



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

Revised June 30, 2024

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

Constitution & Bylaws

Committee Members

Department President, Cheryl Waybright
Past Department President and NEC, Susan Hall
Past Department President, Anita Owens
Department Secretary/Treasurer, Patty Hawkins
Department First Vice President, Gail Ramey
Department Second Vice President, Pam Eckler
Department Historian, Debbie Hoopingarner
Department Chaplain, Gloria Chambers

District Presidents

District 1: Jamelle Prescott
District 2: Marilyn Fowler
District 3: Rachel Wedner
District 4: Kimberly Del Rosario
District 5: Carla Thomas
District 6: Kelli McIver
District 7: Laura Oliver
District 8: Lavette Ray
District 9: Nancy Kunz
District 10: Cathie Hedges
District 11: Phyllis Jones
District 12: Gloria Wilcox

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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 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 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 composed of members aged eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) and married shall be classed as a Senior member,
- b) Junior membership shall be composed of members 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. Hiring of the Secretary/Treasurer who has voice, but no vote is recommended annually by the Department Human Resources Committee subject to annual confirmation by the Department Executive Committee (DEC).

Section 3. All Department Officers, including all members of the Department Executive Committee shall be members in good standing in their Units.

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 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, Veterans Affairs Voluntary Service (VAVS) 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 Veterans Affairs Voluntary Service (VAVS) 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. 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 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. 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 to 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. 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 Chairperson of the Delegation, the incoming President, and the Secretary/Treasurer.

Section 3. Other delegates and Alternates to which the Department of Georgia is entitled shall be nominated by 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 the total authorized representation thereat provided the proposed amendments shall have been submitted through the Department Secretary to the Units, members of the Department Executive Committee, and Department Chairpersons by mailing (or emailing) same to them at least thirty (30) calendar 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 the Department of Georgia and shall be overseen by its Department Executive Committee.

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 - ELECTIONS

Section 1. Elections shall be governed by Convention Rules of the ALA Department of Georgia.

Section 2. The election of the following Department of Georgia officers shall be conducted annually at the Department Convention 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 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. Such officers shall assume the duties of their respective offices commencing upon the adjournment of the Department Convention during which they were elected and until the next convention upon election of new officers. All officers, including the certified District Presidents, shall be installed on the last day of the Convention.

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, 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 6. 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.

Section 7. No elective Department Officer shall be eligible for re-election except under extraordinary circumstances approved by the Department Executive Committee.

Section 8. 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 to 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 9. The Department Convention shall elect members to the Georgia Girls State Board of Directors 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 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 as cost effectively as possible and in accordance with the Policy – 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 the 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 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 National Executive Committeeperson 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 Committeeperson's Department.

Section 9. 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 10. The Alternate District President shall in every way assist the District President and act for the District President in her/his 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 Bylaws 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, 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 Department of Georgia Presidents shall be members in good standing in their local Units and 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 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. *Quorum*: Fourteen (14) shall constitute a quorum of the Department Executive Committee to include no less than seven (7) District Presidents or their Alternates, the Department of Georgia President (1), and the Secretary (1) or an appointed clerk in place of the Secretary. The final five (5) being made up of other elected officers or Past Department of Georgia Presidents.

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-thirds vote of the Department Executive Committee.

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

Section 5. Section 5. The Finance Committee is comprised of a Chairperson and two (2) members each serving a staggered three-year term. The Leading Candidate for Department President shall appoint one member each year in April 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 financial 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 needed funds for their committee before the Finance Committee begins preparation of the yearly budget. No member of the Finance Committee may concurrently 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 Leading Candidate for Department President shall appoint 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 annually 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 handled 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 Leading Candidate for Department President shall appoint one member each year to serve a three-year term who shall become Chairperson of the Risk & Compliance Committee in his/her third consecutive year. Appointees to the Risk & Compliance Committee must have a verifiable background in organizational 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 communications is deemed detrimental to the timing of a decision provided such action is conducted by the majority of the 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.

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.

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

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 this Constitution and Bylaws and Standing Rules or by rulings of the Department Convention or the Department Executive Committee 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 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. 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 handling funds at the Unit level 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 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 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.

ARTICLE IX - DISCIPLINE

Section 1. Members of the Department at all levels, Officers, District Presidents, Past Department Presidents, National Executive Committeeperson, staff, Department Committee Chairpersons and members, are expected to uphold and follow all governing documents of the ALA including but not limited to the National, Department, District and Unit Constitution, Bylaws, and Standing

Rules; 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 an opportunity to be heard. The Department may discipline a Unit for failure to discipline a member.

Section 3. Units, 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 X – DELINQUENT MEMBERS

Section 1. A member failing to pay the annual dues, including the Unit, Department and National assessments for the membership 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 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 (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. When a Unit charter is cancelled by the Department Executive Committee or a Unit voluntarily turns in its charter, 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 of 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 Bylaws and the National Constitution and Bylaws.

ARTICLE XIII - AMENDMENTS

Section 1. These Bylaws 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 Units, members of the Department Executive Committee, and Department Chairpersons by mailing or emailing same to them at least thirty (30) calendar days prior to the convening of the next Department Convention; provided further, they 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 said Units.

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

ARTICLE XIV - AUTHORITY

Section 1. The authority under which all Departments, Units, subsidiaries, and intermediate bodies of the American Legion Auxiliary shall function is vested in the National Constitution, Bylaws 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 foregoing 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 ALA 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. 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.

The Current Edition of Robert's Rules of Order, Newly Revised shall govern on all points not covered in the governing documents of the Department of Georgia or otherwise.

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, 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.
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, Newly Revised.
9. Units shall be guided by the National Unit Guide Book, 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 Fall and Spring Conferences and before and after the annual Convention. Matters coming up between conferences and the

annual Convention shall be decided by the Executive Committee. *(Change from Fall and Spring to Mid-Winter adopted March 22, 2024 and changed back June 27, 2024).*

11. Cancellation of Charters shall be presented for approval at any Department Executive Committee meeting.
12. Department Chairpersons are required to keep a file of their activities and same shall be turned over to their successor.
13. Names and addresses of all Unit officers for the incoming year must be sent to Department Headquarters prior to the Department Convention.
14. 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).*
15. All candidates for Department Office shall file with the Department Headquarters their intention on running for office no later than 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.)*
16. 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.
17. 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.
18. 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.
19. The Department will no longer print and send by US Mail annual reports forms for the Districts and Units. They will be available on the Department website. For those Districts or Units who do not have access to the internet, 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)*
20. 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)*
21. Dues from the Units to National and the Department will be \$2.50 per annum for Junior National dues and \$2.50 per annum for Junior Department dues. Effective in the 2024 membership year, Senior dues will be \$18 per annum for National and \$16 per annum for Department.
22. 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: Gorgia Girls State, Poppy, Community Service, Education, Junior Member Activities, Legislative, Strategic Planning, Unit Development & Revitalization (UDR), Auxiliary Emergency Fund (AEF), Awards & Recognition, Public Relations, and Scrapbook. The summary purpose of each department committee is specified in this section.
- B. As provided in the Department Bylaws, the Chairpersons of all department committees shall be appointed by the incoming Department President and confirmed by the Department Executive Committee.
- C. As provided in the Department Bylaws, when a vacancy occurs in a Chairperson position, the Department President shall appoint a member to serve the unexpired term subject to confirmation by the Department Executive Committee. Chairpersons serve until their successors are appointed.
- D. As provided in the Department Bylaws, the Department President shall be considered an ex-officio member, additionally, of all committees.
- E. As provided in the Department Bylaws, the Department President may appoint other special or ad hoc committees necessary for the good of the organization during an administrative year. Special Committees shall be appointed subject to confirmation and ratification by the Department Executive Committee.
- F. Each standing committee shall be as described in this section, and any amendments thereto shall be by action of the Department Executive Committee.
- G. Each Committee Chairperson shall serve a one-year term unless otherwise provided. Department Presidents may re-appoint Chairpersons if deemed necessary.
- H. Each Committee Chairperson shall: 1) represent the Department at all National and/or Division Committee videoconferences 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. Committee Chairpersons may be called by ALA National Leadership to attend and represent the Department at National meetings or events.
- I. 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 functioning lives.

- b. The Children & Youth Committee shall be comprised of a Chairperson and two (2) members selected by the 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 and 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 of 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 reviewed 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 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 members. 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 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 and Department ALA organizations.

J. Department Committees – Mission Outreach

- a. Georgia Girls State, Inc.: the Department of Georgia has a subsidiary 501(c)(4) entity governing documents with its own Board of Directors a Director (AKA Chairperson 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. The Junior Member Activities Committee shall be comprised of a Chairperson and two (2) members selected by the Chairperson. The purpose of the Junior Member 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.
 - f. 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.
- K. Department Committees – Member/Organizational Support
- a. The Strategic Planning Committee shall be comprised of the elected officers and others as appointed by the Department President. 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 AEF (Auxiliary Emergency Fund) 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 for 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.
23. 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.)*
24. 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.)*
25. 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)*
26. 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.)*
27. The Department will establish a Fundraising Committee. *(Adopted March 23, 2023 DEC meeting.)*
28. The Department will obtain and maintain Directors and Officers Insurance annually. *(Adopted March 23, 2023 DEC meeting.)*
29. The Department Finance Committee shall conduct an annual audit effective September 2024 and beyond. *(Adopted March 22, 2024 DEC meeting.)*
30. 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.)*
31. The Department Finance Committee shall have view access and reporting abilities in QuickBooks. *(Adopted March 22, 2024 DEC meeting.)*
32. 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.)*

33. The Department Finance Committee shall prepare and submit quarterly financial reports to the DEC. *(Adopted March 22, 2024 DEC meeting.)*
34. 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.)*
35. 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.)*
36. 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 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.)*
37. 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:
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	National Recommendation

Date Modified	Description of Revision	Adopted By:
	as recommended by National President Lisa Williamson at her October 2023 visit to the DEC and Fall Conference	
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
6/27/2024	The resolution to update the Constitution, Bylaws, and Standing Rules 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 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.	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
6/29/2024	BYLAWS ARTICLE V – COMMITTEES revised per resolution passed at the Department Convention. Please refer to the resolution for details.	Department Convention