

**DISTRICT BYLAWS**  
**BYLAWS FOR DISTRICT NUMBER \_\_\_\_\_**  
**Department of Illinois**

**ARTICLE I**

NAME: This organization shall be known as the American Legion Auxiliary, District \_\_\_\_\_, Department of Illinois, coinciding with District \_\_\_\_\_ of The American Legion. (Throughout the following, when two provisions are presented, the District shall adopt the one desired by the members.)

**ARTICLE II**

OBJECT: The object is to bring the Units in the District into closer relationship with each other and with the Department, and to further the work of the Department.

**ARTICLE III**

MEMBERSHIP: Members of the District shall be all Units located in the District.

**ARTICLE IV**

**OFFICERS AND THEIR DUTIES**

Section 1. **Officers Named** - The Officers of the District shall be the District President, District Vice President, Treasurer, Secretary, Historian, Chaplain and Sergeant-at-Arms. These Officers and Chairmen of Standing Committees shall constitute the District Board of Directors.

Section 2. **Officers Elected** - shall be the District President, Vice President, Treasurer, Historian, Chaplain and Sergeant-at-Arms.

OR

Alternate Section 2. Officers Elected shall be the District President, Vice President, Treasurer and Historian. The election of officers shall take place at the annual District meeting. The election of District President and Vice President, shall be approved by the following Department Convention. Officers, not elected, shall be appointed by the District President.

Section 3. **Duties of Officers** -

(a) The President shall be in charge of the affairs of the American Legion Auxiliary in District \_\_\_\_\_ under the direction of the Department President. The President shall preside at all meetings of the District and the Board of Directors. The President shall have power to appoint all Standing Committees and other Special Committees deemed necessary. The President shall be ex-officio member of all committees except the Nominating Committee. In the event of a vacancy in the office of President, the Vice President shall become the President for the unexpired term. The vacancy thus created shall be filled by the Board of Directors for the unexpired term.

(b) The Vice President shall perform the duties of the District President in the President's absence or inability to serve, and such other duties as shall be required by the District President.

(c) The Treasurer shall be custodian of all funds of the District, and the Treasurer shall disburse the same on regularly drawn orders which have been approved by the action of a regular business meeting of the District. The Treasurer shall report the receipts and disbursements for the period intervening between regular meetings. The Treasurer shall collect all assessments, keep a strict account with each Unit, and shall perform such other duties as required by the President. The Treasurer's books shall be audited annually.

(d) The Secretary shall keep the minutes of the District and District Board Meetings. The Secretary shall be custodian of all books, papers and records, and keep a record of the names and addresses of all Unit Officers. The Secretary shall send all notices as directed by the District President, conduct District correspondence, and keep on file copies of correspondence sent and received.

(e) The Historian shall compile the historical record of the District. The Historian shall submit a written account of the activities and achievements to the Department Historian thirty (30) days before the Department Convention.

(f) The Chaplain shall conduct the devotional services at all ceremonies and meetings of the District and perform other duties which appertain to this office.

(g) The Sergeant-at-Arms shall receive and introduce visitors and perform all duties required by the District President.

## **ARTICLE V NOMINATION AND ELECTIONS**

Section 1. **Nominations** - There shall be a Nominating Committee consisting of five (5) members, one appointed by the President, two (2) elected by the Board of Directors and two (2) elected from the floor. The member appointed by the President shall call the meeting of the Committee; they are to choose their Chairman. This Committee shall submit one (1) candidate for each office, at which time nominations from the floor shall be in order.

OR

Alternate Section 1. **Nominations** - All nominations for District offices shall be from the floor.

Section 2. **Consent** - No one shall be nominated whose consent to serve has not been obtained.

Section 3. Election shall take place at the Annual Meeting. When there is more than one candidate for an office, voting shall be by ballot. A plurality shall elect. All officers shall take office immediately following the Department Convention.

Section 4. **Term** - No elected District Officer, except the Treasurer, shall hold the same office for more than one year.

OR

Alternate Section 4. **Term** - No elected District Officer, except the Treasurer, shall hold the same office for more than two (2) consecutive years.

Section 5. **Delegates to National Convention** – Election of one (1) nominee for delegate and one (1) nominee for alternate delegate to the National Convention shall take place at the Annual Meeting, with the District President having preference as the nominee for

delegate. When there is more than one (1) candidate for delegate or alternate delegate, election shall be by ballot. A plurality vote shall elect.

## **ARTICLE VI MEETINGS**

Section 1. **Regular Meetings** - There shall be \_\_\_\_\_ District meetings held during the year. The last meeting held before Department Convention shall be the Annual Meeting.

Section 2. Special Meetings of the District may be called by the District President or upon a written request of \_\_\_\_\_ Units provided a notice of the meeting has been sent to each Unit five (5) days in advance stating the purpose of the meeting, and no other business shall be transacted.

Section 3. **Voting Body** - The voting membership of the District shall consist of the Unit Presidents, five (5) elected delegates or alternates from each Unit, Past District Presidents, District Officers and Chairmen of District Standing Committees.

Section 4. **Quorum** - Delegates from Units shall constitute a quorum at District meetings.

## **ARTICLE VII BOARD OF DIRECTORS**

Section 1. Members of the Board of Directors shall be the elected and appointed District Officers and Chairmen of Standing Committees.

Section 2. **Duties of the Board** - The District Board of Directors shall present the activities of the Department and bring recommendations to the District meetings.

Section 3. Vacancies occurring in any District elective office, with the exception of President, may be filled at the next regular District meeting provided notice of such election has been given in the call for the meeting or sent to each Unit at least twenty (20) days prior to the meeting.

OR

Alternate Section 3. **Vacancies** - The District Board of Directors shall have power to fill vacancies in District elective offices, with the exception of President, until the next election, provided notice of such election shall be sent to each District Board member and Unit within the District at least twenty (20) days prior to the meeting at which the election is held.

Section 4. **Meetings** —

(a) Regular - There shall be \_\_\_\_\_ Board of Directors meetings held during the year, to be scheduled at the beginning of the year by the District President.

(b) Special - Meetings of the Board of Directors may be called by the District President or upon written request of \_\_\_\_\_ members of the Board, provided notice of the meeting is given twenty-four (24) hours in advance, stating the purpose of the meeting, and no other business shall be transacted.

Section 5. Quorum shall be \_\_\_\_\_ members of the Board of Directors for any meeting of the Board of Directors.

**ARTICLE VIII  
COMMITTEES**

Section 1. **Committees Named** — There shall be the following District Standing Committees: Americanism, Auxiliary Emergency Fund, History, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, American Legion Auxiliary Girls State, Gold Star, Junior Activities, Leadership, Legislative, Membership, National Security, Past Presidents Parley, Poppy, Public Relations and Veterans Affairs and Rehabilitation. Social, Ways and Means, Visiting and other committees may be established.

Section 2. **Duties of Committees** –

(a) The Americanism Committee shall cooperate with all patriotic organizations in furthering Americanism programs and shall further the Americanism program of the Department.

(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 carry out the Department Children and Youth program and initiate and develop other services to aid children in need.

(e) The Community Service Committee shall promote activities of benefit to communities and shall further the Community Service program of the Department.

(f) The Constitution and Bylaws Committee shall cooperate with the Department Committee by informing the District of suggested revisions to the Constitution and Bylaws in accordance with Article VII of the Department Constitution.

(g) The Education Committee shall ascertain and furnish to the Units, and the children of veterans within the District, information relating to the special benefits available to them.

(h) The Finance Committee shall audit the books of the Treasurer annually and shall bring recommendations for the budgeting of the funds of the District.

(i) The American Legion Auxiliary Girls State Committee shall promote the interests of American Legion Auxiliary Girls State within the District.

(j) The Gold Star Committee shall encourage honoring Gold Star members.

(k) The Junior Activities Committee shall further the Department Junior Activities program in the District.

- (l) The Leadership Committee shall be responsible for organizing training sessions to develop leadership ability among members of the organization.
- (m) The Legislative Committee shall cooperate with the Department Legislative program of The American Legion.
- (n) The Membership Committee shall stimulate membership enrollment.
- (o) The National Security Committee shall carry out the National Security program to benefit the national and local interest.
- (p) The Past Presidents Parley Committee shall cooperate in furthering Past Presidents active service for the American Legion Auxiliary. They shall devote particular attention to the care of hospitalized women veterans and promote the program of Nurses Scholarships.
- (q) The Poppy Committee shall cooperate in every way possible to further the Department Poppy program.
- (r) The Public Relations Committee shall be responsible for all news media coverage sponsored by the District; to further the Department Public Relations program and inform the public of the aims and purposes of the American Legion Auxiliary.
- (s) The Veterans Affairs and Rehabilitation Committee shall have complete charge of the Rehabilitation projects of the District and shall cooperate with the Rehabilitation program of the Department.

(Add duties of additional committees adopted by District)

## ARTICLE IX FINANCE

Section 1. The revenue of the District shall be derived from District per capita and from such other sources as may be approved by the District Finance Committee. The Annual membership dues are as set forth in Standing rules and may only be changed when notice is sent to all Units and it requires a 2/3 vote at District Convention.

Section 2. **Fund Raising** - Means of raising additional funds to finance the District shall be determined by the District Board of Directors.

Section 3. **President's Expense** - The President shall be allowed expense of telephone calls and postage. The President shall be allowed traveling and other expenses incurred in performance of her/his duties in the District.

Section 4. **Department Travel Expense** — The District shall, by February 15th, send the sum of ten dollars (\$10.00) to the Department Treasurer for the traveling expenses of the Department President.

Section 5. **District President's Convention Expense** - The expenses of the District President to the Department Convention shall be paid by the District; this expense limited to travel by the shortest route and \$\_\_\_\_\_per diem.

OR

Alternate Section 5. **District President's Convention Expense** - The expenses of the District President to the Department Convention shall be paid by the District limited to \$\_\_\_\_\_.

Section 6. **Delegate to National Convention** - The outgoing District President shall be given preference as a delegate to the National Convention and have her/his expense paid by the District, when funds are available, such funds to be limited to travel by the shortest route and per diem expenses as follows: \$\_\_\_\_\_per day enroute, and \$\_\_\_\_\_per day during Convention, plus expense of banquet ticket and registration fee.

OR

Alternate Section 6. **Delegate to National Convention** - The outgoing District President shall be given preference as a delegate to the National Convention and have her/his expense paid by the District, when funds are available, such funds to be limited to \$\_\_\_\_\_plus expense of banquet ticket and registration fee.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

*Current edition, Robert's Rules of Order, Newly Revised*, shall govern in all matters not specified in the Constitution and Bylaws of the organization.

## **ARTICLE XI 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. Nothing herein may be deleted, but the District may adopt additions at any regular meeting by a two-thirds vote provided they do not conflict with these and Department Bylaws, and provided:

1. that such amendments have been read at the previous meeting.

OR

2. notice of such amendments has been sent in the call for the meeting.

Amendments to such additions made by Districts shall be by a two-thirds vote of those present and voting, at any regular meeting or session called for that purpose provided:

1. that such amendments have been read at the previous meeting.

OR

2. notice of such amendments has been sent in the call for the meeting.

## **ARTICLE XII**

**BYLAWS:** Each District may prescribe its own Bylaws to suit existing conditions in its District, but these Bylaws must not conflict with National or Department Bylaws.

## **DISTRICT STANDING RULES**

Rule No.1. All matters concerning the policies or assessments of the District shall be referred to the Units before final action is taken.

Rule No.2. It shall be the duty of the District Treasurer to collect sixteen dollars and fifty cents every three years (starting with 2009-2010 year) from each Unit to cover the cost of bonding of all Unit members handling money in accordance with the National Organization mandate. This is to be mailed prior to February 15<sup>th</sup> to the Department Treasurer with the name and number of each Unit attached.

Rules No. 3. **Per Capita Dues** — There shall be a \$\_\_\_\_\_per capita dues OR \$\_\_\_\_\_assessment (state which) levied on each Unit in the District, payable by\_\_\_\_\_.

OR

Alternate Section 1. **Per Capita Dues** — Assessments. There shall be a \$\_\_\_\_\_ per capita dues and such other assessments levied on each Unit as determined by the District.

This standing rule requires notification of all units and must pass by a 2/3 vote at the District Convention.

Districts may establish Standing Rules deemed necessary to facilitate the work of the District. Standing Rules may be adopted or suspended at any regular meeting by a majority vote. They may be amended or rescinded at any regular meeting by a two- thirds vote of those present and voting, provided there is a quorum.