The American Legion Auxiliary

Department of Washington

Department Constitution and Bylaws

As amended by the Department Convention in Pasco, Washington
July 15 – 19, 2026

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AUTHORITY

The Constitution and Bylaws of the American Legion Auxiliary, Department of Washington, as set out herein, are in full force and effect and represent action taken by Department Conventions, beginning with the Constitution adopted at the First Department Convention, in Tacoma, February 17-18, 1921, and as amended at subsequent annual Department Conventions to and including July 15-19, 2026, in Pasco, Washington.

Lorna Ledoschuk
Department Constitution & Bylaws Chair

Vacant
Department Secretary
July 2026

*****

ARTICLES OF INCORPORATION
were duly executed for the
AMERICAN LEGION AUXILIARY
January 8, 1949
Approve and filed with the
SECRETARY OF STATE
March 19,1949

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CONSTITUTION
OF THE
AMERICAN LEGION AUXILIARY
DEPRTMENT OF WASHINGTON

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 goodwill 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 the organization shall be the AMERICAN LEGION AUXILIARY, DEPARTMENT OF WASHINGTON.

Section 2.

The Headquarters of The American Legion Auxiliary, Department of Washington shall be maintained in the same city as the Headquarters of the American Legion.

ARTICLE II
NATURE

Section 1.

The American Legion Auxiliary, Department of Washington is a civilian patriotic service organization that support the mission of The American Legion.

Section 2.

American Legion Auxiliary, Department of Washington shall be non-political and shall not be used for the dissemination of partisan principles nor the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III
MEMBERSHIP

Section 1.

Eligibility for membership in the American Legion Auxiliary, Department of Washington 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.

Section 2.

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

(a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member is eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified 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 for both classes shall be paid annually or for life.

Section 3.

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

Section 4.

Each Unit of the American Legion Auxiliary, except Department Headquarters Units, has the authority to decide it membership and shall be responsible for verifying eligibility of prospective members, transfer or new.

Section 5.

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

Section 6.

Membership can only be offered upon an affirmative vote of the Unit members unless an alternative procedure is set forth in the Unit bylaws.

NOTE: The new American Legion Auxiliary (ALA) membership official eligibility language adopted at the 2026 American Legion National Convention:

Membership in the American Legion Auxiliary shall be limited to:

(1) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of members of The American Legion; and

(2) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers 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) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers 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 period 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.

The revisions to the ALA's eligibility mentioned above allow individuals the potential to be members of both the Sons of The American Legion and the American Legion Auxiliary. The Legion's national judge advocate has confirmed that this dual membership does not constitute a conflict of interest with The American Legion.

ARTICLE IV
DEPARTMENT OFFICERS

Section 1.

(a) The Department Convention shall annually elect the following officers:

Department President
Department 1st Vice President
Department 2nd Vice President
Department Historian
Department Chaplain

And elect biennial the National Executive Committee (NEC) member and the Alternate National Executive Committee member.

(b) Such officers shall serve until the adjournment of the succeeding Department Convention, or until their successors are duly chosen, except the National Executive Committee member and the Alternate National Executive Committee member.

The National Executive Committee member and Alternate National Executive Committee member shall serve for two (2) years, and for no more than two (2) consecutive elected terms.

Section 2.

(a) In the event of a vacancy occurring in the office of the Department President by death or resignation, the 1st Vice President shall automatically succeed to the office of Department President, Pro Tem, and the 2nd Vice President shall automatically succeed to the office of the 1st Vice President Pro Tem. Except if the term is for at least three-fourths of the Auxiliary year, they shall assume the title of the office. If their service is Pro Tem, they may at the end of the term become a candidate for the office.

(b) In the event of such succession, the 1st Vice President shall be filled by appointment from among the member of the Department Executive Committee as Pro Tem for that term only.

(c) Vacancies in any other Department Office occurring during the year shall be filled by the vote of the Department Executive Committee, The Department President to immediately summon or poll Executive Committee for the election of a successor, providing at least three fourths of the term remain. If less than three fourths, the vacancy will be filled by appointment and for the balance of the term only.

(d) In the case of a vacancy in the office of the National Executive committee member, the Alternate National Executive Committee member will assume the duties until the convention.

ARTICLE V
DEPARTMENT EXECUTIVE COMMITTEE

Section 1.

(a) There shall be a Department Executive Committee, which shall consist of:

Department President
Department 1st Vice President
Department 2nd Vice President
Department Historian

Department Chaplain
Past National President(s)
District Presidents of each Legion District in Washington State
National Executive Committee Member
Department Secretary (without vote)
Department Treasurer (without vote) or
Department Secretary/Treasurer (without vote)
Past Department Presidents (without vote) for life when in good standing within their Unit.

(b) No Past Department President will receive monetary benefits as a member of the Department Executive Committee unless otherwise qualified as a chair or officer as specified in Standing Rules Article III Section 6. (a) and (b).

(c) The Department Secretary and Department Treasurer shall be removed from their position only by two-thirds vote of the entire Executive Committee, wherein the employee shall be given an opportunity to present their case. The Executive Committee meeting at which this matter is discussed shall be a closed executive session at which only members of the Executive Committee are present. When feasible, prior to the meeting, the Department President shall announce the reason for the meeting and will invite any Auxiliary member with pertinent information to submit it in a written signed document. Nonmembers of the testimony and facts if they will submit a written statement. Applicants for Department Secretary or Department Treasurer shall be interviewed by the Department President and the Department Vice President/s who shall make recommendations for employment to the Department Executive Committee for action. In the event one or both officers are unavailable to do an interview, the department President can appoint a member or members to temporarily fill this committee for a specific interviewing period.

ARTICLE VI
DEPARTMENT CONVENTION

Section 1.

(a) The Legislative body of the organization shall be a Department Convention to be held annually; the time and place may coincide with sites selected by The American Legion which have been accepted by the Department Executive Committee.

(b) The American Legion Auxiliary Department Convention will be held in conjunction with The Legion's schedule. The opening meeting shall be counted as the first day of convention.

(c) A rotating Convention Liaison Committee to work with the American Legion Convention Commission be established consisting of one (1) member from each of the convention sites in the order in which those conventions will be held. After the initial committee of three (3) is established, the Department President will annually appoint a member from the newest chosen site.

(d) The names for this Liaison Committee are to be forwarded to the Legion Commission immediately following the adjournment of the first meeting of the newly elected Auxiliary Executive Committee.

Section 2.

The annual Department Convention shall be composed of delegates and alternates to be elected by each Auxiliary Unit in good standing; and one (1) additional delegate and one (1) additional alternate for each one hundred (100) paid-up memberships, or major fraction thereof.

Section 3.

When an application for Charter has been received and approved by the Department, and forwarded to National for acceptance, representatives of that Unit will be allowed voting privileges at the Department Convention, even though their Charter has not been received.

Section 4.

(a) The delegates and alternates to the Department Convention shall be chosen by majority vote of the members of the Unit who are present at a meeting designated for that purpose. Any Unit not represented by legally elected delegates or alternates shall lose its vote.

(b) These delegates and alternates to be certified in writing, into the Department Office, at least ten (10) days prior to the Department Convention or when necessary and circumstances warrant, these delegates may be certified by presenting a credential slip dully signed by a Unit Officer or by the District President who can verify their election.

(c) Unit delegate and/or alternates must be certified, registered and in attendance, to qualify for voting privileges.

Section 5.

All Past Department Presidents and voting members of the Department Executive Committee shall be delegates-at-large at the annual Department Convention.

Section 6.

A quorum for the transaction of business at Department Convention shall be a majority of those Units registered as in attendance, irrespective of whether some may have left.

Section 7.

All resolutions presented at the Convention shall be from a Unit in good standing, signed by the Unit President and one (1) officer, or if by an individual member, shall be in writing, signed by two members in good standing, each of whom shall be a voting member of the Convention.

ARTICLE VII
AMENDMENTS

Section 1.

This Constitution may be amended in the following manner:

(a) By submitting a copy of the proposed amendment as a Resolution by a Unit in good standing, signed by the Unit President and one (1) officer, to the Department Secretary. They shall mail one copy of the proposed amendment to each local Unit in the Department and to the members of the Department Executive Committee, at least thirty days prior to the annual Department Convention; and a two-third vote shall be necessary for the adoption of any amendment.

(b) Necessary amendments proposed after distribution or revision as shown in Section 1(a), may be submitted by a Unit in good standing and signed by the Unit president and one (1) officer or if by individual members, signed by two members in good standing, each of whom shall be a voting member of the Convention. They may be adopted by a two-third vote of the delegation at any Department Convention provided they have been read at one meeting of the session prior to taking action.

(c) This Constitution may further be amended at a regular meeting of the Department Convention by a unanimous vote of the delegates present. Amendments shall, unless otherwise stated, become operative upon adoption.

(d) Mandates from the National Organization shall automatically be made part of this Constitution.

ARTICLE VII
PARLIAMENTARY AUTHORITY

The American Legion Auxiliary, Department of Washington shall be governed by he Department Constitution, Bylaws, and Standing Rules in all cases in which they are applicable and in which they are not inconsistent with the National Constitution, Bylaws and Standing Rules and Special Rules and lastly by the current edition of *Robert's Rules of Order, Newly Revised*.

BYLAWS
OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF WASHINGTON

ARTICLE I
ORGANIZATION

Section 1.

The American Legion Auxiliary, Department of Washington shall be organized into Areas and Districts to conform to those set by The American Legion and these in turn into Units.

ARTICLE II
ELECTION OF OFFICERS

Section 1.

(a) At the second regular meeting of the Department Convention nominations shall be made from the floor for the office of:

Department President
Department 1st Vice President
Department 2nd Vice President
Department Historian
Department Chaplain

(b) And elect biennial the National Executive Committee Member and the Alternate National Executive Committee Member.

Section 2.

(a) A member desiring to be a candidate for a Department Office should be endorsed by their Unit at a regular Unit meeting, or at a special meeting called for that purpose.

(b) In case one of these Department Offices should be without an endorsed candidate, the Department Executive Committee shall, at the second meeting of the Department Convention, name a candidate or candidates upon recommendation of a District caucus called for that purpose.

Section 3.

(a) The election of Department Officers shall be held by ballot and at a meeting following the nominations and before closing of Convention.

(b) When there is only one (1) candidate for an office, the chair may declare that candidate elected, provided they have asked if there are any objections: upon hearing none, the candidate is declared elected at that meeting.

(c) When there is more than one candidate for office, the elections shall be held by ballot and held at a meeting following nomination and prior to closing of convention. The nominees receiving a majority of all votes cast for the respective offices shall be declared elected.

(d) Such officers shall take office immediately upon installation and shall serve until their successors are duly chosen and qualified. However, the outgoing President shall be allowed to finish all financial business pertaining to her/his year, by the closing date of Department books July 31st.

(e) The National Executive Committee member, the Alternate National Executive Committee member, shall serve for a 2-year term and a maximum of two (2) consecutive terms. The Department President, Past Department Presidents and Department Vice Presidents may run for a second term with endorsement each year and be duly elected at Department Convention. The Department Chaplain, the Department Historian, may be reelected for a maximum of two (2) consecutive years upon submission of a new Unit endorsement each year and then duly elected at Department Convention. Thereafter he/she must be off for at least one (1) year before running for the position again. No executive committee member shall hold more than one office on the executive committee at a time.

(f) If there are more than two nominees, a majority of votes is not reached, on a succeeding ballot, the candidate receiving the lowest number of votes shall, if they desire, be allowed to withdraw, and have their name marked off the ballot, this process being used until a clear majority is reached or there are only two candidates remaining on the final ballot. No candidate may withdraw in favor of another. Balloting will continue between the two remaining candidates until a clear majority has been reached.

Section 4.

(a) The ballot vote shall be cast in a room apart from the Department Convention. The voting room shall contain a locked ballot box and register of the Units and a register of the delegates from each Unit.

(b) Each Unit delegate and delegate at large present at the Convention shall cast their own ballot.

(c) No ballot shall be cast by any Unit delegate, or delegate at large whose registration fee has not been paid.

(d) All delegate and alternates shall be elected at a Unit meeting and certified by presenting a credential slip duly signed by a Unit Officer or by the District President who can verify their election.

(e) A delegate at large may also be elected as delegate from their Unit. They shall vote either as a delegate at large, or as a delegate from their Unit. No member is entitled to more than one (1) vote.

(f) Unit delegates and/or alternates must be certified, registered, and in attendance to qualify for voting privileges.

Section 5.

(a) The Department President shall, with the approval of the Department Executive Committee appoint a Committee on Elections, who shall serve in the voting room; this committee shall consist of two (2) tellers, two (2) inspectors and the Credentials Chair.

(b) The Department Secretary shall be authorized to attend to the preparation of the ballots and assist in setting up the voting room.

(c) The Chair of Tellers shall provide the necessary facilities for the casting and counting of the votes with accuracy and dispatch; maintain order, quiet in the polling room, and enforce the rules governing the election.

(d) The Committee on Credentials shall furnish the Chair for the Tellers, not less than two (2) hours before opening of the polling room, a register of the Units of the Department arranged in numerical order with the names of the accredited delegate from each of these Units.

(e) The Tellers in charge of the register shall check the number of the Unit and the name of the delegate for delegates voting from the list in the register. The Teller in charge of the ballot box shall place their official mark upon the back of each ballot and the voter shall then deposit the ballot in the ballot box.

(f) The Chair of the Credentials Committee shall report to the Convention on the accuracy and of the count. Their final report shall constitute the voting strength. The Chair of the Tellers shall report to the Convention the result of the ballot upon the completion of the count.

Section 6.

(a) The delegates and alternates to the National Convention shall be nominated and elected following the election of Department Officers. The Department shall pay registration fees for the delegates and alternates to the National Convention.

Any member not fulfilling their obligations at National Convention shall reimburse the registration fee to the American Legion Auxiliary, Department of Washington.

(b) Delegates to the National Convention shall be elected in the following manner: Lots shall be drawn by District Presidents, who can only nominate a member of their District as a delegate/alternate to the National Convention, except those Districts shall pass which have the outgoing President and the incoming President now specified as the first and second delegate, respectively, in Section 8 (a) of the Department Bylaws. If a District has no member who is definitely planning to attend the entire National Convention, the District President passes and the Districts having delegates specified in the Department Bylaws then draw lots until the total number of delegates has been chosen. Alternates should be chosen in the same manner. However, in the event the alternate list is not complete, the Department President shall name alternates to fill the vacancies. A vacancy in the delegation shall be filled by the first alternate, and then the second alternate, etc. The District to which the Secretary belongs shall not be penalized in the election of delegates to the National Convention.

Section 7.

(a) The outgoing Department President shall, at the Department Convention, be the first delegate to the National Convention, and shall serve as Chair of the delegation, the incoming Department President, shall be the second delegate.

(b) Department shall pay for the outgoing and incoming Department Presidents, from the General Account; airfare, ground transportation (to/from airports), fifty (50) percent including tax for up to six (6) nights in the assigned Department of Washington hotel, a daily per diem for up to six (6) days, which is consistent with the Federal rate for the National Convention City, and a National Auxiliary Dinner ticket. The Chair of the delegation shall handle the National States Dinner tickets.

(c) If at National Convention there are vacancies in the duly elected delegation, the Chair of the delegation shall have power to name as delegates members of the Department of Washington, in good standing, who are in attendance at the National Convention.

Section 8.

(a) Any member desiring to be a candidate for the National Office should first receive the endorsement of their own Unit. This must be forwarded to the Department President for their information at least thirty (30) days prior to the Department Convention. The Department President must present this endorsement to the Department Executive Committee for their information and to the Convention for vote.

(b) Any member desiring to be a candidate for Western Division National Vice President should first receive the endorsement of their own Unit. This must be forwarded to the Department President for their information at least thirty (30) days prior to Department Convention. The Department President must present this endorsement to the Department Executive Committee for their information and place it on file at the Department Office. It must be brought to the Convention for a vote three (3) years prior to the eligibility of the Department of Washington for the office.

Section 9.

(a) There shall be one District President and one District Vice President for each Legion District in the State of Washington, and they shall be elected by the Units comprising the District at the time of the District Spring Conference, by a ballot vote, or roll call of the Units. Each Unit will cast one (1) vote, by a duly elected and certified delegate or alternate.

(b) The nominee receiving the majority of all votes cast for the respective office shall be declared elected. When there is only one candidate for an office, the Chair may declare that candidate elected, provided they have asked if there are any objections; upon hearing none, the candidate is declared elected that day.

(c) If a Unit delegate or alternate is not present at the District Spring Conference, any member of the Unit, in good standing, and holding the Unit's credentials, may cast the Unit's vote; the results to be announced by the District President and submitted in writing to the Department Secretary for ratification by the Annual Department Convention. The District President and the District Vice President elect will take office immediately upon adjournment of the next Department Convention following their election. The District Vice President will be authorized to represent the District President in all matters pertaining to their District whenever the District President is not available.

(d) The District Presidents and District Vice Presidents are to be elected for one (1) year with the option of serving multiple times. In the event of a vacancy in the office of District President, the District Vice President shall become the District President and shall assume the duties and authority of the office. If there is no District President or Vice President, then such vacancy shall be filled by a successor from the District appointed by the Department President.

ARTICLE III
DUTIES OF OFFICERS

Section 1.

(a) It shall be the duty of the Department President to preside at all meetings of Department Convention assembled, and the Department Executive Committee; to appoint members of the constituted committees and appoint members thereon as the Department President deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. The Department President shall be ex officio member of all committees, with voting privileges, and shall be notified of all committee meetings, and shall perform such other duties as are usually incident to the office.

(b) The Department President shall circularize the Executive Committee by mail and/or email, to affirm the ratification of appointments of members to constitute committees and creation such other committees and appointments of member thereon, the Department President deems advisable, and appointment of all officers not otherwise provided for, for the approval of the Department Executive Committee between Executive Committee meetings. The Department president shall have the authority to call special committees, as deemed necessary, to the Executive Committee meeting and/or the Department Convention.

(c) The Department President may appoint an Advisory Committee consisting of three (3) Past Department Presidents or Past National Officers only for the year to assist her, or him as needed, to become effective immediately.

(d) All contracts pertaining to the American Legion Auxiliary, Department of Washington must be signed by the Department President with the recommendation of the Finance Committee and approval of the Department Executive Committee.

Section 2.

The First Vice President shall act in the absence of the President, or when called upon by the President shall perform such duties as assigned by the President. They shall accept the Chair of the Veterans Affairs and Rehabilitation Committee. If there is no candidate for First Vice President, the President may appoint a Veterans Affairs and Rehabilitation Chair.

Section 3.

The Second Vice President shall act in the absence of the President and the First Vice President or when called upon by the President shall perform such duties as assigned by the President. They shall be accepted as the Chair of the Children and Youth Committee. If there is no candidate for Second Vice President, the President may appoint a Children and Youth Committee Chair.

Section 4.

(a) The Department Secretary shall be in charge of the office routine at Department Headquarters. The Department Secretary shall be authorized to hire, schedule, and supervise part-time clerical help, with the approval of Department President within the guidelines of the established budget.

(b) The Department Secretary shall submit to the Finance Committee at least twenty (20) days prior to the Department Convention an estimated schedule of hours and wages for clerical help.

(c) The Department Secretary shall keep a record of all meetings of the Department Convention and of the Department Executive Committee and prepare the same for permanent record in a book kept for that purpose, and shall at each regular meeting, at the direction of the Department President read the minutes. They shall under the direction of the Department President cause notice to be given of all Department meetings. They shall keep a record of all Units in the Department and shall obtain from them a complete record of the personnel of each Unit.

(d) The Department Secretary shall attend the annual Leadership Conference, if held. The Department Secretary shall be budgeted and have the option to attend an American Legion Auxiliary National event of learning experience with the recommendation an approval of the Department President and Finance Committee.

(e) The Department Secretary shall receive all funds at the Department Office, giving them to the Department Treasurer for deposit. The Finance Officer/Assistant shall be authorized to sign checks. In the absence of the Finance Officer the Treasurer, President and Finance Chair shall be authorized as well. Therefore, four (4) names are on file with the bank. Two (2) signatures are required on all checks.

(f) The Department Secretary shall be responsible for all membership details, except for those Units who are authorized to process their own membership through ALAMIS. Any penalty charges from National for incorrect data entry shall be the responsibility of the Unit.

(g) Full-time employees (40 hours per week) shall be entitled to (10) working days paid vacation each year during the first five years, thereafter they shall have fifteen (15) days paid vacation per fiscal year.

Section 5.

(a) The Department Treasurer shall be responsible for depositing all funds in such bank as determined by the Executive Committee. In the absence of the Department Secretary, the Treasurer shall receive all monies and deposits in the same bank.

(b) The Treasurer shall be responsible for maintaining all financial records; the books shall be closed on July 31st of each year and presented first to the Finance

Committee for review and/or audit and then presented for review and/or audit by an approved accountant. The books shall always be in readiness for auditing.

(c) The Treasurer will send the Department President, the Finance Committee, the Department Executive Committee, and Past Department Presidents the following Financial Balance Sheets; Operating Account, Savings Account, Girls State Account, Scholarship Account, DC Account, and the Investment Account every three (3) months.

Section 6.

The duties of the Department Historian shall be to keep a complete history of the American Legion Auxiliary from its inception as such. They shall make an annual report to the Department Convention.

Section 7.

(a) The duties of the Department Chaplain shall be to offer prayer at the opening of each day's meeting of the Department Convention and all Executive Committee meetings and perform such other duties as the President may direct.

(b) The Department Chaplain shall conduct Department Memorial services. With receipts attached to vouchers, expenses shall be allowed from budgeted Convention line item for flowers and reasonable Memorial table decorations. A designed program may be submitted in advance to Department Headquarters for printing.

Section 8.

(a) The duties of the National Executive Committee (NEC) Member shall be to serve as the National Executive Member and shall become the Department of Washington representative on the National level. As the NEC, they shall attend the Post National Executive Committee meeting and report at the Department's Mid-Winter Executive Committee meeting on the events and awards received at the National Convention.

(b) They shall attend all National Executive Committee meetings and other events requested by the National Organization and shall be a delegate at large at the National Convention.

(c) If the NEC is appointed a Department Chair, it may be that of Legislative Chair.

(d) With the Department President the NEC shall be the Official Host to National Officers or other distinguished guests visiting in this Department.

ARTICLE IV
DUTIES OF THE EXECUTIVE COMMITTEE

Section 1.

It shall be the duty of the Executive Committee to pass upon all matters relating to the administration of the organization between Convention; to review, pass upon, accept, or reject all reports of the business or account of the Secretary and the Treasurer and it may at any time during its term of office call upon the Secretary and Treasurer for a report of the Executive Committee deems it necessary, in the best interests of the American Legion Auxiliary, Department of Washington, for any cause, it shall have the full power to remove the Secretary and/or Treasurer from office. The Executive Committee shall then act in accordance with Article V, Section 1(c) of the Department Constitution.

Section 2.

The Department Executive Committee shall meet within twenty-four (24) hours after the adjournment of the Department Convention, and for a one (1) day Midwinter meeting in conjunction with The American Legion, Department of Washington when possible. It shall also meet immediately preceding the holding of the succeeding Department Convention and upon call by the Department President, who shall issue such call when she or he deems the same necessary, or when required in writing to do so by five (5) members of the Executive Committee.

Section 3.

(a) Thirteen (13) members of the Executive Committee shall constitute a quorum of any business meeting, provided however, that all members of the Executive Committee have been previously notified.

(b) When there are vacancies in any elected officer position or elected District President/Vice President(s) of the Executive Committee, the quorum will be reduced by that number.

Section 4.

Any matters relating to the business of the organization but not specified in these Bylaws must be referred to the Department Executive Committee for determination or adjustment.

Section 5.

The Executive Committee shall have final approval of all expenditures.

ARTICLE V
DISTRICTS

Section 1.

(a) Each District shall be governed by the Department Bylaws as adopted by the Department Convention. Districts may adopt their own Standing Rules, which shall not conflict with the Department or National Constitution or Bylaws.

(b) There shall be held in each Legion District in the State of Washington as hereinafter provided, a District Workshop/Conference at least once each year to be called by the District President of the District.

(c) Any District member in good standing can make motions and vote on any business pertaining to the District at District meetings and at Spring District Conferences. However, on election of District Officers, each Unit is entitled to only one (1) vote, which shall be cast by the Unit's Certified Delegate or Alternate.

(d) Any member desiring to be a candidate for District President or District Vice President should be endorsed by their Unit at a regular Unit meeting, or at a special meeting called for that purpose; a quorum being present.

(e) Any District unable to elect a District President and/or a District Vice President at a Spring Conference but subsequently has endorsed candidates prior to the convening of the Pre-convention Department Executive Committee meeting, that candidate, or candidate may be elected at that meeting.

(f) If candidates have not been secured by the Pre-Convention Executive meeting, said District/Districts must caucus to select candidate/candidates and present that candidate/candidates who will be elected by the Department Executive Committee at a meeting prior to Installation of Officers.

(g) Each candidate must be selected by one vote per Unit at the caucus.

(h) Should a District remain without an elected District President and/or District Vice President at the close of the District Conference, held during the Department Convention, the President shall appoint one (1) or more members of that District or another local District to act as leadership until such District leadership is elected.

Section 2.

(a) Each District President shall have general advisory power over the Units in the District which they represent.

(b) They shall promote the organization of additional Units within their District and assist in increasing the membership of Unit already established.

(c) They may install the officers in the various Units within their District as soon as possible following their election.

(d) They shall make at least one official visit to each Unit in their District early in the year to carry forward the program of the American Legion Auxiliary, Department of Washington.

(e) Each District President shall act as the official host when the Department President visits their District, dates for such visits to be determined by the Department President.

(f) In the unavoidable absence of the District President at a Department Executive Meeting, the District Vice President shall assume their position with full vote privileges and shall receive expenses as budgeted for that occasion.

(g) The Districts are required to submit a verification of audits to their treasurer's books to the Department by September, annually.

ARTICLE VI
DEPARTMENT COMMITTEES AND DEPARTMENT CHAIRS

Section 1.

(a) There shall be the following standing committees:

Americanism
Children and Youth
Constitution and Bylaws
Education
Finance
Girls State
Membership
National Security
Poppy
Veterans Affairs and Rehabilitation

(b) The Chair of these committees shall have their expenses paid as described in Standing Rules, Article III, Section 6, to the Department Convection and Executive Committee meetings.

Section 2.

Department Chairs shall be appointed annually by the Department President for the following activities:

1) Americanism
2) Audit Committee
3) Auxiliary Emergency Fund
4) Children & Youth
    a. Lakeland Village
    b. Fircrest
    c. Santa's Castle
5) Community Service
6) Constitution & Bylaws
7) Education
8) Evergreen Girls State Director and two (2) Girls State Liaisons
9) Poppy
10) Convention Committee – Resolutions
11) Evergreen News Editor
12) Finance
13) Junior Activities
14) Leadership
15) Legislative
16) Membership
17) National Security
    a. Fisher House JBLM
    b. Fisher House Seattle
    c. Fisher House Vancouver
    d. USO Representative
    e. Past Presidents Parley

18) Veterans Affairs and Rehabilitation and VA Representatives and Gift Shop Representatives for each hospital and home.

ARTICLE VII
UNIT ORGANIZATION

Section 1.

Those who desire to form an Auxiliary Unit in this Department shall make application for a Charter to the President of the American Legion Auxiliary, Department of Washington; provided, however that the application must first be duly approved by the Post to which the Unit is to be attached. The Charter will be issued by the National President and the National Secretary, upon receipt of the application

properly executed, with handwritten signatures on the original copy (white sheet) and approved by the Department President or by the Department Executive Committee.

Section 2.

Each Unit of the American Legion Auxiliary, Department of Washington shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws.

Section 3.

(a) Each Unit and District of the American Legion Auxiliary, Department of Washington, may choose to include the use of electronic means for business meetings via video or teleconferencing.

(b) Elections must be held at an in-person meeting. Mail-in ballots, proxies, absentee ballots, and digital voting are not allowed.

Section 4.

The minimum Senior Membership to Charter an Auxiliary Unit shall be ten (10). A Unit's Charter cannot be cancelled solely for membership dropping below the ten (10) Senior members.

Section 5.

(a) The Unit Officers shall be as follows:

President
First Vice President
Second Vice President
Secretary
Treasurer or Secretary/Treasurer
Historian
Chaplain
Sergeant-at-Arms

And/or such Officers as may be deemed necessary by the Unit. All officers shall be elected annually by a majority vote of the members present at a meeting designated for that purpose. Unit Officers shall be installed immediately following their election or as soon thereafter as possible and shall assume the office upon close of the Department Convention.

Section 6.

Each Unit shall adopt the Department Constitution and Bylaws of the American Legion Auxiliary, Department of Washington and shall adopt the Unit Bylaws prepared on the template authorized by Department. They may adopt local Standing Rules.

Section 7.

For violation by a member of the Auxiliary of any of the provisions of the Department, National or Unit Constitution and Bylaws, each Unit Executive Committee shall have authority, after hearing, to recommend to the Unit the expulsion or suspension of such members. Any member suspended shall have the right to appeal to the Department Executive Committee by giving the Committee notice within thirty (30) days of such determination.

NOTE:

(1) Since expulsion of a member from a Unit automatically expels them from the Auxiliary, since it is only through a Unit that a person can belong to the Auxiliary, such action should not be taken by any Unit unless the reasons are such as to justify expulsion from any Unit of the entire organization.

(2) The names of members who are expelled, together with statements of facts substantiation the expulsion charges and copies of all proceedings, shall be reported to Department Headquarters, thence to National Headquarters, where a record shall be kept.

Section 8.

(a) No person may, at any time, be a member of more than one (1) Unit.

(b) Any member of good standing in a Unit shall be entitled to transfer to another Unit.

(c) A member in good standing wishing to transfer to another Unit must present to the new Unit their current Membership card. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit Officer and member must sign and date the Member Data Form to be valid. The Member shall then be entitled to active membership in the said Unit. No dues shall be transferred.

ARTICLE VIII
FINANCE

Section 1.

The revenue of the American Legion Auxiliary, Department of Washington shall be derived from annual membership dues in a per capita amount established by the Department Convention delegates, and from such other sources as may be approved by the Department Executive Committee. Modification to the Department per capita dues of members shall require a two-third vote in the affirmative by the Department Convention delegate. Dues shall be payable in amounts as provided in the Standing Rules. A member's status is dependent upon the timely payment of dues as provided in the Standing Rules.

Section 2.

UNIT

(a) All Unit funds contributed for any Department project must go through Department Headquarters and all checks are to be made payable to the American Legion Auxiliary, Department of Washington.

(b) Units are given a deadline of no later than November 20th for contributing to Department Christmas Funds.

(c) All Funds sent by Units for Department shall be forwarded to the Department Secretary.

(d) Units must conduct an annual audit and file the applicable federal tax form with verification to be submitted to the Department Secretary no later than April 30th.

ARTICLE IX
DISCIPLINE

Section 1.

The Department Executive Committee shall review and consider complaints concerning its members or officers and Units of the Auxiliary when complaints relate to the violation of the National or Department Constitution, Bylaws and Regulations.

Section 2.

For such violations by any Department Officer of the Auxiliary, the Department Executive Committee may, after hearing, suspend or expel the officer.

Section 3.

The Department Executive Committee, after notice and a hearing, may recommend to the National Executive Committee the suspension or revocation of the Charter of a Unit which violates this Constitution, or the National Constitution of the American Legion Auxiliary; or which fails adequately to discipline any of its members for such violations, may provide for the government and administration of Units during such suspension or upon revocation.

Section 4.

Any Unit whose Charter has been revoked may appeal to the Department Convention for the purpose of obtaining a reconsideration of the revocation of its Charter, which petition shall be in writing and signed by at least fifty (50) percent of the members of the Unit.

Section 5.

When it becomes necessary for a Unit to voluntarily relinquish its Charter, a written notice must be sent to each senior member in good standing, calling them to a meeting to consider the matter. Upon a majority vote of those present, a Charter may be relinquished to the Department. All materials bearing the Emblem of the American Legion Auxiliary, Department of Washington are to be forwarded immediately to the Department Headquarters. All money not expended to pay outstanding account, or allotted to accepted Department or Unit Programs, must be forwarded to the Department Secretary. The District President is assigned the duty of overseeing the delivery of materials and funds to the Department Office.

Section 6.

Any individual member or Department Officer or Unit desiring legal opinion from the National Judge Advocate of the American Legion must submit such request in writing to the National Secretary with a request for an opinion by the Judge Advocate. This request must go through the Department Secretary or Department President (National mandate).

ARTICLE X
RULES OF PROCEDURE

Section 1.

There shall be a Parliamentarian appointed by the Department President. It shall be the duty of the Parliamentarian to attend all Department Executive Committee

Meetings and the Convention of the Department. There shall be included in the budget necessary expenses for same.

ARTICLE XI
SUBSIDIARY ORGANIZATIONS

Section 1.

Realizing the object of subsidiary groups such as quartets, glee clubs, bands, drum and bugle corps and drill teams is to promote the aims and advance the interest of The American Legion and the American Legion Auxiliary, Department of Washington, such groups shall not be organized without full consent of the Unit, District, or the Department, of which such groups are to be a part.

Section 2.

All Senior Members of such subsidiary groups must always be members in good standing of the American Legion Auxiliary, Department of Washington.

Section 3.

They may organize and maintain Junior Drill teams composed of junior Members and/or non-members so long as conduct and operation meet the established rules of the American Legion Auxiliary, Department of Washington.

Section 4.

Such groups shall at no time take any action whatsoever contrary to the ethics of said Unit, District or Department.

Section 5.

There shall be no appeal, public or otherwise, for funds or plans established for raising funds unless the prior consent of the Unit, District or Department sponsoring such group or groups has been obtained.

Section 6.

Lists of members composing such group or groups must be registered annually at the Department Headquarters of the American Legion Auxiliary, Department of Washington.

ARTICLE XII
AMENDMENTS

Section 1.

(a) These Bylaws may be amended, altered, or repealed at an annual Convention by two-thirds of the delegates present, provided the proposed amendment has been read at one (1) meeting of the session prior to any action being taken.

(b) These Bylaws may also be amended at any regular meeting of the Department Convention by unanimous vote of the delegates present.

(c) Mandates from the National Organization shall be automatically made as part of these Bylaws.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

Section 1.

The American Legion Auxiliary, Department of Washington shall be governed by the Department Constitution, Bylaws, and Standing Rules in all cases in which they are applicable and in which they are not inconsistent with the National Constitution, Bylaws, and Standing Rules and Special Rules and lastly by the current edition of *Robert's Rules of Order Newly Revised*.

STANDING RULES
OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF WASHINGTON

ARTICLE I
CODE OF ETHICAL CONDUCT

Section 1.

(a) Personal and Professional Integrity
All members, volunteers, and staff of the American Legion Auxiliary, Department of Washington shall act with honest, integrity, and openness in all their communication, business, and transactions as representatives of the American Legion Auxiliary, Department of Washington (Organization). The Organization promotes an environment that values fairness and commitment to the Organization's founding principles and demonstrates respect for others.

(b) Officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the Organization's mission and values, recognizing that their actions reflect upon the credibility and reputation of the American Legion Auxiliary, Department of Washington. Officers, board members, staff and volunteers shall work to positively influence their environment to build respect, creditability, and strategic importance of our Organization to the public, our members, and the communities we serve.

Section 2.

(a) Legal Compliance
The American Legion Auxiliary, Department of Washington is knowledgeable of and complies with all applicable federal, state and local laws and regulations, including but not limited to complying with laws and regulations related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing.

(b) Officers, board members, staff, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction. Officers, board members, staff, and volunteers shall recognize that compliance with applicable laws is a paramount standard.

Section 3.

(a) Governance
The American Legion Auxiliary's Department Governing Body, the Department Executive Committee is responsible for setting the strategic direction of the

Organization and oversight of the finances, operations, policies, and program performance.

(b) The governing body shall:

(i) Ensure that the Organization conducts all communication, business and transactions with integrity and honesty.

(ii) Ensure all policies of the Organization are in writing, clearly articulated, and officially adopted.

(iii) Ensure periodic review of the Organization' s structure, procedures and programs to determine what is working well and what practices the Organization might want to change to be more effective or responsible.

(Iv) Ensure that the resources of the Organization are responsibility and prudently managed.

(v) Ensure that the Organization has the capacity to carry out its programs effectively.

Section 4.

(a) Responsible Stewardship

The board, officers, staff, and volunteers of the Department of Washington are responsible for managing preserving the Organization's assets.

(b) Officers, board members, staff and volunteers are expected to understand their fiduciary responsibilities, so the charitable purpose of the Organization is carried out, and assets are properly safeguarded and managed.

(c) Officers, board members, appropriate volunteer leaders (chair/committee members), and staff shall ensure that:

Financial reports are created and maintained on a timely basis that accurately portray its financial status and activities.

(i) Internal financial statements are provided accurately.

(ii) Annual financial reports are made available to the public.

(iii) Employees, leaders, and members are provided with a confidential means to report suspected financial impropriety or misuse of its resources.

(iv) Financial reports are created and maintained on a timely basis that accurately portray its financial status and activities.

(v) Written financial policies governing management and investment of assets and reserve accounts, internal control procedures, and purchasing practices are developed and implemented.

Section 5.

OPENNESS AND DISCLOSURE

The Organization will provide comprehensive and timely information to the public, the media, and its members, and is responsive to reasonable requests for information. All information about the Organization will fully and honestly reflect the policies and practices of the Organization.

Section 6.

CONFLICT OF INTEREST

The Organization has the right to expect that the decisions made by the board, officers, staff, and volunteers of the Auxiliary are made objectively and in the best interest of the Organization. To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Department, the Organization shall develop, adopt, and implement a conflict-of-interest policy. Such policy shall include requirements to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the Organization.

Section 7.

INCLUSIVENESS AND DIVERSITY

The Organization recognizes the value of the diverse backgrounds and beliefs of membership. The Organization promotes an atmosphere of mutual respect for the worth and dignity of its members, those eligible to become members and those who serve.

Section 8.

ETHICS VIOLATIONS

Any member may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation. The Organization considers all inquiries and complaints about actions of members to be strictly confidential.

(a) Ethics Query – An ethics query is a means for inquiring whether a practice warrants filing a complaint alleging a violation of the Code. Anyone may query a possible violation complaint alleging a violation of the Code. Anyone may register a query for a possible violation of the Code of ETHICAL Conduct by a member. The Organization shall adopt a procedure to administer the ethics query process.

(b) Ethics Complaint – An ethics complaint provides a process for receiving, investigating, and acting on a violation of the Code of Ethical Conduct made against any member or staff and provides a process that is fair, responsible, confidential, and consistent. The Organization shall adopt a procedure to administer the complaint process.

Section 9.

WHISTLEBLOWER PROTECTION

(a) A whistleblower is a member who, in good faith, promptly reports instances of suspected violation of the Code of Ethical Conduct.

(b) The Organization shall establish and abide by policy to protect the Auxiliary.

(c) Any member who acts maliciously by making known information the member knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

(d) The Organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation.

(e) The Organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate.

(f) Any member who believes they have been retaliated against for whistleblowing is expected to report it immediately. If the complaint is validated, the Department can impose disciplinary sanctions against the retaliating member(s) included termination of membership in the Organization.

ARTICLE II
DISTRICT CONFERENCES

Section 1.

District Conferences shall be held in the fall of each year, arranged by the District President.

Section 2.

Spring Conferences, the speakers shall be:

District President
Unit Presidents or nominating speakers
Department President

Section 3.

In the event, at either Annual meeting if a program has developed of great importance, needing publicizing, the Department President and District President may arrange for a speaker on the subject.

ARTICLE III
DEPARTMENT CONVENTION

Section 1.

A school of Instruction for District Presidents Elect shall be held sometime during the Annual Department Convention.

Section 2.

The nominating speeches shall be limited to two (2) minutes listing American Legion Auxiliary, Department of Washington activities only and there be no reading of endorsements on the Convention floor. The nominating speech for the Office of Department President shall be exempt from above restrictions, and if we have endorsements for National Office that this speech be exempt from restrictions.

Section 3.

The American Legion Auxiliary, Department of Washington continues to schedule a Friday morning meeting during the Convention and that the National Commander or their representative be invited to attend this meeting to address their remarks to the Auxiliary. However, the Department President may also rearrange the Friday morning schedule to accommodate invitations received from the Department of Washington, American Legion, which is deemed to be of great importance and beneficial to all members.

Section 4.

That there should be one (1) representative from one of the VAMC's and one (1) representative from the Soldiers Homes to speak at Convention on a rotating Basis each year in alphabetical order and a courtesy invitation be extended to all other representatives. The representatives selected are in contact with the other hospitals or Soldiers Homes to inform us of any special needs the others might have.

Section 5.

The registration fee for the Department Convention shall be set no higher than that which is being used at the National Convention for that year. If there are extenuating circumstances that would warrant a higher fee than National uses, a proposal for the higher fee and budget should be brought to the Mid-Winter Executive Committee by the Convention Corporation and be voted on by the Executive Committee.

Junior members will be exempt from any registration fee as they cannot be voting delegates at the Convention.

The American Legion Auxiliary, Department of Washington Executive Committee, both voting and non-voting members, be exempt from any registration fees for the Department Convention.

Section 6.

(a) All Department Executive Committee members (*except the Past Department Presidents),* Finance Committee members, Parliamentarian, and Sgt-at-Arms shall receive up to fifty dollars ($50.00) per day for Department Convention for up to three (3) days and for all other Executive Committee meetings they shall receive up to fifty dollars ($50.00) per day for one (1) day (with Itemized Expense Voucher). When a Department Executive meeting is digital/electronic, no expense will be allowed.

(b) Chairs from the following committees: Americanism, Constitution and Bylaws, Education, Girls State, Membership, Poppy and other chairs called by the President to give a special report at either Convention and/or Mid-Winter Executive Committee meeting shall receive up to fifty dollars ($50.00) for one (1) day (with Itemized Expense Voucher).

(c) The Department President shall submit a list to the Finance Committee prior to Convention and Executive Committee meetings of the chairs they are calling in to give a special report and vouchers will be authorized. Travel reimbursements for the above committees and chairs shall be as stated in the Standing Rules, Article III, Section 6.

(d) When an Officer, Chair, and member of the Executive Committee has expenses paid by the Department but fails to attend business session, Committee Meetings or other duties to which they have been assigned, and do not stay in the Department's allocated hotel; unless there are extenuating circumstances such as living locally, financial hardships, or room availability, their allowed expense will not be paid.

Section 7.

The District President Elect shall be allowed up to fifty dollars ($50.00) expenses for one (1) day (with Itemized Expense Voucher) and up to twenty-five cents ($0.25) per mile for the Post Convention Executive Committee Meeting. If the outgoing and incoming District are the same person and if the Post Convention Executive is held on Saturday after Installation of Officers, the incoming District President shall not receive the additional one (1) day expense allowance.

ARTICLE IV
DEPARTMENT FINANCE

Section 1.

The various Department budgeted funds shall be charged with the special mailing of bulletins, postage and telephone messages of their respective committees transpiring at Department Headquarters.

Section 2.

All funds sent by Units for Department sanctioned projects shall be forwarded to the Department Secretary.

Section 3.

Mileage rate for the American Legion Auxiliary, Department of Washington shall be twenty-five cents ($0.25) per mile.

Section 4.

Any member receiving money for expenses from the Department finances shall render an itemized account of expenditures to the Department Secretary. Any money left from the allowed amount shall be returned to the Department Secretary.

Section 5.

Check from the Department Headquarters must be cashed in within ninety (90) days. Upon inability of the District President to function in that office, they must resign immediately and make expense funds available to their successor.

Section 6.

MID-WINTER AND CONVENTION

(a) VA Medical Center Director, VA Representatives, Hospital Chairs, and all other Department Chairs, who do not otherwise receive per diem, and whose duties include functioning at Department Convention, shall receive fifty dollars ($50.00) toward Convention expenses, upon approval of the Department President. When an Officer or Chair is allowed any expenses from the Department but fails to attend meetings or Committee Meetings or other duties to which they have been assigned, their allowed expense will not be paid.

(b) The expenses of any member of a special committee called to the Department Executive Meeting and/or Department Convention by the

Department President shall first be recommended by the Finance Committee with final approval make by the Executive Committee.

Section 7.

DUES AN BONDING

(a) The annual dues of members to be remitted to the Department shall be forty-four dollars ($44.00) for Senior Members; (*Evergreen News* ($0.50 and Girls State $2.00) this is to include National dues, one (1) yearly subscription to the National publication "*Auxiliary*" Magazine and to the Department publication, "*Evergreen News*".

(b) The annual dues of Juniors to be remitted to the Department shall be six dollars ($6.00) per Junior member, will be forwarded to the National Organization.

(c) The annual National Dues as determined by the National Convention for each year shall be collected by Units and paid through Department Headquarters to the National Treasurer whenever the same becomes due and payable, except those dues paid to National by the Units processing their own membership.

(d) All dues shall be fixed by each local Unit.

(e) All Units shall be required to remit all Department and National Dues collected and unreported to the Department by the end of each month, except those Units processing their own membership.

(f) Annual dues shall payable annually, or for life, following the Convention for the succeeding calendar year. A member failing to pay such annual dues by January 31st shall be classified as delinquent and shall be suspended from all membership privileges. Any member delinquent to December 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without voting of the Unit, where the Constitution of that Unit requires a vote on applications for membership, or reestablishing eligibility and making application as a new member.

(g) Bonding – All Unit Officers will be covered up to ten thousand dollars ($10,000.00) by a Blanket Position Bond, through National Headquarters. The annual fee for this coverage will be five dollars and twenty cents ($5.20) to be paid by the Unit, every three (3) years.

Section 8.

OFFICERS AND CHAIRS

(a) The American Legion Auxiliary, Department of Washington President has the option of having issued one half (1/2) of funds budgeted on a pre-aid credit card at the beginning of their term and the other one half (1/2) of funds budgeted on a pre-aid credit card at Mid-Winter Conference or if needed sooner, after they present receipts for the first half of disbursement. Receipts must be kept and presented to the bookkeeper for a full account of all purchases. Any cards with funds still available are to be returned to the Department of Washington at the end of their term. At the end of their term, if the Department President does not turn in receipts, they will be responsible for payment of taxes by receipt of IRS Form 1099.

(b) The Department of Washington requires a voucher to be submitted by all Chairs, Department Officers, and District Presidents for any reimbursements.

(c) Expense vouchers for called-in Officers, Chairs and Committee Members must be presented to the Secretary within thirty (30 days after the expense is incurred.

(d) Whenever, in the conduct of the business of the Department, it becomes necessary for any officer or member designated by the Department President, to travel to any point, a proper order shall first be executed by the Department President, with the approval of the Finance Committee, showing the nature of such travel, the time at which the same shall be made, and authorizing the expense incident thereto.

(e) The Department Chairs shall give an annual itemized financial report to the Department Secretary on the expenses of their Committees during the year.

(f) The following programs will be funded annually in the budget according to Dues and Bonding, Article III, Section 7(a), Gift Shop, Veteran Affairs and Rehabilitation Ward Supplies – distributed as recommended in Standing Rule III, Section 8(g). Americanism is to be used for Americanism Essay Awards within the State of Washington, Children and Youth, Education, and Girls State.

(g) The money allotted monthly to each Veterans Administration Medical Center Representative for supplies is based on patient load, and is determined by the Department President, Department Secretary and the Veterans Affairs and Rehabilitation Chair. The funds will be distributed monthly as mandated by the Department Budget.

(h) Each Medical Center Representative shall be reimbursed based on an itemized statement, submitted periodically to the Department Secretary for

their out-of-pocket expenses for Rehabilitation work, not to exceed twenty-five ($25.00) a month per representative.

(i) Contributions specified for a certain Medical Center shall be sent to that Medical Center by the Department Secretary. Funds non-specified shall be pooled and distributed according to need. To avoid uneven distribution of funds, Medical Center Representatives and Chairs will draw on this pool of funds after conferring with the Department President, Department Secretary and the Veterans Affairs and Rehabilitation Chair, as the need arises.

(j) The Girls State Director shall be required to submit to the Department Finance Committee at least two (2) weeks prior to the Mid-Winter Executive Committee meeting, a financial report of the closing year and a tentative budget for the new year.

(k) The Finance Committee shall forward the financial report and tentative budget of the Girls State Committee to the Department Executive Committee at least five (5) days prior to the Mid-Winter Executive Committee meeting.

ARTICLE V
DEPARTMENT HEADQUARTERS

Section 1.

The Department Headquarters shall be open from 8:00 am to 4:00 pm each weekday and close on Saturday and Sunday.

Section 2.

Holiday schedules shall conform to those of the American Legion with the approval of the Department President.

Section 3.

The incoming Department President shall be allowed to use the Department facilities and assistance of the Auxiliary staff to prepare for their year.

Section 4.

DEPARTMENT HEADQUARTERS UNIT

(a) A Department Headquarters Unit established to serve as a “Holding” Unit for those direct mail solicitation members from National and those members who wish to maintain their American Legion Auxiliary membership but are not

currently identified with a Unit. Such members are not members- at- large and are not included in any District membership quotas.

(b) Such Department Headquarters Unit shall not be affiliated with any Department Headquarters Post.

(c) Dues for members of the Department Headquarters Unit shall be seventy-five dollars ($75.00) per member, per year. This sum to be above average dues charged throughout the Department, so as not to encourage mass transfer of membership by "card carrying members'" to take advantage of a bargain.

(d) Members should be encouraged to seek permanent membership in the Unit near to their residence as a means of lending their assistance when feasible.

(e) Eligibility for membership shall be the same as for any person applying to a Unit.

(f) The Department Executive Committee has responsibility for its Headquarters Unit member for any good and sufficient cause. All discipline must be imposed in accordance with the principle of fundamental fairness, which includes notice and an opportunity to be heard.

ARTICLE VI
DEPARTMENT OFFICERS

Section 1.

DEPARTMENT PRESIDENT

Upon the death of a Past Department President, the Department President shall officially represent the Department at the funeral services. If unable to attend, they shall ask a Past Department President, who lives in the proximity to attend with travel expenses paid.

Section 2.

DEPARTMENT SECRETARY

The Department Chairs will provide annual report forms to the Department Secretary no later than December each year. The Department Secretary will distribute them to all units no later than the first weekend of February.

Section 3.

DEPARTMENT TREASURER

(a) The Department Treasurer will send Financial Balance Sheets as provided in the Bylaws, Article III, Section 5(c). Any other financial reports will be provided on request.

(b) The Department Treasurer will assign the Finance Committee Chair "online view only" access to all Department banking accounts.

Section 4.

DEPARTMENT CHAPLAIN

The Department Chaplain shall be responsible for coordinating the annual Chapel of the Four Chaplains Memorial Service held each year at Mid-Winter Executive Committee Meeting.

ARTICLE VII
DEPARTMENT CHAIRS

Section 1.

AUDIT COMMITTEE

(a) An Audit Committee of three (3) members who shall serve for a three (3) year term, on a rotating basis, one new member to be appointed by the Department President each year. The member occupying the senior position shall be the Chair. The Department Secretary and the Treasurer shall serve as advisory members without voting, on call.

(b) The Committee shall be allowed to meet with up to fifty dollars ($50.00) a day plus mileage, on presentation of completed voucher with receipts attached.

Section 2.

CHILDREN AND YOUTH

(a) The Department Second Vice President shall be Chair of the Children and Youth Committee. A member shall be appointed annually by the Department President for each of the Department approved facilities as stated in the Standing Rules.

(b) The Department Children and Youth Chair shall have direct charge and supervision over all Children and Youth Activities of the Department and shall be charged with carrying out the mandates of each Department Convention.

(c) All disbursements shall be made through the regular channels of the Department.

Section 3.

CONSTITUTION AND BYLAWS

(a) The Constitution and Bylaws Chair shall have expenses paid as described in Article II, Section 6, to the Department Convention and Department Executive Committee Meetings. If this Chair is called to a special meeting by the Department President, per diem and mileage will be paid for attendance at that meeting in the amounts describe in Article II, Section 6.

(b) A line item of one hundred fifty dollars ($150.00) shall be added to the Department budget for the Constitution and Bylaws Chair stationery, ink, and postage necessary for mailing updated government documents to the Department and Units.

Section 4.

EDUCATION

(a) The Department President shall annually appoint a chair for Education whose duty will be to receive applications for National and Department Scholarships and ensure that all required criteria for each scholarship are submitted with the application. They will arrange for judging of same and notification of winners to the Units that sponsored them.

(b) Two (2) Department Gift Scholarships of $400.00 each shall be awarded annually by the Department. The applicant must be a child (to also include grandchild, great grandchild, stepchild, step grandchild, or step great grandchild) of a deceased or incapacitated veteran, or child of a veteran, in need. One (1) shall be given to the Department Gift Scholarship winner and one (1) shall be given to the Department of Washington's National President's Scholarship entry winner.

(c) The Education Chair shall receive and judge entries for the National President's Scholarship, forwarding the best one to the National or Divisional Chair. A certificate of participation acknowledging their achievement as the Washington State representative shall be sent to the student.

(d) If applicable to a different scholarship, a student may reapply and will be judged equally with all other applicants. Depending on circumstance, a student may request and be granted an extension for claiming the scholarship money of up to one (1) year upon joint approval of the Department Education Chair and Department President.

(e) Each applicant and certifying Unit will be notified of the results by the Department Education Chair within two (2) weeks of judging. A letter of selection with the Registrar Certification Form will be sent to them by our National Organization. A letter of regret will be sent to each applicant whose application was not chosen, and this letter will include any supporting documentation submitted by the applicant. A copy of the letter of regret will be sent to the certifying Unit. All letters should include thanks for the service of their veteran as well as that of the family and wish them the best of luck in the future. A line item of one hundred fifty dollars ($150.00) shall be added to the Department Budget for the Education Chir's stationery and postage necessary to relay status of Scholarship Application in final selection process.

(f) The Education Chair shall receive, and judge Education Reports submitted by Units and shall prepare an annual report for the Department Convention.

(g) Scholarships that have been awarded shall be transferred into a restricted account earmarked in the recipient's name to be used within one (1) year. If applicable to a particular scholarship and not claimed and no extension has been applied for and approved within that time, the funds shall revert to the appropriate scholarship account.

Section 6.

EVERGREEN NEWS

The *Evergreen News* shall be a monthly newsletter; it will be on the Department website and will be printed as needed.

Section 7.

FINANCE

(a) The Finance Committee shall be called to Department Convention on Executive Committee Meetings with expenses paid as described in Standing Rules, Article II, Section 6. If Committee members are called to a special meeting by the Department President, per diem and mileage will be paid for attendance at the meeting in amounts described in Article II, Section 6.

(b) The Finance Committee shall be composed of one (1) Chair appointed annually by the Department President and three (3) members who shall serve for a three (3) year term, on a rotating basis, one new member to be appointed by the Department President each year. The Chair shall be a member of the committee without vote. They shall have online access to the bank accounts and oversee the monthly reports. The Finance Committee shall work with the Chair to prepare the annual budget and oversee the general financial policy of the Department subject to ratification by the Department Executive Committee. The Department Secretary and the Treasurer shall serve as advisory members without vote on call.

(c) The Committee oversees preparation of the yearly budget for the fiscal year from August 1st through July 31st and shall supervise the expenditure on funds under the budget. The committee oversees the preparation of the budget. A copy of the proposed budget and a committee and Executive Committee candidates and Past Department Presidents, no later than two (2) weeks prior to the yearly Post-Convention Committee Meeting, and available to each Unit's delegates at the time of registration for their review. The proposed budget shall be discussed with the general membership at a meeting held for that purpose at which time changes to the proposed budget may be made; such budget to be presented to the Post Convention Executive Committee for adoption. Any necessary changes shall be ratified by the Department Executive Committee at the Mid-Year Department Executive Committee Meeting.

(d) No member may be appointed to serve for more than two (2) consecutive terms. Past Department Presidents may serve as advisor to the Committee without compensation.

(e) In the event of a death or resignation of any member of the Finance Committee, the Department President shall appoint a member to fill the unexpired term, subject to ratification by the Department Executive Committee.

(f) The Finance Committee shall meet at least twice yearly at the Department Office to review vouchers and audit the Department books before they are reviewed and audited by an approved accountant. One (1) meeting shall be scheduled before the Mid-Winter Executive Committee meeting and one (1) before the Department Convention. That this committee be allowed to meet with expenses (up to the amount budgeted) and mileage paid.

(g) The Department President shall appoint a Finance Officer and Assistant Finance Officer biennially. The Finance Officer and/or the Assistant Finance Officer will review all expenditures and sign all checks as needed. The Finance Officer/Assistant shall be paid mileage up to fifty dollars ($50.00) per month.

Section 8.

GIFT SHOP

(a) For those Meical Centers and Domiciles participating in the Gift Shop program, there shall be a Gift Shop Chair and Alternate who will serve on a rotating basis, one (1) member to be appointed by the Department President each year. The member occupying the senior position shall be Chair. No member shall serve more than two (2) consecutive terms, when feasible.

(b) Vacancies in these committees shall be filled by Department President from the ranks of qualified volunteers, when feasible.

Section 9.

GIRLS STATE

(a) The Girls State program shall be governed by a Girls State Committee composed of: The Department President, a rotating committee of five (5) members plus a Director who is appointed by the Department President as stated in Standing Rules, Article VI, Section (b). The selection of the Girls State Committee is from the membership at large, for a term of five (5) years. One (1) member rotating off the Committee each year and a new one appointed each year by the Department President. After a Committee member has served five (5) years on the Committee they must stay off the Girls State Committee for one (1) year before being eligible for reappointment to the Committee. The staff at Girls State will include the members of the Girls Sate Rotating Committee.

(b) The Department President shall annually designate an individual from the membership at large as Director of Girls State for that year. The Director will oversee and coordinate the activities of the Girls State Committee. They must have served a minimum of one (1) year on the Girls State Rotating Committee. Theres shall be no time limit to the length of office of the Girls State Director, subject to the appointment of the Department President.

(c) The Department President shall annually designate two (2) individuals from the membership at large as Department Girls State Unit East and West Liaisons for that year. The Department Girls State Liaison shall be responsible for providing training materials and working with the Unit Chairs on how to have a successful Girls State Program. They will work on promotion of the Girls State Program through the website, and *Constant Contact*, and help create promotional materials that can be distributed by the Units.

(d) The Department President shall annually designate the Department Finance Committee Chair as the Evergreen Girls State Treasurer.

(e) Vacancies in the committee shall be filled by the Department President with approval of the Department Executive Committee. If a vacancy occurs in the Rotation Committee, the person appointed to fill the vacancy will finish out the vacancy term on the Girls State Committee.

(f) All plans and procedures adopted by the Committee or set forth by the Girls State Director, which affect the policy of the American Legion Auxiliary, Department of Washington, shall first be cleared through the Department President.

(g) The sponsoring Unit of the American Legion Auxiliary, Department of Washington shall approve girls proposed as candidates by other contributing organizations.

(h) The funds for Girls State shall be obtained from the Girls State General Fund and/or by voluntary contributions from contributing organizations; and shall be received and disbursed by the Treasurer of the Girls State Committee and shall be subject to the rule of accounting and auditing of the American Legion Auxiliary, Department of Washington.

(i) All disbursements shall be made by the Treasurer of the Girls State Committee, upon the approval of the Director. A revolving fund shall be allowed for expenditures by the Director. A petty Cash Fund shall be set up for the period Girls State is in operation.

(j) After consultation with the Director, the details of insurance will be handled through Department Headquarters.

(k) The Director shall have full administrative and financial responsibility over the functional aspects of the program; they are to prepare and submit a financial report and tentative budget to the Department Finance Committee at least two (2) weeks prior to the Department Mid-Winter Executive Committee meeting of the ensuing year.

(l) Any contracts pertaining to the Evergreen Girls State program must be signed by the Department President with the recommendation of the Finance Committee and the approval of the Department Executive Committee.

Section 10.

JUNIORS

Junior Auxiliary members shall have a Conference, on a date and at a location to be determined by the Department of Washington Executive Committee and Junior Advisor, on any date or day of the week within forty-five (45) days prior to the Department Convention. The Junior Auxiliary Conference shall be sponsored by

Units within the Department of Washington, American Legion Auxiliary and shall be held in the sponsoring Units home area. Units shall put in their request and discuss their proposed plans for the Conference with the Junior Advisor in time for it to be presented to the Department Executive Committee at the Department's Mid-Winter Conference. The Junior Advisor shall work with the sponsoring Unit in planning for Conference locations, housing, meals, and activities.

Section 11.

VETERANS AFFAIRS AND REHABILITATION

(a) All Special Auxiliary projects for the Medical Centers must be cleared through the Department President and the Veterans Affairs and Rehabilitation Chair, before publicizing either for District or Department.

(b) The American Legion Auxiliary, Department of Washington Representative in the various Medical Centers shall stress actual services to Veterans, rather than the distribution of items such and treats of candy and gum.

(c) Vacancies in this committee shall be filled by the Department President, with the approval of the Department Executive Committee.

(d) Each of the five (5) Medical Centers and two (2) Domiciles shall have one (1) representative and based on need, up to three (3) deputies who shall serve on a rotating basis, one (1) new member to be appointed by the Department President each year. The member occupying the senior position shall be the representative. No member shall serve more than two (2) consecutive terms, when feasible.

ARTICLE VIII
GENERAL RULES

Section 1.

The American Legion, Department of Washington has no authority to regulate the Auxiliary Department and vice versa.

Section 2.

A Legion Post has no authority to regulate a Unit and vice versa.

Section 3.

Any major change in rules pertaining to any American Legion Auxiliary, Department of Washington program must be published through a bulletin or the Department Newsletter immediately after the change is made.

Section 4.

Any Unit considering entering into a contract in the name of the American Legion Auxiliary, Department of Washington must first have the approval of the Department President.

Section 5.

A Unit may endorse a candidate (but not publicize the endorsement) for a Department Office prior to March 15. The Department Candidate's endorsements shall be forwarded to the Department Office.

Section 6.

The American Legion Officers should be invited to attend functions of the Auxiliary as paying guests.

Section 7.

Department Officers and District Presidents will wear the American Legion official ribbon sash at all official visits and meetings.

Section 8.

Each Unit in the Department has the right to establish their own emergency fund.

Section 9.

Units within the American Legion Auxiliary, Department of Washington, should assess themselves on an annual basis; and its assessment shows need for revitalization, assistance shall be requested of the District President and/or District Membership Chair.

Section 10.

With the current technology available, all Units, Districts and Department Officers and Chairs are allowed to meet and use Video/Teleconferencing to conduct business and to keep in touch with their members.

ARTICLE IX
NATIONAL PRESIDENT

Any District or Unit, desiring to entertain the National President and having the necessary facilities and accommodations, shall petition the Department President for consideration, as

soon as possible once confirmation of dates had been received from the National Organization.

ARTICLE IX
PROGRAMS

Section 1.

GIRLS STATE

(a) This Committee shall be known as the Girls State Committee of the American Legion Auxiliary, Department of Washington, and subject to the jurisdiction of the body, after clearing with the Department President.

(b) The purpose of Girls State is to provide citizenship training for girls of the junior class of the senior high schools, homes schools, private schools, and other non-traditional schools that meet the criteria of Washington State law regarding grad levels for high school students; to afford them an opportunity to live together as self-governing citizens; to inform them about the duties, privileges, rights and responsibilities which they must assume when they become adults.

(c) The Director may choose annually, from the Rotating Committee, the member who shall serve as Assistant Director for that year.

(d) An Educational Advisor may be employed annually, upon the recommendation of the Director, approved by the Committee. This person should be an educator with comprehensive knowledge of government.

(e) It shall be the duty of the Girls State Committee to determine policies, procedures, finances, and general plans for the conduct of Girls State. This shall include rules governing eligibility, method of selection of candidates, sponsorship of candidate awards, health and medical regulations enrollment, etc.

(f) The members of this Rotating Committee shall serve as Counselors at Girls State, or in some other capacity for which they are particularly fit.

(g) The Committee may authorize the attendance of the preceding year's Girls State Governor, Lt. Governor at Girls State and any other former Girls State Citizen who will be of value to the program, with certain duties allotted to them.

(h) The registration fee required for each delegate shall be determined by the Girls State Committee.

(i) Qualifications shall be clearly set forth in the annual mailing to schools and organizations regarding potential contributors.

(j) The time and place of held Girls State shall be set by the Girls State Committee before action is taken by the Department Executive Committee.

(k) Any change in these rules shall be screened by the Girls State Committee before action is taken by the Department Executive Committee.

(l) The name and address of the girl or girls selected for Girls State shall be submitted to the Girls State Treasurer three (3) weeks prior to the Girls State Program start date.

(m) Girls State will be incorporated.

Section 2.

POPPY

(a) The price of the Poppy to the Unit shall be eighteen cents ($0.18) each including shipping charges.

(b) Poppy kits may be purchased by Units at twenty dollars ($20.00) over the cost from the Department Office, which includes shipping costs. The Unit may make their own Poppies in accordance with Resolution #20 passed by the American Legion at the 2013 Convention. Units will not be paid for making Poppies. All rules regarding the manufacturing and distribution of Poppies will apply. Any remaining amount from the sale of a kit will be put into a restricted account for Veterans Affairs and Rehabilitation.

(c) All Child Welfare Funds derived from the Poppy funds are for the benefit of Veterans children only.

(d) Poppy orders must be received with payment to Department Headquarters at least six (6) weeks before the required delivery date.

(e) The Department of Washington is authorized to distribute Poppies for a period of two (2) weeks in conjunction with the observance of Veterans Day and/or Memorial Day, and/or special community events. The two-week period can be split between any/all events.

ARTICLE XI
UNIFORMS

Section 1.

Each Unit may choose their uniform from the following items: Nat No 38200, as sold by National Emblem Sales, either a white one-piece dress or white blouse and Navy-blue skirt or white or Navy-blue slacks topped, with desired by a Nave-blue box jacket, and white or black shoes and white gloves. The Unit is to be responsible for controlling the members wearing uniforms to conform to rules listed here to ensure maintenance of high standard or our Organization.

Section 2.

RULES REGARDING WEARING AUXILIARY UNIFORMS

(a) Members in good standing in their Units may wear Auxiliary uniforms.

(b) Owning and wearing Auxiliary uniforms shall be optional with each member in the Department of Washington.

(c) Uniforms may be worn only:

(1) Unit meetings

(2) Poppy Days

(3) Memorial Day

(4) When participating in parades or carrying colors in public.

(5) When representing the Unit in Post and Community activities.

(d) Uniforms may not be worn, except at the specified time stated above.

(e) The Unit is to be responsible for the conduct of members appearing in public while wearing the Auxiliary uniform.

(f) Misuse of the uniform or misconduct of the wearer shall be reported to the Unit and upon sufficient evidence of misuse, the emblems to be recalled by the Unit.

(g) Drinking while in uniform is considered gross misconduct.

(h) Auxiliary emblem is to be attached to the center front of the hat and left sleeve of the blouse or jacket.

(i) Hats may be lettered with the name and/or number of Unit on the left side, in gold, if desired.

(j) No more than five (5) pins may be placed on the approved Auxiliary hat. These pins should be of the American Legion Family to include pins depicting awards received from the American Legion family. Placement should be on the right side of the "Scotty" hat and in the back of the "Wave" hat.

ARTICLE XII
AMENDMENTS

Section 1.

(a) These Standing Rules may be amended, altered, or repealed at an annual Convention by two-thirds of the delegates present.

(b) Mandates from the National Organization shall be automatically made as part of these Standing Rules.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

A Standing Rule may be amended by or rescinded by a two-third vote, or if notice has been given, by a majority vote. Standing Rules are usually adopted from time to time, as they are needed, in the form of Resolution. (*Robert's Rules of Order Newly Revised*).