

AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN

CONSTITUTION

**As Approved by the Eighty-Eighth State
Convention
La Crosse, Wisconsin
July, 2008**

PREAMBLE

For God and Country we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order, to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the Master of might; to promote peace and 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

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

Article II NATURE

Section 1. The American Legion Auxiliary is a civilian organization of women.

Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for any promotion of the candidacy of any person seeking public office or preferment.

Article III ELIGIBILITY

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers of members of The American Legion, and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters and grandmothers, of men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States, all dates inclusive; or who, being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible to membership in The American Legion.

Section 2. There shall be two classes of membership, Senior and Junior. (a) Senior membership shall be composed of members over the age of eighteen years; provided however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member. (b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges. (c) Dues of both classes shall be paid annually or for life.

Under the laws of the state of Wisconsin stepdaughters, stepmothers and stepsisters comply with provisions of Section 1.

Section 3. No person may be a member at any one time of more than one Unit.

Article IV DEPARTMENT OFFICERS

Section 1. The proposed officers of this organization shall be as follows:

- One President
- One Senior Vice President
- One First Vice President
- One Second Vice President
- One Executive Secretary-Treasurer
- One Historian
- One Chaplain
- One Parliamentarian
- One Sergeant-at-Arms
- One Assistant Sergeant-at-Arms

Section 2. The following officers shall be elected annually at the Department Convention by a majority of the ballots cast. When there is but one candidate for an office, the nominee can be elected by voice vote or acclamation.

One (1) Department President

One (1) Senior Vice President

The following officers shall be elected annually at the Department Convention by plurality vote of the ballots cast. When there is but one candidate, the nominee can be elected by voice vote or acclamation.

One (1) First Vice President

One (1) Second Vice President

One (1) Historian

One (1) Chaplain

Section 3.

1. The following officers shall be appointed by the Department President subject to the approval of the Department Executive Committee and shall hold office at the will of the appointive power.
 - a. One (1) Executive Secretary-Treasurer
 - b. One (1) Parliamentarian
 - c. One (1) Sergeant-at-Arms
 - d. One (1) Assistant Sergeant-at-Arms
2. The Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms and Assistant Sergeant-at-Arms shall attend Department Executive Committee meetings only at the call of the Department President and shall not be voting members of the Executive Committee but shall be Delegates-at-Large to the Department Convention with vote and all privileges pertaining to that office.
3. Installation according to the Manual of Ceremonies shall follow the election of Department Officers.

Section 4. All Department officers elected at the Department Convention shall hold office for a period of one year, serving until the adjournment of the succeeding Department Convention.

Section 5. No Past Department President shall be eligible for re-election as Department President.

Section 6. If a vacancy occurs for the office of Executive Secretary/Treasurer, a new Department Secretary-Treasurer shall be recommended to the President. A committee composed of the Department President, National Executive Committeewoman; Chairmen of the Finance and Office Policy Committees shall submit a written recommendation. . No individual who is an applicant for the position may serve on this committee, and in case of the inability of any designated member to serve on this account or for any other legitimate reason, she shall be replaced on the committee by the Past Department President who served just previous to the National Executive Committeewoman, and if she is not eligible, the one before her, until an eligible member has been secured. The chairman of the Office Policy Committee shall serve as Chairman of this committee.

1. This appointment of the Executive Secretary-Treasurer shall be subject to the approval of the Department Executive Committee, and there shall be a probationary period of six months before the appointment becomes permanent. The Executive Secretary-Treasurer shall be responsible to the above selection committee until her probationary period has been completed. After the successful completion of the probationary period she shall be entitled to an annual review by the Office Policy Committee.
2. Her term of office shall then be continuous as long as performance of duty is efficient and to the best interest of the Department, subject to ratification annually by the Department Executive Committee at the pre-convention Executive Committee meeting.

Section 7. The retiring Department President shall be the National Executive Committeewoman, to assume her duties immediately upon the adjournment of the National Convention. The retiring National Executive Committeewoman shall be her alternate and shall, in the event of a vacancy, serve as National Executive Committeewoman. In the event of a vacancy for Alternate National Executive Committeewoman, the Department President shall appoint a successor beginning with the most recent Past Department President and continuing in the order of their service.

Article V Department Convention

Section 1. The legislative body of this Department shall be a Department Convention, to be held annually at the same time and place as the Convention of The American Legion.

Section 2. The annual Convention shall be composed of delegates and alternates from each Unit. Each Unit shall be entitled to two delegates and two alternates for the Unit itself, and an additional delegate and alternate for each fifty members or major fraction thereof which it shall have in excess of fifty members, whose District dues have been paid, and whose State and National dues have been received by the Department Executive Secretary-Treasurer at least thirty days prior to the date of the Convention. No Unit shall be entitled to be represented unless it has at least ten members whose District, Department and National dues for the current year have been paid.

10 thru 75	2 delegates and 2 alternates
76 thru 125	3 delegates and 3 alternates
126 thru 175	4 delegates and 4 alternates
176 thru 225	5 delegates and 5 alternates
226 thru 275	6 delegates and 6 alternates
276 thru 325	7 delegates and 7 alternates
326 thru 375	8 delegates and 8 alternates
376 thru 425	9 delegates and 9 alternates
426 thru 475	10 delegates and 10 alternates
476 thru 525	11 delegates and 11 alternates
526 thru 575	12 delegates and 12 alternates
576 thru 625	13 delegates and 13 alternates
626 thru 675	14 delegates and 14 alternates
676 thru 725	15 delegates and 15 alternates
726 thru 775	16 delegates and 16 alternates
776 thru 825	17 delegates and 17 alternates
826 thru 875	18 delegates and 18 alternates
876 thru 925	19 delegates and 19 alternates

Section 3. The delegates and alternates to the Department Convention shall be chosen by a plurality vote of the members of the Unit who are present at a meeting called for that purpose. If, at any time of the Department Convention, a duly elected delegate and alternate shall be unable to attend, the Unit President shall have the power to appoint a substitute delegate and alternate.

Section 4. A list of the elected delegates and alternates from each Unit must be filed with the Department Executive Secretary-Treasurer at least fourteen days before the opening of the Department Convention except in case of appointment by Unit President as provided in Section 3, and of Units organized within fourteen days preceding the Convention. Otherwise no representation shall be allowed.

Section 5. Each delegate shall cast her own vote, the vote to be collected (in case of ballot), counted and announced, without reference to district, as set forth in ROBERT'S RULES OF ORDER NEWLY REVISED.

1. An alternate shall have all privileges of the delegate when delegate is not present.
2. A quorum shall exist at a Department Convention when there are present seven or more districts, wholly or partially represented.
3. All Past Department Presidents shall be made delegates-at-large to the annual Convention and entitled to vote.

Section 6. Proxies shall not be permitted.

Section 7. The Convention Credentials Committee shall be the final judge of qualification of delegates.

Section 8. Members of the Department Executive Committee, as defined by Bylaws Article III, Section 1, shall be seated as delegates-at-large with vote in the Convention.

Section 9. The business at annual Department Convention follows:

Call to order by President;
Invocation;
Call for Department Convention;
Call for National Convention;
Announcements of Committees;
Reports of Officers;
Reports of Committees;
Election of Officers;
Election and/or endorsement of candidates for National Office;
Election of Delegates to National Convention;
Ratification of District Presidents and First Vice Presidents;
Installation of Department Officers and new District Presidents;
Adjournment

Section 10. The Department President shall, not less than 90 days prior to the annual Department Convention, appoint a Constitution and Bylaws Committee consisting of the Department Chairman of Constitution and Bylaws and four members chosen from the delegates. This committee shall meet prior to the opening of the Convention for the consideration of all amendments to the Constitution and Bylaws, which have been submitted up to the time of said meeting. The Department Parliamentarian shall serve as advisor.

Section 11. The Department President shall at least 7 days before the date of the annual Department Convention, appoint a Credentials Committee consisting of the twelve District Presidents and a Chairman. The Department Executive Secretary-Treasurer shall furnish them with certified copies of the list of such delegates and the number of delegates her records show each Unit is entitled to, prior to the opening of the Convention, and such committee shall prepare a report to be given at the time specified in the ORDER OF BUSINESS.

Section 12. The Department President shall, not less than 30 days prior to the annual Department Convention appoint a Resolutions Committee consisting of five members chosen from the delegates.

1. Resolutions presented by an individual member must be approved by the Unit of which she is a member or the appropriate pre-convention workshop to be considered by the Convention delegation. Resolutions approved by Units must be received at Department by June 1st. Copies of these resolutions shall be transmitted to Units not less than 30 days before Department Convention.
2. Resolutions passed at District Conferences must be received at Department by June 1st for transmittal to Units as specified in Section 12(a). If the District Conference is held after

- June 1, the resolution must be submitted to the pre-convention workshop relating to the subject of the resolution.
3. Resolutions emanating from pre-convention workshops or Department standing committees will be given to the Resolutions Committee for consideration.

Section 13. The Department President shall, not less than 90 days prior to the annual Department Convention, appoint a Standing Rules Committee consisting of the Department Chairman of Standing Rules and two members chosen from the delegates. This committee shall meet prior to the opening of the Convention for consideration of all amendments to the Standing Rules, which have been submitted up to the time of said meeting.

Section 14. The Department President shall have the option of hiring a professional registered Parliamentarian to serve for the duration of the Department Convention, with the approval of the Finance Committee.

Article VI NATIONAL OFFICERS

Section 1. The retiring Department President shall be the National Executive Committeewoman to assume her duties immediately upon the adjournment of the National Convention. The retiring National Executive Committeewoman shall be her alternate and, in the event of a vacancy, serve as National Executive Committeewoman. In the event of a vacancy for Alternate National Executive Committeewoman, the Department President shall appoint a successor beginning with the most recent Past Department President and continuing in the order of their service.

Section 2. 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.

The nominee for that office shall be an automatic delegate to the National Convention the year elected as Wisconsin's candidate and presented to the Central Division Caucus. Delegate allowance pursuant to Article VII, Section 5 (sub 2)

Article VII NATIONAL CONVENTION

Section 1. The number of delegates to the National Convention shall be on the basis of paid-up membership within the Department and compliance with instructions of the National Constitution, each of the twelve Districts being equally represented, insofar as possible.

Section 2.

1. The immediate Past Department President, the newly elected Department President, Department Senior Vice President, Department First and Second Vice Presidents, Department Historian, Department Chaplain and Department Executive Secretary-Treasurer shall be delegates to the National Convention. The Department Convention shall elect the balance of the delegates.
 - a. In the event that any of the above named delegates cannot attend the national Convention, the Department President shall appoint a delegate from the alternate list as established according to Article VII, Section 2(d) in the order of plurality count, with delegate allowance pursuant to Article VII, Section 5(sub 2).
2. The District Presidents shall be delegates to the National Convention. Their alternates shall be the District First Vice Presidents. In the event a District President or her alternate is unable to attend the National Convention, the Department President shall appoint a

- delegate from that District from the alternate list, in the order of the plurality count. Said delegate shall have all rights and responsibilities of the District President during the National Convention, with delegate allowance pursuant to Article VII, Section 5 (sub 2).
3. In the event that no delegate from that district is available, the Department President shall then appoint as delegate, an alternate nominated according to Article VII, Section 2 (sub 4), in the order of the plurality count, with delegate allowance pursuant to Article VII, Section 5(sub 2)
 4. A Wisconsin candidate for the National Office of Central Division National Vice President, Historian or Chaplain shall be an automatic delegate to National Convention and shall be allowed expenses pursuant to Article VII, Section 5(sub 2)
 5. National representatives and endorsed candidates for National office whose expenses are paid by the National Organization shall automatically be named delegates, except those who attend as National delegates. Wisconsin's Auxiliary Member of the Year shall also be named a delegate automatically if she chooses to attend the convention, and shall be allowed expenses pursuant to Article VII, Section 5 (sub 2). The remaining delegates shall be elected in the manner set forth in the following subsection (5), and if they attend the National Convention, they shall do so with delegate allowance pursuant to Article VII, Section 5 (sub 2).
 6. Each of the twelve Districts may nominate up to three delegates in a caucus, which shall be called for that purpose at the Department Convention. There shall be no nominations from the convention floor. The requisite number of delegates shall be elected by the convention according to the plurality count. The remaining nominees for delegates automatically become alternates according to the plurality count.

Section 3. The Department Executive Secretary-Treasurer shall be the Delegation Secretary to the National Convention. The immediate Past Department President shall complete all Departmental plans for the National Convention, shall preside at the Wisconsin Caucus and shall serve as Delegation Chairman. In the event the designated Delegation Chairman is absent for any reason, the Department President shall be acting Chairman. The Department President shall be responsible for appointment of alternates as prescribed in Section 2.

Section 4. All delegates to the National Convention must attend all sessions of the Convention unless illness prevents. Should this occur, the delegates not in attendance must file in writing with the Delegation Secretary her reason for not being in attendance. It shall be the duty of the Delegation Secretary to see that roll is called at each session, and missing members held to account. An absent delegate must forfeit 10% of the expenses being paid to her by the Department for each missed session.

Section 5.

1. The immediate Past Department President, the Department President, Department Executive Secretary-Treasurer and all other elected Department Officers including the District Presidents shall receive pro-rated amounts of the convention fund as determined annually by the Finance Committee.
2. Elected delegates other than those specified in Section 5 (sub 1) of this section shall be allowed expenses to the National Convention as determined annually by the Finance Committee.

Section 6.

1. In the event a National Convention is held in Wisconsin, the National President shall appoint the National Convention Chairman of the National American Legion Auxiliary.
2. Prior to this appointment the current Department President shall appoint designees to attend the local convention planning committee meetings.

**Article VIII
AMENDMENTS**

This constitution shall be in force immediately upon adoption and shall remain in force unless amended by a two-thirds vote of the delegates present at the annual Department Convention, providing the amendment has been read in the Convention four hours before action is taken, and amendments shall, unless otherwise stated, become operative upon adoption.

Department Bylaws

Article I
DEPARTMENT ORGANIZATION

The American Legion Auxiliary, Department of Wisconsin, shall be organized into twelve Districts, which are comprised of Units within established geographic areas.

Article II
DUTIES AND POWERS OF OFFICERS

Section 1. Department President

1. The Department President shall be the chief executive of the Department and shall assume her duties immediately upon the close of the Department Convention.
2. She shall see that provisions of the National and Department Constitution and all laws, regulations and policies established there under shall be observed.
3. In cooperation with the Executive Committee of the Department, she shall be responsible for the enforcement of discipline and maintenance of good conduct on the part of the Units and their members as provided in Article VII of Department Bylaws.
4. She shall be the presiding officer of the Department Convention and of all other Department meetings and hearings. She shall be the official representative of the Department. She shall have authority to designate a Department Vice President or other qualified member to represent her at public ceremonies and meetings. She shall be ex-officio member of all Department committees with the exception of Finance.
5. The Department President shall appoint, subject to approval of the Department Executive Committee, an Auxiliary representative at all Veterans Administration Hospitals and Centers.
6. The Department President shall also appoint from time to time such other committees as she shall deem necessary, or shall be provided for by the Executive Committee, or by the Department Convention and she shall appoint annually the immediate Past Department President to serve as Legislative Chairman.
7. Vacancies occurring in any of the elected or appointed offices of the Department shall be filled by the Department President with the approval of the Executive Committee.
8. The Department President shall give a report at the annual Department Convention.
9. The Department President shall not waive her rights to the Department Executive Secretary-Treasurer or any other person permitting her to sign her name to applications for charters or the charters issued by the National Headquarters or any other legal document pertaining to the Department.
10. She shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.

Section 2. Department Senior Vice President

In case of sickness or absence or other temporary inability of the Department President, the Department Senior Vice President shall act in her place, with like powers and duties during such absence, sickness or inability. In case of the death or permanent inability of the Department President to serve, the Department Senior Vice President shall serve for the unexpired term. This would not preclude her from running for her own term of office. The Department Senior Vice President shall be privileged to attend all regular Department committee meetings and/or instructional meetings for informational purposes at Department expense. The Executive Secretary-Treasurer shall notify her of all meetings.

Section 3. Department Vice-Presidents. Department First and Second Vice Presidents shall perform such duties as shall be assigned to them by the Department President. If the Department President and Senior Vice President are unable to fulfill the duties of the President, the

Department Executive Committee shall designate the First Vice President to function as President with like powers and duties during such absence, sickness or inability.

Section 4. Department Executive Secretary-Treasurer

1. It shall be the duty of the Executive Secretary-Treasurer to record the proceedings of the Department Conventions and of the Department Executive Committee meetings. She shall file two convention proceedings, one with Department Headquarters and one with the retiring Department President. She shall keep all books that are needed to successfully carry on the work of her office, to receive and answer all official mail under the direction of the President; to send and give due notice of all meetings; to act as secretary of the Department Executive Committee and to conduct her office in a business-like manner.
2. She shall keep a record of all money received from all Units for per capita assessments or other sources, and shall also care for the archives of the Department.
3. She is hereby vested with such authority as is necessary to carry out her duties successfully for the good of the American Legion Auxiliary.
4. She shall receive from the Units, Counties and Districts, their funds for Department and National purposes, properly recording same.
5. She shall pay all orders of budgeted items with a financial statement being sent monthly to the Department President and the Department Finance Chairman. She shall retain these orders for her records.
6. All Department funds shall be deposited in the name of the American Legion Auxiliary, Department of Wisconsin, the bank or banks to be determined by the Finance Committee.
7. She shall give bond in such amount as the Department Executive Committee may direct, the premium of the aforesaid bonds to be paid by Department. She shall be bonded for not less than \$10,000.00 and she shall have no vote in the consideration of this matter.
8. Her accounts shall be audited by a Public Accountant, said audit to be completed at least one week before the annual Department Convention.
9. She shall pay over to and deliver to her successor all money, vouchers, books and papers belonging to the Department, upon the approval of said successor's bond.
10. She shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.
11. The Department Executive Secretary-Treasurer shall be under the supervision of the Department President.

Section 5. Department Historian

The Department Historian shall be responsible for compiling a complete historical record of the Department. She shall have authority to request from the officers of the Department and the Units therein information necessary for the performance of her duties, and shall prepare and submit annually to the Department Convention a report covering the suggestions relating to the preservation of the historical records of the Department as she shall deem appropriate.

Section 6. Department Chaplain

The Department Chaplain shall officiate as such at the Department Convention and shall perform such other duties as shall be assigned to her by the Department President.

Article III DEPARTMENT EXECUTIVE COMMITTEE

Section 1. The general executive power and direction of affairs of the Department shall, except as herein otherwise provided, be vested in a Department Executive Board consisting of the following members: the immediate Past Department President, all elective officers, Alternate National Executive Committeewoman, and the District Presidents from each District. The Department Executive Board members have full voting authority.

Section 2. The Department Executive Committee shall meet at least three times a year, the first meeting to be held immediately after the close of the Department Convention and at the same place, and thereafter at the call of the President, the last meeting to be held immediately before the Department Convention and at the same place. Upon request made in writing to the Department President by one-third of the members of the Department Executive Committee, she shall call a special meeting of the committee at a time determined by the Department President. The Department President shall call special meetings of the Department Executive Committee at such further times and at places determined by her, with the approval of the Finance Committee.

Section 3. All department committee chairmen and members plus the Past Department Presidents shall have voice and the right to offer motions.

Section 4. Ten members shall constitute a quorum of the Executive Board.

Section 5. Any matter purporting to relate to the business of administration of this Department and which is not regulated by specific provisions of the Bylaws shall be referred to the Department Executive Board for determination and adjustment.

Article IV DISTRICT ORGANIZATION

Section 1. The District President and 1st Vice-President shall be duly elected biennially by a majority vote of the delegates present at the annual District Spring Conference, their term of office to begin with the adjournment of the Department Convention following the Conference.

1. The term of office for all District Officers shall be for two years, beginning at the adjournment of the Department Convention. Districts 1, 3, 5, 7, 9, and 11 shall elect in even years and Districts 2, 4, 6, 8, 10, and 12 shall elect in odd years, except in cases where a vacancy has occurred, in such event appointment or election shall be effective immediately for the un-expired term. A member who fills an un-expired term as District President, either by election or appointment, shall not be precluded from running for her own term of office.
2. District installations are encouraged as models for Units. Such installations will take place at the adjournment of the Spring Conference at which an election is held. Official installation of the District President will be at the Department Convention, at which time she and her District Officers shall assume their duties.

Section 2. A District President shall not be eligible to succeed herself. She will remain in office until her successor is ratified.

Section 3. She shall be the presiding officer of the District Conference and of all other District meetings and shall have general advisory powers over Units within her District. She shall be the official representative of the District. She shall have the authority to designate a District Vice President or other qualified member to represent her at public ceremonies and meetings.

Section 4. Each District President shall promote the organization of additional Units within her District and assist in increasing the membership of Units already established.

Section 5. When a Unit is transferred from one district to another, membership totals and quotas for each district will be revised by the Department to reflect the change.

Section 6. The District President shall call at least one conference a year. Conference dates will be set with the approval of the Department President. The Department President or her representative shall be invited to attend.

Section 7. Each District President shall make a written report of her year's work to the Department Convention.

1. Each District Historian shall compile a District history annually.
2. Each District shall submit a copy of its District Bylaws to the Department.
3. The District President shall each year submit to Department Headquarters for the incoming Department President's consideration, names of qualified members from her district capable of accepting Department appointments.
4. The District President shall submit a list of Units, whose District dues have not been paid, to Department Headquarters 30 days before the Department Convention.

Section 8. Each District President shall be allowed for organization work an amount equal to \$1.00 per Unit based on the number of Units within her District.

Article V STANDING COMMITTEES

Section 1. Finance Committee

1. A Department Finance Committee shall consist of three Past Department Presidents from different districts elected by the Executive Committee. The Chairman of the Office Policy Committee and the National Executive Committeewoman are automatic members of the Finance Committee. The number of Finance Committee members shall then be five.
2. Of the three members first elected, one shall serve one year, one for two years and one for three years. After the expiration of the first year and every year thereafter, one member shall be elected by the Pre-Convention Executive Committee to serve for the three year term, thereby making a permanent body of the Department Finance Committee.
3. From these three members of the Committee, the Department President shall each year appoint the Finance Chairman.
4. If a member is absent in the Finance Committee meeting, the Department President shall act as a voting member. In case of resignation or death of a member of the Finance Committee the President shall fill the vacancy by appointment, and such newly appointed members shall act through the following Convention.
5. This Committee shall meet at least two times a year, or at the call of the Department President. It shall be their duty to budget the expenditures of the Department, to check on all bills pertaining to all funds of the Department, to determine mileage, housing and per diem for officers and committees on official call, to decide on what equipment shall be purchased as the permanent property of the Department and the sum to be expended for this.
6. The committee's decision on routine financial matters shall be final between Department Conventions, unless overruled by a two-thirds vote of the Executive Board. In non-budgeted financial matters the Department President may ask for a decision of the Department Executive Board, either at a special meeting or by mail. All affected committee chairmen shall be given an opportunity for input in formulating recommendations.

Section 2. The Standing Rules Chairman shall be a Past Department President.

Section 3. The Committee on Veterans Affairs & Rehabilitation shall be composed of four members to be appointed by the Department President, subject to ratification of the Department Executive Committee. The four members include a Veterans Affairs and Rehabilitation Chairman, Field Service Chairman, Home Service Chairman and Director of Hospital Volunteers.

Section 4. There shall be a Publication Editor, to be appointed by the Department President, subject to ratification of the Department Executive Committee. The editor and a member designated by the Department President shall attend meetings of the Joint Publication Board.

1. The Publication Editor shall be responsible for financial coordination with the **BADGER LEGIONNAIRE**.
2. The Editor shall have sole responsibility for the set-up and editing of articles in the **WISCONSIN** publication.

Section 5. There shall be chairmen to the following committees – Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Fund Raising, Legislative, Liaison to the American Legion, M. Louise Wilson Loan Fund, Membership, National Security, Past President's Parley, Poppy and Public Relations, to be appointed by the Department President, subject to ratification of the Department Executive Board.

Section 6. The Committee on Leadership shall be composed of three members, to be appointed by the Department President, subject to the ratification by the Department Executive Board. From these three members, the Department President shall, each year, appoint the Chairman.

Section 7. There shall be an Education Chairman, to be appointed by the Department President, subject to the ratification of the Department Executive Committee.

1. It shall be the responsibility of this chairman to oversee the investments of the H.S. and Angeline Lewis Scholarship Fund in conjunction with the hired agency.
2. The Education Chairman and the Past President's Parley Chairman will consult annually for the purpose of evaluating the portion of the scholarship program funded by the Past Presidents Parley.

Section 8. The Constitution and Bylaws Chairman shall be a Past Department President.

Section 9. The Wisconsin American Legion Auxiliary Badger Girls State, Inc. is a Standing Committee of the Auxiliary.

1. The Committee shall always consist of 13 Auxiliary members, 9 of who are appointed by the Department President from counselors who have served Girls State for at least three years within the past 5 years. Vacancies created by persons serving in dual capacities shall be filled by appointment of the Department President for that remaining portion of the 3-year term. These appointments shall be subject to ratification by the Department Executive Committee. The Badger Girls State Committee, immediately following the Spring Badger Girls State Committee Meeting, will give a list of counselors who meet these criteria to the Department Senior Vice President. These members shall be appointed by the President as follows: Three members for one year, three members for two years and three members for three years and each year thereafter three members shall be appointed for three-year terms. In addition, the current Department President, Department Senior Vice President, Department Americanism Chairman and Department Executive Secretary-Treasurer shall serve for one year. All members of the Committee shall have vote.
2. The officers of the Committee will be Chairman and Vice Chairman, who shall be appointed annually by the President, subject to ratification of the Department Executive Committee and the Department Executive Secretary-Treasurer, who by virtue of her office, shall be Secretary-Treasurer of WALA BGS, Inc.
3. The Executive Director and Assistant Executive Director shall be appointed annually by the Department President, subject to ratification of the Department Executive Committee.

Section 10. The Wisconsin American Legion Auxiliary State Bowling Association, Inc., is a standing committee of the Auxiliary.

1. The Committee shall consist of nine Auxiliary members who are appointed by the Department President from the various Units in the Department of Wisconsin, subject to ratification of the Department Executive Committee, plus the current American Legion Auxiliary Department President, Department Senior Vice President and Department Executive Secretary-Treasurer. These members shall be appointed by the President as follows: Three members for one year, three members for two years and three members

for three years and each year thereafter three members shall be appointed for three-year terms. All members of the Committee shall have vote, with the exception of the Department Executive Secretary-Treasurer.

2. The officers of the Committee will be a Chairman, Vice Chairman and Tournament Manager, who shall be appointed annually by the Department President, subject to ratification by the Department Executive Committee, and the Department Executive Secretary-Treasurer, who by virtue of her office, shall be Secretary-Treasurer of the Wisconsin American Legion Auxiliary State Bowling Association, Inc.

Section 11. The Wisconsin American Legion Auxiliary Badger Girls State, Inc. and Wisconsin American Legion Auxiliary State Bowling Association, Inc. are incorporated bodies, carrying on their separate functions as prescribed in their articles of incorporation and standing rules, provided they are not in conflict with the Department Bylaws and Standing Rules. Meetings of these committees shall be scheduled with the approval of the Department President.

Section 12. The Office Policy Committee shall be composed of three members who shall be Past Department Presidents, to be appointed by the Department President, subject to ratification of the Department Executive Committee. Of the three members first appointed, one shall serve for one year, one for two years, and one for three years. After the expiration of the first year and every year thereafter, one member shall be appointed to serve for the three-year term. From these three members of the Committee, the Department President shall each year appoint the Office Policy Chairman. This committee will meet prior to the Department Convention for the purpose of study and review of office policies and procedures.

Section 13. A Department Convention Committee shall be composed of three (3) Auxiliary members who shall be appointed by Department President, subject to the ratification of the Department Executive Committee. Of the three members first appointed, one shall serve one year, one shall serve 2 years and one will serve for three years. After the expiration of the first year and every year thereafter, the Department President shall appoint one member for a three-year term. The Department President will annually appoint a chairman from the committee.

The chairman of this committee will represent the American Legion Auxiliary at the American Legion Convention and Activities Meetings. The Department President and Senior Vice President shall be ex-officio members.

Section 14.

There shall be a Junior Activities Chairman and Vice-Chairman, to be appointed by the Department President, subject to ratification of the Department Executive Board.

Article VI SUBSIDIARY ORGANIZATIONS

All subsidiary organizations of the American Legion Auxiliary shall have dues no higher than the dues of the American Legion Auxiliary, and said subsidiary organization shall be required to file a complete financial statement of receipts and expenditures with the Department President and the Department Finance Committee of the American Legion Auxiliary before each Department Convention of the American Legion Auxiliary.

Article VII UNIT ORGANIZATION

Section 1. The smallest administrative unit of this organization shall be termed the Unit and shall be known as the American Legion Auxiliary Unit to the _____ Post No. _____. Each Unit shall have a minimum membership of ten (10) Senior members. No Unit shall be received into the organization until it shall have received a Charter. A Unit desiring a Charter shall apply to Department Headquarters and a Charter will be issued by the National President and

Secretary whenever recommended by the Department President, provided that the application for Charter shall first be approved by the Commander and Adjutant of the Post to which the Unit is to be attached.

Section 2. The elective officers of each Unit shall be a President, one or more Vice Presidents and a Treasurer. The Secretary, Historian, Chaplain and such other offices as may be deemed necessary may be elected or appointed at the discretion of the Unit.

Section 3. Unit officers shall be elected annually or biennially at a meeting called for that purpose. This meeting shall be held in May or June. An installation ceremony is strongly encouraged for newly elected officers. Officers shall assume their duties immediately following their election. Such assumption of duties shall take place no later than Department Convention.

Section 4.

1. The Executive Committee shall be composed of the President, immediate Past President, Vice President, Treasurer and Secretary and such other members either elected or appointed, as the Unit may deem advisable.
2. The Unit President shall appoint such other committees as may be necessary.

Section 5.

1. Each Unit, when receiving its Charter, automatically adopts the Department Constitution and Department Bylaws, but the Unit shall draft its own Bylaws covering rules pertinent to local situations.
2. The Unit shall belong to the designated district organization in conformance with Department and National Bylaws. Any Unit, which fails to comply with this provision shall be subject to review by the Department Executive Committee, and appropriate disciplinary action shall be taken.
3. All Units shall submit a copy of their Bylaws to Department Headquarters.

Section 6. For violation by a member of the Auxiliary of any of the provisions of the Department, National or Unit Constitution and Bylaws, each Unit Executive Committee shall have authority, after hearing, to recommend to the Unit, the expulsion or suspension of such member. Any member so suspended shall have the right to appeal to the Department Executive Committee by giving the Committee notice within thirty days (30) of such determination.

1. Expulsion of a member should not be made until complete and thorough investigation of the charge has been made; hasty and unwarranted conclusions should be carefully avoided.
2. Due to the fact that expulsion of a member from a Unit automatically expels her from the Auxiliary, since it is only through a Unit that a woman can belong to the Auxiliary, a Unit should not take such action unless the reasons are such as to justify expulsion from any Unit of the entire organization.
3. Names of members who are expelled, together with statement of facts substantiating the expulsion charges and copies of all proceedings, should be reported to Department Headquarters, then to National Headquarters, where a record will be kept. (4) The procedures as set forth in the Unit Handbook must be followed.

Section 7. Each Unit President shall be responsible for a set of reports of the year's activities to the Department.

Section 8. Each Unit shall maintain at least two separate funds, namely a General and a Rehabilitation Fund; all poppy profits shall be placed in the Rehabilitation Fund and used wholly for service work.

NOTE: *By service work, according to the National Rehabilitation Committee, is meant material, physical and mental relief among needy ex-servicemen, ex-servicewomen and their families.*

Section 9. It shall be the privilege of an American Legion Post to petition the revocation of a Charter of a Unit, which is attached to that Post.

Section 10. Each member shall have a membership application blank on file, and all applicants for membership shall fill out said blank. In the case of eligibility through deceased relative, the service record must be secured from the Adjutant General.

Section 11. The duties of Unit Officers shall be similar to the duties of the corresponding Department offices, except the Unit Historian, who shall compile a Unit History annually.

Section 12. Units must hold at least one business meeting a month to conform to the Charter.

Article VIII DUES

Section 1. The revenue of the Department shall be derived from the annual dues of members, and by such other means as may be determined by Department Executive Committee. The Department per capita dues shall be thirteen dollars (\$13.00) per annum for Senior members, and two dollars and fifty cents (\$2.50) for Junior members for the 2009 Membership Dues year.

Senior Membership	<u>2009</u>
Department Dues	\$4.25
Department & National Convention Fund	\$1.75
Wisconsin Publication	\$2.00
National Dues & National News	<u>\$5.00</u>
TOTAL	\$13.00

Junior Membership	<u>2009</u>
Department Dues	\$1.10
Department & National Convention Fund	0.15
National Dues	<u>\$1.25</u>
TOTAL	\$2.50

Approved at 2008 Department Convention in LaCrosse, WI for the 2010 Membership dues. The Department per capita dues shall be sixteen dollars (\$16.00) per annum for Senior members, and three dollars (\$3.00) for Junior members for the 2010 Membership Dues year.

Senior Membership	<u>2010</u>
Department Dues	\$6.00
Department & National Convention Fund	\$2.00
Wisconsin Publication	\$3.00
National Dues & National Magazine	<u>\$5.00</u>
TOTAL	\$16.00

Junior Membership	<u>2010</u>
Department Dues	\$1.50
Department & National Convention Fund	\$ 0.25
National Dues	<u>\$1.25</u>
TOTAL	\$3.00

Section 2. Each Unit must remit all Department and National dues and fees to Department Headquarters promptly. New applicant membership received at the unit level after January 1, shall be considered payment of dues for the current membership year unless the member requests the payment be held for the following membership year.

Section 3. Unit dues shall be fixed by each local Unit.

Section 4. The membership year of this Department shall be from January 1st to December 31st of each year. National and Department dues shall not be pro-rated for parts of the membership year unless authorized by the National and Department Committees.

Section 5. Any Unit in this Department shall have full power and authority to drop from the membership roll the name of any member failing to pay annual dues by December 31st. She shall be classed as delinquent and shall be suspended from all membership privileges provided; however, such suspended member shall be notified by the Secretary of the Unit of such suspension prior thereto. Payment of back dues after suspension shall reinstate such member to active membership. (Any member delinquent to December 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without the payment of all past dues or by re-establishing eligibility and making application as a new member.)

Section 6. Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit Officer and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

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

Membership in a Unit establishes the District to which the member belongs.

Section 7. The membership dues of Headquarters Unit 2930 shall be \$25.00 for Senior members and \$5.00 for Junior members. Senior members will receive "The National News" and "The Wisconsin".

Article IX DISCIPLINE

Section 1. The Department Executive Committee shall receive complaints concerning members, officers in Units of the Auxiliary, which complaints relate to the violation of the National and Department Constitutions, Bylaws and Standing Rules.

Section 2. For such violation by any Department Officer of the Auxiliary, The Department Executive Committee may remove her from office.

Section 3. The Department Executive Committee, after notice and a hearing, may recommend to the National Executive Committee the suspension or revocation of the Charter of a Unit which violates the Constitution, or the National Constitution of the American Legion Auxiliary, or which fails to discipline any of its members for such violation, and may provide for the government and administration of Unit during such suspensions or upon revocation.

Section 4. Any Unit whose Charter has been so revoked may appeal to the Department Convention for the purpose of obtaining a reconsideration of the revocation of its Charter, upon written petition signed by at least fifty percent (50%) of the members of the Unit.

Article X EMPLOYEES OF DEPARTMENT

Section 1. There shall be no salaried officers with the exception of Department Secretary-Treasurer. There shall be no salaried committee members with the exception of the Poppy Supervisor and her assistant.

Section 2. Any paid employee of the Department of Wisconsin who is elected to the office of Department President will be required to take a leave of absence from her employment with the Department during her term of office.

Article XI DEPARTMENT RED BOOK

The Department Headquarters shall furnish gratis one copy of the Department Red Book to each Unit, County President, Executive Committee Member and Past Department President not currently serving on the Executive Committee. Copies shall also be distributed to the National Organization and the American Legion as requested. Additional copies are available at nominal cost.

Article XII CHANGE OF RESIDENCE

Any Department Officer changing her residence to another state automatically vacates her office.

Article XIII PARLIAMENTARY RULING

The rules of procedure of the Department shall be those set forth in ROBERT'S RULES OF ORDER NEWLY REVISED except as otherwise expressly stated herein.

Article XIV AMENDMENTS

These Bylaws may be amended by a Department Convention by two-thirds vote of authorized delegates present and voting, providing the proposed amendments have been read in the Convention four hours before action is taken, and amendments shall become operative upon adoption.

Article XV AUTHORITY

The authority under which all Departments, Districts 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 HANDBOOK of the American Legion Auxiliary. Any provision of any Department, District or Unit Constitution or Bylaws or any regulation of any Department, District or Unit in conflict with the foregoing authority shall be void.