



**CONSTITUTION, BYLAWS AND STANDING RULES
OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF CONNECTICUT, INC.**

CONSTITUTION

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 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.

ARTICLE I – NAME

Sec. 1.1 The name of this organization shall be the American Legion Auxiliary, Department of Connecticut, Inc.

ARTICLE II – NATURE

Sec. 2.1 The American Legion Auxiliary, Department of Connecticut, Inc. is a patriotic service civilian organization that supports the mission of The American Legion.

Sec. 2.2 The American Legion Auxiliary, Department of Connecticut, Inc. shall be absolutely non-political 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 – MEMBERSHIP

Sec. 3.1 Membership in the American Legion Auxiliary shall be limited to the: (1) grandmothers, mothers, sisters, spouses and direct and adopted female descendants of members of The American Legion, and to (2) grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who served in either of the following time 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 periods and died in the line of duty or after honorable discharge; (3) grandmothers, mothers, sisters, spouses 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 and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either of the eligibility periods and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

Sec. 3.2 There shall be two classes of Membership: Senior and Junior.

(a) Senior membership shall be composed of Members eighteen (18) years of age and over; provided, however, that a spouse under the age of eighteen years (18), who is eligible under Section 3.1 of this article, shall be classed as a Senior member.

(b) Junior membership shall consist of that group under the age of eighteen years (18), whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years (18), Junior Members shall automatically be admitted into Senior membership with full privileges.

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

ARTICLE IV – OFFICERS

Sec. 4.1 The Department of Connecticut shall have the following officers: President, Junior Past President, National Executive Committeeperson, Alternate Executive Committeeperson Senior Vice President, Vice Presidents (one from each District), Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and Assistant Sergeant-at-Arms. The officers are Members of the Department Executive Committee.

Sec. 4.2 There shall be no Honorary Past Officers in the Department, District or Unit organizations in the American Legion Auxiliary, Department of Connecticut, Inc. (adopted at the Department Convention in 1946 and is not retroactive).

Sec. 4.3 Vacancies occurring in any of the elective offices of the American Legion Auxiliary, Department of Connecticut, Inc. with the exception of the Department President and the Department Senior Vice President shall be filled by the Department Executive Committee. A vacancy in the office of Department President shall be filled by the Department Senior Vice President. A vacancy in the office of Department Senior Vice President shall be filled by an election by the Department Executive Committee.

Sec.4.4 The Department Secretary and Department Treasurer may serve an unlimited number of terms and shall be confirmed annually by the Department Executive Committee at the Post Convention Meeting.

Sec. 4.5 The National Executive Committeeperson shall serve a length of term and number of terms as stated in the Standing Rules. The Alternate National Executive

Committeeperson shall serve only in the absence of the National Executive Committeeperson.

Sec. 4.6 Elected and appointed members of the Department Executive Committee, with the exception of the National Executive Committeeperson and Alternate National Executive Committeeperson, shall serve one (1) term from the adjournment of the Department Convention and shall conclude at the adjournment of the next succeeding Department Convention.

Sec. 4.7 All questions affecting the eligibility, election and conduct of a Department Officer shall be referred to the Department Executive Committee where a decision by a two-thirds vote in said Committee shall be the final authority thereon.

ARTICLE V DEPARTMENT EXECUTIVE COMMITTEE

Sec. 5.1 Between Department Conventions the Department Executive Committee shall serve as the governing body of the organization with fiduciary policy and strategic responsibility for the organization.

Sec. 5.2 The Department Executive Committee shall consist of the following officers: President, Junior Past President, National Executive Committeeperson, Alternate National Executive Committeeperson, Senior Vice President, Vice Presidents (one from each district), Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and Assistant Sergeant-at-Arms.

Sec. 5.3 The Department Secretary and Department Treasurer shall be Members of the Department Executive Committee, and, when the positions are held by employees of Department Headquarters, the Department Secretary and Department Treasurer shall serve with all rights except the right to vote.

Sec. 5.4 The Past Department Presidents shall be Members of the Department Executive Committee with voice and vote. Past National Presidents shall have life privileges of voice and vote.

Sec. 5.5 The Department President and Department Senior Vice President shall serve as Chairman and Vice Chairman of the Department Executive Committee, respectively.

ARTICLE VI – CONVENTION

Sec. 6.1 The legislative body of this Department shall be a Department Convention, to be held each year for the purpose of electing officers, receiving reports and transacting such other business as shall properly come before it. The time and place of the Convention shall be the same as that of the American Legion if it is feasible.

Sec. 6.2 Representation at the Department Convention shall be by Units.

Sec. 6.3 Department President and Department Senior Vice President shall serve as Department Convention Chairman and Vice Chairman respectively.

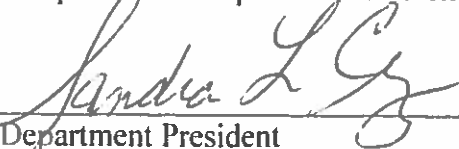
- Sec. 6.4 All Members of the Department Executive Committee, Past Department Presidents, the Department Chairmen of Standing Committees, and the Parliamentarian shall be Delegates-at-Large to the annual Department Convention and entitled to vote, if present and whose current Department and National dues have been paid and received by the Department Office, thirty days prior to the holding of the Department Convention.
- Sec. 6.5 Each Delegate shall be entitled to one vote. The vote of any Delegate absent and not represented by an Alternate shall be cast in agreement with the majority of the delegates present from the unit.
- Sec. 6.6 Department Delegates and Alternates to the National Convention shall be elected at the Department Convention. The number of Delegates shall be on the basis of paid-up membership and in compliance with the National Constitution.
- Sec. 6.7 The quorum for Convention, as stated in the Standing Rules, can only be amended by a two-thirds vote of the authorized Delegates present and voting at a Department Convention.

ARTICLE VII – AMENDMENTS

- Sec. 7.1 This Constitution may be amended at a Department Convention by a two-thirds (2/3) vote of the authorized delegates present and voting, provided that the proposed amendment(s) have been received into the Department Headquarters 60 days prior to the opening of the Department Convention. Amendments must be sent to Unit Presidents, Unit Secretaries, and the Department Executive Committee 45 days prior to the opening of the Department Convention.
- Sec. 7.2 Amendments proposed after distribution as stated in Section 7.1 may be adopted by a two-thirds vote provided they have been read at one meeting of the convention prior to taking the vote.
- Sec 7.3 An Amendment not having been previously distributed or read as required in Section 7.1 may be adopted by the unanimous vote of the convention body.

Karen L Thompson, Chairman, Constitution & Bylaws Committee
 Kimberly Post, Member, Constitution & Bylaws Committee
 Sandra Cruz, Ex-officio
 Rosemarie LaBossiere, Ex-officio

Adopted at the Department Convention, July 23, 2022


 Department President


 Department Constitution & Bylaws Chairman



**AMERICAN LEGION AUXILIARY
DEPARTMENT OF CONNECTICUT, INC.**

BYLAWS

ARTICLE I – ORGANIZATION

Sec. 1.1 This Department shall be organized into Units. The Department shall be divided into Districts as designated by The American Legion, Department of Connecticut, Inc. Districts and Units shall function in accordance with National and Department Constitution and Bylaws and such Standing Rules as shall be prescribed by the Department.

Sec. 1.2 Unit Organization

- a. There shall be but one Unit for each Post. Units shall be given the name and number of the Post to which they are attached. Each Unit shall have a minimum membership of ten Senior Members in good standing.

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

- b. No officers of newly organized Units shall be installed until the Unit has received its charter, duly signed by the National President and Secretary and the Department President and Secretary. The application for a Charter must first be duly approved by the Post to which it is attached and must be accompanied by remittance covering the National dues and the Department per capita dues on those persons signing the application, and other required charter fees. The Charter will be issued by the National President and the National Secretary, upon the receipt of the application properly executed and approved by the President of the Department.
- c. The Department may prescribe the Constitution of the Units, provided that nothing shall be inconsistent with the National or Department Constitutions.
- d. The officers of the Unit shall be the President, one or more Vice Presidents, Secretary and/or Treasurer, Historian, Chaplain and such other Officers and Committees as may, from time to time, be authorized.

- e. All persons handling funds of the Unit shall be bonded by a reputable solvent bonding and surety company or shall be covered by a fidelity/crime insurance in an adequate amount as determined by the Unit.
- f. All elective officers of the Unit shall be elected annually.
- g. The incoming President shall choose their own installing officer, who shall be a past Unit President, past or present District President, Department or National Officer.
- h. When a Unit ceases to function, or its charter has been revoked or canceled, the Charter and all Unit records and funds shall be immediately forwarded to Department Headquarters. If said funds were designated for a specific purpose, they shall be deposited into their respective Department accounts.
- i. Any Unit failing to meet the obligations imposed on it by the Constitution & Bylaws, or by the rulings of the Convention or the Department Executive Committee or ceases to function as a Unit from one Department Convention to the next or refusing to pay the per-capita tax due Department and National may have their charter revoked by the Department Executive Committee with the approval of the National Executive Committee.

Sec. 1.3 District Organization

- a. The Department shall have authority to create intermediate bodies between the Department and the Units to act as a liaison between such organizations for the purpose of promoting the mission of the American Legion Auxiliary.
- b. All persons handling funds of the District shall be bonded by a reputable solvent bonding and surety company or shall be covered by a fidelity/crime insurance in an adequate amount as determined by the District.
- c. CHARTER: All Districts shall be chartered by the National Organization.

ARTICLE II – ELECTION OF DEPARTMENT OFFICERS

Sec. 2.1 The following Officers shall be elected annually at the Department Convention by secret ballot: President, Senior Vice President, Vice Presidents (from each District), Chaplain and Historian. A majority of votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote. All Department Officers and Committee Members shall be in good standing in their Units. These Department Officers shall enter upon the duties of their respective offices according to ARTICLE IV, Sec. 4.6 of the Constitution.

Sec.2.2 The Secretary, Treasurer, Sergeant-at- Arms and Assistant Sergeant-at-Arms are appointed by the Department President and ratified by the Post Convention Department Executive Committee. The offices of Secretary and Treasurer may be combined with one person serving as Secretary and Treasurer. The Department Officers shall enter upon the duties of their respective offices according to ARTICLE IV, Sec. 4.4 and 4.6 of the Constitution.

- Sec.2.3 The National Executive Committeeperson and Alternate Executive Committeeperson will be elected at the Department Convention with length of term and number of terms as listed in the Standing Rules. The length of term and the number of terms can only be changed by a 2/3 vote of the registered delegates at the Department Convention.
- Sec.2.4 Vacancies occurring in any of the elective offices of the American Legion Auxiliary, Department of Connecticut, Inc., are filled according to ARTICLE IV, Sec 4.3 of the Constitution.
- Sec. 2.5 Each District shall hold a caucus prior to the Annual Department Convention for the purpose of nominating a Department Vice President from that District and to nominate a delegate and alternate to the National Convention. Upon election by the Convention, each nominee shall become a Department Vice President and shall be a member of the Department Executive Committee.

ARTICLE III – DUTIES OF OFFICERS

- Sec 3.1 PRESIDENT: It shall be the duty of the Department President to preside at all sessions of the Department Convention and meetings of the Department Executive Committee; to Appoint a Parliamentarian; to Appoint Members of Department Standing, Special and other Committees as they deem advisable to further the mission of the organization and to appoint officials not otherwise provided for in these Bylaws, all subject to the confirmation by the Department Executive Committee. The Department President shall serve as an ex-officio Member of all Committees and shall perform other duties as are usually incident to the office.

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

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

- Sec. 3.2 SENIOR VICE PRESIDENT: They will work closely with the President to learn the duties of that office and in the absence of the Department President, shall assume all the duties of the President. Upon the request of the Department President, they shall represent them at any other Department meeting or function and bring the greetings of the Department.

In the event of a vacancy occurring in the office of the Department President, the Department Senior Vice President shall become President and assume the duties and authority of that office. In the event the Department Senior Vice President thus assumes the office of Department President, the Department Executive Committee shall fill the office of Department Senior Vice President. If this term is less than six (6) months, the person elected is eligible for election by regular process to the office of Department Senior Vice President.

Sec. 3.3 VICE PRESIDENTS: The Vice Presidents shall be Members of the Department Executive Committee. In case of illness or death of a Department Vice President, the Vice President of the District they represent shall act in their stead with the same privileges.

If the Vice President can no longer fulfill their duties, after a vote from their District, the District President will be brought to the Department Executive Committee to be ratified as the Vice President from that District.

It shall be the duty of the Vice Presidents to be the advisory head of their Districts, keeping in touch with all Units, organizing new Units, creating closer cooperation and keeping the Department informed as to the activities and progress and perform other duties assigned by the Department President. They shall make at least one Annual Official visit, other than installations, to each Unit within their respective Districts.

Sec. 3.4 SECRETARY: It shall be the duty of the Secretary to record and distribute the proceedings of the Department Executive Committee Meetings; record the proceedings of the Department Convention; keep all records of the Department Organization; receive and answer all official mail; send and give due notice of all Meetings and perform other duties as assigned by the Department President.

Sec. 3.5 TREASURER: It shall be the duty of the Department Treasurer to serve as custodian of the funds of the Department Organization, to account for the same, to sign (all) checks in dispersing the funds of the organization and shall perform other duties as assigned by the Department President.

Sec. 3.6 CHAPLAIN: It shall be the duty of the Chaplain to offer nonsectarian prayer in accordance with the rules of the American Legion Auxiliary at all Conventions and other ceremonial Meetings of the Department and they shall act as Spiritual Advisor to all Unit and District Chaplains. It shall be the duty of the Chaplain to plan and present a Memorial Service at the Department Convention.

Sec. 3.7 HISTORIAN: It shall be the duty of the Historian to prepare for posterity, the records of the Department in duplicate; one copy to be given to the Department President and one copy for the Department Headquarters. They shall make an Annual report at the Department Convention and they shall supervise the Department History Contest and act as Advisor to Unit and District Historians.

Sec. 3.8 SERGEANT-at-ARMS: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Department; familiarize themselves with Flag Etiquette and the Manual of Ceremonies; be responsible for Department Colors, bell and gavel; assist the Department President at all installations, initiations and Department functions; be present at all official visits; and any other duties as prescribed by the Department President.

Sec. 3.9 ASSISTANT SERGEANT-at-ARMS: It shall be the duty of the Assistant Sergeant-at-Arms to assist the Sergeant-at-Arms and familiarize themselves with the duties of the office; and perform any other duties as prescribed by the Department President.

Sec.3.10 THE NATIONAL EXECUTIVE COMMITTEEPERSON: It shall be the duty of the National Executive Committeeperson (NEC) to fulfill the responsibilities expected of a Member of the National Executive Committee and to articulate the organization's mission, accomplishments and goals to the public and to their Department. It is expected that the NEC will present a report, following each Meeting of the National Executive Committee, to the Department Executive Committee.

The term of office of the National Executive Committeeperson shall commence immediately following the adjournment of the National Convention. The National Executive Committeeperson will serve a length of term and number of terms as stated in the Standing Rules and can only be amended at convention by a 2/3 vote of authorized delegates present and voting. The Alternate National Executive Committeeperson shall serve only in the absence of the National Executive Committeeperson.

Sec.3.11 All Department Officers, elected or appointed, are expected to attend all official visitations, installations and other functions requested by the Department President. If unable to attend any function, they are to notify the Department President.

Any Officer, elected or appointed, who misses a Department Executive Committee meeting, without notification to, and being excused by the Department President, shall be considered absent. Any Officer, elected or appointed, who is absent three (3) consecutive meetings shall be removed from the Department Executive Committee.

ARTICLE IV – DEPARTMENT EXECUTIVE COMMITTEE

Sec. 4.1 The Department Executive Committee shall have general supervision and control over all property belonging to the Department and shall exercise the power given to it in the Constitution. This Committee cannot act on or alter any Resolution passed on the Convention floor.

Sec. 4.2 Role/Duty: 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 Department, 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. It may also revoke Unit Charters with the approval of the National Executive Committee.

Sec. 4.3 There shall be a minimum of four (4) regular Department Executive Committee Meetings each administrative year, to include a pre and post Department Convention meeting. The pre-convention meeting must be held within 10 days of the Department convention, preferably on the day before the opening of the Department convention. The post Department Executive meeting must be held within 24 hours from the close of Convention. Regular or Special Meetings shall be at the call of the Department President.

The Department President must also call a meeting of the Department Executive Committee upon a written request of a minimum of five (5) voting members of the Department Executive Committee. The Call for the requested meeting must be sent out within five (5) days of receipt

of the request and the meeting must be held within ten (10) days from the date the call was sent out. The call must come from the Department office and not from a personal email address.

- Sec. 4.4 Authority: 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, these Bylaws or Standing Rules, strategic plans and agreements and memorandums of understanding; review financial statements and accept the Department Annual Audit; ratify committees; confirm the appointment of the Department Secretary and Department Treasurer, confirm Committee and other Department appointments and confirm the Appointment of officials not otherwise provided for in these Bylaws; levy assessments as needed; ratify the cancellation of charters; and other duties and responsibilities that are the normal function of a corporate board of directors.
- Sec. 4.5 A quorum shall exist at a Department Executive Committee meeting when sixteen (16) voting members of the Department Executive Committee are present, provided that 60% of those present are current elected Department officers.
- Sec. 4.6 In the absence of both the Department President and Department Senior Vice President, a temporary Chairman shall be elected by the Department Executive Committee.
- Sec. 4.7 All meetings of the Department Executive Committee shall be open to any Member in good standing, but they shall have no voice without permission from the Chair. They do not have a vote.

ARTICLE V – CONVENTION

- Sec. 5.1 The Department President shall be empowered to appoint such other Committees as are necessary to carry on the business of the Convention.
- Sec. 5.2 Each Unit shall have as many votes as it is entitled to Delegates based upon the number of members whose dues are paid up-to-date. Changes to the formula for Delegate strength may be determined only by a two-thirds vote of the Department Convention Delegates.
- Sec. 5.3 No Unit in this Department shall be considered eligible to compete for Department Awards unless it shall have paid, in full, all obligations to the Department funds.
- Sec. 5.4 Nominations for all Department officers shall be made at the Convention by roll call of Districts and election shall be by secret ballot. When there is but one candidate for an office, the nominee may be elected by a voice vote.
- Sec. 5.5 The National Executive Committeeperson and the Alternate National Executive Committeeperson shall be elected at the Department Convention in the same manner as the Department Officers for a length of term and number of terms as stated in the Standing Rules.

ARTICLE VI – APPOINTMENT OF COMMITTEES

- Sec. 6.1 The Department President shall name such committees and a chairman of each committee to carry on the programs of the American Legion Auxiliary as required by the Department. All

appointments are to be ratified by the Department Executive Committee no later than the September Department Executive Committee meeting.

- Sec. 6.2 There shall be the following Standing Committees as stated in the National Bylaws and listed in the Standing Rules: Americanism, Risk and Compliance, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Girls State, Junior Activities, Leadership, Legislation, Membership, National Security, Past Presidents Parley, Poppy, Public Relations and Veterans Affairs & Rehabilitation.
- Sec. 6.3 The Department President shall be empowered to appoint Special Committees and such other mission and member/organizational support committees as are necessary to carry on the business of the Department ratified by the Department Executive Committee with notification to Districts and Units. These special committees will be listed under Standing Rules.
- Sec. 6.4 The duties and compositions of the Standing and Special Department committees shall be as described in the Standing Rules.
- Sec. 6.5 All committees shall hold an organizational meeting within sixty days of the Department Convention to formulate plans for the ensuing year and provide an opportunity for members and chairmen to become familiar with their duties and responsibilities.
- Sec. 6.6 In case of resignation or death of any member of any appointed committee, the Department President shall appoint a member to fill the unexpired term, subject to ratification of the Department Executive Committee.

ARTICLE VII – REVENUE

- Sec. 7.1 The revenue of the American Legion Auxiliary, Department of Connecticut, Inc. shall be derived from annual membership dues, per capita taxes/dues from such other sources, as may be approved by the Department Executive Committee.
- Sec. 7.2 The amount of the Unit dues shall be determined by each Unit.
- Sec. 7.3 The amount of Department dues, as stated in the Standing Rules, can only be Amended by a two-thirds vote at a Department Convention.
- Sec. 7.4 The amount of dues owed to the National Organization will be determined by the National Organization.
- Sec. 7.5 The revenue of the American Legion Auxiliary, Department of Connecticut, Inc. shall be disbursed according to a budget system as devised by the Finance Committee and Approved by the Department Executive Committee.
- Sec. 7.6 The Department Organization shall ensure that all persons handling funds of the Department Organization shall be bonded by a reputable, solvent bonding and surety company, or shall be covered by fidelity/crime insurance in an adequate amount approved by the Finance Committee and reported to the Audit Committee.

ARTICLE VIII – DISCIPLINE

Sec. 8.1 A Member of the American Legion Auxiliary may be expelled or suspended from membership, or disciplined, for actions inimical to the best interest of The American Legion or the American Legion Auxiliary. The procedure for expulsion shall follow that outlined by the National Organization in the Unit Guide.

ARTICLE VIII – RULES (Parliamentary Authority)

Sec. 8.1 American Legion Auxiliary, Department of Connecticut, Inc. shall be governed by the current edition of Roberts Rules of Order, Newly Revised, in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the Department Constitution and Bylaws, Standing and Special Rules.

ARTICLE IX- RESOLUTIONS

Sec. 9.1 Resolutions may be approved at a Department Convention by a majority vote of the authorized delegates present and voting. Resolutions may be presented to the Resolutions Committee at the pre-Convention Executive Committee meeting or made from the Convention floor by any Unit or by two qualified delegates or delegates-at-large. All resolutions shall be in writing. All resolutions, including those which may be made from the floor, will be referred to the Resolutions Committee for review and recommendation to the Convention body.

ARTICLE X – AMENDMENTS

Sec.10.1 These Bylaws may be amended at a Department Convention by a two-thirds (2/3) vote of the authorized Delegates present and voting provided that the proposed amendments have been received into the Department Headquarters 60 days prior to the opening of the Department Convention. Amendments must be sent to Unit Presidents, Unit Secretaries and the Department Executive Committee 45 days prior to the opening of the Department Convention.

Sec. 10.2 Amendments proposed after distribution as stated in Section 10.1 may be adopted by a two-thirds vote provided they have been read at one meeting of the Convention prior to taking the vote.

Sec. 10.3 An amendment not having been previously distributed or read as required in Section 10.1 may be adopted by the unanimous vote of the Convention body.

ARTICLE XI - AUTHORITY

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

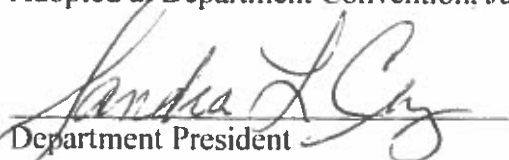
Karen L. Thompson, Chairman, Constitution & Bylaws Committee

Kimberly Post, Member, Constitution & Bylaws Committee

Sandra Cruz, Ex-officio

Rosemarie LaBossiere, Ex-officio

Adopted at Department Convention, July 23, 2022


Department President


Department Constitution & Bylaws Chairman



**AMERICAN LEGION AUXILIARY
DEPARTMENT OF CONNECTICUT, INC.**

STANDING RULES

1. The Department President shall attend the following functions:
 1. Department Executive Committee (DEC) meetings.
 2. They shall make an Official Visit to each District at their convenience and accept any Unit's invitation at their discretion.
 3. Annual Department Program Information Conference.
 4. National Mission Training.
 5. Mid-Winter Conference.
 6. Department Convention.
 7. National Convention.

- 2a. The Department Senior Vice President shall attend the following:
 1. Department Executive Committee (DEC) meetings.
 2. They should make a visit to each District at their convenience in addition to their official visit.
 3. Annual Department Program Information Conference.
 4. Department Leadership National Conference (DLNC).
 5. Mid-Winter Conference.
 6. Department Convention.
 7. Upon request of the Department President, shall represent them at any Department Meeting or function.

- 2b. The Department Senior Vice President duties shall be as follows:
 1. When representing the Department President at any Meeting or function they shall bring the greetings of the Department President and the Department organization.
 2. When representing the Department President at any Meeting or function of another organization, other than the American Legion Auxiliary, they shall extend the greetings of the Department President and the Department Organization.
 3. They shall be the Membership Chairman and shall be responsible for any Units needing assistance starting with the 2021-2022 administrative year.
 4. They shall be responsible for the Unit Revitalization and Development.

3. The following shall be paid employees of the American Legion Auxiliary, Department of Connecticut, Inc.: Department Secretary, Department Treasurer, Department Secretary/Treasurer.
- 4a. The National Executive Committeeperson, (NEC) shall be elected to serve a two (2) year term and may be re-elected for no more than three (3) full terms. This Standing Rule can only be amended at the Department Convention by two thirds (2/3) vote of authorized Delegates present and voting. This election will begin with the 2017 Department Convention.
- 4b. The Alternate National Executive Committeeperson shall be elected to serve a one (1) year term. This Standing Rule can only be amended at the Department Convention by two thirds (2/3) vote of authorized Delegates present and voting. This election will begin with the 2017 Department Convention.
5. The Department Secretary, Department Treasurer, Department Secretary/Treasurer and the National Executive Committeeperson shall be installed each year with the other Department Officers as evidence of their association with the new Department President and Department Executive Committee.
6. A quorum shall exist at a Department Convention when two-thirds (2/3) of Registered Units are represented and can only be Amended as stated in Article VI, Sec. 7 of the Constitution.

7. Representation at the Department Convention by Units is as follows:

10 – 25 Members	2 Delegates	2 Alternates
26 – 75 Members	3 Delegates	3 Alternates
76 – 125 Members	4 Delegates	4 Alternates
126- 175 Members	5 Delegates	5 Alternates
176- 225 Members	6 Delegates	6 Alternates
226 and Over	7 Delegates	7 Alternates

All Delegates and Alternates must have their current year's dues paid and received by the Department Office 30 days prior to the Convention.

8. Department Chairmen, appropriate to the National agenda, should attend the National Mission Training.
9. No person shall serve as Chairman of more than one Standing Committee, but may also serve as a Committee Member on any Committee.
10. There should be a standing schedule for Department Chairmen to attend the Department Executive Committee meetings, with the exception of the Finance Chairman, Constitution and Bylaws Chairman, Public Relations Chairman and the Parliamentarian, who shall attend all Department Executive Committee Meetings.
11. The Official Call to the Department Executive Committee shall be sent out at least ten (10) days prior to said meeting. Department Executive Committee minutes and minutes for other Department Activities are to be sent out fifteen (15) business days after the Meetings to all

Department Officers, Past Department Presidents and the Chairman called to the Meeting and the Chairman who were called to the previous Meeting.

12. As the Department Executive Committee is the governing body of the Department, any action is to be executed without delay.
13. Revised copies of the Department Constitution and Bylaws shall be mailed or emailed to Department Executive Committee Members and to each Unit President with additional copies available at Department Headquarters upon request.
14. Revised copies of the Department Personnel Manual shall be mailed or emailed to the Department Executive Committee Members. Additional copies will be available at the Department Headquarters upon request.
15. Vice Presidents of the Department are to make and turn in a written report at the Department Executive Committee Meeting as to the activities and any issues from the Units in their District. They are to report at their District Meetings following a Department Executive Committee Meeting and take action on any requests of the Department President and the Department Executive Committee.
16. Elected District Presidents should be considered for the Offices of Department Vice Presidents.
17. It shall be the duty of the Department Office to send the endorsement of any candidate for any National Office to the National Headquarters and to the incoming National President (for information only) each year.
18. The Department Executive Committee Meetings should be held in a city or town centrally located in the Department. Under emergency circumstances, as determined by the President, the President may hold meetings by telephone, electronic or virtual means.
19. The First Delegate to the National Convention should be the outgoing Department President and they should be Chairman of the Delegation. The incoming Department President should be the First Alternate if not elected as a delegate.
20. It shall be up to the Personnel Committee and Department Executive Committee to decide how to handle the reimbursement of expenses of the Department Secretary, Department Treasurer, Department Secretary/Treasurer and Office assistant, if it becomes necessary.
21. The Junior Past Department President and the Department Senior Vice President for the current year will be ex-officio of all Committees. Neither one shall have a vote.
22. Students awarded the Past Presidents Parley Memorial Grant will be excluded from receiving any of the Department Education Grants.
23. The Department Education Grant Chairman and the Past Presidents Parley Memorial Grant Chairman or the Past Presidents Parley Chairman shall invite their Grant winners to the Department Convention to receive their awards, thus eliminating the Distinguished Guest Chairman from that duty.

24. The Fiscal Year of this Department shall be from August 1st through July 31st.
25. No letters announcing a candidacy by an individual shall be sent to Past Officers or Units before January 1st. It shall be further understood that candidates for Department Office for the succeeding year only, may file letters of endorsement from their Unit or District in headquarters after January 1st. Endorsements received by the Department Office will be considered correspondence for the Department Executive Committee and should be published in the following Auxiliare.
26. The Chairman of the Past Presidents Parley should be considered for Appointment by the Department President for their respective Chairmanship.
27. Copies of the proposed budget shall be mailed or emailed to all Department Executive Committee Members with notice of the Meeting at which the budget will be voted on at least ten (10) days prior to said Meeting.
28. Approved Budget and Auditors reports shall be furnished to the Department Executive Committee, Audit and Finance Committees with copies available at Department Headquarters.
29. Annual Department Dues shall be \$8.75 per Senior Member and \$3.70 per Junior Member. New Member applications will be accepted as of September 1st of each year for the ensuing year. Dues amounts can only be Amended at Department Convention by a two thirds (2/3) vote of authorized Delegates present and voting.
30. There shall be the following **Standing Committees**: Americanism, Risk and Compliance, Auxiliary Emergency Fund, Children & Youth, Community Service, Constitution & Bylaws, Education, Finance Committee, Girls State, Junior Activities, Leadership, Legislative, Membership, National Security, Past Presidents Parley, Poppy, Public Relations, Veterans Affairs & Rehabilitation.
31. There shall be the following **Administrative Committees**: Personnel Committee, and Policy Committee.
32. There shall be the following **Special Committees**: Advisory, Calvacade of Memories, Department Convention, Department Program Information Conference, Department Testimonial, Mid-Winter Conference, Music, National President's Banquet, Penny a Point, Strategic Planning, and Unit Development & Revitalization.
33. The overall composition and purpose of each Committee is listed as follows:

Standing Committees

Americanism: The Americanism Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the Americanism program is to promote patriotism and responsible citizenship.

Risk and Compliance Committee

1. The Risk and Compliance Committee shall be comprised of a Chairman and two (2) Members,. Members should have the necessary financial background to be considered for Appointment. Initially, one (1) Member shall be Appointed for three (3) years, one (1) for two (2) years and one (1) for one (1) year. Thereafter, each Member shall be Appointed for three (3) years. The Department Finance Chairman shall serve as a liaison to the Risk and Compliance Committee.
2. The Risk and Compliance Committee shall be responsible for providing oversight assistance to the Department Executive Committee in fulfilling its responsibilities relating to accounting and reporting practices, reliable systems of internal control and the quality and integrity of the Department's financial reporting.
3. It shall recommend to the Department Executive Committee a Certified Public Accountant (CPA) to perform an Audit/Financial review of the financial records of the Department Annually.
4. The Department Executive Committee shall approve the CPA within ninety (90) days of the beginning of the Fiscal Year. The results of the Audit and the review of the Form 990 will be presented to the Department Executive Committee for approval.
5. No voting Member of the DEC shall serve on the Risk and Compliance Committee.

Auxiliary Emergency Fund (AEF): The AEF Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the AEF is to provide assistance in the form of grants to American Legion Auxiliary (ALA) Members.

Cavalcade of Memories: The Cavalcade of Memories Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The Department Historian will serve as a liaison to this committee. The Cavalcade of Memories Committee preserves displays and shares the history of the American Legion Auxiliary. The heart of the Auxiliary is in its unique records: items that our Officers, Members, Directors, Employees and Volunteers have donated, produced, and compiled over the years. They provide unique testimony of the achievements of the organization, stimulate pride and enthusiasm among our Members, and are invaluable to society by serving as informative and educational resources to a variety of potential users.

Children & Youth (C&Y): The C&Y Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the C&Y committee is to work collaboratively with The American Legion (TAL) to promote programs that protect, care for and support children and youth, especially those of our military and veterans.

Community Service: The Community Service Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The Community Service program promotes the American Legion Auxiliary visibility within our localities through our commitment to Community, State and Nation. By being visible in our localities, the Community Service program demonstrates who we are, what we do and why we matter.

Constitution & Bylaws (C&B): The C&B Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the C&B is to inform Members about having proper governing documents at all levels. The Department Parliamentarian shall serve as a Consultant.

Education: The Education Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. Through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, ALA Members build brand loyalty and awareness of the ALA's mission through their education-related Community Service Program.

Finance Committee:

1. The Finance Committee shall be comprised of a Chairman and four (4) Members. One (1) Member shall be appointed to serve for three (3) years. The three (3) year term Appointee will have two (2) years left to serve. The two (2) year Appointee will have one (1) year left to serve and two (2) new Members will be appointed to serve one (1) year each. The Department President shall appoint one (1) Member to serve as Chairman. The Treasurer shall serve as a consultant to the Finance committee with voice but no vote.
2. The Department Finance Committee shall oversee the general financial policy of the Department. It shall prepare the yearly budget and provide oversight of the expenditure of funds under the budget and report to the Department Executive Committee.

Girls State: The Girls State Committee shall be comprised of five (5) Members. One (1) Member to be Appointed for three (3) year term, two (2) Members to be appointed for two (2) year terms and two (2) Members to be Appointed for a one (1) year term. The Department President will appoint a Chairman and a Director. The Chairman may also serve as the Director. The Girls State committee shall direct the Girls State program and in addition shall make all arrangements for and conduct the Annual session of Girls State under the supervision of the Department President.

Junior Activities: The Junior Activities Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of this Committee is to inspire active participation of ALA Members under the age of 18. The Junior Activities program builds a strong future for the ALA by engaging productive Members to carry on its mission for life.

Leadership: The Leadership Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The Leadership Committee raises awareness of leadership development opportunities through "How To" sheets and online resources.

Legislative: The Legislative Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. While advocating for the legislative agenda of The American Legion, Auxiliary Members raise awareness for our mission and increase brand loyalty.

Membership: The Membership Committee shall be comprised of the Senior Vice President as Chairman and a Representative from the Department's Districts, all of whom 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. The Department President may add additional Committee Members as needed.

National Security: The National Security Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. This committee is responsible for hosting

an Awareness Luncheon. The National Security program maintains and promotes a strong national defense by strengthening and supporting military service members and their families.

Past Presidents Parley (PPP): The Past Presidents Parley Committee shall be comprised of a Past Department President as Chairman and two (2) Members all of whom shall serve a one (1) year term. This Committee is responsible for hosting two (2) Meetings a year, usually a Spring Parley and a meeting at the Department Convention. The Past Presidents Parley is designed to help Auxiliary Members who have served as Unit, District, Department or National Presidents; Members of this Committee model civility, loyalty and service before self as they actively work to build a strong future for the organization. In addition, this Committee raises money and offers Educational grants.

Poppy: The Poppy Committee shall be comprised of a Chairman and two (2) Members, plus a representative from each of the Department's Districts all of whom shall serve a one (1) year term. The Poppy program is designed to promote and educate people about the history of the poppy and to make them aware of the sacrifices of our veterans.

Public Relations: The Public Relations Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. Promoting who we are, what we do and why we matter strengthens our brand and makes us appealing to potential members who will recognize our common goal of helping veterans, service members and their families.

Veterans Affairs & Rehabilitation (VA&R): The Veterans Affairs & Rehabilitation Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of this Committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normal functioning lives.

Administrative Committees:

Personnel Committee: The Personnel Committee shall be comprised of a Chairman and four (4) Members. One (1) shall be a Past Department President, the Department Finance Chairman, the Department Constitution & Bylaws Chairman, the Department Senior Vice President and one (1) other Member.

The Chairman of this Committee should be well versed in our office procedures and understand the work and its necessary results and publications. They should visit the Department Office at least once a month and more often if considered necessary.

This Committee is charged with the duty of overseeing the Department Office and the paid employees. It shall be the duty of the retiring Personnel Committee to recommend to the new Personnel Committee compensation rates for all paid employee(s). The new Committee will review the recommendations of the retiring committee and recommend salaries and benefits to the Finance Committee for inclusion in the budget, which is presented to the Department Executive Committee for approval. Any changes in the Personnel Manual must be approved by the Department Executive Committee.

Policy Committee: The Policy Committee shall be comprised of a Chairman and four (4) additional Members. One (1) shall be the Department Finance Chairman, the Department Constitution & Bylaws Chairman and two (2) additional Members. One (1) Member of the committee shall be a Past Department President, and all shall serve a one (1) year term. Any changes to the policy must be approved by the Department Executive Committee

Special Committees:

Advisory: The Advisory Committee shall consist of a Chairman and as many Members, to be appointed by the Department President. The Committee serves to give the President guidance throughout their year as Department President.

Department Convention: The Convention Committee shall be comprised of a Chairman and two (2) Members who shall serve a one (1) year term. The Department President shall be empowered to appoint such other Committees as are necessary to carry on the business of the convention.

- a) **Credentials:** The Credentials Committee shall consist of a Chairman and four (4) Members appointed by the Department President at least ten (10) days before the date of the Annual Department Convention. There shall be no more than one (1) Member from a District. The Secretary shall furnish the Credentials Committee with a certified copy of the list of such delegates and the number of delegates her records show each Unit is entitled to and they shall prepare a report to be given at the time specified in the order of business at the Department Convention.
- b) **Resolution Committee:** The Resolution Committee shall be comprised of a Chairman and two (2) Members appointed by the Department President at least ten (10) days before the date of the Annual Department Convention.
- c) **Rules Committee:** The Rules Committee is to propose the rules under which the Department Convention shall operate. The rules shall provide for the orderly organization and operation of the Department Convention. The Department Convention Standing Rules shall be adopted by a majority vote of the Convention Delegates with continuing power of revision.

Department Program Information Conference: The Department Program Information Conference Committee shall consist of a Chairman and Members, to be appointed by the Department President.

Department Testimonial: The Department Testimonial Committee shall consist of a Chairman and Members, to be appointed by the Department President.

Mid-Winter Conference: The Mid-Winter Conference Committee shall consist of a Chairman and other Members, to be appointed by the Department President. They shall work in conjunction with the Legion, provided the events are held simultaneously.

Music: The Music Committee shall consist of a Chairman and Members, to be appointed by the Department President. The purpose of this Committee is to bring positivity to our organization through music.

National President's Banquet: The National President's Banquet Committee shall consist of a Chairman and Members, to be appointed by the Department President.

Penny a Point: The Penny a Point Committee is unique to Connecticut and shall be comprised of a Chairman and Members to be appointed by the Department President. The first \$1000 is used for the Department Education Grants and monies over \$1,000.00 are transferred to the Connecticut Child Welfare Fund.

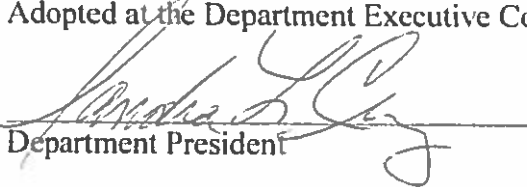
Strategic Planning: The Strategic Planning Committee shall be comprised of a Chairman and other Members at the discretion of the Department President subject to the Ratification by the Department Executive Committee.

Unit Revitalization and Development Committee: This Committee shall be comprised of the Senior Vice President as Chairman and as many Members that the Department President feels is needed.

- 34.. These Standing Rules can be amended by the Department Executive Committee except where stated.
35. Any housekeeping (spelling, grammar, punctuation) changes that must be made to be done automatically by the Constitution and Bylaws Committee. Any changes to be reported at the next Department Executive Committee meeting.
36. Memorial Donations – The Department will make donations of \$50 to the Department Education Grant in memory of any deceased;
 - currently serving Department Officers
 - Past National Officer from ConnecticutThe Department will make donations of \$50 to the Past Presidents Parley Education Grant in many of any deceased Past Department President.

Karen L. Thompson, Chairman, Constitution and Bylaws Committee
Kimberly Post, Member, Constitution and Bylaws Committee
Sandra Cruz, ex-officio
Rosemarie LaBossiere, Ex-officio

Adopted at the Department Executive Committee meeting, August 6, 2022.


Department President


Department Constitution & Bylaws Chairman