



AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN

STANDING RULES

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

Department and National Conventions, Executive Board Meetings and National Meetings

It is the policy of the Department that:

1. The annual fall Executive Board meeting be called as soon as possible.
2. The Department President has authority to call to the Department Executive Board meetings and convention such chairpersons and members of standing committees as deemed necessary.
3. A condensed copy of proceedings of each Executive Board meeting be sent to the Executive Board members, Department Chairpersons and Past Department Presidents.
4. The Standing Rules shall be reviewed annually by the Department Chair of Standing Rules and the Standing Rules Committee, and the office copy updated after the department convention by the Department Executive Secretary-Treasurer to reflect any change as approved by the delegates at the convention. The Executive Secretary-Treasurer is authorized to edit the office copy for spelling, punctuation, and grammar for reasons of flow and readability.
5. Expenses for members of the Department Executive Board, Chairpersons, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, and personal page of the Department President and personal page of the Executive Secretary-Treasurer at the department convention shall be transportation and hotel, as allowed by the Finance Committee annually. Any other expenses for department convention must be approved by the Finance Committee annually.
6. It shall be the duty of the Department Executive Secretary-Treasurer to arrange housing for the Official Family who attend Department and National meetings.
 - a. Members attending meetings at Department expense shall accept the housing arranged by the Department Executive Secretary-Treasurer. In the event a member's spouse is part of the official family of The American Legion, the member has the option of which headquarters hotel to stay at.
 - b. Past Department Presidents, neither serving as a Department Chair nor an honored guest, wishing housing at department events be housed with the official family at their own expense when such housing is available.
 - c. Incoming District Presidents shall be invited to attend the Executive Board meeting preceding Department Convention, but not at Department expense.
7. Corsages at department convention be provided for the National President or the national representative when needed.
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 most recent Wisconsin home Unit to the convention city. The Department Executive Secretary will make arrangements if the honored guest so requests.
9. Any member of the Department of Wisconsin who has served as National President shall be placed on the official call-in for department convention with expenses paid as determined by the Finance Committee annually.
10. A gift not to exceed \$50.00 be given to the Central Division National Vice President during the visit to Department.

11. A gift not to exceed \$100.00 be given to the National President during the official visit to Department.
12. A gift of \$25.00 be presented to each guest who has been invited to department convention by the Department President.
13. The delegates and alternates to 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.
14. A list of the elected delegates and alternates from each Unit must be 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 14, and of Units organized within fourteen days preceding the convention. Otherwise no representation shall be allowed.
15. The business at the 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
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.
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 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 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.
18. Department Executive Board meetings and other committee meetings be held via conference call as needed.
19. The following persons attending the States Dinner at the National Convention shall be presented complimentary tickets by the Department, when tickets are available:
 - a. Department President and guest.
 - b. Department Commander and guest.
 - c. Delegation Chair and guest.
20. The Department President and the Senior Vice President attend such national training sessions as offered by the National Organization. The Department President shall designate the appropriate chairpersons to attend such training sessions with expense as allowed by the Finance Committee.

Elections and Campaigns

It is the policy of the Department that:

1. Department opposes the use of any campaign material by any prospective candidate for Department office.
2. In line with The American Legion Counsel General's opinion, any member may run for any office as a right of membership. While each experience as an officer or chairman helps to prepare the member for higher office, members have the right to pursue any office that is personally fulfilling without obligation to seek other offices.
3. Department officers and employees shall refrain from becoming involved in promoting candidates for Department offices. Their official position could be interpreted as an endorsement.

4. A candidate for Department President is encouraged to plan a theme, design President and Membership pins, and formulate a plan of action and such other duties as required. This process shall begin no more than one year in advance of the election for term of office being sought.
5. A National Officer Leadership Fund be established for any Wisconsin candidate for National Office and the office of Central Division National Vice President (when it is Wisconsin's turn), to be made available at the discretion of the Finance Committee.
 - a. Any prospective candidate shall be required to submit the request for funds along with projected budget in advance.
 - b. Additional funds for the required purchase of gifts for National officers, chairpersons, etc. be available at the discretion of the Finance Committee.
 - c. At the discretion of the Finance Committee, any remaining funds after expenses and election, donated by the American Legion Family to a National Officer Leadership Fund, shall be made available for a gift to the National Headquarters or to a fund for either Divisional Vice President, National Chaplain, National Historian or a candidate running for National President.
6. In the event Wisconsin has a candidate for national office, a committee should be established to support the candidate and function until the conclusion of the term of office.

ALA in the Know

It is the policy of the Department that:

1. Up to six regional information conferences, to be known as "ALA in the Know," be held each fall at locations in Districts around the state.
2. Units near the selected site for each meeting be contacted for assistance in providing logistics for the meeting.
3. All members, regardless of District affiliation, all Legion Family members and members of the community be encouraged to attend any ALA in the Know.
4. Prepared presentations to be done by a selected team with entire program prepared by team members.
5. Expenses to be provided to only those on the selected team, as allowed by the Finance Committee annually.

Guide for Department President

It is the policy of the Department that:

1. The Department President shall receive a monthly allowance for expenses incidental to the office as allowed by the Department Finance Committee annually.
2. Notice of invitations received from other groups or organizations for representation of The American Legion Auxiliary shall be forwarded immediately to the Department President. If advisable for representation, the President shall either attend or delegate someone to represent the Department. The cost of personal courtesies extended to officers of other organizations shall be the expense of the Department President.
3. The Department President shall plan the dinner and entertainment for the Past Department Presidents at the department convention.
4. Official visits of the Department President shall be to:
 - a. ALA Badger Girls State, Fall and/or Spring Conferences in each District, ALA in the Know, the three VA Medical Centers in Wisconsin, the three Wisconsin Veterans Homes, Dayton Care Center and the two Associate VA Medical Centers.
 - b. The American Legion functions where the President is invited to attend or where the Department Commander requests the President's attendance, Testimonials for the Department Commander and the SAL Detachment Commander, and other testimonials for Wisconsin Legion Family members prominent at the national level. Any gift presented to be at his/her personal expense.
5. The Department President appoints a local chair to coordinate functions of the department convention with the approval of the Department President and/or the Executive Secretary. The local chair shall deposit all receipts in a special account. These funds shall be turned over to the Department Executive Secretary-Treasurer who will be responsible for all disbursements.
6. 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 & Rehabilitation Chair, and subject to the approval of the Department Executive Board.

- a. One Representative/Associate Representative shall be appointed to each Veterans Administration Medical Center, the Wisconsin Veterans Homes and Dayton Care Center.
- b. Each Wisconsin Veterans Administration Medical Center and the Wisconsin Veterans Home at King shall have a minimum of two deputies. If the facility's patient population is sufficiently high, a third deputy may be appointed.
- c. All associate hospitals, the Wisconsin Veterans Homes at Chippewa Falls and Union Grove, and Dayton Care Center may each have one deputy.
7. The Department President appoints a Disaster Relief Chair only in the event of a disaster and that this Chair is from the area in which the disaster occurs. The Department Disaster Relief Chair shall have authority, if necessary, to select a committee from the disaster area to provide assistance with needed services.
8. No gifts be accepted by the Department President from firms, individuals or organizations doing business with The American Legion Auxiliary, Department of Wisconsin.
9. The current Department President and any Department members seeking a National Chairmanship or appointment shall be responsible for submitting their applications via the form published on the national website.
10. The Department President or a representative shall attend the funeral service of a deceased Past Department President.
11. The Department President shall see that provisions of the National and Department Constitutions and Bylaws, regulations and policies established thereunder shall be observed.
12. In cooperation with the Department Executive Board, the Department President 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 VIII of Department Bylaws.
13. 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.
 - a. 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 vacancies.
 - b. The Department President shall appoint a Vice Chair of the Finance Committee annually from among the three members who have been appointed to that committee.
14. The Department President shall give a report at the annual Department Convention.
15. 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.
16. The Department President shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.
17. The Department President shall review the financial records of the Department on a monthly basis, to include but not limited to, the Profit and Loss Statement; check register, payroll records, credit card statements, investment statements, etc.

Guide for Executive Secretary-Treasurer

It is the policy of the Department that:

1. All special bulletins be sent to each Past Department President.
 - a. In the event of an illness or death of any Past Department President or members of the Executive Board, a notice be sent in an official family mailing.
 - b. Expression of condolence is sent by the Department Executive Secretary-Treasurer in the event of the death in the immediate family of a member of the official family.
 - c. In the event of the death of any Past Department President or member of the Executive Board or their respective partner, a memorial gift, not to exceed \$30.00 be sent by the Department to the family.
2. Non-essential correspondence be disposed of by the Department Executive Secretary-Treasurer periodically.
3. All minutes prepared by the Executive Secretary-Treasurer be sent to the official family or the appropriate committee members within 21 calendar days.
4. Each year the outgoing President be presented with a Past Department President's pin, ribbon and \$100.00 as a gift.

5. Department Officers, Chairpersons and Hospital Representatives who accrued allowable expenses must present monthly bills for payment.
6. Department citations shall be prepared at Department Headquarters and shall correspond to National classification.
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.
8. All requests regarding finance be presented to the Finance Committee at least 10 days prior to its meeting so that an adequate study can be made of the request.
9. The Department Executive Secretary-Treasurer allocate the distribution of the following expenses on the following percentage basis:
 - a. Auto and depreciation expense
 - i. ½ to General Fund
 - ii. ¼ to Veterans Affairs & Rehabilitation
 - iii. ¼ to Children & Youth
 - b. Office Salaries (including Department Executive Secretary-Treasurer)
 - i. ½ to General Fund
 - ii. ¼ to Veterans Affairs & Rehabilitation
 - iii. ¼ to Children & Youth
10. No gifts be accepted by the Department Executive Secretary-Treasurer from firms, individuals or organizations doing business with The American Legion Auxiliary, Department of Wisconsin.
11. The Red Book will be edited by the Department Executive Secretary-Treasurer with the assistance of the Department President and Alternate National Executive Committeeperson.
12. The Department Executive Secretary-Treasurer shall furnish gratis one copy of the Department Red Book to each Unit President, County President, Executive Board Member, and Department Committee Chairs. Copies shall also be distributed to the National Organization and The American Legion as requested. Additional copies are available at nominal cost.
13. The Department Executive Secretary-Treasurer shall notify the Department Senior Vice President of all Department committee meetings and/or instructional meetings, which may be attended at Department expense.
14. The Department Executive Secretary-Treasurer shall notify the Department First and Second Vice Presidents of all ALA Badger Girls State meetings, which may be attended at Department expense.
15. The Department Executive Secretary-Treasurer shall file two convention proceedings, one with Department Headquarters and one with the immediate Past Department President; keep all books that are needed to successfully carry on the work of the office; receive and answer all official mail under the direction of the President; send and give due notice of all meetings; act as secretary of the Department Executive Board and conduct the office in a business-like manner.
16. The Department Executive Secretary-Treasurer 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.
17. The Department Executive Secretary-Treasurer is hereby vested with such authority as is necessary to carry out the duties successfully for the good of The American Legion Auxiliary.
18. The Department Executive Secretary-Treasurer shall receive from the Units, Counties and Districts, their funds for Department and National purposes, properly recording same.
19. The Department Executive Secretary-Treasurer shall pay all orders of budgeted items with a financial statement being sent monthly to the Department Finance Chair and shall retain these orders for department records.
20. All Department funds shall be deposited in the name of The American Legion Auxiliary, Department of Wisconsin, the bank(s) or investment firm(s) to be determined by the Finance Committee.
21. The Department's accounts shall be audited by a Public Accountant, said audit to be completed at least one week before the annual department convention.
22. The Department Executive Secretary-Treasurer shall pay and deliver to his/her successor all money, vouchers, books and papers belonging to the Department.
23. The Department Executive Secretary-Treasurer shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.

24. The Department Executive Secretary-Treasurer shall be under the supervision of the Department President.

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.

Children & Youth

It is the policy of the Department that:

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

Junior Activities

It is the policy of the Department that:

1. The Juniors function under a Junior Activities Program of The American Legion Auxiliary. Each District President shall appoint a District Junior Activities Chair.
2. The Department Junior Activities Chair and Vice Chair complete satisfactory background checks prior to serving in their positions and every two years thereafter. The cost of the background check will be billed to the Junior Activities account.
3. A Junior Fall Meeting and Department Junior Conference be held every year.
4. A registration fee of \$5.00 be allowed at all Junior Auxiliary Conferences to help defray expenses.

Leadership

It is the policy of the Department that the incoming Department President conduct a leadership orientation for all District Presidents prior to the start of the year. The Department President may contact the Leadership Chair or any other qualified member for assistance.

M. Louise Wilson Educational Loan Fund

It is the policy of the Department that:

1. Women eligible for loans made from the fund meet the following conditions:
 - a. Applicant must be a member of The American Legion Auxiliary and membership must continue until loan is paid in full.
 - b. If membership is discontinued, no additional loans may be granted.
2. Educational loans be limited to \$800.00 annually, with a maximum of five years loan, or a total limit of \$4,000.00. There shall be no interest charge. Repayment of loan shall begin no later than six months after graduation.
3. Loans granted to the recipients in a current year shall be in an amount, which shall not deplete the loan fund balance to less than \$800.00.
4. If an individual account is long overdue, the Chair is advised to forward all records to Department Headquarters for collection by a professional agency.

Membership

It is the policy of the Department that:

1. Each member shall have a membership application on file and all applicants for membership shall fill out said form. In the case of eligibility through a deceased relative, the service record must be secured from the Adjutant General, County Service Officer or other appropriate authority.
2. Dues:
 - a. The revenue of The American Legion Auxiliary shall be derived from the annual membership dues of Senior and Junior members, and from such other sources as may be approved by the Department Executive Board.

- b. The membership year of this Department shall be from January 1st to December 31st of each year. National and Department dues shall not be prorated for parts of the membership year unless authorized by the appropriate National and Department Committees.
- c. Dues shall be payable annually for the succeeding calendar year or for life. A member failing to pay such annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges.
- d. The Department per capita dues shall be payable in advance annually. The Department per capita dues shall be \$28.00 per annum for Senior members and \$5.25 per annum for Junior members. The Department per capita dues shall be broken down as follows:

Senior Membership		Junior Membership	
Department Dues	\$16.00	Department Dues.....	\$2.75
National Dues & National Magazine	<u>\$12.00</u>	National Dues.....	<u>\$2.50</u>
TOTAL	<u>\$28.00</u>	TOTAL.....	<u>\$5.25</u>

- e. The membership dues of Headquarters Unit 2930 shall be \$30.00 per annum for Senior members and \$5.25 per annum for Junior members.
- f. Senior members will receive the national magazine and *Wisconsin* publication with their payment of dues.
- g. When National per capita dues are increased, Department and Units shall automatically include this increase in the funds transmitted to Department and National Headquarters for the ensuing year or such subsequent year as may be adopted by the National Convention.
- h. Any change in the dues amount must be approved at the annual department convention by a two- thirds vote of those delegates present and voting.
- i. Unit dues shall be fixed by each local Unit.
- j. 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 Data 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.

Disbanding a Unit

It is the policy of the Department that the procedure for disbanding a Unit is as follows:

1. NO Charter shall be considered for cancellation without the Unit first involving and working with the Department and/or District Membership Team.
 - a. Letters are to be sent to all senior members to inform them of the proposal to disband the Unit, stating a specific date for members to discuss options with the Department and/or District Membership Team.
 - b. The Post will also be invited to attend this meeting.
2. After the Revitalization Team has exhausted all means to save the Unit, the following will apply:
 - a. A Unit with fewer than 10 Senior members requesting to relinquish their charter for cancellation must send an advance written notice to their membership.
 - b. The Unit must vote to relinquish their charter for cancellation at a regular Unit meeting, or by written response.
 - c. The Unit with fewer than 10 Senior members will request the District President present a motion to the Department Executive Board to disband the Unit and relinquish the charter.
 - d. If a motion to disband is adopted at the Department level, a motion to disband must be brought before the National Executive Committee.
 - e. If the National Executive Committee approves the motion to disband, the Unit will be notified to surrender its charter to Department Headquarters immediately.
 - f. Financial accounts must be closed at an appropriate time by authorized individuals and balances forwarded to Department Headquarters immediately.
 - g. Website and social media pages are to be shut down as soon as possible.
 - h. Documentation at every step must be dated and submitted to the Department Executive Secretary-Treasurer for filing at headquarters.

3. The dissolution process must be conducted in accordance with regulations of the State of Wisconsin, as stated in the Wisconsin State Statutes 188.085. The Unit or its agent will notify the IRS by filing the IRS 990/990EZ/990N for the final fiscal year of the Unit's operation by checking the "Final Return" box and submitting the form.
4. Note: This checklist is not a substitute for legal advice from a competent attorney licensed in Wisconsin. Obtaining legal advice concerning a Unit's specific circumstances is highly recommended if the Unit is considering dissolution.

Past Presidents Parley

It is the policy of the Department that:

1. The Past Presidents' Parley function as a Standing Committee of The American Legion Auxiliary.
2. The Department Past Presidents' Parley Chair be a Past Department President appointed according to seniority beginning with the year 1968-1969 and shall be responsible for:
 - a. The issuance of Past President's Parley cards and arrangements of the annual Parley meeting.
 - b. Updating the Cavalcade of Memories.
3. The living Past Department President who is the Honored Guest at the annual Department Convention shall be the Honored Guest at the Past Presidents' Parley Convention meeting.
4. In the event of the death of a Past Department President prior to the time he/she is to be honored at Department Convention, a memorial of \$30.00 shall be sent to the ALA Foundation at the time of passing, acknowledgement to be sent to the next of kin or the Past Department President's Unit and incorporated in the convention report.
5. Any Unit Vice President serving the Unit as acting President during the major portion of the year, due to the death or resignation of the Unit President, shall be eligible to become a member of the Past Presidents' Parley.
6. One becomes a Past President of Unit, County, District or Department when the term of office is terminated before a full year of service due to circumstances beyond his/her control and is entitled to a Past President's pin and to belong to the Past Presidents' Parley.
7. Names of Past Presidents who are current members of the Unit, together with dues of \$5.00 each, to be returned to Department Headquarters by February 1st annually.
8. The Past Presidents' Parley Chair, the Department Chaplain, and the Department President are responsible for a Memorial Service for deceased Past Department Presidents at the Department Convention.
9. The immediate Past Presidents' Parley Chair, with the incoming Parley Chair, shall serve in an advisory capacity with the current Past Presidents' Parley Chair to study and evaluate recommendations to be submitted to the annual Parley meeting.
10. The set of flags given by the Past Presidents' Parley be presented by the Past Presidents' Parley Chair to the outgoing Department President at the time the Past President's pin is given at the Installation Ceremony at Department Convention.
11. The Past Presidents' Parley Chair be apprised by the Education Committee of the Past Presidents' Parley Scholarship winners before any announcement is made of those winners.
12. A complimentary ticket and corsage will be offered to the "Unit Member of the Year" and "Active-Duty Service Woman of the Year" for the Recognition Reception at the Department Convention to be paid out of the Past Presidents Parley Fund.
13. Members of the Department of Wisconsin Past Presidents Parley shall work together to develop an award for the Outstanding Mentor of the Year to acknowledge and recognize such service based on recommendation by unit members in meeting the established criteria of the Past Presidents Parley. This award to be presented at the annual Department Convention from nominations received.
14. The incoming Department President may choose a Past Department President rather than the National Executive Committeeperson to preside at installation.

Poppy Program

It is the policy of the Department that:

1. The Poppy Shop be entirely under the direction of the Department Executive Secretary-Treasurer. The duties of the Supervisor and Assistant Supervisor to be defined by the Department Executive Secretary-Treasurer.
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.
3. The price of purchasing poppies is \$0.18 per small poppy and \$1.25 per large poppy.
4. Examples of prices:

Small Poppies		Large Poppies	
100	\$18.00	10	\$12.50
500	\$90.00	50	\$62.50
1000	\$180.00	100	\$125.00

5. The poppy profits from the industry itself shall be divided equally into the Children & Youth and the Veterans Affairs & Rehabilitation Funds of The American Legion Auxiliary, Department of Wisconsin.
6. Twenty percent (20%) of the net poppy profits of each Unit or Post be sent to Department Headquarters for the Department Children & Youth and Veterans Affairs & Rehabilitation Funds.
7. Units submit an itemized statement of their Poppy Fund expenditures and their annual Poppy reports.
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.

Subsidiary Organizations

It is the policy of the Department not to affiliate itself with any organization or group of organizations whereby it may lose its identity as an independent organization, or whereby The American Legion Auxiliary vote would be controlled by the majority vote of the group.

Unit – County – District

It is the policy of the Department that:

1. The organization of new Units be completed within 60 days from the date the material is first received at Department Headquarters.
2. Each Unit shall obtain bond for all office and members from the Department Executive Secretary-Treasurer. There will be a minimum yearly fee, payable for 3 years in advance set by the Finance Committee.
3. Any Department project which requires the solicitation of funds from Units must have the prior approval of the Department Executive Board. In the event such approval is given, all funds must be sent to Department Headquarters earmarked for the approved project.
4. No individual or member of The American Legion Auxiliary may solicit funds for a special project at the Unit, county or district level of The American Legion Auxiliary or The American Legion without the consent of the respective governing body. In the event consent is given, funds must be channeled through the respective Treasurer and earmarked for the approved project.
5. Each Unit, County or District be responsible for the expense of the visit of any Department Officer or Department Chair who may be an invited guest.
6. Any person representing the Department President shall be treated with the same courtesy given the Department President. A protocol information sheet is available upon request from Department Headquarters.
7. County organizations of the Department of Wisconsin shall have a primary objective of promoting membership, shall be included on the Department mailing list and be acknowledged for membership achievements.
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.
9. Each District pays \$25.00 annually to the Department to help defray the expenses of the Department President or designated representative to district conferences.

10. When monetary awards are made in the Senior Programs, awards shall be given the Junior entry, with the approval of the Finance Committee.
11. Any member or officer desiring information on a given program shall write directly to the Department Chair or the Department President as listed in the current Red Book.
12. As a courtesy, Unit members who are a Department Chair or Committee member, District Page, District Secretary, District Sergeant-at-Arms, or County President; or who may not be a Department Delegate-at-large, may be elected a Unit Delegate to the department convention.
13. 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 or at a time as indicated by the Unit's Bylaws. Such assumption of duties shall take place no later than department convention.
14. Each Unit President must forward an Annual Impact Report to the respective District President and Narrative Reports on all programs to Department Headquarters.
15. 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: Service work, according to the National Organization, is meant as the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in a service hospital, and for the welfare of veterans and their families, active duty military and their families, where financial and medical need is evident.
16. Districts 1, 3, 5, 7, 9, and 11 shall conduct election of Officers in even-numbered years and Districts 2, 4, 6, 8, 10, and 12 shall elect in odd-numbered years, except in cases where a vacancy has occurred. In such event, appointment or election shall be effective immediately for the unexpired term. A member who an unexpired term as District President, either by election or appointment, shall not be precluded from running for his/her own terms of office.
17. 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 department convention, at which time all District Officers shall assume their duties.
18. The District President shall be the presiding officer of the District Conference and of all other District meetings; have general advisory powers over Units within the District; be the official representative of the District; and have the authority to designate a District Vice President or other qualified member to represent the District at public ceremonies and meetings.
19. Each District President shall promote the organization of additional Units within the District and assist in increasing the membership of Units already established.
20. 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.
21. Each District President shall send a monthly district newsletter or bulletin to the Unit Presidents and District Officers within the respective district. This may be a joint newsletter with The American Legion. Copies of the newsletter or bulletin shall be sent to the Department President, Department Secretary, Department PR Chairman, Department Historian, and other District Presidents.
22. Each District President will receive Impact Reports from every Unit in the respective district, compile the information into the District Impact Report and forward it to Department by May 1st.
23. Each District President shall write and submit an article for the *Wisconsin* detailing the activities within the district.
24. Each District Historian shall compile a District history annually and submit it to the Department Historian immediately following the District Spring Conference.
25. Each District shall review their District Constitution and Bylaws and Standing Rules and submit a copy to the appropriate Department Chair for approval after each revision. Upon approval, the Chair will forward a copy of the document to Department Headquarters to include in their file.
26. The District President shall each year submit to Department Headquarters for the incoming Department President's consideration, names of qualified members from the district capable of accepting Department appointments.

Veterans Affairs & Rehabilitation

It is the policy of the Department that:

1. All Purchase Orders from Hospital Representatives and/or Associate Hospital Representatives must be sent to the Department Executive Secretary-Treasurer at Headquarters for authorization for payment each month. Any purchases over \$500.00 must receive pre-approval of the Department President.
2. The Department President, Director of Hospital Volunteers, the VA Medical Center or Wisconsin Veterans Home Official, the Voluntary Service Director or their representatives be guests at the recognition ceremony for Hospital Volunteers. Other guests may be invited at the discretion of the Hospital Representative at each facility.
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 Department President.

Christmas Gift Shop

- a. Christmas Gift Shop Supervisor and assistant either complete VAVS training to include background check, or complete satisfactory background checks prior to serving in their positions and every two years thereafter. The cost of the background check will be billed to the VA&R account.
- b. Donations to the Christmas Gift Shop are to be checks payable to ALA-Wisconsin and submitted to Department Headquarters ONLY. No donations of any kind will be accepted at the Christmas Gift Shop.
- c. Financial donations will be used to purchase gifts for VAMC patients' families.
- d. A list of specific items selected as gifts will be made available to volunteers who will accept orders from hospitalized veterans at a time and place arranged for this purpose.
- e. Orders will be wrapped and prepared for shipment by volunteers on dates specified for this purpose.
- f. At the end of the season, the Christmas Gift Shop Supervisor will submit a complete report of the year's activities to the Department Executive Secretary-Treasurer.

American Legion Auxiliary Badger Girls State, Inc.

It is the policy of the Department that:

1. The American Legion Auxiliary Department of Wisconsin is the sponsoring body of the Badger Girls State program; however, American Legion Posts that do not have an Auxiliary Unit may also be a sponsor. Civic organizations, service clubs and school groups may become contributors by assisting local Units in paying all or part of the registration fee.
2. The Badger Girls State program be administered by American Legion Auxiliary Badger Girls State Inc., as a standing committee of the Department.
3. All ALABGS staff and guests who will be staying overnight at ALABGS complete satisfactory background checks prior to serving in their positions, and every two years thereafter. The cost of the background checks to be billed to the ALABGS account.