bulletins, postage and telephone messages of their respective committees transpiring at Department Headquarters.

Section 2.

All funds sent by Units for Department sanctioned projects shall be forwarded to the Department Secretary.

Section 3.

The mileage rate for the American Legion Auxiliary Department of Washington shall be twenty-five cents ($0.25) per mile.

Section 4.

(d) Any member receiving money for expenses from the Department finances shall render an itemized account of expenditures to the Department Secretary. Any money left from the allowed amount shall be returned to the Department Secretary.

Section 5.

Checks from the Department Secretary must be cashed within ninety (90) days. Upon inability of the District President to function in that office, she must resign immediately and make expense funds available to her successor.

Section 6. MID WINTER AND CONVENTION

(a) Mid-Winter Registration Fee, there will be a Mid-Winter registration fee of Ten Dollars ($10.00) to help defray the cost. The American Legion Auxiliary Department of Washington Executive Committee, both voting and non-voting members, be exempt from any registration fees for the Mid-Winter Department Executive Committee Meeting.

(b) VA Medical Center Director, VA Representatives, Hospital Chairmen, and all other Department Chairmen, who do not otherwise receive per diem, and whose duties include functioning at Department Convention, shall receive Fifty Dollars ($50.00) toward Convention expenses, upon approval of the Department President. When an Officer or Chairman is allowed any expenses from the Department, but

fails to attend meetings or Committee Meetings or other duties to which she has been assigned, her allowed expense will not be paid.

(c) The expenses of any member of a special committee called to the Department Executive Meeting and/or Department Convention by the Department President shall first be recommended by the Finance Committee with final approval made by the Executive Committee.

Section 7. DUES AND BONDING

(a) The annual dues of members to be remitted to the Department shall be twenty four dollars ($24.00) for Senior Members; this is to include National dues, one yearly subscription to the national publication, "Auxiliary" magazine and to the department publication, “Evergreen News”.

(b) The annual dues of Juniors to be remitted to Department shall be four Dollars ($4.00) per Junior member, of which One Dollar and Twenty-Five cents ($1.25) will be forwarded to the National Organization.

(c) The annual National Dues as determined by the National Convention of each year shall be collected by Units and paid through Department Headquarters to the National Treasurer, whenever the same becomes due and payable.

(d) All dues shall be fixed by each local Unit.

(e) Each Unit shall be required to remit all Department and National Dues collected and unreported to Department by the end of each month.

(f) Annual dues shall be payable annually, or for life, following Convention for the succeeding calendar year. A member failing to pay such annual dues by January 31st, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution of that Unit requires a vote on applications for membership, and the payment of all past dues, or reestablishing eligibility and making application as a new member.

(g) Bonding - All Unit Officers will be covered up to Ten Thousand Dollars ($10,000.00) by a Blanket Position Bond, through National Headquarters. The fee for this coverage will be five dollars and thirty eight cents ($5.38) to be paid by the Unit, every three years.

Section 8. OFFICERS AND CHAIRMAN

(a) The American Legion Auxiliary Department of Washington President has the option of having issued ½ of funds budgeted on a pre paid credit card at the beginning of her term and the other ½ of funds budgeted on a pre-paid credit card at Mid Winter Conference or if needed sooner, after she presents receipts for the first half of disbursement. Receipts must be kept and presented to the bookkeeper

for a full accounting of all purchases. Any cards with funds still available are to be returned to the Department of Washington at the end of her term. At the end of her term, if the Department President does not turn in receipts, she will be responsible for payment of taxes by receipt of IRS Form 1099.

(b) The Department of Washington requires a voucher to be submitted by all Chairmen, Department Officers and District Presidents for any reimbursements.

(c)Expense vouchers for called-in Officers, Chairman and Committee Members must be presented to the Secretary within thirty (30) days after the expense is incurred.

(d) Whenever, in the conduct of the business of the Department, it becomes necessary for any officer or member designated by the Department President, to travel to any point, a proper order shall first be executed by the Department President, with the approval of the Finance Committee, showing the nature of such travel, the time at which the same shall be made, and authorizing the expense incident thereto.

(e) The Department Chairman shall give an annual itemized financial report to the Department Secretary of the expenses of their Committees during the year.

(f) The following programs will be funded annually in the budget in amounts no less than:

- Gift Shop - $250.00 each
- Veterans Affairs and Rehabilitation Ward Supplies - $1,600.00 distributed in accordance with Standing Rules, Article II, Section 6.
- Americanism - $500.00
- Children and Youth - $500.00
- Education - $800.00

(g) The money allotted monthly to each Veterans Administration Medical Center Representative for supplies is on the basis of patient load, is determined by the Department President, Department Secretary and the Veterans Affairs and Rehabilitation Chairman. The funds will be distributed monthly as mandated by the Department Budget.

(h) Each Medical Center Representative shall be reimbursed on the basis of an itemized statement, submitted periodically to the Department Secretary for their out of pocket expenses for Rehabilitation work, not to exceed twenty five dollars ($25.00) a month per representative.

(i) Contributions specified for a certain Medical Center shall be sent to that Medical Center by the Department Secretary. Funds non specified shall be pooled and distributed according to need. To avoid uneven distribution of funds, Medical Center Representatives and Chairman will draw on this pool of funds after conferring with the Department President, Department Secretary and the Veterans Affairs and Rehabilitation Chairman, as the need arises.

(j) Receipts and disbursements of the Girls State Committee shall be handled through the Department Office. The Director to have a revolving fund. A petty cash fund shall be set up for the period Girls State is in operation.

(k) The Girls State Director shall be required to submit to the Department Finance Committee at least five (5) days prior to the Mid Winter Executive Committee meeting, a financial report of the closing year and a tentative budget for the new year.

ARTICLE IV
DEPARTMENT HEADQUARTERS

Section 1.
The Department Headquarters shall be open from 8:00 am to 4:00 pm each weekday, closed on Saturday and Sunday,

Section 2.
Holiday schedules shall conform to those of the American Legion with the approval of the Department President.

Section 3.
The incoming Department President shall be allowed to use the Department facilities and assistance of the Auxiliary staff to prepare for her year.

Section 4. DEPARTMENT HEADQUARTERS UNIT

(a) A Department Headquarters Unit established to serve as a "holding" Unit for those direct mail solicitation members from National and those members who wish to maintain their American Legion Auxiliary membership, but are not currently identified with a Unit. Such members are not members at large and are not included in any District membership quotas.

(b) Such Department Headquarters Unit shall not be affiliated with any Department Headquarters Post.

(c) Dues for members of the Department Headquarters Unit shall be $50.00 per member, per year. This sum to be slightly above the average dues charged throughout the Department, so as not to encourage mass transfer of membership by "card carrying members" to take advantage of a bargain.

(d) Members should be encouraged to seek permanent membership in the Unit nearest to their residence as a means of lending their assistance when feasible.

(e) Eligibility to membership shall be the same as for any person applying to a Unit.

ARTICLE V
DEPARTMENT OFFICERS

Section 1. DEPARTMENT PRESIDENT

(a) Upon the death of a Past Department President, the Department President shall officially represent the Department at the funeral services. If unable to attend, she shall ask a Past Department President, living in close proximity to attend with travel expenses paid.

Section 2. DEPARTMENT SECRETARY

(a) The Department Chairman will provide annual report forms to the Department Secretary no later than December of each year. The Department Secretary will distribute them all Units no later than the first weekend of February.

Section 4. DEPARTMENT TREASURER

(a) Upon the completion of the monthly bank reconciliations, the Department Treasurer will send the following reports to the Department President and Finance Committee members; Balance Sheet, Operating Profit and Loss, Donation Profit and Loss, Girls State Profit and Loss, Monthly Transaction Report, Credit Card Log, Donations Spreadsheet, and Investment Accounts Log. Any additional documents may be reviewed by the Finance Committee members in person, at Department Headquarters by appointment.

Section 4. DEPARTMENT CHAPLAIN

(a) The Department Chaplain shall be responsible for coordinating the annual Chapel of the Four Chaplains Memorial Service held each year at the Mid Winter executive committee meeting.

ARTICLE VI
DEPARTMENT CHAIRMAN

Section 1. AUDIT COMMITTEE

(a) An Audit Committee of three (3) people shall be appointed by the President to conduct an annual audit. The committee shall be allowed to meet with up to $50.00 (fifty dollars) a day plus mileage, on presentation of completed voucher with attached receipts.

Section 2. BOWLING

(a) American Legion Auxiliary Department of Washington Bowling Tournament will be conducted under the rules of The American Legion Bowling Commission.

(b) The Department President may appoint a member to act as a liaison with The American Legion Bowling Commission. This member would be requested to record and report the names if Unit members who win bowling honors.

Section 3. CHILDREN AND YOUTH

(a) The Department Second Vice President shall be Chairman of the Children and Youth Committee. A member shall be appointed annually by the Department President for each of the Department approved facilities as stated in the Standing Rules.

(b) The Department Children and Youth Chairman shall have direct charge and supervision over all Children and Youth Activities of the Department and shall be charged with carrying out the mandates of each Department Convention.

(c)All disbursements shall be made through the regular channels of the Department.

Section 4. CONSTUTION AND BYLAWS

The Department Constitution and Bylaws Revision Chairman shall have expenses paid as described in Article II, Section 6, to the Department Convention and Department Executive Committee Meetings. If this Chairman is called to a special meeting by the Department President, per diem and mileage will be paid for attendance at that meeting in the amounts described in Article II, Section 6.

Section 5. EDUCATION

(a) The Department President shall annually appoint a chairman for Education whose duty will be to receive applications for National and Department Scholarships and ensure that all required criteria for each scholarship is submitted with the application. She will arrange for judging of same and notification of winners to the Units that sponsored them.

(b) Two (2) Department Gift Scholarships of $400.00 each shall be awarded annually by the Department. The applicant must be the child (to also include grandchild, great grandchild, step-child, step-grandchild, or step great-grandchild) of a deceased or incapacitated veteran, or child of a veteran definitely in need. One (1) shall be given to the Department Gift Scholarship winner and one (1) shall be given to the Department of Washington's National President's Scholarship entry winner.

(c) The Education Chairman shall receive and judge entries for the National President's Scholarship, forwarding the best one to the National or Divisional Chairman. A certificate of participation acknowledging his/her achievement as the Washington State representative shall be sent to the student.

(d) If applicable to a particular scholarship, a student may reapply and will be judged equally with all other applicants.

(e) As soon as selection has been made, the Education Chairman will send a letter to the Unit that submitted the application and include a copy of the "Form for Receiving Scholarship Funds", for the Unit to give to the student. The student is responsible for filling out and returning this form to the Department office once they have been accepted to the school of their choice. Scholarship funds will be sent to the school in the student's name.

(f) The Education Chairman shall receive and judge Education Reports submitted by Units and shall prepare an annual report for Department Convention.

Section 6. EVERGREEN NEWS

(a) The Evergreen News shall be combined with the Legion paper.

(b) The Department President shall annually appoint the Auxiliary Editor to be known as the Associate Editor. The Associate Editor will be in charge of the contents of the Evergreen News.

(c)The Evergreen News Committee appointed by the Department President each year shall consist of one (1) Auxiliary member and one (1) member of the Finance Committee, and the Associate editor who will serve as Chairman of the Committee. The Department President and the Department Secretary shall serve as ex-officio members of this committee.

Section 7. FINANCE

(a) The Finance Committee shall be called to Department Convention and Executive Committee Meetings with expenses paid as described in Standing Rules, Article II, Section 6. If Committee members are called to a special meeting by the Department President, per diem and mileage will be paid for attendance at the meeting in the amounts described in Article II, Section 6.

(b) The Finance Committee shall be composed of three (3) members who shall serve for a three (3) year term, on a rotating basis, one new member to be appointed by the Department President each year. The member occupying the senior position shall be the Chairman. The Department Secretary and the Treasurer shall serve as advisory member without vote, on call. The Finance Committee shall oversee the general financial policy of the Department organization subject to ratification of the Department Executive Committee.

(c)The Committee is in charge of preparation of the yearly budget for the fiscal year from August 1 through July 31, and shall supervise the expenditure of funds under the budget. The Committee is in charge of the preparation under the budget. A copy of the proposed budget and a budget comparison of the previous year shall be mailed **or emailed** to the current Executive Committee and Executive Committee candidates **and Past Department Presidents,** no later than two weeks prior to the yearly Post-Convention Executive Committee Meeting, and available to each unit's delegates at the time of registration for their review. The proposed budget shall be discussed with the general membership at a meeting held for that purpose at which time changes to proposed budget may be made; Such budget to be presented to the

Post Convention Executive Committee for adoption. Any necessary changes shall be ratified by the Department Executive Committee at Mid Year Department Executive Committee Meeting.

(d) No member may be appointed to serve for more than two (2) consecutive terms. Past Department Presidents may serve as advisor to the Committee without compensation.

(e) In the event of a death or resignation of any member of the Finance Committee, the Department President shall appoint a member to fill the unexpired term, subject to ratification by the Department Executive Committee.

(f) The Finance Committee shall meet at least twice yearly at the Department office to review vouchers and audit the Department books before they are reviewed and audited by an approved accountant. One meeting shall be scheduled before the Mid-Winter Executive Committee meeting and one before Department Convention. That this committee be allowed to meet with expenses (up to the amount budgeted) and mileage paid.

(g) The Department President shall appoint a Finance Officer and Assistant Finance Officer biennially. The Finance Officer and or the Assistant Finance Officer will review all expenditures and sign all checks as needed. The Finance Officer/Assistant shall be paid mileage up to $50.00 per month.

Section 8. GIFT SHOP

(a) For those Medical Centers and Domiciliaries participating in the Gift Shop program, there shall be a Gift Shop Chairman and Alternate who will serve on a rotating basis, one member to be appointed by the Department President each year. The member occupying the senior position shall be Chairman. No member shall serve more than two (2) consecutive terms, when feasible.

(b) Vacancies in these committees shall be filled by the Department President from the ranks of qualified volunteers, when feasible.

Section 9. GIRLS STATE

(a)The Girls State program shall be governed by a Girls State Committee composed of:

1. The Department President
2. A rotating committee of five (5) members selected from the membership at large, one (1) or more to be appointed by the Department President, for a term of three (3) years, plus a Director who is appointed by the Department President as stated in Article VI, Section 9, (c).

(b)The Director will oversee and coordinate the activities of the Girls State Committee. She must have served a minimum of one (1) year on the rotating committee. The five (5) rotating members may not be appointed for more than two (2) consecutive terms. There shall be no time limit to the length of office of the Girls State Director, subject to the appointment of the Department President.

(c)The Department President shall annually designate an individual from the membership at large as Director of Girls State for that year.

(d) Vacancies in the committee shall be filled by the Department President with the approval of the Department Executive Committee.

(e) All plans and procedures adopted by the Committee or set forth by the Girls State Director, which affect the policy of the American Legion Auxiliary Department of Washington, shall first be cleared through the Department President.

(f)The sponsoring Unit of the American Legion Auxiliary Department of Washington shall approve girls proposed as candidates by other contributing organizations.

(g) The funds for Girls State shall be obtained from the Girls State General Fund and/or by voluntary contributions from contributing organizations; and shall be received and disbursed by the Secretary of the American Legion Auxiliary Department of Washington, and shall be subject to the rules of accounting and auditing of that body.

(h) All disbursements shall be made by the Secretary of the American Legion Auxiliary Department of Washington, upon the approval of the Director. A revolving fund shall be allowed for expenditures by the Director. A Petty Cash Fund shall be set up for the period Girls State is in operation.

(i) After consultation with the Director, the details of insurance will be handled through the Department Headquarters.

(j) The Director shall have full administrative authority over the functional aspects of the program; administer the details of the program as prescribed by the Girls State Committee, submit a tentative budget five (5) days prior to Department Convention for the ensuing year, to the Department Finance Committee; prepare all working materials as will be required for the teaching and practice of the city, county, and state governmental functions, prepare a program and time schedule for Girls State, make arrangements for housing, feeding, medical care; provide recreational facilities; provide such equipment and materials as are required for identification, recognition, or awards for Girls State Citizens; select qualified personnel under the policies laid down by and with the approval of the Girls State Committee. The staff is to include all members of the rotating Girls State Committee.

Section 10. JUNIORS

(a) Junior Auxiliary members shall have a Conference, on a date and at a location to be determined by the Department of Washington Executive Committee and Junior Advisor, on any date or day of the week within 45 days prior to Department Convention. The Junior Auxiliary Conference shall be sponsored by Units within the Department of Washington American Legion Auxiliary and shall be held in the sponsoring Units home area. Units shall put in their request and discuss their proposed plans for the Conference with the Junior Advisor in time for it to be presented to the Department Executive Committee at the Department's Mid-Winter

Conference. The Junior Advisor shall work with the sponsoring Unit in planning for Conference location, housing, meals, and activities.

Section 11. POPPY MANUFACTURING

(a) For those Medical Centers, Domiciliaries and poppy workrooms participating in the Poppy Manufacturing program, there shall be a Poppy Manufacturing Chairman and Alternate at each Medical Center and Domiciliary who will serve on a rotating basis, one member to be appointed by the Department President each year. The member occupying the senior position shall be Chairman. No Member to serve more than two (2) consecutive terms, when feasible. Additional Committee members may be added with the approval of the Department President, as necessary, to supervise poppy workrooms in the designated area of the Poppy Manufacturing Chairman. A poppy workroom may be established at a Veteran's Center, American Legion Post or other approved location.

Section 12. VETERANS AFFAIRS AND REHABILLITATION

(a) All special Auxiliary projects for the Medical Centers must be cleared through the Department President and the Veterans Affairs and Rehabilitation Chairman, before publicizing either for District or Department.

(b) The American Legion Auxiliary Department of Washington Representatives in the various Medical Centers shall stress actual services to Veterans, rather than the distribution of items such as treats of candy and gum.

(c) The Department Veterans Affairs and Rehabilitation Chairman shall be the Department First Vice President.

(d) Vacancies in this committee shall be filled by the Department President, with the approval of the Department Executive Committee.

(e) Each of the five (5) Medical Centers and two (2) Domiciliaries shall have one (1) representative and, based on need, up to three (3) Deputies who shall serve on a rotating basis, one (1) new member to be appointed by the Department President each year. The member occupying the senior position shall be the representative. No member shall serve more than two (2) consecutive terms, when feasible.

ARTICLE VII
GENERAL RULES

Section 1.

Any major change in rules pertaining to any American Legion Auxiliary Department of Washington program must be published through a bulletin or Department newspaper immediately after the change is made.

Section 2.

Any Unit considering entering into a contract in the name of the American Legion Auxiliary Department of Washington must first have the approval of the Department President.

Section 3.

A Unit may endorse a candidate (but not publicize the endorsement) for a Department or District Office prior to March 15th. The Department Candidate's endorsements shall be forwarded immediately to the Evergreen News and will appear in the April issue and also be included in the April Packet.

Section 4.

The American Legion Officers should be invited to attend functions of the Auxiliary as paying guests.

Section 5.

Department Officers and District Presidents will wear the American Legion Auxiliary official ribbon sash at all official visits and meetings.

Section 6.

Each Unit in the Department has the right to establish their own emergency fund.

Section 7.

Units within the Department of Washington American Legion Auxiliary should assess themselves on an annual basis; and, if assessment shows need for revitalization, assistance shall be requested of the District President and/or District Membership Chairman. A Unit wishing to give up their charter should go through a revitalization process with the District President and/or Department Membership Chairman before submitting request to turn in charter.

ARTICLE VIII
NATIONAL PRESIDENT

Any District or Unit, desiring to entertain the National President and having the necessary facilities and accommodations, shall petition the Department President for her consideration, as soon as possible once confirmation of dates has been received by the National Organization.

ARTICLE IX
PROGRAMS

Section 1. GIRLS STATE

(a) This Committee shall be known as the Girls State Committee of the American Legion Auxiliary, Department of Washington, and subject to the jurisdiction of the body, after clearing with the Department President.

(b) The purpose of Girls State is to provide citizenship training for girls of the junior class of senior high schools; to afford them an opportunity to live together as self governing citizens; to inform them about the duties, privileges, rights and responsibilities which they must assume when they become adults.

(c) The Director may choose annually, from the rotating committee, the member who shall serve as Assistant Director for that year.

(d) An Educational Advisor may be employed annually, upon recommendation of the Director, approved by the Committee. This person should be an educator with comprehensive knowledge of government.

(e) It shall be the duty of the Girls State Committee to determine policies, procedures, finances, and general plans for the conduct of Girls State. This shall include rules governing eligibility, method of selection of candidates, sponsorship of candidate's awards, health and medical regulations, enrollment, etc.

(f) The members of this rotating committee shall serve as Counselors at Girls State, or in some other capacity for which they are particularly fitted.

(g) The Committee may authorize the attendance of the preceding year's Girls State Governor, Lt. Governor at Girls State and any other former Girls State Citizen who will be of value to the program, with certain duties allotted to them.

(h) The registration fee required for each delegate shall be determined by the Girls State Committee.

(i) Qualifications shall be clearly set forth in the annual mailing to schools and organizations regarding potential contributors.

(j) The time and place of holding Girls State shall be set by the Girls State Committee.

(k) Any change in these rules shall be screened by the Girls State Committee before action is taken by the Department Executive Committee.

(l) The name and address of the girl or girls selected for Girls State shall be submitted to the Department Headquarters by May 1st.

(m) Girls State will be incorporated.

Section 2. POPPY

(a) The price of the Poppy to the Unit shall be eighteen cents ($0.18) each including shipping charges.

(b) The price of the Poppy to entities outside of Washington State shall be twenty cents ($0.20) plus shipping mailing charges.

(c) Poppy kits may be purchased by Units at $20.00 over the cost from the Department Office which includes shipping cost. The Unit may make their own Poppies in accordance with Resolution #20 passed by the American Legion at the 2013 Convention, but will not be paid. All rules regarding the manufacturing and distribution of Poppies will apply. Any remaining amount from the sale of a kit will be put in a restricted account for Veterans Affairs and Rehabilitation.

(d) The Veterans making Poppies shall receive the sum of ten cents ($0.10) per poppy.

(e) All Child Welfare Funds derived from the Poppy funds are for benefit of Veterans Children only.

(f) The Department President shall have supervision of the Poppy Manufacturing Program.

(g) Poppy orders must be received with payment in Department Headquarters by November 1st.

(h) The Department of Washington is authorized, to distribute poppies for a period of two (2) weeks in conjunction with the observance of Veterans Day, and/or Memorial Day, and/or special community events. The two (2) week period can be split between any or all of these events.

ARTICLE X
UNIFORMS

Section 1.

Each Unit may choose their uniform from the following items: Hat No. 38200, as sold by National Emblem Sales, either a white one piece dress or white blouse and navy blue skirt or white or navy blue slacks topped, when desired, by a navy blue box jacket, and white or black shoes and white gloves. The Unit is to be responsible for controlling the members wearing uniforms to conform to rules listed here to insure maintenance of high standards of our organization.

Section 2. RULES REGARDING WEARING AUXILIARY UNIFORMS

(a) Members in good standing in their Units may wear Auxiliary uniforms.

(b) Owning and wearing Auxiliary uniforms shall be optional with each member in the Department of Washington.

(c)Uniforms may be worn only:

(1) Unit Meetings

(2) Poppy Days
(3) Memorial Day
(4) When participating in parades or carrying colors in public
(5) When representing the Unit in Post and community activities

(d) Uniforms may not be worn, except at the specified times stated above.

(e) The Unit is to be responsible for the conduct of members appearing in public while wearing the Auxiliary uniform.

(f) Misuse of the uniform or misconduct of the wearer shall be reported to the Unit and upon sufficient evidence of misuse, the emblems to be recalled by the Unit.

(g) Drinking while in uniform is considered gross misconduct.

(h) Auxiliary emblem is to be attached to the center front of the hat and left sleeve of blouse or jacket.

(i) Hats may be lettered with name and/or number of Unit on the left side, in gold, if desired.

(j) No more than five pins may be placed on the approved Auxiliary hat. These pins should be of the American Legion Family to include pins depicting awards received from the American Legion Family. Placement should be on the right side of the "Scotty" hat and in the back of the "Wave" hat.

ARTICLE XI
PARLIAMENTARY AUTHORITY

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