

District 11

Department of Arizona

Governing Documents

Constitution

Bylaws

Standing Rules

Amended September 21, 2025

Constitution
Of
District 11
American Legion Auxiliary
Department of Arizona

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 association in all Wars; to inculcate a sense of individual obligation to the community, state, and nation; to combat the autocracy of both the glasses and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom, and democracy; to participate in and contribute to the accomplishment of the aims and purposes of the American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

Article I

NAME

Section 1. The name of this organization shall be District Eleven of the American Legion Auxiliary, Department of Arizona, Inc.

Article II

Object

Section 1. The object of this organization shall be to unify the work of District Eleven, to further the purposes of the American Legion Auxiliary as outlined in the Preamble, and to assist and cooperate with all plans and policies of the Department and National Organizations.

Section 2. To encourage a closer cooperation with the American Legion.

Article III

ORGANIZATION

Section 1. The American Legion, Department of Arizona, determines the boundaries of this District. All Units within the boundaries of the District shall be considered members of District Eleven, the American Legion Auxiliary. Any new Units organized within the District shall automatically become members of District Eleven.

Article IV

DISTRICT MEETINGS

Section 1. The District shall hold at least four official meetings a year to coincide with the American Legion District Meetings. The summer organizational meeting is a formal meeting.

Section 2. Each Unit present at each District Meeting shall have one vote.

Section 3. This one vote shall be cast by the Unit President or a representative of the Unit.

Section 4. Delegates from one-third of the Units within the District shall constitute a quorum at the official District Meeting.

Article V

ELECTION AND INSTALLATION OF OFFICERS

Section 1. The District shall annually elect a District President and one Vice President. They cannot be from the same Unit. District Presidents may serve two consecutive terms. Nominations will be held at the March District Meeting and shall remain open until the election.

Section 2. It shall be mandatory that the officers elected be present at said meeting, unless for good and sufficient reason the candidate is unable to be present and has expressed in writing their willingness to serve as an officer.

Section 3. The District President and Vice President shall be elected at the May District Meeting. The District President shall appoint a Secretary/Treasurer, a Historian, a Sergeant-at-Arms. At the District President's option, he/she may appoint a Secretary and a Treasurer as two different positions. All appointed officers are subject to the approval of the District Executive Committee. Elected and appointed officers shall be installed immediately following the election. Such officers shall take office at the time of the Post-Convention Department Executive Committee Meeting.

Section 4. Election shall be by ballot except when there is only one candidate for an office, in which case nominee may be elected by voice vote, or the President may declare the candidate duly elected.

Section 5. Election is by plurality.

Section 6. The Vice President shall succeed to a vacancy in the office of the President between elections. In the event, the District Executive Committee shall appoint a New Vice President for the unexpired term. The appointee shall not be from the same Unit as the new President.

Article VI

DISTRICT EXECUTIVE COMMITTEE

Section 1. The District Executive Committee shall consist of all elected District Officers, the Junior Past District President, and the Unit Presidents or Unit Representatives within the District.

Section 2. The Executive Committee may meet prior to the regular meeting of the District. A majority of the voting members of the Executive Committee shall constitute a quorum.

Article VII

AMENDMENTS

Section 1. This Constitution may be amended at any regular meeting of the District by a vote of two-thirds of the authorized representation present, provided all amendments shall be read at a duly called special or regular meeting held previously to that regular meeting at which these amendments are to be acted upon.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the authorized representation present.

Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitutions and By Laws of the American Legion Auxiliary.

Approved September 21st, 2025

President Donna Aronoff Donna Aronoff

Constitution Chairman Kathy Amery Kathy Amery

BYLAWS
Of
District 11
American Legion Auxiliary
Department of Arizona

ARTICLE I
DUTIES OF OFFICERS

Section 1. President: It shall be the duty of the District President to encourage and promote in every way the growth, welfare, and accomplishments of the Units in District 11. The President shall be charged with the responsibility of coordinating the activities of the Units under the direction of the Department President. The President shall preside at all District Meetings during the year. The District President shall visit with each Unit in the District. The President shall offer assistance and help when called upon and see that a working program is carried on by each Unit. The President shall not become involved in inner Unit disagreements nor Unit/Post problems. The President represents the District at the Fall Conference and is a delegate to Department Convention and shall serve on the Department Executive Committee a vote. The President is also a member of the Department New Units Committee for any new Units being chartered in District 11.

Section 2. Vice President: It shall be the duty of the District Vice President to take charge of the membership program for District 11. The Vice President shall preside at District meetings in the absence of the District President and shall succeed to a vacancy in the office of the District President between elections.

Section 3. Secretary: It shall be the duty of the District Secretary to keep an accurate record of all proceedings at each meeting, to keep such records as the Department and National organizations may require, and to render reports annually or when called upon. The Secretary shall handle correspondence as directed by the District President and keep a record of the same. The Secretary will email the minutes of each District 11 meeting to the Department Secretary, the Department President, and the District President no later than ten days following each meeting.

Section 3a. Treasurer: The District Treasurer will receive all money and deposit it within seven days of receipt. He/She shall pay by check all approved expenses with required receipts.. The Treasurer shall record all money received and disbursed, and shall present a financial statement at each District meeting. The Treasurer shall deliver to the successor, through the Audit Committee, all money, vouchers, books, and papers belonging to the District. The Treasurer is responsible for reporting to the Department Secretary/Treasurer that the Units of District 11 have or have not paid their District per capita at least 30 days prior to Department Convention.

Section 4. Chaplain: The Chaplain shall offer prayer at the opening and closing of each meeting and perform such other duties as prescribed by the President. After collecting prayers from members, the Chaplain shall compile an official District Prayer Book. At the May District meeting he/she

will conduct a memorial service for members of the District who have passed away in the preceding year.

Section 5. Historian: The Historian shall compile all records of the District and using them as the basis to write the District History in a narrative format within the guidelines established by the Department of Arizona. The District Historian is responsible for sending a copy of the District meeting minutes to the Department Historian.

Section 6. Sergeant-at-Arms: The Sergeant-at-Arms shall preserve order at the meetings of the District and perform such duties as prescribed by the President. He/She is the custodian of the District Colors and is responsible for seeing that they are brought to each meeting. He/She is in charge of posting the District Colors at the Department Fall Conference and the Department Convention. The Sergeant-at-Arms is to advise the District when replacement, repair or cleaning of the colors is necessary. He/She may appoint assistants as they are needed.

Section 7. It shall be the duty of any other District Officers to carry out the functions of their respective offices in accordance with parliamentary procedure and to perform any other duties assigned by the District President.

Section 8. If an officer or chairman is absent from two consecutive meetings without being excused by the President, the President may appoint a pro-tem officer or chairman, with the Executive Committee's approval, to ensure that the work of the District is accomplished. The President will write a letter to the officer or chairman asking them to resign.

ARTICLE II

COMMITTEES AND COMMITTEE CHAIRMEN

Section 1. At the summer organizational meeting, the District President shall appoint a Constitution and Bylaws Chairman and Committee, a Finance Chairman and Committee, and an Auditing Chairman and Committee. All appointees are subject to the approval of the District Executive Committee.

Section 2. The following chairmen and standing committees may also be appointed at the summer organizational meeting: Fund Raising, Girls State Orientation, and Scrapbook. These appointees are subject to the approval of the District Executive Committee.

Section 3. The District President may also appoint any other chairmen or special committees the President may deem necessary to properly carry on the work of the District. These appointees are subject to the approval of the District Executive Committee.

ARTICLE III

DUTIES OF CHAIRMEN AND STANDING COMMITTEES

organizations. If any other changes are deemed necessary, the Committee shall draft said changes and present them to the members in proper fashion. This Committee is responsible to reprint any page/pages where changes are made and to keep the District Eleven documents in an updated fashion with copies to the Department Constitution and Bylaws Chairman, Department Headquarters, District Eleven officers, and the Units.

Section 2. The Finance Committee is responsible for preparing the annual District Budget. Said Budget shall be presented at the September meeting of the District for approval. No funds shall be disbursed until said Budget is approved. Once approved, funds may be expended as needed. The District Finance Committee shall oversee the general finance policy of the District and supervise expenditures of funds under the budget. The District President, District Secretary/Treasurer (or District Secretary and District Treasurer if separate positions), shall by virtue of their office be members of the District Finance Committee.

Section 3. The Auditing Committee shall audit the books of the District Treasurer within thirty days of the May District meeting. Their report will be presented at the September District meeting of the new administration.

Section 4. The Fund-Raising Committee is in charge of conducting activities at District meetings to raise money for District expenses.

Section 5. The Girls State Orientation Committee is in charge of organizing and conducting orientations for students who will be attending Arizona Girls State.

Section 6. The Scrapbook Committee is in charge of collecting the material for and compiling the District President's Scrapbook.

ARTICLE IV

FINANCE

Section 1. The financial allowance made to the District President by the Department shall be expenses for organization of new Units in District Eleven as allowed by the Department Finance Committee and mileage to the Department Executive Committee meetings at Fall Conference and Department Convention as allowed by the Department Finance Committee.

Section 2. The District may choose to conduct fundraising activities at their regular meetings to meet the financial obligations of the District Budget.

Section 3. District President's visitations to the Units in the District shall be required, and the mileage reimbursement shall be at the rate determined by the Department. This shall be the responsibility of District Eleven and shall be paid to the District President when he/she completes all visits. Mileage is calculated from the District President's Home Unit. It is the responsibility of the Unit to take care of the room expense (if any) and meal expense of the District President during an official visit.

Section 4. The Incoming District President's expenses to Department Convention shall be financed by District Eleven.

Section 5. District funds shall be administered as directed by the District Finance Committee, or by an official Executive Committee Meeting or by and official District Meeting.

Section 6. All bills are to be presented to the District Secretary/Treasurer (or the District Treasurer if a separate position) on or before the last District Meeting of the year.

Section 7. A Department Chairman invited to speak at a District Meeting will be allowed \$ 10.00 towards travel expense if mileage is over 75 miles each way from the Chairman's Home Unit. Chairman's lunch will be free of charge.

Section 8. The District will be responsible for furnishing lodging, meals, and cost of transportation for the official visit of the Department President to the District. Cost per mile will be determined by the Department Finance Committee. The District must provide for this in the Annual Budget.

ARTICLE V

AMENDMENTS

Section 1. These ByLaws may be amended at any regular meeting of the District by a vote of two-thirds of the authorized representation present, provided all amendments shall be read at a duly called special or regular meeting held previously to the regular meeting at which these amendments are to be acted upon.

Section 2. Amendments not having previously read may be adopted by the unanimous vote of the authorized representation present.

Section 3. These Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws of the American Legion Auxiliary.

ARTICLE VI

RULES

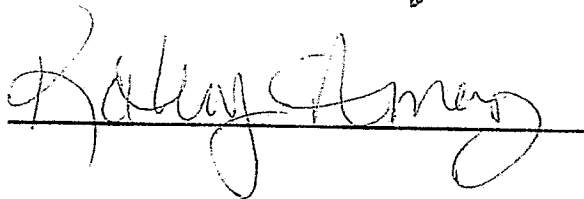
Section 1. The District Eleven Organization shall be governed by the current edition of "Robert's Rules of Order," on all points not covered by the Department Constitution and Bylaws.

District 11 Bylaws revised on September 21st, 2025

President Donna Aronoff

A handwritten signature in cursive script, appearing to read "Donna Aronoff", written over a horizontal line.

Bylaws Chairman Kathy Amery

A handwritten signature in cursive script, appearing to read "Kathy Amery", written over a horizontal line.

STANDING RULES
OF
DISTRICT 11
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA

Rule #1 The immediate Past District President will be chairman of the District Past Presidents Parley.

Rule #2 Each Unit President or Unit Representative shall give a verbal report on the Unit activities for the two months preceding the District Meeting, and a written copy of the report is to be given to the District President, Secretary and Historian.

Rule #3 A list of properties belonging to the District shall be maintained by the Secretary.

Rule #4 The annual awards of District Eleven are as follows:

The Josephine Lant Membership Award – given to the Unit with the greatest percentage of increase of membership over the previous year.

The Patricia Jo Marlowe Membership Award – given to the Unit with membership under 150 for the greatest increase in membership over the previous year.

The Kathryn Thomson Membership Award – given to the Unit with membership over 151 for the greatest increase in membership over the previous year.

The Dorothy Philippi Award – given to the Unit with the Most Outstanding Service.

The Kitty Kats Award – given to the Unit with Best All-Around President's Report. These reports are due to the District President by May 1st. Membership Awards will be

determined by Department Membership information. All plaques are to be returned at the September District Meeting.

Rule #5 Upon the death of an elected officer of the Department of Arizona, a District Eleven officer, or a Past District Eleven President, a \$ 50.00 donation will be made in their memory by the District to the American Legion Child Well Being Fund. Upon the death of a spouse, parent or child of an elected officer of the Department of Arizona , District Eleven officer or Past District Eleven President, a \$ 20.00 donation will be made in their memory by the District to an American Legion Auxiliary program of the choice of the surviving member.

Rule #6 Minutes of each District Meeting will be e-mailed to all Past District Presidents at their request and Current District Commander.

Rule #7 The necessary revenue for the purpose of financing District Eleven shall be derived from fifty (50) cents per member per capita tax levied on all Units in the District. This shall be based on the membership of the previous year at the time of the Department Convention, and payable to the District.

Rule #8 The District Treasurer SHALL NOT overdraw any item as budgeted except on written permission of the District President and the Finance Chairman. Any unbudgeted expenditure must be approved by the membership.

Rule #9 There shall be no solicitation made by any officer, chairman, or member of the American Legion Auxiliary EXCEPT that the District may conduct a drawing at each meeting. The Hostess Unit may also conduct a raffle.

Rule #10 ALL MANDATES ARE TO BE PAID TO THE DISTRICT AS SOON AS POSSIBLE. Any Unit NOT having their District Mandates paid to the District Treasurer at least 30 days prior to the May District Meeting at which the District Elections are held is not eligible to vote in the District Elections.

Rule #11 District Eleven Past Presidents Parley funds go thru District Eleven Books.

Rule #12 There will be no Debit cards allowed for District 11 checking account. District 11 checking account allows two authorized signers, District Treasurer/or District President. In the event that District 11 bank issues debit cards, subject cards will be

held by District Treasurer and presented at the following District meeting at which time the debit cards will be destroyed in front of members in attendance.

Rule #13 Use of the American Legion Auxiliary emblem on items not ordered through National Emblem Sales must be approved before ordered. Application for approval must be made through the Department of Arizona Headquarters office and shall include a copy of the proposed artwork, the name and address of the vendor who will be producing the items to be produced.

Rule #14 The annual Bond for the District 11 shall be paid to Department from District's General Fund as soon as the bill is received from Department. There will be no special assessments to the Units to cover the bond fee.

Rule #15 The annual Corporation Filing for District 11 is prepared and submitted to the State of Arizona by the Headquarters Office and billed to District 11 on a yearly basis. The filing fee is to be paid to Department from the District's General Fund as soon as the bill is received from Department. There will be no special assessment to the Units to cover the Corporation Filing Fee.

Rule #16 The Treasurer is responsible for preparing and filing the Annual 990N form to the IRS after September 30th of every year.

Constitution, Bylaws and Standing Rules were reviewed and revised – August 4, 2025

District 11 Standing Rules revised on September 21st, 2025

President Donna Aronoff



Standing Rules Chairman Kathy Amery

