

District 8 CONSTITUTION & BYLAWS



American Legion Auxiliary, Department of Arizona

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District 8
CONSTITUTION
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 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.

ARTICLE I -- Name

The name of this organization shall be, DISTRICT NUMBER EIGHT, American Legion Auxiliary, Department of Arizona, INC.

ARTICLE II -- Nature

Section 1. The American Legion Auxiliary is a civilian organization. Each member shall perform their full duty as a citizen according to the Constitution of the United States of America. (2026)

Section 2. The American Legion Auxiliary shall be absolutely no political and non-sectarian and shall not be use for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking office or preferment. (2026)

ARTICLE III -- Object

Section 1. The object of District 8 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 the plans and policies of the Department of Arizona and National Organization.

ARTICLE IV -- Eligibility

Section 1. Membership in The American Legion Auxiliary shall be limited to the:

- (a) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and

- (b) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served during 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 period and died in the line of duty or after honorable discharge; and
- (c) Grandmothers, mothers, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918, and any time after December 7, 1941, who served on active duty in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and
- (d) To those women who of their own right are eligible for membership in the American Legion.

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

- (a) Senior membership shall be the functioning (or active) group, composed of members over the age of eighteen years, provided, however, that a spouse under the age of eighteen years, who is eligible under Section I of this article shall be classed as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

ARTICLE V – MEETINGS

Section 1. This District shall hold four (4) official meetings a year to coincide, if feasible, with the American Legion District 8 meetings.

Section 2. Each Unit shall have One (1) vote.

Section 3. This One (1) vote to be cast by the Unit President or representative of the Unit.

Section 4. The District President shall have no vote, except for the purpose of breaking a tie vote.

Section 5. Delegates from One Third (1/3) of the units in the District shall constitute a Quorum at the official District meetings.

Section 6. A copy of the minutes of each District meeting shall be sent to the Department President and Department Executive Director of Operations no later than Ten (10) days following the said meeting.

ARTICLE VI -- 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 they are serving together. The District President shall not hold office more than Two (2) consecutive years.

Section 2. The President and Vice President shall be nominated at the annual Spring District meeting and the nominations shall remain open until the last District meeting of the year. The Election and Installation will be held at said meeting.

Section 3. The District President shall be installed as a member of the Department Executive Committee at the annual Department Executive Committee meeting at the annual Department Convention.

Section 4. It is mandatory that the Officers Nominated and Elected be present at the said meeting, unless for good and sufficient reason the candidate is unable to be present and has expressed in writing his/her willingness to serve as an officer. (2026)

Section 5. The Vice President shall succeed to a vacancy in the office of the District President between elections.

Section 6. Vacancy of the Vice President shall be filled by a special election of the District Executive Committee. Said President shall call a special meeting.

Section 7. The District Secretary shall be appointed by the District President, subject to the approval of the District executive Committee and shall be a member of the Executive Committee without a vote.

Section 8. The District Treasurer shall be appointed by the District President, subject to the approval of the District executive Committee and shall be a member of the Executive Committee without a vote.

Section 9. The offices of Chaplain, Historian and Sgt-at-Arms may be appointed by the District President at each District meeting, or to serve for one year.

Section 10. All Officers shall be installed immediately after the annual election.

ARTICLE VII – District Executive Committee

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

ARTICLE VIII – Amendments

(Methods of amending this constitution shall conform to the Department rules)

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the members present at a regular District meeting, provided the proposed amendments have been sent to all Unit Presidents and District Officers twenty days prior to the meeting.

Section 2. This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

Electronic Signature

District 8 President - Lisa Young

Electronic Signature

District 8 Secretary – DeDe Dexter

This Constitution was approved and adopted on 9 May 2026 at a regularly convened meeting of the American Legion Auxiliary District 8, Department of Arizona.

District 8
BYLAWS
AMERICAN LEGION AUXILIARY
Department of Arizona
ARTICLE I – Duties of Officers

Section 1. It shall be the duty of the District President to encourage and promote in every way the growth, welfare and the accomplishments of the Units in their District. The District President shall be charged with the responsibility of coordinating the activities of the Units under their direction of the Department President. The District President shall preside at all District meetings during the year.

Section 2. It shall be the duty of the District Vice President to take charge of the membership work of the District. The Vice President shall serve as President in the absence of the District President.

Section 3. The District Secretary shall be appointed by the District President, subject to the approval of the District Executive Committee. It shall be the duty of the Secretary to record all proceedings and transactions of all District meetings; to act as custodian of all books, papers and records; to conduct the correspondence of the District; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform other duties as shall be required by the District President. A copy of the minutes of each District meeting shall be sent to the Department President and Department Executive Director of Operations no later than Ten (10) days following the said meeting. (2026)

Annually the Secretary will submit the State of Arizona Corporation filing by October 1st so as to reach Department in time to meet the filing deadline of October 15th. Department advances the filing fee of \$10.00 and bills the District directly once filing is complete. The File Number for District 8 is 18794811.

Section 4. The District Treasurer shall be appointed by the District President, subject to the approval of the District Executive Committee. It shall be the duty of the District Treasurer to receive all monies belonging to the District and to account for same. The Treasurer shall pay all orders signed by the President or Secretary and shall retain these orders or his/her vouchers. The Treasurer shall keep account of all receipts and expenditures, making a quarterly and annual report and such other reports as may deemed necessary by the District Executive Committee. The Treasurer's accounts shall be audited annually, preferably at the last District meeting of the year. (2026)

Annually, the Treasurer will file the annual 990N at www.irs.gov after the end of the District tax year (currently Sept 30th). A copy of the filling receipt is to be sent to the Department Executive Director of Operations for their records. The District EIN number is: 383913317. The Treasurer shall pay all current bills before delivering to the Treasurer's successor; all monies, vouchers, books and papers belonging to the District. (2026)

Section 5. It shall be the duty of the District Historian to compile historical records of the District and to make a report to the Department. (2026)

Section 6. It shall be the duty of the District Sgt-at-Arms to preserve order at the meeting of the District and such other duties as may be prescribed by the District President. (2026)

Section 7. It shall be the duty of the District Chaplain to offer prayer at the opening and closing of each District meeting and perform such other duties as the District President may direct. (2026)

Section 8. All Vacancies in any office of the District (other than the President) from any cause other than expiration of term, shall be filled by a majority vote of the remaining members of the Executive Committee and a person so appointed shall hold office for the unexpired term of the member of the Executive Committee or Office whom he/she succeeds.

Section 9. The District Executive Committee shall have the power to remove from any office any officer for disloyalty, neglect of duty, dishonesty and/or conduct unbecoming a member of the American Legion Auxiliary by a vote of 2/3 majority of those Executive Committee members present and voting.

ARTICLE II -- Committees

Section 1. At the Fall meeting the District President shall appoint a Constitution and By Laws Committee responsible for reviewing and updating the District Constitution and By Laws. The District President shall appoint an auditing Committee who shall audit the books of the District Treasurer within 30 days following the May District meeting (or last meeting of the fiscal year). The Committee shall report on the findings to the District at its next regular meeting, before a budget can be adopted for the New Year. (2026)

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

Section 3. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer." (2026)

ARTICLE III -- Finances

Section 1. The necessary revenue for the purposes of financing the District shall be derived from per capita tax of fifty (50) cents levied on all Units of the District. This shall be based upon the membership at the end of the previous year at the close of Department books, July Thirty-One (31). This is to be made payable to the District on or before April First (1st) of each year. Unit must have District per capita paid by said date for voting privileges.

Section 2. District President visits to the Units shall be required and financing of the visits shall be the responsibility of the District. Mileage to District meetings shall also be allowed. District president shall include only one visit per unit. (If the District President is invited to attend special events, the hosting Unit shall bear that expense.) Official visits to the Units shall be made before April First (1) each year, if possible. Hosting Unit shall schedule meetings with the District President to comply with this date.

Section 3 – When making Official visits by the District President, the Hosting Unit is only responsible for the District President's room and meals, not mileage.

Section 4 – Mileage allowance for the District President to District and Unit meetings should not exceed mileage allowed by the Department Finance Committee. Mileage is from the District President’s home Unit.

Section 5 – The Department Finance Committee allows mileage to Department Conference and Department Convention for the seated President.

Section 6 – The District President shall be allowed expense money to attend the Department Fall Conference and Department Convention. The amount to be decided at the Fall and May meetings with approval of the District Executive Committee. (2026)

Section 7 – The incoming and outgoing District President expenses to Department Convention shall be finance by the District. This shall not exceed that allowed for the incoming and outgoing President. (2026)

Section 8 – The District shall provide the Outgoing District President with a Past District President’s pin.

Section 9 – The District funds shall be administered as directed by an official District meeting or by the approval of the District Executive Committee. (2026)

Section 10 – In conformance with Department policies and procedures, the Host Unit for the District meetings and/or functions, is responsible for the expenses of the meetings and/or functions. Therefore, ONLY the Host Unit may hold a raffle or sell tickets on future raffles unless special permission has been given to the District President by the Host Unit.

ARTICLE IV -- Amendments

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular District Meeting. (2026).

Section 2. These Bylaws may be automatically be amended to conform to the National and/or Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

Electronic Signature

District 8 President - Lisa Young

Electronic Signature

District 8 Secretary – DeDe Dexter

This Constitution was approved and adopted on 9 May 2026 at a regularly convened meeting of the American Legion Auxiliary District 8, Department of Arizona.