



THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF GEORGIA
CONSTITUTION, BYLAWS AND STANDING RULES

Revised March 31, 2024

AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA CONSTITUTION, BYLAWS, AND STANDING RULES

Gabriele Barnett, Chairperson 2024-2025 – Constitution & Bylaws

Committee Members

Department President: Cheryl Jackson Sinkler
Department First Vice President: Cheryl Waybright
Department Second Vice President: Gail Ramey
Department Historian: Pam Eckler
Department Chaplain: Sabrina Putney

District Presidents

District 1: Jamelle Prescott
District 2: Janice Williams
District 3: Rachel Wedner
District 4: Karen Mitchell
District 5: Thea Fultz
District 6: Kelli McIver
District 7: Cindy Schwartz
District 8: Lavette Ray
District 9: Rose Hine
District 10: Anita Owens
District 11: Latrisha Linaweaver
District 12: Pat Morgan

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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 nonpolitical 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.

ARTICLE III - ELIGIBILITY

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.¹

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

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

Section 2. There shall be two classes of membership, Senior and Junior,

- a) Senior membership shall be comprised of members eighteen (18) or over the age of eighteen (18); provided, however, that a spouse 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 of both classes shall be paid annually or for life.

ARTICLE IV - DEPARTMENT OFFICERS

Section 1. The Department Convention shall elect a President, National Executive Committeeperson and an Alternate, First Vice-President, Second Vice President, Historian, Chaplain and certify the Presidents elected by the membership of each District.

Section 2. The Secretary/Treasurer is hired by the Department Human Resources Committee subject to confirmation by the Department Executive Committee (DEC).

Section 3. All Department officers, members of the Department Executive Committee and Standing Committee Chairpersons, shall be in good standing in their Units.

Section 4. In the event there are no candidates running and announced by April 1st for the office of either the Department Historian or Department Chaplain, the Present can appoint someone to serve in this capacity with approval by the Department Executive Committee.

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, District Presidents, Past Department of Georgia Presidents, and the National Executive Committeeperson or her/his Alternate.

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 elective officers, members of the Department Executive Committee, the Chairpersons of Standing Committees, Hospital Representatives, and all Past Department 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 Department Convention. Alternates shall have priority in the order of their election.

Section 5. Each 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 Department Convention and to one alternate for each delegate. Units shall be entitled to one (1) vote each for Past Department of Georgia Presidents, Current Department Officers and Department Chairpersons, and Hospital Representatives.

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. Department delegates and alternates to the National Convention shall be nominated and elected by the Department Convention. Each Department shall be entitled to the number of delegates as prescribed by the National Constitution and Bylaws.

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

ARTICLE VII - RESOLUTIONS

Section 1. All 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 Department 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 Department Convention must be read twice, with at least twelve (12) hours elapsing between readings.

Section 5. All resolutions presented to the Department Convention relative 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. Department delegates and alternates to the National Convention shall be nominated and elected by the Department Convention. Each Department shall be entitled to the number of delegates as prescribed by the ALA National Standing Rules.

Section 2. Delegates include the out-going Department President, who will be Chairperson of the Delegation, the in-coming Department President, and the Department Secretary/Treasurer.

Section 3. Other delegates and Alternates to which the Department is entitled shall be elected at the District Conventions, and district nominations submitted to the Department 15 days prior to the Department Convention and Elected at the Department Convention.

ARTICLE IX - AMENDMENTS

Section 1. This Constitution may be amended at any Department Convention by vote of two-third of the total authorized representation thereof provided the proposed amendments shall have been submitted through the Department Secretary to the various Units and members of the Department Executive Committee 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 provided further, that all proposed amendments shall be read at a regular session of the Convention at least twelve (12) hours before the vote is taken.

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

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

BYLAWS 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, Bylaws and such standing rules as shall be prescribed by the Department.

Section 3. All circulars and instructions shall issue from The American Legion Auxiliary of the Department of Georgia.

ARTICLE II - ELECTION OF OFFICERS

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

Section 2. There shall be a Department Secretary/Treasurer nominated by the Human Resources Committee annually.

Section 3. Such officers shall serve commencing upon the adjournment of the Department Convention during which they were elected and until the next convention upon election of

new officers. Vacancies in these offices occurring between Department Conventions shall be appointed to the Department Executive Committee.

Section 4. The election of officers and delegates shall be governed by convention rules.

Section 5. In the event there are no candidates running and announced by April 1st for the office of either the Department Historian or Department Chaplain, the Present can appoint someone to serve in this capacity with approval by the Department Executive Committee.

Section 6. All Department Officers shall be in good standing within their Units.

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 parliamentarian and joint 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 Department Second Vice-President's 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 a 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. The accounts shall be audited annually by an auditing committee. 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 District President shall be in charge of the affairs 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 9. The Alternate District President shall in every way assist the District President and act for the District President in her/his absence.

Section 10. All officers shall be elected annually except the National Executive Committee person and Alternate, whose term of office shall be in accordance with the National Constitution and Bylaws, and the Department Secretary/Treasurer, who shall be appointed by the duly elected Human Resources Committee, subject to the approval of the Department Executive Committee.

Section 11. No elective Department Officer shall be eligible for re-election except under extraordinary circumstances approved by the Department Executive Committee.

Section 12. All officers shall be installed on the last day of the Convention and with the Department Executive Committee shall assume the duties of their respective offices.

Section 13. 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 and such other rulings as the Department may prescribe.

Section 2. *Meetings:* The Department Executive Committee shall meet at the Department Convention City immediately preceding the holding of the Annual Department Convention and within twenty-four hours after the adjournment of the Annual Department Convention and at such other times as a meeting thereof shall be called by the President or any five members of the Department 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 Convention, they shall be allowed to conduct the meetings through electronic sources such as Zoom, Conference calls, etc.

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

Section 4. Between 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 Committeeperson 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. *Quorum*: Fourteen shall constitute a quorum of the Department Executive Committee to include no less than 7 District Presidents or their Alternates, the President, and the Secretary (or an appointed clerk in place of the Secretary); the final seven being made up of officers or Past Department of Georgia Presidents.

ARTICLE V - COMMITTEES

Section 1. The Department President shall appoint the following committees; Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children & Youth, Community Service, Constitution & By- Laws, Education, Finance, Girls State, Junior Activities, Legislative, National Security, Past Department President's Parley, Poppy, Poppy Anchor Construction and Dedication, Poppy Launching, Public Relations, and Veterans Affairs and Rehabilitation. Each shall function as a standing committee. The President shall appoint other committees as deemed advisable. All appointments are subject to the ratification of the Department Executive Committee.

Section 2. The finance committee is composed of three (3) members. One member shall be appointed each year to serve a three (3) year term. The incoming Finance Committee shall meet each year prior to the Department Convention Executive Committee meeting. They shall be charged with the preparation of the yearly budget and supervise the expenditure of funds under that budget. Chairpersons of standing committees shall submit an estimate of any needed funds for their committee plans before preparation of the yearly budget. The President shall appoint a member to serve for three years, beginning as the third member of the Finance Committee and moving up until the third year when the appointed member shall serve as Chairperson.

Section 3. The human resources committee is composed of five (5) members. The members of the committee shall serve for three (3) consecutive years. The chairperson of the Human Resources Committee must have a verifiable background in Human Resources.

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 meeting through electronic sources such as Zoom, Conference calls, etc.

ARTICLE VI - 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. Each District shall hold one or more District meetings annually.

ARTICLE VII - 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 falling to meet the obligation imposed upon it by the Constitution and By-Laws or by rulings of Convention or Executive Committee or ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit or refusing to pay the per capita tax due Department and National Organizations, shall upon order of the Department President, surrender its

charter. Upon failure to surrender such charter, immediate steps may be taken for its revocation.

Section 3. No Unit in this Department or any member thereof shall circularize any other Unit or any members thereof without the consent of the Department Executive Committee.

Section 4. No Unit in this Department shall present a candidate for a Department or National office whose obligations to the Department and National Organization have not been met.

Section 5. Any unit being delinquent in payment of any Department obligations as of April 1st of the current year, will be denied the privilege of voting at the Department Convention provided the units delinquent in Department obligations are notified by March 15th of this deficit.

Section 6. All members handling funds in the Unit shall be bonded with a Security Bond paid by the Units, through the Department.

ARTICLE VIII – 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. Each month said sums shall be transmitted by said Department Secretary/Treasurer to the National Treasurer.

Section 3. All special funds shall be administered as directed by the Department Executive Committee.

Section 4. The funds of the Department shall be disbursed by the Secretary/Treasurer by the budget worked out by the Finance Committee and approved by the Executive Committee.

Section 5. All persons handling funds of this Department shall be bonded with a security bond at Department expense.

ARTICLE IX - DISCIPLINE

Section 1. For any violation of the Department or National Constitution, or for conduct improper and prejudicial to the welfare of the Auxiliary or to The American Legion, any member may be expelled from membership, or any officer removed from office by a two-thirds vote at a Unit meeting duly called for that purpose. Said expulsion or removal shall be binding only in the event said member or officer shall have been given fifteen (15) days' notice in writing by

the Unit Executive Committee of the charges and the hearing thereon; either party may have the right of appeal to the Department Executive Committee, and the Department Executive Committee's action thereon shall be final. The expense of said appeal shall be borne by the applicant.

ARTICLE X – DELINQUENT MEMBERS

Section 1. A member failing to pay the annual dues, including the Unit, Department and National assessments for the fiscal year, shall be dropped from the membership rolls and may be reinstated only by paying no more than two years back dues and current years dues or by re-establishing eligibility.

ARTICLE XI - CHARTERS

Section 1. 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

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 (NEC) may prescribe rules of procedures to be followed in the cancellation of Unit charters. All rules and procedures shall be handled 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 canceled without the consent of the Unit, it shall have the right to appeal to the National Executive Committee as provided in the Standing Rules. Cancellation of a unit charter becomes final upon ratification by the NEC.

Section 5. Upon cancellation of a Unit charter, 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.

Section 6. In no event shall the Department organization be required to assume any of the Unit's debts.

Section 7. Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or by rulings of Convention or Executive Committee or ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit or refusing to pay the per capita tax due Department and National Organizations, shall upon order of the Department President surrender its charter. Upon failure to surrender its charter, immediate steps may be taken by the Department Executive Committee for the revocation of the same.

Section 8. All new charter applications shall be approved by the Department Executive Committee. New charters shall not be held in the Department office more than 15 days after receipt from National.

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 Bylaws and the National Constitution and Bylaws.

ARTICLE XIII - AMENDMENTS

Section 1. The Bylaws of the Department may be amended at any Department Convention by the vote of two-thirds of the total authorized representation thereat, provided that proposed amendment shall have been submitted through the Department Secretary to the several Units and members of the Executive Committee by mailing 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 twelve (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 to the National Constitution and By-Laws adopted by the National Convention action shall automatically become effective in this Department.

ARTICLE XIV - AUTHORITY

Section 1. The authority under which all Departments and Units of the American Legion Auxiliary shall function is vested in The National Constitution and Bylaws and Standing Rules of The American Legion Auxiliary. Any provision of any Department or Unit Constitution or Bylaws or any regulation of any Department or Unit in conflict with the foregoing authority shall be void.

STANDING RULES OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA

PREFACE

Standing Rules are rules and regulations for the guidance of an assembly and require only a majority vote to **ADOPT**. To amend them takes either a majority vote with previous notice or, without notice, a two-thirds vote **OR** a majority of the entire membership of the voting body. (RONR 11th edition)

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 National Judge Advocate shall be Counsel General of the American Legion Auxiliary.
4. The dates and place of the Department Convention shall conform to that of The American Legion, Department of Georgia.
5. The Department President shall be Chairperson of the Department Convention.
6. The Department Secretary shall be Secretary of the Department Convention.
7. The District Presidents, officers, Past Department Presidents and Chairpersons of the American Legion Auxiliary and Hospital Representatives shall be advised of all plans, membership reports and financial reports of the Department.
8. Units shall be governed by the National Constitution and Bylaws, the Department Constitution and Bylaws and Articles of their own Unit Constitution and Bylaws. All matters not covered by these documents shall be governed by the current edition of Roberts Rules of Order.
9. Units shall be guided by the Unit Handbook, the Manual of Ceremonies and other publications of the Department and National organizations prepared for their information and guidance in the conduct of their programs and the administration of their Units.
10. 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 Executive Committee. *(Change from Fall and Spring to Mid-Winter adopted March 22, 2024).*
11. All Past Department of Georgia Presidents in good standing shall be members of the Department Executive Committee with vote.
12. Cancellation of Charters shall be presented for approval at any Department Executive Committee meeting.
13. Department Chairpersons are required to keep a file of their activities and same shall be turned over to their successor.
14. Names and addresses of all Unit officers for the incoming year must be sent to Department Headquarters prior to the Department Convention.
15. All Department Obligations must be paid no later than April 1st of the current year for the unit to be able to vote, provided that Units are notified by March 15th.
16. All persons handling funds in the Department and Units shall be bonded by the Department with Unit bond to be paid by the Unit. Amount to be set by Department.
17. The Book of Reports shall be assembled by the out-going President with price to be held as reasonable as possible, based on the cost of printing.
18. The Chairperson shall be required to attend at least one half of sessions at Conference or Convention in order to receive mileage.
19. All Units should send copies of the Unit's Constitution and Bylaws to the Department Constitution and Bylaws Chairperson and revise them, when necessary, at least every two years. Copies are to be put on file at Department Headquarters by the Constitution and Bylaws Chairperson. *(Update adopted March 2024).*

20. The delegates not elected to the National Convention shall serve as alternates. The President has the privilege of filling any vacancies with alternates. The President has the option to select pages who are not delegates. Only elected alternates shall serve at the National Convention.
21. All candidates for Department Office shall file with the Department Headquarters their intention on running for office NLT April 1st. 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.)*
22. Mileage shall be paid to Department Executive Committee members and Department Chairpersons to conferences and conventions. Amount to be set annually by the Department Executive Committee.
23. 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.
24. The Finance Committee shall be authorized to make a 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.
25. 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.
26. 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)*
27. 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)*
28. Dues from the Units to the Department will be in the amount of \$12 per annum for senior National dues; \$2.50 pr annum for junior National dues; \$11 per annum for senior Department dues and \$2.50 per annum for Department junior dues. *(Added June 26, 2022)* Dues changed and made effective year 2023-2024 dues will be as follows: \$18 to be sent to National Headquarters, \$16 to be retained at the Department for a total of \$34 to be sent to Department for each membership by the Units *(Rev. Aug. 28, 2022 by National Headquarters)*
29. All monies in possession of a Unit, at the time their charter is turned in, must immediately be sent to the American Legion Auxiliary, Department of Georgia. A notice will be sent with the Charter cancellation request for the monies. *(Added June 26, 2022)*
30. These items are added to the Standing Rules by National Headquarters based upon the following rationale and are hereby made a part of the Department Standing Rules effective

October 28, 2022. Formerly the purpose for the program committees was in the Program Action Plan which then transitioned to a program page on the National website. These amendments address the need to capture the purpose of the committee in the governing documents rather than refer to an external source.

- (1) The purpose of the AEF (Auxiliary Emergency Fund) Committee is to raise funds for and promote knowledge about the Auxiliary Emergency Fund. (Rev. Oct 2022)
 - (2) The purpose of the ALA Girls State Committee is to promote and provide an outstanding government-in-action learning program for high school girls who have completed their junior year. The committee attends and actively participates in the execution of the week-long education program. (Rev. Oct 2022)
 - (3) 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. (Rev Oct 2022)
 - (4) The purpose of the Education Committee is to promote quality education for children-especially for military children-and adults. (Rev Oct 2022)
 - (5) The Junior 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. (Rev Oct 2022)
 - (6) The purpose of the Leadership Committee is to better equip members to serve in leadership positions for confidence and skill. (Rev. Oct 2022)
 - (7) The Legislative Committee shall be comprised of a 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. (Rev Oct. 2022)
 - (8) The Membership Committee shall be comprised of a Chairperson at the Department, Unit and District level. 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. (Rev. Oct 2022)
 - (9) The Finance Committee composition shall be a Chairperson and two (2) members each serving staggered three-year terms. The members shall be appointed by President and approved by the Department Executive Committee (DEC).
 - (10) The Poppy Committee shall be comprised of a 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.
 - (11) The Public Relations Committee shall be comprised of a 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.
31. At our June 2022 Department Convention Meeting: Resolution No. 2 was passed that ALA Department of Georgia will elect an NEC and an Alternate for a three-year term beginning

with the 2023-2024 year. Candidate must be a Past Department President to be eligible. There is a maximum of two terms that can be served.

32. 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.)*
33. 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 \$25 at March 2022 DEC Meeting, amended to \$40 at October 2022 DEC Meeting.)*
34. Minutes and finance reports shall be circulated 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)*
35. Units may, beginning in the 2024 membership year, obtain full access to ALAMIS for the purpose of paying dues and entering membership directly to National. 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.)*
36. The Department will establish a Fundraising Committee. *(Adopted March 23, 2023 DEC meeting.)*
37. The Department will obtain and maintain Directors and Officers Insurance annually. *(Adopted March 23, 2023 DEC meeting.)*
38. The Department Finance Committee shall conduct an annual audit effective September 2024 and beyond. *(Adopted March 22, 2024 DEC meeting.)*
39. 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.)*
40. The Department Finance Committee shall have view access and reporting abilities in QuickBooks. *(Adopted March 22, 2024 DEC meeting.)*
41. The Department Finance Committee make ensure all transfers of funds are complete by September 1st each year for the prior fiscal year. *(Adopted March 22, 2024 DEC meeting.)*
42. The Department Finance Committee shall prepare and submit quarterly financial reports to the DEC. *(Adopted March 22, 2024 DEC meeting.)*
43. 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.)*

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

Date Modified	Description of Revision	Adopted By:
03/31/24: The following changes were made since the last published edition on January 7, 2023.		
06/24/23 (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 handle 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
06/24/23 (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 meeting through electronic sources such as Zoom, Conference calls, etc.	Department Convention June 2023
Multiple Dates	Rules 32-43 were added to the document with adoption date noted.	Department Executive Committee
10/27/23	Removal of reference to her, she, woman, change By-Law to Bylaw, State to Department, and change all chairman to chairperson. Added clarifying word of Department and Georgia as recommended by National President Lisa Williamson at her October 2023 visit to the DEC and Fall Conference	National Recommendation
03/22/24	Rule 10 was modified to reflect Mid-Winter Conference.	Department Executive Committee
03/22/24	Rule 29 was modified to replace shall with should and add “at least every two years”.	Department Executive Committee