

CONSTITUTION, BYLAWS
AND STANDING RULES

District 2
American Legion Auxiliary
Department of Arizona

Revised: September 18, 2022
Approved: January 29, 2023

CONSTITUTION

District 2 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 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 associations by our devotion to mutual helpfulness.

ARTICLE I - NAME

Section 1. The name of this organization shall be District 2, American Legion Auxiliary, Department of Arizona.

ARTICLE II - OBJECT

Section 1. The object of this organization shall be to unify the work of the District, to further the purpose 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 - MEMBERS

Section 1. All units in good standing in the respective District belonging to the Department organization shall be considered members of the organization.

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.
- Section 2. Each unit shall have one vote.
- Section 3. This one vote shall be cast by the President or Representative of the unit.
- Section 4. Delegates from one third (1/3) of the units within the District shall constitute a quorum of the official District meetings.
- Section 5. A copy of the minutes of each District meeting shall be sent to the Department President and the Department Secretary not later than ten (10) days following said meeting.

ARTICLE V -AMENDMENTS

- Section 1. This constitution may be amended by two thirds (2/3) vote of the members present at a regular District meeting, provided the proposed amendments shall have been read at the previous District meeting.
- Section 2. Amendments not having been previously read may be adopted by the unanimous consent of the members present.
- Section 3. This constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of The American Legion Auxiliary.

BYLAWS

District 2 American Legion Auxiliary Department of Arizona

ARTICLE I - DISTRICT

OFFICERS

- Section 1. The District shall elect annually a District President and Vice-President, not from the same unit.
- Section 2. These Officers 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 3. The Vice-President shall succeed to vacancy in the office of President between elections.
- Section 4. A vacancy occurring in the office of the Vice-President shall be filled by a majority vote of the District Executive Committee, subject to the approval of the District organization.
- Section 5. It shall be mandatory that the officers elected be present at the annual spring meeting, unless for good and sufficient reason the Candidate is unable to be present and has expressed in writing her/his willingness to serve as an officer.
- Section 6. The District Secretary-Treasurer, Sgt. at Arms, Historian, and Chaplain shall be appointed by the District President, subject to approval of the District Executive Committee.

ARTICLE II - DISTRICT EXECUTIVE COMMITTEE

- Section 1. The District Executive Committee shall consist of all elected District officers, the Junior Past President, and the Unit Presidents or Unit Representatives with the District. Past District Presidents are members with voice, without vote. One third (1/3) of the members of the Executive Committee shall constitute a quorum.

ARTICLE III - 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 under the 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 membership work in the district.
- Section 3. It shall be the duty of the District Officers to carry out the functions of their respective offices in accordance with the parliamentary procedure and to perform any other duties assigned by the District President.
- Section 4. It shall be the duty of the District Treasurer, as appointed by the President, to maintain a financial report balance that matches the balance in the checking account. The Treasurer will receive in writing, from the finance and/or audit committee, information on how to keep the District records and District checkbook in order.

ARTICLE IV - COMMITTEES

- Section 1. The District President shall 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 first meeting following Convention.
- Section 2. A three (3) member Finance Committee shall be appointed by the District President, from three different Units, with the approval of the District Executive Committee, to establish a yearly budget which shall be presented no later than the first regular District meeting.
- Section 3. The District President may appoint any other standing or special committee deemed necessary, subject to the ratification of the District Executive Committee, to properly carry on the work of the District.

ARTICLE V - FINANCE

- Section 1. The financial allowance made to the District President by the Department shall be for expenses incurred during the organization of the new Units as allowed by the Finance Committee. Expenses to Department Executive convention shall be as allowed by the Finance Committee.
- Section 2. The necessary revenue for the purpose of financing this District shall be derived from a per capital tax levied on all Units in the District. This shall be based on the membership of the previous year at the time of Department Convention and payable to the District Secretary-Treasurer at or before the annual Department Convention. Units must have District per capita tax paid prior to said meeting for voting privileges. The amount per Unit shall be documented in the District 2 Standing Rules.
- Section 3. District President's visitations to the Units within this District shall be required and financing of same shall be the responsibility of the District for mileage. Other expenses shall be the responsibility of the Unit.
- Section 4. Incoming and outgoing District President's allowance to the Department Convention shall be budgeted by the District.
- Section 5. No expenditure of any of the funds of this District shall be made, nor shall any debt, obligation or liability, financial, or otherwise, which may bind this District in any manner, be incurred or created by any member, officer, agent, or any committee except the Executive Committee, unless such expenditure or debt, obligation, or liability shall have been first authorized and approved by the Executive Committee.

No expenditure of the funds of this District shall be made or authorized by the Executive Committee for a purpose not included in the budget of the District, and no debt, obligation, or liability shall be incurred or created in any year in excess of the amounts specified therein as finally adopted for each purpose therein named; nor beyond the amounts therein proposed to be raised by dues and other sources of revenue; without having first obtained the approval of the District at any regular meeting thereof.

ARTICLE VI - PARLIAMENTARY AUTHORITY

- Section 1. The District organization shall be governed by the current edition of Roberts Rules of Order, newly revised, on all points not covered by the Department or District Constitution and Bylaws.

ARTICLE VII - AMENDMENTS

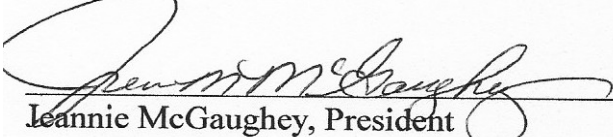
- Section I. These Bylaws may be amended by a two third (2/3) vote of the members present at the regular meeting provided the proposed amendments shall have been read at a previous District meeting.
- Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.
- Section 3. These Bylaws shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

STANDING RULES

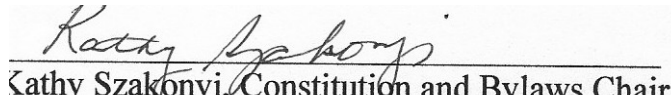
District 2 American Legion Auxiliary Department of Arizona

1. The American Legion Auxiliary Handbook shall be a guide for all references not covered in the Department and District Constitution and Bylaws or Standing Rules.
2. The District President will be installed by a Past Department or District President.
3. The name of the winners of the Plaque shall not be divulged until the September meeting.
4. Any unit winner of a plaque must be responsible for engraving and returning of said plaque to District President prior to the September meeting.
5. The Sgt. at Arms shall be responsible for the colors and bringing them to District meetings and Conference and Convention as suggested by the District President.
6. The President of each Unit as well as the Department President and Secretary shall receive copies of the minutes of all District Executive and General meetings.
7. A property inventory list of District 2 items shall be updated annually and given to the incoming District President.
8. No District meetings will be held during the summer months of June, July, and August.
9. Standing rules may be changed or suspended by a majority vote at any regular meeting.
10. Each host Unit is responsible to supply the raffle gift for the District meeting.
11. At the incoming President's discretion, the District Treasurer will be allowed to succeed herself in up to four (4) consecutive terms of office.
12. The fiscal year of District 2 is August 1 through July 31.
13. The District per capita tax will be determined by District vote, reviewed annually at the March meeting. The current per capita tax is thirty-five (35) cents per Unit member.

14. The annual bond for District 2 shall 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 bond fee.
15. The annual Corporation Filing for District 2 is prepared and submitted to the State of Arizona by the Headquarters Office and billed to District 2 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.
16. The Treasurer is responsible for preparing and filing the annual 990N form to the IRS due on or before the fifteenth day of the fifth month following the close of the tax year. (Currently, the District tax year is from October 1 through September 30).
17. The Treasurer is responsible for preparing and filing the State of Arizona-Office of the Secretary of State American Veteran's Organization Registration Statement when there is an amendment, which includes name, address or phone number change, or contact change. The initial registration was completed on May 1, 2017. Therefore, only amendments are required.


Leannie McGaughey, President

1-29-2023
Date


Kathy Szakonyi, Constitution and Bylaws Chair

11.20.21.2.S
Date