



THE AMERICAN LEGION AUXILIARY

DEPARTMENT OF GEORGIA

CONSTITUTION AND BY-LAWS

Revised June 27, 2026

AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA CONSTITUTION AND BY-LAWS

Constitution & Bylaws

Committee Members

Department President: Gail Ramey

Past Department President and NEC, Susan Hall

Dept. First Vice President: Pam Eckler

Dept. Second Vice President: Joyce Jenkins

Dept. Historian: Pricilla Woody

Dept. Chaplain: Kelli McIver

District Presidents

District 1: Jamelle Prescott

District 2: Mary Beatty

District 3: Kimberly Page

District 4: Kimberly Del Rosario

District 5: Debbie Hoopengartner

District 6: Andrea Price

District 7: Lisa Marie Papp

District 8: Lavette Ray

District 9: Judy Lively

District 10: Cathy Hedges

District 11: Phyllis Jones

District 12: Gloria Wilcox

CONSTITUTION OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA

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 - NAME

Section 1. The name of this organization shall be American Legion Auxiliary, Department of Georgia.

ARTICLE II – NATURE

Section 1. The American Legion Auxiliary is a civilian 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 dissemination of partisan principals, or for the promotion of the candidacy of any person seeking public office or preferment.¹

ARTICLE III – MEMBERSHIP AND ELIGIBILITY

Section 1. The membership of the American Legion Auxiliary, Department of Georgia shall be the ALA members holding membership in units within the state of Georgia.

Section 2. 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.

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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 periods 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 periods or 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. There shall be two classes of membership, Senior and Junior,

- (a) Senior membership shall be composed of members over the age of eighteen (18); provided, however, that a wife under the age of eighteen (18) years, who is eligible under Section 1 of this article shall be classed as a Senior member,
- (b) Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18) years, junior members shall automatically be admitted into senior membership with full privileges,
- (c) Dues from both classes shall be paid annually or for life.

Section 3. A member whose dues are paid up-to-date and who is not subject to suspension or expulsion shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the Unit.

Section 4. Each Unit of the ALA, except Department Headquarters Units, has the authority to decide its membership and shall be responsible for verifying eligibility of prospective members, transfer or new.

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

Section 6. Membership can only be offered upon an affirmative vote of the Unit members, unless an alternate procedure is set forth in the unit bylaws.

ARTICLE IV - DEPARTMENT OFFICERS

Section 1. The Department shall have the following officers: President, National Executive Committeewoman and her Alternate, First Vice-President, Second Vice President, Historian and Chaplain.

Section 2. The President, National Executive Committeeperson and an Alternate, First Vice President, Second Vice President, Historian, Chaplain shall be elected positions.

ARTICLE V - DEPARTMENT EXECUTIVE COMMITTEE

Section 1. Between Department Conventions, the administrative power shall be vested in the Department Executive Committee, which shall be composed of the Department President, First Vice-President, Second Vice-President, Chaplain, Historian, Secretary Treasurer, District Presidents, Past Department of Georgia Presidents, and National Executive Committee- woman or her Alternate.

Section 2. All Department officers, members of the Department Executive Committee and Standing Committee Chairmen, shall be in good standing in their Units.

ARTICLE VI - DEPARTMENT CONVENTION

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

Section 2. Representation in the Department Convention shall be by Unit.

Section 3. Delegates-at-large to the Department Convention shall be the Department President, First Vice President, Second Vice President, Chaplain, Historian, National Executive Committee person or her/his alternate. The Chairperson of Standing Committees, Veterans Affairs Voluntary Service (VAVS) Representative and all Past Department of Georgia Presidents in good standing in their Units and with vote to be exercised with their respective Units.

Section 4. The delegates and alternates to the Department Convention shall be elected at Unit meetings held not less than two (2) weeks prior to the Convention. Alternates shall have priority in the order of their election.

Section 5. Each Unit except for the Department Headquarters Unit shall be entitled to two (2) delegates and one (1) additional delegate for each twenty-five (25) members or major fraction thereof whose current dues have been received by the Department Treasury thirty (30) days prior to the Convention and to one alternate for each delegate.

Section 6. The Unit delegation shall include the Unit President who shall be Chairperson of the delegation.

Section 7. Each delegate shall be entitled to one (1) vote. The vote of any absent delegate who is not represented by an alternate shall be cast by the majority vote of the delegates present from the Unit.

Section 8. The Department Convention shall be conducted in accordance with the Department of Georgia Convention Rules which shall be read at the opening of the Convention and adopted for that Convention.

Section 9. A quorum shall exist at the Department Convention when one third of the Units are represented.

Section 10. The Secretary shall issue the Official Call to the Annual Department Convention to the Units, members of the Department Executive Committee, and the Department Chairpersons by mailing or emailing same to them at least thirty (30) calendar days prior to the convening of the Department Convention. The number of days is computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent.

ARTICLE VII - RESOLUTIONS

Section 1. New business in the form of resolutions presented to the Department Convention for action must be submitted to the Resolutions Committee three weeks prior to the Convention.

Section 2. Four (4) copies of all resolutions shall be required, and these must bear the signature of at least three (3) members of the Auxiliary who are in good standing in their Units. Resolutions from Committees may be submitted electronically and signed electronically by the Committee Chairperson.

Section 3. Resolutions concerning business deemed by the President, First Vice President and Resolutions Committee Chairperson as being of an emergency nature may be presented to the Convention for action without prior notice. (The Department President, First Vice President and the Resolutions Committee Chairperson shall determine, by vote, whether an emergency exists as regards an uncirculated Resolution.)

Section 4. All resolutions presented to the Convention must be read twice, with at least twelve (12) hours elapsing between readings.

Section 5. All resolutions presented in the Convention related to the expenditure of money shall be previously submitted to the Finance Committee of the Department for review and opinion purposes. (This will not preclude the Resolution from being presented to the Department Convention).

ARTICLE VIII - NATIONAL CONVENTION

Section 1. Delegates and Alternates to the National Convention from the Department of Georgia shall be elected by the Department Convention up to the number of delegates as prescribed by the ALA National Standing Rules.

Section 2. Delegates from the Department of Georgia to the National Convention include the Department of Georgia out-going President, who will be the Chairperson of the Delegation, and the in-coming President.

Section 3. Other Delegates and Alternates to which the Department is entitled shall be nominated at the District Conventions and elected at the Department Convention.

Section 4. The contingent representing the Department of Georgia Convention shall follow the Department of Georgia Policy on the National Convention.

ARTICLE IX - AMENDMENTS

Section 1. This Constitution may be amended at any Department Convention by vote of two-third of delegates present, provided the proposed amendments shall have been submitted through the Department Secretary to the Units and members of the Department Executive Committee and Department Chairpersons by mailing (or emailing) same to them at least thirty (30) days prior to the convening of the next Department Convention; provided further, it may be amended by unanimous vote at any Department Convention without notice.

Section 2. For amendments that did not receive 30 days' notice, the proposed amendments shall be read at a regular session of the Convention at least twelve (12) hours before the vote is taken.

Section 3. Units may propose amendments provided said amendments have been officially approved by the Units.

Section 4. Amendments proposed and adopted by the National Convention shall automatically become effective in the Department of Georgia and shall be overseen by its Department Executive Committee.

ARTICLE X – SUBSIDIARY ENTITIES

The Department of Georgia has a subsidiary Entity entitled Georgia Girls State, Inc 501©(4) governing documents with its own Board of Directors, (a director appointed by the Department President and an Assistant Director and board members confirmed by the Department Convention.) Georgia Girls State, Inc. is operated in accordance with all National ALA rules on Department Subsidiary Organizations. The purpose of ALA Georgia Girls State, Inc. is to promote and provide an outstanding government-in-action learning program for high school girls who have completed their junior year. The Georgia Girls State board selects capable individuals to attend and actively participate in the execution of the week-long education program.

BY-LAWS OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA

ARTICLE I - DEPARTMENT ORGANIZATION

Section 1. The Department of Georgia, American Legion Auxiliary shall be composed of Units, which shall be organized into Districts corresponding to Districts of The American Legion Department of Georgia.

Section 2. Districts and Units shall function in accordance with the National and Departmental Constitution and Bylaws and such standing rules as shall be prescribed by the Department.

ARTICLE II - ELECTION AND APPOINTMENT OF OFFICERS

Section 1. Convention Rules of the ALA Department of Georgia shall govern elections.

Section 2. The election of the following officers shall be by secret ballot; President, First Vice President, Second Vice-President, Historian and Chaplain. A majority of the votes cast shall be necessary to elect. When there is but one (1) candidate for any office, the nominee may be elected by voice vote.

Section 3. The election of the National Executive Committeeperson and Alternate shall be conducted every three years at the Department Convention by secret ballot. A majority of the votes cast shall be necessary to elect. When there is but one (1) candidate, the nominee may be elected by voice vote. The National Executive Committeeperson and Alternate must be a Past President of the Department of Georgia and may serve at most, two consecutive terms.

Section 4. The convention delegates shall certify the Presidents elected by the membership of each District.

Section 5. Such officers shall assume the duties of their respective offices commencing upon the adjournment of the Department Convention in which they were elected and until the next convention upon election of new officers. All officers, including the certified District Presidents, will be installed on the last day of the Convention.

Section 6. In the event there are no candidates running and announced by April 1st for the office of either the Department Historian or Department Chaplain, and if no candidates are nominated or elected from the Convention floor, the incoming President can appoint someone to serve in this capacity with approval by the Department Executive Committee.

Section 7. A vacancy existing in an office in the Department occurring between Department Conventions for any cause other than the expiration of a term shall be filled for the unexpired term by appointment by the President and confirmed by a majority vote of the Department Executive Committee. Districts shall determine how they fill unexpired terms of their District Presidents and seek approval by the Department Executive Committee when the replacement is selected by the District.

Section 8. No elective Department Officer shall be eligible for re-election except under extraordinary circumstances approved by the Department Executive Committee.

Section 9. Delegates and Alternates from the Department of Georgia to the National Convention in addition to those listed in Constitution Article VII Section 2 up to the maximum number which the Department is entitled shall be first be elected at the twelve (12) District Conventions as nominees to serve in these roles. The district shall submit those names to the Department Secretary fifteen (15) days prior to the Department Convention. Those Delegates and Alternates attaining the highest number of votes at the Department Convention are thereby elected to complete the contingent from the Department of Georgia.

Section 10. The Department Convention shall elect members to the Georgia Girls State Board of Directions as prescribed in the governing documents of Georgia Girls State, Inc.

ARTICLE III- DUTIES OF OFFICERS

Section 1. It shall be the duty of the Department President to preside at all meetings of the Department Convention and the Department Executive Committee; to appoint a parliamentary advisor and members of standing committees and create such other committees and appoint members thereon as the Department President deems advisable and to appoint all officers not otherwise provided for, with

approval of the Department Executive Committee. The Department President shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the office.

Section 2. It shall be the duty of the out-going President to compile and edit the Book of Reports.

Section 3. The Department First Vice-President shall assume the duties of the President in the President's absence, resignation or in the event of the President's death. By virtue of office the Department First Vice-President shall be the Chairperson of the Leadership committee.

Section 4. The Department Second Vice- President shall assume the duties of the President or First Vice-President, in their absence. By virtue of the office, the Department Second Vice-President shall be Chairperson of the Membership Committee.

Section 5. The Department Secretary shall conduct all official correspondence under the direction of the Department President. The Secretary shall keep a record of the proceedings of the Department Executive meetings and Conventions. The Secretary shall transmit reports and bulletins of all Department Standing Committees and send out all literature and calls to meetings. In the event of the death or resignation of the Department President, the Department Secretary shall immediately summon the Department Executive Committee for the election of the successor. The Secretary shall keep all the records and perform all other duties incident in the office. The Department Treasurer shall be the custodian of the funds of the Department. The Department Treasurer shall sign all checks in disbursing the funds of the organization and make reports when called for by the Department President. An auditing committee shall annually audit the accounts. The Department Secretary shall turn over to the successor all money, vouchers, books, and papers belonging to the Department upon the approval of the said successor's bond.

Section 6. The Department Chaplain shall offer prayer at all Department meetings and perform such other duties as needed.

Section 7. It shall be the duty of the Department Historian to compile the Historical records of the Department Organization and to make a report to the National Historian.

Section 8. The National Executive Committee person shall fulfill the responsibilities of the National Executive Committee and shall articulate the organization's mission, goals and accomplishments to the public and to the Committee person's Department.

Section 9. The District President shall promote the programs of the American Legion Auxiliary Department of Georgia in the respective District under the direction of the Department President. It shall be the duty of the District President to encourage and promote in every way the growth, welfare, and accomplishments of the Units; The District President shall be charged with assisting in the organization of new Units in their respective District. The District President shall preside at all District meetings during the year, and at Convention District caucuses. The District President shall present a quarterly written report to the Department President.

Section 10. The Alternate District President shall in every way assist the District President and act for the District President in her absence.

Section 11. A vacancy existing in an office in the Department for any cause other than the expiration of a term shall be filled for the unexpired term by a majority vote of the Department Executive Committee.

ARTICLE IV - DEPARTMENT EXECUTIVE COMMITTEE

Section 1. *Powers:* The Department Executive Committee shall have general supervision and control over all property belonging to the Department and shall supervise the administration of the Department according to the Constitution and By- Laws, Standing Rules, and such other rulings as the Department may prescribe.

Section 2. *Meetings:* The Department Executive Committee shall meet at the Convention City immediately preceding the holding of the Annual Convention and within twenty-four hours after the adjournment of the Annual Convention and at such other times as a meeting thereof shall be called by the President or any five members of the Executive Committee. If it is not conducive for the Department Executive Committee to meet in person to handle business that arises outside of Conferences and Conventions, the Department Executive Committee may conduct the meeting through remote communications and further, the Department Executive Committee may take action without a meeting if coordination of a meeting in-person or by remote communications is deemed detrimental to the timing of a decision provided such action is conducted by the majority of the Department Executive Committee. Meeting through remote communication and action taken without a meeting must follow best practices of the National ALA and in accordance with Georgia state law.

Section 3. All Past Presidents, in good standing in their local Units shall be members for life of the Department Executive Committee with vote.

Section 4. Between the Conventions, all vacancies in the office of the Department shall be filled for the unexpired term by the Department Executive Committee and said Committee may delegate this authority to the Human Resources Committee, subject to the ratification of the Department Executive Committee at its next meeting.

Section 5. All questions affecting the election, eligibility and conduct of the National Executive Committee Person or of the Department officers or members of Department Executive Committee shall be referred to and determined by the Executive Committee of the Department which shall be the final authority thereon.

Section 6. Authority to adopt or amend Standing Rules and Supplementary Department Policies rests with the Department Executive Committee and may be amended as frequently as needed by a two-thirds vote of the Department Executive Committee, or, if notice of at least fifteen (15) days has been given, by a majority vote. Standing Rules and Supplementary Department Policies may be adopted or amended at any Department Executive Committee meeting.

Section 7. *Quorum*: Fourteen shall constitute a quorum of the Department Executive Committee which includes all District Presidents or their Alternates, Department Officers, and Past Department Presidents. Voting will be a majority of votes cast.

ARTICLE V - COMMITTEES

Section 1. Pursuant to the Article on Duties of Officers, the Department President may appoint committees as the Department President deems advisable to further the mission of the organization, subject to ratification by the Department Executive Committee. When a vacancy occurs on a committee, the Department President shall appoint a member to serve the remainder of the unexpired term, all subject to confirmation by the Department Executive Committee.

Section 2. There shall be the following core Department Standing Committees: Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Leadership, Membership, Constitution & bylaws, Finance, Human Resources, Risk & Compliance, and such other mission and member/organizational support committees as provided in the Standing Rules.

Section 3. The composition, terms, and purpose of the Department Standing Committees and other Department Committees shall be as provided in the Standing Rules. Amendments to the composition, terms, or purpose of such department committees may be determined only by a two-third vote of the Department Executive Committee.

Section 4. Members and Chairpersons of the Department Committee shall be in good standing in their unit.

Section 5. The Finance Committee is comprised of a chairperson and two (2) members each serving a staggered three-year term. The Incoming Department President shall have available one member each year to serve a three-year term who shall become Chairperson of the Finance Committee in his/her third consecutive year. Appointees to the Finance Committee must have a verifiable background in fiscal management. The Finance Committee is charged with the preparation of the yearly budget, ensuring the expenditure of funds is within the allocated budget by means of systematic and monthly reviews of financial statements; and reporting performance against revenue and expense targets each quarter to the Department Executive Committee. Chairpersons of all committees shall submit an estimate of any funds needed for their committee before the Finance Committee begins preparation of the yearly budget. No member of the Finance Committee may serve on the Risk & Compliance or the Human Resources Committees.

Section 6. The Human Resources Committee is comprised of a chairperson and two (2) members each serving a staggered three-year term. The Incoming Department President shall have available one member each year to serve a three (3) year term who shall become Chairperson of the Human Resources Committee in his/her third consecutive year. Appointees to the Human Resources Committee must have a verifiable background in Human Resources. The Human Resources Committee is charged with recommending the hiring of a Secretary/Treasurer approved by the Department Executive Committee

and other duties assigned by the Department President. Because it is inappropriate and illegal for Human Resources matters to be managed by a Department Finance Committee, no member of the Human Resources Committee may concurrently serve on the Finance Committee.

Section 7. The Risk & Compliance Committee is comprised of a chairperson and two (2) members each serving a staggered three-year term. The Incoming Department President shall appoint one member each year to serve a three-year term who shall become chairperson of the Risk and Compliance Committee in her/his consecutive year. Appointees to the Risk & Compliance Committee must have a verifiable background in organization effectiveness and an understanding of risk management and the ALA's compliance program. The Risk & Compliance Committee is charged with safeguarding the organization, ensuring it has and follows proper procedures for oversight, internal controls and a system for checks and balances. No member of the Risk & Compliance Committee may concurrently serve on the Finance Committee or the Human Resources Committee.

Section 8. Committee Meetings: If it is not conducive for a Committee to meet in person to handle the business of the Committee, the Committee may conduct the meeting through remote communications and further, the Committee may take action without a meeting if coordination of a meeting in-person or by remote communication is deemed detrimental to the timing of a remote communication and action taken without a meeting must follow best practices of the National ALA and in accordance with Georgia state law.

ARTICLE VII - DISTRICT ORGANIZATION

Section 1. Organization and administration of Districts shall be in accordance with the Department Constitution and the uniform standing rules as prescribed by the Department Convention.

Section 2. The district shall hold one or more District meetings annually.

Section 3. Districts shall determine needs and obtain their own Fidelity Bond as the districts deem appropriate.

ARTICLE VIII - UNIT ORGANIZATION

Section 1. The Department Executive Committee may order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department convention, as a disciplinary measure, or pending action relative to final revocation. A cancellation shall be in order where two (2) or more Units merge, where a Unit voluntarily ceases to function, or under such other conditions as might make such action necessary within a Department.

Section 2. Any Unit failing to meet the obligation imposed upon it by the Constitution and By-Laws and Standing Rules or ceasing to function as an American Legion Auxiliary Unit from one Department Convention to the next or refusing to pay the per capita membership dues to the Department and National Organizations, shall upon order of the Department Executive Committee, surrender its charter. Upon failure to surrender such charter, immediate steps may be taken for its revocation.

Section 3. No Unit in the Department or any member thereof shall advertise to or recruit from any other Unit or any members thereof without the consent of the Department Executive Committee.

Section 4. Units in this Department shall present only candidates for a Department or National office who are members in good standing.

Section 5. Units must submit to the Department Secretary all Department mandatory obligations by April 1st each year to be eligible to vote at the Department Convention provided the Department notifies by March 15th each year of this deficit to delinquent units.

Section 6. All members managing funds in the Unit shall be covered by a Blanket Fidelity Bond that is procured by the ALA National Organization. Units will pay annually the prescribed rate to the Department who in turn will pay the National Organization on its prescribed schedule.

ARTICLE IX - FINANCE

Section 1. The amount of annual dues shall be determined by each Department Convention for the ensuing year. Dues shall be payable in amounts as provided in the Department of Georgia Standing Rules.

Section 2. The National and Department dues shall be collected by each Unit and transmitted to the Department Secretary/Treasurer, together with such other sums as may be determined by the Department Convention Body. Each month the said sums shall be transmitted by said Department Secretary/Treasurer to the National Treasurer.

Section 3. All board designated and restricted funds shall be administered as directed by the Department Executive Committee.

Section 4. The funds of the Department shall be disbursed by the Treasurer using the budget prepared by the Finance Committee and approved by the Department Executive Committee.

Section 5. All persons handling funds or named as signature authority on financial accounts at the Department level shall be covered by a Fidelity Bond procured and paid for by the Department.

Section 6. The Finance Committee shall be authorized to make complete study of all investments of the American Legion Auxiliary, Department of Georgia, and act upon if necessary to improve the finances of the Department of Georgia.

ARTICLE X - DISCIPLINE

Section 1. Members of the Department at all levels, Officers, District Presidents, Past Department Presidents, National Executive Committee person, Alternate National Executive Committee person, Department Committee Chairpersons and members are expected to uphold and follow all governing documents of the ALA including but not limited to the National and Department Constitution, Bylaws, and Standing Rule; all policies, processes and procedures adopted by National and Department, the Code of

Professional Conduct, the Code of Ethics and the laws of the State of Georgia. Conduct that is a violation of the referenced documents or detrimental to the best interests of the organization may be escalated as outlined in the Department's Policy on Handling of Complaints.

Section 2. Only a Unit may expel a member. A member disciplined or expelled by said member's Unit may appeal the Unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall review the appeal and respond as it deems appropriate. The action of the Department Executive Committee is final and not appealable to the National Organization. All discipline must be imposed in accordance with the principle of fundamental fairness, which includes notice and opportunity to be heard. The Department may discipline a Unit for failure to discipline a member.

Section 3. Districts and the Department may remove an officer from office by a two-thirds vote at a meeting duly called for that purpose provided the principle of fundamental fairness is exercised, which includes notice and an opportunity to be heard.

Section 4. The Department Executive Committee may discipline Units or cancel Unit charters for any good and sufficient cause following the principle of fundamental fairness, which includes notice and an opportunity to be heard. Cancellation of Charters for any valid reason shall be presented for approval at any Department Executive Committee meeting.

ARTICLE XI- CHARTERS

Section 1. The Department Executive Committee shall approve all new unit charter applications. New charters shall not be held in the Department office more than 15 days after receipt from National.

Section 2. Cancellation of a Unit charter shall be in order when two (2) or more Units merge, at the request of a Unit, when a Unit ceases to function, or by action of the Department Executive Committee.

Section 3. The National Executive Committee may prescribe rules of procedures to be followed in the cancellation of Unit charters. All rules and procedures shall be managed in a timely manner following the principle of fundamental fairness, which includes notice and an opportunity to be heard.

Section 4. In the event a Unit's charter is cancelled by the Department Executive Committee without the consent of the Unit, it shall have the right to appeal to the National Executive Committee as provided in the National ALA Standing Rules. Cancellation of a unit charter becomes final upon ratification by the NEC.

Section 5. When a Unit charter is cancelled by the Department Executive Committee or a Unit voluntarily requests cancellation, the Unit shall follow state and federal law and ONLY TRANSITION FUNDS TO THE ala Department of Georgia and not to any other organization including the hosting American Legion Post or to members of the Post or the Unit. The Department Executive Committee is authorized to take possession of all records, assets, and property of the Unit and to provide for the administration of the Unit until members are transferred to other Units. Units shall immediately submit to the American Legion Auxiliary, Department of Georgia all assets inclusive of money, supplies, and records. The Department Secretary will send a letter with the Charter cancellation notice to include the request for all monies and other assets/records.

Section 6. In no event shall the Department organization be required to assume any debt from any Unit.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Section 1. The Department Organization shall be governed by the "Current Edition of Robert's Rules of Order, Newly Revised" in all points not covered by this Constitution and By-Laws and the National Constitution and By-Laws.

ARTICLE XIII - AMENDMENTS

Section 1. The By-Laws of the Department may be amended at any Department Convention by the vote of two-thirds of the total representation thereof provided that proposed amendment shall have been submitted through the Department Secretary to the Units, members of the Department Executive, and Department Chairpersons, by mailing or emailing same to them at least thirty (30) days prior to the convening of the next Department Convention; provided further, it may be amended by unanimous vote at any Department Convention without notice; and further provided that all proposed amendments shall be read at a regular session of the Convention at least 12 hours before the vote is taken.

Section 2. Units may propose amendments provided said amendments have been officially approved by said Units.

Section 3. Amendments proposed and adopted by the National Convention shall automatically become effective in Department of Georgia.

ARTICLE XIV - AUTHORITY

Section 1. The authority under which this Department of the American Legion Auxiliary shall function is vested in The National Constitution and By-Laws and such Standing Rules as have been duly adopted. Any provision of these Department Constitution, Bylaws and such Standing Rules and that of any Department of Georgia ALA District, Unit, or subsidiary Constitution, Bylaws or Standing rules that conflicts with the forgoing authority shall be void.

Section 2. Georgia Girls State, Inc. is a subsidiary organization of the Department of Georgia American Legion Auxiliary and is accountable to the Department. As such, Georgia Girls State, Inc. is subordinate to the Department of Georgia ALA and is subject to regulation by action of the Department of Georgia and shall comply with the legally binding rules required of the National American Legion Auxiliary.

STANDING RULES OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA

PREFACE

Standing Rules have the same importance as the Constitution & Bylaws to provide guidance to the Department of Georgia and as applicable, its Units and Districts. In addition to these Standing Rules, Supplementary Department Policies may be adopted.

The Georgia Department, American Legion Auxiliary was organized in Columbus, Georgia, July 5, 1921, during the Third Annual Convention of the American Legion.

1. The Department Headquarters for the American Legion Auxiliary, Department of Georgia shall be maintained in the American Legion Headquarters building in Stockbridge, Georgia.
2. The American Legion Auxiliary shall operate as an independent organization subject only to the policies of the American Legion Auxiliary. We shall work in harmony with the American Legion.
3. The District Presidents, Department Officers, Past Department Presidents and Chairpersons of the American Legion Auxiliary and Veterans Affairs Voluntary Service (VAVS) Representatives shall be advised of all plans, membership reports and financial reports of the Department.
4. The Department Executive Committee shall meet before the Mid-Winter Conference and before and after Conventions. Matters coming up between conventions shall be decided by the Department Executive Committee via remote communication.
5. Cancellation of Charters shall be presented for approval at any Department Executive Committee meeting.
6. Department Chairpersons are required to keep a file of their activities and same shall be turned over to their successor.
7. Unit Presidents must submit the names and addresses of all Unit officers for the incoming year must be sent to Department Headquarters prior to the Department Convention.
8. All Units are asked to send copies of the Unit's Constitution and By-Laws to the Department Constitution and By-Laws Chairperson and to revise them when necessary. Any copies received are to be put on file at Department Headquarters by the Constitution and By-Laws Chairperson.
9. All candidates for the State Office shall file with the Department Headquarters their intention on running for office NLT April 1st. Nominations will also be asked from the floor at the Convention. This will be published in the April Newsletter and sent by E-Blast to all members and posted on the Department web site. The department will certify that candidates are eligible to run for office, i.e. dues current, etc., and let the candidate know. (Adopted Spring Conference 3/22/18)

10. A "Blue Book" Unit activity guide shall be posted in the members' only section of the Department Web page with officers and chairpersons. It will also be emailed to all Department Officers, Chairpersons and District Presidents.
11. American Legion Auxiliary members representing the American Legion Auxiliary as officers, either in the Unit, the District or the Department of Georgia will not wear the uniform of another organization either on the podium at meetings nor at any other official American Legion Auxiliary event.
12. The Department will no longer print annual reports forms for the Districts and Units by email. For those Districts or Units who do not have access a hard copy will be mailed to the district for dissemination to their respective Unit. This change will save time and resources in the Department. (Adopted Fall Conference 10-26-18)
13. Annual reports forms will be changed on the web site to say "Current Year" versus any particular year, i.e. 2018- 2019. This will then only require the Chairperson name and contact information be changed, if there is a change in the Chairperson. (Adopted Fall Conference 10-26-18)
14. Dues from the Units to the Department will be in the amount of \$2.50 per annum for Junior National dues; \$2.50 pr annum for Junior Department dues. Effective in the 2024 membership year, Senior dues will be \$18 pr annum for National and \$16 per annum for Department.
- 15.COMMITTEES:
 - A. As provided in the Department Bylaws, in addition to the core Department Standing Committees – Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Leadership, Membership, Constitution & Bylaws, Finance, Human Resources and Risk & Compliance – there shall be the following department committees: Poppy, Community Service Education , Junior Member Activities, Legislative, Strategic Planning, Unit Development & Revitalization (UDR), Auxiliary Emergency Fund (AE), Awards & Recognition, Public Relations, and Scrapbook. The summary purpose of each department committee is specified in this section.
 - B. All Chairpersons named to serve on a committee must be confirmed by the Department Executive Committee.
 - C. Each standing committee shall be as described in this section, and any amendments thereto shall be by action of the Department Executive Committee.
 - D. Each Committee Chairperson shall serve a one-year term unless otherwise provided. Department Presidents may re-appoint Chairpersons if deemed necessary.
 - E. Each Committee Chairperson shall: 1) represent the Department at all National and/or Division Committee video conferences and provide information back to the Department, Districts and Units ensuring information from National and Division leaders reaches the membership in a timely manner; 2) prepare the Department's annual and other reports as required to National for the Committee before May 15th with an updated copy of the annual report presented at the annual Department Convention; 3) submit the final annual report in writing by the due date in July for the annual Book of Reports; 4) judge all submittals for all Department awards according to the Rules & Regulations and provide certificates as required in the Rules & Regulations; 5) shall submit as appropriate the department, unit/s or member/s for National awards or scholarships by the dates set by the National ALA. The ALA National Leadership may call Committee Chairpersons to attend and represent the Department at National meetings or events.

F. Department Core Standing Committees

- a. The VA&R *Veterans Affairs & Rehabilitation) Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The Chairperson shall serve as the Department Veterans Affairs Voluntary Service (VAVS) Representative and shall serve as or appoint the Department's VA&R Creative Arts Festival Liaison. The purpose of the VA&R Committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally function lives.
- b. The Children & Youth Committee shall be comprised of a Chairperson. The Chairperson shall serve as the Department Liaison to The Child Welfare Foundation. The purpose of the Children & Youth Committee is to work collaboratively with the American legion to promote programs that protect, care for, and support children and youth, especially those of our military ad veterans.
- c. The Americanism Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Americanism program is to promote patriotism and responsible citizenship.
- d. The National Security Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the National Security Committee is to promote a strong national defense.
- e. The Leadership Committee shall be comprised on the Department First Vice President serving as the Chairperson and two (2) members selected by the Chairperson. The purpose of the Leadership Committee is to better equip members to serve in leadership positions for confidence and skill.
- f. The Membership Committee shall be comprised of the Department Second Vice President serving as the Chairperson and two (2) members selected by the Chairperson. The purpose of the Membership committee is to promote the benefits of membership and to promote retaining and recruiting a diverse active membership to carry out the American Legion Auxiliary mission and programs.
- g. The Constitution & Bylaws Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Constitution & Bylaws Committee is to inform and educate members of the American Legion Auxiliary on the importance and power of having properly written and regularly review and updated governing documents at all levels of the organization.
- h. As provided in the Department Bylaws, the Finance Committee shall be comprised of a Chairperson and two members. The purpose of the Finance Committee is to prepare an annual budget, provide an oversight of budgeted funds, and report monthly noting any variances to budget.
- i. As provided in the Department Bylaws, The Human Resources committee shall be comprised of a Chairperson and two (2) years. The purpose of the Human Resources Committee is to annually recommend the Secretary/Treasurer for confirmation by the Department Executive Committee and other duties assigned by the Department President.

- j. As provided in the Department Bylaws, the Risk & Compliance Committee shall be comprised of a Chairperson and two (2) members. The purpose of the Risk & Compliance Committee is to provide risk assessment and oversight assistance to the Department Executive Committee in fulfilling its responsibilities to safeguarding the Department ensuring it has and follows proper accounting and reporting practices, reliable systems of internal control, corporate responsibility inclusive of Insurance coverages, the quality and integrity of the Department's financial reporting, and to encourage units and districts to regain and retain proper compliance status with the IRS, the Georgia Secretary of State, the National Department ALA organizations.

G. Department Committees – Mission Outreach

- a. The Poppy Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Poppy Committee is to educate ALA membership and the public on the significance of the poppy and the program's financial benefit for veterans, military, and their families.
- b. The Community Service Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Community Service Committee is to promote the American Legion Auxiliary's commitment to making our communities better places to live by supporting local service projects.
- c. The Education Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Education Committee is to promote quality education for children-especially for military children and adults and to promote the available scholarships to eligible applicants.
- d. The Junior Member Activities Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Junior Members Activities Committee is to inspire active participation in members aged 17 and under so they become engaging productive members who will want to continue their American Legion Auxiliary membership into adulthood.
- e. The Legislative Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Legislative Committee is to provide information and assistance to the American Legion Auxiliary members to advocate for the legislative agenda of the American Legion.

H. Department Committees – Member/Organization Support

- a. The Strategic Planning Committee shall be comprised of the elected officers and others as appointed by the Department. The purpose of the Strategic Planning Committee is to identify short and long-range goals for the Department and to ensure collaboration between committees and encourage a positive and complete change of custody of the mission and operations of the organization.
- b. The Unit Development and Revitalization (UDR) Committee shall be comprised of a Chairperson or Co-Chairpersons and the elected officers who shall serve units alongside the 12 District Presidents. The purpose of the UDR Committee is to stand up new units for success and to guide units through any conflict or revitalization needs.

- c. The Auxiliary Emergency Fund (AEF) Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the AEF Committee is to raise funds and promote knowledge about the Auxiliary Emergency Fund.
- d. The Awards & Recognitions Committee shall be comprised of a Chairperson and up to three assistants to manage the program and oversee the Rules & Regulations for the program.
- e. The Public Relations Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Public Relations Committee is to establish and maintain a positive public image of the organization by encouraging ALA members to be visible in their communities through branding and informing the public about the mission of the organization.
- f. The Scrapbook Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Scrapbook Committee is to encourage units to capture their ALA activities of a historical nature and submit for potential awards and recognition. Key information should be shared with the Department Historian for the annual History Book.
- g. The Department will establish a Fundraising Committee. *(Adopted March 23, 2023, DEC meeting).*

16. The Department shall disburse VA funds for comfort items quarterly to the representatives in the first week of each quarter. The representative must submit receipts to be eligible to receive payment for the following quarter. *(Adopted Department Convention June 26, 2022.)*

17. Any unit that won an award from the previous Convention and does not return it to the next Convention will have to pay a fine of \$40 to replace it. *(adopted \$40 at October 2022 DEC December Meeting).*

18. The Secretary shall circulate the Minutes and Finance reports to the DEC by email two weeks prior to Fall Conference, Spring Conference and Department Convention. If any changes need to be made to the documents, they should be sent to the Department Secretary within five days of receiving the minutes. *(Adopted March 23, 2023, DEC Meeting)*

19. Units may, beginning in the 2024 membership year, obtain full access to ALAMIS for the purpose of paying dues and entering membership directly to Nation. Units must follow the National rules for 1) unit membership vote in favor of this access level; 2) unit membership vote to obtaining the required debit or credit card to use this access; 3) attend the required training; and 4) put in place unit procedures for this level of access. *(Adopted March 23, 2023, DEC meeting).*

20. The Department will obtain and maintain Directors and Officers Insurance annually. *(Adopted March 23, 2023, DEC Meeting.)*

21. The Department Finance Committee shall conduct an annual audit effective September 2024 and beyond. *Adopted March 22, 2024m DEC meeting.)*

22. The Department Finance Committee shall complete any adjustments in QuickBooks by September 1st of each year for all designated and restricted funds. *(Adopted March 22, 2024, DEC meeting.)*

23. The Department Finance Committee shall have view access and reporting abilities in QuickBooks. *(Adopted March 22, 2024, DEC Meeting.)*

24. The Department Finance Committee will ensure all transfers of funds are complete by September 1st each year for the prior fiscal year. *(Adopted March 22, 2024, DEC meeting.)*

25. The Department Finance Committee shall prepare and submit quarterly financial reports to the DEC. *(Adopted March 22, 2024, DEC Meeting.)*

26. The Department will collect a \$2 obligation from each unit rather than \$5 from each unit beginning 2024-2025 for the Junior Fund. *(Adopted March 22, 2024, DEC meeting,)*

27. Units or individuals who remit checks for payment to the department that are rejected by the financial institution, the unit or individual shall reimburse the department for the original amount of the payment AND all fees associated with the bad check. *(Adopted June 27, 2024, DEC Meeting.)*

28. To be eligible to receive any Department Awards & Recognition, members and units must be in good standing with the Department such that nominees must be current membership dues paid and units must have submitted their obligations on time; and further, the Department Secretary/Treasurer distribute on April 30, each year a list of all units indicating status of obligations met to all department officers, district presidents, and department committee chairpersons responsible for presenting awards. *(Adopted June 27, 2024, DEC Meeting.)*

29. Standing Rule 15 Committees. Officers and district presidents pass the position ribbon, and if they do not, they replace it at their cost. *(Adopted June 27, 2024, DEC Meeting.)*

**AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA
CONSTITUTION, BYLAWS, AND STANDING RULES
REVISION TRACKING LOG**

Date Modified	Description of Revision	Adopted By:
3/31/2024: The following changes were made since the last published edition January 7, 2023.		
6/24/2023 (addition)	Article IV – DEPARTMENT EXECUTIVE COMMITTEE Section 2: Add this sentence: If it is not conducive for the Department Executive Committee to meet in person to manage business that arises outside of Conferences and Convention, they shall be allowed to conduct the meetings through electronic sources such as Zoom, Conference Calls, etc.	Department Convention June 2023
6/24/2023 (addition)	ARTICLE V – COMMITTEES Add new Section 4: Committee Meetings: If it is not conducive for the Committee Members to meet in person to handle business that arises outside of Conference and Conventions, they shall be allowed to conduct the meetings through electronic sources such as Zoom, Conferences call, etc.	Department Convention June 2023

Multiple Dates	Rules 32-34 were added to the document with adoption date noted.	Department Executive Committee
10/27/2023	Removal of reference to her, she, woman, change By-Law to Bylaw, State to Department, and change all chairman to chairperson. Add clarifying word of Department and Georgia as recommended by Nation President Lisa Williamson at her October 2023 visit to the DEC and Fall Conference	National Recommendation
3/22/2024	Rule 10 was modified to reflect Mid-Winter Conference	Department Executive Committee
3/22/2024	Rule 29 was modified to replace shall with should and add "at least every two years".	Department Executive Committee
6/27/2024	The resolution to update the Constitution, Bylaws and Standing Rule as recommended by the National Parliamentary Advisor circulated on May 28, 2024, by the Department Secretary was approved as submitted. Please refer to the resolution for details. NOTE: With the approval of this resolution many sections in the Constitution and bylaws were renumbered and many rules were eliminated thus changing the entire numbering of the rules.	Department Executive Committee
6/27/2024	The resolution to amend Standing Rule 30 (former) Committees circulated on May 28, 2024, by the Department Secretary was approved as submitted. Please refer to the resolution for details.	Department Executive Committee
6/27/2024	Rule 10 modified to return to DEC meetings before the Fall and Spring Conferences.	Department Executive Committee
6/27/2024	Standing Rule (new 35) added: units or individuals who remit checks for payment to the department that are rejected by the financial institution, the unit or individual shall reimburse the department for the original amount of the payment AND all fees associated with the bad check.	Department Executive Committee
6/27/2024	Standing Rule (new 36) added: To be eligible to receive any Department Awards & Recognition, members and units must be in good standing with the Department such that nominees must be current with membership dues paid and unit must have submitted their obligations on time; and further, the Department Secretary/Treasurer distribute on April 30 each year a list of all units indicating status of obligations met to all department officer, district presidents, and department committee chairpersons responsible for presenting awards.	Department Executive Committee

6/27/2024	Standing Rule (new 37) added: Officers and district presidents pass the position ribbon, and if they do not, they replace it at their cost.	Department Executive Committee
6/26/25	Standing Rule 3, was deleted based upon advice from National Parliamentarian as Department has no control over National Judge Advocate.	
6/26/25	Standing Rule 4 was deleted as it is already in the Constitution	
6/26/25	Standing Rule 5 and 6 was deleted as they are already in the Bylaws	
6/26/25	Standing Rule 8 was deleted based upon advice from National Parliamentarian it is not completely in line with the provision in the National Standing Rules concerning Units.	
6/26/25	Standing Rule 9 was deleted as it is not considered a rule based upon advice from National Parliamentarian	
6/26/25	Standing Rule 14 renamed 8 changed to read asked to send instead of shall and revised as necessary instead of two years. Suggested by National Parliamentarian	
6/26/25	Standing Rule 15 renamed 9 and changed to allow for nominations from the floor. If not, it must be changed and added into the Constitution or Bylaw	
6/26/25	Standing Rule 17 removed and put into the Finance Committee in the Bylaws based upon advice by National Parliamentarian	
6/26/25	Standing Rule 22 Committees Renumbered 15 Items C, D and E were removed as they are provided for in the Bylaws.	
6/26/25	Standing Rule 22 Committees Renumbered 15 Item J Department Committees-Mission Outreach item a moved to Constitution Article X Subsidiary Entities	
6/26/25	Standing Rule 27 moved to Standing Rule 15 H Member/Organization Support	
6/27/26	Constitution, Article III, Eligibility added in Membership in accordance with National C&B change	National Recommendation
6/27/26	Constitution, Article IV, Department Officers clarified sections and moving Section 3 to Article V. Removed Secretary/Treasurer moved Section to Article V	Department Convention June 2026
6/27/26	Constitution Article VI, Department Convention Section 3, was amended to clarify who Delegates at large are, Section 5 added except for Department of Headquarters Units.	Department Convention June 2026

6/27/26	Constitution Article IX Amendments, Section 1 was changed to reflect two-thirds of delegates to approve amendments and clarify the 12-hour rule	Department Convention June 2026
6/27/26	Bylaws, Article 2 Department Organization, Section 3 was eliminated as it had no meaning or reference to source.	Department Convention June 2026
6/27/26	Bylaws Article II Elections, Section 4 was eliminated as it was covered in other sections within this article. This resulted in other sections being renumbered. Section 7 was amended to clarify that Districts shall handle filling of District's President's unexpired terms with approval of candidate by the Department Executive Committee	Department Convention June 2026
6/27/26	Bylaws, Article IV, Department Executive Committee, Section 1 was amended to add Standing Rules and Policies, Section 6 Quorum was amended for clarification and to show that it would take a majority of authorized voting members.	Department Convention June 2026
6/27/26	Bylaws, Article VII Unit Organizations, Section 2 removed the word rulings as the there is no authority to make rulings. Section 3 was added to clarify that Units cannot advertise or recruit from other Units.	Department Convention June 2026
6/27/26	Bylaws, Article VIII Finance, Section 3 was changed to clarify "special funds" as board designated and restricted fund.	Department Convention June 2026
6/27/26	Bylaws Article IX Discipline Section the word staff was deleted as they would be covered under employee manual and Unit deleted at Unit would be covered under their C&B	Department Convention June 2026
6/27/26	Bylaws, Article X Delinquent Members. This Article was deleted as people join Units and not the Department.	Department Convention June 2026
6/27/26	Bylaws, Article XI Charters, Section 5 changed wording from turns in its charter to requests cancellation	Department Convention June 2026
6/27/29	Bylaws XIV removed words Units, subsidiaries and intermediate bodies.	Department Convention June 2026
6/27/26	Standing Rules Preface: contained items and rules that were included in the Constitution & Bylaws	Department Convention June 2026
6/27/26	Standing Rule Preface #'s 3, 4, 5, 6, 8 and 9 are removed as they are contained within other areas of the C&B.	Department Executive Committee June 2026
6/27/26	Standing Rule Preface 10, needed to clarify that Department Executive was Department Executive Committee	Department Executive Committee June 2026

6/27/26	Standing Rule Preface 14 had to clarify Units were not required to send in copy of their C&B but was allowed to if they wanted.	Department Executive Committee June 2026
6/27/26	Standing Rule Preface 15 clarified that candidates were allowed to run for office from the floor of the Convention.	Department Executive Committee June 2026
6/27/26	Preface Standing Rule 17 was removed and placed in Finance Section of C&B	Department Executive Committee June 2026
6/27/26	Standing Rules, Committees, B, C, D, E clarified that all Department Chairpersons appointed must be confirmed by the Department Executive Committee. C, D, and E were eliminated as they are covered in he C&B	Department Executive Committee June 2026
6/27/26	Standing Rules Department Committees Mission Outreach was removed as it was put into the Article on Subsidiary entities.	Department Executive Committee June 2026
6/27/26	Standing Rule 27 was moved to Department Committees – Organizational Support	Department Executive Committee June 2026