

Constitution, Bylaws, Standing Rules, and Policy and Procedures of the American Legion Auxiliary Department of Alabama INC.

Adopted as of June 22, 2024

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 an one hundred percent Americanism; to preserve the memories and incidents of our associations in all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

AMERICAN LEGION AUXILIARY DEPARTMENT OF ALABAMA, INC CONSTITUTION

ARTICLE I NAME

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

ARTICLE II NATURE

Section 1. The American Legion Auxiliary, Department of Alabama, Inc. is a civilian patriotic organization that supports the mission of The American Legion.

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

ARTICLE III MEMBERSHIP ELIGIBILITY

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided in the Constitution for information purposes and shall be updated as appropriate.¹

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

- (1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of member of The American Legion; and
- (2) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments, associated with the United States during either eligibility period and died in the line of duty or after honorable discharge;
- (3) Grandmothers, mothers, sisters, spouses, and direct and adopted descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and
- (4) To those women who of their own right are eligible for membership in The American Legion.

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

- (a) Senior membership shall be composed of members aged 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 be composed of members under the age of eighteen (18), 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. At the Department Convention the legislative body shall elect annually the following Department Officers: Department President, Department First Vice President, Department Second Vice President, Department Chaplain, Department Historian. The National Executive Committee person shall be elected every two (2) years.

Section 2. The Department President shall appoint the Treasurer, Parliamentarian, and Sergeant-at-Arms, with approval of the Department Executive Committee. The Secretary will be a employee of the American Legion Auxiliary, Department of Alabama, Inc.

Section 3. The fourteen (14) District Presidents shall have been elected at their Spring District Conference and ratified at Department Convention.

Section 4. The term of office of Department Officers shall commence immediately upon the final adjournment of the Department Convention by which they are elected and shall terminate upon the final adjournment of the next succeeding annual Department Convention. With the exception of the NEC who will serve a two (2) year term.

ARTICLE V DEPARTMENT EXECUTIVE COMMITTEE

Section 1. Between Department Conventions, the Department Executive Committee (DEC) shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization for a one (1) year term, but without power to modify action of the previous Department Convention.

Section 2. The Department Executive Committee shall be composed of the Department President, Department First Vice President, Department Second Vice President, Department Chaplain, Department Historian, National Executive Committee person, and the fourteen (14) District Presidents. Former National Officers shall be life members, with vote.

Section 3. The Department Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms shall be members of the Department Executive Committee, shall have a voice but without vote.

Section 4. All Past Department of Alabama Presidents in good standing in their Units shall be members for life of the Department Executive Committee, shall have a voice but without vote.

Section 5. All Chairmen of the Department Standing Committees who are not members of the Department Executive Committee, shall have a voice, but without vote.

Section 6. The immediate Past District President(s) shall serve on the Department Executive Committee for one year as District Executive Committee person, without vote, except in the absence of their District President.

Section 7. All members of the Department Executive Committee must be in good standing in their local Units.

ARTICLE VI NATIONAL OFFICERS

Section 1. At the Department Convention the legislative body shall elect a National Executive Committee person who will serve for a two-year term. The current Department President shall be the Alternate National Executive Committee person.

Section 2. It shall be the duty of the National Executive Committee person to fulfill the responsibilities of the National Executive Committee, and to articulate the organization's mission, accomplishments, and goals to the Department.

Section 3. No Candidate for Southern Division Nation Vice President from Alabama shall be endorsed for this office until one year prior to the appropriate time.

ARTICLE VII DEPARTMENT CONVENTION

Section 1. The legislative body of the American Legion Auxiliary, Department of Alabama, Inc. shall be the Department Convention. The Department Convention shall be held annually at a place and time to be determined by The American Legion Department of Alabama, for the purpose of electing officers, receiving reports, and transacting such other business as shall properly come before it. In the event where conditions are unfavorable of an in-person meeting, the Department Executive Committee will decide when, where, and how to meet.

Section 2. Representation at the Department Convention shall be by Units. Each unit shall be entitled to five delegates and one additional delegate for each twenty-five (25) members or major fraction thereof whose current dues have been received or post marked to the

Department Headquarters by the last Wednesday in April and to have one alternate for each delegate.

Section 3. Delegates and alternates shall be elected by a majority vote at a meeting prior to the last Wednesday in April. They must be a senior member and in good standing in their local Units. Each former Department President in good standing in a Unit in the American Legion Auxiliary, Department of Alabama Inc. shall be a life delegate-at-large to the Department Convention with vote to be exercised with their Unit, if present at such Convention. Each member of the Department Executive Committee shall be delegate-at-large with a vote to be exercised with their Unit, if present.

Section 4. A quorum shall exist at a Department Convention when twenty (20) percent of the Units are represented, with delegate fee paid and present in Convention room.

Section 5. Each delegate shall be entitled to one vote. The vote of any delegate absent, and not represented by an alternate, shall be cast by the majority of the delegates present from their Unit. A delegate-at-large who is the only member of their Unit present at Department Convention may cast their individual vote, or if duly authorized by their Unit may cast the full vote of such Unit, but not both.

ARTICLE VIII NATIONAL CONVENTION REPRESENTATION

Section 1. The number of delegates and alternates to the National Convention shall be based on paid-up membership within the Department and compliance with instructions of the National Convention.

Section 2. Department delegates and alternates to the National Convention shall be elected at the Department Convention following the election of Department Officers.

Section 3. The Department National Executive Committee person is a Delegate-at-Large to the National Convention with vote to be exercised with their department. The immediate Past Department President shall be the Chairman of the delegation. The Department President shall be the Vice-Chairman of the delegation. The Department Secretary shall be the Secretary of the delegation.

Section 4. Each District within the Department may elect a delegate to the National Convention. If the District delegates constitute a greater number of delegates than the Department is entitled, then an election will determine which representatives shall be delegates or alternates. All other nominations must come from the Convention floor and must be with the consent of the nominee.

Section 5. In the event the Department Secretary is unable to serve at National Convention, the Department President may appoint a Delegation Secretary from the list of National Convention delegates, and alternates that were elected at the Department Convention. Any funds that had been budgeted for the Department Secretary to attend will be reviewed by the Finance Committee.

ARTICLE IX AMENDMENTS

Section 1. This Constitution may be amended at a Department Convention by a vote of two-thirds of those delegates present and voting, provided the proposed amendments shall have been submitted through the Department Secretary to the Units and members of the Department Executive Committee by mailing and/or electronic mailing at least forty-five (45) days prior to the convening of the next Department Convention.

Section 2. Amendments proposed after distribution or revision may be adopted by a two-thirds (2/3) vote of the delegation, 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, may be adopted by the unanimous vote of the Department Convention delegates.

Section 4. This Constitution shall be automatically amended to conform to any amendment of the National Constitution, Bylaws or Standing Rules of the National Organization.

AMERICAN LEGION AUXILIARY DEPARTMENT OF ALABAMA, INC. BYLAWS

ARTICLE I DEPARTMENT ORGANIZATION

Section 1. The American Legion Auxiliary, Department of Alabama Inc., shall be organized into Districts and Units to conform with The American Legion.

Section 2. Departments shall have authority to create intermediate bodies between the Units and Department to act as a liaison between such organization and for the purpose of promoting the programs of the American Legion Auxiliary.

Section 3. The Department Executive Committee shall define the authority of such intermediate groups, but in no event shall such authority invade the prerogatives now vested either in the Unit or Department or National Organization.

Section 4. Such intermediate bodies now existing within the Department and heretofore authorized or recognized by such Department are hereby officially recognized to the extent of the authority granted herein.

Section 5. 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 approved by the Department Finance Committee and/or Department Executive Committee.

ARTICLE II DISTRICT ORGANIZATION

The American Legion Auxiliary, Department of Alabama, Inc. shall be organized into fourteen (14) Districts to conform with the American Legion.

The Eleventh (11) District shall consist of all Units in the territory constituting the following four (4) counties: Lauderdale, Colbert, Franklin, and Lawrence.

The Twelfth (12) District shall consist of all Units in the territory constituting the following Five (5) counties: Limestone, Madison, Morgan, Cullman, and Blount.

The Thirteenth (13) District shall consist of all Units in the territory constituting the following Four (4) counties: Jackson, Marshall, Dekalb, and Cherokee.

The Fourteenth (14) District shall consist of all Units in the territory constituting the following Five (5) counties: Lamar, Fayette, Winston, Walker, and Marion.

The Fifteenth (15) District shall consist of all Units in the territory constituting the following Four (4) counties: Etowah, St. Clair, Calhoun, and Cleburne.

The Twenty-first (21) District shall consist of all Units in the territory constituting Jefferson County.

The Twenty-second (22) District shall consist of all Units in the territory constituting the following Six (6)

Counties: Tuscaloosa, Pickens, Sumter, Greene, Hale, and Perry.

The Twenty-third (23) District shall consist of all Units in the territory constituting the following Five (5) counties: Shelby, Bibb, Talladega, Chilton, and Coosa.

The Twenty-fourth (24) District shall consist of all Units in the territory constituting the following Six (6) counties: Chambers, Clay, Lee, Randolph, Russell, and Tallapoosa.

The Thirty-first (31) District shall consist of all Units in the territory constituting the following Six (6) counties: Choctaw, Clarke, Dallas, Marengo, Monroe, and Wilcox.

The Thirty-Second (32) District shall consist of all Units in the territory constituting the following Six (6) counties: Autauga, Bullock, Elmore, Lowndes, Macon, and Montgomery.

The Thirty-third (33) District shall consist of all Units in the territory constituting the following Three (3) counties: Baldwin, Mobile, and Washington.

The Thirty-fourth (34) District shall consist of all Units in the territory constituting the following Five (5) counties: Butler, Conecuh, Covington, Crenshaw, and Escambia.

The Thirty-fifth (35) District shall consist of all Units in the territory constituting the following Seven (7) counties: Barbour, Coffee, Dale, Geneva, Henry, Houston, and Pike.

Section 1. Each District shall elect annually a District President, District First Vice President, District Chaplain, and such other officers as the district deems necessary.

Section 2. The District Secretary and/or Treasurer may be elected or appointed. If appointed, the District Executive Committee shall approve them.

Section 3. The District President shall appoint a parliamentarian who is a member of the American Legion Auxiliary, with approval of the District Executive Committee.

Section 4. The District Secretary shall send out a District Call to Conference thirty (30) days prior to the Conference.

Section 5. In the event of a vacancy in the office of District President, the Vice President shall assume the office of District President. The District Executive Committee shall fill the vacant position for the remainder of the term.

Section 6. The District Annual Conference shall be held no later than the month of April for the purpose of receiving Unit reports and the transacting of such other business which may pertain to the District Organization. The District Presidents are required to compile Unit reports and forward them to the Department President and Department Secretary by May 1st.

Section 7. Representation at a District Conference shall be based on the delegates from each Unit. Each Unit in good standing is entitled to five (5) delegates and one (1) additional delegate for every twenty-five (25) members or major fraction thereof, and one (1) alternate for each Delegate. The District President, District Vice President, District Chaplain, District Secretary/Treasurer, Past District Presidents, and such other officers as are elected within the

district shall be delegates-at-large to the District Conference with vote to be exercised with their Units.

Section 8. Three (3) Units represented shall constitute a quorum at any District Conference.

Section 9. The District President shall act under the direction of the Department President consistent with the duties established by the Department Executive Committee. The Department Executive Committee shall have the power to remove any District President who fails to perform the duties of the office when required notice is given and the opportunity to be heard and equal protection is granted to the Officer.

ARTICLE III UNIT ORGANIZATION

Section 1. Units shall be organized and chartered in local communities by the National Organization and the American Legion Auxiliary, Department of Alabama Inc. as provided by the National Bylaws, with the permission of the American Legion Post to which such Unit is attached and whose name and number taken by the Unit. If an American Legion Post changes the name of their post the Auxiliary would automatically change theirs, per the Unit Handbook.

Section 2. The minimum membership to charter a Unit shall be ten (10) Senior members, except for the Department Headquarters Unit that shall have no minimum membership requirements. A Unit in good standing is defined as a Unit currently not suspended. Each member shall submit a properly completed application for membership.

Section 3. Each Unit of the American Legion Auxiliary shall be responsible for verifying membership eligibility of applicants, subject to the restrictions of the National Organization and the American Legion Auxiliary, Department of Alabama Inc. Constitution and Bylaws, except that no person who is a member of an organization that has for its aims the overthrow of the United States Government by force or violence or who subscribes to the principles of any group opposed to our form of government shall not be eligible to become or remain a member of the American Legion Auxiliary.

Section 4. The Unit Executive Committee shall be composed of the Officers, and/or members at large, elected by the Unit.

Section 5. Unit Officers shall be elected in April to assume office at the close of the Department Convention. Slate of Unit Officers to be elected shall follow recommendations as stated in Unit Handbook issued by the National Organization.

Section 6. Each Unit, when receiving its Charter, automatically adopts the Department Constitution and Bylaws. The Unit shall have a period of six months after being granted its charter to draft its Constitution and Bylaws in conformity with the Constitution and Bylaws of

the National Organization and the American Legion Auxiliary, Department of Alabama Inc. Such Constitution and Bylaws can be sent to the Constitution and Bylaws Committee of the American Legion Auxiliary, Department of Alabama Inc. for review and/or recommendations. Upon review by the Committee, a copy shall be filed with Department Headquarters by the Chairman, and one shall be filed with the Unit. It is recommended that each member be given a copy of the Unit's Constitution and Bylaws.

Section 7. It is recommended that a Unit hold ten (10) business meetings per calendar year and shall make a full report to be given to the District President prior or at its annual Spring Conference.

Section 8. A Unit shall belong to the designated District organization in conformance with Department and National Bylaws. Any Unit that fails to comply with this provision shall be subject to review by the Department Executive Board and appropriate disciplinary action shall be taken.

Section 9. Any member failing to pay annual dues by January 31st, and upon notification by the Unit Secretary, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate member to active membership. Any member delinquent to December 31st, of the year of delinquencies shall be dropped from the membership roll.

Section 10. No person may at any time be a member of more than one Unit.

Section 11. A member who is not subject to suspension or membership revocation under due process is eligible to transfer membership to another unit if they have paid their membership dues to their current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay the current year dues to either their current unit or the unit into which they wish to transfer. The member should contact the new unit into which they wish to transfer to begin the process.

Section 12. Transfer is final upon verification of eligibility, evidence of paid membership, and acceptance of the transferee by the new unit.

Section 13. Evidence of paid membership:

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 canceled check or receipt; or
4. When verifying documentation is not available, a sworn statement that the member's membership dues was tendered.

Section 14. A Unit member may withdraw from a Unit providing their current dues are fully paid. The member can pay their current dues at the Unit transferring from or to the Unit transferring to. Upon withdrawal, however, they shall be prohibited from joining any Unit as a new member during the remainder of the current year for which said dues are paid. In the event a member wishes to change their membership from one Unit to another during the current year, it shall be done by transfer and not withdrawal.

Section 15. A member whose dues are paid-up-to-date and who is not subject to suspension or membership revocation shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits of the Unit.

Section 16. The Unit has the responsibility for the discipline of its members. A member disciplined by the 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. The Department Executive Committee may discipline a Unit for failure to discipline a member.

Section 17. It is recommended that each Unit review its Constitution and Bylaws at regular intervals of three (3) years, making any changes needed to make it conform to the Constitution and Bylaws of the National Organization and the American Legion Auxiliary, Department of Alabama Inc.

Section 18. 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 19. An American Legion post has no authority to regulate a Unit and vice versa.

Section 20. The National Counsel General of the American Legion has ruled that The American Legion Post to which a Unit is attached may not revoke nor threaten revocation of its Unit's Charter.

ARTICLE IV ELECTION OF OFFICERS

Section 1. Nominations shall be held on the first day of the Department Convention, and shall be from the Convention floor, for the office(s) of National Executive Committee person, Department President, Department First Vice President, Department Second Vice President, Department Chaplain, and Department Historian.

Section 2. The fourteen (14) District Presidents shall be those elected in their respective Spring District Conference and must be ratified by the Department Executive Committee.

Section 3. The election of officers shall be held on the second day of the Department Convention at an hour announced the previous day, at which hour no other business shall be conducted, and the election entered.

Section 4. Election shall be by secret ballot; however, when there is but one candidate for an office, the nominee may be elected by voice vote. The candidate for each office shall be declared elected by the Department President.

Section 5. All Department officers shall assume the duties of their respective offices immediately following the Department Convention and shall serve until the close of the following Department Convention.

Section 6. The Department Treasurer, Parliamentarian, and Sergeant-at-Arms shall be appointed by the Department President with approval of the Department Executive Committee and shall serve until the close of the following convention.

Section 7. The Department President will appoint a three-person committee, and they will recommend to the Finance committee that person to hire, and the Finance committee will bring their recommendation to the Department Executive Committee to be approved. The Department Secretary will be an employee of the American Legion Auxiliary, Department of Alabama Inc.

Section 8. In the event of a vacancy in the office of Department President, the First Vice President shall become Department President. In the event the Department First Vice President assumes the office of Department President, the Department Executive Committee shall fill the office of Department First Vice President by naming the Department Second Vice President to the office of Department First Vice President. Vacancies in the office of Parliamentarian and Sergeant-at-Arms shall be filled by appointment of the Department President with approval of the Department Executive Committee.

Section 9. No member shall be eligible for election to the office of Department President for more than one term or for Department First Vice President, Department Second Vice President, and the National Executive Committee person for more than two consecutive terms: provided that if the unexpired term of office for Department President is less than six months, the person so named shall be eligible to election by regular process of the Office of Department President.

Section 10. No member shall hold more than one elected Department Office.

Section 11. A Department Officer or District President changing their membership and to another department automatically vacates their office. A District President active in a Unit

within the District, shall continue to serve as District President even though they change residence to another county.

Section 12. Any Department Officer including the National Executive Committee person elected or appointed, who shall neglect or improperly perform the duties incumbent upon the office, may be removed by the Department Executive Committee whenever in their judgement the best interest of the American Legion Auxiliary, Department of Alabama Inc. will be served thereby and when required notice is given and the opportunity to be heard and equal protection is granted to the Officer.

Section 13. All Department Officers must be in good standing in their local Unit.

ARTICLE V DUTIES OF OFFICERS

Section 1. Department President: It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled, Department Conferences and the Department Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint a parliamentarian, Secretary, Treasurer/Finance chairman, and Sergeant -At-Arms. The Department President shall appoint members of Standing Committees; to appoint other committees as they may deem advisable and to appoint all Department Officers not otherwise provided for, all with the approval of the Department Executive Committee. The Department President shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the Department office of President. The Department President shall sign all applications for Charters issued by National Headquarters and other legal documents pertaining to the Department.

Section 2. Department First Vice President: It shall be the duty of the First Vice President to assist the President when called upon, and in the absence of the Department President at a meeting of the organization, it shall be the duty of the Department First Vice President to be the presiding Department officer. In the event of a vacancy in the Department office of the Department President, the Department First Vice President shall become Department President and shall assume the duties of the authority of the Department office. They shall assume such other duties as assigned to by the Department President. The Department First Vice President shall be a member of the Department Executive Committee with full privileges of voice and vote.

Section 3. Department Second Vice President: It shall be the duty of the Second Vice President to perform such duties as assigned to them by the Department President. In the absence of the President and First Vice President at a meeting of the organization, it shall be the duty of the Second Vice President to be the presiding Department officer. The Second Vice President shall be a member of the Department Executive Committee with full privileges of voice and vote.

Section 4. Department Secretary: It shall be the duty of the Department Secretary to record proceedings of the Department organization in Convention assembled, the Department Executive Committee meetings and keep records of the Department organization. They shall transmit reports and bulletins of all Department Standing Committees and send out all literature and call of meetings. In the absence of the Department Secretary, the Department President shall conduct department office business. Should illness or accident permanently incapacitate the Department President or if for any reason they shall be unable to discharge the duties of Department President, the Department Secretary shall apprise the Department Executive Committee and call for a referendum vote to declare the Department office of the Department President vacant and to authorize the Department First Vice President to assume the duties and authority of the Department office.

Section 5. Department Treasurer/Finance chairman: The Department Treasurer shall be custodian of the funds of the Department organization, and they shall account for same. They shall sign all checks in disbursing the funds of the organization and shall make reports upon the condition of the Department Treasury when called for by the Department President. In the absence of the Department Treasurer, the Department First Vice President shall be authorized to sign checks. The Department Treasurer shall prepare and distribute Financial Reports to the Finance committee and the Department Executive Committee members as requested by the Department President and as stated in the Standing Rules. The Department Treasurer shall be bonded.

Section 6. Department Chaplain: It shall be the duty of the Department Chaplain to offer prayer at all meetings. They shall keep a record of all deaths within the American Legion Auxiliary, Department of Alabama Inc., and to oversee the Memorial Service or other such ceremonial rituals as may be recommended by the Department President and shall perform other duties as assigned.

Section 7. Department Historian: It shall be the duty of the Department Historian to compile the historical records of the Department and make a report at the Department Convention. They shall prepare a written report of the year's activities for reference in the compilation of the Department History to be submitted to the National Organization and shall send a copy to the Department President with whom they served, and to the Department Headquarters.

Section 8. Department Parliamentarian: The Department Parliamentarian shall be a member of the American Legion Auxiliary, Department of Alabama Inc. The Department Parliamentarian is a consultant who advises the Department President and other Department Officers, Department Committees, and members on matters of parliamentary procedures. The Department Parliamentarian's role during a meeting is purely an advisory and consultative one. The rules contained in the current edition of Robert's Rules of Order, Newly revised shall govern this organization in all cases which they are applicable and in which they are not inconsistent with application state statutes and the American Legion Auxiliary National Constitution and Bylaws.

Section 9. Department Sergeant-At-Arms: The Department Sergeant-At-Arms shall keep order at the Department Convention and at such other meetings as the Department President may direct. They shall be responsible for the advancement and retirement of the colors and their proper care and shall be responsible for courtesies to guest and discharge such duties as may be assigned to them by the Department President.

Section 10. National Executive Committee Person: The National Executive Committee person shall attend the National Executive Committee Meetings including pre or post meetings, based on their election year and shall give full report of same to membership within sixty (60) days after said meeting.

Section 11. District Presidents: It shall be the duty of each District President to be the advisory head of their respective District, visiting each Unit at least once during their term of District Office, creating closer cooperation and keeping the Department informed as to the Units' activity, progress, and promote the organization of new Units. They shall preside over all District meetings held during the year, and make sure that the district holds a Fall and Spring Conference. District Presidents have no authority over Units.

ARTICLE VI 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, Department of Alabama Inc. 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: All committees, including standing, core, and special report to the Department Executive Committee. The Department Executive Committee shall adopt the annual budget for the Department Organization; adopt policies and standing rules, unless otherwise noted in the Department Constitution or these Bylaws; review financial statements and approve the Department annual audit; ratify committees; confirm the nomination of the Department Secretary and the 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.

Section 3. Any intermediate governing body established by The Department Convention should be subordinate to the Department Executive Committee and shall report to, be accountable too, and its action ratified by the Department Executive Committee.

Section 4. Duty: It shall be the duty of the Department Executive Committee person to fulfill the responsibilities of the Department Executive Committee, and to articulate the organization's mission, accomplishments, and goals to the public and Department.

Section 5. Meetings: The Department Executive Committee shall meet at the same time and place immediately preceding the Department Convention and within twenty-four (24) hours after the adjournment of the Department Convention, Preceding the Leadership and Mid-Winter Conferences. The Department President shall call a meeting of the Department Executive Committee upon written request of three (3) Executive Board members ten (10) days in advance. Notification may be by mail or e-mail. In case of a matter that requires immediate attention, the President may communicate by electronic means or mail.

Section 6. Quorum: Nine (9) members of the Department Executive Committee, with vote shall constitute a quorum.

Section 7. All questions affecting the election, eligibility, conduct and capacity of the Department Officers shall be referred to and determined by the Department Executive Committee. The Department Executive Committee shall follow all policies and procedures as established in the National Organization Constitution, Bylaws, Standing Rules, and Policies and Procedures when 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. The Department Executive Committee shall be the final authority thereon.

Section 8. All questions affecting election, eligibility, conduct, and capacity of the Unit Executive Committee person, Unit Officers, or members of the Unit Executive Committee shall be referred to and determined by the Department Executive Committee, which shall be the final authority thereon.

Section 9. In filling vacancies of the District Presidents, the successors shall be chosen from the district in which vacancies occur.

Section 10. All Department Officers and members of the Department Executive Committee shall be in good standing in their local Units.

ARTICLE VII

Finance

Section 1. The revenue of the American Legion Auxiliary, Department of Alabama Inc. shall be derived from the 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.

Section 2. All funds and securities shall be deposited by the Department Treasurer, or Department Secretary/Treasurer to the credit of the American Legion Auxiliary, Department of Alabama, Inc. in an organization bank account.

Section 3. Department funds shall be disbursed only by check or debit card under the direction of the Finance Committee, as authorized by the Department Executive Committee.

Section 4. Except for the Department Secretary, there shall be no salaried Officers. All salaried Officers must be approved by the Department Executive Committee, which may be presented in the proposed budget by the Finance Committee. If a part time employee is hired by the Department President, the amount of hourly rate will need to be approved by the Finance Committee and made a recommendation to the Department Executive Committee for final approval.

Section 5. The Department Organization shall ensure that all person(s) 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 approved by the Department Finance Committee.

ARTICLE VIII COMMITTEES

Section 1. Pursuant to the Article on Duties of Officers, the Department President may appoint committees as the Department 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 Committee: Veterans Affairs and Rehabilitation, Children and Youth, Americanism, National Security, Membership, Constitution and Bylaws, Finance and such other mission and member organizational support committees as provided in the Standing Rules.

Section 3. The National Executive Committee person shall serve as the National Security Chairman.

Section 4. The First Vice President shall serve as Veterans Affairs and Rehabilitation Chairman, the Second Vice President shall serve as Children and Youth Chairman.

Section 5. The composition, terms, and purpose of the Department Standing Committees shall be as provided in the Standing Rules. Amendments to the composition, terms, or purpose shall be determined only by a two-third (2/3) vote of the Department Convention Delegates.

Section 6. The Department President shall appoint a Department Finance Committee composed of five (5) members. Of the five members the Department President shall designate a chairman who shall serve as Department Treasurer, one shall serve for one year, one for two years, one for three years, one for four years and one for five years. After expiration of the first and every year thereafter, one member shall be appointed by the Department President to serve for the five- year term. If there is a vacancy on the Committee the Department President can fill the vacancy and the remaining term but must be approved by the Department Executive Committee. The member holding a one (1) year position rotates off the Finance Committee. A member may serve as Chairman for two (2) consecutive years followed by a one (1) year as a committee member. After one (1) year the member may be appointed as Chairman for up to an additional two (2) years or to fill a vacated term. A member may serve on the committee for five (5) consecutive years followed by one (1) year of not serving on the committee. After one (1) year the member may be appointed to the committee to serve up to five (5) consecutive years or to fill a vacated term.

Section 7. The Department President is an ex-officio member of the committee (with voting privileges in the event of a tie). The Department Secretary shall attend the meetings but does not have a vote. The Department Finance Committee shall meet prior to each meeting of the Executive Committee, or at the call of the Department President.

Section 8. The Department President upon recommendation from the hosting Unit or Units from the District(s) where the Department Convention is being held, appoint the following special Department Convention Committees; Credentials, Resolutions-Courtesy, Rules, and other committees deemed necessary.

Section 9. Duties of all Department Committees shall promote activities within the Department as outlined by their respective National Committees, and each Committee shall report annually to its corresponding National Chairman and the Department Convention.

ARTICLE IX ELECTRONIC MEETINGS AND COMMUNICATIONS

Section 1. The Department Executive Board, all committees, and District Conferences shall be authorized to meet by an electronic platform that allows for members in attendance to hear each other simultaneously and participate during the meeting.

Section 2. Communication required in the Constitution and Bylaws may be sent electronically.

ARTICLE X Discipline

Section 1. REVOCATION AND SUSPENSION OF A CHARTER: The Department Executive Committee, after notice and hearing, may suspend or revoke the charter of a Unit which

violates the National or Department Constitution or which fails adequately to discipline any of its members for any such violation, and may provide for the Government and administration of such Unit during such suspension or revocation. The Department Executive Committee may, as a disciplinary measure or pending action relative to final revocation, order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department Convention.

Section 2. UNIT FAILURE TO COMPLY: Any Unit failing to meet the obligations imposed upon it by the National or Department Constitution and Bylaws or by ruling of National or Department Convention or Executive Committee or ceasing to function from one Department Convention to the next as an American Legion Auxiliary Unit or refusing to pay the per capita tax due to National and Department Organization shall upon order of the Department Executive Committee surrender its charter. Upon failure to surrender such charter, immediate steps may be taken by the Department Executive Committee for the revocation of same.

Section 3. APPEAL: A Unit whose charter has been revoked may appeal the decision of the Department Executive Committee to the National Executive Committee.

Section 4. CHARTER CANCELLATION: A cancellation of a Unit charter shall be in order where two or more Units merge, where a Unit ceases to function or under such other conditions as might make such action necessary within the Department. In the event a Unit charter is cancelled without the consent of such Unit, it shall have the right to appeal to the National Executive Committee.

Section 5. UNIT RECORDS: When a Unit ceases to function or its charter has been revoked or cancelled, the charter and all Unit records and funds shall be turned into the Department Headquarters. If the Unit has not revitalized within three (3) years the money becomes part of the Department's General Fund.

ARTICLE XI NATIONAL CONVENTION

Section 1. Delegates to the National Convention must attend all sessions of the Convention, unless excused by the Delegation Chairman.

ARTICLE XII PARLIAMENTARY RULING

Section 1. The current Robert's Rules of Order, Newly Revised shall be the governing documents of this organization in all cases in which they are not inconsistent with applicable state statutes, the American Legion Auxiliary National and the American Legion Auxiliary, Department of Alabama Inc.'s Constitution and Bylaws, and Standing Rules.

ARTICLE XIII AMENDMENTS

Section 1. These Bylaws may be amended by any Department Convention by a vote of two-thirds (2/3) of the Delegates present and voting thereat, provided the proposed amendments shall have been submitted through the Department Secretary to the Units and members of the Department Executive Committee by mail and/or electronic mailing, forty-five (45) days prior to the convening of the convention.

Section 2. Necessary amendment(s) proposed after distribution may be adopted by two-thirds (2/3) vote of the delegation, provided they have been read at one meeting of the session prior to taking the vote.

Section 3. An amendment or resolution not having been previously read or distributed as required, may be adopted by the unanimous vote of the Convention Body. An amendment and/or resolution being submitted shall be on a Department approved form.

Section 4. These Bylaws shall be automatically amended to conform to any amendment of the National Constitution, Bylaws, or Standing Rules of the National Organization.

ARTICLE XIV AUTHORITY

The authority under which all Department, Districts, and Units of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and set forth in the Unit Guidebook of the American Legion Auxiliary. Any provision of any Unit Constitution and Bylaws or any regulations of any Unit in conflict with the foregoing authority shall be void.

**STANDING RULES
of the
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALABAMA, INC**

PREFACE

Standing Rules are rules and regulations for the guidance of an assembly which have been adopted by the governing body and can amended or rescinded by two-thirds vote. If notice has been given by a majority vote. Standing Rules can be amended as frequently as needed in the form of an amendment, (Roberts Rules of Order, Newly Revised). Supplementary rules and regulations may be adopted by the Department Executive Committee and shall be designated as Standing Rules.

Service Not Self is a concept that governs everything we do for the American Legion Auxiliary and exist to support The American Legion and to honor the service of our veterans, military, and their families. During that time has learned that achieving these goals requires a strong focus on our core values of integrity, honesty, fairness, openness, responsibility, and respect. When it comes to upholding the values of the American Legion Auxiliary, common sense will always show you the way.

I CANDIDATES FOR DEPARTMENT OFFICE:

1. There shall be no other letters, or announcements from a candidate other than the initial announcement, which is sent by the candidate's Unit post marked by May 1st of election year.
2. After a candidate has been endorsed by their Unit for a Department Office and the endorsement is filed at Department Headquarters said candidate can be introduced as "an endorsed candidate for" said Department Office.
3. A list of endorsed candidates shall be sent with the Call to Convention by the Department Secretary.

II CHILDREN AND YOUTH/CHILD WELFARE:

1. That an appropriation of \$200.00 be set up in the Children and Youth Budget, to be given to the Child Welfare Foundation as follows:
A gift of \$50.00 to be sent to the Child Welfare Foundation in memory of Past Department President(s), as the occasion arises.

III Constitution and Bylaws:

1. That each Unit be notified early in the year whether their Constitution and Bylaws are on file at the Department Headquarters or not. A sample of a standard Unit Constitution and Bylaws is available to all Units in the Unit Guidebook.
2. Units wishing copies of their own Constitution and Bylaws, which are on file in Department Office, may receive a copy via e-mail or by paying all copying, shipping, and

postage charges. This would also apply to receiving a copy of the Department Constitution and Bylaws.

IV DEPARTMENT CHAIRMAN/COMMITTEES:

1. As provided in the Department Bylaws, in addition to the Core Department Standing Committees Veterans Affairs & Rehabilitation, Children and Youth, Americanism, National Security, Membership, Constitution and Bylaws, and Finance – there shall be the following Department Committees: Auxiliary Emergency Fund, Community Service, Education, Girls State, Gold Star, History (cavalcade of memories), Junior Activities, Leadership, Legislative, Past President Parley, Poppy, and Public Relations.
2. The Department President shall appoint the chairman and committee members of all Department committees with approval of the Department Executive Committee.
3. The Department President shall be considered as ex-officio member of all committees.
4. The Department President shall appoint a successor for any chairman or committee members position vacated (inactive or resigned) who is subject to approval by the Department Executive Committee by in person voting or e-mail.
5. All Department Hospital(s) or State Veterans Home VAVS must be approved and vetted by the National Organization. A VAVS Hospital or State Veteran Home representative who is leaving their position must be removed by National before a new VAVS for that position can be appointed.
6. All VAVS appointees must be approved by the Department Executive Committee by in person vote or e-mail. All VAVS representatives will be listed under the VA&R Chairman.
7. A member may serve on no more than three (3) Department Committees per year or as a member of a Department Committee for more than three (3) consecutive years, except for the Finance Committee, as provided in the Department Bylaws. If appointments are approved by the Department Executive Committee at the Post Convention the member may serve more than three years or as a member of a Department Committee for more than five (5) consecutive years.
8. The Finance chairman shall not serve on any other committees to avoid a conflict-of-interest in distribution and acceptance of funds.
9. That any Committee member who has a family member involved as an applicant for any monetary award, scholarship, or contribution shall abstain from voting on that issue.
10. That each Department Committee chairman prepare a Program Engagement Plan sharing the emphasis for the year with Units and based on information available from the Program Engagement Plan chairman on the National website.

V DEPARTMENT MISCELLANEOUS:

1. The Department Leadership Conference will be held at Department Headquarters City for all members of the Auxiliary, within forty-five (45) days after the National Convention.
2. Minutes from the post-convention meeting, Department Executive Committee meeting, Leadership conference, Mid-winter conference, and Department Conventions are to be typed and distributed to all Department Executive Committee members, including Past Department Presidents withing 30 days of said meeting.

3. The Department Convention proceedings of the previous year shall be prepared and distributed to all Department Executive Committee members, including Past Department Presidents, no later than the Department Leadership Conference. Department chairman must present a copy of their year-end report to be included in these proceedings.
4. The Department Secretary shall prepare annually a Program Engagement Plan, Department Roster book which will include all contact information for Department Officers and Committee Chairmans, Past Department Presidents, District and Unit Officers. These shall be ready for distribution at the Leadership Conference. This information shall be available to members via e-mail by request to the Department Office.
5. The Department Secretary shall assemble a Book of Reports consisting of the annual reports from the Department President, Department Officers, Department Program Chairman, and District Presidents. The Book of Reports shall be distributed in hard form to all Line Officers, District and Unit Presidents at the Department Convention. The Book of Reports shall also be available to members via e-mail by request to the Department Office.
6. During any business meetings the Department President shall make sure the Secretary and Parliamentarian are seated next to them.

VI Department Officers:

1. The Department Sergeant-at-Arms and Parliamentarian are required to attend all Department meetings which authorize mileage to be paid to all Department and Executive Committee meetings.
2. The Department Pages are required to attend Leadership, Mid-Winter, and Convention, therefore, shall be authorized mileage. Department guidelines for reimbursement of mileage will apply.
3. That the American Legion Auxiliary, Department of Alabama Inc., will only endorse a candidate for National President after they have been appointed to Children and Youth on the National level.

VII APPROPRIATION FOR PRESIDENT'S ACTIVITIES:

1. The President's expense allowance is set up in the budget each year and paid in monthly installments. The President shall retain and submit quarterly receipts to the Department Treasurer/Finance chairperson for all expenditures. The receipts shall be kept until the annual audit is completed.
2. The Leadership Conference, Mid-Winter Conference, and Department Convention, hotel room paid, complimentary tickets to breakfast, luncheon and banquet are provided for.
3. National Veterans Day celebration in Birmingham, hotel room is paid.
4. National Convention, appropriation is set in the general administrative budget.

CORE DEPARTMENT STANDING COMMITTEES

Veterans' Affairs & Rehabilitation:

The Department's First Vice President will serve as Veterans Affairs and Rehabilitation chairman, for a one (1) year term. The Department President will appoint the VAVS and Deputies for the Hospitals, and State Veterans Home with the approval of the Department Executive Committee

1. The purpose of the Veterans Affairs & Rehabilitation Committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally function lives.
2. All new Rehabilitation projects for the Veterans Administration Medical Centers not provided for in the Department Budget of the American Legion Auxiliary, be first presented to the VAVS Representatives, then presented and approved by the Department Executive Committee before an appeal is made to the Units for participation in the project.
3. That the VAVS continue the Christmas Programs for the hospitalized Veterans in Alabama, a gift for each Veteran.
4. That the Veterans Affairs and Rehabilitation chairman, with the Department President, investigate the needs of the hospitals for Department funds, and that the funds be allocated according to the number of patients. The Veterans Affairs and Rehabilitation budget be approved at the Department Executive Committee meeting immediately following the Department Convention.
5. That the annual report of VAVS Representatives cover a period from May 1st of the previous year through April 30th of the fiscal year, and a copy be sent to the Department Chairman by the deadline in the Program Engagement Plan.

Children and Youth:

1. The Second Vice President will serve as the Children and Youth Chairman along with two (2) members who shall serve a one (1) year term. If a vacancy occurs a chairman pro tempo shall be appointed with the approval of the Department Executive Committee.
2. The purpose of the Children and Youth Committee is to work collaboratively with The American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans.

Americanism:

1. The Americanism Committee shall be comprised of a chairman and two (2) members, who shall serve a one (1) year term. The purpose of the Americanism program is to promote patriotism and responsible citizenship.

National Security:

1. The National Executive Committee person shall be the National Security Chairman. Two (2) members shall be appointed to serve a one (1) year term. The purpose of the National Security Committee is to promote a strong national defense.

Membership:

1. The Membership committee shall be comprised of a chairman and two (2) members, who shall serve a one (1) year term. The purpose of the Membership Committee 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.
2. It is the policy of the Department that each member shall have a membership application on file and all applicants for membership shall fill out said form. In case of eligibility through a deceased relative, the service record must be secured from the appropriate authority.
3. The Department Administrative Staff be given the authority to return dues immediately when eligibility has not been established.
4. The revenue of the American Legion Auxiliary shall be derived from the annual membership dues of Senior and Junior members, and from other sources as may be approved by the Department Executive Committee.
5. The Membership year shall be from January 1st to December 31st of each year. National and Department dues shall not be prorated for parts of the membership year unless authorized by the appropriate National and Department Committees.
6. Dues shall be payable annually for the succeeding calendar year or for life. A member failing to pay such annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges.
7. A member joining the American Legion Auxiliary prior to the National Convention must pay full current dues to be eligible for full membership rights, privileges, and benefits. A new member joining after the National Convention may be given by their Unit full membership rights, privileges, and benefits from the date the dues are received through December 31st of the following year.
8. When National per capita dues are increased, Department and Units shall automatically include this increase in the funds transmitted to Department, and National Headquarters for the ensuing year or such subsequent year as may be adopted by the National Convention.
9. Any change in the dues amount must be approved at the annual Department convention by a two-thirds vote of those delegates present and voting.
10. Units shall be responsible for determining their annual dues. Information for renewal notice must be sent to Department Headquarters by March 31st.
11. The Department per capita dues shall be \$35.00 per annum for Senior members, and \$6.00 for Junior members. The membership dues for Headquarter Unit 1983 shall be \$40.00 for Seniors, and \$6.00 for Junior members.

Senior Membership

Department Dues.....\$17.00
National Dues.....\$18.00
Total\$35.00

Junior Membership

Department Dues..... \$3.00
National Dues..... \$3.00
Total \$6.00

Constitution and Bylaws

1. The Constitution and Bylaws Committee shall be comprised of a chairman and two (2) members who shall serve a staggered three (3) year term. The purpose of the Constitution and Bylaws is to inform members about having proper governing documents at all levels.

Finance:

1. The Finance Committee shall consist of five (5) members appointed by the Department President. The Finance Committee shall oversee the general financial policy of the Department Organization subject to the ratification of the Department Executive Committee. It shall be charged with the preparation of the yearly budget and shall supervise the expenditures of funds under the budget. The Department President is an ex-officio member of the committee. The Department President, and Secretary shall attend this meeting but do not have a vote. The Department Finance Committee shall meet prior to each meeting of the Executive Committee, or at the call of the Department President or the Department Finance Chairman. If there is a vacancy in the committee the Department President can fill the vacancy for the current year only and must be approved by the Department Executive Committee.
2. The budgeted expenses incurred by a Department Officer or chairman, in the exercise of their service and duties to the Department, may be paid from the Department Treasury by order of the Department Executive Committee if not on the proposed budget for the administrative year. The National Convention expenses of the Department Organization shall be paid from the Department Treasury, including registration fees for the delegates from the Department. The expenses of only the Outgoing Department President, the incoming Department President, and the Department Secretary, or Delegation Secretary shall be paid no more than thirty (30) days prior to the National Convention upon the approval of the Finance Committee.
3. At the National Convention, corsages will be purchased for the Outgoing Department President, incoming Department President, any National Officer of the American Legion Auxiliary, Department of Alabama Inc., and the Department Member of the year (if requested).
4. The Department Executive Committee has jurisdiction over all finances of the Department which includes all existing funds (general, special, welfare, and any others which may be created).
 - (a) All recommendations and resolutions pertaining to the expenditure of monies shall first be submitted to the Department Finance Committee by the respective Department officer or chairman under whose work the proposed expenditure or assessment properly belongs. After review, recommendations from the Finance Committee are then submitted to the Department Executive Committee for approval and disbursement of funds. All bills and vouchers for which checks are drawn upon any funds of the Department Treasury shall be reviewed and signed by the Finance Committee Chairman and the Department President prior to the funds being expended; that the Department Finance Committee shall be obligated and it shall be incumbent upon it to carry out the action taken by every regular assembled Convention and duly called Department

Executive Committee meeting, as required by a duly recorded vote, insofar as the disbursement of the Department funds shall be concerned.

(b) The Finance Committee shall review the current year's Department Convention budget. After said review the Committee will recommend the dollar amount of fees to be collected per delegate and the dollar amount to be collected for registration. This recommendation will be voted on by the Department Executive Committee at Mid-Winter Conference.

5. The Department Secretary or Finance Chairman are required to submit Monthly Financial Reports to the Department President and members of the Finance Committee by the 14th of the following month via mail or e-mail. A quarterly financial statement shall be sent to all members of the Department Executive Committee, via mail or e-mail two weeks prior to all Department Executive Committee meetings including Past Department Presidents.
6. The Finance Committee shall meet monthly either by phone, zoom, or in person. Also, the Committee shall meet in person at Department Headquarters prior to the Department Convention to review all vouchers. Routine monthly bills shall be paid when due and reviewed by the Finance Committee Chairman and the Department President at the next finance meeting.
7. Vouchers (itemized receipts) for reimbursement by Department Officers, Committee Chairman, Hospital, State Veteran Home Representatives, and Finance Committee members must be submitted before Department books are closed, unless such expenses are authorized from the succeeding year's budget.
8. That all amounts of funds submitted by each Unit and District, which are earmarked for special projects be listed in the Book of Reports.
9. All monies received from annual dues and from all sources earmarked for general fund should be placed in the general fund for the operation of the Department office. All earmarked monies must be placed on the matching line.
10. That the American Legion Auxiliary, Department of Alabama Inc. close of books, for annual reports shall be thirty (30) days before each Department Convention. A financial report shall appear in the Book of Reports. The book shall be audited at the close of the fiscal year, which is June 30th and reported in the proceeding of the convention. The auditors are to be selected by the Department Finance Committee. Such reports must be read at the Convention Finance Meeting.
11. All Department Officers and Chairmans requesting contributions or payments for Department fundraisers state that all checks be made payable to the American Legion Auxiliary, Department of Alabama INC.
12. No Department Officer, Chairman, or member of the American Legion Auxiliary request or solicit money contributions from The American Legion, Department of Alabama Inc. without the authority of Convention body or the Department Executive Committee.
13. All financial records of the Department including cancelled checks, vouchers, check stubs, check books, monthly bank statements, etc. shall not be removed from the Department Office.
14. Checks outstanding six months or more shall be cancelled and the account to which the original charges were made be credited.

- 15.** The travel allowance for the Department Executive Committee members, Department Chairmans, and Pages be recommended by the Finance Committee and approved by the Executive Committee for the Leadership Conference, Mid-Winter Conference and Department Convention Executive Committee meetings. Vouchers will need to be filled out. Allocated amounts are as follows:
 - a. 100 miles round trip \$25.00
 - b. 200 miles round trip \$50.00
 - c. 300 miles round trip \$75.00
- 16.** Any bills unpaid from any fund at the end of the fiscal year should be itemized and appear as part of the next Auditor's report as outstanding indebtedness.
- 17.** An expenditure verses income report be prepared by the Department for the following events with information supplied by the committee chairman and personnel responsible for these events. These reports are to be submitted to the Department Executive Committee at the next regularly scheduled meeting after the event. These events include but are not limited to:
 - a. Department Convention
 - b. Department Leadership Conference
 - c. Department Mid-Winter Conference
 - d. Girls State
 - e. Junior Leadership and Convention
- 18.** The expense allowance of the Department President as set up in the Department annual budget be paid in monthly installments with checks issued on the first business day of each month and not before.
- 19.** No employee shall receive salary/wages in advance and will be paid bi-monthly on the 1st and the 15th.
- 20.** Any Items not budgeted for may not be purchased without the approval of the Department Executive Committee, as presented by the Finance Committee.
- 21.** The American Legion Auxiliary, Department of Alabama Inc., shall no longer accept checks written for The American Legion Department of Alabama Inc. functions. Members/units shall make checks payable to the American Legion.
- 22.** Funds budgeted for travel to conferences, conventions or meetings shall be paid directly to the person filling the position for which the funds have been budgeted. The American Legion Auxiliary, Department of Alabama Inc. shall not purchase airline tickets or pay for hotel rooms directly unless they are responsible for the specific bill; etc., rooms for the President and/or Secretary at Department meetings/convention.
- 23.** The purchase and presentation of any gifts to National Officer(s) or Official Guest(s) of the Department is to be made at the time of their official visit to the Department.
- 24.** Any donations for specific meetings/events, shall be sent to Department and then forwarded to the District or Unit Chairman in charge of that meeting/event.
- 25.** A copy of the proposed General Administrative Budget is to be sent to the Department Executive Committee fourteen (14) days prior to the Department Executive Committee meeting, via mail or e-mail following the Department Convention.
- 26.** No poppy orders shall be accepted unless accompanied by a check or other payment in full. The net profit from donations of poppies from the Units shall be kept to defray

expenses in connection with Veterans Rehabilitation welfare work. Proceeds from the Unit Poppy donations received at Department shall be used only as mandated by the Poppy Resolution adopted by National Executive Committee of The American Legion.

27. Units are required to submit thirty percent (30%) of all funds raised from Poppy donations to the Department Poppy fund account.

MISSION OUTREACH STANDING COMMITTEE

Education:

1. The Education Committee shall consist of a chairman and three (3) committee members who shall serve a staggered three (3) year term.
2. The American Legion Auxiliary Scholarships are available only to descendants of veterans that enter and/or exited service in Alabama who were in the Armed Forces of the United States during the following periods; April 6, 1917, to November 11, 1918; and any time after December 7, 1941, who served on active duty in the Armed Forces of the United States during either eligibility periods.
3. The Alabama Accountability Act provides that scholarship may be granted regardless of gender, and limits the awards to the University of Alabama (Tuscaloosa), University of Alabama (Birmingham), University of Alabama (Huntsville), Auburn University (Auburn), Auburn University (Montgomery), University of Montevallo, Jackson University, Troy University, University of West Alabama, University of North Alabama (Florence), University of South Alabama (Mobile), Alabama State University, and A&M (Huntsville), that have or may not have a dormitory, and in view of the fact that it has been stated in the Department Standing Rules.
4. The Scholarships will be awarded each year on May 1st. Once awarded it shall remain in effect for each consecutive year that the student applies if the Grade Point Average requirements are met for a maximum of four (4) years.
5. The Scholarships offered by the That the American Legion Auxiliary, Department of Alabama Inc. will be confined to students who are residents of the State of Alabama, and this information be printed in the College Catalogs which list the Scholarships.
6. A student in the senior class, having received a Scholarship for their Senior year, receives the full amount of the Scholarship, even though they have graduated before the school year ends.
7. Any member of the Education & Scholarship Committee who has a relative applying for a Scholarship must step aside for the judging of the University to which the relative is applying.
8. The criteria for a Department Scholarship are for students who have graduated from an accredited high school in Alabama and provide they have a "B" Grade Average which is equivalent to a 3.0 GPA.
9. Candidates for this award shall have a minimum American College Test (ACT) score of 18 or a College Entrance Board Test (CEED-SAT) score of 830.
10. Each applicant must submit an application stating qualifications, age, need, etc. Applications should be accompanied by a letter from a member of the teaching staff

stating qualifications observed and extra-curricular activities; however, it must be in a sealed envelope from the High School last attended; a complete transcript of High School record; a statement from two other persons of high standing in local community as to personality, health, industry, etc.; billfold-size picture of applicant; and proof of acceptance for entrance to the institution of higher education.

11. Each applicant must state if the Veteran is alive or deceased, place for address of Veteran for residency, and a list of acceptable forms of proof of service as follows: Form DD214, Official "Honorable Discharge" certificate, Form DD1300, Official record of burial in military cemetery issued by the National Cemetery Administration of the Department of Veterans Affairs, current or former military ID card, current or former LES, official logbook entries from a military unit.
12. Applications must be received in the Department office by the 1st of April each year to be considered for judging. Applications received after April 1st of the current year will not be considered.
13. These are four-year Scholarships, but they must be applied for each year; a copy of the current grade transcripts must accompany the application with a minimum GPA of 3.0.
14. Judging shall be based on the following:

a. Americanism	20%
b. Character	25%
c. Basis of Need	25%
d. Scholastic	30%
15. The American Legion Auxiliary Scholarship Committee will be responsible for verifying all necessary information is enclosed in the applicant's packet. The decision of the scholarship committee will be final.
16. The number of scholarships available on the date these Standing Rules were revised and added to the Department Constitution and Bylaws and Standing Rules is forty (40);

UNIVERSITY OF ALABAMA, TUSCALOOSA CAMPUS:

General Scholarships	4
Lydia S. Mathews General Scholarship	1

UNIVERSITY OF ALABAMA, BIRMINGHAM

Grace Wren Nursing Scholarship	1
Mary Ellis Nursing Scholarship	1
Ehtel Smith Nursing Scholarship	1
Helen Montgomery Nursing Scholarship	1
Unit #1 General Scholarship	1

UNIVERSITY OF ALABAMA, HUNTSVILLE

Clara Whaley/Ruby Nunley General Scholarship	1
Mary Lou Barksdale General Scholarship	1
Huntsville Unit #237 General Scholarship	1

AUBURN UNIVERSITY, AUBURN CAMPASS

General Scholarships	3
General Gorgas General Scholarship Jefferson County only	1

Fletcher-McCollister Unit #135 General Scholarship	1
AUBURN UNIVERSITY, MONTGOMERY	
Myrtle Chambless Montgomery #2 General Scholarship	1
Montgomery #2 General Scholarship	1
Doctors & Six Past Department Presidents Of Unit #2 General Scholarship	1
TROY STATE UNIVERSITY, TROY CAMPUS	
General Scholarships	5
Pike County Unit #70 General Scholarship	1
Brooks/Austin/35 th District General Scholarship (restricted to residents of Pike County)	1
JACKSONVILLE STATE UNIVERSITY, JACKSONVILLE CAMPUS	
General Scholarships	1
Maude M. Lewis Nursing Scholarship	1
Soles-Gantt-Ellis Nursing Scholarship	1
Azalea Woolley Nursing Scholarship	1
UNIVERSITY OF MONTEVALLO, MONTEVALLO CAMPUS	
General Scholarship	2
UNIVERSITY OF NORTH ALABAMA, FLORENCE CAMPUS	
General Scholarship	1
LIVINGSTON STATE UNIVERSITY, LIVINGSTON CAMPUS	
General Scholarship	1
ALABAMA STATE UNIVERSITY, MONTGOMERY CAMPUS	
Saxon-Simmons-Moorman General Scholarship	1
	1
UNIVERSITY OF SOUTH ALABAMA, MOBILE CAMPUS	
Anna C Reynolds Medical Scholarship	1
Lillian P Andrews Nursing Scholarship	1
ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY	
General Scholarship	1

17. These Scholarships cannot be transferred from one campus to another but must remain in the initial site.

Girls State:

1. The Girls State Board of Directors shall consist of That the American Legion Auxiliary, Department of Alabama Inc. President, National Executive Committee person, director, and trustees, and must be approved by the Department Executive Committee. Girls State is an incorporated program of the American Legion Auxiliary, Department of Alabama and shall function as such.
2. A copy of the Girls State Corporation Bylaws shall be maintained at the Department Office at all times.

3. Copies of the minutes of all Girls State Board and Trustee meetings will be supplied to the Department Office to be kept on file.
4. A copy of the annual audit of the Girls State finances shall be furnished to the Department Office for distribution to the Department Executive Committee.
5. A Registered Medical Professional be on campus all during Girls State and that no duties be assigned to them except care of the delegates to Girls State. This would be in the best interest and protection of the American Legion Auxiliary.
6. The counselors for Girls State shall be members of the American Legion Auxiliary with the exception of former Girls State Delegates ineligible to join the American Legion Auxiliary.
7. Since Girls State is a duly constituted committee of the American Legion Auxiliary a copy of their financial statements shall be given to the Director, and their budget must be submitted to the Finance Committee prior to the Finance Committee meeting held during the Leadership Conference for presentation and approval by the Department Executive Committee at the Executive Committee meeting.

Junior Activities:

1. The Junior Activities Committee shall be comprised of a chairman and two (2) members who shall serve a one (1) year term.

Legislative:

1. The Legislative Committee shall be comprised of a chairman and two (2) members who shall serve a one-year term.

Poppy:

1. The Poppy Committee shall be comprised of a chairman and two (2) members who shall serve a one (1) year term.
2. The price of poppies will be established through the Finance Committee and approved by the Department Executive Committee. All poppy orders must be accompanied by a check or money order for payment in full.

Community Service:

1. The Community Service Committee shall be comprised of a chairman and two (2) members who shall serve a (1) year term. Community service committee shall promote the American Legion Auxiliary's commitment to making our communities better places to live by supporting local service projects.
2. Partner with other organizations in providing assistance with blood drives, first aid, and C.P.R. training. child safety programs, support for women in shelters, disasters, and emergency preparedness program.

Member/Organizational Support

Auxiliary Emergency Fund:

1. The Auxiliary Emergency Fund Committee shall be comprised of a chairman and two (2) members who shall serve a one (1) year term.
2. The Auxiliary Emergency Fund is a national grant that assist eligible members of the American Legion Auxiliary up to \$3000.00 because of an act of nature or another personal crisis.
3. Grant funds may be used only for shelter or utilities to members that have maintained membership for three (3) consecutive years.

Leadership:

1. The Leadership Committee shall be comprised of a chairman and two (2) members who shall serve a one (1) year term.
2. That some type of Leadership Training be given to all District and Department Officers with an invitation to Unit Officers.
3. The Leadership Committee shall be responsible for selecting the member of the year from nominations submitted by the Units.

Public Relations:

1. The Public Relations Committee shall be comprised of a chairman and two (2) members who shall serve a one (1) year term. The Public Relation Committee is to establish and maintain positive public image of the organization by encouraging American Legion Auxiliary members to be visible in their communities through branding and informing the public about the mission of the organization.
2. Spread the word about the American Legion Auxiliary: A community of volunteers serving veterans, military, and their families.

Special Purpose Committees:

Advisory:

1. The Department President may appoint an Advisory Committee comprised of Past Department Presidents, whose responsibility shall be a mentor and to give support.

Gold Star:

1. The Gold Star Committee shall be comprised of a chairman and two (2) members who shall serve a one (1) year term.
2. Gold Star Mothers, Sisters, and Spouses shall be recognized at the Department Convention.

History (Cavalcade of Memories):

1. The History Committee shall be comprised of a chairman and two (2) members who shall serve a one (1) year term. The Committee shall be responsible to locate, display and preserve important memorabilia related to the American Legion Auxiliary.

Past President Parley:

1. The Past President Parley shall be comprised of a chairman and two (2) members, all of who shall be Past Department Presidents and serve a one (1) year term.

Fiscal Year: The fiscal year for the American Legion Auxiliary, Department of Alabama Inc., shall be July 1st. to June 30th of each year.

Reports: Unit program reports are due to Department Chairman by May 1st.

Department Chairman's reports due to National by May 15th.

If submitting a report for a National Award, the cover sheet should be attached.

Department Impact Reports are due to National Headquarters by June 1st.

Updated: June 21, 2025

**American Legion Auxiliary
DEPARTMENT POLICY
Confidentiality Policy**

Adopted by: Department Executive Committee
Approving Body: Department Executive Committee

Adopted Date: June 22, 2024

Policy Statement

Definition:

Employee: In this context, Employee is defined as any individual who receives compensation, either full or part time, from the American Legion Auxiliary. The term also includes any consultant or independent contractor who provides services dealing with legal, sensitive business and personnel of the American Legion Auxiliary, Department of Alabama Inc.

Volunteers: In this context, Volunteers are defined as That the American Legion Auxiliary, Department of Alabama Inc. officers, Department Executive Committee, Department Committee Chairman and committee members providing non-compensated service to the That the American Legion Auxiliary, Department of Alabama Inc.

In the course of their duties, employees and volunteers will have access to information that, if disclosed, could harm the organization, its business relationship, or an individual.

1. Employees and volunteers with the American Legion Auxiliary shall maintain the confidential of any information concerning legal, sensitive business, and person matters.
2. Employees and volunteers shall not disclose information about donors and donation, without express permission, nor disclose information concerning information concerning personnel, sensitive matters and legal matters that may directly or inadvertently become known to the Department officers, Department Executive Committee member, committee members, volunteers, and staff.
3. Employees and Volunteers shall always exercise good judgment and care to avoid unauthorized or improper disclosures of confidential information.
4. Before an employee or volunteer can assume the responsibilities of their position, they shall be required to sign the American Legion Auxiliary Confidentiality Agreement annually.

This policy is not intended to prevent disclosure when disclosure is required by law or court of law.

**American Legion Auxiliary
DEPARTMENT POLICY
Conflict of Interest**

Adopted by: Department Executive Committee
Approving Body: Department Executive Committee

Adopted Date: June 22, 2024

Purpose

The purpose of this policy is to protect the interest of The American Legion Auxiliary by

- a. Preventing the personal interest of the Department Executive Committee members, Officers, and Employees, from interfering with their duties of the organization, and;
- b. Avoiding any unethical financial, professional, or political gain on part of such individuals.

The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

Persons Concerned

This statement applies to the Department Executive Committee members, Officers, and Employees

who can influence the governance and action of the American Legion Auxiliary. This includes anyone who makes financial decisions.

Procedures

Duty to disclose- Each member, Department Executive Committee member, Officers, and Employees, and any other interested person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

Investigating Conflicts- When a potential Conflict of Interest is disclosed, the Department Executive Committee will then provide the individual with an opportunity to disclose all material facts. The

Department Executive Committee will collect all pertinent information and question the involved parties. If it turns out that a conflict of not exist the inquiry will be documented but no further action will be taken.

Addressing Conflict of Interest- If the Department Executive Board determines that a conflict of interest exist, they will take the appropriate action to address the conflict. This may include; prohibiting any interested parties from voting on any mater related to said Conflict of Interest or terminating employment with the American Legion Auxiliary.

If the Department Executive Committee reasonably believes that a member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rational for such

belief and grant the individual opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the Department Executive Committee may take appropriate disciplinary action including removal from the position of the American Legion Auxiliary.

**American Legion Auxiliary
DEPARTMENT POLICY
Code of Conduct & Ethics**

Adopted by: Department Executive Committee

Adopted date: June 22, 2024

Approving Body: Department Executive Committee

The American Legion Auxiliary has established a Code of Conduct and Ethics, a set of principles and practices that provides the Department Executive Committee members with a set of parameters and provide guidance for conduct and decision-making. The Code of Conduct & Ethics is reflective of the organization's core values, ethical principles, expectations, and responsibility. In addition to the American Legion Auxiliary's Code of Conduct & Ethics, there are many other sources of information about ethical thinking that should be considered in decision making including but not limited to laws, regulation, policies and procedures, and other professional sources of ethical code. The Department Executive Committee is required to act in accordance with the highest ethical principles and standards of personal and professional integrity and honesty in the performance of their duties and responsibilities. This high ethical standard includes the handling of actual and apparent conflict of interest.

Demonstrate Personal and Professional Integrity

1. Department Executive Committee members must exercise reasonable care within the scope of their personal and professional competency in decision-making.
2. Always exhibit professional conduct, avoiding any perception of misconduct.
3. Respect the rights of individuals to privacy, confidentiality, and self-determination.

Strive for Professional Excellence

1. Exemplify competence, quality standard, and credibility within the organization.
2. Develop and enhance professional expertise through continuous learning and development.
3. Promote learning and growth of others and contribute to the knowledge base of the organization.

Build Public Trust through Transparency and Accountability

1. Commit to full disclosing of information and transparent interactions, as appropriate.
2. Act as a responsible steward of resources for the public good.
3. Adhere to the highest standards of ethics, conduct and service to inspire public confidence and trust in the organization.

Promote Diversity, Equity, and Inclusion

1. Respect the worth and dignity of all individuals.
2. Participate in activities of the organization.
3. Foster cultural diversity and respect, striving to eliminate biases and prejudices in all interactions.

Enhance Quality of Life

1. Develop optimal human potential in each encounter and activity.
2. Utilize professional knowledge to improve the lives of individuals, the efficiency and effectiveness of the organization, and the well-being of society as a whole.
3. Initiate and engage in activities that empower individuals and/or communities.

Responsibility of Individual Board Members

- Uphold the highest legal, ethical, and moral standards
- Be in service to the organization.
- Attend all board and committee meetings and as many functions and events as possible.
- Be informed about the mission, services, policies, and management operation.
- Prepare for meetings by reviewing the agenda and supporting materials
- Serve on committees and offer to take on special assignments when my capacity and expertise allows.
- Advocate for the organization.
- Follow conflict of interest and confidentiality policies.
- Assist the Executive Committee in carrying out its fiduciary responsibilities such as reviewing the organization's financial statements.

Code of Ethics

- Support the integrity and reputation of the American Legion Auxiliary, Department of Alabama Inc.
- Use good judgment based on high ethical principles to guide executive committee members, employees, and volunteers to respect lines of acceptable conduct.
- Refrain from any illegal, dishonest, or unethical conduct.
- Comply with all applicable laws and regulations and hold accountable all members.
- Act in a professional and businesslike manner.
- Treat others with respect.
- Be aware of my potential influence on colleagues and will not exploit their trust.
- Act to prevent and eliminate discrimination in work assignments or in personnel policies or practices.
- Maintain and respect policies, procedures and executive committee members' decisions and take the initiative toward improving such policies; procedures and decisions when it will better serve the organization.
- Possess a professional attitude that upholds confidentiality towards persons serve, colleagues, nominees and any sensitive situation arising within the organization.
- Because of my ability to influence and alter the lives of others I shall exercise special care when making recommendations or opinions public through testimony or other public statements, including social media.

Consist with the American Legion Auxiliary's Conflict of Interest Policy, no member Department Executive Committee or any appointed Committee member shall attempt to and/or derive any

personal profit or gain, directly or indirectly by reason of their participation. Such profits or gains may include by not limited to financial gain, political advances, employment or compensation, investments, or contracts and /or use of organizational resources for personal use. Department Executive Committee members who have an actual or potential conflict of interest shall not participate in discussions or vote on matters affection the organization.

Member Acknowledgement of Understanding

I understand that a violation of this Code of Conduct & Ethics may be grounds for disciplinary action and immediate dismissal.

**American Legion Auxiliary
DEPARTMENT POLICY
Electronic Communications, Internet, and Social Media Policy**

Adopted by: Department Executive Committee
Approving Body: Department Executive Committee

Adopted Date: June 22, 2024

Permission

- In accordance with the provisions contained within this policy, an entity chartered by the ALA already has permission to use the name, emblem, and trademarks of the American Legion Auxiliary and may use the name, emblem, and trademarks to establish a presence on the Internet, in social media and other electronic communications, including but not limited to websites, Internet-based tools, accounts, Facebook pages and groups, Twitter accounts and mobile device applications.

Administrative Rights

- All Department level, District level, and Unit level and Department and Unit subsidiary Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary are advised to have more than one ALA entity representative with administrative rights and/or login information.
- All Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary must obey the Terms of Service of any social media platform employed.
- Any entity that shares a website and other electronic media with their American Legion counterparts is advised to establish policies regarding permissions and shared administrative rights.

Content

- Websites, electronic communications, Internet-based accounts, electronic blogs, and social media accounts must clearly, accurately, and completely identify the ALA entity represented, e.g. American Legion Auxiliary, Department of Alabama Inc., District____, Unit____, or subsidiary or program.
- Information posted or conveyed electronically via Internet-based accounts must be relevant to the ALA entity and its programs must safeguard the integrity of the ALA and the privacy of individuals in keeping with all applicable federal, state, and local laws and regulations.
- Content considered relevant under this policy includes proper and suitable postings about members, ALA meetings, ALA mission-related programming events and fundraising activities, and events or fundraisers that benefit the American Legion Auxiliary.
- Any content construed as bullying or slander of any individual or entity will not be tolerated and could result in disciplinary action.

- Content communicated via Internet-based accounts, social media, websites, and electronic blogs cannot divulge private information about an individual, including a person's contact information or medical information. Posting private information about others can be a criminal offense.
- Any ALA representative or individual communicating about ALA-related matters via Internet-based accounts, social media, websites, and electronic blogs, and social media cannot be used to convey information in support of political parties, political candidates, or sectarian viewpoints; the American Legion Auxiliary is non-partisan and non-sectarian organization.
- Administrators of ALA websites, electronic communities, Internet-based accounts, blogs, and social media accounts are forbidden from using ALA accounts to promote a person's project, goals, or interests outside of ALA programs and business.

Monitoring

- The American Legion Auxiliary, Department of Alabama Inc., will follow the American Legion Auxiliary Branding Guide appropriate protocols for establishing American Legion Auxiliary social media and Web presence in keeping with applicable laws, government regulation, and industry best practices.
- The American Legion Auxiliary, Department of Alabama Inc., will reasonably monitor electronic communications that represent the ALA for threatening, or dangerous content, or bullying or slander and the electronic media account administrator reserves the authority to remove posting that violate laws, regulations, or ALA policy.
- The American Legion Auxiliary, Department of Alabama Inc., will maintain appropriate records of utilization in accordance with applicable laws, government regulations and industry best practice.

Sanctions

- Any electronic, Internet-based, website or social media presence using the name, emblem, or trademarks of the American Legion Auxiliary that fails to comply with this policy is prohibited. Any cost for enforcement of laws or judgments relative to this policy shall be sought from the offending entity or individual representative.

Guidelines

- The American Legion Auxiliary, Department of Alabama Inc., will follow the published guidelines within the American Legion Auxiliary Branding Guide that include appropriate protocols regarding establishing and conducting American Legion Auxiliary social media and Web presence in keeping with applicable laws, government regulations and industry best practices.
- ALA electronic media guidelines will address appropriate participation in electronic communications, social media, and Internet representation of the American Legion Auxiliary both personally as well as when one is acting in an official capacity on behalf of the ALA.

- Guidelines will reflect and promote the importance of the ALA's role and opportunities in social media and Internet communities for conveying the organization's identity-a community of volunteers serving veterans, miliary, and their families at home and abroad.
- Guidelines will reflect the importance of ALA members and entities joining in conversations that take place online about the American Legion Auxiliary, and entities and members have an ethical responsibility to ensure such online conversations accurately represent the ALA and share the positive spirit of the ALA and Family brand so the American Legion Auxiliary can fulfill its mission for future generations.
- The American Legion Auxiliary Branding Guide includes details regarding usage of the American Legion Auxiliary emblem, name and trademarks, and written design elements reflecting the same. The ALA Branding Guide is available on the National ALA website www.ALAforVeterans.org to download.

Addendum

With an ever-increasing move from traditional media to electronic platforms, many organizations and individuals are turning to social media for word-of-mouth communications and marketing because of its ease of use and instantaneous results. Because of the tremendous growth in Internet-based communication media, countless conversations take place online daily about the American Legion Auxiliary (ALA). We want an encourage our organization's members and entities to join those conversations, accurately representing our organization and sharing the positive spirit of our brand so that the American Legion Auxiliary is here to fulfill our mission for future generations.

This electronic media policy is intended to guide your participation in electronic communications, social media, and Internet representation of the American Legion Auxiliary, both personally as well as when you are acting in and official capacity on behalf of the ALA. The purpose of the policy is simply to protect the organization as well as the individuals who are using electronic media to increase awareness about the value of the ALA.

To grow and strengthen our entire organization, the ALA needs to take advantage of the fact that more people are communicating via websites and social media, and we want the ALA' electronic presence to be fun and up to the highest standards. It is important we develop and maintain a cohesive, true, and proper American Legion Auxiliary image. This policy is about caring for our brand and our reputation; it is for everyone's protection-individual members as well as the organization.

**American Legion Auxiliary
DEPARTMENT POLICY
Emblem Usage**

Adopted By: Department Executive Committee
Approving Body: Department Executive Committee

Adopted Date: June 22, 2024

Policy Statement

The possession of this emblem in this format does not constitute permission to reproduce it. Permission to reproduce the emblems of The American Legion, the American Legion Auxiliary, and the Sons of The American Legion is confined to those activities listed below.

“The American Legion emblem is fully copyrighted and patented in the name of the National organization. The emblem is also protected by federal legislation which makes it a criminal offense to use, without formal approval of the National organization, the patented insignia of any Veterans’ group chartered by Congress, one of which is The American Legion.”

The above restrictions apply equally to the emblems of The American Legion, American Legion Auxiliary, and the Sons of The American Legion. The use of the emblem by an individual Auxiliary member is limited to the wearing of the insignia and to the possession of authorized jewelry and of merchandise bearing the insignia. Units are confined to using the emblem or reproduction of the emblem on stationary, Unit publications, notices, posters, or place cards or matters of similar character used in the ordinary routine and conduct of legitimate Unit business. The use of the emblem by Departments, Districts, and Units in each instance is subject to the approval of the National Secretary, provided that:

1. Any request for such use of the emblem by Units and Districts shall be subject to Department approval before submission to the National Secretary, and
2. Any other such use by the Department, when approved by the National Secretary, shall be confined within the territorial limits of the Department.

**American Legion Auxiliary
DEPARTMENT POLICY
Whistleblower, fraud, and Retaliation Protection**

Adopted By: Department Executive Committee
Approving Body: Department Executive Committee

Adopted Date: June 22, 2024

Policy Statement

It is the policy of the American Legion Auxiliary, Department of Alabama Inc., to provide a culture and process that encourages, receives, retains, and resolves complaints arising from “Whistleblower” communications concerning any questionable accounting or auditing matters, potential fraud or illegal or irregular activities suspected or committed by members of the governing corporation or Department Executive Committee, Department officers, Department Chairmans, members of a committee with governing board delegated powers, volunteers, and employees.

Policy Definitions

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical or illegal means,

Fraudulent acts covered un this policy include, but are not limited to:

- Forgery or illicit alteration of documents (checks, promissory notes, expense reports, independent contractor agreements, purchase orders, budgets, etc.)
- Misrepresentation of information on documents.
- Misappropriations of funds, inventory, securities supplies, or any other asset.
- Theft, disappearance, or destruction of any asset.
- Improprieties in the handling or reporting of money or financial transactions.
- Issuing false or misleading financial statements, tax returns or other forms of financial information whether for internal or external use.
- Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

Employee: In this context, Employee is defined as any individual who receives compensation, either full or part time, from the American Legion Auxiliary. The term also includes any consultant or independent contractor who provides services to the ALA through a contractual arrangement with the ALA.

Management: In this context, Management is defined as any officer, or other individual who manages funds, or other resources.

Volunteers: In this context, Volunteers are defined as Department officers, Department Executive Committee members, Department committee members and any Unit member of the American Legion Auxiliary, Department of Alabama Inc. involved in a concern, complaint and/or

investigation addressed by the American Legion Auxiliary, Department of Alabama Inc. Executive Committee who are providing non-compensated services.

Whistleblower: In this context, Whistleblower is defined as one who raises a concern about or reveals suspected misconduct or wrongdoing occurring in the organization to those in positions of authority.

Policies

1. Members of the Department Executive Committee, Department officers, Department Chairman, members of a committee with governing board delegated powers, and Department employees shall follow the Fraud and Whistleblower Procedures and exercise due care when reporting any suspected fraudulent activity to the That the American Legion Auxiliary, Department of Alabama Inc.
2. The American Legion Auxiliary shall promptly investigate any suspected fraudulent dishonest activity. The American Legion Auxiliary, Department of Alabama Inc., shall determine the nature, scope, timing, and extent of all investigative activities.
3. When appropriate, based on a finding of fraud, the American Legion Auxiliary, Department of Alabama Inc. shall take appropriate disciplinary actions and pursue legal remedies available under the law against members of the Department Executive Committee, Department officers, Department Chairman, members of a committee with governing board delegated powers, and Department employees including, but not limited to, the possibility of termination of restitution, and forwarding information to appropriate authorities for criminal prosecution or other legal remedies.
4. Members of the Department Executive Committee, Department officers, Department Chairman, members of the committee with governing board delegated powers, and Department Employees, shall be protected from the retaliatory actions in accordance with federal and Alabama laws.
5. There shall be no assumption of privacy during the performance of an investigation of fraud.

Retaliation Protection

1. No retaliation - It is contrary to the value of the American Legion Auxiliary for anyone to retaliate against, any employee, management or volunteer who has reported a concern or complaint in good faith and believed the information to have been accurate is subject to discipline up to and including termination of membership in the organization or termination of employment.
2. Any member of the American Legion Auxiliary who acts maliciously by making known information or reasonable believes to be false with information will not be protected under the Retaliation Policy.