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 composed of members aged 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 composed 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. A member whose dues are paid up-to-date and who is not subject to suspension or expulsion shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the Unit.

Section 4. Each unit of the ALA, except department headquarters units, has the authority to decide its membership and shall be responsible for verifying eligibility of prospective members, transfer or new.

Section 5. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 6. Membership can only be offered upon an affirmative vote of the unit members. Unless an alternate procedure is set forth in the unit bylaws (i.e. your membership chair or committee approves applications etc.)

Membership in the American Legion Auxiliary shall be limited to the: (1) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of members of The American Legion; and
(2) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers who served in American Legion Auxiliary National Constitution, Bylaws, and Standing Rules Fall 2026 7 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;
(3) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers 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 period and died in the line of duty or after honorable discharge; and
(4) 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.

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.

The Managing Director of the Department of the Illinois American Legion Auxiliary, Department of Illinois shall serve as the Department Secretary for all meetings.

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 themself 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 Chairs of Standing and Convention Committees, the Service to Veterans/Hospital Director, the Holiday Gifts Chair, the Department VA Representatives and Department Representatives at the State of Illinois Veterans Homes.

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 at the 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 Chair and Vice Chair 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 Managing Director shall be paid by the Department, provided funds are available. The outgoing Department President shall be the Chair of the delegation.

ARTICLE VII
AMENDMENTS

Section 1. The Articles of Incorporation, and the 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 Managing Director. When there is more than one candidate for an office, voting shall be done 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 chairs and members of all Department Standing Committees and Special Committees;
(d) in order to maintain stability in the ALA organization, the selection of the Managing Director 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 Managing Director vacancy. Upon completion of the interview process, the committee shall recommend one candidate for the position of Managing Director 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 for the position of the Managing Director.

The four other 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 Managing Director may serve on the committee.

Further, in the event the Department President or incoming Department President desires the replacement of the Managing Director, 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.

(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 their 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 Chair;

(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 Chair, 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 Managing Director shall:
(a) Be the Managing Director of the Department Headquarters
(b) Transmit reports and bulletins of all Department Committees
(c) Send out all literature and calls to 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; 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;
(b) direct administration of all special funds;
(c) have authority to revoke, cancel, or suspend Unit charters;
(d) 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;
(e) 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;
(f) receive reports from Committees and Commissions;
(g) determine means of financing the Department in addition to membership dues;
(h) 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 seven (7) days 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. **Committees** - The Department President shall name such committee chairs as the Department President shall deem advisable, subject to ratification of the Department Executive Board. There shall be the following Department Standing committees: Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Gold Star, American Legion Auxiliary Illini Girls State, Junior Activities, Leadership, Legislative, Membership, National Security, Pat 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, 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 - 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 Children and Youth Committee shall outline a program that is educational and promotes direct material relief following investigation to determine need.
(d) The Community Service Committee shall outline and suggest programs of beneficial community activities for the Units throughout the Department.
(e) 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. The committee shall encourage units, districts, and divisions to update their constitution and bylaws and standing rules documents regularly, with specific notice to changes in the Department and National documents, so as not to be in conflict with either

(f) The Education Committee shall ascertain and furnish the Units information relating to special educational opportunities and scholarships available to veterans and their children. This committee shall be composed of (5) members including the Department President and Department First Vice President. One member shall be ratified to fill a three-year term at the first regular board meeting of the year. The other two (2) members, previously appointed, to serve in the next lower tenure brackets.

(g) 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 Chair shall be named by the Department President. The Department President, Department Treasurer and Managing Director shall make available the Department records and be in attendance for consultation. The Department Finance Chair shall approve all bills for Department expenditures which have been presented to the Managing Director 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.

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

(g) 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.

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

(i) 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.

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

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

(l) 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.

(m) The Poppy Committee shall promote the distribution of veteran-made poppies throughout the Department.

(n) 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.

(o) 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, domiciliary 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 Chair, Holiday Gifts Chair, 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 seven (7) voting members.

(a) The American Legion Auxiliary Girls State Committee shall be composed of the Director, Dean of Education and five (5) Committee members, with a minimum of three (3) having at least one (1) year of previous experience in the American Legion Auxiliary Girls State Program. The Department Managing Director, Department Treasurer and Department First Vice President shall attend Committee meetings without a vote. In the event a Committee member holds two of the positions listed above, the Department shall appoint an additional member in order to ensure seven (7) voting members.

(b) The Department President shall appoint the Director and Dean of Education as Co-Chairman of the American Legion Auxiliary Illini Girls State Committee. Specific duties and areas of focus are to be established in the American Legion Auxiliary Illini Girls State Policies and Procedures as approved by the Board of Directors.

(c) The American Legion Auxiliary Illini Girls State Committee shall encourage Units to enroll eligible young women from local high schools to attend the annual session and make all plans for an instructive seminar in government and citizenship with sufficient staff to fill all necessary roles.

(d) The Director and Dean of Education 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 two-thirds 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 Managing Director 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. The Finance Chair, along with the Department Treasurer, shall work closely with the Managing Director to monitor and oversee the day-to-day operation of the Department office to ensure all policies and procedures of the office are being followed. This does not include daily management of the office as this is the responsibility of the Managing Director. Any concerns with the Managing Director should be referred to the Finance Chair and the Department Treasurer. They will evaluate all concerns and, as needed, provide information to the Board of Directors.

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 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. Printed department directories may be sent upon request to American Legion Family Members in Illinois. The directory will not be sent electronically to any member of The American Legion, American Legion Auxiliary or Sons of the American Legion. This information is to be used for communications that pertain to Legion Family Activities/events. Requests beyond this shall be approved by the Department President and Department Finance Chair.

2. Each Committee shall maintain a procedure book or a complete digital archive to be updated and turned into the Department office prior to the close of the Department Convention. No expense checks for the Convention will be issued to any Chair until the procedure book or complete digital archive 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 committee reports of actual expenses.
(e) Chairs shall retain the previous four (4) years procedure books for reference.

3. 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.

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

5. 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.

6. 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 Chair's personal awards not to exceed $10.00 (Ten).

7. Courtesy in the Event of Death - In the event of the death of a Department Officer, Department Chair, 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.

8. 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.

9. 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 they are 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 their 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 they transfers, provided their 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.

10. 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.

11. 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.

12. 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.

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

14. A School of Instruction for Division and District Presidents and Vice Presidents shall be conducted by the Department President and the Department Managing Director in conjunction with the fall Department of Board of Directors meeting.

15. Department Workshops shall be conducted under the leadership of the Department President and the 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.

16. Each District shall invite the Department President to attend at least one District meeting or function during the year.

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

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

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

20. Units are strongly encouraged to use the available printed Unit template when composing their governing documents. This is available on the Department website.

21. 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 these documents must also be executed by one of the Corporate Officers.

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

23. A Unit wishing to disband must contact the Department office for required procedure. The Department office shall contact Department and local leadership to assist the unit.

24. The incoming President has the authority at their 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.

25. 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 $29.00 on its Senior membership and $2.50 on its Junior membership. Effective for the 2024 dues year. The per capita dues shall be distributed as follows: Seniors $18.00 for the National dues and $11.00 for Department dues. Juniors - $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 and this standing rule will be updated to reflect that increase automatically to prevent us from being in conflict with the National Constitution, Bylaws, and Standing Rules. This standing rule requires notification of all units. If a change in the Department per capita is requested, it must pass by a two-thirds vote of the convention body.

26. 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.

27. Division and District Presidents and Vice Presidents may receive a maximum of 25 membership pins on consignment. Payment for pins must be completed by Patriotic Conference. If not paid by the deadline, Department expense reimbursement funds with be withheld. Pins will be consigned to the Presidents and Vice Presidents only.

28. The Department Board of Directors is responsible to guard the integrity by ensuring leadership including officers, board members, chairmen, committee members, and VA Facility Representatives and Deputies uphold and follow the governing documents of the American Legion Auxiliary: the Constitution, Bylaws, and Standing Rules as well as all policies and procedures. While representing the Department, any conduct that is a violation of the governing documents or is detrimental to the best interests of the organization may be referred for disciplinary review.

Following are examples of types of violations:

(a) Violating bylaws, standing rules, or other policies or procedures including but not limited to the Conflict-of-Interest Policy or Whistleblower Protection Policy; violations of federal, state, or local laws that result in a conviction; or conduct that presents potential liability risk, reputational risk, or hinders the mission of the ALA Departmental Organization;

(b) Falsifying documents; conviction of offenses related to fraud or embezzlement;

(c) Repeated pattern of violations

Conduct complaints will be submitted to the Department President who will acknowledge receipt in writing and appoint a three-person committee to investigate the complaint within ten business days. The committee will be comprised of board members from Districts not involved in the complaint. The committee will investigate the complaint and prepare a confidential report within 30 days including preparing recommendations for remedies to resolve the complaint for the Board of Directors to consider. Upon completion of the report the Department President will convene an executive session of the Department Board of Directors to review the outcome and act on any needed recommendations. The Department Board will determine during deliberations who will be responsible for discussing applicable outcomes with all parties involved.

DIVISION BYLAWS
BYLAWS FOR DIVISION NUMBER _____
Department of Illinois

ARTICLE I

Section 1. Name - This organization shall be known as the American Legion Auxiliary, Division ___, Department of Illinois, coinciding with Division_____of The American Legion

Section 2. Boundaries - There are five Divisions and the divisional boundaries are: Division 1 - Districts 2-5 and 7- 9; Division 2 - Districts 10 through 13; Division 3 – District 14, 15, 16 and 20; Division 4 - Districts 17, 18, 19 and 21; Division 5 - Districts 22 through 25.

ARTICLE II

Section 1. Object - The object is to bring the Districts in the Division into closer relationship with each other and with the Department and to further the work of the Department.

ARTICLE III

Section 1. Bylaws - Each Division may prescribe its own Bylaws to suit existing conditions in its Division, but these Bylaws must not conflict with National or Department Bylaws and shall be subject to the approval of the Department.

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 Chairs 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 Chair. 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 Chair's 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 Chair's 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, 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 Children and Youth Committee shall carry out the Department Children and Youth program and initiate and develop other services to aid children in need.

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

(e) 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.

(f) 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.

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

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

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

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

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

(l) The Legislative Committee shall cooperate with the Department Legislative program of The American Legion.

(m) The Membership Committee shall stimulate membership enrollment.

(n) The National Security Committee shall carry out the National Security program to benefit the national and local interest.

(o) 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.

(p) The Poppy Committee shall cooperate in every way possible to further the Department Poppy program.

(q) 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.

(r) 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 two-thirds 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 their duties in the District.

Section 4. **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 4. **District President's Convention Expense** - The expenses of the District President to the Department Convention shall be paid by the District limited to $_____.

Section 5. **Delegate to National Convention** - The outgoing District President shall be given preference as a delegate to the National Convention and have their 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 5. **Delegate to National Convention** - The outgoing District President shall be given preference as a delegate to the National Convention and have their 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 15th 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 two-thirds 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.

COUNTY ORGANIZATION

Units of one County, desiring to form a County organization for more efficient work for the American Legion Auxiliary, through concentrated effort, may do so at any time. Such an organization may prescribe its own Bylaws to suit conditions existing in said County, but these Bylaws must not conflict with National or Department Bylaws.

UNIT CONSTITUTION AND BYLAWS
Department of Illinois

CONSTITUTION AND BYLAWS OF _____

(Unit Name and Number)

AMERICAN LEGION AUXILIARY DEPARTMENT OF ILLINOIS LOCATED AT:

_____

DATE: _____

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 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.

CONSTITUTION
ARTICLE I
NAME

The Name of this organization shall be the American Legion Auxiliary, _____

Unit No._____Department of Illinois located at_____.

ARTICLE II OBJECT

Section 1. The object of the American Legion Auxiliary,_____

_____

Unit No._____Department of Illinois shall be as stated in the Preamble of the Constitution.

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 composed of members aged 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 composed 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. A member whose dues are paid up-to-date and who is not subject to suspension or expulsion shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the Unit.

Section 4. Each unit of the ALA, except department headquarters units, has the authority to decide its membership and shall be responsible for verifying eligibility of prospective members, transfer or new.

Section 5. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 6. Membership can only be offered upon an affirmative vote of the unit members. Unless an alternate procedure is set forth in the unit bylaws (i.e., your membership chair or committee approves applications etc.)

Membership in the American Legion Auxiliary shall be limited to the: (1) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of members of The American Legion; and (2) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers who served in American Legion Auxiliary National Constitution, Bylaws, and Standing Rules Fall 2026 7 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;
(3) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers 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 period and died in the line of duty or after honorable discharge; and
(4) to those women who of their own right are eligible for membership in The American Legion.

ARTICLE IV
UNIT OFFICERS

Section I. The Unit shall elect their officers annually. The officers are President, First Vice President and/or Second Vice President, Secretary, Treasurer, Chaplain, Historian and Sergeant-at-Arms. Each shall serve until their successor is duly installed or as otherwise provided. All officers may be elected, or the Secretary and/or Chaplain may be appointed.

ARTICLE V
EXECUTIVE COMMITTEE

Section 1. **Named** – The Executive Committee shall consist of the Unit Officers and Chairmen of Standing Committees. Past Unit Presidents who are not current officers or chairmen may attend and have voice but no vote.

ARTICLE VI
AMENDMENTS

Section 1. This Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting or have been printed in the call for the meeting.

Section 2. This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

BYLAWS

ARTICLE 1
NOMINATIONS AND ELECTIONS

___Section 1. **Nominations** – There shall be a Nominating Committee of five (5) members, one (1) appointed by the President, two (2) elected by the Executive Committee, and two (2) elected from the floor. The member appointed by the President shall call the meeting of the Committee and will serve as 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 for Unit officers shall be from the floor.

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

Section 3. Time of Nominations and Elections of officers shall be held in:

_____ (1) April and May; OR _____ (2) May and June

Section 4. Election –

(a) When there is more than one candidate for an office, voting shall be by ballot. A majority vote shall elect.

(b) Any member over eighteen (18) years of age in good standing in their Unit shall be entitled to vote and hold office. Married members under the age of 18 have the same privileges.

Section 5. All Officers shall be elected annually at a meeting duly called for that purpose. The Secretary and Chaplain may be either elected or appointed.

Section 6. **District Delegates and Alternates** – The Unit President and five delegates and alternates shall be elected to attend District meetings.

ARTICLE II
OFFICERS AND THEIR DUTIES

Section 1. The elected officers are:

____President

____First Vice President

____Second Vice President

____Treasurer

_____Chaplain

_____Historian

_____Sgt.-at-Arms

Section 2. The appointed officers are:

_____ Secretary

_____Chaplain

Section 3. Installation of Officers shall take place immediately following the Department Convention. A joint installation is recommended when possible. The installing officer shall be selected by the incoming President and shall be a Past President of any Unit.

Section 4. Vacancies occurring in any elective office may be filled by election at any regular meeting or special meeting called for that purpose, provided notice of such election has been given in the regular call for the meeting, or in special notice sent five (5) days prior to the meeting. Vacancies occurring in any appointive office may be filled by the President at any stated meeting of the Unit.

Section 5. **Duties of Officers** -

(a) Duties of the Unit President: It shall be the duty of the President to preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint all officers not otherwise provided for; to appoint all committees (the member first named to serve as chairman); to approve by their signature all orders drawn on the treasury, which have been approved by the action of the Unit in a business meeting; or upon order of the Executive Committee, as provided for in Article III, Section 1 of the Unit Bylaws; to be an ex-officio member of all committees except the Nominating Committee; and to perform such other duties as custom and parliamentary usage require.

(b) Duties of the Unit Vice Presidents: It shall be the duty of the Vice President(s) to assist the President in the administrative affairs of the Unit; to preside (in the order named) at the meetings of the Unit in the absence of the President; to succeed her/him in office in case of death, resignation or removal from office; and to perform such other duties pertaining to their offices.

(c) Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform other duties as shall be required of her/him by the President.
(1.) Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.

(d) Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit; disburse the same on regularly drawn orders; keep a true and accurate account of all monies received and disbursed; and report at each business meeting of the Unit the receipts and disbursements for the period intervening since the last regular meeting, showing in each report the cash balance on hand. The treasurer shall maintain at least two separate funds, namely a General and a Poppy Fund. All poppy donations shall be placed in the Poppy Fund and be used to assist the veteran and their children. The treasurer shall receive all dues; keep a strict account of each member and remit per capita dues as required by Department; and perform such other duties as may be required of her/him by the President. The treasurer's accounts shall be audited annually. The Treasurer shall pay all current bills before transferring all funds, books and papers belonging to the Unit to their successor.

(e) Duties of the Unit Chaplain: It shall be the duty of the Chaplain to conduct the devotional services of all ceremonies and meetings and perform other duties pertaining to their office.

(f) Duties of the Unit Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and make a report to Department. The historian shall prepare a written account of the year's activities and achievements which shall be retained in a permanent file by the Unit.

(g) Duties of the Unit Sergeant-at Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit, to be in charge of the property of the Unit, to receive and introduce visitors, and to perform such other duties as requested by the President.

ARTICLE III
EXECUTIVE COMMITTEE

Section 1. Duties - The Executive Committee shall have general supervision of the Unit and transact the routine business of the Unit, having power to spend money from the various funds of the Unit not to exceed $ _____. It shall bring recommendations to the Unit for consideration.

Section 2. Regular meetings shall be held _____.

Section 3. Special meetings may be called by order of the President or on written request of at least three members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and, except in extreme emergencies, shall be given at least forty-eight hours in advance. At special meetings only business specified shall be transacted.

Section 4. Quorum shall be_____members of the Executive Committee.

ARTICLE IV
COMMITTEES

Section 1. Committees Named – The following Standing Committees shall be appointed: Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, American Legion Auxiliary Girls State, Gold Star, Junior Activities, Leadership, Legislative, Membership, Music, National Security, Past Presidents Parley, Poppy, Public Relations, and Veterans Affairs and Rehabilitation.

Social, Visiting, Ways and Means or other committees may be added. Units may combine under one chairmanship correlated programs if desired.

Section 2. **Duties of Standing Committees** –

(a) The Americanism Committee shall cooperate with other patriotic organizations and civic societies within the community in order to promote Americanism, patriotism, and loyalty to the home and government.

(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 can be secured.

(c) The Children and Youth Committee shall always keep in touch with dependents of ex-servicemen and women, who are in need. The Committee is authorized to give temporary relief in cases of emergency, following investigation to determine need.

(d) The Community Service Committee shall promote activities for the good of the Unit and the community and shall promote the Community Service program of the Department.

(e) The Constitution and Bylaws Committee shall keep the Unit informed on suggested revisions made in accordance with the rules controlling same as printed in the Bylaws of the Department, District and Unit.

(f) The Education Committee shall ascertain and furnish the Unit, and the children of veterans within the community, information relating to the special benefits available to them.

(g) The Finance Committee shall budget funds of the Unit for the year, audit the books annually, and approve all bills before payment.

(h) The American Legion Auxiliary Girls State Committee shall, if funds permit, seek out candidates for American Legion Auxiliary Girls State from local high schools, and finance the cost of the seminar for the most deserving of the candidates.

(i) The Gold Star Committee shall honor the Gold Star members.

(j) The Junior Activities Committee shall encourage enrollment of junior members, provide a program suitable for their participation, and cooperate with the Department program.

(k) The Leadership Committee shall encourage participation of the members in Leadership classes.

(l) The Legislative Committee shall bring to the Unit the Legislative program of The American Legion and encourage individual contact on vital issues as set forth by The American Legion.

(m) The Membership Committee shall seek out eligible members and encourage them to become active members of the Unit. Applications for membership shall be referred to the Membership Committee who shall present them immediately to the Unit upon obtaining the signature of a Post Officer. Membership cards shall be issued upon acceptance of Unit dues and establishment of eligibility.

(n) The Music Committee shall encourage the use of patriotic music at Unit functions.

(o) The National Security Committee shall participate in the program as outlined by Department.

(p) The Past Presidents Parley Committee shall cooperate in the activities of the Department and Unit Past Presidents in furthering their active service for the American Legion Auxiliary; particular attention shall be devoted to the care of hospitalized women veterans and the program of Nurses Scholarships.

(q) The Poppy Committee shall in all ways possible perpetuate the memory of veterans, both living and dead, who served in the Armed Services of their country during wartime. They shall encourage Unit members to distribute poppies on Poppy Day as established by the Department, and make use of the poppy in memorial decorations, etc.

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

(s) The Veterans Affairs and Rehabilitation Committee shall conduct this program as outlined by the District and Department with consideration given to the fact that it was the initial program established by The American Legion.

Section 3. **Committee Reports** – Chairmen of all Standing Committees shall make regular reports to the Unit.

Section 4. **Debt Obligation** – No committee shall be discharged until all debts contracted by it are settled and paid.

Section 5. An auditing committee shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each year and making a report of the audit to the Unit.

ARTICLE V
DUES AND FINANCE

Section 1 The annual membership dues of this Unit shall be as set forth in the Unit Standing Rules and shall require notification of all Units members and a two-thirds vote to change.

Section 2. A member failing to pay annual dues, including the Unit, Department and National assessments, by January 31, 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 31 of the year of the delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution of the Unit requires a vote on application for membership and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

Section 3. 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 the Department Treasurer.

ARTICLE VI
UNIT MEETINGS AND CONVENTIONS

Section 1. Regular Meetings of the Unit shall be held (specify definite meeting days)

_____,

or as otherwise determined in case of emergency, by the Executive Committee.

Section 2. An Annual Meeting of this Unit shall be held in the month of _____ each year for the purpose of electing officers and receiving annual reports.

Section 3. Special Meetings of the Unit may be called by the President, or upon written request of_____members, provided written notice of such meeting has been sent to each member five (5) days in advance, stating the purpose of the meeting, and no other business transacted.

Section 4. Quorum shall be_____members at any Unit meeting.

Section 5. Invitation to District President shall be extended by the Unit to attend at least one meeting a year, at the expense of the Unit, if funds are available.
Section 6. Convention Representation –

(a) Each Unit shall be entitled to one (1) delegate and one (1) alternate, and for every fifty (50) members, or major fraction thereof, one (1) other delegate and one (1) other alternate shall be allowed, provided the current dues have been received by the Department Treasurer thirty (30) days prior to the date of the Department Convention. Units organized within this thirty (30) day period shall be entitled to representation in the Convention.

(b) Each Unit shall elect a delegate(s) and alternate delegate(s) to the Department Convention. The President and incoming President shall have preference as nominees.

(c) The expense to the Department Convention of the delegate(s) shall be paid by the Unit, provided sufficient funds are available.

ARTICLE VII

TRANSFERS AND WITHDRAWALS

Section 1. Transfer of Membership: A member who is not subject to suspension or membership revocation under due process is eligible to transfer membership to another unit if the member has paid membership dues to the current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay current year dues to either the current unit or to the Unit into which the member wishes to transfer. Evidence of paid membership includes: American Legion Auxiliary Membership Card, verification of membership by ALA Department or National Headquarters membership records, other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt, or when verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

Section 2. Withdrawal – A Unit member may withdraw providing their current dues are fully paid. Upon withdrawal, however, she/he shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which dues are paid. In the event a member wishes to move their membership from one Unit to another during the current year, it shall be done by transfer and not by withdrawal.

ARTICLE VIII
DISCIPLINE

Section 1. For any violation of the Unit, Department or National Constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds of the vote cast at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given at least fifteen (15) days' notice in writing by the Unit Secretary of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee, and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. No Unit or member within the Department shall send official communications on this appeal to any other Unit or member without the prior consent of the Department Executive Committee.

Section 3. **Liabilities** - No member or group of members shall subject this Unit to liability without authorization of the Unit.

ARTICLE IX
PARLIAMENTARY AUTHORITY

Section 1. The Unit organization shall be governed by the *current edition of Robert's Rules of Order, Newly Revised,* on all points not covered by this Constitution and Bylaws.

ARTICLE X
AMENDMENTS

These Bylaws may be amended at any Department Convention or special meeting called for that purpose, by a two-third 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.

_____Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit Meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

OR

_____Alternate Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit Meeting, provided the proposed amendments shall have been sent in the call for the meeting.

Section 2. These Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

STANDING RULES

Rule No.1 There shall be no reduction of Unit dues at any time during the year. When dues are accepted on the installment plan, no membership cards shall be issued, or per capita dues remitted to Department until full dues are paid.

Rule No. 2 Department officials, when invited by the Unit to participate in a Unit meeting, with the exception of the Department President, shall be paid the expense of travel by the Unit.

Rule No. 3 A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits. A new member joining after the National Convention may be given by their Unit full membership rights, privileges, and benefits from the date the dues are received through December 31st of the following year.

Rule No. 4

_____The Unit will vote on new and transfer members.

OR

_____The Unit will not vote on new and transfer members.

Rule No. 5

The annual membership dues of this Unit shall be $_____for Senior members and $_____ for Junior members paid annually or for life and shall include the Department and National per capita. This standing rule requires notification of all members and must pass by a two-third vote.

OR

The annual membership dues of this Unit shall be $ _____ over that requested for Per Capita (National and Department combined) for Senior members and $_____ over that requested for Per Capita (National and Department combined) for Junior members. This standing rule requires notification of all members and must pass by a two-third vote.

Units may add any Standing Rules deemed necessary to facilitate the work of the Unit. Standing Rules may be adopted or suspended at any regular meeting by a majority vote except where noted. 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.

Date adopted_____Filed by _____

Unit President: _____

Phone # or email: _____