



AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN CONSTITUTION

**As Approved by the 100th Department Convention
Middleton, Wisconsin
July 2021**

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 in 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

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

Article II NATURE

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

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. 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

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

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

Section 2. Under the laws of the State of Wisconsin, equivalent step-relatives comply with the provisions of

Section 1.

Section 3. There shall be two classes of membership, Senior and Junior.

1. Senior membership shall be composed of members over the age of eighteen; provided, however, that a spouse under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
2. 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.
3. Dues of both classes shall be paid annually or for life.

Article IV

DEPARTMENT OFFICERS

Section 1. The proposed officers of this organization shall be as follows: President, Senior Vice President, First Vice President, Second Vice President, Executive Secretary-Treasurer, Historian, Chaplain, Parliamentarian, Sergeant-at-Arms, and Assistant Sergeant-at-Arms.

Section 2. No Past Department President shall be eligible for re-election as Department President.

Article V

DEPARTMENT EXECUTIVE BOARD

Section 1. The general administrative and executive power and direction of affairs of the Department shall, except as herein otherwise provided, be vested in a Department Executive Board and shall serve as the governing body of the organization with fiduciary, policy and strategic responsibility for the organization. It shall be the duty of the Department Executive Board to ensure that the organization has adequate resources to fulfill its mission. The Department Executive Board is responsible for the organization's adherence to legal standards and ethical norms.

Section 2. The Department Executive Board shall be comprised of all elective officers, Alternate National Executive Committeeperson and the District President from each District. The Department Executive Board members have full voting authority.

Section 3. All Department committee chairs and committee members, plus the Past Department Presidents shall have voice and the right to offer motions. These individuals do not have the right to vote on the subject matter at hand.

Section 4. Any issue purporting to relate to the business of administration of this Department and which is not regulated by specific provisions of the Constitution & Bylaws shall be referred to the Department Executive Board for determination and adjustment. Issues of the Department Executive Board may be handled by electronic vote.

Section 5. Ten members shall constitute a quorum of the Department Executive Board.

Article VI

NATIONAL OFFICERS

Section 1. The Department shall elect a National Executive Committeeperson from among the members, who will serve for a two-year term of office, and further will be allowed to serve for an additional elected two years of service. The term of shall commence immediately following the adjournment of the National Convention next ensuing and shall end at the adjournment of the National Convention in two years or after a four-year term of office if reelected. The immediate Past Department President shall be the Alternate National Executive Committeeperson and the term of office shall commence immediately following the adjournment of the ensuing National Convention for one year. In the event of a vacancy for Alternate National Executive Committeeperson, 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. It shall be the duty of each National Executive Committeeperson to fulfill the responsibilities of the National Executive Committee, and to articulate the organization's mission, accomplishments, and goals to the public and to the Department.

Article VII

DEPARTMENT CONVENTION

Section 1. The Legislative body of The American Legion Auxiliary shall be the Department Convention to be held annually for the purpose of electing officers, receiving reports, and transacting such other business as shall properly come before it. The time and place for a convention shall be fixed by the Department Executive Board. In the event where conditions are indicative of the undesirability of holding a regularly scheduled annual in-person convention, the Department Executive Board may decide to postpone or cancel the convention or may decide to conduct the convention via an electronic platform that allows for delegates in attendance to hear each other

simultaneously and participate during the meeting. Members shall be notified of the decision in a manner determined by the Department Executive Board.

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 faction 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.

Section 3. Delegates shall cast their own votes; the votes to be collected (in case of ballot), counted and announced without reference to district, as set forth in the latest edition of ROBERTS 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.
4. The Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms and Assistant Sergeant-at-Arms shall be delegates-at-large to the Department Convention and entitled to vote.
5. Members of the Department Executive Board, as defined by the Constitution, Article V, Section 2, shall be seated as delegates-at-large with vote in the Convention.
6. The Convention Credentials Committee shall be the final judge of qualification of delegates.
7. Proxies shall not be permitted.

Article VIII

NATIONAL CONVENTION

Section 1. The number of delegates to the National Convention shall be based on paid-up membership within the Department and compliance with instructions of the National Constitution.

Section 2. 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 3. Members of the National Executive Committee shall be delegates-at-large to the National Convention with vote to be exercised with their Departments.

Section 4. Each delegate shall be entitled to one vote. The vote of any delegates who are absent and not represented by an alternate shall be cast by the majority of the delegates present from their Department.

Article IX

AMENDMENTS

Section 1. This Constitution may be amended at a Department Convention by a vote of two-thirds of those delegates present and voting, provided the proposed amendments shall have been submitted through the Department Executive Secretary-Treasurer to the Units and members of the Department Executive Board by mailing same to them at least thirty (30) days prior to the convening of the Convention.

Section 2. An amendment not having been previously read or distributed as required in Section 1 may be adopted by the unanimous vote of the Convention body.

AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN

BYLAWS

As Approved by the 100th Department Convention
Middleton, Wisconsin
July 2021

Article I ELECTION OF OFFICERS

Section 1. 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.

Department President and 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.

First Vice President, Second Vice President, Historian and Chaplain

Section 2. The following officers shall be appointed by the Department President subject to the approval of the Department Executive Board and shall hold office at the will of the appointive power.

Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms and Assistant Sergeant at Arms

The Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms, and Assistant Sergeant-at-Arms shall attend Department Executive Board meetings only at the call of the Department President and shall not be voting members of the Executive Board.

Installation according to the Manual of Ceremonies shall follow the election of Department officers.

Section 3. All Department officers elected or appointed at the Department Convention shall serve for one term or until their successors are elected. A term shall start upon adjournment of the convention at which they are elected or appointed and end at the adjournment of the following convention.

Section 4. In the event of a vacancy in the office of Department President, the Senior Vice President shall become President and shall assume the duties and authority of the office. In the offices other than Department President, the vacancy shall be filled by appointment of the Department President with approval by the Department Executive Board. No Past Department President shall be appointed to fill any vacancy in these respective offices.

Section 5. If a vacancy occurs for the office of Executive Secretary-Treasurer, a new Department Executive Secretary-Treasurer shall be recommended to the President by a committee composed of the Department President, Alternate National Executive Committeeperson, Chairs of the Finance and Office Policy Committees, and one at-large member appointed by the President at the time needed. The Chair of the Office Policy Committee shall serve as Chair of the hiring committee.

The Executive Secretary-Treasurer's term of office shall be continuous as long as performance of duty is efficient and to the best interest of the Department, subject to the ratification annually by the Department Executive Board at the pre-convention Executive Board meeting.

Section 6. Department Officers changing their membership to another state automatically vacate their office.

Section 7. While endorsements for department office are not required, candidates are encouraged to seek endorsements from their unit, county, and district. Endorsements should be sent from the respective unit, county or district to the Department Executive Secretary-Treasurer prior to the candidate's formal announcement. A district may only endorse one candidate for each office.

Article II DUTIES AND POWERS OF OFFICERS

Section 1. Department President shall be the Chief Executive of the Department and preside at all meetings of the Department Convention and the Department Executive Board; appoint or hire a parliamentarian; appoint members of standing committees; create such other committees and appoint members thereon as deemed advisable; appoint

all officers not otherwise provided for, with the approval of the Department Executive Board; serve as ex-officio member of all committees with the exception of Finance and perform such other duties as are usually incident to the office; be the official representative of the Department with authority to designate a Department Vice President or other qualified member to represent the Department at public ceremonies and meetings.

1. 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 Chair of Constitution and Bylaws and four members chosen from the delegates. This committee shall meet prior to the opening of the Convention for 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.
2. The Department President shall, not less than 90 days prior to the annual Department Convention, appoint a Standing Rules Committee consisting of the Department Chair 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.
3. The Department President shall at least seven days before the date of the annual Department Convention, appoint a Credentials Committee consisting of a chair and the twelve District Presidents. The Department Executive Secretary-Treasurer shall furnish them with certified copies of the list of such delegates and the number of delegates that 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.
4. 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.
 - a. Resolutions presented by an individual member must be approved by the Unit or District to which the member belongs. Resolutions must be received at Department by June 1. Copies of these resolutions shall be transmitted to Units not less than 30 days before Department Convention.
 - b. Any resolution not approved by a Unit or District, or when the district conference is held after June 1, must be approved by the appropriate Department Chair of the program to which the resolution pertains. The Department Chair will submit approved resolutions to the Resolutions Committee for consideration.
 - c. The Resolutions Committee will forward any approved resolutions with a financial impact to the Finance Committee for their approval.

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 the President's 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 the Senior Vice President from running for his/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 and perform other duties as assigned by the Department President.

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 Board 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 shall record proceedings of the Department Convention and the Department Executive Board meetings; keep all records of the Department; transmit reports and bulletins of all Department standing committees and send out all literature and calls of meetings; be the custodian of the funds of the Department and account for the same; sign checks in disbursing the funds of the organization; and make reports upon the condition of the Department treasury when called for by the Department President. To external audiences only, the title shall be Executive Director.

Section 5. Department Historian shall be responsible for compiling a complete historical record of the Department; have authority to request from the officers of the Department and the Units therein information necessary for the performance of these duties; 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 deemed appropriate; and submit a history of the Department to the National Historian as requested.

Section 6. Department Chaplain shall officiate as such at the Department Executive Board meetings and Department Convention and perform such other duties as shall be assigned by the Department President.

Section 7. Department Parliamentarian shall be familiar with all documents governing the management of the Department and assist the Department President, all Department Officers and Chairs in the administration of their duties. When requested, the Parliamentarian shall offer advice to Units and Districts in resolving parliamentary issues. To preserve impartiality, the Parliamentarian may not be a chair of any other committee that may bring resolutions or issues to the floor of official meetings.

Article III NATIONAL CONVENTION

Section 1. Delegates shall be appointed to the following priorities.

1. The immediate Past Department President, the newly elected Department officers including Department President, Senior Vice President, First and Second Vice Presidents, Central Division National Vice President candidate (when applicable), Historian, Chaplain and Executive Secretary-Treasurer shall be delegates to the National Convention. The Central Division National Vice President candidate would have priority as a delegate the year in which the election is held at the National Convention, before the Department Historian, Department Chaplain or Executive Secretary-Treasurer.
2. District Presidents may be delegates to the National Convention if there are available delegate opportunities. A District President who cannot attend the Convention forgoes representation for the district. If there are not sufficient delegate positions open for all District Presidents to be delegates, District Presidents from odd numbered districts would be delegates during odd numbered years and District Presidents from even numbered districts would be delegates during even numbered years. District Presidents not assigned as delegates would have their names placed on the supplemental list as the first priorities for delegate designation, based upon their membership standing as of 30 days prior to Department Convention.
3. Any National Chair or committee member whose expenses are paid by the National organization shall fill delegate positions available after subsections 1 and 2 are met. If there is no available opening, these individuals would be placed on the Supplemental list with priority after the District Presidents.
4. A Wisconsin candidate for the office of National Historian or National Chaplain may be a delegate after all other subsections of this Article are satisfied.
5. Each of the twelve districts may nominate alternates to the National Convention at the district level. The nominee selection process shall be determined at the discretion of the district, possibly at their spring or fall conferences, or by executive action. Names of nominees shall be sent to Department Headquarters as soon as selected and no later than July 1st. There shall be no nominations from the floor and election of alternates shall be held at a designated time during Department Convention and named in order of plurality count.
6. No alternates shall be named to fill vacant positions until all delegates have been selected according to the above priorities.

Section 2. The Department Executive Secretary-Treasurer shall be the delegation secretary to the National Convention. The immediate Past Department President shall complete all department plans for the convention, shall preside at the Wisconsin caucus and shall serve as Delegation Chair. In the event the designated Delegation Chair is absent for any reason, the Department President shall be the acting chair.

Section 3. All delegates to the National Convention must attend all sessions of the convention unless illness prevents. Should this occur, the delegate not in attendance must file in writing with the delegation secretary the reason for the absence. It shall be the duty of the delegation secretary to see that roll is taken at each session and missing members held to account. An absent delegate must forfeit 10% of the expenses being paid by the Department for each missed session.

Section 4. Delegates shall receive a stipend for convention as determined annually by the Finance Committee.

Section 5. The Finance Committee may allocate a stipend to help defray expenses of convention attendees who are not delegates if they are attending in an official capacity.

Section 6. In the event a National Convention is held in Wisconsin, the National President shall appoint the National Convention Chair. Prior to this appointment the current Department President shall appoint designees to attend the local convention planning committee meetings during the year.

Article IV

DISTRICT ORGANIZATION

Section 1. The District President and First 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 shall be two years to begin with the adjournment of the Department Convention following the conference.

Section 2. A District President shall not be eligible to serve an additional term, however, will remain in office until a successor is ratified.

Section 3. The District President shall call at least one conference a year. The District President is required to notify Department Headquarters of the date, place and time. The Department President or a department representative shall be invited to attend.

Section 4. The District President shall submit a list of units, whose district dues have not been paid, to Department Headquarters 30 days prior to the Department Convention.

Article V

STANDING COMMITTEES

Section 1. The Department President shall name such committee chairs as deemed advisable, subject to the ratification of the Department Executive Board. There shall be the following Standing Committees: Americanism, Auxiliary Emergency Fund, American Legion Auxiliary Badger Girls State, WALA State Bowling Association, Children & Youth/Liaison to The American Legion Child Welfare Foundation, Community Service, Constitution & Bylaws, Education, Finance, Fundraising, Junior Activities, Leadership, Legislative, M. Louise Wilson Educational Loan Fund, Membership, National Security, Office Policy, Past Presidents Parley/Cavalcade of Memories, Poppy, Liaison to The American Legion Communications Committee, Public Relations, Standing Rules and Veterans Affairs & Rehabilitation.

Section 2. The Finance Committee is comprised of three members who serve 3-year terms, one of whom shall be appointed each year by a committee composed of the Senior Vice President and the First and Second Vice Presidents, with additional input from the Department President and the Department Executive Secretary-Treasurer. Each candidate will first submit a resume detailing specific information relating to knowledge of finance, accounting, auditing or relevant experience. The Chair of the Finance Committee will be appointed by the Department President from among these three members. The Chair of the Office Policy Committee and the Alternate National Executive Committeeperson are automatically members of the Finance Committee. The number of Finance Committee members shall then be five.

1. 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 member shall serve for the duration of the unexpired term.
2. 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, by electronic means or by mail.
3. 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, check on all bills pertaining to all funds of the Department, determine reimbursable expenses for officers and committees on official call, decide what property or equipment shall be purchased by the Department and the sum to be expended for this.

Section 3. The Office Policy Committee is comprised of three members who serve 3-year terms, one of whom is appointed each year by the Department President. All members must be Past Department Presidents.

Section 4. The Department President shall appoint three members from counselors who have served Girls State for at least three years within the past five years to 3-year terms on The American Legion Auxiliary Badger Girls State Committee.

American Legion Auxiliary Badger Girls State, Inc. shall consist of 13 Auxiliary members, nine of whom have been appointed. The current Department President, Department Senior Vice President, Department Americanism Chair and Department Executive Secretary-Treasurer shall serve for one year. All members of the Committee shall

have vote.

The Chair, Vice Chair, Executive Director and Assistant Executive Director shall be appointed annually by the Department President from the nine appointees. The Department Executive Secretary-Treasurer, who by virtue of that office, shall be Secretary-Treasurer of ALABGS, Inc.

Section 5. The Department President shall appoint three members to the Wisconsin American Legion Auxiliary State Bowling Committee to serve 3-year terms. The Wisconsin American Legion Auxiliary State Bowling Association, Inc. shall consist of twelve Auxiliary members, nine of whom have been appointed. The current Department President, Department Senior Vice President and Department Executive Secretary-Treasurer shall serve for one year. All members of the Committee shall have vote.

The Chair/Tournament Manager shall be appointed annually by the Department President from the nine appointees. The Department Executive Secretary-Treasurer, by virtue of that office, shall be Secretary-Treasurer of the Wisconsin American Legion Auxiliary State Bowling Association, Inc.

Section 6. The 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 7. The Committee on Leadership shall be composed of three members appointed by the Department President.

Section 8. The Junior Activities Committee shall have a Chair and Vice Chair appointed by the Department President.

Section 9. The Committee on Veterans Affairs & Rehabilitation shall be composed of four members to be appointed by the Department President. The four members include a Veterans Affairs and Rehabilitation Chair, Service to Veterans Chair, Director of Hospital Volunteers and Homeless Women Veterans Chair.

Section 10. The following Standing Committees shall be chaired by a Past Department President: Constitution and Bylaws, Legislative, Office Policy, Past President's Parley and Standing Rules.

Section 11. There shall be a Publication Editor appointed by the Department President to serve as a liaison to The American Legion Communications Committee.

Section 12. The Department President shall appoint all committee chairs, all committee members and all vacancies on committees, with the exception as it relates to the Finance Committee, as defined in Article V, Standing Committees, Section 2. Appointments are subject to the ratification of the Department Executive Board.

Section 13. The Membership Committee shall be comprised of a chair that is a member of the Department Executive Board and two committee members appointed by the Department President. The Department First Vice President shall serve as Chair of the Membership Committee.

Section 14. The Legislative Chair shall automatically be the immediate Past Department President.

Article VI SUBSIDIARY ORGANIZATIONS

All subsidiary organizations of The American Legion Auxiliary shall be subject to regulation by action of the National Convention or the National Executive Committee 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 given the name, location and number of The American Legion Post to which it is attached. Each Unit shall have a minimum membership of ten (10) senior members, with the sole exception of the Department Headquarters Unit that will have no minimum membership requirement. 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 be first 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 officers as may be deemed necessary may be elected or appointed at the discretion of the Unit.

Section 3.

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 4.

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 that fails to comply with this provision shall be subject to review by the Department Executive Board and appropriate disciplinary action shall be taken.
3. All Units shall submit a copy of their Bylaws to Department Headquarters for approval.

Section 5. The National Counsel General of The American Legion Auxiliary has ruled that The American Legion Post to which a Unit is attached may not revoke nor threaten revocation of its Unit's Charter.

Section 6. The duties of Unit Officers shall be similar to the duties of the corresponding Department officers.

Section 7. Units must hold at least four (4) business meetings each year to conform to the Charter.

Section 8. Each Unit of The American Legion Auxiliary shall be responsible for verifying eligibility and deciding its membership subject to the restrictions of the Unit, Department and National governing documents. 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 9. No person may be a member of more than one Unit at any one time.

Article VIII DISCIPLINE

Section 1. For any violation of the National or Department Constitution and Bylaws and/or Standing Rules by any Department Officer of the Auxiliary, the Department Executive Board may remove that individual from office.

Section 2. The Department Executive Board, 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 Department 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 governance and administration of Unit during such suspension or revocation.

Section 3. 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.

Section 4. 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 vote 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 days notice in writing by the Unit Secretary of the charges and the hearing thereon. Either party has the right of appeal to the Department Executive Board, or the action thereon shall be final.

Any expense related to said appeal shall be the responsibility of the appellant.

1. The procedures for Expulsion or Suspension of a Member as set forth in the *Unit Guide Book* must be followed.
2. The expulsion of a member from a Unit is automatically expelled from The American Legion Auxiliary. A Unit should not take such action unless the reasons are such as to justify expulsion from any Unit of the entire

organization.

- Names of members who are expelled, together with statement of facts substantiating the expulsion charges and copies of all proceedings, shall be reported to the Department Secretary, who shall provide written notice of the expulsion to National Headquarters.

Article IX

ELECTRONIC MEETINGS AND COMMUNICATIONS

Section 1. The Department Executive Board, all committees and subcommittees, and District Conferences shall be authorized to meet by an electronic platform that allows for members in attendance to hear each other simultaneously and participate during the meeting.

Section 2. Communication required in the Constitution and Bylaws may be sent electronically.

Article X

EMPLOYEES OF DEPARTMENT

Section 1. There shall be no salaried officers with the exception of the Department Executive Secretary- Treasurer.

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 employment with the Department during the term of office.

Article XI

PARLIAMENTARY RULING

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

Article XII

AMENDMENTS

Section 1. These Bylaws may be amended at a Department Convention by a two-thirds vote of those delegates present and voting, providing the proposed amendments shall have been submitted through the Department Executive Secretary-Treasurer to the Units and members of the Department Executive Board by mailing same to them at least thirty (30) days prior to the convening of the convention.

Section 2. An amendment not having been previously read or distributed as required in Section 1 may be adopted by the unanimous vote of the convention body.

Article XIII

AUTHORITY

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