

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA, INC.
DISTRICT 1**

CONSTITUTION

BYLAWS

STANDING RULES

Revised 02/08/2002 & 09/15/2005

Updated and Revised 05/2007

Updated and Revised 12/2008

Updated and Revised 09/2024

**PREAMBLE TO THE CONSTITUTION OF
THE AMERICAN LEGION AUXILIARY**

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 during 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.



District 1, Department of Arizona
Revised 09/2024

**DEPARTMENT OF ARIZONA, INC.
DISTRICT 1**

ARTICLE I: NAME

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

ARTICLE II: OBJECT

Section 1. The object 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. To encourage a closer cooperation with the American Legion.

ARTICLE III: MEMBERSHIP

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

ARTICLE IV: DISTRICT OFFICERS

Section 1. The District shall elect annually a District President and a Vice President, not from the same Unit. These two officers shall remain in different Units during the time that they serve.

Section 2. The annual election of new officers will be held at District 1 meetings. First nomination of officers will be in March. Second nominations, election and installation of these officers will be held in May. Such officers shall take office at the time of the post-Convention Department Executive Committee meeting.

Section 3. Each Unit in the District shall be entitled to one vote for each District Office. The elected District Officers shall have no vote except by their Unit.

Section 4. It shall be mandatory that the officers to be elected be present at said meeting, unless for good and sufficient reason the candidate is unable to be present and has expressed in writing member's willingness to serve as an officer.

ARTICLE V: 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 Representative within the District.

ARTICLE VI: COMMITTEES

Section 1. The District President shall appoint a Resolutions Committee, a Finance Committee, and a Constitution and Bylaws Committee, who shall draft all resolutions and recommendations pertaining to their respective committees for

presentation the Department Committees; also an Auditing Committee who shall audit the books of the District Treasurer and report on same.

Section 2. The District should plan their year-round agenda and then invite the Department Chairmen or Officers to a particular meeting.

Section 3. The District President shall have no special project other than that of the Department President.

ARTICLE VII: FISCAL YEAR

Section 1. The Fiscal Year shall be the same as that of Department.

ARTICLE VIII: AMENDMENTS

Section 1. This Constitution may be amended by two-thirds vote of the membership at a regular meeting, provided the proposed amendment has been read at a previous District meeting.

Section 2. The District Constitution shall be automatically amended to conform to the National and Department Constitutions.

Section 3. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

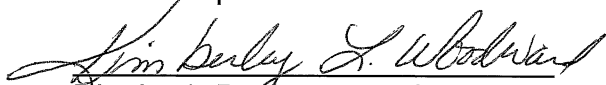
ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1. This District shall be governed by ROBERTS RULES OF ORDER CURRENT EDITION on all points not covered by the National, Department, and District Constitution and Bylaws.

Revised 02/08/2002 & 09/15/2005

Revised/updated 05/2007

Revised/updated 09/2024



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BYLAWS

ARTICLE 1: EXECUTIVE COMMITTEE

Section 1. Between District meetings, the government and management of this District shall be entrusted to the Executive Committee and the proceedings of said committee shall be presented to the District at the next meeting for membership approval.

Section 2. Five members of the Executive Committee shall constitute a quorum.

Section 3. An Executive Committee meeting shall be called by the president or on written request of at least three members of the Committee.

Section 4. The Executive Committee shall meet at the beginning of a District Meeting called by the President.

Section 5. The Secretary shall attend all meetings of the Executive Committee and keep the minutes thereof. However, Secretary shall have NO VOTE in the proceedings.

ARTICLE II: DUTIES AND POWERS OF OFFICERS

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. President shall be charged with the responsibility of coordinating the activities of the units under the direction of the Department President.

Section 2. President shall be responsible for notifying, in writing, the Department President of any absence at a Department Executive Committee meeting.

Section 3. It shall be the duty of the President to preside at all meetings of the District and the Executive Committee.

Section 4: The President shall enforce the strict observance of the Constitution and Bylaws.

Section 5. The President shall appoint the offices of Chaplain, Historian and Sergeant-at-arms at each District meeting, or to serve for the full year.

Section 6. The President shall appoint a Constitution and Bylaws Committee responsible for reviewing and updating the District Constitution and Bylaws.

Section 7. President shall appoint an Auditing Committee who shall audit the books of the District Treasurer and report at the Fall Meeting.

Section 8. President shall appoint a Secretary-Treasurer, subject to the approval of the Executive Committee.

VICE PRESIDENT

Section 1. Vice president shall assist the President, and in President's absence assume the duties of the President.

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

Section 2. Vice President shall by virtue of office serve as Membership Chairman.

SECRETARY-TREASURER

Section 1. It shall be the Secretary's duty to record the proceedings and transactions of all meetings of the District.

Section 2. The Secretary shall be custodian of all books, papers, and records of the District. All members are entitled to see the District records and should do so with permission. No records shall be destroyed without permission of the Executive Committee.

Section 3. Secretary shall perform other duties as may be required by the President or District.

Section 4. A copy of the minutes of each District meeting and each Executive Committee meeting shall be sent to the Department Secretary, Department President, and Department Historian not later than 10 days following said meeting(s).

Section 5. The District funds shall be administered as directed by an office District meeting or by the District Executive Committee with the approval of the District Finance Chairman.

Section 6. The duty of the Treasurer is to receive all money belonging to the District and to account for same.

Section 7. The Treasurer shall pay all orders signed by the President and shall retain these orders as vouchers.

Section 8. Treasurer shall keep an accounting of all receipts and expenditures, making a report at District meetings and an annual report for audit.

Section 9. The Treasurer's accounts shall be audited within thirty (30) days following the May District meeting. This report is to be read at the first meeting in September, before a new budget is adopted.

Section 10. The Treasurer shall turn over all books and property of the District to successor within thirty (30) days of the last fiscal District meeting.

Section 11. All money received from money-making projects shall be turned over to the Treasurer.

OTHER APPOINTED OFFICERS

Section 1. It shall be the duty of the other appointed 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.

ARTICLE III: FINANCES

Section 1. The necessary revenue for financing District 1 shall be derived from a per capita tax levied on all Units within the District. The per capita rate shall be determined by the budget (or finance committee) and as stated in the Standing Rules. This shall be based on the membership of the previous year at close of Department books, and payable to the District Secretary/Treasurer at or before the March District meeting. Units must have their District per capita paid no later than the March meeting for voting privileges at the Department Convention in June. The Department Secretary-Treasurer will be notified no later than April 1st each year to meet the requirement of notification 30 days prior to Department Convention that this per capita tax has been paid.

Section 2. The financial allowance made to each District President shall be expense for organization of new Units in their own District as allowed by the Department Finance Committee; also expenses to the Department Executive Committee meetings at Department Fall Conference and Department Convention, as allowed by the Department Finance Committee.

Section 3. The District President and District Secretary/Treasurer shall by virtue of office be members of the District Finance Committee.

Section 4. All Districts will annually submit to the Department Finance Committee proof of filing an IRS form 990, 990EZ or 990N.

Section 5. All District Officials handling America legion Auxiliary monies will be properly bonded through the Department of Arizona separate from the Officers and Employees policy, with each District paying their portion of the premium to Department. The formula for calculating each individual District's portion of the premium is as follow:

$$\frac{\text{Bonding premium of all Districts} * \text{Number of chartered Units in the District}}{\text{Number of chartered Units in the Department}}$$

ARTICLE IV: DISTRICT MEETINGS

Section 1. The District shall hold at least four (4) official meetings a year to coincide with The American Legion District, if feasible.

Section 2. Each Unit shall have ONE vote. Said vote to be cast by the Unit President or representative of the Unit. Delegates from 1/3 of the Units within the District shall constitute a quorum at official District Meetings.

Section 3. The hostess Unit for the District meeting is responsible for the expense of that particular meeting. Therefore, to conform to the Policy of the Department, only the hosted Unit may hold a raffle or sell tickets on future raffles unless special permission has been given to the District President by the hostess Unit.

Section 4. The District President expenses shall include only ONE official visit to each Unit. Mileage allowance should not exceed mileage as allowed by the Department Finance Committee. When making official visits, the hostess Unit is responsible for the District President's room and meals.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Election of Officers shall be by secret ballot and the majority of votes cast shall be necessary to elect.

Section 2. In the event only one name has been placed in nomination for a given office, the rule of secret ballot may be suspended and vote may be by voice vote. There shall be NO proxy vote.

Section 3. Each Unit in the District shall be entitled to ONE vote for each District office. All officers have no vote pertaining to any and all District elections, except by the one vote of their Unit.

Section 4. It shall be the duty of every elected and appointed officer to attend each meeting.

Section 5. An election shall be held to fill any vacancy arising in any office other than the expiration of the term of office. Nominations shall be made from the floor at the time of election and the person so elected shall fill the unexpired term of the Office elected to.

ARTICLE VI: CONVENTION AND CONFERENCE

Section 1. Officers, members and/or paid delegates to Department Convention and/or Conference must attend all sessions.

Section 2. The Department Finance Committee allows mileage to the Convention and Conference to the District President. The Incoming District President expenses to Department Convention shall be financed by the District.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1. This District shall be governed by ROBERTS RULES OF ORDER REVISED on all points not covered by the National, Department or District Constitutions and Bylaws.

ARTICLE VIII: AMENDMENTS

Section 1. These Bylaws may be amended by 2/3 (two-thirds) vote of the membership at a regular meeting, provided the proposed amendment shall have been read at a previous District meeting.

Section 2. The Bylaws shall be automatically amended to conform to the National and Department Constitutions, Bylaws and Standing Rules of The American legion Auxiliary.

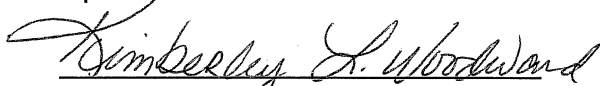
Section 3. Amendments not having been previously read may be adopted by the unanimous vote of the membership present.

Revised 02/08/2002 & 09/15/2005

Updated and Revised 05/2007

Updated and Revised 12/2008

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A handwritten signature in cursive script, reading "Kimberley L. Woodward".

District 1, Department of Arizona

Revised 09/2024

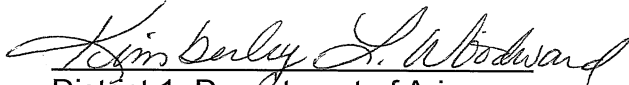
STANDING RULES

1. The American Legion Auxiliary Handbook shall be a guide for all references not covered in the Department Constitution and Bylaws, Standing Rules, and/or Policies and Procedures.
2. The duties of the District President:
 - a. President shall visit each Unit in the District.
 - b. Offer assistance and help to all Units in the District but CANNOT act as arbitrator on internal Unit and/or Post problems.
 - c. Make a report at Conference and Convention.
3. District Presidents may serve only 2 (two) consecutive terms.
4. A Standing Rule may be amended or rescinded by a 2/3 (two-thirds) vote.
5. The per capita rate shall be \$2.00 per member based on the membership of the previous year at close of Department books, and payable to the District Secretary/Treasurer at or before the March District meeting.
6. All monies from money making projects shall be turned over the District Treasurer upon close of event.
7. Each Unit President or representative shall provide the Secretary with a copy of a report of the Unit's activities from the previous period following an oral report at each District meeting.
8. Each Unit shall bring 3 (three) gifts to all District meetings. Each Unit will bring 3 gifts to each meeting and must be new gifts between \$5 - \$10.

Created 09/21/2008

Revised 12/21/2008

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