

CONSTITUTION
DISTRICT TWELVE
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 per cent 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 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 American Legion Auxiliary, District Twelve, Department of Arizona.

ARTICLE II
NATURE

Section 1. The American Legion Auxiliary is a civilian organization.

Section 2. The American Legion Auxiliary shall be absolutely non-political and non-sectarian and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III
OBJECT

Section 1. The object of District Twelve shall be: To unify the work of the District; to further the purpose of the American Legion Auxiliary as outlined in the preamble; to assist and cooperate with all plans and policies of the member Units, the Department of Arizona, and the National organization; to encourage a closer cooperation with the American Legion.

ARTICLE IV
PROVISIONS

Section 1. This Auxiliary District shall be subject to all provisions of the National and Department Constitutions and By-Laws of the American Legion Auxiliary.

ARTICLE V
ELIGIBILITY

Section 1. Eligibility to membership in this District shall be as prescribed by the Department and National Constitutions of the American Legion Auxiliary.

ARTICLE VI ORGANIZATION

Section 1. The American Legion, Department of Arizona, determines the boundaries of this District.

Section 2. All existing Units within the boundaries of the District shall be considered members of District Twelve, the American Legion Auxiliary. Any new Units organized within the District shall automatically become members of District Twelve.

ARTICLE VII DISTRICT OFFICERS

Section 1. The District shall elect annually a District President and one (1) Vice President. They cannot be from the same Unit. District Presidents may serve two (2) consecutive terms.

Section 2. The District President shall appoint a Secretary, Treasurer, Historian, Chaplain, and a Sergeant-at-Arms and Asst. Sergeant-at-Arms. All appointed officers are subject to the approval of the District Executive Committee.

Section 3. The District President shall appoint any other officers deemed necessary to properly carry on the work of the District subject to the approval of the District Executive Committee.

ARTICLE VIII DISTRICT EXECUTIVE COMMITTEE

Section 1. The Executive Committee of this District shall consist of the District President, Junior Past District President, District Vice President, and all Unit Presidents or authorized Unit representatives within District Twelve. All Past District Twelve Presidents shall serve as members of the Executive Committee with voice but no vote.

ARTICLE IX FISCAL YEAR

Section 1. The fiscal year shall be June 1 to May 31.

ARTICLE X RULES

Section 1. The rules of procedure shall be governed by the most recently revised edition of Robert's Rules of Order on all points not covered by the District, Department, or National Constitution and By-Laws.

ARTICLE XI 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.

Updated May 2022 Original Signed

Yolanda Bonilla, District 12 President 2021-2022

Ginger Cox, District 12 Constitution & Bylaws Chairman 2021-2022

BY-LAWS
DISTRICT TWELVE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA

ARTICLE I
DISTRICT MEETINGS

Section 1. The District shall hold, annually, not less than four (4) official meetings to coincide, if feasible, with the American Legion District Twelve meetings. These meetings are during the months of September, November, January, and March. A convention shall be held annually to coincide with the American Legion District Twelve Convention during the month of May. The annual election and installation of officers will be held at this Convention.

Section 2. The District President or a majority of the voting members of the Executive Committee shall have the power to call a special meeting of the District at any time. The District Twelve President calls a special organizational meeting during the summer at the beginning of their administration.

Section 3. Each Unit shall have one (1) vote. This one vote shall be cast by the President or the authorized representative of the Unit.

Section 3. A quorum at official District meetings shall consist of one-third of the Units within the District.

Section 4. A copy of the minutes of each official District meeting shall be sent to the Department President and the Department Secretary not later than ten (10) days following the meeting.

ARTICLE II
FINANCE

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

Section 2. Necessary revenue for the purpose of financing the District shall be derived from a fifteen (15) cent per capita tax levied on all Units in the District. This per capita shall be based on the membership of the previous year at close of Department books and must be paid to the District Treasurer thirty (30) days prior to Department Convention for voting privileges for the current year. The Department Treasurer must be notified thirty (30) days prior to Department Convention that this per capita has been paid.

Section 3. The District may also choose to conduct fundraising activities at their regular meetings and District Convention to meet the financial obligations of the District budget. The District's fundraiser items will be donated by the Units of this District.

Section 4. 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.

Section 5. The District will provide mileage compensation to the District President for travel to the District meetings and to one (1) official visit of each Unit in the District. Cost per mile will be determined by the

Department Finance Committee. If invited to attend additional events, the Unit must bear that expense. Mileage is from the District President's Home Unit.

Section 6. The District will provide expenses to Department Convention for the Incoming District President. This amount may not exceed that allowed the outgoing District President by Department.

Section 7. The District shall have an EIN, an operating budget, and submit proof of filing an IRS Form 990, 990EZ or 990N annually to the Department Finance Committee.

Section 8. The District will pay a bonding fee to Department as follows:
Bonding Premium / Number of chartered Units in Department X Number of chartered Units in District.

ARTICLE III ELECTION AND INSTALLATION OF OFFICERS

Section 1. At the District Twelve March meeting, nominations shall be held. Nominations shall remain open until election and installation of officers at the May District Twelve Convention meeting. The officers assume their duties at the close of the annual Department Convention in June.

Section 2. The District President shall automatically become a member of the Department Executive Committee with vote and be installed at the close of the annual Department Convention in June.

Section 3. Each Unit shall have one (1) undivided vote. This vote shall be cast by the President or authorized representative of the Unit. Election shall be by ballot except when there is only one (1) candidate for an office, in which case the nominee may be elected by voice vote, or the President may declare them duly elected.

Section 4. Election is by plurality.

Section 5. It shall be mandatory that the officers elected be present at said meeting, unless for good and sufficient reasons the candidate is unable to be present and has, in writing, expressed their willingness to serve as an officer.

Section 6. Vacancies of the District elected officers shall be filled at a special election called by the District 12 President or the District Executive Committee. This special election could be held at a District 12 meeting previously scheduled or may be called at another time. Vacancies of a District Chairman or committee member may be appointed by the District President and approved by the District Executive Committee.

ARTICLE IV 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 accomplishments of the Units in the District. The District President shall be charged with the responsibility of coordinating the activities of the Units in District Twelve under the direction of the Department President. They shall preside at all District meetings during the year. They shall pay an official visit to each Unit in the District before February 1 if possible. They shall not become involved in inner Unit disagreements nor Unit/Post problems. The District President is a delegate to the Department Fall Conference and Department Convention, and shall serve on the Department Executive Committee with vote. They are a member of the Department New Units Committee for any new Units being chartered in District 12.

Section 2. It shall be the duty of the District Vice President to take charge of the membership work of the District. They shall preside at District meetings in the absence of the District President, and shall succeed to a vacancy in the office of District President between elections.

Section 3. Secretary: The Secretary shall record the proceedings and transactions of all meetings of the District and of the Executive Committee, act as custodian of all books and papers, conduct the correspondence of the Unit, and keep on file in a comprehensive manner copies of all correspondence sent and received. It is their responsibility to send copies of District meeting minutes to the officers previously listed in Article I, Section 4, of these By-Laws, within ten (10) days of the meeting.

Section 4. Treasurer: The Treasurer shall receive all money and deposit it within seven (7) days of receipt. They shall pay by check all expenses approved by the District body. The President's and Treasurer's signatures shall be required on all checks. The Treasurer shall record all money received and disbursed, and shall present a financial statement at each District meeting. The District Treasurer shall pay over and deliver to their successor, through the audit committee, all money, vouchers, books, and papers belonging to the District. They are responsible for submitting the approved District Budget to the Department Finance Committee.

Section 5. Chaplain: The Chaplain shall offer prayer at the opening and closing of each meeting and perform such other duties as prescribed by the President and the Executive Committee. After collecting prayers from members the District Chaplain shall compile an official District prayer book. At the May District Convention meeting the District Chaplain will conduct a memorial service for members of the District who have passed away in the past year.

Section 6. Historian: The Historian shall compile all records of the District and, using them as the basis, write the District History in a narrative format within the guidelines established by the Department of Arizona. They are responsible for sending a copy of the official District meeting minutes to the Department Historian.

Section 7. Sergeant-at-Arms: The Sergeant-at-Arms shall preserve order at the meetings of the District and perform such other duties as prescribed by the President and the Executive Committee. The Sergeant-at-Arms is the custodian of the District Colors and is responsible for seeing that they are brought to each meeting. The District Sgt-at-arms is in charge of posting the District Colors at the Department Fall Conference and the Department Convention. The District Sgt-at-Arms is to advise the District Executive Committee or District when replacement, repair, or cleaning of the colors is necessary. They may appoint their own assistants as they are needed.

Section 8. 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 9. If an officer or chairman is absent from two (2) 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 insure that the work of the District is accomplished.

ARTICLE V EXECUTIVE COMMITTEE DUTIES

Section 1. All recommendations of the District Executive Committee shall be presented to the District at the next District meeting. The committee shall see that all requests or mandates of the National and Department organizations are carried out by studying bulletins and taking appropriate action on same or making definite recommendations to the District for such action.

Section 2. The Executive Committee MAY meet prior to the regular meeting of the District. If the District President feels an Executive Committee meeting is necessary, the Units will be notified by email. (5-15- 22) A majority of the voting members of the Executive Committee shall constitute a quorum.

ARTICLE VI COMMITTEES AND COMMITTEE CHAIRMEN

Section 1. At the summer organizational meeting, the District President shall appoint a Constitution and By-Laws Chairman and Committee, an Auditing Chairman and Committee, and a Finance/Budget Chairman and Committee. All District appointees must be approved by the District Executive Committee.

Section 2. District Twelve may also have the following chairmen and standing committees appointed at the summer organizational meeting: Picnic, Fund Raising, Girls State, and Scrapbook. These appointees must be approved by the District Executive Committee.

Section 3. The District President shall appoint any other chairmen or special committees deemed necessary to properly carry on the work of the District with the approval of the District Executive Committee.

ARTICLE VII DUTIES OF STANDING COMMITTEES

Section 1. The Constitution and By-Laws Committee shall review the District Twelve Constitution, By-Laws, and Standing Rules. It is responsible for making any automatic changes as directed by the Department or National organization. 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 Twelve Constitution, By-Laws, and Standing Rules in an updated fashion with copies to the Department Constitution and By-Laws Chairman, District Twelve Officers, and the Units.

Section 2. The Auditing Committee shall audit the books of the District Treasurer. Said books shall be turned over to the newly appointed Treasurer within thirty (30) days following the District Convention meeting. A report of the Audit Committee from the previous administration will be presented at the September District meeting.

Section 3. The Finance/Budget Committee is responsible for preparing the annual District Budget. Said Budget shall be presented at the September meeting of the Executive Committee for recommendation of approval, and then presented to the Units at the September meeting for their approval. No funds shall be withdrawn until said budget is approved.

Section 4. The Picnic Committee will serve as the liaison to the District Twelve American Legion Jr. Vice Commander in planning and conducting the annual District Twelve Picnic.

Section 5. The Fund Raising Committee is in charge of conducting the activities at official meetings to raise money for District expenses. They are the custodians of donated fund raising merchandise between meetings and are responsible for transporting it to meetings. They will make a report on funds raised at each official meeting.

Section 6. The Girls State Committee is in charge of organizing and conducting orientation(s) for the students who will be attending Arizona Girls State and are being sponsored by the Units of District Twelve.

Section 7. The Scrapbook Committee is in charge of collecting the material for and compiling the District President's Scrapbook.

Section 8. The Past Presidents Parley shall be formed each year. The purpose of this committee shall be to support the Nurses Scholarships as named by the Department of Arizona Past Presidents Parley. Members of this committee shall include all Past District 12 Presidents.

ARTICLE VIII DISTRICT PLAQUE RULES

Section 1. The District will be in charge of their own District Plaque Rules for membership and activities and may revise them as needed. Any revisions do not need Department Executive Committee approval.

Section 2. All new trophies and plaques must first be approved by the District Executive Committee and Department Executive Committee.

ARTICLE IX (Created November 2022) EMERGENCY PROCEDURES

The following Emergency Procedures were approved during the COVID pandemic, 2020-2021, and were in effect immediately after being passed. IN PRESENT AND FUTURE EMERGENCY SITUATIONS, DISTRICT 12 WILL OPERATE AS FOLLOWS:

Section 1. During any adversity, the Auxiliary members of District 12 may hold electronic/virtual meetings for the Executive Committee and General meeting(s). If an electronic/virtual meeting is called, all rules of the Department of Arizona must apply.

Section 2. When impossible to hold meeting(s) per District 12 Bylaws, District 12 will need to move away from the established Constitution and Bylaws in order to accomplish successful business.

Section 3. Per District 12 Constitution and Bylaws in regards to nominations and voting, nominations are in March and carried forward until May. In regards to voting, nominations are closed in May and the President proceeds with voting during the May meeting, one ballot per Unit. When met with adversity and while using emergency means of procedure, we must defer from District 12 Constitution and Bylaws regarding nominations by having nominations in March and closing them on April 15. Nominations must be presented in writing to the District President. The reason for this change is that ballots need to be mailed AND/OR emailed to each Unit President in order to follow the remainder of District 12 Constitution and Bylaws in regards to voting. Ballots must be returned to the ballot committee by May 5 via email/mail. The ballot committee is to be appointed by the District 12 President and announced for approval during the March District 12 meeting.

ARTICLE X AMENDMENTS

Section 1. These By-Laws 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. These By-Laws shall be automatically amended to conform to the National and Department Constitution and By-Laws of the American Legion Auxiliary.

District 12 Bylaws Amended and Updated November 2022

Lynda Griffin, District President 2022-2023

Debra Allen-Munchbach, District Constitution & Bylaws Chairman 2022-2023

STANDING RULES

1. Warrants and/or checks will be signed by the President and the Secretary/Treasurer.
2. The Vice President will be the third "back-up" signature on the card at the Bank. The District Vice President will have no banking responsibilities unless the President and the Treasurer are unable to transfer control at the end of their administration.
3. Prior to turning the financial records over to the Audit Committee, the outgoing Treasurer will obtain the papers from the bank that are necessary to transfer financial control to the incoming District administration. They will sign-off at the bank and write any letters required to transfer banking responsibilities. The incoming Treasurer is responsible for confirming that the transfer has been completed at the bank before September 30 of the current administration.
4. The Hostess unit is responsible for suitable meeting facilities. If a Public Address system is unavailable, the District President will be advised PRIOR to the District meeting.
5. The District President may ask for Unit bids for a District Auxiliary meeting whenever a Post hosting a District meeting has no chartered Auxiliary Unit.
6. The outgoing District President will represent the District at the Department pre-convention Executive Committee meeting.
7. Units may caucus on District business during a District meeting with the consent of two thirds of the authorized voting representatives present.
8. District Executive Committee and unit members, including all Past District Twelve Presidents, shall be notified in advance of the starting time, place, and purpose of all District meetings. The President and Secretary will decide between them who will be responsible for mailing notifications, and then communicate to the Budget/Finance Committee in which officer's budget to include the cost of postage.
9. The District Executive Committee shall have control over all properties belonging to the District.
10. In case of death of a District Twelve officer or spouse, a memorial not to exceed \$25.00 shall be sent to a charity designated by the family. District Twelve officers include current President, Vice President, Secretary, Treasurer, Chaplain, Historian, and Past District 12 Presidents. Only one (1) memorial per deceased person shall be sent.
11. Raffles conducted at any District meeting will be the District Twelve fund raising project and one (1) raffle by the Hostess Unit to offset expenses incurred by the District meeting. The District 12 PPP may have a raffle for Nurse/Medical scholarships if needed. (3-17-2019)
12. The District may donate to any approved Auxiliary Program. District chairmen cannot solicit Units for funds for their individual programs.
13. Since the District Picnic is a joint effort between the Legion and its Auxiliary, assistance may be given either financially or materially. The extent will be determined annually and allowed for in the budget.
14. Any trophies won by the District will be engraved immediately, and all challenges with other Districts, if lost and involving money, will be paid from miscellaneous funds.

15. At the District Twelve March meeting when nominations are called, criteria of a candidate's qualifications may be presented but shall not exceed three (3) minutes in duration. These criteria may be given to acquaint members with the prospective candidate. Only American Legion Auxiliary activities may be used.
16. When sending out District Twelve announcements for a pending election, it is not necessary to send them outside of the District, but they may be sent to others at the candidate's discretion.
17. Officers and Chairmen receiving budgeted funds will receive budgeted checks before or at the March District 12 meeting. Officers and Chairmen must present receipts for funds received at the March District meeting. Any funds not used by these officers and chairmen will be turned into the District Treasurer before or at the March meeting. The above procedure will give the District time to decide how to disburse excess funds at the May District meeting. (1-20-2019)
18. A special gift for the outgoing District President from the Executive Committee shall continue. The District Vice President shall be responsible for collecting for and purchase of said gift. Donations from the Executive Committee members are to be a minimum of \$2.00 each.
19. Items donated to the fundraising raffle (known as the Chinese Auction) held at District meetings should have a value of at least \$25.00. It is suggested that each District 12 Unit provide a gift card for their \$25.00 donation.
20. Members are asked to put cell phones and pagers on "vibrate" while meetings are in session. If a phone rings during a meeting the Sergeant-at-Arms may collect a \$0.50 fine.
21. Due to the size of District Twelve, two (2) Units may co-host an official visit of the District President. The District President's mileage compensation will be adjusted accordingly.
22. If an officer or chairman is absent from two (2) consecutive meetings without being excused by the President, the President will contact them in writing and ask if they wish to continue in their office.
23. These standing rules may be amended at any time by a majority vote of the authorized representatives at an official District meeting.
24. The District shall leave a minimum of \$200 in the treasury at the end of the year. The District shall also leave a minimum of \$100 in the PPP fund. (May 2023)
25. District 12 President shall appoint a secretary and a treasurer annually, as separate appointments, to enable the District to operate more efficiently.

Updated November 2022 with move of previous Standing Rule #26 regarding Emergency Procedures to Bylaws Article IX following two readings and District vote.

Lynda Griffin, District President 2022-2023

Debra Allen-Munchbach, District Constitution & Bylaws Chairman 2022 – 2023