

THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA
DISTRICT 4
CONSTITUTION AND BYLAWS

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 classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The America 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 a District of the American Legion Auxiliary, Department of Arizona, Inc.

ARTICLE II

Objective

Section 1. The objective of this organization shall be to unify the work of the District, 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

Membership

Section 1. All Units in respective Districts belonging to the Department organization shall be considered members of this organization.

ARTICLE IV

District Meetings

Section 1. The District shall hold four official meetings a year to coincide with the American Legion District meetings, if feasible. Additional meetings may be held at the discretion of the District President.

Section 2. Each Unit shall have one vote.

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

Section 4. Delegates from one third (1/3) of the Units within the District shall constitute a quorum at the official District meetings.

Section 5. A notice of each District meeting shall be mailed or sent by electronic mail to the President and the Secretary of each Unit in the District.

Section 6. A copy of the minutes of each District meeting shall be sent to the Department Secretary, Department President, and the Department Historian not later than ten (10) days following said meeting.

Section 7. The District President shall notify the Department Secretary of District meetings as soon as each is arranged.

ARTICLE V

District Officers

Section 1.(a) The District President and District Vice President shall be elected at the annual spring meeting and shall be installed at the last District meeting as District Officers. The District President shall be installed as a member of the Department Executive Committee at the close of the Annual Department Convention.

Section 1.(b) Candidates for the offices of District President and District Vice President shall not be members of the same Unit.

Section 2. The Vice President shall succeed to the vacancy in the office of the District President between elections.

Section 3. 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, in writing, expressed her willingness to serve as an officer.

Section 4. The District Secretary/Treasurer shall be appointed by the District President, subject to the approval of the District Executive Committee.

Section 5. The offices of Chaplain and Sergeant-at-Arms shall be appointed by the District 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 President or Unit representative of each Unit within the District.

ARTICLE VII

Duties of Officers

District President

Section 1. 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 the District. The President shall be charged with the responsibility of coordinating the activities of the Units under the direction of the Department President. The District President shall preside at all District meetings during the year. The District President must notify the Department Secretary when Units within the District fail to pay their District Per Capita Tax 30 days prior to the Department Convention.

Section 2. The District shall plan a year-round agenda and then invite the Department Chairman or Officer to a particular meeting. The Department Chairman is then obligated to attend or send a report or have someone, preferably a committee member, to represent him/her.

Section 3. The District President shall conduct at least four (4) District meetings a year and see that all programs are reported.

Section 4. Official visits to District Units should be completed before June 1 of the current term. Units should schedule meetings with the District President to comply with this duty.

Section 5. Any District President not holding the required four (4) official meetings per year, shall be prohibited from receiving Department funds for the annual Convention. Mileage taken from map guide plus a specified amount will be paid for attendance to the Department Convention from funds budgeted for that purpose provided the required four (4) District meetings have been held.

District Vice President

Section 1. It shall be the duty of the District Vice President to take charge of the membership work of the District.

Section 1(a). It is the duty of the District Vice President to take over for the President if needed.

District Secretary-Treasurer

Section 1. It shall be the duty of the District Secretary-Treasurer to record an accurate account of the proceedings and transactions of all meetings, to conduct the correspondence and file copies of all correspondence sent and received, to receive all money belonging to the District and to keep an account of the receipts and expenditures.

Section 2. To notify all Unit Presidents and Secretaries within the District of the District meetings three (3) weeks prior to the meeting.

Section 3. Mail or send electronically a copy of the District meeting minutes to the Department Secretary, Department President, and Department Historian within ten (10) days after meeting.

Other District Officers

Section 1. It shall be the duty of the other District Officers to carry out the functions of their respective office in accordance with parliamentary procedure, and to perform any other duties assigned by the District President.

ARTICLE VIII

Committees

Section 1. At the fall District meeting, the District President may appoint a Resolutions Committee and a Constitution and Bylaws Committee, who shall draft all resolutions and recommendations pertaining to their respective committees for presentation to the Department Committees; also an Auditing Committee who shall audit the books of the District Treasurer and report at the next District meeting.

Section 2. The District President may appoint any other standing or special committees deemed necessary to properly carry on the work of the District.

ARTICLE IX

Finance

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

Section 2.(a) The necessary revenue for the purpose of financing each District shall be derived from a per capita tax levied on all Units in the District. This shall be based on the membership, both Senior and Junior, of the previous year at the time of Department Convention and payable to the District Secretary-Treasurer on or before May 1st of each year for voting privileges at the spring meeting.

Section 2.(b) Units must have District per capita tax paid on or before May 1st of each year for voting privileges at the spring meeting.

Section 2.(c) District per capita tax is a District and Department mandate, therefore, each Unit must pay this levied tax in accordance with Section 2(a) and 2(b) in order to vote at the Department Convention.

Section 3. District President visitations to the Units within the District shall be required and the financing of same shall be the responsibility of the District.

Section 4. INCOMING District President expenses to Department Convention shall be financed by the District, the amount to be decided at the first District meeting following the Department Convention.

Section 5. INCOMING District President shall attend all business sessions to receive this money and make a written report at the next District meeting.

Section 6. District funds shall be administered as directed by an official District meeting or by the District Executive Committee.

Section 7. There must be two signers on the bank account.

ARTICLE X

Amendment

Section 1. This District Constitution may be amended at a District meeting by two-thirds (2/3) vote of total authorized representation thereat, provided said amendment(s) shall have been sent to each Unit in the District at least two (2) weeks prior to said District meeting.

ARTICLE XI

Parliamentary Authority

Section 1. The District organization shall be governed by Roberts' Rules of Order, Newly Revised, on all points not covered by the Department Constitution and Bylaws.

ARTICLE XII
District Bylaws

Section 1. Each District shall be privileged to adopt such Bylaws as it deems necessary, provided they do not in any way conflict with the Department and National Constitution and Bylaws.

Adopted

March 16, 2025

Date

Rebecca M Ruiz
District 4 Bylaws Chairman

March 16, 2025
Date

Jim A. Honea-Honeyflow
District 4 President

American Legion Auxiliary
District 4
Standing Rules

1. The amount of per capita tax will be \$.75 per Senior member and \$.50 per Junior member.
2. The amount paid for mileage will be \$.40 per mile (round trip) for visits to the units and for the Department President's visit to the District meeting.
3. The current rate set by the Department Finance Committee for mileage (round trip), meals, and lodging will be allowed for the Department President's annual official visit to the District meeting.
4. District Presidents may serve two (2) consecutive terms.
5. Past District Presidents may run again after being out of office for two (2) years.
6. There will be a yearly allowance of \$500.00 for the District President to go to fall conference and convention.
7. Each unit shall pay an additional \$50.00 per year in addition to the mandatory mandates to fund the expenses of the District.

Last revised March 2025