DEPARTMENT OF OKLAHOMA
AMERICAN LEGION AUXILIARY
CONSTITUTION
BYLAWS
And
STANDING RULES

As amended at the
98th Annual
Department Convention
Held July 13-15, 2018
Shawnee, Oklahoma

Authority

The Department of Oklahoma American Legion Auxiliary, as set herein in full force and effect and represents action taken by the Department of Oklahoma at the convention, being the constitution adopted at the First Department Convention in Oklahoma City in 1920 and as amended at the 18th Department Convention 1938, 25th Department Convention held at Enid, Oklahoma September 2-4, 1944; 60th Convention June 1979 in Oklahoma City, Oklahoma; 61st Convention held February 17, 1980 at Tulsa, Oklahoma; 66th Convention held June 1985 in Oklahoma City; 70th Convention held June 1989 in Oklahoma City, Oklahoma; 71st Convention held June 17, 1990 in Oklahoma City; 81st Convention held July, 2000 at Oklahoma City, Oklahoma; 84th Convention held July 12, 2003 at Oklahoma City, Oklahoma; 92nd Convention held July 11, 2011 held at Oklahoma City, Oklahoma, the 94th Convention held on July 26 2014 in Oklahoma City, Oklahoma 95TH Convention held on July 24-26, 2015; 96th Annual Convention held on July 8-10, 2016 Shawnee, Ok. ; Amended at the 97th Department Convention held at Norman, Oklahoma on July 14-16, 2017; Amended at the 98th Department of Oklahoma ALA Annual Convention on July 13-15, 2018 at Shawnee, Oklahoma;

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CONSTITUTION OF THE Department OF OKLAHOMA
American Legion Auxiliary

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 the Great 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

Section 1. The name of this organization shall be American Legion Auxiliary Department of Oklahoma

Section 2. The Department Headquarters of the Oklahoma American Legion Auxiliary shall be in the same city or metropolitan area if possible, as The American Legion Department of Oklahoma Headquarters.

ARTICLE II
Nature

Section 1. The American Legion Auxiliary Department of Oklahoma is a civilian patriotic service organization of women that supports the mission of the American Legion.

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

ARTICLE III
Eligibility

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and 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 composed of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.

(b) Junior membership shall consist of that group under the age of eighteen (18) 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 IV
Department Officers

Section 1. The Department Organization shall have the following Department officers: National Executive Committeewoman, Alternate National Executive Committeewoman, Department President, Department First Vice President, Department Second Vice President, Department Secretary/ Office Director, Department Treasurer, Department Chaplain, and Department Historian.

Section 2. The Department Convention shall elect the following term-limited Department officers: Department President, Department First Vice President, Department Second Vice President, Department Chaplain, and Department Historian. Such officers shall serve for one (1) term or until their successors are elected; a term shall start upon adjournment of the Department Convention at which they are elected and end at the adjournment of the following Department Convention.

Section 3. In the event of a vacancy in the office of the President, the First Vice President shall become President and shall assume the duties and authority of the office. Vacancies occurring between Department Conventions in these offices other than the Department President shall be filled by election by the Department Executive Committee, and any member of the American Legion Auxiliary, in good standing, shall be eligible for election to such vacancy, provided, however, that no Past Department President or Past Department Vice President shall be elected to fill any vacancy in these respective offices.

Section 4. The Department Secretary/ Office Director and Department Treasurer may serve an unlimited number of terms and shall be confirmed annually by the Department Executive Committee.

Section 5. All questions affecting the eligibility, election, and conduct of a Department officer shall be referred to the Department Executive Committee where a decision by a two-thirds vote in said committee shall be the final authority thereon.

ARTICLE V
National Executive Committeewoman and National Delegates

Section 1. The retiring Department President shall be the National Executive Committeewoman from the Department of Oklahoma for the ensuing year and the current Department President shall be her alternate. The National Executive Committeewoman shall automatically become the Department National Security Chairman.

Section 2. The delegates to the National Convention of The American Legion Auxiliary shall be the retiring and incoming Department Presidents, and one delegate from each of the Districts within the Department. Should the paid up membership of the Department allow more delegates and alternates, they shall be elected from the floor at the Department Convention. Provided that not more than one delegate be elected from any one District, unless no one is available to attend from that District, in this instance the delegates and alternates may be elected at large. Further provided that if there be a candidate for a National Office from the Department of Oklahoma, she shall automatically become the first extra delegate.

Section 3. The retiring Department President shall be Chairman of the Department delegation to the National Convention and the incoming Department President shall be the Secretary of such delegation. In event either retiring or incoming Department President cannot attend, a Past Department President shall be elected by the Executive Committee to fill the vacancy.

Section 4. The Chairman and Secretary of the Department delegation shall have their expenses paid to the National Convention. If the convention meets in a foreign country, transportation shall be paid only to port of embarkation and other expenses as recommended by the Finance Committee.

ARTICLE VI
Department Executive Committee

Section 1. Between Department Conventions, the Department Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization.

Section 2. The Department Executive Committee shall be comprised of the Department President, Department First Vice President, Department Second Vice President, Department Chaplain, Department Historian, District Presidents and one (1) Executive Committeewoman from each District, or alternate from each District, to be elected as such District shall determine. Alternates shall serve only in the absence of the District Executive Committeewoman.

The Department Secretary/ Office Director and Department Treasurer shall be members of the Department Executive Committee, and, when the position is held by employees of the Department Headquarters, they shall serve with all rights except the right to vote.

All Past Department Presidents in good standing in their Units shall be members for life of the Department Executive Committee with the right to vote. (added at the 2019 ALA Department Convention)

Section 3. The Department President and Department Vice President shall serve as Chairman and Vice Chairman of the Department Executive Committee respectively.

Section 4. The term of office of a Department Executive Committeewoman shall commence immediately following the adjournment of the Department Convention next ensuing, and shall end at the adjournment of the next succeeding Department Convention. The Alternate Department Executive Committeewoman shall serve only in the absence of the Department Executive Committeewoman.

ARTICLE VII
Department Convention

Section 1. The American Legion Auxiliary Department Convention shall be held annually at the same time and place as the convention of The American Legion for the purpose of electing officers, receiving reports and transacting such other business as shall properly come before it.

Section 2. Representation in the Department Convention shall be by the Units. Each Unit shall be entitled to delegates based upon the number of members whose dues are paid up-to-date as provided in the Standing Rules. Changes to the formula for delegate voting strength and the manner for casting votes may be determined only by a two-thirds vote of the Department Convention delegates.

Section 3. The Department President and Department First Vice President shall be delegates-at-large to the Department Convention, with vote to be exercised with their Units, and shall serve as Department Convention Chairman and Vice Chairman respectively.

Section 4. The Department Second Vice President, Department Chaplain, and Department Historian shall be delegates-at-large to the Department Convention, with vote to be exercised with their Units.

Section 5. Past Department Presidents in good standing in their Units shall be life delegates-at-large to the Department Convention, with vote to be exercised with their Units.

Section 6. Members of the Department Executive Committee shall be delegates-at-large to the Department Convention, with vote to be exercised with their Units.

Section 7. Each delegate shall be entitled to one vote. The vote of any delegates absent and not represented by an alternate may be cast by the majority of the delegates present from her Unit. The manner for casting votes shall be provided in the Department Convention Standing Rules.

Section 8. A quorum shall exist at a Department Convention when thirty-five (35) units are represented by having paid their Department Convention registration fees. *(Amended July 9, 2011 – 92nd Department Convention)*

Section 9. Additional information regarding Department Convention delegates shall be as provided in the Standing Rules.

Section 10. All elective Department Officers shall be installed at the close of the Department Convention at which they are elected.

ARTICLE VIII
Amendments

Section 1. This Constitution may be amended at any Department Convention by a two-thirds, vote of the Department Convention delegates, provided the proposed amendments shall have been submitted through the Department Secretary/ Office Director to the Units and members of the Department Executive Committee by distributing same to them at least thirty (30) days prior to the convening of the next Department Convention; and provided further that all proposed amendments shall be read at a regular meeting of the Department Convention. Department shall be responsible for distributing the proposed amendments to their delegates to the Department Convention.

Section 2. Amendments proposed after distribution, as shown in Section 1 hereof, may be adopted by a two-thirds vote of the Department Convention delegates, provided they have been read at one session of the Department Convention prior to taking the vote.

Section 3. An amendment not having been previously read or distributed as required in Section 1 hereof, may be adopted by the unanimous vote of the Department Convention delegates.

BYLAWS OF THE DEPARTMENT OF OKLAHOMA AMERICAN LEGION AUXILIARY

ARTICLE I
Organization

Section 1. The American Legion Auxiliary Department of Oklahoma shall be organized into Districts and the Districts in turn into Units.

Section 2. Each District shall be composed of the Units in that district.

Section 3. American Legion Auxiliary Department of Oklahoma shall have authority to create and charter intermediate bodies between the Units and Department to act as a liaison between such organizations and for the purpose of promoting the programs of the American Legion Auxiliary.

Section 4. The American Legion Auxiliary of Oklahoma Department Executive Committee shall define the authority of such intermediate groups, but in no event shall such authority to invade the prerogatives now vested in either the District or the Unit Organization.

Section 5. Such intermediate bodies now existing within the Districts and heretofore authorized or recognized by such Districts are hereby officially recognized to the extent of the authority herein granted.

ARTICLE II
Election of Officers

Section 1. The election of the following officers shall be at the Department Convention: Department President, First Vice President, Second Vice President, Chaplain, and Historian. A majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote.

Section 2. There shall be a Department Secretary/ Office Director and Department Treasurer to be nominated by the Department President and confirmed by the Department Executive Committee at the Post-Convention Department Executive Committee meeting.

Section 3. All Department Officers, members of the Department Executive Committee, and members of the Department Committees shall be in good standing in their Units.

Section 4. No person shall be eligible for reelection to the office of Department President, Department First Vice President, Department Second Vice President, Department Chaplain, and Department Historian.

ARTICLE III
Duties of Officers

Section 1. Department President: It shall be the duty of the Department President to preside at all sessions of the Department Convention and meetings of the Department Executive Committee; to appoint or hire a parliamentarian; to appoint members of Department standing and Department committees; to appoint other committees as she deems advisable to further the mission of the organization; and to appoint officials not otherwise provided for in these Bylaws, all subject to confirmation by the Department Executive Committee. The Department President shall serve as an ex-officio member of all committees, and shall perform other duties as are usually incident to the office.

Section 2. In the event the Department President becomes incapacitated or is otherwise unable to discharge the duties of the Department President, the Department Executive Committee may declare the position vacant.

In the event there is a vacancy in the office of the Department President, the Department First Vice President shall become President and shall assume the duties and authority of the office. In the event the First Vice President has assumed the office of Department President for a period of less than six (6) months, she may run for a succeeding full term as Department President.

Section 3. Department First Vice President: It shall be the duty of the Department First Vice President to be the presiding officer at a meeting of the organization in the absence of the Department President.

She shall assume such other duties as assigned to her by the Department President.

In the event the Department First Vice President thus assumes the office of Department President, the Department Executive Committee shall fill the office of Department First Vice President. If this term is less than six (6) months, the person so named is eligible to election by regular process to the office of Department First Vice President.

Section 4. In the absences of both the Department President and First Vice President, a chairman pro tempore shall be elected by the Department Executive Committee.

Section 5. Department Secretary/ Office Director: It shall be the duty of the Department Secretary/ Office Director to record proceedings of the Department Organization in convention assembled, the Department Executive Committee meetings, to keep all records of the Department Organization including e-mail voting, as per the American Legion Auxiliary Department Operations Guide Chapter 12: Parliamentary Procedure pages 11 & 12; Oklahoma Statues Title 18 Chapter 22 Section 1020 and to perform other duties as assigned. She shall have the authority to hire staff with the approval of the President and Executive Committee. It is the specific responsibility of the Department Secretary/ Office Director, as a corporate officer, to maintain constant and continuous control of all trademarks, trade names, patents and copyrights of the American Legion Auxiliary, including, but not limited to, on recommendation of Counsel General, the hiring and engagement of competent outside legal counsel and others as needed to protect the trade names and trademarks. The Department Secretary/ Office Director shall serve as custodian of the funds of the Department Organization, to account for the same, to sign all checks in dispersing the funds of the organization, and shall perform other duties as assigned. In the absence of or in addition to the Department Secretary/ Office Director, the Department President shall be authorized to sign checks according to policy.

That the Department Secretary/ Office Director is a permanent position and is expected to serve for several years. In the event that the Department Secretary/ Office Director retire or needs to be replaced for malfeasances, then resumes would be taken and the executive board would hire the new Executive Director.

Section 6. Department Treasurer: It shall be the duty of the Department Treasurer to serve as custodian of the funds of the Department Organization, to account for the same, to sign all checks in dispersing the funds of the organization, and shall perform other duties as assigned. In the absence of or in addition to the Department Treasurer, the Department Secretary/Officer Director shall be authorized to sign checks according to policy.

Section 7. Department Second Vice President: It shall be the duty of the Second Vice President to act as a representative of the Department President on all matters referred to her by the Department President, and to perform other duties as assigned by the Department President.

Section 8. Department Chaplain: It shall be the duty of the Department Chaplain to offer prayer and to perform such divine and nonsectarian services as may be necessary, adhering to such ceremonial rituals as may be recommended by the Department President or the Department Executive Committee, and shall perform other duties as assigned.

Section 9. Department Historian: It shall be the duty of the Department Historian to complete the historical record of the administrative year in which she serves, and to maintain and update the historical records of the Department Organization through the process provided in the Standing Rules, and shall perform other duties as assigned.

Section 10. The Parliamentarian and Department Secretary/ Office Director shall attend all meetings of the Executive Committee, but shall have no voice in the deliberation of such committee.

Section 11. The Parliamentarian: The duties of the Parliamentarian shall be those usually performed by the Judge Advocate of The American Legion

Section 12. In addition to their specific duties, all officers shall perform such other duties as may be prescribed by the Department Executive Committee.

ARTICLE IV
Department Executive Committee

Section 1. Role: The Department Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization between Department Conventions. It shall be the duty of the Department Executive Committee, as corporate directors for the American Legion Auxiliary, to ensure that the organization has adequate resources to fulfill its mission. The Department Executive Committee is responsible for the organization's adherence to legal standards and ethical norms.

Section 2. Authority: The Department Executive Committee shall adopt the annual budget for the Department Organization; adopt the policies and standing rules, unless otherwise noted in the Department Constitution, these Bylaws or Standing Rules, strategic plans and agreements, and memorandums of understanding; review financial statements and accept the Department annual audit; ratify committees; confirm the nomination of the Department Secretary/ Office Director and Department Treasurer, confirm committee and other Department appointments, and confirm the appointment of officials not otherwise provided for in these Bylaws; levy assessments as needed; ratify the cancellation of charters; receive for filing reports from Department subsidiary organizations; and other duties and responsibilities that are the normal function of a corporate board of directors.

Any intermediate governing body established by Department Convention action shall be subordinate to the Department Executive Committee and shall report to, be accountable to, and its actions ratified by the Department Executive Committee.

All questions affecting the election, eligibility, conduct, and capacity of Department officers shall be referred to and determined by the Department Executive Committee. The Department Executive Committee shall be responsible for establishing the process and procedure for making the determination that a Department Officer or a Department committee member serving a single or multiple-year term is incompetent, incapacitated, or otherwise unable to discharge the duties of the Department office.

All questions affecting the election, eligibility, conduct, and capacity of the Department Executive Committeewoman from any District, or of the District Officers or members of District Executive Committees shall be referred to and determined by the Executive Committee or governing board of the District involved, which shall have the final authority thereon. The rules governing the fulfillment of this section shall be as provided in the Standing Rules.

Section 3. Duty: It shall be the duty of each Department Executive Committeewoman to fulfill the responsibilities of the Department Executive Committee, and to articulate the organization's mission, accomplishments, and goals to the public and to her District.

Section 4. Meetings: The Department Executive Committee shall meet as provided in the Standing Rules. Special meetings may be held upon reasonable notice at the call of the Department President. The Department President shall call a meeting of the Department Executive committee upon written request of not less than fifteen members.

Section 5. Quorum: A majority of the voting Department Executive Committee members shall constitute a quorum of the Department Executive Committee.

ARTICLE V
Committees

Section 1. Pursuant to the Article on Duties of Officers, the Department President may appoint committees as she deems advisable to further the mission of the organization, subject to ratification by the Department Executive Committee. When a vacancy occurs on a committee, the Department President shall appoint a member to serve the remainder of the unexpired term, all subject to confirmation by the Department Executive Committee.

Section 2. There shall be the following core Department Standing Committees: Veteran Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, Audit and such other mission and member/organizational support committees as provided in the Standing Rules.

Section 3. The composition, terms, and purpose of the Department Standing Committees and Department Committees shall be as provided in the Standing Rules. Amendments to the composition, terms, or purpose of such Department committees may be determined only by a two-thirds vote of the Department Convention delegates.

ARTICLE VI
Subsidiary Organizations

Section 1. A separately incorporated American Legion Auxiliary subsidiary organization shall conform and comply with all legal and organizational requirements of the Department Organization to ensure that the required constant and continuous control of all trademarks and trade name law is satisfied.

All subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by the United States trademark laws and by action of the American Legion Auxiliary Department Convention or the American Legion Auxiliary Department Executive Committee. At a minimum, each subsidiary organization must comply with the regulations provided in the Standing Rules.

ARTICLE VII
Department Organization

Section 1. Departments shall be chartered by the National Executive Committee and shall be comprised of the Units within their respective areas. A minimum of 500 adult members shall be required to issue a Department charter. Each Department charter shall be signed by the National President and the National Secretary.

Section 2. Each Department shall have the following Department officers: Department President, Department First Vice President, Department Second Vice President, Department Secretary/ Office Director, Department Treasurer, National Executive Committeewoman, an Alternate National Executive Committeewoman, and may have a chaplain, historian, and such other officers as the governing documents of the Department may prescribe.

Section 3. Department shall have authority to create intermediate bodies between the Units and Department to act as a liaison between such organizations and for the purpose of promoting the programs of the American Legion Auxiliary. An intermediate body shall be administratively subject to the Department and totally under Department jurisdiction. Department Executive Committees shall have the authority to set forth responsibilities and limits of all intermediate bodies. In no event shall these responsibilities established by the Department Executive Committee usurp the prerogatives of the National Organization, Departments and Units.

Section 4. All persons handling funds of the Department shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity-crime insurance in an adequate amount as determined by the Department Audit Committee, Department Finance Committee, and/or Department Executive Committee.

ARTICLE VIII
UNIT ORGANIZATION

Section 1. Those who desire to form a Unit shall apply to the Post to which it will attach and the Department in which it resides as provided in the Standing Rules. Upon receipt of the properly executed charter application from the Department, the Unit charter shall be signed by the National President and National Secretary.

Section 2. The minimum membership of a Unit shall be ten (10) Senior members, with the exception of a Department Headquarters Unit that shall have no minimum membership requirement.

Section 3. The Unit shall be given the name, location, and number of The American Legion Post to which it is attached.

Section 4. The qualification and process of establishing and existing as a Unit in good standing shall be as provided in the Standing Rules.

Section 5. Each Unit of the American Legion Auxiliary shall be responsible for verifying eligibility and deciding its membership, subject to the restrictions of the national governing documents. No person who is a member of an organization, which has for its aim the overthrow of the United States government or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 6. All persons handling funds of the Unit shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity/crime insurance in an adequate amount as determined by the Unit.

Section 7. Members may be suspended or expelled from The American Legion Auxiliary only upon proper showing of cause. Charges shall be based upon disloyalty, neglect of duty, dishonest, and conduct unbecoming a member of The American Legion Auxiliary. The accuser must be a member of the same Unit as the accused and must file charges in triplicate, properly verified, with the Secretary of the Unit. It shall then be the duty of the Unit to employ legal counsel. No member in good standing shall loose her membership until given a fair trial.

Section 8. The Secretary shall deliver by registered mail or in person a copy of the changes to the accused, together with written notice to appear at a specific time and place at least fifteen days in advance of the hearing. The accused enters her appearance by filing an answer to said charges with the Secretary of the Unit. If the accused fails to answer the charges, the charges shall be taken as confessed and the prayer for expulsion or suspension granted.

Section 9. The Unit council shall preside at the trial. Members of the Unit Executive Committee shall act as jurors under the guidance of the Unit Counsel to ascertain the truth of the charges preferred. At the conclusion of the evidence jurors shall go into executive session and by ballot determine by a majority vote

whether or not the accused is guilty as charged, reduce their decision in writing, signed by one of their number as Chairman, return same to the Unit Secretary, who shall enter same in the Unit records.

Section 10. Any member who has been suspended or expelled has the right to appeal to her Department Executive Committee within forty days. It shall be the duty of the Department Secretary/ Office Director to notify all parties of the date of the next Department Executive Committee meeting, giving exact time, and place of such meeting at least ten days prior to the meeting. The Department counsel shall preside at the trial. The decision of the Department Executive Committee shall be final. Should the Department Executive Committee sustain the appeal the expelled member automatically becomes a member in good standing of said Unit and it is mandatory that the Department Secretary/ Office Director reinstate said member upon the Unit Membership roll.

ARTICLE IX
Finance

Section 1. The revenue of the American Legion Auxiliary shall be derived from annual membership dues in a per capita amount established by the Department Convention delegates, and from such other sources as may be approved by the Department Executive Committee. Modification to the Department per capita dues for members shall require a two-thirds (2/3) vote in the affirmative by the Department Convention delegates. Dues shall be payable in amounts as provided in the Standing Rules. A member's status is dependent upon timely payment of dues as provided in the Standing Rules.

Section 2. Each Unit shall be required to make an annual contribution to the mandatory pledges including a bond. Failure to pay said pledges or indebtedness shall automatically forfeit the Unit's vote at Department Convention.

Section 3. The fiduciary responsibility of the Department Executive Committee shall include adoption of the Department Organization's budget, and review and acceptance of financial reports and the annual audit.

Section 4. The Department Organization shall ensure that all persons handling funds of the Department Organization shall be bonded by a reputable, solvent bonding and surety company, or shall be covered by fidelity/crime insurance in an adequate amount approved by the Department Secretary/ Office Director and Department Treasurer, and reported to the Department Audit Committee.

Section 5. With the exception of the Department President, Department Secretary/ Office Director, there shall be no salaried officers. Necessary expenses incurred by Department officers, Department Executive Committeewomen, and chairmen of Department committees in the exercise of their duties to the American Legion Auxiliary, may be paid from the Department treasury when authorized by the Department budget or authorized by the Department President and confirmed by the Department Executive Committee.

ARTICLE X
Suspension, Cancellation and Revocation of Charters

Section 1. All charters granted by the American Legion Auxiliary are hereby ratified and confirmed.

Department Charter

Section 1. The process for the suspension, cancellation, and revocation of a Department charter shall be as provided in the Standing Rules.

Section 2. Upon suspension of the American Legion Auxiliary Department charter, the National Executive Committee is authorized, empowered, and directed, by and through its duly authorized agents, to take possession, custody, and control of all records, assets, property, and belongings of the Department, and to provide for the governances and administration of the Department during said suspension.

Section 3. Upon cancellation or revocation of an American Legion Auxiliary Department charter, the National Executive Committee is authorized, empowered and directed by and through its duly authorized agents, to take possession, custody and control of all records, assets, property, and belongings of the Department, and to take all necessary and proper steps and proceedings to wind up and close the affairs of the Department. The National Executive Committee may provide for continued recognition and activities of Units in said Department, as it may deem proper.

Section 4. With regard to suspensions, cancellations, and revocations of Department charters, in no event shall the National Organization be required to assume any financial obligation with regard to records, assets, property, and belongings.

Unit Charters

Section 1. The Department Executive Committee may suspend, cancel, or revoke Unit charters for good cause to it appearing.

Section 2. Any Unit that a) fails to meet the obligations imposed upon it by the governing documents, policies, or requirements, of the National Organization or Department, or b) ceases to function as an American Legion Auxiliary Unit from one Department Convention to the next, shall surrender its charter at the direction of the Department President. When a Unit so directed to surrender its charter fails to do so, the Department Executive Committee may take immediate steps to revoke the charter.

Section 3. An American Legion Auxiliary Unit whose charter has been suspended, cancelled, or revoked by the Department may appeal the decision of the Department Executive Committee to the National Executive Committee, as provided in the Standing Rules.

Section 4. Upon suspension of an American Legion Auxiliary Unit charter, the Department Executive Committee is authorized, empowered and directed, by and through its duly authorized agents, to take possession, custody and control of all records, assets, property, and belongings of the Unit and to provide for the governance and administration of the Unit during said suspension.

Section 5. With regard to suspensions, cancellations, and revocations of Unit charters, in no event shall the Department organization be required to assume any financial obligation with regard to records, assets, property, and belongings.

Section 6. Cancellation of a Unit charter shall be in order when two (2) OR MORE Units merge, when a Unit ceases to function, or under such other conditions as might make such action necessary within a Department. In the event a Unit charter is canceled or revoked without the consent of such Unit, it shall have the right of appeal to the National Executive Committee as provided in the Standing Rules.

Section 7. The National Executive Committee may prescribe rules of procedures to be followed in the revocation, suspension, or cancellation of Unit charters, with full power from time to time to revise or amend such rules, provided, however, that until such rules have been adopted the procedure now in existence shall be applicable. All rules and procedures shall be in accordance with the principles of due process of law.

ARTICLE XI
Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the Department Constitution and Bylaws, Standing and Special Rules.

ARTICLE XII
Amendments

Section 1. The Bylaws may be amended at any Department Convention by a two-thirds (2/3) vote of the Department Convention delegates, provided the proposed amendments shall have been submitted through the Department Secretary/ Office Director to the Units and members of the Department Executive Committee by distribution same to them at least thirty (30) days prior to the convening of the next Department Convention; and provided further that all proposed amendments shall be read at a regular meeting of the Department Convention. Department shall be responsible for distribution of the proposed amendments to their delegates to the Department Convention.

Section 2. Amendments proposed after distribution by the Department Secretary/ Office Director may be adopted by a two-thirds (2/3) vote of the Department Convention delegates, provided they have been read at one meeting of the session prior to taking the vote.

Section 3. An amendment not having been previously read or distributed may be adopted by unanimous vote of the Department Convention delegates.

ARTICLE XIII
Authority

The authority under which all Departments, Units, subsidiaries, intermediate bodies, and affiliated entities of the American Legion Auxiliary shall function is vested in the Department Constitution & Bylaws and such Standing Rules as have been duly adopted. Any provision of any Department or Unit Constitution or Bylaws, any subsidiary, intermediate body, or affiliated entity's bylaws, or any regulation of any Department, Unit, subsidiary, intermediate body, or affiliated entity in conflict with the foregoing authority shall be void.

STANDING RULES OF THE DEPARTMENT OF OKLAHOMA
AMERICAN LEGION AUXILIARY
PREFACE

These American Legion Auxiliary Standing Rules are duly adopted by the appropriate national governing body of the American Legion Auxiliary to provide guidance to the American Legion Auxiliary, its Departments, Units, subsidiaries, and affiliated entities. Standing Rules have the same importance as the Department Constitution & Bylaws and maybe amended as frequently as needed.

Certain Standing Rules can only be amended or rescinded by action of the Department Convention delegates, as specified therein. Standing Rules that specifically state, "As provided in the Department Bylaws" can only be amended by action of the Department Convention delegates.

Except when otherwise specified in the Bylaws or theses Standing Rules, a standing rule maybe amended or rescinded by a two-thirds vote of the Department Executive Committee, or, if notice has been given by a majority vote. In addition to these Standing Rules, supplementary Department policies or rules may be adopted, as they are needed from time to time by the Department Executive Committee or Department Convention.

CODE OF ETHICS

American Legion Auxiliary members are expected to comply with the organization's governing documents and comport themselves according to the following Code of Ethics adopted by the Department Executive Committee.

This Code of Ethics serves as a guide for conduct acceptable within the American Legion Auxiliary and the American Legion Auxiliary Foundation.

As a matter of fundamental principle, the American Legion Auxiliary and American Legion Auxiliary Foundation will adhere to the highest ethical standards to earn and protect the public's trust in our performance to carry out the Auxiliary's mission, uphold rigorous standards of conduct, and be good stewards of our resources.

The American Legion Auxiliary and American Legion Auxiliary Foundation, as witnessed through the conduct of its Departments governing body, officers, staff, and volunteers, must earn the public's trust every day and in every possible way. Department leaders are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibilities and respect.

The American Legion Auxiliary strongly recommends that all chartered entities and affiliated organizations at all levels adopt a Code of Ethics and conduct themselves accordingly.

In keeping with the best practices of high performing nonprofit organizations, it is the expectation of the American Legion Auxiliary and the American Legion Auxiliary Foundation that its Department business standards, operations, and conduct conform to the following Code of Ethics.

Personal and Professional Integrity

All members, volunteers, and staff of the American Legion Auxiliary and its Foundation act with honesty, integrity, and openness in all their communication, business, and transactions as representative of the American Legion Auxiliary (organization). The organization promotes an environment that values fairness and commitment to the organization's founding principles and demonstrates respect for others.

Department officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the organization's mission and values, recognizing that their actions reflect upon the creditability and reputation of the American Legion Auxiliary and American Legion Auxiliary Foundation.

Department officers, board members, staff, and volunteers shall work to positively influence their environment to build respect, creditability, and strategic importance of our organization to the public, our members, and the communities we serve.

Legal Compliance

The American Legion Auxiliary and American Legion Auxiliary Foundation are knowledgeable of and comply with all applicable federal, state, and local laws and regulations, including but not limited to: complying with laws and regulations related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing.

Department officers, board members, staff, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction.

Department officers, board members, staff, and volunteers shall recognize that compliance with applicable laws is a paramount standard.

Governance

The American Legion Auxiliary's Department governing body is responsible for setting the strategic direction of the organization and oversight of the finances, operations, policies, and programmatic performance.

The governing bodies of both the American Legion Auxiliary and American Legion Auxiliary Foundation shall:

1. Ensure that the organization conducts all communication, business, and transactions with integrity and honesty;
2. Ensure that polices of the organization are in writing, clearly articulated, and officially adopted;
3. Ensure periodic review of the organization's structure, procedures, and programs to determine what is working well and what practices the organization might want to change in order to be more efficient, effective, or responsible;
4. Ensure that the resources of the organization are responsibly and prudently managed;
5. Ensure that the organization has the capacity to carry out its programs effectively.

Responsible Stewardship

The boards, officers, staff and volunteers of the Auxiliary and its Foundation are responsible for managing and preserving the organization's assets. Officers, board members, staff, and volunteers are expected to understand their fiduciary responsibilities so that the charitable purposes of the organization are carried out and assets are properly safeguarded and managed.

Officers, board members, appropriate volunteer leaders, and staff shall ensure that:

1. Financial reports are created and maintained on a timely basis that accurately portrays its financial status and activities.
2. Internal financial statements are provided accurately and timely.
3. Annual financial reports are made available to the public.
4. Employees, Department leaders, and members are provided a confidential means to report suspected financial impropriety or misuse of its resource.
5. Written financial policies governing management and investment of assets and reserve accounts, internal control procedures, and purchasing practices are developed and implemented.

Openness and Disclosure

The American Legion Auxiliary and American Legion Auxiliary Foundation will provide comprehensive and timely information to the public, the media, and its members, and is responsive to reasonable requests for information. All information about the organizations will fully and honestly reflect the policies and the practices of the organizations.

Conflict of Interest

The organization has the right to expect that the decisions made by the Department boards, officers, staff, and volunteers of the Auxiliary and its Foundation are made objectively and in the best interest of the organization.

To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Auxiliary and its Foundation, the organization shall develop, adopt, and implement a conflict of interest policy.

Such policy shall include requirement to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the organization.

Fundraising

The organization shall take care to ensure that all means and materials for solicitation accurately and correctly reflect its mission and use of solicited funds. The American Legion Auxiliary and its Foundation shall respect the privacy concerns of individual donors and expend funds consistent with donor intent.

To assure that donors and prospective donors can have full confidence in the organization and the causes they are asked to support, The Auxiliary and its Foundation will respect the following rights of donors:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purpose.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statement and others on request.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentially to the extent provided by law.
7. To expect that all relationships with individuals representing the American Legion Auxiliary and its Foundation will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Grant Making

The American Legion Auxiliary and its Foundation shall have specific stated responsibilities in carrying out grant programs. These responsibilities include the following:

1. A formal and consistent application process which includes defined eligibility
2. Fair and equitable selection criteria
3. Assurance of applicant privacy.
4. Clear, timely and respectful communication through the application process.

Inclusiveness and Diversity

The organization recognizes the value of diverse backgrounds and beliefs of its membership. The organization promotes an atmosphere of mutual respect for the worth and dignity of its members, those eligible to become members and those we serve.

Ethics Violations

Any members may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation.

The organization considers all inquiries and complaints about actions of members to be strictly confidential.

Ethics Query – An ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member.

The organization shall adopt a procedure to administer the ethics query process.

Ethics Complaint – An ethics complaint provides a process of receiving, investigating, and acting on a violation of the Code made against any member or staff and provides a process that is fair, responsible, confidential, and consistent.

The organization shall adopt a procedure to administer the complaint process.

Whistleblower Protection

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary and The American Legion Foundation shall establish and abide by policies to protect the Auxiliary.

Any member who acts maliciously by making known information she knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation.

The organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate. Any member who believes she has been retaliated against for whistle blowing is expected to report it immediately. If the complaint is validated, the organization can impose disciplinary sanctions against the retaliating member including termination of membership in the organization.

Code of Conduct

The American Legion Auxiliary (ALA) Code of Conduct describes the principles of good behavior expected of all ALA members. A member's participation in the American Legion Auxiliary is a privilege, not a right. The ALA expects every member to understand and abide by the Code of Conduct, and to exemplify the spirit of the principles of this Code. Every ALA member is expected to conduct herself in accordance with this Code of Conduct in order to foster and sustain a spirit of goodwill in the organization.

Pledge to Abide by the ALA Code of Conduct

A written pledge will include a signed and dated statement by a member that she has read and understands the American Legion Auxiliary's Code of Conduct, agrees to abide by the principles of good behavior described therein, and understands that violation of any part of the Code may result in disciplinary action as allowed by the ALA.

A member's pledge to abide by the Code of Conduct will include her statement that a) she understands she represents the American Legion Auxiliary (ALA) and that her behavior reflects upon The American Legion Family at all levels, b) understands and agrees to adhere to the highest ethical standards to earn and protect the public's trust in carrying out the Auxiliary's mission, and c) agrees to be a good steward of ALA resources.

To fulfill the obligations of membership in the American Legion Auxiliary, a member serving in any capacity representing the ALA is expected to pledge to uphold the following standards of conduct:

To conduct herself with dignity, displaying good manners and good morals at all times.

To respect the dignity of all persons and not bully, nor physically, mentally, or psychologically abuse any other person.

To demonstrate a high regard for the ALA mission, rendering quality service to veterans, our military, their families, the community, and The Legion Family at all levels.

To value all members regardless of their ability to participate in ALA meetings, events, or projects.

To be kind, considerate, and welcoming to members of all ages, ethnicities, and abilities, regardless of their appearance or years of membership.

To be a good citizen and a good neighbor by obeying local, state and federal laws and regulations.

To abide by all governing documents of the American Legion Auxiliary.

To respect the property of the ALA and The Legion Family, her personal property and the property of others; and to not abuse nor tolerate the abuse of property.

To not abuse or tolerate the abuse of alcohol; to not use illegal drugs or tolerate the illegal use of drugs.

To honor and fulfill her commitments and financial obligations to the American Legion Auxiliary in a timely manner.

To be honest, helpful, and to not undermine others.

To challenge all members to abide by this Code and appropriately address those who violate the ALA Code of Conduct.

THE STANDING RULES OF THE DEPARTMENT OF OKLAHOMA AMERICAN LEGION AUXILIARY

I. Department ORGANIZATION

1. The American Legion designated the birth date of the American Legion Auxiliary as November 10, 1919.

2. The American Legion Auxiliary shall coordinate with The American Legion on all similar governance and program matters, and conduct itself at all times in a manner that ensures harmony.

3. The Department Judge Advocate of The American Legion shall be the Counsel General of the American Legion Auxiliary on all legal matters and matters pertaining to the Department Constitution and Bylaws and shall perform such other duties as are usually incident to the office.

   All requests for information from and opinions by the Counsel General MUST come through the District Secretary or District President to the Department Secretary/ Office Director, and thence referred to the Counsel General for his ruling, and said ruling will be sent by the Department Secretary/ Office Director to the District Officer.

4. The candidate(s) for Department President, in consultation with Department Headquarters staff, shall plan a membership engagement, retention and recruitment programs consistent with the goals of The American Legion. The plans shall be presented to the Units no later than August 1 of the same year.

II. Department CONVENTION

1. The date and place of the Oklahoma Department Convention of the American Legion Auxiliary shall conform to that of The Oklahoma American Legion.

2. Representation in the Department Convention shall be by Units: Each Unit shall be entitled to one (1) delegate and one (1) vote, and to an additional delegate and vote for each ten (10) paid up members, or major portion thereof, whose current dues have been received by the Department Secretary/ Office Director thirty (30) days prior to the meeting of said Department Convention, and one (1) alternate for each delegate. The delegates and alternates shall be elected by the Unit at a regular meeting not less than two (2) weeks before the Department Convention.
   In addition to the above, the Department President, Department First Vice President, Department Second Vice President, Department Chaplain, Department Historian, members of the Department Executive Committee, and each Past Department President in good standing with her Unit shall be delegates-at-large with vote to be exercised with their respective Units, except for the Department President who shall vote as chairman of the Department Convention. The vote of any delegates absent and not represented by an alternate may be cast by the majority of the delegates present from her Unit.

   As provided in the Department Constitution, amendments to the Department Convention delegate voting strength and manner for casting votes shall be by action of the Department Convention delegates.

3. As provided in the Department Constitution, the Department President shall be the Chairman of the Department Convention. The Department Vice President shall be the Vice Chairman of the Department Convention; and in compliance with Constitutional requirements, may act in the place of the Department President, the Department Secretary/ Office Director shall be the Secretary of the Department Convention, with the authority to appoint assistant secretaries with the approval of the Department President.

4. The Officers of the Department Convention who are present and the chairmen of the special and standing committees required to report at the Department Convention shall be permitted to sit with the Department Convention body.

5. There shall be the following named Department Convention committees. The general duties of the committees shall be to consider matters assigned to such committees, to consider matters specifically referred to them by the Department Convention, and to conduct other business as described in this section:
   a) There shall be the following special Department Convention committees:

      1) Committee on Credentials: The purpose of the Committee on Credentials is to receive and verify the credentials of the Units and to handle all matters pertaining to the contestation of delegates.

      2) Committee on Rules: The purpose of the Committee on Rules is to propose the rules under which the Department Convention shall operate. The Rules shall provide for the orderly organization and operation of the Department Convention. The Department Convention Standing Rules shall be adopted by a majority vote of the Department Convention delegates with continuing power of revision.

      3) Committee of Resolutions: The purpose of the Committee of Resolutions is to receive resolutions and refer them to the proper Pre-Convention Committees, and to formulate such Department Convention resolutions not within the jurisdiction of the other established Pre-Convention Committees as listed in this section. This committee shall meet in advance of the other Pre-Convention Committee meetings to allow ample time to properly assign the resolutions to the other Pre-Convention Committees prior to their convening. This committee has no authority to take any action on a resolution other than to refer it to the appropriate Pre-Convention Committee, unless there is a written opinion from Counsel General that a resolution is illegal and can cause the organization, its officers, its Department Executive Committee members, appointees, and other members to become liable. In such an event, the Committee on Resolutions shall report said action to Department Convention delegates.

         At the Pre-Convention Meeting of the Committee on Resolutions, resolutions not within the jurisdiction of any other Pre-Convention Committee shall be present for explanation by a member of the Committee on Resolutions. Upon conclusion of discussion of each resolution, the committee may vote either to a) recommend to the Department Convention delegates that a proposed resolution be adopted; b) recommend to the Department Convention delegates that a proposed resolution not be adopted; or c) make no recommendation to the Department Convention delegates regarding a proposed resolution. Each member of the Committee on Resolutions and one (1) representative from each District shall be entitled to vote on the recommendation to be made to the Department Convention delegates. The committee of Resolutions shall report its activity to the Department Convention delegates.

      4.) Any other special Department Convention committee as deemed appropriate by the Department President.

   b. Pre-Convention Committees shall exist for the Department Chaplain and Department Historian, and for the following Department committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children & Youth, Community Service, Constitution & Bylaws (see additional subsection on Constitution & Bylaws in this section), Education, Finance, American Legion Auxiliary Girls State, Junior Activities, Leadership, Legislative, Liaison to the Child Welfare Foundation, Membership, National Security, Past Presidents Parley, Poppy, Public Relations, and Veteran Affairs & Rehabilitation.

      The Pre-Convention Committees for the Department Chaplain and Department Historian shall be comprised of the Department officer plus one member assigned from each District.

      The Pre-Convention Committees that correlate to the Department committees shall each be comprised of members of the correlating Department committee plus one member assigned by each District.

The purpose of these Pre-Convention Committee meetings is to consider and to make recommendations upon subject matters assigned, to receive reports from their corresponding committees, to review accomplishments and best practices of the year, to recognize committee members, units or others for exemplary achievements, to ensure a smooth transition to the incoming standing committee and to offer recommendations regarding goals and other pertinent matters to foster advancement and fulfillment of the Auxiliary's mission, and to make a recommendation on each proposal assigned to it by the Resolutions Committee. Upon conclusion of open discussion regarding each proposal, the committee may vote either to a) recommend to the Department Convention delegates that the proposal be adopted; b) recommend to the Department Convention delegates that a proposal not be adopted; or c) make no recommendation to the Department Convention delegates regarding a proposal.

All Pre-Convention Committee meetings shall be open to all delegates. Only those delegates assigned to the Pre-Convention Committee shall have voice and vote, unless authorized by a majority vote of the Pre-Convention Committee, in which case voice only may be granted. Each proposal shall be presented for explanation by a member of the Pre-Convention Committee. Upon conclusion of open discussion of each proposal, the committee may vote either to a) recommend to the Department Convention delegates that a proposed resolution be adopted; b) recommend to the Department Convention delegates that a proposed resolution not be adopted; or c) make no recommendations to the Department Convention delegates regarding a proposed resolution. Each member of the Pre-Convention committee and one representative assigned from each district shall be entitled to vote on the recommendation to be made to the Department Convention delegates.

c) The purpose of the Pre-Convention Committee on Constitution & Bylaws is to receive and consider all proposed amendments to the governing documents that are to be presented to the Department Convention delegates, and to verify that amendments adopted by the Department Convention are correctly incorporated into the governing documents.

The purpose of the meeting of the Pre-Convention Committee on Constitution and Bylaws is to clarify the meaning of the proposals for Department Convention delegates prior to Department Convention.

The Pre-Convention Committee meeting on Constitution & Bylaws shall be open to all Department Convention delegates and shall be held at a time that does not conflict with the meetings of all other Pre-Convention Committees. Each proposed amendment shall be presented for explanation by a member of the Pre-Convention Committee on Constitution & Bylaws. Any delegate may ask a clarifying question. Such questions from non-members of the Pre-Convention Committee on Constitution and Bylaws shall be limited to clarifying the intent or purpose of a proposal. There shall be no debate on the merits of a proposal based on clarifying questions from non-members of the committee. Upon conclusion of open discussion regarding clarification of each proposed amendment, the committee may discuss the merits of the proposal and may vote either to a) recommend to the Department Convention delegates that a proposed amendment be adopted; b) recommend to the Department Convention delegates that a proposed amendment not be adopted; c) make no recommendation to the Department Convention delegates regarding a proposed amendment. Each member of the Pre-Convention Committee on Constitution & Bylaws and one representative assigned from each district shall be entitled to vote on the recommendation to be made to the Department Convention delegates.

d.) The Department President shall appoint the Department Convention Chairman who is charged with preparation of the preliminary plans and local arrangements for the Department Convention in consultation with and with the approval of the Department President. The Department President shall also appoint such other Department Convention committees as appropriate, including Distinguished Guests, Credentials, Rules, and Resolutions. The Department President may also appoint a Department Chairman and Vice Chairman of Pages and Personal Pages.

The Department Convention Chairman shall appoint her committee, including a Vice Chairman, a Secretary, and members of all committees necessary for the functioning of the Department Convention on the local level, with all such appointments to be approved by the Department President.

e) Endorsement of Candidates -A Unit or District may endorse any of its members for an elective Department office but no announcement shall be mailed to the Units or individuals prior to thirty days before the Department Convention.

III. Department Conference

A Department Leadership Conference shall be held annually. Necessary expenses incurred for attendance may be paid from the Department treasury when authorized by the Department budget or authorized by the Department President and confirmed by the Department Executive Committee.

IV. DUTIES OF Department OFFICERS

In addition to the duties of the Department Officers as provided in the Department Constitution & Bylaws, the following officers shall abide by the following rules and regulations.

Department PRESIDENT

1. The Department President shall serve as chairman of the Department Executive Committee, and chairman of the Department Convention.
2. The Department President may appoint an Advisory Committee, three (3) of the five (5) members as approved by the Department Executive Committee.
3. The Department President may authorize the candidate for Department President to make necessary plans for the upcoming administrative year, and authorize such travel as may be necessary.
4. Should a Department President be incapacitated, the Department Secretary/ Office Director shall inform the Department Executive Committee.

Department FIRST VICE AND SECOND VICE PRESIDENTS

1. The Department President may authorize the Department First Vice President to attend meetings on her behalf, and attend such special meetings or official District visits as she may authorize.

2. When the Department President so directs, the Department First Vice President shall serve in an advisory capacity to a specific Department Chairman to develop a program.

3. The Department First Vice President shall not attend District Conventions or other functions in an official or unofficial capacity unless specifically authorized to do so by the Department President (attendance at her own District Conference or Convention being the exception). However, it should be understood they are not to assume an official position or attitude in this case and no special courtesies should be accepted.

Department CHAPLAIN:

1. The Department Chaplain is responsible for all invocations and benedictions at official meetings. The Department Chaplain shall conduct the official Memorial Service for any deceased Past Department President at the Department Convention.

Department HISTORIAN:

1. The Department Historian shall prepare a written account of the organization's administrative year in which she served for reference in the compilation of future American Legion Auxiliary Department history books.

2. The Department Historian shall be responsible for compiling and sending to the Units and Districts an Outline and Rules for District and Unit Histories that are to be submitted in contest for Department Award. Judging of the District, Unit, and Junior Histories shall be done by the Department First and Second Vice Presidents under the supervision of the Department Historian.

V. Department EXECUTIVE COMMITTEE:

1. The fiduciary responsibility of the Department Executive Committee, as directors of the Department Organization, is provided in the Department Bylaws.

2. The Department Executive Committee shall meet immediately preceding and following the annual Department Convention and as soon after the National Convention as is convenient for the Department President to call such meeting. Additional meetings may be called at such time as it is, itself, may prescribe, or as may be prescribed by the Department President. At all meetings, a majority of the members shall constitute a quorum.

3. Chairmen of the Department committees who are not members of the Department Executive Committee shall have the privilege to make motions on behalf of the committee they chair.

4. The Department Executive Committee shall determine the membership year for the organization.

5. Cancellation of charters may be presented at the Department Executive Committee meeting prior to the Department Convention or at a Department Executive Committee meeting called between Department Conventions. Cancellations approved by the Department Executive Committee shall become effective immediately following Department Convention.

6. The Department Executive Committee shall make determinations regarding the election, eligibility, conduct, and capacity of Department officers and of Department committee members in executive session pursuant to the principles of due process and equal protection, and in consultation with Counsel General.

7. In the event the Department President, Department First and Second Vice Presidents, Department Historian, Department Chaplain become incapacitated or is otherwise unable to discharge the duties of Department President, Department First and Second Vice President, Department Historian, or Department Chaplain, the Department Executive Committee may declare the position vacant.

8. In the event the Department Secretary/ Office Director becomes incapacitated or is otherwise unable to discharge the duties of her office, the Department Executive Committee may declare the position vacant only if the position is held by a person who is not an employee of Department Headquarters. When the position is held by a person who is an employee of Department Headquarters, the declaration of vacancy must be in accord with federal and state employment law and for good cause on the motion of the Department President.

9. The Department Executive Committee shall refer matters regarding the election, eligibility, conduct, and capacity of the Department Executive Committeewoman or a District officer to the Committeewoman's District officer's for the District's determination.

10. The Department Executive Committee may establish procedural rules regarding the suspension, cancellation, or revocation of Unit charters, with full power to revise or amend such rules. The general process shall be provided in the section of Charters in these Standing Rules.

VI. COMMITTEES:

1. As provided in the Department Bylaws, in addition to the core Department Standing Committees – Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance and Audit – there shall be the following Department committees: Auxiliary Emergency Fund, Cavalcade of Memories, Community Service, Education, Girls State, Junior Activities, Leadership, Legislative, Liaison to The American Legion Child Welfare Foundation, Past President Parleys, Poppy, and Public Relations. The overall purpose of each standing committee is as specified in this section; the purpose of each Department committee is as described in the American Legion Auxiliary Department Plan of Action.

2. As provided in the Department Bylaws, the chairmen and committee members of all Department committees shall be appointed by the Department President and confirmed by the Department Executive Committee.

3. As provided in the Department Bylaws, when a vacancy occurs on a committee, the Department President shall appoint a member to serve the unexpired term subject to confirmation by the Department Executive Committee. Chairmen and committee members serve until their successors are appointed.

4. As provided in the Department Bylaws, the Department President shall be considered an ex-officio member, additionally of all committees.

5. As provided in the Department Bylaws, the Department President in consultation with Department Headquarters staff may appoint other special or ad hoc committees necessary for the good of the organization during an administrative year. Special Committees shall be appointed subject to confirmation and ratification by the Department Executive Committee. Limited, specific purpose ad hoc committees may be appointed at the discretion of the Department President subject to Department Executive Committee confirmation.

6. The composition of each Department Standing Committee and each Department Committee and the number of members and their terms shall be as described in this section, and any amendments thereto shall be by action of the Department Convention delegates.

Core Department Standing Committees

Veterans Affairs & Rehabilitation: The Veterans Affairs and Rehabilitation Committee shall be a revolving committee of three members. The Veterans Affairs &Rehabilitation Committee shall consist of the chairman of Veterans Affairs and Rehabilitation, Field Service and Gifts for Yanks, appointed by the Department President. Of the three members first appointed, one shall serve one year, one for two years, and one for three years. Thereafter, each succeeding member shall be appointed by the Department President subject to the ratification of the Department Executive Committee to serve for the full three-year term. Each Department President shall have the power to name the Chairman who shall serve during her tenure of office. All appointments shall be subject to the ratification by the Department Executive Committee. The Veterans Affairs and Rehabilitation sub-committee shall consist of a Field Service Representative from each Veterans Center in Oklahoma and Veterans Affairs Volunteer Services (VAVS) representative for each Veterans Medical Center in Oklahoma.

Children & Youth: The Children and Youth Committee shall be a revolving committee of three members. Of the three members first appointed, one shall serve one year, one for two years, and one for three years. Thereafter, each succeeding member shall be appointed by the Department President to serve for the full three-year term. Each Department President shall have the power to name the Chairman who shall serve during her tenure of office. All appointments shall be subject to ratification by the Department Executive Committee.

Americanism: The Americanism Committee shall be comprised of a chairman plus a representative from each District. The purpose of the Americanism program is to promote patriotism and responsible citizenship.

National Security: The National Security Committee shall be comprised of a chairman plus a representative from each district. The purpose of the National Security is to promote a strong national defense.

Membership: The Membership committee shall be comprised of a chairman and a representative from each District, all of whom shall serve a one-year term. The purpose of the Membership Chairman is to promote the benefits of membership and to promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.

Constitution & Bylaws: The Constitution and Bylaws shall be comprised of a chairman and a representative from each district. The Chairman shall serve a one-year term. The purpose of the Constitution & Bylaws is to inform members about having proper governing documents at all levels.

Finance: The Finance Committee shall be a revolving Committee of three members. Of the three members first appointed, one shall serve one year, one for two years, and one for three years. Thereafter, each succeeding member shall be appointed by the Department President subject to the ratification of the Department Executive Committee to serve for a full three-year term. Each Department President shall have the power to name the Chairman who shall serve during her tenure of office. The Department Secretary/ Office Director shall attend all meetings of the Finance Committee with voice, but without vote. The Finance Committee shall meet prior to Fall Conference for the Department of Oklahoma, prior to the Department Executive Committee Meetings and shall also meet at the call of the Department President.

The Department Vice President, Department Veterans & Affairs & Rehabilitation Chairman and Department Children & Youth Chairman may attend as guests for the purposes of observing to gain experience about the Department budgeting and finances.

The Department Finance Committee shall oversee the general financial policy of the Department organization, subject to ratification of the Department Executive Committee. It shall be charged with the preparation of the yearly budget for a fiscal year from August 1 thru July 31, and shall supervise the expenditure of funds under the budget.

Members having completed a three-year term shall not be eligible for re-appointment to the Department Financial Committee for a period of two (2) administrative years. No appointee having served two (2) or more terms on the committee shall be eligible for reappointment.

Audit : The Audit Committee shall be comprised of a chairman and two (2) members, each serving staggered three-year terms, one of who shall be appointed each year by the Department President The purpose of the Audit Committee is to provide oversight assistance to the Department Executive Committee in fulfilling its responsibilities regarding account and reporting practices, reliable systems of internal control, the corporate responsibility program, and the quality and integrity of the Auxiliary's financial reporting. Audit Committee members shall be financially literate and the chairman shall have the necessary background to be considered an "audit committee financial expert" in matters of accounting and auditing.

Department Committees – Mission Outreach

Education: Education Committee shall be composed of the three immediate Past Department Presidents, with the one-year member of the committee being the Chairman. It shall be the duty of this committee to encourage and assist students to further their education, to promote and administer the Scholarship programs in the Department of Oklahoma.

Girls State: The Girls State Committee shall be a revolving committee composed of three members. Of the three members the first appointed, one shall serve one year, one for two years and one for three years. Thereafter, each succeeding member shall be appointed by the Department President subject to the ratification of the Department Executive Committee to serve for the full three-year term. The President shall designate the Chairman of the Committee. The appointment of the member and the designation of Chairman are subject to the approval of the Executive Committee. The Girls State Director is to be chosen by the Girls State Committee, with the consent of the Department President. The Girls State Committee shall direct the Girls State program, make all arrangements for, and conduct the annual session of Girls State, Department of Oklahoma, under the supervision of the Department President.

Junior Activities: The Junior Activities chairman, plus a representative from each District, all of whom shall serve a one-year term.

Legislative: The Legislative Chairman, plus a representative from each District, all of whom shall serve a one-year term.

Poppy: The Poppy Chairman plus a representative from each of the District, all of whom shall serve a one-year term.

Community Service: The Community Service chairman, plus a representative from each District, all of who shall serve a one-year term.

Department Committees – Member/Organizational Support

Auxiliary Emergency Fund: The Auxiliary Emergency Fund provides grants to American Legion Auxiliary members who qualify for specific types of emergency assistance.

History: The History Chairman shall serve for a one-year term.

Leadership: The Leadership Chairman shall serve for a one-year term.

Public Relations: The Public Relations Chairman shall serve a one-year term.

Past Presidents Parley: The Past Presidents Parley chairman shall be a past Department President and shall serve for a one-year term.

Liaison to Child Welfare Foundation: The Liaison to The American Legion Child Welfare Foundation chairman shall be comprised of three (3) members; two (2) of whom shall be past Department Presidents and one (1) of whom shall be the Chairman of the Children & Youth Committee. The appointed Past Department Presidents shall serve staggered two- year terms, one of whom shall be appointed each year to a two-year term. One Past Department President shall be appointed each year to serve as the chairman, the Auxiliary primary liaison to The American Legion Child Welfare Foundation.

Special Purpose Committees

Advisory: The Department President may appoint an Advisory Committee subject to ratification by the Department Executive Committee, comprised of member's subject to confirmation of the Department Executive Committee.

Long Range Strategic Planning: The Department President may appoint a Long Range Strategic Planning Committee subject to ratification by the Department Executive Committee, comprised of a chairman, Department President, Department Vice Presidents, **Department Secretary/ Office Director, Department Treasurer,** immediate Past Department President, Veteran Affairs & Rehabilitation chairman, Children & Youth chairman and other members at her discretion, subject to confirmation by the Department Executive Committee.

1. Committees shall promote their programs in conjunction with corresponding American Legion commissions and committees. Purposes of committees not specified in the Standing Rules shall be assigned by the Department President or as provided in the annual action plan or other published Department guides. Meetings of committees shall be approved by the Department President.

VII. Department Chairmen

1. Department Chairmen shall not accept invitations to visit Districts other than their own without permission of the Department President.

2. When a Department Chairman is authorized by the Department President to officially represent the Department Organization at a meeting or an event, a written report must be submitted to the Department President.

3. Department Chairmen are required to maintain records of their activities during their administrative year and share their records with their successors and the appropriate Department headquarters staff.

VIII. Subsidiary Organizations

The following organizations(s) is/are subsidiary (is) of the American Legion Auxiliary.

Department SUBSIDIARY ORGANIZATIONS

1. As required by United States trademark laws and the American Legion Auxiliary Department Bylaws, all Department subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the Department governing bodies of the American Legion Auxiliary.

   Subsidiary organizations are subordinate to the Department and shall comply with the following legally binding rules that ensure that constant and continuous control of the trademarks and trade names of the American Legion Auxiliary Department Organization.

   The five Rules of a Subsidiary Organization to a Department are:

   a) All officers, directors, trustees, etc., must be confirmed by the American Legion Auxiliary Department Executive Committee.

   b) All vacancies in the subsidiary corporation must be filled in the same manner as provided in the organization's bylaws and confirmed by the Department Executive Committee.

   c) The subsidiary corporation of the Department must report to the Department Executive Committee, and reports must include financial reports submitted no less frequently than monthly.

   d) The American Legion Auxiliary Department Secretary/ Office Director and Department Treasurer must be a signatory on all accounts of the subsidiary.

   e) The American Legion Auxiliary Department Executive Committee shall approve the establishment of all subsidiary organizations and must approve the subsidiary's articles of incorporation, constitution, and bylaws, and must approve all amendments thereof.

2. Subsidiary organizations of the American Legion Auxiliary Departments may not have dues that are higher than the Department dues of the American Legion Auxiliary. Subsidiary organizations shall provide all required reports and financial statements as directed by the American Legion Auxiliary.

UNIT SUBSIDIARY ORGANIZATIONS

1. As required by United States trademark laws and the American Legion Auxiliary Department Bylaws, all unit subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the Unit governing bodies of the American Legion Auxiliary.

   Subsidiary organizations are subordinate to the Unit Organization and shall comply with the following legally binding rules that ensure that constant and continuous control of the trademarks and trade names of the American Legion Auxiliary.

   The five Rules of a Subsidiary Organization to a Unit are:

   a) All officers, directors, trustees, etc., must be confirmed by the American Legion Auxiliary Unit's governing board or governing body.

   b) All vacancies in the subsidiary corporation must be filled in the same manner as provided in the organization's bylaws and confirmed by the Units governing board or the governing body.

   c) The subsidiary corporation of the Unit must report to the Unit, and reports must include financial reports submitted no less frequently than monthly.

   d) The American Legion Auxiliary Unit Treasurer must be a signatory on all accounts of the subsidiary.

   e) The American Legion Auxiliary Unit shall approve the establishment of all Unit subsidiary organizations and must approve the subsidiary's articles of incorporation, constitution, and bylaws, and must approve all amendments thereto.

2. Subsidiary organizations of the American Legion Auxiliary may not have Unit dues that are higher than the Unit dues of the American Legion Auxiliary. Subsidiary organizations shall provide all required reports and financial statements as directed by the American Legion Auxiliary.

IX. Departments

1. Departments of the American Legion Auxiliary are separate entities that operate independently as affiliates of the American Legion Auxiliary National Organization. Departments shall be governed by their own Department Constitution and/or Bylaws, rules and policies, which shall not conflict with the National Constitution & Bylaws, National Standing Rules, National rules, and policies. Departments may refer to the American Legion Auxiliary Department Operations Guide, The American Legion Auxiliary Girls State Program, and Operations Guide, Manual of Ceremonies and other publications of the National Organization for guidance in the conduct of their programs and the administration of the Department activities.

2. Governance issues within a Department not resolved by the Department Executive Committee may be appealed to the National Executive Committee. The National Executive Committee has the authority to accept or reject appeals for consideration.

3. Departments shall not charge for materials received free of charge from National Headquarters.

4. The Unit has the responsibility for the discipline of its members. A member disciplined by her Unit may appeal the Unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall review the appeal and respond, as it deems appropriate. The action of the Department Executive committee is final. Disciplinary actions against members, including membership suspensions, are not appealable to the National Organization. All discipline must be imposed in accordance with the principles of due process and equal protection. A Department may discipline a Unit for failure to discipline a member.

5. It shall be the responsibility of the Department Executive Committee as directors of the Department organization to determine all questions affecting the election, eligibility, conduct, and capacity of the Department's officer and directors. Department Executive Committee members, and the Department's National Executive Committee members. Such matters shall be determined according to due process and shall be specified in the Department's governing documents, to include:

   a. Questions affecting the election, eligibility, conduct, and capacity of the Department's officers and directors, Department Executive Committee members, and the Department's National Executive Committee members shall be submitted in writing to the Department Executive Committee.

   b. The Department Executive Committee may designate, appoint, and authorize a subcommittee to hear, try, to make written findings of fact and recommendations regarding such matters.

   c. The Department Executive Committee shall provide due and proper notice of any hearing and trial.

   d. The findings of fact and recommendations of said matters shall be presented to the Department Executive Committee for its approval, rejection, or final action.

   e. The action of the Department Executive Committee in such matters shall be final and conclusive without appeal to the National Organization.

6. A Legion Department has no authority to regulate an Auxiliary Department and vice versa.

7. A Department has the authority to establish Department policies for endorsement of candidates for National offices. National Headquarters does not oversee the manner in which Divisions select candidates for National Division Vice President.

8. Names and addresses of all elected Department Officers and the Department Secretary/ Office Director, Department Treasurer, whether elected or appointed, must be provided to National Headquarters no later than thirty (30) days after Department Convention.

9. Name and complete contact information of all Department Chairmen must be entered into the American Legion Auxiliary Management Information System by the Department no later than the date established by National Headquarters.

10. National Headquarters shall notify Departments of all resolutions and amendments adopted at each National Convention.

11. Since the National Constitution of The American Legion Auxiliary, and all amendments which may be made thereto, have been adopted as the ideal statement of the object and principles of this Department, any part, or parts, of this Constitution which may conflict with the provision of the National Constitution or with its amendments, are hereby rendered null and void; but all other provisions contained in this Constitution shall remain in full force unless amended as provided in Article VIII hereof.

X. DISTRICT ORGANIZATION

1. Each District of this Department shall have a District Organization of which the President and Committeewoman shall be the members of the Department Executive Committee from said District.

2. The Officers of the District shall be President, First and Second Vice-Presidents, Secretary, Treasurer or Secretary/Treasurer, Chaplain, Historian, and Parliamentarian. The outgoing District President shall automatically become the Department Executive Committeewoman.

3. The District president shall be installed at the same time as the elective officers of the Department, and the other officers of the District shall automatically assume their duties at the same time, and shall be installed at their first District meeting. Should any officer fail to be installed at a regular time of installation or after being installed absents herself from two consecutive meetings, the President shall declare the office vacant.

4. In the event of a vacancy in the office of the District President, the First Vice-President shall automatically become President for the remainder of the term. In the event of vacancy in the office of First Vice-President, the Second Vice-President shall automatically become First Vice-President. Vacancies occurring in the offices of Second Vice-President, Chaplain, Historian, Parliamentarian, or Committeewoman must be filled for the remainder of the term by appointment of the District President, by and with the advice and consent of the District Executive Committee. Vacancies in the office of the Department Executive Committeewoman must be filled from a list of Past District Presidents. The District President shall have the right to make appointments to fill such vacancies until the next meeting of the Executive Committee thereafter.

5. Meetings of the District shall be held as soon as possible after the meeting of the Department Executive Committee, as herein set forth.

6. Each District shall establish its own Constitution and Bylaws and Standing Rules, made subject and agreeable to the Department and National Constitution and Bylaws and Standing Rules and be governed by same.

7. Each Auxiliary Unit shall pay from its treasury into the treasury of the District Organization such amount per capita tax as shall be determined by said District. Any Unit failing to pay its District per capita tax shall forfeit its votes in the District Conventions.

XI. UNITS

1. Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the American Legion Auxiliary National Organization. Units shall be governed by their own Unit Constitution and/or Bylaws which shall not conflict with the National Constitution & Bylaws, National Standing Rules, National rules and policies, Department Constitution and Bylaws, or Department rules and policies. Units may refer to the Unit Handbook, the Manual of Ceremonies and other publications of the National and Department organizations for guidance in the conduct of their programs and the administration of the Unit activities.

2. Units have the authority to establish annual Unit dues. Annual dues collected by the Unit shall include National and Department. Units shall remit Department and National dues according to the policies adopted by the National Executive Committee and pay to the District the dues according to their governing documents.

3. As provided in the National Bylaws, the minimum membership of a Unit shall be ten (10) Senior members. A Department Headquarters Unit shall have no minimum membership requirement. No person may, at any time, be a member of more than one Unit.

   A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

   A new member joining after the National Convention may be given by her Unit full membership rights, privileges, and benefits from the date the dues are received through December 31 of the following year.

   "A member who is not subject to suspension or membership revocation under due process is eligible to transfer her membership to another unit if she has paid her membership dues to her current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay current year dues to either her current unit or to the unit into which she wishes to transfer.

   Evidence of paid membership includes:

   1. American Legion Auxiliary Membership Card
   2. Verification of membership by ALA Department or National Headquarters membership records
   3. Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or
   4. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered."

   A member whose dues are paid up-to-date and who is not subject to suspension or membership revocation under due process shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the new Unit.

   a. A Legion Post has no authority to regulate a Unit and vice versa.

   b. When a Unit ceases to function or its charter has been revoked or canceled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters, which has no obligation to assume any of the Unit's debt or other obligations.

   c. A Unit whose charter has been suspended, canceled, or revoked by its Department without the Unit's consent may appeal the Department's decision to the National Executive Committee as provided in these Standing Rules.

XII. Charters

Department Charters

1. As provided in the National Bylaws, the National Executive Committee shall charter Departments with a minimum of five hundred (500) adult members.

2. The National Executive Committee after notice and hearing may suspend, cancel, or revoke the charter of a Department for any good and sufficient cause to it appearing. The National Executive Committee may designate, appoint, and authorize a subcommittee to hear, try, and make written findings of fact and recommendations regarding the suspension, cancellation, or revocation of the charter of any American Legion Auxiliary Department after said Department shall have received due and proper notice of said hearing and trial. The subcommittee shall present its written findings and recommendations to the National Executive Committee for its approval or rejection. All suspensions and revocations must be imposed in accordance with the principles of due process and equal protection. The action of the National Executive Committee upon such findings and recommendations shall be final.

3. The hearing and trial of any cause involving the cancellation, suspension, or revocation of the charter of a Department of the American Legion Auxiliary shall be had and held under rules of procedure to be adopted by the National Executive Committee.

Unit Charters

1. A properly executed Unit charter application shall include typewritten names of at least ten (10) new or current Senior members, and be accompanied by the per capita dues for each member, plus the Unit Charter fee. Application for a Unit charter shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the Unit is attached.

2. Department charter fees should be in proportion to the current charter fee as established by National Headquarters. There shall be no charter fee for a Department Headquarters Unit.

3. The Department Executive Committee after notice and hearing may suspend, cancel, or revoke the charter of a Unit for any good and sufficient cause to it appearing. All such actions must be imposed in accordance with the principles of due process and equal protection. The proceedings shall be conducted with a court recorder present who will make a complete record.

4. The Department Executive Committee may order the suspension of a charter for a period not to exceed one year.

5. A Unit whose charter has been suspended, canceled, or revoked without its consent may appeal the Department's action to the National Executive Committee within sixty (60) days of receipt of notice of the Department's action. Notice shall be given by United States postage prepaid certified mail return receipt requested.

6. The general process by which a Unit may appeal the decision of its Department Executive Committee to suspend, cancel, or revoke its charter shall be:

    a. The Unit shall provide written notice of the appeal to the National Secretary within sixty (60) days of the Unit's receipt of notice of the action by the Department.

    b. The Unit shall provide the written appeal with supporting documentation to the National Secretary and provide a copy of the written notice and appeal with supporting documentation to both the Department President and the Department Secretary/ Office Director.

    c. The National Secretary shall notify the National President of the appeal.

    d. The Department, upon notification of the Unit's appeal, shall provide a written copy of its actions regarding the suspension, cancellation, or revocation, of the Unit's charter to both the National President and National Secretary and a full copy of the file of the Department's proceedings.

    e. The National President, as presiding officer of the National Executive Committee, shall appoint a special subcommittee of three (3) to five (5) members of the National Executive Committee to review the appeal.

    f. The National President shall present the appeal at the next meeting of the National Executive Committee that allows for proper due notice and review of the appeal.

    g. The special subcommittee shall meet at least one day prior to the meeting of the National Executive Committee at which the National President will present the Unit's charter appeal. The special subcommittee shall review the appeal and recommend to the National Executive Committee action(s) to be taken thereon.

    h. The National Executive Committee shall act on an appeal as provided in the following section.

7. In shall be the responsibility of the National Executive Committee to hear and act on an appeal duly presented from a Unit whose charter has been suspended, canceled, or revoked by the Department Executive Committee without the Unit's consent. The National Executive Committee after notice may conduct a hearing. The National Executive Committee may approve, reject, or take other action regarding the suspension, cancellation, or revocation of the Unit's charter for any and sufficient cause to it appearing.

The special subcommittee appointed by the National President to review the appeal shall make written findings of fact and recommendations to the National Executive Committee regarding the suspension, cancellation, or revocation of the charter of any American Legion Auxiliary Unit.

The special subcommittee shall notify the Unit and the Department of the day it will report to the National Executive Committee.

The National Executive Committee may approve, reject, or take other action on the appeal. The action of the National Executive Committee upon such findings, and recommendations shall be final.

XIII. DUES AND ASSESSMENTS

1. The National per capita dues shall be nine dollars ($12.00) per annum for Senior members and two dollars and twenty-five cents ($2.50) per annum for Junior members effective in the 2013 membership year. The per capita dues for Senior members shall include a complimentary subscription to the American Legion Auxiliary national magazine. Each Department shall remit the national per capita dues promptly to the National Treasurer at least monthly. (effective with the 2019 membership year from the 2017 National ALA Convention.)

2. Each Auxiliary Unit shall pay to the Department an annual dues of each Senior member thereof, the sum of Twenty-one dollars ($21.00), which shall include Department and National Membership dues, and the National Rehabilitation assessment, and subscription to National News; Five Dollars ($5.00) for each Junior member, which shall include Department and National Membership dues. Such dues shall be paid to the Department Secretary/ Office Director. *(98th Dept. Convention – July 14, 2018 Effective with the 2020 membership dues notice.)*

3. As provided in the National Bylaws, modification of the National per capita dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the National Convention delegates.

4. Dues shall be payable annually for the succeeding calendar year or may be paid for life via a Paid Up for Life (PUFL) membership.

5. A member failing to pay such annual dues by January 31 of the current membership year shall be delinquent and suspended from membership privileges. A member deemed delinquent for failing to pay dues by December 31 of the current membership year shall be classified as expired. Such expired member may rejoin as an active member under her original without interruption of her continuous years of membership, and her membership privileges reinstated, by payment of all past dues.

A member deemed expired for failing to pay dues by December thirty-first of the current membership year may rejoin, with a new join date, at any time in the future by re-establishing eligibility and making application as a new member.

Member applications and member reinstatements may also require Unit action if a Unit's governing documents so state.

6. As provided in the Department Bylaws, the Department Executive Committee, by a two-thirds vote in the affirmative, may levy per capita assessment.

IX. JUNIOR MEMBERS

1. Any Junior elected to serve as an honorary Junior officer must be paying dues as a Junior member for the membership year in which they are installed.

2. Honorary Department Junior offices carry courtesy titles bestowed by the American Legion Auxiliary, and the position of Honorary Junior Department of Oklahoma President or any other honorary Junior officer elected Departmentally or by a district of the American Legion - 23 - any formal recognition and with no official or formal duties, and shall not include traveling as a representative of the Department of Oklahoma American Legion Auxiliary or conducting fundraising for Junior election campaigns or related activities benefitting an honorary Junior Department officer or candidate.

3. Honorary district Junior presidents may be elected at a District Junior meeting to serve the ensuing year.