

**CONSTITUTION OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ILLINOIS**

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

**ARTICLE I
NAME**

Section 1. The name of this organization shall be the American Legion Auxiliary, Department of Illinois.

**ARTICLE II
NATURE**

Section 1. The American Legion Auxiliary is a civilian patriotic organization that supports the mission of the American Legion.

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

Section 3. The American Legion Auxiliary is a patriotic service organization dedicated to the purpose of supporting the mission of The American Legion in carrying out a great peacetime and wartime service to the United States of America including contributing to the rehabilitation of disabled war veterans and the welfare of their dependents; the encouragement of 100% Americanism; and promotion of an adequate national security.

ARTICLE III ELIGIBILITY

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.¹

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

- (a) Senior membership shall be comprised of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.
- (b) Junior membership shall be comprised of members 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 into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

Section 3. Active Membership – The only form of membership is active membership. There shall be no granting of special or honorary membership for any purpose.

Section 4. Dual Membership is not permitted. No person may be a member at any one time of more than one Unit.

¹ Membership in the American Legion Auxiliary shall be limited to the:

Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and

- (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
- (3) to those women who of their own right are eligible for membership in The American Legion.

ARTICLE IV OFFICERS AND REPRESENTATIVES ON THE NATIONAL EXECUTIVE COMMITTEE

Section 1. **Officers Named** - There shall be the following officers elected at the annual Department Convention: a President, a First Vice President, a Second Vice President, a Treasurer and a Historian.

An Executive Secretary, a Chaplain, a Sergeant-at-Arms and two Assistant Sergeants-at-Arms shall be appointed by the Department President subject to the approval of the Department Board of Directors.

Section 2. **Term and Eligibility** -

(a) All Department Officers shall assume the duties of their respective offices immediately following the Department Convention and shall serve until the close of the following Department Convention, when their successors shall take office.

(b) No elected officer except the Treasurer shall hold the same office for more than one year.

Section 3. **Representatives on National Executive Committee** - The offices of National Executive Committee person shall be elected at the annual Department Convention and serve a two-year term. If elected, a member may succeed themselves for a second two-year term. The outgoing Department President shall be appointed as Alternate National Executive Committee person. In the event of a vacancy in the office of National Executive Committee person, the Alternate National Executive Committee person shall become the National Executive Committee person and the Department President, the Alternate National Executive Committee person.

ARTICLE V BOARD OF DIRECTORS

Section 1. **Members of the Board of Directors** – The Department Board of Directors shall consist of the Department President, the National Executive Committee person, Alternate National Executive Committee person, the First Vice President, the Second Vice President, the Treasurer, the Historian, the Chaplain, the Sergeant-at-Arms, the Division Presidents or their Vice Presidents, and the District Presidents or their Vice Presidents.

Section 2. **Administrative Power** – Between Department Conventions, the administrative power shall be vested in the Department Board of Directors.

Section 3. **Vacancies** – With the exception of the position of National Executive Committee person, the office of Department President, the office of Division President, and the office of District President, the Board of Directors shall have the power to fill vacancies in its own number.

ARTICLE VI CONVENTIONS AND MEETINGS

Section 1. The governing body of the Department of Illinois shall be the annual

Department Convention. Action taken by a Department Convention shall be binding upon the officers and members and shall remain in force until and unless a succeeding Department Convention shall amend, repeal or rescind such action.

Section 2. **Time and Place** - If feasible, a Department Convention shall be held at the same time and place as that of The American Legion, or otherwise, as determined by the Department Board of Directors.

Section 3. **Voting Body** - The delegates to the Department Convention shall be as follows: Each Unit shall be entitled to one delegate and one alternate; and for every fifty members or major fraction thereof, one other delegate and alternate shall be allowed, provided the current dues as fixed by the Bylaws have been received by the Department Treasurer thirty days prior to the date of the annual Convention. Units organized within this thirty-day period shall be entitled to representation in the Convention. Other voting members shall be the Department Officers, the National Executive Committee person, the Past Department Presidents, the Division Presidents, the Division Presidents-elect, the District Presidents, the District Presidents-elect, the Presidents and Presidents elect of County Organizations, the two Department Assistant Sergeants-at-Arms, the Chairmen of Standing and Convention Committees, the Service to Veterans/Hospital Director, the Holiday Gifts Chairman, the Department Hospital Representatives and the Field Service Facility Directors.

Section 4. **Quorum** - A quorum of the Department Convention shall consist of a majority of the voting body present with delegates representing a majority of the Districts.

Section 5. **National Convention Representation** –

(a) Department delegates to the National Convention shall be nominated and elected by Department Convention. All nominations for Department delegates to the National Convention must come from the Convention floor and must be with the consent of the nominee. The number of delegates for the Department shall be determined on the basis of paid up membership of the Department and in compliance with instructions of the National Constitution.

(b) The outgoing and incoming Department Presidents will attend the National Convention as delegates and those serving as a National Chairman and Vice Chairman from Illinois shall also serve as delegates with the remaining number of delegates to be filled as follows: District representation will have preference based on highest percentage of membership as of June 15. In the event there are remaining delegate positions these will be filled by members in good standing running as a delegate-at-large.

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

Section 6. **National Convention Expenses** –

(a) The expense to the National Convention of the outgoing and incoming Department Presidents and the outgoing Department Secretary shall be paid by the Department, provided funds are available. The outgoing Department President shall be the Chairman

of the delegation.

(b) Registration expense for delegates-at-large to the National Convention shall be paid from Department funds.

ARTICLE VII AMENDMENTS

Section 1. The Articles of Incorporation, this Constitution of the American Legion Auxiliary, Department of Illinois, may be amended at any Department Convention by a two-thirds vote of the delegates present and voting, provided all suggested amendments have been sent to each Unit, in writing, at least sixty (60) days prior to such Convention.

Section 2. **Changes From National** - When the National Constitution and/or Bylaws are amended, such amendment(s) shall be made to the Department Constitution and/or Bylaws, for immediate implementation. The Department Constitution and Bylaws Committee shall make the appropriate changes and report said amendment(s) to the Board of Directors and the Units.

BYLAWS OF THE AMERICAN LEGION AUXILIARY *Department of Illinois*

ARTICLE I ORGANIZATION - CONSTITUENT DIVISIONS

The American Legion Auxiliary, Department of Illinois, shall include the following geographical constituent divisions:

UNITS - authorized and chartered in local communities by the National Organization and the Department of Illinois, with permission of the Post of The American Legion whose name is taken by the Unit.

DISTRICTS - geographical subdivisions of the Department of Illinois, the boundaries of which shall conform with the boundaries of Districts of The American Legion, Department of Illinois. The number of each District shall conform with the number of the respective District of The American Legion, Department of Illinois.

DIVISIONS - geographical subdivisions of the Department of Illinois, the boundaries and number of which shall conform with the boundaries and number of The American Legion, Department of Illinois.

ALL UNITS - in the Department shall be members of their respective Districts and Divisions and shall have voice and vote in the District, Division and Department as prescribed in the Bylaws and/or Rules of each.

The purpose of the geographical constituent divisions shall be to coordinate the activities within each respective area and to promote better understanding of the programs of the American Legion Auxiliary. Each Unit, District and Division may adopt Bylaws and/or Rules provided that such Bylaws and/or Rules do not conflict with the policies of The

American Legion and the required provisions of the Constitution and Bylaws of the National Organization and the Department of Illinois, American Legion Auxiliary.

ARTICLE II

NOMINATIONS AND ELECTIONS

Section 1. **Nominations** - On the first day of the Department Convention nominations shall be made from the floor for:

- (a) All elective Department Officers as follows: President, First Vice President, Second Vice President, Treasurer and Historian;
- (b) National Executive Committee person in odd-numbered years.
- (c) The delegates and alternates to the National Convention.

Section 2. **Elections** - Voting shall take place between the hours designated by the Department President and the Department Executive Secretary. When there is more than one candidate for an office, voting shall be by ballot. A plurality vote shall elect. If there is more than one candidate for an office, names shall be placed on the ballot in alphabetical order.

Section 3. **Elections Committee** – Previous to the Convention, the Department President shall appoint an Elections Committee consisting of a judge from each District and the necessary number of additional judges. The Elections Committee shall decide its own rules of management of the election however; all candidates shall be given the opportunity to inspect the arrangements of the ballot prior to election.

Section 4. **Proxy Voting** - There shall be no voting by proxy.

Section 5. The Department shall present a nominee for Central Division National Vice President every nine years. In the event there is more than one seeking the office of Central Division National Vice President, an election shall be held at the Department Convention in the prior year to determine the Department's nominee, such nominee to be determined by plurality vote.

ARTICLE III DUTIES OF OFFICERS

Section 1. The Department President shall:

- (a) be the Chief Executive Officer of the Department;
- (b) preside at all meetings of the Department Convention and the Board of Directors;
- (c) appoint chairmen and members of all Department Standing Committees and Special Committees;
- (d) in order to maintain stability in the ALA organization, the selection of the Executive Secretary shall be transferred from the incoming Department President to a committee of five:
 - The Incoming Department President
 - One of the current Department Officers*
 - One Past Department President*
 - Two additional members in good standing*

This committee shall solicit and review applications and interview prospective candidates for the Executive Secretary vacancy. Upon completion of the interview process, the committee shall recommend one candidate for the office of Executive Secretary to the Board of Directors for ratification. If the Board of Directors rejects the recommended candidate, the committee will be required to begin the process again and present another candidate for ratification. The Department President (should the vacancy occur mid-year) or the Incoming Department President shall follow this procedure whenever a vacancy occurs in the office of the Executive Secretary.

Further, in the event the Department President or Incoming Department President desires the replacement of the Executive Secretary, a petition for removal must be submitted to the Board of Directors for their concurrence. A majority of voting members of the Board of Directors must approve the removal.

* The other four committee members must apply in writing to the Incoming Department President, detailing their desire and qualifications to serve on this committee. No one who would be a potential applicant for the position of Executive Secretary may serve on the committee.

(e) appoint a Chaplain, a Sergeant-at-Arms, two Assistant Sergeants-at-Arms, a Parliamentary Advisor and such other officials as may be deemed advisable;

(f) be a member ex-officio of all committees.

Section 2. The Vice Presidents shall:

(a) in the order named when called upon assist the President, and in her/his temporary absence perform the duties of the President;

(b) in the event of a vacancy in the office of President the First Vice President shall become President for the unexpired term; the vacancy thus created shall be filled by the Board Directors for the unexpired term.

Section 3. The Treasurer shall:

(a) be custodian of the funds of the organization; disburse funds upon written authorization of the Department President and Department Finance Chairman;

(b) give a written report of receipts, disbursements, and fund balances at each meeting of the Board of Directors with the exception of the Post-Convention Board meeting;

(c) make an annual report to the Department Convention with a copy to each delegate;

(d) with the Department President and Department Finance Chairman, determine where the Department funds shall be deposited.

Section 4. The Historian shall:

- (a) compile the annual history of the Department;
- (b) prepare a written account of the activities and achievements of the Department which shall be retained in a permanent file by the Department.

Section 5. The Executive Secretary shall:

- (a) be the Executive Director of the Department Headquarters;
- (b) transmit reports and bulletins of all Department Committees;
- (c) send out all literature and calls of meetings;
- (d) edit all publications in cooperation with the Department President;
- (e) keep all records of the Department organization;
- (f) serve as Convention Coordinator.

Section 6. The Chaplain shall:

- (a) conduct all devotional services and ceremonies at the direction of the Department President.
- (b) compile the list of deceased members to be printed in the Annual Book of Reports.

Section 7. The Sergeant-at-Arms and two Assistant Sergeants-at-Arms shall:

- (a) keep order at the Department Convention and those Department meetings as directed by the President;
- (b) be responsible for the advancement and retirement of the colors and their proper care;
- (c) be responsible for courtesies to guests and discharge such duties as may be assigned to them by the Department President.

Section 8. **National Executive Committee person** – Duties and Courtesies

- (a) be the liaison between National and Department and attend all meetings authorized by National;
- (b) report at the first opportunity to the Department Executive Board following all National Executive Committee meetings called by National;
- (c) be included in any delegation appointed to officially entertain all National representatives who visit the Department;
- (d) be accorded the courtesies normally extended to distinguished officials.

ARTICLE IV BOARD OF DIRECTORS

Section 1. **Duties** – The Board of Directors shall:

- (a) have general supervision and control over all affairs and property belonging to the Department and shall supervise the administration of the Department according to the Bylaws;
- (b) have power and authority in case of an emergency to call a special Department Convention, provided the necessary thirty (30) day notice thereof shall be given to all Units and the reason stated for calling such Convention. The place of meeting shall be designated by the Board of Directors;
- (c) direct administration of all special funds;
- (d) have authority to revoke, cancel or suspend Unit charters;
- (e) have authority to order the suspension of a charter for a period not to extend beyond

the closing of the next succeeding Department Convention, as a disciplinary measure or pending action relative to final revocation;

(f) have power to remove any Division President or District President who fails to perform the duties of her office. The Vice President shall, upon removal or resignation of the Division President or District President, then becomes the Division President or District President;

(g) receive reports from Committees and Commissions;

(h) determine means of financing the Department in addition to membership dues;

(i) adopt an annual budget.

Section 2. **Meetings of the Board of Directors**

(a) The Officers, Division Presidents and District Presidents elected by the Department Convention shall meet at the place of the Department Convention within twenty-four (24) hours after the adjournment thereof, for the purpose of approving appointments made by the Department President and perfecting the organization of the Board of Directors;

(b) The Board of Directors shall meet, upon reasonable notice thereof, at any time thereafter at the call of the Department President and shall meet within twenty-four (24) hours preceding the Department Convention. The Department President shall call a special meeting, upon the written request of not less than five (5) members, and each member of the Board shall be notified of the meeting one week prior to the date of the meeting;

(c) The Vice President of each District and the First Vice President of each Division shall be invited to attend at least two Department Board of Directors meetings, without voice or vote, and no expense allowed by the Department.

Section 3. **Quorum** - A majority of the Department Board of Directors shall constitute a quorum.

ARTICLE V COMMITTEES AND THEIR DUTIES

Section 1. The Department President shall name such committee Chairmen as the Department President shall deem advisable, subject to the ratification of the Department Executive Board. There shall be the following Department Standing Committees: Americanism, Auxiliary Emergency Fund, History, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Gold Star, American Legion Auxiliary Illini Girls State Administrative Committee, American Legion Auxiliary Illini Girls State Education Committee, Junior Activities, Leadership, Legislative, Membership, National Security, Past Presidents Parley, Poppy, Public Relations and Veterans Affairs and Rehabilitation.

Section 2. **Structure and Appointments** - The Standing Committees and Commission shall be grouped as follows:

(a) Patriotic Education - Americanism, American Legion Auxiliary Girls State Administrative, American Legion Auxiliary Girls State Education, Junior Activities, Legislative and National Security;

(b) Service - Auxiliary Emergency Fund, Children and Youth, Community Service,

Education, Gold Star, Past Presidents Parley, Poppy and Veterans Affairs and Rehabilitation;

(c) Administrative - History, Constitution and Bylaws, Finance, Leadership, Membership and Public Relations.

Section 3. **Duties of Committees -**

(a) The Americanism Committee shall outline educational and instructive programs in the highest ideals of Americanism.

(b) The Auxiliary Emergency Fund Committee shall be responsible for encouraging support of the National fund which is available for grants to American Legion Auxiliary members who qualify for assistance in time of emergency until other financial assistance may be secured.

(c) The History Chairman shall administer the collection of reminiscent items indicative of the history in the Department of Illinois.

(d) The Children and Youth Committee shall outline a program that is educational and promotes direct material relief following investigation to determine need.

(e) The Community Service Committee shall outline and suggest programs of beneficial community activities for the Units throughout the Department.

(f) The Constitution and Bylaws Committee shall consider proposed amendments submitted on or before the date set in the call for such proposed amendments; initiate amendments; and prepare all proposed amendments to be published with the Call to the Department Convention in the official publication. The Committee shall be responsible for updating the Department Constitution and Bylaws books every three years.

(g) The Education Committee shall ascertain and furnish the Units information relating to special benefits available to veterans and their children. This committee shall be composed of five (5) members, including the Department President and Department First Vice President. One member shall be ratified to fill a three (3) year term by the Board of Directors at the first regular Board Meeting of the year, the other two (2) members, previously appointed, to serve in the next lower tenure brackets. The Chairman shall be named by the Department President. The Department Secretary shall be ex-officio Secretary, the Department Treasurer shall be ex-officio Treasurer, and the Department Bookkeeper shall be ex-officio Bookkeeper, and full and complete records shall be kept by them, said funds to be kept separate from all other monies.

(h) The Finance Committee shall prepare a budget for the fiscal year of August 1st through July 31st and present it to the Department Board of Directors for approval and shall meet at least once annually to review the Department's financial status. This Committee shall be composed of five (5) members, one from each of the Divisions. The Chairman shall be named by the Department President. The Department President, Department Treasurer and Department Secretary shall make available the Department records and be in attendance for consultation. The Department Finance Chairman shall approve all bills for Department expenditures which have been presented to the Department Secretary and approved by the Department President. All rejected bills shall be referred to the Board of Directors for final action. No one who is already a member of the Board of Directors may be appointed a member of the Finance Committee. One member of the previous year's Finance Committee shall be retained on the Committee each year.

(i) The American Legion Auxiliary Girls State Administrative Committee shall serve as

members of the American Legion Auxiliary Illini Girls State Committee as detailed in Article VI, Section 1 (a) and shall be responsible for the administrative portion of the Department's yearly government and citizenship instructive seminar. This Committee shall be composed of five members with the Chairman serving as American Legion Auxiliary Girls State Director.

(j) The American Legion Auxiliary Girls State Education Committee shall serve as members of the American Legion Auxiliary Illini Girls State Committee as detailed in Article VI, Section 1 (a) and shall be responsible for the educational portion of the Department's yearly government and citizenship instructive seminar. This Committee shall be composed of five members with the Chairman serving as the American Legion Auxiliary Girls State Dean of Education.

(k) The Gold Star Committee shall especially honor the distinguished Gold Star members and encourage similar activities within the Units.

(l) The Junior Activities Committee shall promote a Junior program in the Units; encourage the membership of Juniors in all Units; arrange an annual Department Junior Conference.

(m) The Leadership Committee shall be responsible for organizing training sessions to develop leadership ability among members of the organization.

(n) The Legislative Committee shall inform the Units of the Legislative program of The American Legion and encourage participation in direct contact campaigns making the views of The American Legion known to Congressmen.

(o) The Membership Committee shall stimulate membership and encourage organization of new Units.

(p) The National Security Committee shall carry on an educational program for adequate national security in cooperation with the program of The American Legion.

(q) The Past Presidents Parley Committee shall direct the activities of the Department and Unit Past Presidents in furthering their active service for the American Legion Auxiliary; and devote particular attention to the care of hospitalized women veterans and promote Nurses Scholarships.

(r) The Poppy Committee shall promote the distribution of veteran-made poppies throughout the Department. The committee shall be composed of five (5) members, one (1) representing each Division, together with the Chairman, who shall be appointed by the Department President.

(s) The Public Relations Committee shall be responsible for all news media coverage sponsored by the Department and inform the public of the aims and purposes of the American Legion Auxiliary.

(t) The Veterans Affairs and Rehabilitation Committee shall provide a program of relief and comfort for ex-servicemen and women in hospitals, nursing homes, foster homes, domiciliaries and in their own homes, when a need exists. VA Medical Center volunteers shall take a hospital orientation given by their respective medical center. The Department President shall appoint a Veterans Affairs and Rehabilitation Committee composed of three (3) members, including the Department Veterans Affairs and Rehabilitation Chairman, Holiday Gifts Chairman and a Service to Veterans/Hospital Director, all for a one-year term.

Section 4. The Department President shall appoint a member to fulfill the unexpired term caused by resignation or demise of any member of all Department Committees. Duties of

Committees not specifically outlined in these Bylaws shall be governed by the Unit Guidebook of the American Legion Auxiliary and by assignments given them by the Department President.

ARTICLE VI

American Legion Auxiliary ILLINI GIRLS STATE COMMITTEE

Section 1. American Legion Auxiliary Illini Girls State - There shall be an American Legion Auxiliary Illini Girls State Committee to manage American Legion Auxiliary Illini Girls State, which shall have a maximum of fourteen (14) voting members.

(a) The American Legion Auxiliary Girls State Committee shall be composed of the members of the American Legion Auxiliary Girls State Administrative Committee and the American Legion Auxiliary Girls State Education Committee along with the Department President, Department First Vice President, Department Second Vice President and Department National Executive Committee person. There shall be at least one representative from each Division among the Committee members and each Committee member shall have at least one (1) year of previous experience in the American Legion Auxiliary Girls State Program. The Department Executive Secretary and the Department Treasurer shall attend Committee meetings without vote. In the event a Committee member holds two of the positions listed above, the Department President shall appoint an additional member in order to ensure fourteen (14) voting members.

(b) The Department President shall appoint the Director, Assistant Director and three (3) other members of the Administrative Committee for a one (1) year term. Each year two (2) members shall be retained. A member may succeed herself if appointed by the Department President. The Chairman of the Administrative Committee shall be the Director of American Legion Auxiliary Illini Girls State.

(c) The Department President shall appoint the Dean of Education, Assistant Dean of Education, and three (3) other members of the Education Committee for a one (1) year term. Each year two (2) members shall be retained. A member may succeed herself if appointed by the Department President. The Chairman of the Education Committee shall be Dean of Education of American Legion Auxiliary Illini Girls State.

(d) The American Legion Auxiliary Illini Girls State Committee will elect a secretary and any other necessary officer. The American Legion Auxiliary Girls State Committee shall select its staff members.

(e) It shall be the duty of the American Legion Auxiliary Illini Girls State Committee to encourage Units to enroll eligible young women from local high schools to attend the annual session. The American Legion Auxiliary Girls State Committee shall make all plans for an instructive seminar in government and citizenship.

(f) The Director of American Legion Auxiliary Illini Girls State shall report annually to the American Legion Auxiliary, Department of Illinois on the operation of the American Legion Auxiliary Girls State program.

Section 2. The finances of American Legion Auxiliary Illini Girls State shall be managed in the same manner as other Department Funds and a financial report shall be included in the Annual Audit Report of the Department.

ARTICLE VII FINANCE

Section 1. The revenue of the American Legion Auxiliary shall be derived from the annual membership dues of Senior and Junior members, and from such other sources as may be approved by the Department Executive Board or Department Finance Committee. The Annual membership dues are as set forth in the Department Standing rules and may only be changed when notice is sent to all Units and it requires a 2/3 vote at Department Convention.

Section 2. When National per capita dues are increased, Department and Units shall automatically include this increase in the funds transmitted to Department and National Headquarters for the ensuing year or such subsequent year as may be adopted by the National Convention.

Section 3. Units in Arrears for per capita dues shall be kept on the Department records one entire fiscal year, after which the charter may be revoked by the Department Board of Directors.

Section 4. Reinstatement of a Unit in the Department may be accomplished by the Unit's paying per capita dues on ten members for the years in which they were delinquent.

Section 5. **Compensation** - No officer, Division President, or District President, except the Department Executive Secretary shall receive any compensation for her services, but the expenses necessary for performance of official duties shall be paid out of Department funds.

Section 6. **Annual Audit** - The Department accounts shall be audited annually by a Certified Public Accountant.

Section 7. **Salaries** - The salaries of the Department Executive Secretary and office employees shall be determined by the Department Finance Committee and approved by the Department Board of Directors.

Section 8. **Fiscal Year** - The fiscal year shall be from August 1st through July 31st.

Section 9. **Bonding** - All persons handling funds of the Department organization shall be bonded by the National organization.

ARTICLE VIII DISCIPLINE

Section 1. **Revocation of Unit Charters** - The Department Board of Directors may revoke, cancel or suspend Unit charters.

Section 2. **Unit Failure to Comply** - Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or by rulings of Convention or Board of Directors or ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit shall surrender its charter. Upon failure to surrender such charter, immediate steps may be taken by the Department Board of Directors for the revocation of the same.

Section 3. **Appeal** - American Legion Auxiliary Units whose charters have been revoked may appeal from the decision of the Department Board of Directors to the National Executive Committee.

Section 4. **Suspension of Charter** - The Department Board of Directors may order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department Convention as a disciplinary measure or pending action relative to final revocation.

Section 5. **Charter Cancellation** - A cancellation of a Unit charter shall be in order where two or more Units merge, where a Unit ceases to function or under such other condition as might make such action necessary within a Department. In the event a Unit charter is canceled without the consent of such Unit, it shall have the right to appeal to the National Executive Committee.

Section 6. **Unit Records** – When a Unit ceases to function or its charter has been revoked or canceled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the National Constitution, Bylaws, and Standing and Special Rules.

ARTICLE X AMENDMENTS

These Bylaws may be amended at any Department Convention or at a special meeting called for that purpose by a two-thirds vote of the delegates present and voting; provided all suggested amendments have been sent to each Unit and District in writing at least sixty (60) days prior to such Convention.

ARTICLE XI AUTHORITY

The authority under which all Departments, Divisions, Districts, Counties and Units of the American Legion Auxiliary shall function is vested in 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. Any provision of any Department, Division, District, County or Unit Constitution and Bylaws or any regulation of Any Department, Division, District, County, or Unit in conflict with the foregoing authority shall be void.

DEPARTMENT STANDING RULES

Standing Rules may be adopted or amended by the Board of Directors by a two-thirds vote of those present and voting; if previous notice has been given, they may be adopted or amended by a majority vote. In an emergency they may be adopted or amended by a mail vote by two thirds of the Board of Directors provided such revisions or additions have been sent to each Board Member.

1. No mailing lists from Department Headquarters shall be furnished for any purpose without the consent of the Department President and Finance Chairman.
2. There shall be no appeal, public or otherwise, for funds or plans established for raising of funds, unless the prior consent of the Unit, County or District sponsoring such group, or groups, has been obtained. The Unit, County or District sponsoring such activities, shall apportion the earnings realized from these appeals.
3. Expenses to the National Convention shall be paid only upon attendance at all Convention sessions. Delegates-at-large to the National Convention are expected to attend all Convention sessions.
4. At least one of the judges of the Poppy Poster contest shall be an artist.
5. Subsidiary Groups - The object of such subsidiary groups such as quartets, glee clubs, bands, drum and bugle corps and drill teams is to promote the aims and advance the interests of The American Legion and American Legion Auxiliary.
 - (a) Subsidiary groups must obtain consent of the Unit, County or District of which such groups desire to be a part.
 - (b) Members of these groups must have been members of the American Legion Auxiliary for one (1) year or more before joining the subsidiary group, and must at all times be members in good standing of the American Legion Auxiliary.
 - (c) At no time shall such groups take action contrary to the ethics of said Unit, County, District or Department.
 - (d) These groups shall have instructors and employees who are in accord with the aims and purposes of the American Legion Auxiliary, and willing to abide by the Bylaws of the American Legion Auxiliary.
6. Committees shall meet at the call of the Department President prior to the Fall meeting of the Department Board of Directors for the purpose of making recommendations for their respective committees activities for the ensuing year and to prepare the committees' budgetary requirements to be submitted to the Finance Committee by the date set by the Department Finance Chairman.

7. Each Committee shall maintain a procedure book to be updated and turned in to the Department office prior to the close of the Department Convention. No expense checks for the Convention will be issued to any Chairman until the procedure book has been turned in. The procedure book shall include:

- (a) duties of the committee as outlined by National and Department Bylaws and Codes of The American Legion and American Legion Auxiliary;
- (b) minutes and programs of the committee;
- (c) materials used and programs implemented;
- (d) copy of the committees' report of actual expenses.
- (e) chairmen shall retain the previous two (2) years procedure books for reference.

8. At the Department Board of Directors meetings each member shall be provided with a folder containing the following: Agenda, Committees' recommendations, Treasurer's reports, a copy of budget showing current balances, minutes of previous Board meeting and such other materials as are pertinent to the meeting. The Pre- Convention and Post- Convention minutes shall be included in the folders at the Fall Board meeting.

9. With the exception of the Department President, all expenses involved shall be borne by the hostess group when inviting a Department Officer or member of a Department Committee to a Unit, County, District or Division meeting.

10. The expenses of the following Commission and Committees in connection with attendance at their individual meetings; Department Board of Directors meetings, Department Patriotic Conference and Department Convention shall be charged to the income of their respective Commission or Committees: Americanism, Children and Youth, Education, American Legion Auxiliary Illini Girls State, National Security, Past Presidents Parley, and Veterans Affairs and Rehabilitation.

11. All awards and plaques, both Department and personal, shall be presented during Department Convention sessions, if the recipient is present, with the exception of Junior awards, which shall be presented at the Department Junior Conference. If the recipient is not present, the award(s) will be picked up at the Trophies and Awards table by the appropriate District President. The District President will be responsible for presenting the award(s) at the next District function. Department chairman's personal awards not to exceed \$10.00 (Ten).

12. Courtesy in the Event of Death - In the event of the death of a Department Officer, Department Chairman, a Division or District President, or a Past Department President, the Department President shall designate a Department representative to attend funeral or memorial service, if possible, and a memorial contribution shall be made at Department expense to appropriate fund or foundation. In the event of the death of a Past Department President or her spouse, residing in Illinois, all Past Department Presidents residing within the State of Illinois and present Department Officers shall be notified immediately by phone or electronic means by the Department Secretary. Letters will be sent if the deceased is residing in another state.

13. Endorsements -

(a) No endorsement letters shall be sent out for candidates for Department offices from Department Headquarters.

(b) Endorsement of candidates for National office shall be made at the Department Convention with notice of request for such endorsement being sent to all Units with the Call to the Convention. Request for Department endorsement for National office shall be presented from the floor of the Convention following the nomination of candidates for Department offices and delegates to the National Convention. The names of those requesting endorsement shall be placed on the ballot. A majority affirmative vote of the delegates present, and voting shall constitute endorsement by the Department Convention for one year.

14. Status of Past Presidents -

(a) Any member having been elected to the office of President shall be entitled to the honors of a Past President, provided she is a member in good standing of the same Unit or one to which the member has transferred in regular form.

(b) Any member having been elected to the office of President, who has relinquished her/his membership in the Auxiliary for any period of time, may, upon payment of dues for that period of time, as prescribed by the Unit, again is entitled to the honors of a Past President.

(c) Any Past President who transfers from one Unit to another shall be recognized as a Past President by the Unit to which she/he transfers, provided her/his membership in the Auxiliary has not lapsed for any period of time and the member is in good standing in the Unit.

(d) Any member having been elected to the office of Unit President shall be recognized as a Past President at the following Convention.

15. All Unit members who handle funds shall be bonded for a fee of \$5.50 per year. Bonding fees shall be paid in three-year increments. Units shall remit \$16.50 every three years beginning with the 2009-2010 year, to the District Treasurer for forwarding to Department Treasurer.

16. Candidates for Department Office

(a) When there is more than one candidate for any Department Office, those candidates shall be permitted to speak at each of the five (5) Division Caucuses and/or speak on the Convention floor, at the discretion of the Department President.

(b) No candidate for Department Office shall be permitted to give favors and/or mementos to the delegates prior to the election.

(c) Only the winning candidate for the office of Department President shall be permitted to entertain, following the close of the Convention, at a time and place approved by the out-going Department President.

17. All Past Department Presidents in good standing in their local Unit may attend all Department Board of Directors meetings without vote and no expense allowed by the Department.

18. The Department President shall authorize the First Vice President to make the necessary appointments and plans for the ensuing administration.

19. A School of Instruction for Division and District Presidents shall be conducted by the Department President and Department Executive Secretary in conjunction with the Fall Department Board of Directors meeting.

20. Caravan Workshops shall be conducted under the leadership of the Department President and/or her/his appointed representatives as early as possible in the fall of each administrative year. The Workshops will provide the most accurate information and reliable answers to questions which may arise and information on the programs of work and projects for the ensuing Auxiliary year to as many Auxiliary members of the Department of Illinois as possible. Districts are encouraged to plan combined Workshops with a minimum of one per Division. Each District(s) shall invite the Department President to attend at least one District meeting during the year.

21. All travel to out-of-state functions shall be by the most economical transportation (air versus auto).

22. The Department First and Second vice presidents shall be invited to all finance meetings at their own expense.

23. The Department First and Second vice Presidents shall be invited to all education meetings with expenses.

24. The luncheon ticket for the Department Member of the Year at National shall be provided by the Department.

25. All Units will have a current copy of their Constitution, Bylaws and Standing Rules on file in the Department Office.

26. All Units will follow the format adopted by the Department in writing their Constitution and Bylaws.

27. All Agreements, Contracts or Legal Documents entered into in the name of or on behalf of the American Legion Auxiliary, Department of Illinois, must be reviewed by and agreed to by all the Department Corporate Officers (President, Secretary & Treasurer). All of these documents must also be executed by one of the Corporate Officers.

28. All Department Awards will be judged solely on the Annual Report Forms.

29. When the Department Office is contacted for information on closure of a Unit, they will contact the District President of that Unit and also the Department President and Department Membership Chairman giving them the name of the person that called and a phone number. (August 10, 2013)

30. The incoming President has the authority at her/his discretion to appoint an Advisory Committee. This committee shall comprise of five (5) Past Department Presidents. This will be a one-year appointment, with no expenses allowed.

31. Permission must be obtained from the member, or guardian, if members dues are to be paid by a person from another Unit who is not a relative.

32. Per Capita Dues - The revenue of this Department is derived from the annual dues of Unit members and by such other means as may be determined by the Board of Directors. Each Unit shall pay to the Department Treasurer a per capita of \$23.00 on its Senior membership and \$3.35 on its Junior membership. Effective January 1st, 2016 for the 2016 dues year. The per capita dues shall be distributed as follows: Seniors \$12.00 for the National dues and \$11.00 for Department dues Junior - \$2.50 for the National dues; \$.85 for the Department dues; Collected per capita dues shall be remitted immediately by Units to Department and by the Department to National. In the event National adopts a per capita increase, an equal amount shall be paid, upon notification, by each Unit to the Department Treasurer. This standing rule requires notification of all units and must pass by a 2/3 vote at Department Convention.

33. In showing support for The American Legion Resolution #299 – “Empty Chair” program (POW/MIA), The American Legion Auxiliary, will have a POW/MIA chair draped with the POW/MIA flag or chair cover at their meetings.

34. In the event of a tie in the Delegate-at-Large election for the last delegate, the tie will be settled by a cut of the cards. (Aces are high) by the delegates.

35. The Finance Committee shall authorize expense for the Alternate Executive Committee person to attend all National Executive Committee meetings when funds are available, unless expenses are received from the Department or National Organization.