

**CONSTITUTION and BYLAWS  
of the  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF MONTANA**

Adopted at the 98th Annual Department Convention in Great Falls, MT on June 22-24, 2018.

**PREAMBLE**

For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America, to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state, and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

**ARTICLE I**

Name

Section 1. The name of this organization shall be “American Legion Auxiliary, Department of Montana.”

**ARTICLE II**

Nature

Section 1. The American Legion Auxiliary of Department of Montana is a civilian organization of women.

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

**ARTICLE III**

Eligibility

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of the American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990 and August 2, 1990 to

cessation of hostilities as determined by congress all dates inclusive, or who being citizens of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; those women who of their own right are eligible for membership in The American Legion.

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

(a) Senior membership shall be composed of members over the age of eighteen years; provided however, that a wife under the age of eighteen years, who is eligible under Section 1 of this Article shall be classed as a Senior member.

(b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen years, Junior memberships shall be automatically admitted to Senior membership with full privileges.

(c) Dues of both classes shall be paid annually, or for life.

#### ARTICLE IV Department Officers

Section 1. The Department Convention body shall elect annually a President, President Elect, and Second Vice President. They shall serve until the adjournment of the succeeding Department Convention or until replaced. An officer may succeed herself if nominated by the Nominations Committee. She may serve a maximum of three years in the office.

Section 2. The American Legion Auxiliary National Executive Committeewoman shall be the outgoing President and her alternate shall be the outgoing Auxiliary National Executive Committee-woman. Their terms of office shall expire at the close of the National Convention.

Section 3. Applications for Department Secretary-Treasurer, giving qualifications, shall be submitted at least thirty (30) days before the Department Convention to the Department President Elect and reported to the Post Convention Executive Committee meeting. She shall be appointed for a three year term with a salary agreement, by the President, subject to the approval of the Department Executive Committee.

Section 4. The Department Parliamentarian, Historian, and Chaplain shall be appointed by the President, subject to the approval of the Department Executive Committee.

Section 5. The Department Sergeant-at-Arms shall be selected by the Department President, subject to the approval of the Department Executive Committee.

Section 6. Vacancies in any Department Office occurring between Department Conventions shall be filled by the Department President, subject to the ratification by mail or email vote of the Department Executive Committee.

ARTICLE V  
Executive Committee

Section 1. The Department Executive Committee shall consist of the Department President, President Elect and Second Vice President, Department Historian, Department Chaplain, National Executive Committee woman or her alternate, and all District Presidents or their representatives. Representative is to have official notice from District President turned in to Department President prior to filling the chair.

Section 2. All Past Department Presidents in good standing in their local units shall be members of the Department Executive Committee with voice but without vote.

ARTICLE VI  
Department Convention

Section 1. The legislative body of the American Legion Auxiliary shall be the Department Convention held annually at the same time and place (city) as the Convention of The American Legion of Montana.

Section 2. Any Unit in the Department of Montana in good standing and not delinquent in State and National Dues shall be eligible to representation at the Department Convention. Representation is based upon the paid-up Unit Membership as of the beginning of Department Convention as follows:

- a. Units having up to 50 members, two (2) delegates; one additional delegate for each additional 50 members or fraction thereof.
- b. Alternates have the power to vote only in the absence of the elected delegates.

Section 3. In order to be entitled to voting privileges in the Department Convention, each Unit must be represented by at least one delegate. The vote of any delegate, absent or not, represented by an alternate shall be cast by the majority of the delegates from her Unit, each Unit voting its full strength. No Unit unrepresented shall cast a proxy or absentee vote. All delegates must register with the Credentials Committee.

Section 4. All elective Department Officers, Past Department Presidents in good standing, District Presidents, and Department Chairmen shall be delegates-at-large to the Department Convention and must cast votes as such, provided, that if any delegate-at-large is elected as a delegate to represent her Unit, she must vote as a delegate and will forfeit her vote as a delegate-at-large.

Section 5. A quorum shall exist at Department Convention when fifteen (15) percent of the Units are represented by duly elected and accredited delegates.

ARTICLE VII  
Amendments

Section 1. The Constitution of the Department may be amended at any Department

Convention as follows:

(a) Amendments may be presented to the Department Constitution and By Laws Committee thirty (30) days prior to the Department Convention. The committee will present the proposed amendments to the Executive Committee meeting for consideration and then present it at Department Convention at a meeting prior to its being voted upon, along with the recommendation of the Executive Committee. It shall require two-thirds of the total votes cast to pass.

(b) By unanimous vote without previous notice, provided that the proposed amendment shall have been read at a meeting at least four hours prior to the vote.

Section 2. The Constitution and Bylaws Committee may also propose amendments.

Section 3. Amendments to the National Constitution adopted by National action shall automatically become effective in this Department immediately upon National passage.

**BY LAWS of the**  
**AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF MONTANA**

**ARTICLE I**  
Organization

Section 1. The American Legion Auxiliary, Department of Montana, shall be composed of Units, which shall be organized into Districts coinciding with the Districts of The American Legion of Montana.

Section 2. Districts and Units shall function in accordance with National and Department Constitution and By Laws and such standing rules as prescribed by the Department.

Section 3. The Department of Montana shall be incorporated. The following officers of The American Legion Auxiliary shall serve as Directors of the Corporation: President, President Elect, Second Vice President, Historian, Chaplain, Junior Past President and District Presidents. The Secretary-Treasurer of the American Legion Auxiliary shall be the Secretary-Treasurer of the Corporation. The Directors shall meet at least once a year as a Board of Directors of the Corporation.

**ARTICLE II**  
Elections

Section 1. Election of Department Officers shall be by secret ballot unless only one nomination is made in which case election will be by voice vote.

Section 2. All other methods of voting shall be as the Department President directs. A roll call may be requested by any delegate at the Department Convention.

Section 3. A candidate is elected who receives a majority of the votes cast and is in good standing in her Unit.

ARTICLE III  
Duties of Department Officers

Section 1. It shall be the duty of the Department President to preside at all meetings of the Department Convention and the Department Executive Committee; to appoint members of standing committees and create such other committees and appoint members thereon as she deems advisable and to appoint all officers not otherwise provided for, subject to the approval of the Department Executive Committee. She shall be required to attend one District meeting of each District and she shall be ex-officio member of all committees except the nominating committee and shall perform such other duties as are usually included in her office.

Section 2. President Elect and Second Vice Presidents in order named shall, when called upon, assist the President and in her absence perform her duties, and shall succeed to her office in case of death, resignation or removal. The President Elect shall act as Membership Chairman and shall be a member of the Finance Committee. The Second Vice President shall act as Unit Activities Chairman and shall be a member of the Finance Committee.

Section 3. It shall be the duty of the Secretary-Treasurer to record the proceedings of the Fall Conference. She shall transmit all reports and bulletins and be custodian of all funds and records. All moneys from the Units must go through the Secretary-Treasurer at Department Headquarters. She shall keep a true and complete itemized account of all receipts and disbursements. She will be Chairman of the Auxiliary Emergency Fund.

Section 4. It shall be the duty of the Department Historian to compile a record of the events and accomplishments of the Department and make a report to the Department Convention. She shall compile, if the President requests, a Memory Book for presentation at Department Convention.

Section 5. The Department Chaplain will conduct Memorial Services, be in charge of Service to God programs under the direction of The American Legion Chaplain, and perform all other duties of her office.

Section 6. The Department Sergeant-at-Arms will conduct duties assigned to her by the Department President at the Department Convention and Fall Conference and be paid mileage and per diem.

Section 7. It shall be the duty of the District Presidents to act as representatives of the Department President for all matters referred to them by her and to be advisory head of their respective Districts. The outgoing District President will serve until the end of the Department Convention of her year of office. The incoming District President will take office at the Post Convention Executive Committee meeting.

ARTICLE IV  
Department Executive Committee Powers

Section 1. The government and management of The American Legion Auxiliary, Department of Montana, shall be vested in the Department Executive Committee between Department Conventions and it shall have general supervision and control over all property belonging to the Department.

Section 2. The Department Executive Committee shall hold a meeting within twenty-four (24) hours prior to the opening of the Department Convention and within twenty-four (24) hours after adjournment of the convention. There shall be an instruction meeting of the Executive Committee and Department Chairmen at the call of the Department President.

Section 3. Five members shall constitute a quorum of the Department Executive Committee. The Department President may call a meeting of the Executive Committee when an emergency exists. A special meeting of the Executive Committee may be called for by five (5) members of the Committee.

Section 4. The Secretary-Treasurer position shall be advertised in the Service Star in one issue prior to Department Convention.

Section 5. A quorum shall exist at Department Convention when fifteen (15) percent of the Units are represented by duly elected and accredited delegates.

ARTICLE V  
Standing Committees

Section 1. The Department President shall appoint chairmen and members of Standing Committees which are named by the National President and such other committees as she deems advisable. Two or more of these committees may be combined under one chairman according to the requirements of the year's program.

The following are the Department Standing Committee Chairmen, if so approved.

1. Americanism (Children & Youth Committee)
2. Auxiliary Emergency Fund (Secretary-Treasurer)
3. Children and Youth (Children & Youth Chairman)
4. Community Service
5. Convention Chairman
6. Constitution and By Laws
7. Education (Children & Youth Committee member)
8. Finance (Finance Chairman)
9. Girls State (Girls State Chairman)
10. Junior Activities
11. Leadership Development
12. Legislative

13. Membership (Department President Elect)
14. Music
15. National Security (NEC)
16. Past-Presidents Parley (Alt NEC)
17. Poppy and Poppy Poster
18. Poppy Manufacturing
19. Public Relations and Publications (Service Star Editor)
20. Unit Activities (Department 2<sup>nd</sup> Vice President)
21. Veterans Affairs and Rehabilitation
  - VAVS Representative at Fort Harrison
  - With one (1) or more Deputies
22. Field Service Directors
  - Columbia Falls, with one (1) or more Deputies
  - Miles City, with one (1) or more Deputies
  - Glendive, with one (1) or more Deputies
23. Distinguished Guests Committee

Section 2. The Finance Committee is composed of six (6) members, one to be appointed each year to serve for two (2) years, with the Chairman appointed by the Department President. Following the Convention, the Finance Committee shall prepare a budget for the year to be presented to the Executive committee for ratification. The Committee shall hold a business meeting prior to the opening of the Department Convention. The President, President Elect, Second Vice President, and Junior Past President will be members of this committee by virtue of their office and shall attend all meetings. The Department Secretary-Treasurer shall be required to attend the meetings without vote and serve as Secretary of the Committee, expense of mileage and per diem shall be paid (contract provider-not included in contract and therefore required attendance is paid).

Section 3. The Department Children and Youth Committee will be appointed by the Department President, one member to be appointed each year for a three year term. These Members are the Children & Youth member, the Americanism Chairman, The Education Chairman. The President will appoint the Chairman of the Committee annually, who shall serve as the Secretary of the Coordinated Department Children and Youth Committee.

Section 4. The Girls State Committee shall be comprised of six (6) appointed members. All appointments shall be made by the Department President, including the designation of the Chairman, who may act as Director. The Department President shall, each year, appoint two members to the Girls State Committee for a period of three years each, subject to the approval of the Girls State Department Executive Committee. The Girls State Director shall be allowed \$400 from Girls State funds each year for expenses.

Section 5. The Resolutions Committee consisting of three members appointed by the Department President will accept resolutions up to 30 days prior to the Department Convention. This committee will screen the resolutions and prepare them in proper form for presentation to the Convention. All resolutions must be read at the session prior to being voted on. A unanimous vote of the Resolution Committee may remove a resolution which may then be submitted to The

American Legion Resolutions Committee for advice as to suitability for presentation to the Convention.

Section 6. The Constitution and Bylaws Committee shall receive all proposals for amending the Constitution and Bylaws and make recommendations for changes at the Department Convention. Notification of proposed changes shall be no later than 30 days before the convention. These shall be sent to the District Presidents who will disseminate them to the Unit Presidents. The Chairman shall maintain a file of the Constitutions and Bylaws of the Department's Districts and Units.

Section 7. Distinguished Guests Committee is comprised of the NEC, the alternate NEC, and the past Department President prior to the Alternate NEC.

#### ARTICLE VI Headquarters

Section 1. Headquarters for the American Legion Auxiliary, Department of Montana, shall be maintained in the town in which the Department Secretary-Treasurer resides.

Section 2. If the Department Headquarters is moved, expenses will be paid from Department funds with the approval of the Executive Committee.

#### ARTICLE VII Finance

Section 1. Dues shall be payable annually for the succeeding calendar year as provided in the National Bylaws. A new member fee of fifty (50) cents shall be submitted to the Department Headquarters.

Section 2. A subscription to the Legionnaire will be included with membership dues.

Section 3. The Secretary-Treasurer shall a salaried employee for a given amount as determined by the Finance Committee. She shall pay all bills by check, and in the absence of the Secretary-Treasurer, the Finance Chairman shall sign checks. All persons handling Department funds shall be bonded with a Surety Bond at Department expense.

Section 4. The fiscal year of The American Legion Auxiliary, Department of Montana, will begin on August <sup>1st</sup> and the Auditors report will be read and accepted at the next Executive Committee Meeting.

Section 5. An allowance will be made to District Presidents to cover expenses of organizing each new Unit. The allowance is to be determined by the Finance Committee.

Section 6. Interest in investments shall be turned into the general fund to be used to defray administrative expenses of the Department of Montana Auxiliary.



Section 7. All funds collected at the Back to God Services at Fall Conference and Department Convention will be placed in the Coordinated Children and Youth fund.

Section 8. Each Field Service Director will be bonded and the bond will be paid by the American Legion Auxiliary Department.

#### ARTICLE VIII

##### Delegate to National Convention

Section 1. Delegates to the National Convention shall be elected at the annual Department Convention as provided for in the National Constitution and By Laws. Any additional delegates or vacancies may be filled by the Chairman of the delegation. The outgoing Department President shall be the Chairman and the Department Secretary-Treasurer shall be the Secretary of the delegation and serve as Page, if necessary, if required to attend, Secretary-Treasurer shall have expenses paid by Department as determined by the Finance Committee. These two officers, plus the incoming Department President, shall be delegates to the National Convention by virtue of their offices. In the event the Department President, either outgoing or incoming, is unable to attend the National Convention or is attending the National Convention at the expense of National, the Department President Elect shall automatically be a delegate.

#### ARTICLE IX

##### Discipline

Section 1. The Department Executive Committee may order the suspension of a Unit Charter for a period not to extend beyond the closing of the next Department Convention as a disciplinary measure, or pending action relative to final revocation. A cancellation shall be in order when two or more Units merge, when a Unit voluntarily ceases to function or under such other conditions as might make such action necessary within a Department.

Section 2. Officers and Chairmen of Unit, District and Department level may be removed from office for failure to perform their duties, dishonesty, or public conduct detrimental to or causing dishonor to The American Legion Auxiliary by vote of the appropriate Executive Committee, and shall be replaced by the proper procedure. The Officer or Chairman involved shall be contacted in this regard prior to official action and shall be accorded the courtesy of explanation or resignation.

#### ARTICLE X

##### District Organization

Section 1. Each District shall have advisory and supervisory power over the Units within the District.

Section 2. There shall be eleven Districts in the Department of Montana, to coincide with the Districts of The American Legion, if possible.

Section 3. If the District President is unable to attend Department Convention or

the Executive Committee Meeting, the Vice Presidents in order become official delegates.

Section 4. When a District President cannot attend an Executive Board or Department Convention meeting, she shall be required to notify the Department Secretary as early as possible as to who her stand in will be. This person will be responsible to take all meeting information and supplies back to her District and will be allowed per diem and mileage the same as the District President would have received.

Section 5. It is required that each District prepare and adopt a Constitution and By Laws not conflicting with National or Department Constitution and By Laws, and it is further required that such Constitution and By Laws be submitted to the Department Constitution and By Laws Chairman to be held in a permanent file.

*\*\*A suggested District Constitution is available from Department Headquarters upon request.*

#### ARTICLE XI Unit Organization

Section 1. The several Units make up the Department organization (at least 10 senior members are necessary to obtain a Charter, issued by the National organization, properly executed by the Department). No person may, at any time, be a member of more than one Unit.

Section 2. All rules pertaining to Unit Organization are found in the National Constitution and By Laws.

Section 3. A Unit shall be given the name and number of The American Legion Post it is attached with and there shall be but one Auxiliary Unit to each Post. The National Judge Advocate of The American Legion has ruled that: "It is crystal clear that The American Legion Post has no authority to control the Unit related to it".

Section 4. Units shall be chartered by the National President and National Secretary upon receipt of the Charter application properly executed and accompanied by the per capita dues and individual membership record forms. Application for Unit Charter shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the Unit is attached and said Charter shall be closed thirty (30) days after the application has been signed by the Commander of said American Legion Post.

Section 5. It is required that each Unit prepare a Constitution and By Laws not conflicting with National and Department Constitution and By Laws, containing only such material which the Unit has the power to change. A copy of the Unit Constitution and Bylaws shall be filed with the Department Constitution and Bylaws Chairman and any changes are to be sent to her.

*\*\*A suggested Unit Constitution is available from Department Headquarters upon request*

Section 6. No Unit in this Department or any member thereof shall circularize any other Unit or any member thereof for donations to special funds without the consent of the Department

Executive Committee.

Section 7. Discipline: For any violation of the Department or National Constitution or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any Officer removed from office by a two-thirds vote at a Unit meeting duly called for that purpose.

Section 8. When a Unit ceases to function or its Charter is revoked or canceled, the Charter and all assets and records of that Unit shall be forwarded to Department Headquarters.

## ARTICLE XII

### Amendments

Section 1. The By Laws of the Department may be amended according to the rules of Article VII of the Constitution of the Department.

## ARTICLE XIII

### Parliamentary Authority

Section 1. The Department organization shall be governed by the current edition of "Roberts Rules of Order, Newly Revised" on all points not covered by the Constitution and By Laws.

## DEPARTMENT STANDING RULES

1. The travel allowance annually for the Department President shall be set by the Finance Committee and approved by the Executive Board.

2. The Department Secretary-Treasurer is expected to attend the National Presidents and Secretaries meeting and will be allowed round trip plane fare, and other transportation costs and meeting per diem as determined by the Finance Committee. The National allowance for this conference shall be turned into the Department general fund and repay those expenses previously covered.

3. A qualified Reporter, secured by the Department Secretary-Treasurer, shall be engaged to take and type minutes of the pre- and post- Convention Executive Committee sessions and of the Department Convention. These minutes shall be prepared in an original and three copies: one copy for the Department President, one copy for the incoming Department President, one copy for the Parliamentarian and the original for the Department office. The Convention transcript shall contain only motions, resolutions and important proceeding of the Convention, eliminating speeches of distinguished guests and others. Written reports of Chairman of Standing Committees shall be handed to the Reporter who will file them with the transcript. The allowance for the cost is to be set by the Finance Committee.

4. Miscellaneous expenses allowed for the Convention are as follows:
- a. Convention programs.

- b. The Outgoing Department President's pin.
  - c. The expenses of the Girls State Governor for one day at the Convention, plus travel expenses to and from the Convention city to be paid from Girls State funds.
  - d. The expenses of the Junior Convention are not to exceed \$100.00.
  - e. The expenses of the National President or her representative while attending a Department meeting shall be allowed.
  - f. Price for the gift for the National President shall not exceed approximately \$25.00 and the gift for the Northwest Division Vice President shall not exceed approximately \$20.00.
5. Memorials for Past Department Presidents and current Department Officers shall not exceed \$20.00 to a specific fund and members should be notified.

6. Requests for appropriations or expenditures of moneys not provided for in the budget shall be referred to the Finance Committee or to the Executive Committee before presentation to the Convention.

#### 7. POPPY PURCHASE AND PROCEEDS

The purchase price and fee for postage shall accompany all orders for Poppies. The fees charged shall be stated on the Poppy order form. The purchase price and postage fees are deducted from the gross proceeds of the Unit Poppy receipts. The net proceeds are divided thus: 50% retained by the Unit Welfare Fund and 50% remitted to the Department

8. DISTRIBUTION OF POPPY FUND: The 50% of the NET proceeds from Poppy receipts which are sent to Department is divided as follows:

- a. A sufficient amount to cover any deficit in the National Rehabilitation Assessment (15 cents per senior member).
- b. The balance to the operating account to finance scholarships, aid to Children and Youth of Veterans and the Veterans Affairs and Rehabilitation programs.
- c. Distribution of the Poppy proceeds are to be completed by the Department Secretary-Treasurer as of July 31<sup>st</sup> of each year.

9. All bids or contracts for the Department publication, THE MONTANA SERVICE STAR as presented by The American Legion, shall be submitted to the Department Executive Committee for approval.

10. Scholarships available are described as follows:

a. Two \$500.00 Scholarships (Department President's Scholarships) are granted annually to Veterans children from funds derived from Poppy proceeds. These scholarships are gifts for educational purposes and are not repayable. Complete rules governing the same are available from the Education Chairman and from the Department Secretary-Treasurer. Upon receiving written notice of the student's enrollment from the school, the administration of the scholarship money shall be placed in the hands of the school's comptroller. This scholarship money shall be used for the payment of tuition, books, board and room, insofar as the scholarship grant will cover.

b. A Nursing Scholarship is granted annually to a member of or the daughter, son,

grandchild or great grandchild of an American Legion Auxiliary member, living or deceased by the Past Presidents Parley, called the ALOHA SCHOLARSHIP in honor of the first Department President (Aloha President), Cora Reed Pew. It is mandatory that the applicant pursue a course qualifying him or her to become a registered nurse. The amount of the Scholarship will be decided each year by the Past Presidents Parley Chairman according to the amount received.

Rules are available from the Department Past Presidents Parley Chairman and from the Department Secretary-Treasurer. These Scholar-ships are gifts and are not repayable. The amount is \$500.00 if funds are available.

c. Two \$500.00 Scholarships are granted annually by the Children and Youth Committee. The granting of these scholarships is handled by the Department Children and Youth Coordinated Committee, and rules are available from the Department Children and Youth Committee Chairman or from the Department Secretary-Treasurer. The Scholarships are gifts and are not repayable. These funds are drawn from the Children and Youth fund.

d. A \$500.00 Scholarship will be given to the Governor and a \$300.00 Scholarship will be given to the Lt. Governor of Montana American Legion Auxiliary Girls State. The Scholarships are gifts and are not repayable. Funds for these Scholarships will be drawn from the Girls State Investments.

#### 11. DEPARTMENT AWARDS ARE AS FOLLOWS:

- Americanism
- History
- Juniors
- Legislation
- Membership
- Poppy Posters
- Poppy Window
- Miss Junior Poppy

12. Department Awards shall be printed in THE SERVICE STAR no later than the first issue of the new year and are subject to change each year. No Committee awards are to be given unless previously given permission by the Finance Committee. Personal awards are optional and funds so used must not be taken from Department funds, nor are they listed in these rules.

13. When the Department has an elected candidate for National Office including Northwestern Divisional National Vice President, the Department shall pay her round trip airfare plus per diem to attend the National Convention at which she is running, at the same rate as for Department Officers. The Department shall not pay if the candidate is going at National expense and shall not pay more than one trip per office. These funds will come from the Campaign account.

14. If a Unit sponsors a Poppy Poster contest in more than one town or city, they may elect to send the 1<sup>st</sup> place winners from each town or city to the Department Convention for judging, provided there is no Unit in that town or city or that the local Unit does not participate in the Poppy Poster Program.

15. Ten percent (10%) of any funds (except Children and Youth) raised at Department Convention goes to the General Fund of the Department.

16. The Department Membership Chairman will be allowed \$30.00 to attend one District Meeting in any District other than her own. She will voucher for these funds after attending the meetings. Funds for this will come from the allowance presently received.

17. The Department Program Action Plan as written by each Department Chairman shall be compiled by the Department Secretary-Treasurer and available by 15<sup>th</sup> of September and picked up by the units and chairmen at the Fall District Meetings and/or Fall Conference. If the Committee Chairman, District President or Unit want the Department Program Action Plan before either the Fall District Meeting or Fall Conference, send the Department Secretary-Treasurer enough funds to cover postage. Any Chairman who does not get her Program Action Plan into the Secretary-Treasurer in a timely manner for copying is responsible to make her own copies, one for each Unit, and mail them to said Units at her own expense.

18. The Department Constitution and By Laws will be reviewed and updated every five (5) years.

### **DEPARTMENT GENERAL INFORMATION**

1. **SUBSIDIARY GROUPS:** All American Legion Auxiliary musical groups, drill teams, and drum corps, are subsidiary groups of the Auxiliary and as such they are subject to the control of the Auxiliary Unit, District or Department under the jurisdiction of which they come. Funds are kept separate from Unit, District or Department funds. Drill Team Participation shall be an exhibit and not formal competition. Drill Teams will be allowed to wear identification on uniforms.

2. District caucuses shall be called at each Department Convention if needed.

3. The Department of Montana may endorse candidates for National Offices at each Department Convention. Such endorsements are to be sent to the announced candidates for National President for their information and these endorsements are not binding upon future annual conventions.

4. Convention placards, ribbons, etc., are the property of the Department of Montana American Legion Auxiliary.

5. Letterheads may be furnished by the Department for use in Committee duties.

6. Space is allowed in THE SERVICE STAR for any articles which the Chairmen wish printed. Articles should be submitted for the month in which their Committee is responsible for the program. If, however, they find it necessary to send a bulletin to the Units between issues of THE SERVICE STAR, these may be copied and mailed from the Department office with the monthly President's letter.

7. Each Department Chairman may select a Unit for a "Page" award, the final awarding to be determined by the Department President.

8. May is designated as "Poppy Month", although you may have Poppy Drives anytime.

9. The Department of Montana Auxiliary shall allow members to wear emblems on caps, arm bands, capes, shawls, etc., if they wish, provided that they conduct themselves in an orderly manner. Request for permission to do so must be sent to the Department Secretary-Treasurer who will request the same permission from the National Headquarters.

### UNIT GENERAL INFORMATION

1. Unit President: Information for Unit activities is to be found in the National Unit Handbook, Department Handbook, the District President's letters, Montana Service Star and the National News. Department bulletins will be mailed to the Unit President or to the Unit Secretary, depending on the nature of the Bulletin or the request of the Unit. A record of monthly activities, requirements and a list of Officers, Chairman and Hostesses is of importance to the President's successor. The newly elected President should call an Executive Committee meeting following her installation and receive the records of the Secretary-Treasurer, Chairmen files, history, scrapbook and other Unit information to be placed in the custody of the new Officers.
2. Unit Secretary: at her resignation, she shall give to her successor the entire files which comprise all records, minute books, stationary and supplies, and all Manuals and Handbooks which she has on hand.
3. Unit Treasurer: shall give all Treasurer's books, records, checkbooks and financial records as well as any funds on hand for which she has been responsible to her successor. All Unit accounts shall be audited yearly and always when there is a change of Treasurer.

### DUES

New membership fee for ALL new members is \$0.50. All other dues both Senior and Junior members are as set by the Unit. These must include an amount that will allow for full payment of required dues to Department Secretary-Treasurer to cover not only Department dues but also those required by National which are included in the amount Department lists as "dues".

Each District also has a District Assessment or per capita dues which vary by District. This per capita is to be paid to the District Secretary or Treasurer before the District's Spring Meeting. Some Districts require a fall payment prior to eligibility for voting privileges.

Department dues are determined by the membership of Convention Delegates at Department Convention. District per capita dues are to be determined by the membership of each District at the District Meeting.

Past Presidents Parley donations are remitted to Department Secretary-Treasurer. Only Past Presidents in good standing in their Unit are eligible for membership in the Past President's Parley. All Past Presidents in good standing are eligible for membership; Unit, District and Department.

### REPORTS & SUPPLIES

It is MANDATORY that each Unit fills in on the annual reports a true statement as to their activities and sends them to the Unit Activities Chairman (Department 2<sup>nd</sup> Vice President). The

Annual Poppy Report will be sent to the Poppy Chairman rather than to Unit Activities Chairman.

Membership Pins and Emblem Supplies can be ordered through Department Headquarters. Please consult the list of available supplies and prices which is sent to each Unit by the Department Secretary-Treasurer.

Approved 2018 Convention  
Leah Ellwein, Constitution and Bylaws Chairman