

2026 PROPOSED CHANGES TO DEPARTMENT STANDING RULES

Page 60: Department and National Conventions, Executive Board Meetings and National Meetings, #8

CURRENT WORDING:

8. A living Past Department President shall be honored annually at the department convention and be the guest of the Department beginning Thursday noon to the conclusion of the convention. Actual expenses shall be allowed, i.e., mileage, lodging, and meals, as approved by the Finance Committee annually. Mileage for out-of-state residents will be calculated from the Parliamentarian to serve for the duration of will make arrangements if the honored guest so requests.

PROPOSED WORDING, IF ADOPTED, WILL READ:

8. A living Past Department President shall be honored annually at the department convention and be the guest of the Department. Actual expenses shall be allowed, i.e., mileage, lodging, and meals, as approved by the Finance Committee annually. Mileage for out-of-state residents will be calculated from the most recent Wisconsin home unit to the convention city. The Department Executive Secretary will make housing arrangements if the honored guest so requests.

Remove: "...beginning Thursday noon to the conclusion of the convention."

Rationale: Removing specific times allows for changes in the convention schedule

Page 61: Department and National Conventions, Executive Board Meetings and National Meetings, #16

CURRENT WORDING:

16. 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.

PROPOSED WORDING, IF ADOPTED, WILL READ: Delete section.

Rationale: Remove duplication, already in Bylaws, Article II-Duties and Powers of Officers, Section 1.

Page 61: Department and National Conventions, Executive Board Meetings and National Meetings, #17

CURRENT WORDING:

17. The Department Executive Board shall meet at least three times a year, the 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 prior to the department convention. Upon request made in writing to the Department President by one-third of the members of the Department Executive Board, the President 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 Board and determine appropriate times and places, with the approval of the Finance Committee.

PROPOSED WORDING, IF ADOPTED, WILL READ:

17. The Department Executive Board shall meet at least three times a year, the 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 prior to the department convention. The Department President shall call special meetings of the Department Executive Board and determine appropriate times and places, with the approval of the Finance Committee, **if there is a financial impact to the Department.**

Remove: "Upon request made in writing to the Department President by one-third of the members of the Department Executive Board, the President shall call a special meeting of the committee at a time determined by the Department President."

Rationale: Add for clarification "if there is financial impact to the Department". Section removed is duplicated, see Constitution Article V Executive Board, Section 4.

Page 62: Guide for Incoming Department President, #2

CURRENT WORDING:

2. It is the policy of the Department that the incoming Department President conduct a leadership orientation for the six continuing District Presidents and the six newly elected District Presidents prior to the department convention. The Incoming Department President may contact the Leadership Chair or any other qualified member for assistance. This meeting will be held at Department Headquarters with expenses as determined by the Finance Committee annually.

PROPOSED WORDING, IF ADOPTED, WILL READ:

2. There shall be an orientation for the six newly elected District Presidents and the six continuing District Presidents at a time and place determined by the incoming Department President, with expenses as determined by the Finance Committee annually. Meeting content to be determined by the incoming Department President.

Rationale: Gives flexibility in scheduling the orientation.

Page 62: Guide for Incoming Department President, #3

CURRENT WORDING:

3. The Incoming Department President may choose a Past Department President rather than the National Executive Committee person to preside at installation.

PROPOSED WORDING, IF ADOPTED, WILL READ:

3. The incoming Department President shall choose a Past Department President to preside at the installation ceremony.

Rationale: Remove the National Executive Committee person, as this practice has not been observed in many years.

Page 62: Guide for Incoming Department President, #4

CURRENT WORDING:

4. There is a Department President's Special Project in Veterans Affairs & Rehabilitation and/or Children & Youth, the nature of which to be discussed with the Department Chair, the final decision to be made by the Incoming Department President.

PROPOSED WORDING, IF ADOPTED, WILL READ:

4. The incoming Department President shall determine their Special Project in the Veterans Affairs and Rehabilitation and/or the Children & Youth program.

Rationale: The incoming Department President is responsible for their choice of special focus during their administration.

PROPOSED WORDING, IF ADOPTED, ADD NEW SECTION:

5. A Department Leadership National Conference shall be held annually. Necessary expenses incurred for attendance may be paid from national funds as determined by the National Executive Committee.

Page 62: Guide for Department President, #3

CURRENT WORDING:

3. The Department President shall plan the dinner for the Past Department Presidents at the department convention.

PROPOSED WORDING, IF ADOPTED, WILL READ:

3. The Department President shall plan the **event** for the Past Department Presidents at the department convention.

Rationale: Although the event is currently a dinner, it may not always be that. This leaves the option open to other things.

Page 63: Guide for Department President, #5

CURRENT WORDING:

5. Appointment of Hospital Representatives, Deputies and Associate Hospital Representatives in Veterans Administration Medical Centers, Wisconsin Veterans Homes, and Dayton Care Center is made annually by the Department President, after consultation with the Department Veterans Affairs and Rehabilitation Chair, and subject to the approval of the Department Executive Board.

PROPOSED WORDING, IF ADOPTED, WILL READ: Delete section.

Rationale: Move to Bylaws. All other appointments are defined in Bylaws, move for consistency.

Page 63: Guide for Department President, #11

CURRENT WORDING:

11. The Department President shall also appoint from time to time such other committees as deemed necessary or shall be provided for by the Executive Board or by the Department Convention.

PROPOSED WORDING, IF ADOPTED, WILL READ: Delete section.

Rationale: Move to Bylaws, Article V-Standing Committees,

Page 63: Guide for Department President, #12

CURRENT WORDING:

12. The Department President shall appoint a Chair and Vice Chair to the ALA In The Know program who serve staggered two-year terms and appoint other team members as necessary to fill vacancies.

PROPOSED WORDING, IF ADOPTED, WILL READ: Delete this section.

Rationale: This was moved and consolidated with other Committees.

Page 63: Guide for Department President, #14

CURRENT WORDING:

14. The Department President shall not waive rights to the Department Executive Secretary-Treasurer or any other person, permitting them to sign the president's name to applications for charters or the charters issued by the national headquarters or any other legal document pertaining to the department.

PROPOSED WORDING, IF ADOPTED, WILL READ:

14. The Department President shall not waive rights to the Department Executive Secretary-Treasurer or any other person, permitting them to sign the president's name to the charters issued by the national headquarters or any other legal document pertaining to the department.

Rationale: Remove "applications for." Charter applications are done online and signed electronically.

Page 64: Guide for Executive Secretary-Treasurer, #7

CURRENT WORDING:

7. The Department Executive Secretary-Treasurer meet with a committee composed of the Department President and the Office Policy Committee prior to department convention to review the functions and responsibilities of the office of Department Secretary-Treasurer.

PROPOSED WORDING, IF ADOPTED, WILL READ: Delete section

Rationale: This was moved and consolidated with other Committees.

Page 65: Programs

PROPOSE CHANGING THE NAME FROM PROGRAMS TO COMMITTEES.

Rationale: This section will now list all Mission Outreach and Organizational Committee compositions previously listed in Bylaws and other areas of Standing Rules.

CURRENT WORDING:

Programs:

1. Retiring Department Officers, Department Chairpersons, and District Presidents be required to submit a job analysis and compile a file of clippings, reports and records, which will serve as a guide to their successors.
2. No Department Officer, Department Chairperson, committee member, or individual member may solicit funds for a special project at the Department level or at The American Legion functions without the consent of the Department Executive Board. In the event consent is given, funds must be channeled through Department Headquarters earmarked for the approved project.

PROPOSED WORDING, IF ADOPTED, WILL READ:

Committees:

1. All program chairs shall forward all program materials and relative communications to their successors no later than Department Convention.
2. No Department Officer, Department Chairperson, committee member, or individual member may solicit funds for a special project at the Department level or at The American Legion functions without the consent of the Department Executive Board. In the event consent is given, funds must be channeled through Department Headquarters earmarked for the approved project.
3. 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.
4. As provided in the Department Bylaws, the Department President shall appoint the following Standing Committee Chairmen, committee members, and vacancies on committees according to the following guidelines, and subject to ratification by the Department Executive Committee:
 - a. ALA in the Know
 - i. A Chair and Vice Chair, who shall serve staggered two-year terms.
 - ii. Other team members, as necessary.
 - iii. Up to six regional information conferences, to be held each year at locations around the state.
 - iv. Units near the selected site for each meeting will be contacted for assistance in providing logistics for the meeting.
 - v. All members of the American Legion Family, regardless of district affiliation, and members of the community, will be encouraged to attend any ALA In The Know.
 - vi. Presentation will be done by a selected team, material prepared by team members.
 - vii. Expenses to be provided only to those on the selected team, as allowed by the Finance Committee

- b. American Legion Auxiliary Badger Girls State, Inc. (ALABGS)
 - i. ALABGS is an incorporated body, carrying on separate functions as prescribed in its Articles of Incorporation and Standing Rules, provided they are not in conflict with the Department Bylaws and Standing Rules. The Girls State program is administered by the American Legion Auxiliary.
 - ii. Committee shall consist of 13 Auxiliary members, nine of whom have been appointed.
 - 1. The current Department President, Department Senior Vice President, Department of Americanism Chair, and Department Executive Secretary-Treasurer shall serve for one year.
 - 2. All members of the committee shall have vote.
 - iii. Appoint three members from counselors who have served at 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.
 - iv. 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.
 - v. All ALABGS staff and guests who will be staying overnight at ALABGS must complete a satisfactory background check prior to serving in their positions and every two years thereafter. The cost of the background checks will be billed to the ALABGS account.
 - vi. Meetings of this committee shall be scheduled with the approval of the Department President.
 - vii. Any Wisconsin American Legion Family entity, civic organization, service club, business, or school group may sponsor delegates to the ALABGS session.
- c. Camp American Legion
 - i. Liaison to The American Legion Department of Wisconsin Camp American Legion Committee
 - ii. Attend meetings at their own expense.
- d. Finance Committee
 - i. Five-member committee
 - 1. Three Committee members
 - 2. Office Policy Chairman
 - 3. Alternate National Executive Committee Person
 - ii. Three committee members serve 3-year terms, one of whom is appointed each year.
 - iii. Applicants must submit a resume detailing specific information relating to knowledge of finance, accounting, auditing, or other relevant experience.
 - 1. Committee composed of the Department Senior, First, and Second Vice Presidents, with input from the Department President and Executive Secretary/Treasurer shall evaluate the applicants and recommend the best qualified candidate for appointment by the Department President.
 - iv. Committee Chair and Vice Chair shall be appointed by the Department President from among the three committee members.
 - v. If a member is absent in the Finance Committee meeting, the Department President shall act as a voting member.
 - vi. 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.
 - vii. 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.

- viii. It shall be the responsibility of the Finance Committee to review and approve the annual audit or financial review. 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.
- ix. This committee shall meet at least two times a year, or at the call of the Department President.
- e. Hospital Representative and Deputies
 - i. Appointments of Hospital Representatives, Deputies, Associate Hospital Representatives and Associate Hospital Deputies are reconfirmed annually by the Department President. Vacancies to be filled upon consultation with the Department of Veterans Affairs and Rehabilitation Chair, with the approval of the Department Executive Board.
 - ii. One representative or one Associate Representative to each Veterans Administrative Medical Center, Wisconsin Veterans Homes, and Dayton Care Center
 - iii. Two Deputies at each Wisconsin Veterans Administration Medical Center and The Wisconsin Veterans Home at King.
 - iv. If the facility's patient population is sufficiently high, an additional deputy shall be appointed.
 - v. One deputy each at all associate hospitals, the Wisconsin Veterans Homes at Chippewa Falls, Union Grove, and Dayton Care Center.
- f. Junior Activities
 - i. Committee Chairman
 - ii. Committee Vice Chairman
 - iii. Committee Chair and Vice Chairman shall complete a satisfactory background check prior to their positions, and every two years thereafter. Cost of the background checks will be paid by the Junior Activities budget.
 - iv. Junior Fall Meeting and Department Junior Conference to be held each year, with registration fee assessed to defray expenses.
- g. Leadership
 - i. Committee Chairman
 - ii. Two Committee Members
 - iii. "Unit Member of the Year" will be presented with a corsage/boutonniere for the department convention, to be paid out of the Leadership budget.
- h. Legislative
 - i. Automatically, the Alternate National Executive Committee person.
- i. M. Louise Wilson Educational Loan Fund
 - i. Chairman appointed annually
 - ii. Women eligible for loans from the fund must meet the following conditions:
 - 1. Applicant must be a member of the Wisconsin American Legion Auxiliary, and membership must continue until the loan is paid in full.
 - 2. Educational loans are limited to \$800.00 annually, with a maximum of five years of loans or a total limit of \$4,000.00.
 - 3. No interest will be charged; repayment will begin no later than six months after graduation.
 - 4. Loans granted to the recipients in a current year shall be in an amount that shall not deplete the loan fund balance to less than \$800.00.
 - iii. Records of Individual account(s) overdue shall be retained by Department Headquarters for collection by a professional agency.

- j. Membership
 - i. Department First Vice President is automatically Chairman.
 - ii. Two committee members who are not members of the Department Executive Committee.
 - iii. Department Senior Vice President shall serve as advisor to the committee, with no responsibilities on this committee except to provide any knowledge of current membership issues.
- k. Office Policy
 - i. 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.
 - ii. Shall oversee the operations of the Department Headquarters office, working closely with the Department Executive Secretary-Treasurer to ensure prompt attention to matters relating to our mission and provide oversight to ensure established office policies are being followed.
 - iii. Shall be responsible for periodically reviewing Wisconsin Non-profit Statutes for Department compliance.
 - iv. The Department Executive Secretary-Treasurer shall meet with a committee composed of the Department President and the Office Policy Committee prior to department convention to review the functions and responsibilities of the office of Department Secretary-Treasurer.
- l. Publication Editor
 - i. Serves as liaison to the American Legion Department of Wisconsin Marketing & Communications Committee
 - ii. Attend meetings at their own expense.
- m. Veterans Affairs & Rehabilitation
 - i. The Department President shall appoint:
 - 1. Committee Chairman
 - 2. Service to Veterans Chairman
 - 3. Director of Hospital Volunteers
 - 4. Homeless Women Veterans Chairman
 - 5. Christmas Gift Shop Chairman and Christmas Gift Shop Assistant.
- n. Wisconsin American Legion Auxiliary State Bowling Association
 - i. Is an incorporated body, carrying on 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.
 - ii. Committee shall consist of 12 members, nine of whom have been appointed.
 - 1. The Department President shall annually appoint three members to this Committee to serve 3-year terms.
 - 2. The current Department President, Department Senior Vice President and Department Executive Secretary Treasurer shall serve for one year. The Department Executive Secretary-Treasurer, by virtue of that office, shall be Secretary-Treasurer of the Wisconsin American Legion Auxiliary State Bowling Association, Inc.
 - 3. The Chair/Tournament Manager and Vice Chair shall be appointed annually by the Department President from the nine appointees.
 - iii. All members of the committee shall have vote.

Rationale: Consolidate committee composition into one area, clarification.

Page 67: Membership, #4

CURRENT WORDING:

4. Any member in good standing in a Unit shall be entitled to transfer to another Unit by presenting a current membership card to the new Unit. Upon acceptance of the transfer by the new Unit, the transfer section on the Member Change Form must be completed and signed by an officer of the new Unit and the transferring member. The member shall then be entitled to active membership in said Unit. No dues shall be transferred. Membership in a Unit establishes the District to which the member belongs.

PROPOSED WORDING: IF ADOPTED, WILL READ:

4. A member who is not subject to suspension or membership revocation under the principle of fundamental fairness, which includes notice and an opportunity to be heard, is eligible to transfer membership to another Unit if the member has paid membership dues to the current Unit for either the current year or the immediate past membership year. A member transferring to a new Unit must pay current year dues to either the current Unit or to the Unit into which the member wishes to transfer. A unit may initiate the eligibility verification process for a transfer member. Transfer is final upon evidence of paid membership and acceptance of the transferee by the new Unit. Evidence of paid membership includes:
 - a. American Legion Auxiliary Membership Card
 - b. Verification of membership by the ALA Department or National Headquarters membership records.
 - c. Other documentation verifying payment of current or immediate past year membership dues, such as a cancelled check or receipt.

Rationale: NHQ does not accept a sworn statement as verifying documentation. Allowing for flexibility in the eligibility verification on transfer as to not jeopardize eligibility at the time of transfer for divorce, widow, TAL member who is no longer a member, great greats that were grandfathered in, etc. Clarification.

Page 67: Membership

PROPOSED WORDING IF ADOPTED: ADD NEW SECTIONS

5. A valid American Legion Auxiliary Membership Card shall reflect the member's current pertinent membership information, and may either be: a) A preprinted Auxiliary membership card conveyed by a Unit, Department or National Headquarters. b) An Auxiliary membership card electronically or digitally printed from the American Legion Auxiliary website online membership system; an official American Legion Auxiliary membership card printed online must bear the electronic signature of the American Legion Auxiliary National Secretary and be hand-signed by the member. An American Legion Auxiliary membership card electronically printed online as described, carries all of the American Legion Auxiliary rights and privileges, the same as does a pre-printed stock Auxiliary membership card as described in the standing rules.

Rationale: American Legion Auxiliary Membership Card is not listed under Membership; this additional line would be for clarification and align with National Standing Rule XI, Units, #8.

6. There are four membership categories:
 - a. Current: Any member paid for the current or upcoming membership year. A member whose dues are current have all membership privileges.
 - b. Delinquent: A member failing to pay annual dues by January 31 of the current membership year. Delinquent members are suspended from membership privileges. Membership privileges can be reinstated upon renewal of membership.
 - c. Expired: Any member who fails to renew their membership for 2 consecutive years. Expired members may become a current member by renewal of current membership dues. Payment of back dues may be paid in order to keep continuous years of membership.

- d. Former: Any member who fails to renew their membership for 3 or more consecutive years. Former members may rejoin at any time in the future by re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years of membership. A former member may pay all back dues to establish continuous membership if they are unable to re-establish eligibility.

Member applications and member reinstatements may also require Unit action if a Unit's governing documents so state.

Page 67: Disbanding a Unit

CURRENT WORDING:

Disbanding a Unit

- 2d. If the National Executive Committee approves the motion to disband, the Unit will be notified to surrender its charter to Department Headquarters immediately.

PROPOSED WORDING, IF ADOPTED, WILL READ:

Charter Cancellation

- 2d. Charter cancellation requests will only be considered at regular National Executive Committee meetings. Cancellation requests approved by the National Executive Committee shall become effective immediately. Unit will surrender its charter to Department Headquarters immediately.

Rationale: Change the title of section and wording to align with National Documents, clarifying that charter cancellation requests can only be handled at regular NEC meetings (not special NEC meetings) and further clarifying that a unit charter is not cancelled until approved by NEC.

Page 68: Past Presidents Parley, #1

CURRENT WORDING:

1. The Past Presidents' Parley functions as a Standing Committee of the American Legion Auxiliary.

PROPOSED WORDING, IF ADOPTED, WILL READ:

1. The Past Presidents' Parley functions as a Standing Committee of the American Legion Auxiliary, **Department of Wisconsin.**

Rationale: Clarification, add "Department of Wisconsin" as the National organization no longer has a Past Presidents Parley.

Page 68: Poppy Program, #2

CURRENT WORDING:

2. All poppies shall be made by veterans for which a donation of \$0.10 per small poppy and \$0.40 per large poppy be given to the Veteran poppy maker.

PROPOSED WORDING, IF ADOPTED, WILL READ:

2. All poppies shall be made by veterans for which a donation be given to the Veteran poppy maker, as determined by the Department Budget annually.

Rationale: If amounts change each year, this Standing Rule would not be affected.

Page 69: Poppy Program, #8

CURRENT WORDING:

8. A Unit or District may select a Poppy Princess to promote the poppy program in their respective areas. She may enter the Miss Poppy Publicity Book Contest. She must be a member of the American Legion Auxiliary.

PROPOSED WORDING, IF ADOPTED, WILL READ:

8. A Unit or District may select a Little Miss Poppy to promote the poppy program in their respective areas. She must be a member of the American Legion Auxiliary.

Rationale: Remove Miss Poppy Publicity Book. Miss Poppy category was removed several years ago, there is only Little Miss Poppy now, and no Publicity Book Contest.

Page 69: Unit-County-District, #8

CURRENT WORDING:

8. A leadership orientation for the six continuing District Presidents and the six newly elected District Presidents be held each year prior to the department convention. This meeting will be held at Department Headquarters with expenses as determined by the Finance Committee annually.

PROPOSED WORDING, IF ADOPTED, WILL READ: Delete section.

Rationale: Remove duplication, already in Guide for Incoming Department President.

Page 70: Unit-County-District

PROPOSED WORDING, IF ADOPTED: ADD NEW SECTION, WILL READ:

26. The District Children & Youth Chair shall contact the Department Chair when special family needs arise within their district.

Rationale: Moved from page 65 under Programs (Committees, if title change is adopted)

Page 71: Veterans Affairs & Rehabilitation, #3

CURRENT WORDING:

3. There is a Department President's Special Project in Veterans Affairs & Rehabilitation and/or Children & Youth, the nature of which to be discussed with the Department Chair, the final decision to be made by the Incoming Department President.

PROPOSED WORDING, IF ADOPTED, WILL READ: Delete section.

Rationale: Duplication, already in Committee section.

Page 71: Amendments

CURRENT WORDING:

These Standing Rules may be amended at a Department Convention by a majority vote of those Delegates present and voting.

PROPOSED WORDING, IF ADOPTED, WILL READ:

These Standing Rules may be amended by majority vote of the Department Executive Committee or at a Department Convention by majority vote of those delegates present and voting.

Rationale: Wording added after discussion with National Professional Registered Parliamentarian.