

STANDING RULES ADDENDUM NUMBER 1 (2006)
CALL TO CONVENTION (*actual may vary slightly*)
American Legion Auxiliary
Department of Arizona

The _____th Convention of the American Legion Auxiliary, Department of Arizona, is hereby called, and, in conformity with the Department Constitution Article VIII, *Section 1*, which provides that the annual Department Convention shall be held at the same time and place as The American Legion Annual Convention, will be held in ____(PLACE)____, Arizona, ____(DATE)____, 2____.

PURPOSE

The Convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution, receiving reports of Department Officers and committees, and for the transaction of such other business as may be brought before it.

REPRESENTATION

Each Unit shall be entitled to four (4) delegates and four (4) alternates and one (1) additional delegate and one (1) alternate for each twenty-five (25) members, or major fraction thereof, whose current Department and National dues have been paid and received by Department Headquarters thirty (30) days prior to Department Convention. Each member of the Department Executive Committee shall be an ex-officio delegate with full voting power. All Past Department Presidents in good standing in their local Units shall be life delegates to the Department Convention with vote. 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 her Unit each voting its full strength. Units shall elect delegates and alternates at a special meeting called for that purpose not less than two weeks prior to the Convention. A quorum at the Department Convention shall consist of fifty-one percent of the Units of the Department.

UNITS NOT HAVING their current District, Department, and National mandates paid thirty (30) days prior to Department Convention shall not be entitled to vote. Delegates per capita, rehabilitation per capita, junior activities per capita and bond fee must be received by close of business ____(DATE)____, 2____.

DEPARTMENT EXECUTIVE COMMITTEE

A pre-convention meeting of the Department Executive Committee is hereby called as provided by the Department Constitution, Article VII, and will be held at ____(PLACE, DATE, TIME)____.

A meeting of the Department Executive Committee will be held at the call of the Department President within twenty-four (24) hours after the adjournment of the Convention. The newly installed officers, including the ten new District Presidents, are to be in attendance. All Past Department Presidents are invited to attend. The meeting is open to any interested member.

RESOLUTIONS

A meeting of the Resolutions Committee is called by the Department President for ____(DATE, TIME, PLACE)____. One "hard" copy, signed by at least two (2) qualified delegates, and an unsigned "soft or

electronic” copy of all resolutions are to be forwarded to the Department Secretary before Convention if possible. Resolutions originating at Convention need to be written as a “hard” copy with two delegate signatures, and a “soft or electronic” copy forwarded to the Department Secretary as soon as possible so that discussion and vote may take place. (2013) Resolutions presented by the vote of a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

HOUSING

Headquarters will be the (PLACE) . All housing reservations for the period of the Convention must be made individually with the hotel or motel desired.

REGISTRATION

Registration fee is \$10.00 per member if pre-registered. Registration at the Convention site will be \$12.00. Pre-registration is encouraged. Checks made out to American Legion Auxiliary Department of Arizona should be included with pre-registration. All registration will be at the (PLACE) .

PAST PRESIDENTS PARLEY LUNCHEON

The Past Presidents Parley Luncheon will be held (DATE, TIME, PLACE) . Cost for the luncheon will be (AMOUNT) , Past Department Presidents, N.E.C., Department President, and Department Secretary will be guests at the luncheon. All members and women veterans are invited to participate in this activity.

MEMORIAL SERVICE

A Memorial Service will be held jointly with The American Legion on (DATE, TIME, PLACE) .

PROCESSIONAL

Units and Districts may bring their Colors and standards for the opening and closing ceremonies. A practice session is scheduled at (DATE, TIME) . Color Bearers are to wear navy blue skirts, white blouses, red scarf, navy or black pumps/flats and white gloves, and must be in attendance (DATE) , for retirement of Colors. White gloves are to be worn by Department Officers, including District Presidents and Past Department Presidents.

PLAQUES

All trophies and plaques must be engraved and brought to Convention. These must be turned into the Department Trophies and Awards Chairman no later than 8:00 a.m. Friday, (DATE) . A table will be set up near the Auxiliary Registration at the (PLACE) .

STANDING RULES ADDENDUM NUMBER 2 (2006)
PROPOSED CONVENTION RULES (*actual may vary slightly*)

1. All meetings of this Convention shall be called to order at the designated time, or as soon thereafter as a quorum is present.
2. The Chair may deviate from the printed program when necessary or expedient.
3. The Credentials Committee shall report at such times as directed by the Chair.
4. The audience shall remain seated during the business of the Convention. Doors will remain open unless noise interferes with the conducting of business. Delegates will be allowed to leave or enter the auditorium except when balloting or elections are being held, or when a speaker is speaking. There shall be no rhythmic applause when guests are presented to the platform, but spontaneous applause is encouraged.
5. No smoking is allowed on the floor of Convention at any time.
6. Admission to the business sessions at the Department Convention shall be restricted to those persons displaying the official Convention badge, or other acceptable official credentials.
7. A member wishing to address the Convention shall rise and address the Chair as “Madam President”, give her name and Unit number, and wait to be recognized by the Chair.
8. Debate on any question shall be limited to two minutes for each speaker. No person shall speak on the same question more than twice without the consent of the Convention.
9. 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 her Unit, each Unit voting its full voting strength. No delegate shall represent more than one Unit.
10. Voting shall be by voice except when the Chair deems it necessary to use some other method or when a roll call is requested by the Chairman of three Unit delegations or except in the election of Department Officers, paid delegates, and unpaid delegates.
11. In the event of a voice vote the Unit delegation chairman, or in her absence, the leader of each delegation, will announce all votes.
12. Reports of Department Officers and Chairmen, with the exception of Finance, Membership, and Veterans Affairs & Rehabilitation, shall be limited to five minutes.
13. Any committee recommending an appropriation of money for any purpose shall confer with the Finance Committee before presenting recommendation to the Convention.

ELECTION RULES

14. Nomination of Department officers, paid delegates, unpaid delegates, and alternates to the National Convention shall be made from the floor at least six hours before the election is held. Paid delegates shall be listed separately on the ballot from other delegates and alternates. All delegates must reside in Arizona.
15. Should an endorsed candidate be absent due to unavoidable circumstances, the endorsing Unit may submit the nomination as if she were present.
16. Nominating speeches shall be LIMITED TO THREE MINUTES and no seconding speeches shall be permitted.
17. Units not having their current District, Department, and National mandates paid thirty days prior to Convention shall not be entitled to vote.
18. Each member of the Department Executive Committee shall be an ex-officio delegate to the Department Convention with one vote. The Department Secretary/Treasurer is a paid employee and not an officer and has no individual vote. (2000)
19. All Past Department Presidents in good standing in their local Units shall be life delegates to the Department Convention with one vote, provided they are in attendance.

20. A blank sample election ballot shall be given to members of the Department Executive Committee, all Past Department Presidents, and the Chairman of each Unit delegation at the time of nominations.

21. Doors shall be secured from the time official ballots are distributed until the Election Committee has retired from the meeting room.

22. When there is but one candidate for office, roll call may be dispensed with and the nominee declared elected. In the event there is more than one candidate for office, the ballots shall be deposited in the Ballot Box by members of the Department Executive Committee, Past Department Presidents, and the Chairman of each Unit delegation on roll call.

ELECTION BY BALLOT

- 23. A. The Department President shall appoint an Election Committee consisting of one election judge; two tellers/clerks. Each Candidate shall be allowed to have a representative in the counting room for observation only.
- B. The Department Secretary shall call the roll and give the number of votes certified by the Credentials Committee Chairman for each Unit as official ballots are distributed.
- C. Each delegate shall be entitled to one vote. **NO VOTE MAY BE DIVIDED INTO PARTS.** The vote of any absentee delegate shall be cast with the majority of her Unit delegation.
- D. When all ballots have been returned to the ballot box by roll call, the Department President shall declare the election closed.
- E. A majority of votes cast shall elect. IF no majority is received the candidate receiving the least number of votes will not be considered in the next round of voting.
- F. The Election Judge will give a written ballot report to the Department President. The Department President will declare the number of votes cast for each candidate and declare as elected the candidate who received the majority of votes cast. If no majority is received the voting process will begin again.
- G. Voted Ballots will be stored in the Department Office for a period of 30 days following an election and then destroyed by the Department Secretary.

RESOLUTIONS

24. All resolutions shall be presented as one "hard" copy signed by two qualified delegates and one unsigned "soft or electronic" copy. (2013) Resolutions presented by the vote of the Unit must be presented thirty days prior to the Convention. Courtesy Resolutions are exempt from these requirements.

25. The three-member Resolutions Committee appointed by the Department President shall receive all resolutions, study, number them in logical sequence, eliminate duplication by combining, if necessary, making certain they are in correct form and refer them to the proper committee for action.

26. Resolutions in conflict with the policy of The American Legion shall not be considered. Resolutions which are not properly executed will not be considered.

27. As per the Department Policies and Procedures, all properly executed resolutions are presented, with the respective chairman's and/or committee's comments, to the Department body for action.

28. Any resolution rejected by committee or by the Resolutions Committee as being in conflict with American Legion policy or as being improperly executed will be stated as such and may be brought before the Convention by two-thirds vote of the Convention body.

29. These rules may be amended during the Convention session by a two-thirds vote.

30. *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority on all points not covered by these Convention rules, or the Department Constitution and Bylaws.

_____ Chairman _____ Member _____ Member

STANDING RULES ADDENDUM 3 (2006)
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA
FINANCE RULES (*actual may vary slightly*)

THE MEMBERS OF THE DEPARTMENT FINANCE COMMITTEE RESPECTFULLY SUBMIT THE FOLLOWING REPORT AND PROPOSED BUDGETS FOR CONSIDERATION AND ACTION OF THIS DEPARTMENT CONVENTION IN (PLACE, DATE) .

RULES

1. The Department Finance Committee shall oversee the general finance policy of the Department as prescribed by the Constitution and Bylaws and Policies & Procedures.
2. Special expenditures voted on by Convention action or as authorized by the Department Executive Committee shall be taken from revenue in the General Fund.
3. The Department Treasurer shall not overdraw any items budgeted, except on written permission of the Department Finance Committee.
4. The Department Finance Chairman shall sign checks only in the case of the inability of the Treasurer to do so.
5. NO SOLICITATION SHALL BE MADE BY ANY OFFICER, CHAIRMAN, and OR MEMBER OF THE AMERICAN LEGION AUXILIARY without written permission of the Department President and Department Finance Committee.
6. The Department Treasurer shall forward all National Dues to the National Treasurer within two (2) weeks of receipt.
7. NO SOLICITATION SHALL BE PERMITTED BY VETERANS MEDICAL CENTERS DIRECTLY TO THE UNITS.
8. All persons receiving money from this Department for whole or partial expenses to Department or National Convention, Conference, or other meetings, MUST ATTEND ALL SESSIONS and will represent no other organization.
9. Any Committee or person thereof who is handling monies to accomplish their programs shall have their books audited annually during-or-after Department Convention and on-or-before the date of the Officers and Chairmen meeting, i.e. VAVS Representative from each VA Hospital, the Representative from each AZ Veterans Home, all Gift Shop Chairmen, and any others as requested by the Finance Chairman. All checkbooks, bank statements, receipts, and ledgers of transactions will be presented for review. (2013)(2017)

Audits will be conducted by no less than 3 members of the Department Finance Committee.

If the persons involved do not comply with this audit or make alternative arrangements with the Finance Chairman, then they will receive a letter requesting that all items be produced within 10 days of the Officers and Chairmen meeting. If they still do not respond, and the person is a current Department Chairman, the Department President will go through the process of having the Chairman replaced for improper handling of funds. (2013)

Audit and oversight of the Girls State accounts are addressed separately.

Chairmen handling funds through individual bank accounts may not close, change, or open a bank account for their Committee without action and approval by the Department Finance Committee. Accounts in effect on June 21, 2008, are the only accounts which may be used by the Chairmen unless the Finance Committee implements a change of any kind.

10. Upon adoption of this budget, the funds will be expended as needed.
11. Reimbursement for ground transportation may not exceed the lowest air fare available. Statement of air fare must accompany the mileage claim. Rate reimbursed per mile is determined by the Department Finance Committee on a yearly basis. (2008)

NATIONAL CONVENTION DELEGATES FUND RULES

1. We recommend that the National Convention Delegates fund for 2___ be divided equally among three (3) “Paid Delegates”. There shall be (8) “Unpaid Delegates”, and (6) Delegates by virtue of office, those being: The Retiring Department President, (NAME) ; The Department President Elect, (NAME) ; Department Secretary/Treasurer, (NAME) ; National Executive Committeeman, (NAME) ; 1 National Historian, (NAME) ; and 1 National _____ Chairman, (NAME) . (2010 distribution)

NOTE: THIS DISTRIBUTION MAY CHANGE DEPENDENT ON MEMBERSHIP NUMBERS AND SEATED NATIONAL CHAIRMEN.

2. Paid Delegates to the National Convention must attend all sessions and all meetings of the Convention Committee as assigned by the Delegation Chairman and report on only assigned meeting in writing to the Delegation Chairman within thirty (30) days after the National Convention. Copies of the report will be sent to the Department President and the Department Secretary for the files.

3. All persons (paid, unpaid delegates and alternates) receiving money from the Department for whole or partial expenses to National Convention must attend all sessions, representing the American Legion Auxiliary only. Any Delegate absent without permission of the Chairman will be asked to return the money given her by the Department.

4. No person shall serve twice as a paid delegate to National Convention.

5. The Department Junior Delegate to the National Junior Meeting, her chaperon, any candidate for National Office, and the Auxiliary Member of the Year representing the Department of Arizona will adhere to the same guidelines as Delegates to National Convention. Funding for the Junior Delegate and her chaperon will be taken from Junior Funds, per page ____ of the Department Policy and Procedure Manual. Funding for the Auxiliary Member of the Year will be taken from the General Fund.

6. A refund of money paid by Department will be required of any Delegate/person who does not adhere to these rules.

REMINDER TO UNITS/DISTRICTS

We ask Units to refer to and review Unit Financial responsibilities and duties as stated in the Department Policy and Procedures Book.

MEMBERSHIP REMITTANCES MUST BE SENT TO DEPARTMENT WEEKLY.

ALL POPPY ORDERS MUST BE TO DEPARTMENT HEADQUARTERS BY SEPT. 30.

Each Unit holding a Poppy Distribution Function is **REQUIRED** to remit to Department **10% of NET POPPY PROCEEDS IMMEDIATELY FOLLOWING FUNCTION. POPPY FUNDS MUST BE USED ONLY IN DIRECT AID TO THE VETERAN AND THEIR IMMEDIATE FAMILIES. THEY MAY ALSO BE USED FOR CREATIVE ARTS.**

Department and District Per Capita and Bonding Fees **MUST BE PAID THIRTY (30) DAYS PRIOR TO DEPARTMENT CONVENTION AS PRESCRIBED IN THE DEPARTMENT POLICIES AND PROCEDURES.**

Districts are permitted to issue Membership Challenges with payoffs to any Auxiliary Program. All Units when issuing Membership Challenges to other Units may designate any Auxiliary Program as the payoff recipient.

MONETARY CHALLENGES SHALL BE SENT DIRECTLY TO THE WINNING UNIT/DISTRICT FOR THE DESIGNATED PROGRAM AND NOTIFICATION OF THE SAME SHALL BE SENT TO DEPARTMENT HEADQUARTERS.

STANDING RULES ADDENDUM NUMBER 4 (2012)
DEPARTMENT AWARDS

1. All new plaques/awards must be presented to the Department Executive Committee for approval. Typed rules for said plaque must accompany the request.
2. The original name of all plaques must remain the same when replaced.
3. All trophies shall be replaced by plaques.
4. Donors or Donor Units should revise or amend plaque rules periodically to coincide with National requirements and related program emphasis.
Rules for plaques shall not be changed without the consent of the original donor or her Unit.
In the event an individual donor is no longer available to approve changes, requests for changes will go to her Unit. Family members will only be involved in approval of changes as members of the donor's Unit, unless the Award specifically states that only the family can approve them.
In the event neither the individual donor nor her Unit is available, the Department Executive Committee will approve any changes to the rules.
5. Department Officers and Chairmen should be familiar with their related program awards available to Units and encourage and promote participation.
6. No Chairman or Department Officer shall divulge the name of recipient or Unit winner or loser prior to her report on the Convention floor.
7. All trophies must be awarded even when only one Unit enters competition, provided said entry conforms to rules. (86)
8. Department awards are based on actual Unit membership at the time of reports. (95)
9. Plaques with no competitive participation for a period of three consecutive years should be retired or rules reviewed and amended to increase participation.
10. Any Unit winner of trophy or plaque must be responsible for the engraving and the return of the trophy or plaque prior to the opening of the next Convention session. They shall be turned in to the Department Trophies and Awards Chairman no later than 8:00 am on the Friday of Convention.
11. Any Unit not returning a trophy or plaque must reimburse the Department the cost and engraving of a new plaque.
12. Units winning plaques with rules requiring replacement after three consecutive years shall have the option of retaining and replacing the plaque or returning the plaque to the field for future recipients.
13. When a plaque becomes "full" the last Unit printed on the plaque has the option of keeping the plaque, however, they are responsible for replacing it. If the plaque is not kept by a Unit but is returned to Department, then Department is responsible for its replacement.
14. If possible, and unless specified in the rules, Unit reports should be judged by American Legion Auxiliary members.

15. All reports post-marked prior to or on the deadline date will be judged for applicable awards.
16. Wherever rules require typewritten narratives, computer type can be used, but no color or special graphics is permitted.
17. Narratives are to be written in the “third person”.

WORDS WHICH SHOULD NOT BE USED

I, me
 my, mine
 we, us
 our, ours

REPLACE THEM WITH THESE

this Chairman, the Chairman
 this Chairman’s, her
 the Unit
 the Unit’s

18. Some awards have specific rules for margins, spacing, cover pages/fly sheets, signatures, etc., and the specific rules should always be followed.

If the rules do not address these things, then the following is recommended:

A narrative should have a cover page/fly sheet giving the specific name of the award for which it is written, the Unit’s name and number, the Chairman’s name and address, the date, and the Unit’s membership total at the time of writing.

Narrative should be double spaced with 1 inch margins at top, bottom, and sides of page.

The Chairman and President should sign the narrative.

19. Completed Department report forms should be included with ALL narratives.
20. Word count of the narrative should be placed at the end of the entry. The Department Chairman should include a space for the narrative word count on the Department report form.
21. Department special awards should be made at Department Convention by appropriate chairman to recipients or sponsoring Units, eg) Education Chairman to National President’s Scholarship winner.
22. Chairmen shall attach percentage scoring page or sheet to Unit entries returned at Department Convention.
23. Personal awards ARE NOT given at Conference, except by prior permission of the Department President.
24. Personal awards from Chairmen given at Convention shall be approved by the Department President at the beginning of the year. The time of presentation will be determined by the President.
25. The Department Officers and Chairmen will annually set a uniform due date for submission of Department Reports and Award submissions at the Officers and Chairmen meeting at the beginning of the new program year. (2018)

PLEASE SEE DEPARTMENT AWARDS RULES AND REGULATIONS MANUAL FOR A LISTING OF ALL DEPARTMENT AWARDS AND THEIR INDIVIDUAL INSTRUCTIONS AND REQUIREMENTS.