

**CONSTITUTION AND BYLAWS OF  
THE AMERICAN LEGION AUXILIARY  
DEPARTMENT OF NEBRASKA**

**CONSTITUTION**

**ARTICLE I**

**Name**

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

**ARTICLE II**

**Nature**

**Section 1.** The American Legion Auxiliary, Department of Nebraska, is a civilian organization of women.

**Section 2.** The American Legion Auxiliary, Department of Nebraska, 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**

**Organization**

**Section 1.** The American Legion Auxiliary, Department of Nebraska, is organized under and pursuant to Article XIII of the Constitution of The American Legion and under and pursuant to the Constitution of the American Legion Auxiliary.

**Section 2.** The American Legion Auxiliary, Department of Nebraska, shall be organized into Districts, County organizations and Units.

**Section 3.** The Department Executive Committee shall have the power from time to time to define the geographical limits of each District and Unit.

**ARTICLE IV**

**Eligibility**

**Section 1.** Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of members of The American Legion, and to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990, to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion. (6-30-02)

**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 of members under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- c. Dues for both classes shall be paid annually.

**Section 3.** No person may be a member at any one time of more than one Unit.

## **ARTICLE V**

### **Department Convention**

**Section 1.** The legislative body of this organization shall be the Department Convention, to be held annually at the same time and place as the Convention of The American Legion, Department of Nebraska.

**Section 2.** Representation in said Convention shall be by Units. Each Unit shall be entitled to two (2) delegates at large and to one (1) additional delegate for each twenty-five (25) members or major fraction thereof, whose dues to date have been received by the Department Treasurer at least thirty (30) days prior to the first day of said Convention and to one (1) alternate for each delegate. The delegates and alternates shall be elected by their respective Units at least three (3) weeks before said Convention and notice of election be forwarded immediately to the Department Secretary. The Department "Convention Call" will be mailed out to the Units sixty (60) days prior to the Department Convention, with the Delegates' cards and information being mailed within the week following the determination of Convention delegate strength.

**Section 3.** Each registered and certified delegate or alternate in attendance shall be entitled to one (1) vote. (6-27-99)

**Section 4.** A quorum shall exist in the Department Convention when twenty percent (20%) of the Units are represented, as provided herein. (6-27-99)

**Section 5.** Members of the Department Executive Committee shall be members at large of the Department Convention with vote, which vote shall be exercised with their respective Units.

## **ARTICLE VI**

### **Department Officers**

**Section 1.** The Department Officers shall be President, Vice President, Secretary-Treasurer, Historian and Chaplain. (6-27-04)

**Section 2.** The Department Convention shall elect annually a Department President, Vice President, Historian, Chaplain (effective 2005) and Nat'l Executive Committeewoman. (6-27-04)

**Section 3.** The Department President, by virtue of her office, shall be alternate to the incoming National Executive Committeewoman.

**Section 4.** Any member who is in good standing and who is present at the Convention shall be eligible to election to office.

**Section 5.** The term of office for the President and Vice President shall be one (1) year or until her successor is duly elected. She shall not be eligible for re-election to the same office.

**Section 6.** The Department Secretary-Treasurer shall be elected by written vote of the incoming Department Executive Committee upon nomination of the incoming Department President prior to the close of Convention so she may be installed with the other officers. Her salary shall be determined by the Department Executive Committee. (6-25-98)

## **ARTICLE VII**

### **Department Executive Committee**

**Section 1.** Between Conventions, the administrative power of the Department shall be vested in the Department Executive Committee, which shall consist of the Department President, Department Vice President, Department Secretary-Treasurer, Department Historian and Department Chaplain, National Executive Committeewoman, Chairman of Finance Committee and the President from each District. (6-27-04)

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

**Section 3.** The District Vice President shall, by virtue of her office, attend regular and special meetings of the Department Executive Committee in the absence of the District President.

## **ARTICLE VIII**

### **National Representation**

**Section 1.** The Department Convention shall elect delegates to the National Convention each year.

**Section 2.** Delegates to the National Convention shall be the newly elected Department President, Department Vice President, Department Secretary-Treasurer, Department Historian, and Department Chaplain, National Executive Committeewoman, the thirteen (13) District Presidents and any National appointments. Nebraska's candidate for Northwestern Division National Vice President shall be a delegate to the National Convention the year she is elected at the National Convention. When total membership permits delegates-at-large, the Veterans Affairs and Rehabilitation Chairman and the Children and Youth Chairman shall be delegates. Additional delegates-at-large shall be elected by the convention body. (6-27-04)

- (a) Members elected as delegates-at-large to the National Convention will be limited to two (2) consecutive years and would not be eligible for election as a delegate-at-large for the two (2) following years.
- (b) The retiring Department President shall be Chairman of the Delegation to the National Convention and shall select the pages for National Convention. These pages shall be District Presidents who have completed their first administrative term. The newly elected Department President shall be alternate to the Chairman of the Delegation and shall assign the members to attend the Pre-Convention Committee meetings at National Convention. The Department Secretary-Treasurer shall act as Secretary of the Delegation to the National Convention.
- (c) An alternate to a delegate to the National Convention shall be eligible to run as a delegate-at-large to the National Convention. If elected as a delegate-at-large to the National Convention, the alternate position opened shall be filled from the list of members who ran for delegate-at-large to National Convention and were not elected as delegates-at-large or as alternate to delegates-at-large. The filling of the alternate position opened shall be approved by the Delegation Chairman.

**Section 3.** The expenses allowed delegates to the National Convention shall be paid from the National Convention delegates' fund at the option of the Department Finance Committee with the approval of the Department Executive Committee. The expenses of the Veterans Affairs and Rehabilitation Chairman and the Children and Youth Chairman shall be taken from their respective funds. A National appointment shall not receive expenses from Department if she receives expenses from National.

**Section 4.** The Department Convention shall elect alternates to the National Convention as follows: An alternate to the Department President, an alternate to the Department Vice President, an alternate to the Department Secretary-Treasurer, an alternate to the Department Historian, an alternate to the Department Chaplain, and, when membership permits, alternates to any delegates-at-large. The District Vice President shall, by virtue of her office, be the alternate to the District President to the National Convention. If the Veterans Affairs and Rehabilitation Chairman does not attend the National Convention, the Field Service Chairman shall be her alternate; and if the Field Service Chairman does not attend National Convention, then

the Home Service Chairman shall be her alternate. If the Children and Youth Chairman does not attend the National Convention, the Education Chairman shall be her alternate. (6-27-04)

**Section 5.** When neither the District President nor the District Vice President are able to attend the National Convention, a delegate from said District should be appointed by the District President with the approval of the Delegation Chairman. If no delegate from a district is available to attend the national Convention, the Delegation Chairman should give preference to the Veterans Affairs and Rehabilitation Chairman and the Children and Youth Chairman respectively to serve as the District delegate. (6-25-09)

The Delegate attending the National Convention is to submit a report on the assigned pre-convention committee meeting and the convention sessions to the Department and District after which the appointed Delegate shall receive the allowed delegate's reimbursement. (6-25-09)

## **ARTICLE IX**

### **Revenue**

**Section 1.** The revenue of the American Legion Auxiliary shall be derived from the annual dues of members and for such other sources as shall be approved by the Department Executive Committee.

## **ARTICLE X**

### **Past Presidents**

**Section 1.** All Past Department Presidents, while active members in good standing in their local Units, shall be life delegates to the Department Convention with vote, to be exercised with their respective Units.

## **ARTICLE XI**

### **Amendments**

**Section 1.** This Constitution may be amended at any Department Convention by the vote of two-thirds (2/3) of the total authorized representatives thereat, provided the proposed amendment shall be read at least twenty-four (24) hours before the vote thereon.

**Section 2.** The amendments shall go into effect immediately upon passage unless otherwise stated.

## **ARTICLE XII**

### **Rules**

**Section 1.** The rules of procedures of a Department Convention shall be those set forth in *Robert's Rules of Order, Newly Revised*.

# **BYLAWS**

## **ARTICLE I**

### **Department Executive Committee**

**Section 1.** The Department Executive Committee shall have the power and authority, in case of an emergency, to call a Department Convention provided that notice of at least thirty (30) days prior thereto shall be given to all Units, and the reason stated for calling such convention; no other business excepting that stated in the call can be transacted at such meeting.

**Section 2.** There shall be three (3) regular meetings of the Department Executive Committee annually; the first shall be held in the convention city within twenty-four (24) hours following the adjournment of the Convention; the second shall be at the call of the Department President at such time and place as she shall designate; the third shall be immediately preceding the Convention.

**Section 3.** The Department President shall call a meeting upon the written request of a quorum of the Department Executive Committee.

**Section 4.** A majority of the Department Executive Committee shall constitute a quorum.

**Section 5.** The Department President shall appoint, with the approval of the Department Executive Committee, a Secretary-Treasurer, a Judge Advocate, Department Chairmen, Representatives and Deputies of the V.A. Medical Centers, and VA Outpatient Clinics; Chairman and one or more Vice Chairmen of each Non V.A. Medical Center, and such standing committees as have been provided for by the convention body or the Constitution. The officers shall hold their respective positions at the pleasure of the Department Executive Committee. (6-27-04)

**Section 6.** In the event of the death or resignation of the Department President, the Department Vice President shall assume the office of President. In the event of a vacancy in both the office of Department President and Department Vice President, the Department Secretary-Treasurer shall immediately summon the Department Executive Committee for the election of a successor to the President. If the unexpired term of office for Department President is less than six (6) months, the successor is eligible to election by regular process to the office of Department President.

**Section 7.** In the event of the death or resignation of the Department Secretary-Treasurer or her removal from office, a new Secretary-Treasurer shall be elected by the Department Executive Committee upon the nomination of the Department President.

**Section 8.** Decisions voted by the Department Executive Committee shall be binding upon the Department Officers between Executive Committee meetings. In the absence of a decision by the current Executive Committee, the most recent decision by a previous Executive Committee shall be binding. These decisions shall be preserved in written form in a state of constant revision by the Department Secretary, and shall be known as the Standing Rules of the Department of Nebraska.

**Section 9.** The Department President shall name such committees as she deems advisable, subject to the ratification of the Department Executive Committee. In case of a vacancy on any of these committees, the Department President of that year shall appoint a member to fill the unexpired term, within 30 days or prior to completion of her term of office, whichever occurs first.

## **ARTICLE II**

### **Committees**

**Section 1.** There shall be a Finance Committee composed of three members elected by the Department Executive Committee upon the nomination of Department President. These Committee members will be persons who have served on the Executive Committee at some time and at least one of the three members must have served as Department President. The first year the elective members shall hold office for terms of one, two, and three years respectively, and thereafter one member elected annually for a term of three (3) years. The member having the shortest unexpired term shall serve as Chairman. The Department Finance Committee shall be charged with the preparation of the yearly budget and the handling of the funds under that budget and such other duties as shall be prescribed by the Department Executive Committee. (6-24-07).

**Section 2.** There shall be a Constitution and Bylaws Committee to consist of five (5) members appointed by the Department President with the approval of the Department Executive Committee. One of these members shall be a Past Department President. This Committee shall have charge of all suggested amendments or changes in the Constitution and Bylaws and present the same to the Department Convention delegates for their deliberation.

**Section 3.** There shall be a Resolutions Committee to consist of three (3) members appointed by the Department President to prepare the courtesy resolutions for presentation on the last day of Department Convention. (6-22-00)

**Section 4.** There shall be a Nominating Committee composed of one (1) member from each District; the respective Districts shall elect their committee member at the Department Convention and present the name to the President and she shall announce the committee as a whole to the Convention.

**Section 5.** There shall be an Advisory Committee composed of three (3) Past Department Presidents, one of whom shall be appointed each year for a three (3) year term. The member having the shortest unexpired term shall serve as Chairman and as Auxiliary Emergency Fund Chairman; the second member shall serve as Past Presidents Parley Chairman; and the third member shall serve as National Security Chairman. The Advisory Committee, under the direction of the Department Executive Committee, shall supervise the activities of the following standing committees: Veterans Affairs and Rehabilitation; Children and Youth; and Education and Scholarships; shall make recommendations to the Executive Committee; shall advise with the Department President when consulted by her; and perform such other duties as the Department Executive Committee shall prescribe.

**Section 6.** The immediate past Chairman of both the Finance and Advisory Committees shall serve in the event of a vacancy on either Committee. In the event of disability of the immediate past Chairman of either of said Committees to serve, the Department President shall select the next succeeding past Chairman to fill said vacancy within 30 days or prior to completion of her term of office, whichever occurs first. This member will serve out the term of office of vacancy being filled.

**Section 7.** There shall be a Publication Committee to consist of the members of the Finance Committee, the Department President and the Department Secretary-Treasurer. The Chairman of Finance Committee shall be the Chairman of the Publication Committee. The Committee shall act in an advisory capacity on publication policies and shall make recommendations to the Department Executive Committee when publication contracts are awarded and when an Editor is selected. The official publication of the Department shall be edited in the Department Headquarters office. (6-22-00)

**Section 8.** As directed by the Articles of Incorporation for Cornhusker Boys' and Girls' County Government, Inc., Section VIII, 'The corporation shall be managed by a board of directors, consisting of the following: (1) The Commander of The American Legion, Department of Nebraska, to serve during his term of office; (2) The President of the American Legion Auxiliary, Department of Nebraska, to serve during her term of office; (3) The Adjutant of The American Legion, Department of Nebraska, to serve during his term of office; (4) The Secretary of the American Legion Auxiliary, Department of Nebraska, to serve during her term of office; (5) The members of the Americanism Committee of The American Legion, Department of Nebraska; (6) Five members of the American Legion Auxiliary, Department of Nebraska, other than its President and Secretary, to be appointed by the Executive Committee thereof, one to be appointed each year for a term of five years, and as the terms of office expire, successors shall be appointed in like manner for like terms. Vacancies in office shall be filled by the Executive Committee for the unexpired term.'

**Section 9.** 'The regular annual meeting of the corporation shall be held in conjunction with the Americanism Committee meeting just prior to the Department Convention of The American Legion.' (6-30-02)

### **ARTICLE III** **Duties of Officers**

**Section 1. DEPARTMENT PRESIDENT.** It shall be the duty of the Department President to preside at all meetings of the Department Convention, Department Mid-Year Conference and Department Executive Committee, unless she calls a representative to preside in her stead; to appoint members of Standing Committees and create such committees and appoint members thereon as she shall deem advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. She shall be ex-officio member on all committees and shall perform such other duties incident to the office.

**Section 2. DEPARTMENT VICE - PRESIDENT.** It shall be the duty of the Department Vice President to act as representative of the Department President in all matters referred to her by the Department President. The Vice President shall assume the duties of the President in her absence. (6-27-04)

**Section 3. DEPARTMENT SECRETARY-TREASURER.** It shall be the duty of the Department Secretary-Treasurer to record the proceedings of the Department Convention and the Department Executive Committee, and make a permanent file of the same. She shall also receive and account for all money belonging to the Department, shall sign all vouchers disbursing the funds of the Department and shall report upon the condition of the Department Treasury when called for by the President or the Executive Committee. She shall have her books audited annually, shall send out all literature to the Units, as approved by the Department President, and shall issue calls for meetings and such other business as pertains to the office.

**Section 4. DEPARTMENT HISTORIAN.** It shall be the duty of the Department Historian to prepare for posterity the historical records of the Department and make a report of the same at the annual Convention. She shall also assist the Unit Historians so as to coordinate and unify the work of these officials. She shall also assume the duties of the Cavalcade of Memories Chairman and such other duties as the Department Executive Committee shall prescribe. She shall deliver to Department Headquarters all records and data of value and interest which she has compiled no later than the first day of January following the expiration of her term of office.

**Section 5. DEPARTMENT CHAPLAIN.** It shall be the duty of the Department Chaplain to serve as spiritual leader of the Department. She shall offer prayer at the opening of each day's business at Department meetings and conduct all religious services. She shall also serve as Gold Star Chairman. She shall perform such other duties as the Department Executive Committee may direct. (6-27-04)

#### **ARTICLE IV Unit Organization**

**Section 1.** The minimum membership of a Unit shall be ten (10) Senior members.

**Section 2.** Each Unit shall have the same name and number as The American Legion Post to which it is attached and under which it is organized.

**Section 3.** Application for Charter shall be signed by the Commander and Adjutant of the Post under which it is organized and said Charter shall be closed thirty (30) days after same has been signed by Commander of said American Legion Post.

**Section 4.** Each Unit shall have a President, Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms and such other officers and committees as may be deemed necessary.

**Section 5.** The Unit President and Unit Secretary shall be delegates to the Department Convention from their Unit.

**Section 6.** All Unit Officers shall be elected either in May or June, their official duties to begin by July 1st.

**Section 7.** Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force or violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

#### **ARTICLE V District Organization**

**Section 1.** At each annual District Convention, the duly elected and accredited delegates attending said Convention shall elect a District President and a District Vice President, with the option to those Districts who wish to elect additional officers, i.e., Historian and Chaplain. District President and District Vice President may

serve two (2) consecutive terms, after having served two consecutive terms in each office; they shall be ineligible for an elective office until two terms have elapsed. Any member who is in good standing and who is present at the District Convention shall be eligible for election to office. (6-22-00)

**Section 2.** Each county shall have a County President. County officers shall be elected at their respective County Conventions for a one-year term. In counties where no County President is elected, or in the event of her inability to serve, the District President may appoint a County President, with the approval of the Department President. This appointment shall be made within thirty (30) days after the vacancy occurs.

## **ARTICLE VI**

### **Finance**

**Section 1.** The National Organization provides for a blanket bond which covers any Unit member of the American Legion Auxiliary charged with the responsibility of handling Auxiliary funds. County and District officers are included in coverage.

(6-26-05)

**Section 2.** The annual dues of the Unit to the National organization shall be as provided by the National Constitution. The annual dues of the Unit to the Department shall be eight dollars and twenty-five cents (\$8.25) per Senior member and one dollar and twenty-five cents (\$1.25) per Junior member effective with payment of 2011 dues. Twenty cents (\$.20) of each member's dues shall be set aside for the National Convention Delegates' fund; the balance to be used for the General Fund, which shall include a subscription for each Senior member to the American Legion Auxiliary - The Star. If it becomes necessary, a portion of the balance in the National Convention Delegates' Fund may be transferred to supplement the Department Convention Fund upon the recommendation of the Finance Committee and the approval of the Executive Committee. (6-25-09)

**Section 3.** Department and National dues shall be payable immediately following Department Convention and become delinquent January 31st. After that date, Units not having forwarded current dues of at least ten (10) Senior members to Department Headquarters shall not be considered in good standing until such dues are paid. A member failing to pay such annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31st of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without the payment of all past dues or by reestablishing eligibility and making application as a new member.

## **ARTICLE VII**

### **Officers' Expenses**

**Section 1.** The necessary expenses incurred by the Department Officers, Department Executive Committee and Chairmen of Committees may be paid upon the presentation of an itemized statement of the same at the option of the Finance Committee with the approval of the Department Executive Committee.

## **ARTICLE VIII**

### **Transfers**

**Section 1.** Any member in good standing in a Unit shall be entitled to a transfer to another Unit.

**Section 2.** Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit Officer and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

## **ARTICLE IX**

### **Discipline**

**Section 1.** The Department Executive Committee, after notice and a hearing, may suspend or revoke the Charter of any Unit which violates the Constitution or which fails adequately to discipline any of its members for violation thereof.

## **ARTICLE X**

### **Fiscal Year**

**Section 1.** The fiscal year of the Department shall be August 1st to July 31st.

## **ARTICLE XI**

### **Amendments**

**Section 1.** These Bylaws may be amended at any Department Convention of the Nebraska American Legion Auxiliary by a majority vote of the Convention, provided the proposed amendment has been submitted to the Chairman of the Constitution and Bylaws Committee and read at a previous meeting before voting thereon.

**Section 2.** Each proposed amendment shall be in writing and shall be signed by the member or members proposing it.

## **ARTICLE XII**

### **Rules**

**Section 1.** The Department organization shall be governed by *Robert's Rules of Order, Newly Revised*, in all points not covered by this Constitution and Bylaws.

## **STANDING RULES**

### **SECTION A**

#### **DEPARTMENT OFFICERS**

1. The five elected officers, Department President, Department Vice President, Dept Secretary-Treasurer, Department Historian and Department Chaplain, be extended all the courtesies and privileges of their offices. (6-27-04)
2. Officer pins will be provided to all current Department officers to be passed on during installation. When an officer has attained her highest Department office, a Past Officer's Pin shall be provided by the Department (6-25-93)
3. The Department shall secure Business Travel Accident Insurance for the Department President, Department Secretary and National Executive Committeewoman. (6/25/09)
4. The Department shall secure Directors and Officers insurance for the Department President, Department Vice President, Dept Secretary-Treasurer, Department Historian, Department Chaplain, and National Executive Committeewoman. (6-23-05)
5. The Department shall secure a blanket bond for the Department President, Department Finance Chairman, Secretary-Treasurer and Department Headquarters employees. (6-23-05)
6. No candidate for Department office shall announce her candidacy prior to Mid-Year Conference.
  - a. Immediately after announcement, as courtesy, candidates for Department President shall make known to the Department Secretary-Treasurer the name of the person she intends to nominate for Secretary-Treasurer, if elected. (1-18-85)

7. The duties and powers of officers are listed in Article III of the Bylaws, Sections 1, 2, 3, 4 and 5. (6-27-05)

Also refer to Conference and Conventions, pages 162-169, numbers 1-8, 16, 17, 22, 23, 29, and 30.

**SECTION B  
DEPARTMENT PRESIDENT**

1. The Department President's allowance shall include \$425 per month for necessary expenses in carrying out the duties of her office effective August 1, 2007. (6-24-07)
2. The Department President shall have the sole authority to request a mail vote from the Executive Committee, ballot to be returned "Attention -- Department President."

Also refer to Conference and Conventions, pages 162-169, numbers 1, 6, 7, 8, 11, 16, 17, 23, and 30. Also see Standing Rule X-2.

**SECTION C  
DEPARTMENT VICE PRESIDENT**

Announced candidate(s) for Department Vice President may attend the meetings of the Advisory Committee and Finance Committee as an observer without voice or vote at no expense to Department. (6-22-95)

Also refer to Conference and Conventions, pages 162-169, numbers 1 (1st & 4th paragraphs), 2, and 30.

**SECTION D  
DEPARTMENT SECRETARY-TREASURER (STAFF)**

1. All bills shall be paid on the fifteenth and last working day of the month with the exception of payroll that will be paid every other Friday.

Two signatures are required on all checks and investment accounts. Authorized signatories are the Department President, Department Treasurer, and Department Finance Chairman.

For all regular monthly bills (occupancy expense), National dues, poppy manufacture, scholarships and emergencies where immediate payment has been authorized by the Department President, signatures of the Department President (or Finance Chairman) and Department Treasurer shall be required.

Regular payroll checks shall be reviewed by the Finance Chairman when a new pay scale takes effect. After that, signatures of the Department President (or Finance Chairman) and Department Treasurer shall be required.

Vouchers for all expenses other than those listed above shall be approved by all three signatories prior to payment.

The Department President and Department Finance Committee Chairman shall each receive a copy of the monthly report of receipts and disbursements prepared for the accountants. (6-24-99)

2. The Auditor's Report is to be sent to all Department Executive Committee members and Finance Committee members as soon as available. (6-22-95)

A summary of the Audit is to be printed in the Auxiliary "Star" as soon as possible. (6-20-90)

3. When it is necessary to purchase office equipment, furniture and fixtures, in excess of \$200, three (3) bids shall be obtained. Bids shall be reviewed by the Department President and Finance Chairman. (6-22-95)
4. When investments mature, the Department Secretary-Treasurer is instructed to reinvest these at a higher rate of interest, if possible, with approval of the Department President and Finance Chairman.
5. The Department Secretary is authorized to hire part-time help during the peak membership or other busy times during the year with the approval of the Department President. (6-22-95)

**SECTION E  
DEPARTMENT HISTORIAN**

1. The Department History shall be delivered to Department Headquarters by January 1st following the end of each administrative year. The Department Historian shall file a copy of the Convention Annual in the permanent bound history in lieu of individual typed reports of contributors.
2. The Department Historian shall assume the duties of Cavalcade of Memories Chairman. (6-26-86)

**SECTION F  
DEPARTMENT CHAPLAIN**

1. Duties of Department Chaplain and Gold Star Chairman shall be combined.
2. The Department Chaplain shall prepare a suitable Christmas Candle Lighting Ceremony for Unit distribution by October 15th of each year.
3. The Department Chaplain shall establish guidelines for judging Prayer Books and Citations of Award will be given in recognition of the winning Prayer Books; cost of citations to be charged to "Histories and Awards" budget item, General Fund. (1-13-84)

Also refer to Conference and Conventions number 20.

**SECTION G  
NATIONAL EXECUTIVE COMMITTEEWOMAN**

The National Executive Committeewoman functions on the National level representing her State. She shall attend the National Executive Committee meetings and National Convention. She is given all the courtesies at meetings and social events that are accorded a National representative. When a National officer pays an official visit to a Department, the National Executive Committeewoman shall act as Distinguished Guest Committee Chairman.

(6-27-96) Also refer to Conference and Conventions, pages 162-169, numbers 5, 7, 8, and 30.

**SECTION H  
GENERAL**

1. Expenses allowed for Department Chairmen shall be postage, not to exceed \$25, with the exception of Membership Chairman, whose postage shall not exceed \$500. The Finance Chairman, Veterans Affairs and Rehabilitation Chairman and the Home Service Chairman will receive reimbursement for postage expense upon presentation of an itemized statement. Visits to District Conventions are optional at no Department expense. (6-22-06)

Personal awards offered by Department Chairmen are the expense of said Chairmen, with no reimbursement by Department. (1-8-99)

Also refer to Conference and Conventions, pages 162-169, numbers 4, 9, 24 – 30.

2. Department Chairmen for whom no other provision is made shall be allowed reimbursement for necessary telephone calls and/or facsimile transmissions, not to exceed \$25, provided that an itemized statement is presented to Department Headquarters no later than June 30th of the Auxiliary year just completed. (6-21-01)
3. The Department Chairmen shall use postmark deadlines for contests to be fairer to all entrants. The deadline for annual reports shall be a postmark date of May 1st of each year. (1-8-99)
4. A \$20 charter fee will be assessed a Unit for a charter, \$10 to be forwarded to National for their fee and \$10 to remain in Department. (6-25-93)
5. An "on demand" savings account for Children and Youth has been established not to exceed \$2,500.
6. The bulk mailing permit may be used for sending Department Christmas cards.
7. Names of deceased members of the American Legion Auxiliary must be submitted to Department Headquarters on a "Member Data Form" to be transmitted to National Headquarters and for use in the "In Memoriam" listing in the American Legion Auxiliary "The Star."  
(1-8-99)
8. Contribution sheets shall be prepared and sent to the Units after the Department Chairmen receive the programs and donation requests as outlined in their respective National Chairmen's Plan of Work.  
(6-22-95)

Committee program areas will appear in parenthesis on contribution sheets to assist Units in proper reporting. (6-23-05)

Reports of contributions received at Department Headquarters shall be sent to the appropriate Department Chairmen at the beginning of the months of October through January as well as March and May. (6-23-05)

9. Members should wear their American Legion Auxiliary pin from their highest office over their heart. The American Flag pin shall be worn above the Auxiliary pin. A poppy corsage may be worn on the right side, or below the Flag pin, but above the Auxiliary pin on the left side. (6-22-95)
10. In addition to audit fees, an allocation be provided for additional accounting services to compensate for the quarterly financial reports and the Form 990's. The Finance Committee recommends that we allocate \$100 per month or more as required from the American Legion Auxiliary General Fund for accounting services and \$175 or more as required for preparation of the Form 990 annually. (1-9-98)
11. The American Legion Auxiliary, Department of Nebraska, may acquire a credit card for the purpose of purchasing flowers, airfares, guaranteeing housing reservations, payment of housing for the Department President and Department Secretary at conventions, conferences, and workshops. If vehicle rental and fuel for same are necessary for Department Convention, National Convention or Mid-Year Conference, the credit card may be used. The credit card shall be restricted to these uses, and the Department President, Department Secretary-Treasurer and Department Finance Chairman will monitor proper billing. (1-8-99)

**SECTION I  
AMERICANISM**

A \$25 cash award will be given for first place in each class for the Americanism Essay Contest.

A \$15 cash award will be given for second place in each class for the Americanism Essay Contest.

A \$10 cash award will be given for third place in each class for the Americanism Essay Contest. (6-21-01)

Also refer to Conferences and Conventions, No 29.

**SECTION J  
AMERICAN LEGION AUXILIARY - THE STAR**

1. The Department Secretary is instructed to include in the Auxiliary Legion Auxiliary "The Star" a listing of bulletins sent to Unit Presidents during the preceding months thereby allowing all Chairmen to know when bulletins covering their programs are available. (1-8-99)
2. The American Legion Auxiliary "The Star" is a bi-monthly publication beginning with the April 1980 issue. A complete membership analysis is to appear in the October and February issues.
3. The current Editor of the American Legion Auxiliary "The Star" will be paid \$90 per issue as honorarium only if the publication is done outside Auxiliary office hours. (6-24-04)
4. Three (3) bids shall be obtained for publications, such as the American Legion Auxiliary "The Star". Bids on the American Legion Auxiliary "The Star" shall be reviewed by the Publication Committee. (6-22-95)

**SECTION K  
BOWLING TOURNAMENT**

1. The State Bowling Tournament manager shall be appointed by the Department President with a \$60 honorarium. Department shall provide guidelines for her duties. (6-22-95)
2. The Bowling Tournament initiated in 1974 continues with handicaps set at 90% of the difference between the bowler's average and 200. Bowlers without an average will use 150. (6-26-03)

**SECTION L  
CITATION OF MERITS**

Department Citation of Merits will be awarded to Units for fulfilling various program activities. Department Chairmen are allowed the following points and may assign those points to activities within their programs.

Americanism 25 points, AEF 5 points, Chaplain / Gold Star 20 points, Children & Youth 40 points, Community Service 20 points, Constitution & Bylaws 10 points, County Government 5 points, Education 20 points, Girls State 10 points, History / Cavalcade of Memories 20 points, Junior Activities 25 points, Leadership 15 points, Legislative 15 points, Membership 30 points, Music 5 points, National Security 20 points, Past Presidents Parley 5 points, Poppy 40 points, Public Relations 20 points, Unit Development & Revitalization 10 points, Veterans Affairs & Rehabilitation 40 points.

400 Points are available. Units earning 300 or more points will be rated Superior, Units with 225-299 points will be rated Excellent; Units with 175-224 points will be rated Standard. (6-24-07)

**SECTION M  
COLOR GUARDS**

1. Guidelines for Auxiliary Color Guards:
  - a. Units may form Color Guards

- b. The Flag Code is to be observed
- c. Uniforms: blue and gold or red, white and blue in color.  
(1-18-85)  
Any hat may be worn, with the exception of the overseas cap available from National Emblem Sales or replica thereof.  
(1-18-85)
- d. Adapt suggestions in Post Officers' Manual relative to Color Guards for Unit use.
- e. Any Auxiliary marching Unit may carry drill rifles or replicas thereof.

**SECTION N  
COUNTY GOVERNMENT**

Any article for County Government will be allowed in the ABC Book, American Legion Auxiliary "The Star", and, if necessary, a bulletin sent to Units. (1-8-99) Also refer to Conference & Conventions, No.25.

**SECTION O  
COURTESY FOR HOSPITALIZATION OR DEATH  
OF AN OFFICIAL FAMILY MEMBER**

1. The Department Secretary shall be notified of a member of the Official Family who is hospitalized or in hospice care. Official Family includes Department Officers, District Presidents, Department Chairmen, VA Representatives, Associate Representatives, Home Chairmen, Past Department Presidents and members of the Department Headquarters staff. Upon receipt of this information, the Department Secretary shall notify all members of the Official Family. (6-23-05)

2. The Department Secretary shall be notified upon the death of a member of the Official Family: Department Officers, District Presidents, Department Chairmen, VA Representative, Associate Representatives, Home Chairmen, Past Department Presidents, and members of the Department Headquarters staff; or a member of her immediate family (husband, son, daughter, mother or father). Upon receipt of this information, the Department Secretary shall notify members of the Official Family. (6-27-96)

**SECTION P  
EMBLEM  
(AMERICAN LEGION AUXILIARY)**

The Emblem should always be accorded the place of honor. It represents the organization. It should, when on a printed page, appear either at the top center of the page (most acceptable) or in the upper left corner of the page. No wording should be above it nor printed over it.

**SECTION Q  
FUNDS (SOLICITING)**

Advance approval by the Department President shall be obtained prior to soliciting funds for programs other than regular Auxiliary projects with the exception of the Department President's project. (This does not affect District or Unit projects). (6-22-95)

**SECTION R  
JUDGE ADVOCATE**

The Department President shall appoint a Department Judge Advocate with the approval by the Department Executive Committee. He/She shall be the Counsel General of the American Legion Auxiliary on all matters pertaining to the Constitution and Bylaws and shall perform such other duties as are usually incident to the office. His/Her opinion is final. All requests for information from him/her must come through the Department President or Department Secretary. (1-12-96)

**SECTION S  
MEETINGS**

1. Districts are encouraged to hold Fall meetings in addition to the District Conventions for the purpose of bringing in membership and promoting our programs, including leadership and Field Service Schools. The District may assess registration fees to defray expenses.
2. The District Presidents are to cooperate with the District Commanders to encourage District Tours for the purpose of bringing in early membership and learn of other program awareness. (6-23-05)
3. See Article V, Section 2 of the American Legion Auxiliary Bylaws.

**SECTION T  
MEMBERSHIP**

1. Effective with the 2008 membership year, each Unit's current membership goal shall be its actual membership at Department Close of Books plus the following:

Class I -Units with 10-50 member	plus one (1) member
Class II- Units with 51-100 members	plus two (2) members
Class III - Units with 101-200 members	plus three (3) members
Class IV -Units with 201-400 members	plus four (4) members
Class V- Units with 401-600 members	plus five (5) members
Class VI -Units with 601 or more members	plus six (6) members

No Unit Goal shall be set lower than the minimum Unit membership of ten (10) Senior members. Since National does not make allowance for death in computing Department membership goals, no allowance will be made by Department in computing Unit membership goals. (6-22-06)

2. In order to conform to National policy, the Department shall not return dues except for the current year.
3. If a Unit's membership cannot be brought up to the minimum of ten (10) Senior members as mandated by National, the Unit Charter shall be revoked by the Department Executive Committee.
4. \$400 is allocated in the budget for membership awards, which include:

Six Unit awards of \$5 given each May 1st.

Six Unit awards of \$5 given each Dec. 1st.

Birthday Awards (potentially 78 awards). Any Unit to receive the membership award to be given in each membership class in each District must have at least 80% of its goal into Dept on or before November 10th (Auxiliary Birthday). (1-8-99)

Units who reach an all-time high in membership by 30 days prior to Department Convention for that current year will be presented a gold honor ribbon marked "ALL TIME HIGH (year). (6-24-07)

Citations will be presented to all Units who reach or exceed Unit Goal by 30 days prior to Department Convention. (6-24-07)

See H-1 of the General Section, page 31

5. That the membership analysis shall be sent to National Executive Committeewoman, Department President, Department Vice President, Department Membership Chairman, Department Unit Development and Revitalization Chairman, Department Historian, District Presidents and District Vice Presidents on a weekly basis from August 1 through January 31 of each Auxiliary year and bi-weekly all other months.  
(1-11-08)

Membership transmittals will be sent to the National organization on a weekly basis. (6-22-06)

6. Each District shall be responsible for replacing the District Rosewood Gavel for membership when claimed permanently by Unit winning it three (3) consecutive years.
7. The Department Membership Chairman shall be allowed round trip travel at the rate of 35 cents per mile and lodging, if necessary, to attend either District Fall Rally or District Spring Conference or District Membership Tour for the purpose of promoting membership in our organization. (6-26-08)

Information from the Department Membership Chairman may be provided to the respective District President(s) for reporting purposes at events not visited by the Department Membership Chairman.  
(6-22-06)

#### **SECTION U**

##### **NATIONAL: RULES IN REGARD TO DEPARTMENT - NEBRASKA**

1. A request must be received from National American Legion Auxiliary Headquarters for a Department Representative to attend a National meeting before partial payment of expenses can be allowed.
2. Consideration to be given annually to making a Department donation to National President's Project.  
(1-8-99)

#### **SECTION V**

##### **PAST DEPARTMENT PRESIDENTS**

1. All Past Department Presidents shall be made honorary life members of the Department Executive Committee without vote and without expense to the Department. They shall receive bulletins mailed from Department Headquarters.
2. For uniformity, all Past Department Presidents' pictures displayed at Department Headquarters shall be 8" x 10" black and white photographs. Photographs of the current Department President and National Executive Committeewoman shall be displayed in the President's office. The photographs of all other Past Department Presidents shall be displayed in the Cavalcade of Memories. (6-26-03)
3. The Past Presidents Parley Chairman, upon notification of a Past Department President being hospitalized or in hospice care, shall send an appropriate gift, not to exceed \$15. The Chairman shall submit her voucher prior to fiscal year's end and said funds are to be taken from the Past Presidents Parley Courtesy Fund. (6-23-05)

When there is a death of a Past Department President, the Past President's Parley Chairman shall send a card to the family. A \$15 memorial contribution of the family's choice shall also be given in lieu of sending flowers for funeral services, with said funds to be taken from the Past President's Parley Courtesy Fund. (6-26-08)

4. \$25 shall be sent to the American Legion Child Welfare Foundation in memory of a deceased Past Department President with the funds to be taken from the General Fund. (6-26-08)

### **SECTION W POPPY**

The Poppy Centerpiece Contest will be held at Department level. Prizes are \$10 for first place; \$8 for second place; and \$5 for third place. (6-22-95)

See also: VA&R section of the Standing Rules, page 169-170, Sections 1-5.

### **SECTION X PUBLIC RELATIONS (PUBLICITY)**

1. Unit Public Relations Book awards shall be \$10 for first place and \$8 for second place. (6-23-05)
2. The Department President will furnish the Department Public Relations Chairman a scrapbook and filler sheets for the Department President's scrapbook. (1-8-99)

The Department Public Relations Chairman is allowed expenses not to exceed \$65 for pictures to be placed in the Department President's scrapbook, with some pictures available for the American Legion Auxiliary "The Star". Payment to be made from the "Histories and Awards" budget item, General Fund. (1-14-94)

### **SECTION Y EISENHOWER AND TRUMAN PILGRIMAGES**

If a Nebraska representative attends the Eisenhower and Truman Pilgrimages, the cost of said wreaths shall be allowed and the expense be taken from the General Fund. (6-22-95)

### **SECTION Z UNIT DEVELOPMENT AND REVITALIZATION**

The necessary expenses incurred by Unit Development and Revitalization Committee members may be paid upon presentation of itemized vouchers with the approval of the Department President and Finance Committee.

### **EIGHT ET FORTY**

The framed charter of Eight et Forty, Departmental de Nebraska, has been hung at Department Headquarters.

Permission has been granted Eight et Forty to place a cabinet for display of 8/40 articles in the Cavalcade of Memories. Cabinet selection was approved by the Advisory Committee and Department Executive Committee.

### **PERMANENT MEMBERSHIP**

1. Permanent Membership Plan was adopted for Department of Nebraska on June 24, 1976, and suspended for NEW applicants on July 1, 1998. Plastic Permanent Membership cards issued through 1998 are valid. Permanent Membership pins are available at a cost of \$4 each; price to include tax and postage. (1-8-99)
2. All funds paid out of the Permanent Membership account shall be preceded by a voucher signed by the Department President and Department Treasurer with notice to the Finance Chairman. Monies drawn from this account shall be drawn only to pay dues of Permanent Members or for investment purposes. (6-25-98)
3. Dues payments from the Permanent Membership fund to the Department of Nebraska general fund are suspended indefinitely. (6-25-09)

## **RULES AND GUIDELINES FOR DEPARTMENT ENDORSEMENT OF CANDIDATE FOR NATIONAL OFFICE**

For Department endorsement of candidate for office of National Vice President or National President, candidate must have served as National Executive Committeewoman, and have held National chairmanship appointments with Children and Youth and Veterans Affairs and Rehabilitation chairmanship appointments anticipated. (6-22-89)

For Department endorsement of a candidate for the office of National Chaplain or National Historian, the candidate must be in good standing and have served as National Executive Committeewoman. (1-12-02)

Candidates for National office shall be nominated for Department endorsement at each annual Department Convention at the time the endorsements are made for Department offices. The nomination shall be made immediately following the report of the Nominating Committee. No candidate seeking Department endorsement for National office shall announce her candidacy prior to Mid-Year Conference.

If candidate meets requirements, Department endorsement shall be by majority vote of Convention delegates.

There shall be only one Department endorsement for a candidate for National office. In the event there are two or more Department candidates for National office, an election by ballot vote shall take place at the Department Convention to determine which candidate the Department shall endorse. (1-8-99)

There shall be no Department courtesy endorsements for National office.

If Nebraska has a candidate for National office other than National Vice President of the Northwestern Division, fund-raising projects shall be held within the Department to help finance the campaign. (1-18-88)

There shall be \$100 budgeted each year for the Candidate for National Office Fund. Candidates would include National Chaplain, National Historian, Northwestern Division National Vice President, National Vice President and National President. Monies should be recorded as Candidate for National Office Fund and be held in an interest-bearing account until such time as expense is incurred for National reception or that candidate costs exceeding those allowed by the National organization are determined by the Department Finance Committee. (6-23-05)

### **TRAVEL POLICY MEMBERS**

Members of the American Legion Auxiliary, Department of Nebraska, are encouraged to use the most cost and time effective way to participate in meetings and conferences and should explore options to participate remotely via teleconference. When appropriate to attend in person, members should carpool whenever possible to reduce costs and the environmental impact.

### **AUTHORIZED OFFICERS**

On out-of-state trips when commercial air services can be used advantageously, mileage will be reimbursed at the price of a coach airline ticket or the actual mileage at \$.35 per mile, whichever is less. (Carpooling of authorized officers will be considered in the determination of least cost mode of transportation). Documentation of the most cost effective airfare must be provided with the reimbursement claim.

Lodging expenses eligible for reimbursement will be arranged by the Department Secretary or approved in advance by the Department Secretary. The most cost and time effective, suitable lodging should be secured. Applicable discounts should be requested. (6-25-09)

## CONFERENCES AND CONVENTIONS

1. Necessary expenses of the Department President shall be paid for attending Department Convention, Mid-Year Conference, National Convention, and National Presidents and Secretaries Conference, not otherwise provided. Expenses for Department Convention and Mid-Year Conference are to be taken from the Conferences and Conventions budget item. If the Department President attends the Auxiliary Awareness Assembly, she will be allowed expenses as follows: air fare, mileage, taxis/shuttles, housing, registration, Awareness Assembly Luncheon, and per diem at the rate of \$20 per day not to exceed four days. If the Department President does not attend the Auxiliary Awareness Assembly, the same amount shall be allowed the Department Vice President to attend. (1-12-01)

The Department President shall be allowed round trip travel at the rate of 35 cents per mile and \$20 per diem for days absent from home to attend all Advisory and Finance Committee meetings. Said expenses to be taken from the Conferences and Conventions budget item. (6-26-08)

The Department President shall be allowed round trip travel at the rate of 35 cents per mile and lodging, if necessary, to attend District Conventions. If she cannot attend, the Department Vice President will be allowed these expenses to attend. (6-26-08)

2. If representing the Department President, the Department Vice President shall be allowed round trip travel at the rate of 35 cents per mile and lodging, if necessary, to attend District Fall Conferences. (6-26-08)

The Department Vice President may attend the Advisory Committee and Finance Committee meetings as an observer, without voice or vote. She shall be allowed \$20 per diem and 35 cents per mile for attending these meetings. Said expenses to be taken from the Conferences and Conventions budget item. (6-26-08)

Candidate(s) for Department Vice President may attend Advisory Committee and Finance Committee meetings at Department Convention as an observer, without voice or vote, at no expense to Department. (6-25-93)

3. Expenses incurred by employees in connection with their duties will be reimbursed as follows: (6-26-97)

### ***Department Secretary:***

1. Planning meetings of Mid-Year Conference and Department Convention and any other official meetings requested by the Department President. Travel at 35 cents per mile and her share of the lodging, when necessary, submitted by voucher. (6-26-08)

2. District Conventions: 35 cents per mile, \$20 per diem, and lodging, if necessary, submitted by voucher. (6-26-08)

3. National Convention and President and Secretaries' Conference: 35 cents per mile (or coach, if by air), taxi/shuttle, her share of the lodging, President and Secretaries' Conference Banquet, and \$20 per diem, submitted by voucher for days absent from home not to exceed the number of days approved by the Department President and Finance Chairman. One-half days counted as such. (6-26-08)

*Department Employees and Secretary:* Mid-Year Conference and Department Convention: 35 cents per mile when required to drive their personal car, submitted by voucher. Their share of the lodging and meals, not to exceed the \$20 per diem rate, by direct billing to the room or by presentation of receipts and itemized voucher. Said expenses to be taken from the Conference and Convention budget item. (Exception: Department Secretary shall be allowed a private room at these two events). (6-26-08)

4. The National Security Chairman shall be allowed \$300 to attend the Auxiliary Awareness Assembly with said allowance to be taken from General Fund.

5. National Executive Committeewoman-elect, as delegate to National Convention, shall receive an allowance of transportation (if by air, coach rate), hotel and \$20 per diem with said allowance to be taken from the General Fund. (1-8-99)

6. The Department President and Department Secretary-Treasurer's expenses to National Convention are to be paid from General Fund.

7. The Department will provide corsages for the National Executive Committeewoman, National Executive Committeewoman-elect and Department President at the National Convention with the NEC-elect receiving hers on the date of her presentation for membership recognition. (6-23-05)

If Nebraska has a National Chairman or National Senior Vice President or Honorary Junior Vice President of the Northwestern Division, a corsage will also be provided. (1-7-00)

8. The National Executive Committeewoman, National Executive Committeewoman-elect and Department President may participate in the National Convention parade, with the Chairman of Delegation in charge of arrangements.

A car may be rented for the National Convention parade, if necessary.

9. Veterans Affairs and Rehabilitation Chairman and Children and Youth Chairman shall be sent annually to National Convention as delegates. Their expenses to be taken from their respective funds on the basis that they are allowed the same amount as delegates to National Convention.

10. If space is available, Auxiliary members who have made reservations through The American Legion for National Convention may be listed as "Alternates" on the American Legion Auxiliary registration forms so they would get the Auxiliary items accorded Delegates and Alternates. (1-11-91)

11. The Department President shall have the privilege of selecting the chairman of her Department Convention.

12. Registration fee for Mid-Year Conference shall be \$5; Department Convention, \$8; commencing with Mid-Year Conference in January, 1995.  
(6-23-94)

Junior American Legion Auxiliary members' registration fee at Mid-Year Conference and Department Convention will be one-half (1/2) of Senior member registration fee, which will not include packet with Convention Annual.

Nebraska American Legion Auxiliary members attending Department Convention who are not delegates or alternates will be registered as "Member" rather than "Guest". Guest registration will continue to be available for those who wish to attend the convention but do not belong to the Nebraska American Legion Auxiliary. (1-8-99)

If the supply of Convention Annuals is depleted prior to close of registration, Senior members who do not receive Convention Annuals shall be charged a registration fee of \$5. (6-23-94)

13. Past Department Presidents shall be registered at Department Conventions as delegates and the registration fee shall be paid by Department. Registration fee shall also be paid to Mid-Year Conference.

14. Department shall pay registration fees for Finance and Executive Committee members for Mid-Year Conference and Department Convention. (1-8-99)

15. If the Election Committee wishes, it may recess counting to attend Installation Ceremony at Department Convention and resume counting immediately following the Installation. At no time should the Installation Ceremony be interrupted with election results. Results may be given prior to or after Installation. (6-22-00)

16. All expenses approved by Department President and/or Department Secretary incurred by hostess Unit at Mid-Year Conference and Department Convention will be paid from Department Conference and Convention Fund.

17. The Department President has the privilege of appointing a song leader for Mid-Year Conference and Department Convention, if needed. (7-1-84).

18. No more than \$200 shall be allowed for Convention and Mid-Year Conference piano/keyboard rental, if not provided by the facility. (6-22-06)

19. No more than \$50 shall be allowed for the Department Convention banquet entertainment.

20. Gold Star recognition at Department Convention is to be held during Convention program in lieu of holding a Gold Star Tea.

21. Room courtesy gifts will be extended only to the visiting National officer for Department Convention and Mid-Year Conference.

a. This room courtesy gift to be purchased by the Distinguished Guest Chairman, cost not to exceed \$10 to be reimbursed by Department.

b. The Department gift for the visiting National officer will be selected by the Department President, cost to be paid by the Department.

22. The Department Secretary is authorized to rent a van or other vehicle to move the office to the Convention and Conference sites. (6-22-89)

23. The Advisory Committee shall be allowed round trip travel at the rate of 35 cents per mile and \$20 per diem for days absent from home to attend all Advisory Committee and Executive Committee meetings, Mid-Year Conference and Department Convention sessions, said expenses to be taken from the Conferences and Conventions budget item. (6-26-08)

The Finance Committee shall be allowed round trip travel at the rate of 35 cents per mile and \$20 per diem for days absent from home to attend all Finance Committee and Executive Committee meetings, Mid-Year Conference and Department Convention sessions, said expenses to be taken from the Conferences and Convention budget item. (6-26-08)

Dates for the Advisory and Finance Committee meetings to be held prior to Mid-Year Conference and Department Convention shall be set by the Department President after consulting and in agreement with Advisory and Finance Committee members. It is recommended that these meetings be held at Department Headquarters. (1-13-95)

The Executive Committee shall be allowed round trip travel at the rate of 35 cents per mile and \$20 per diem for days absent from home to attend all Executive Committee meetings, Mid-Year Conference and Department Convention sessions, said expenses to be taken from the Conferences & Conventions budget item. (6-26-08)

24. The three members of the Veterans Affairs and Rehabilitation Committee, Children and Youth Chairman, and Education Chairman shall be allowed round trip travel at the rate of 35 cents per mile and \$20 per diem for days absent from home to attend Mid-Year Conference and Department Convention, half-days to be counted as such, a total not to exceed three (3) days for Mid-Year Conference and four (4) days for Department Convention. (6-26-08)

The expenses of the Veterans Affairs and Rehabilitation members to be taken from the Veterans Affairs and Rehabilitation Fund; expenses of the Children and Youth Chairman and Education Chairman to be taken from Children and Youth Fund. (1-20-92)

The Chairman of Veterans Affairs and Rehabilitation Committee, the Children and Youth Chairman, and the Education Chairman may appear before the Advisory Committee and/or Finance Committee at Department Convention and/or Mid-Year Conference upon written request by the Advisory or Finance Committee. One day per diem to be allowed, payment to be taken from their respective funds.

25. Round trip travel at the rate of 35 cents per mile and one (1) day per diem will be allowed the senior member of County Government Committee for Mid-Year Educational Conference and Department Convention sessions, said expenses to be taken from the Conferences and Conventions budget item. (6-26-08)

If the Senior member is unable to attend Mid-Year Conference to report, she may designate this duty to another member of the Committee, notifying the Department President and Secretary of her representative. In this case, the representative shall receive allowed expense.

26. Department Chairmen not otherwise provided for shall be allowed round trip travel at the rate of 35 cents per mile plus \$20 per diem for days absent from home to attend Mid-Year Conference and Department Convention, half-days to be counted as such, and a total not to exceed three (3) days for Mid-Year Conference and four (4) days for Department Convention. Said expenses to be taken from the Conferences and Conventions budget item. (6-26-08)

When the National President requests a Department enlist a Chairman for a special Program and/or Project, she shall be allowed expenses as in paragraph 1. (6-22-00)

Representatives and Associate Representatives at the VA Medical Centers and Chairmen at the Nebraska Veterans Homes shall be allowed expenses as in paragraph 1, this expense to be taken from the Veterans Affairs and Rehabilitation Fund. (6-21-01)

If the Representative or Chairman is unable to attend, she may designate a Deputy or Vice Chairman, notifying the Department President and Department Secretary of her replacement. In this case, the Deputy or Vice Chairman shall receive allowed expenses. (6-27-96)

27. The Department Parliamentarian shall be allowed round trip travel at the rate of 35 cents per mile and \$20 per diem for days necessary to attend the Mid-Year Conference Executive Committee, Department Convention Executive Committee, plus business sessions at Convention and Post-Convention Executive Committee meetings, said expenses to be taken from the Conferences and Conventions budget item. Parliamentarian to be chosen from the Executive Committee or Past Department Presidents. (6-26-08)

28. Past National Presidents from Nebraska are included as invited guests at all formal functions and are Delegates-at-large to the Department Convention for life.

29. \$150 shall be allowed from the General Fund toward expenses of Department Chairmen to attend special conferences in Indianapolis, Indiana, pertaining to their Chairmanships. Expenses of the Girls State Chairman to come from the Girls State Fund. (6-25-92)

For the National Membership Workshop in Indianapolis, Department Membership designee, each candidate for Department President, the Department Secretary or a member of the Department Staff shall be allowed round trip travel at the rate of 35 cents per mile, or if by air, coach rate, plus cost of hotel and \$20 per diem. Amount to be taken from the General Fund. National allowance shall be deducted from these expenses. (6-26-08)

For the Unit Development and Revitalization Workshop in Indianapolis, two members of the Department Unit Development and Revitalization Committee shall be allowed round trip travel at the rate of 35 cents per mile, or if by air, coach rate, plus cost of hotel and \$20 per diem. Amount to be taken from the General Fund. National allowance shall be deducted from these expenses.

30. Complimentary tickets (17) for Children and Youth Luncheon (or breakfast) at Department Convention shall be limited to:

Department President	Department Chaplain
National Executive Committeewoman	Guest Speaker
National President or Vice President	Department Commander
Past National President & husband	Department Adjutant
Department Vice President	Detachment Commander, SAL
Department Historian	Department Secretary
National Executive Committeeman	National Legion guest

Auxiliary Department Children & Youth and The Legion Department Children & Youth Chairmen Paid from Children and Youth Fund. (6-24-04)

Complimentary tickets (22) for the Convention Banquet at Department Convention shall be limited to:

- Department President and spouse
- Guest Speaker
- National Executive Committeewoman / spouse
- Department Chapeau - Eight et Forty
- National President or Vice President / spouse
- Mistress of Ceremonies
- Past National President and spouse
- General Convention Chairman
- Department Vice President
- Local Banquet Chairman
- Department Historian
- Department Commander and spouse
- Department Secretary
- National Legion Guest and spouse
- Department Chaplain
- Detachment Commander, SAL (6-24-04)

Six (6) tickets are exchanged with the Legion for States Dinner and Commander's Dinner at National Convention. These are given to:

<u>States Dinner</u>	<u>Commander's Banquet</u>
Dept Commander & spouse	Dept President & husband
Immediate Past Commander and spouse	Immediate Past President and husband
NEC man & spouse	NEC woman & husband

Complimentary tickets for States Dinner, in addition to six (6) tickets for Legion, are given to: Department President, Department Secretary National Executive Committeewoman (if not provided by National)  
Nat'l Executive Committeewoman-Elect

The Department Secretary shall consult with the Delegation Chairman before making the table seating arrangements for the States Dinner and the Woman of the Year Luncheon. (1-11-08)

## **VETERANS AFFAIRS AND REHABILITATION**

1. Veterans Affairs and Rehabilitation and Hospital Funds shall be combined and known as the Veterans Affairs and Rehabilitation Fund. Poppy proceeds shall be divided between two funds with two-thirds (2/3) to the Veterans Affairs and Rehabilitation Fund and one-third (1/3) to the Children and Youth Fund. National Per Capita Rehabilitation Assessment paid to National's Special Veterans Affairs and Rehabilitation Fund shall be deducted from the Department Veterans Affairs and Rehabilitation Fund derived from Poppy proceeds. If Poppy proceeds do not meet the National Assessment, the balance due shall be taken from the Veterans Affairs and Rehabilitation and Children and Youth Funds proportionate to the initial distribution 2/3 and 1/3 respectively. Department Medical Center and Home expenditures shall be confined to the profits from the sale of poppies to Units, plus Veterans Affairs and Rehabilitation contributions. (6-25-09)

2. Auxiliary's policy on poppy distribution is reaffirmed. Poppy distribution shall be entirely voluntary. There shall be no paying of wages, gifts, prizes or commissions for the distribution of poppies.

3. A poppy wreath will be placed by the Department President or her representative at Fort McPherson National Cemetery each year on Memorial Day during the Memorial Service. (6-25-98)

4. Poppies to be made by Veterans only. The labels state "Handmade by Veterans" and with a year-round program it should be possible for veterans to make enough poppies for Nebraska and fill out-of-state orders. (1-13-84)

Poppy makers are to be paid 5 cents per small poppy and 8 cents per large poppy. (6-25-09).

Department Headquarters shall reimburse cheapest postage available to poppy makers who have no other means of transporting poppies to either Headquarters or the nearest facility. (1-12-96)

Price of finished small poppies will be \$12 per 100, \$120 per 1,000, plus the applicable city and state sales tax plus postage within Nebraska; \$130 per 1,000 plus shipping charges or postage outside Nebraska. Price of large poppies will be \$10 per dozen plus the applicable city and state sales tax plus postage. (6-25-09)

5. The Department President appoints a Poppy Chairman in each of the Medical Centers and Veterans Homes where poppies are made, upon recommendation of the Medical Center Representative or Nebraska Veterans Home Chairman.

6. The Veterans Affairs and Rehabilitation Fund shall contribute \$725 per month to salaries in the Department office. (6-25-09)

\$500 annually shall be credited from the Veterans Affairs and Rehabilitation Fund to the General Fund for postage, paper and ink. (1-12-02)

7. (a) The Department of Nebraska shall have a three-member Veterans Affairs and Rehabilitation Committee. One member shall serve as Veterans Affairs and Rehabilitation Chairman, one member shall serve as Field Service Chairman, and one member shall serve as Home Service Chairman.

This Committee shall be an appointment in each position of Home Service, Field Service and Veterans Affairs and Rehabilitation Chairman. (6-27-91)

It shall be the duty of the Home Service Chairman to make sewing, tray favor and centerpiece assignments. Reimbursement of postage expense will be paid upon presentation of itemized statement. (6-27-91)

It shall be the duty of the Field Service Chairman to give Field Service Orientation sessions to Unit, County and District meetings or where requested. If she cannot attend, she will contact a qualified member to give said orientation. Mileage will be paid to the Field Service Chairman at 35 cents per mile up to \$200 from the VA&R Account for reimbursement. (6-26-08)

The Chairman of the VA&R Committee is instructed to supply certain of her materials and major correspondence to the other members of the Committee. The Chairman shall keep the Committee informed as to what is being done and encourage them to accompany her, if possible, to a part of the visitations to the Medical Centers and Nebraska Veterans Homes.

The Veterans Affairs and Rehabilitation Chairman or her designated committee member is allowed 35 cents per mile, upon presentation of an itemized statement for trips for fall VA&R planning meetings, Veterans Day Dollars distributions, Gift Shop openings and Gifts For Yanks Who Gave distributions. (6-26-08)

(b) The Chairman of the three-member Committee shall attend the National Convention.

8. All Veterans Affairs and Rehabilitation vouchers signed by Medical Center Representatives and Home Chairmen must be approved by the Department Veterans Affairs and Rehabilitation Chairman.

“Monthly Report of Representatives and Chairmen” for VA&R reporting is continued. (6-27-91)

Reports must be up-to-date before vouchers will be approved. (6-27-91)

9. Five dollars (\$5.00) be given to each Veteran patient in the VA Medical Centers and each member in the Nebraska Veterans Home or credited to their personal accounts for Veterans Day. Veteran patients contracted to the local hospital from the Grand Island Center shall be included in this distribution of Dollar Day Funds. (6-26-08)

10. The Veterans Affairs and Rehabilitation Chairman requests Gift Shop assessments for the two VA Medical Centers. (6-26-08)

The Veterans Affairs and Rehabilitation Chairman requests the Veterans Home Assessment. \$6,500 of the money received for the Veterans Home Assessment is designated to be divided among the Homes on a per-member ratio of \$10 each figured from the Liberty Express on November 1<sup>st</sup> of each year. (6-26-08)

Articles for the Gift Shop program in the VA Medical Centers shall be marked “Donated by American Legion Auxiliary”. (1-7-83)

Selection of gifts from the Christmas Gift Shops shall be limited to veterans receiving medical care under the regular day care programs and hospitalized veteran patients only.

The two VA Medical Center Representatives shall be authorized to purchase items as needed to supplement the Christmas Gift Shop. (6-26-08)

The two VA Medical Center Representatives are authorized to distribute remaining gifts by:

a. Allowing Veterans entering the VA Medical Center after Gift Shop to select gifts;

b. Distribution to needy or homeless veterans determined by referral from the County Veteran Service Officers. (6-26-08)

11. The two VA Medical Center Representatives and Chairmen at the Nebraska Veterans Homes shall purchase necessary items for Gifts for Yanks upon request from The American Legion Department Commander or Adjutant. (6-26-08)

Christmas greetings from the Department President will be included with the Gifts for Yanks Who Gave remembrances. (6-27-91)

12. Items carried in the Veterans Affairs and Rehabilitation Fund under the heading "Recreation and Bingo" shall be called "Recreation". These funds to be expended by Medical Center Representatives for recreation not to exceed 50 cents per patient per month. The patient load must be reported to the Department Secretary at the beginning of each month. (6-27-91)

13. \$2,500 is allowed from Veterans Affairs and Rehabilitation Fund to conduct recreation and entertainment activities at the Nebraska Veterans Homes; said funds to be divided on a per-member ratio using the Liberty Express census on August 1<sup>st</sup> each year. 6-26-08)

14. The Gold Star annual gifts shall be as follows: A total of \$2,100 annually to be divided on a per member basis among each of the two (2) Veterans Administration Medical Centers and four (4) Nebraska Veteran's Homes, to be figured May 1 utilizing the Liberty Express census and VA Medical Center Representative reports (yearly average). (6-26-08)

15. The annual available money from the Mary Graf Fund investments shall be deposited annually into the Veterans Day Dollars fund. (6-26-03)

16. \$250 shall be budgeted annually to assist each "Creative Arts Festival" national winner from Nebraska with expenses to attend the national festival. (6-26-03)

If Nebraska does not send participant(s) to the National Creative Arts Festival, the budgeted amount be sent to National as a Department donation to the Creative Arts Festival. (6-24-04)

17. \$60 per month honorarium to defray expenses incurred will be paid to Medical Center Representatives, Chairmen at Nebraska Veterans Homes and Association Representatives, provided that monthly reports are received showing active participation from these Representatives and Chairmen. (6-21-01)

18. \$50 given to each American Legion Auxiliary Deputy and Vice Chairman at Christmas as a token of appreciation for their work. (6-21-01).

Because of the distance involved, the Deputy Representative appointed to the Grand Island VA Medical Center Community Based Outpatient Clinic in North Platte shall be allowed round trip mileage of 35 cents per mile to attend two (2) required VAVS meetings annually (attendance required of this Deputy only). (6-26-08)

19. An amount not to exceed \$50 for office expense is budgeted annually for each of the Representatives at the VA Medical Centers and Chairmen at Nebraska Veterans Homes and for the Associate Representatives, payable upon presentation of itemized voucher.

20. The Veterans Affairs and Rehabilitation planning meeting shall be held at Department Headquarters in Lincoln. The date and time to be decided by the VA&R Chairman, in agreement with the Department President

of the American Legion Auxiliary and Department Commander of The American Legion. This date to be set no later than the first Saturday of August. (1-10-97)

The cost of lunch for attending the Veterans Affairs and Rehabilitation fall planning meeting is to be taken from the VA&R Fund.

21. The cost of Volunteer Hospital Worker pins will be assumed by the VA&R Fund and a pin will be given without charge to each new Volunteer Hospital Worker with 50 hours of volunteer service in a VA Medical Center. (1-13-84)

22. If any Representative or Chairman from a Veterans' facility wants to set up a booth at Department Conference or Convention to sell items made in a Veterans' facility, she is to contact the Department President and Department Commander for permission.

### **CHILDREN AND YOUTH**

1. A permanent record of all Children and Youth cases shall be filed at Department Headquarters.

2. The Children and Youth Fund shall contribute \$250 per month to salaries in the Department office.

\$400 annually shall be credited from Children and Youth Fund to General Fund for postage, paper and ink. (1-12-02)

3. A Children and Youth Chairman shall be appointed each administrative year by the Department President. Duties include arrangements for Children and Youth Luncheon (or breakfast) at Department Convention. Expenses to be paid as any other Chairman.

The Children and Youth Chairman is allowed up to \$50 to secure a speaker for the Children and Youth Breakfast, Luncheon or Function.

4. Children's facilities shall be remembered at least once a year with a gift or remembrance as designated by the Children and Youth Chairman. There shall be \$750 allowed for this project. Personal presentation of these gifts is recommended. (6-27-02)

5. The Department Children and Youth Chairman shall be allowed \$50 for clerical help upon submission of voucher.

### **EDUCATION**

1. All scholarships will be veteran-connected. American Legion Auxiliary, Department of Nebraska, will discontinue any Non-Veteran Connected Scholarships. (6-25-93)

Stepfather or stepmother shall be acceptable as veteran parent for Student Aid Grant or Vocational Technical Scholarship. (6-25-87)

A member of the National Guard or Reserve who has served on active duty shall be considered a veteran for Department scholarships. (1-13-84)

The current policy on scholarship payments is to be continued. The student is to send a form to Department Headquarters requesting payment to the student/school. If the scholarship is paid in two halves, the second half is not paid until the student notifies Department Headquarters that he/she is continuing school and a copy of the first semester or quarter grades has been included. (6-27-91)

The Unit may submit an individual's application for only ONE of the Department scholarships and the Unit must determine which category best fits an applicant based on his/her future plans. (6-25-92)

The Department of Nebraska scholarship forms require the name, occupation and annual net income of father, mother and/or applicant and spouse as applies; as well as the number of people in the home and how many children are at home or in college. This information may be included in a sealed envelope. (1-12-01)

2. (a) Contributions from Units and Districts to the Department Little Red Schoolhouse fund shall be the sole source of revenue for Nurse's Gift Tuition Scholarships.

(b) \$2,400 shall be taken from the Children and Youth Fund each year to be used for Student Aid Grant or Vocational Technical Scholarships of \$200 to \$300 each. Said \$2,400 is used to supplement Unit, County and District contributions each year. (6-23-05)

(c) A \$200 scholarship shall be taken from Children and Youth Fund each year for a graduate scholarship for further training in special education. (1-12-01)

(d) \$1,000 shall be taken from Children and Youth Fund each year for Practical Nursing Scholarships not to exceed \$300 each. (6-23-05)

3. Department President's Scholarship of \$200 shall be given even though Nebraska has a winner in National President's Scholarship competition. This scholarship shall then be given to the alternate. (6-27-02)

Whenever the National program includes a Spirit of Youth Scholarship for Junior members and Nebraska's entry is not a divisional winner, the Department will award a \$200 scholarship to that applicant. If a divisional winner, this scholarship will be given to the alternate. (6-27-02)

Whenever the National program includes a special National Scholarship and Nebraska's entry is not a divisional winner, the Department will award a \$200 scholarship to that applicant. If a divisional winner, this scholarship will be given to the alternate. (6-27-02)

4. The Averyl Elaine Keriakedes Memorial Scholarship will be awarded annually to preferably a female enrolled at the University of Nebraska who plans to teach middle school or junior high school social studies, as requested by John H. Keriakedes. No amount was specified as this is based on interest accrued each year.

5. The Roberta Marie Stretch Memorial Scholarship shall be given annually according to provisions set forth by the Stretch family. (6-21-90)

6. The Ruby Lorraine Paul Scholarship shall be given annually according to provisions set forth by Richard Paul. The amount awarded will be based on the interest accrued from May 1 to April 30 on the invested \$13,000 principal. (1-12-01)

7. The Ruby Paul Campaign Fund Scholarship shall be given annually according to the provisions set forth by Richard Paul. The amount awarded will be based on the interest accrued from May 1 to April 30 on the invested \$10,000 principal. (1-12-01)

8. (a) Judging of the National scholarships shall consist of six (6) people. The Department Education Chairman shall select four (4) qualified people in addition to herself and the Department President to judge the scholarships, a minimum of two (2) weeks in advance of the National deadline. (6-26-97)

(b) Department scholarship judging will be held as soon as possible after the date scholarships are due into Department. Date(s) and time to be decided by the Advisory Chairman, Department Education Chairman,

Department President and Department Secretary. Those judging the scholarship applications will be the Advisory Committee, Education Chairman, Department President and Department Secretary. (1-8-99)

9. As a courtesy, the Department President is given the privilege of endorsing one scholarship when applications are judged.

10. The Department of Nebraska Education Chairman is designated as the official representative of the American Legion Auxiliary for membership purposes in Coordinators for Adult Literacy at no expense to the Department; and, if the Education Chairman is unable to attend the meetings, the Department President would have the option of attending or designating a representative to attend the meetings at no expense to the Department. (6-25-92)

11. When a scholarship packet is disqualified because the Unit mailed an incomplete packet or failed to meet the postmark deadline date, the packet will be returned to the Unit President. The Unit President must personally return the packet to the applicant and explain why it was returned. (6-25-93)

12. The Education Chairman shall receive reimbursement of postage expense for returning scholarship packets upon presentation of an itemized statement and postal receipts, effective August 1, 1994. (6-23-94)

### **GIRLS STATE**

Girls State is a program sponsored by the American Legion Auxiliary, Department of Nebraska. Girls State is a corporation with its own set of Constitution & Bylaws & Standing rules.

1. An administrative assessment fee of \$3000 shall be taken annually from the Girls State fund to be added to the General Fund, beginning with the 2010 calendar year to be paid prior to July 31 of each year. (6-25-09)

The above Constitution, Bylaws and Standing rules were updated according to changes approved at the 2009 Department Convention held in Columbus, NE.

### **AMERICAN LEGION AUXILIARY GIRLS STATE, INC. DEPARTMENT OF NEBRASKA (CORNHUSKER GIRLS' STATE)**

### **CONSTITUTION & BYLAWS & STANDING RULES**

The following Constitution, Bylaws and Standing rules were updated according to changes approved at the 2009 Department Convention held in Columbus, NE.

**CONSTITUTION AND BYLAWS OF  
AMERICAN LEGION AUXILIARY GIRLS STATE, INC.  
DEPARTMENT OF NEBRASKA (CORNHUSKER GIRLS' STATE)**

Article I

The name of this association shall be American Legion Auxiliary Girls State, Department of Nebraska (Cornhusker Girls State).

Article II

The principal office of this association shall be at Lincoln, Nebraska.

Article III

The purpose for which this association is organized shall be to organize, supervise, and maintain a girls' conference; to teach, direct, assist and supervise girls in the organization into state, counties, cities or towns, and provide the officers for the administration of said units. To develop an interest in and promote an understanding of the principles of representative, democratic government, and to foster the teaching of Americanism.

To inspire, educate, teach, and train girls to do their best and to do their duty to God and country; to learn the duties, rights and responsibilities of American citizenship by actual participation; to study the laws of the United States of America and of the State of Nebraska; to maintain law and order; to learn individual obligation to the community, state and nation. To accept discipline, to assume responsibility, and to maintain steadfastness of purpose and ideals.

To provide a corps of educators and speakers in the different divisions of effort and study of the objects and purposes of this conference.

To receive monetary donations and other gifts, and the benefit of endowments.

And to own, lease, control or operate such real estate, erect such buildings, and own or lease or operate or control such equipment and other personal property as may be appropriate.

Article IV

The governing body of this association shall consist of the Executive Council composed of the duly elected or appointed officers and directors of Girls State, the Girls State Advisory Board and the Department President of the American Legion Auxiliary, who shall constitute the trustees or directors and shall exercise the powers and perform the duties as provided in this constitution.

Following the annual Department Convention, the newly elected Department President of the American Legion Auxiliary of Nebraska shall appoint the officers of Girls State, namely: Chairman, first and second Vice Chairmen, Secretary, Treasurer, and the Fifth member of the Advisory Committee with the approval of the Department Executive Committee. The newly appointed President of Girls State, with the approval of the Department President, shall appoint the directors. These officers and directors shall be members of the American Legion Auxiliary. The directors shall serve for a period of one year and until their successors are appointed and qualified.

Article V

There shall be an Advisory Board composed of five members appointed by the Department President with the approval of the Department Executive Committee. These committee members shall be members of the American Legion Auxiliary. The members shall hold office for terms of one to five years respectively and thereafter one member shall be appointed annually for a term of five years. These members are required to attend the Girls State session each year while they are members of the Advisory Board.

#### Article VI

The Officers, Advisory Board, Directors and staff of American Legion Auxiliary Girls State, Department of Nebraska shall consist of women who are interested in promoting good government and who wish the youth of this state to receive proper instruction to that end. Any person ceasing to be affiliated with this association shall thereby cease to have, and surrender, all rights and interests in the association and the assets thereof.

#### Article VII

No officer or member of this association shall be liable for any debt or obligation of this association, and no member of this association shall ever receive any dividend or profit from property owned by this association, or affairs conducted by it.

#### Article VIII

The Executive Council shall make such bylaws as it shall deem proper and necessary, which may be amended at any annual meeting or any special meeting subject to the approval of the Department Executive Committee.

#### Article IX

The regular annual meeting shall be held preferably in November prior to the annual mid-year Executive Committee meeting of the American Legion Auxiliary, which is held in January. There shall be a meeting of the Girls State Executive Council and Advisory Committee following Girls State and prior to the Department Convention.

#### Article X

This corporation shall be perpetual.

#### Article XI

This Constitution, which shall conform with the Department and National Constitutions of the American Legion Auxiliary, may be amended by a two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by a majority vote. Subject to the approval of the Department Executive Committee, provided the proposed amendment shall be sent to all members of the Executive Council one (1) week prior to the vote. The amendments shall go into effect immediately upon passage unless otherwise stated.

### **STANDING RULES OF AMERICAN LEGION AUXILIARY GIRLS STATE, INC**

1. For purposes of voting the Executive Committee consists of Officers, Advisory Board and Directors of Medical, Education, Election, Counselors and Media. Assistants are not members of the Executive Committee and do not have voting privileges.
2. Two Executive Committee members shall be allowed \$200 each to attend the National Girls State Conference in Indianapolis, Indiana. First choices to go shall be the Chairman and Secretary, if they are unable to go it will be opened to other members of the Executive Committee.
3. The duties and powers of the Officers are listed in Article IV of the By-Laws section 1, 2, 3 and 4.
4. The cost of food and refreshments for the November Planning meeting shall be taken from the Girls State fund but not to exceed \$75.
5. The Girls State planning meeting shall be held at Department Headquarters in Lincoln. The date and time to be decided by the Girls State Chairman, in agreement with the Department President of the American Legion Auxiliary and Department Adjutant of The American Legion. This date is to be set prior to Mid Year Conference preferably in November.

6. All volunteers (except those from Lincoln) receive round trip mileage (rate as specified in the American Legion Auxiliary Standing Rules) for the November planning meeting and the Girls State session, submitted by voucher.
7. The Junior Counselors shall be reimbursed up to \$25.00 for floor decorations, submitted by voucher and receipts.
8. Flowers will be sent to a current Girls State Staff member upon hospitalization, not to exceed \$20.
9. Upon death of a past or present Girls State staff member a memorial will be given in the amount of \$20.
10. Staff shirts shall be given to all staff members who have not already received a complimentary shirt in prior years. Additional staff shirts will be available at cost.
11. Staff members may purchase any Girls State logo merchandise available in the Girls State store at ½ of the selling price, at discreet times only.
12. All Officers, Advisory Board, Directors and staff shall attend the November Planning meeting.
13. The Chairman may serve for two years under the discretion of the Department President.
14. It is preferred that Senior Counselors be American Legion Auxiliary members and /or Girls State Alumnae, non-members may serve as Senior Counselors with the approval of the Girls State Chairman and the Department American Legion President.
15. Volunteers from area Auxiliary Units serving on the Registration, Reception and Elections Committees are not reimbursed for their mileage or expenses.
16. Cornhusker Girls State is housed on the University of Nebraska city campus. Session dates are usually the first full week of June. A maximum of 430 delegates may be accepted.
17. The Secretary shall receive a salary of \$2000 for necessary expenses in carrying out the duties of her office. The secretary and assistant may divide this salary upon their division of secretarial duties and the approval of the Girls State Chairman and the Department President.
18. The Nebraska Department President shall be invited to attend the Girls State session and serve as the official hostess.
19. The Department Vice President of the American Legion Auxiliary shall be invited, as a courtesy, to serve as a Senior Counselor.

These Standing Rules may be amended by two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by a majority vote. These rules shall become effective only after approval of the Department Constitution and Bylaws Chairman, in order that the Girls State program is operating with proper Standing Rules.

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF NEBRASKA  
JUNIOR DEPARTMENT**

**GOVERNING  
RULES**

**DEPARTMENT JUNIOR AMERICAN LEGION AUXILIARY**

The Junior American Legion Auxiliary is a group of younger members of the American Legion Auxiliary organized to provide a program suitable for its members. The Junior group functions as a committee and is not a separate organization.

1. The Department Junior Meeting will be held one day, preferably Saturday. The date for the annual Junior Meeting shall be set by the Department Junior Activities Chairman, Department President and the President of the hostess Unit. (1-7-00)
2. The Honorary Department Junior President and her Unit shall host the Department Junior Meeting at an appropriate location and facility of their choice. (1-7-00)
3. The Meeting is under the supervision of the Department Junior Activities Chairman. (1-7-00)
4. Each registered Junior member in good standing and in attendance shall be entitled to one (1) vote. (6-27-02)
5. The Department Junior Activities Chairman will approve the meeting minutes before the five (5) copies are distributed as follows:
  - a. Honorary Junior Historian
  - b. Junior Activities Chairman
  - c. Department President
  - d. Department Historian
  - e. Department Headquarters

Included shall be the number in each contest, towns from which they came, amount of award, type of award (bell, gavel, plaque, certificate, cash, etc.). (1-7-00)

6. Past Junior Meeting Histories shall be placed in Department Headquarters. (1-7-00)
7. Each District President should appoint a District Junior Activities Chairman to be active in Junior work.
8. The colors of the Honorary Department Junior President will be presented at her Department Junior Meeting and at Department Convention when she is escorted into the Meeting and/or Convention hall. The Department Junior Activities Chairman will be the responsible party for transporting the colors to and from Department Junior Meeting and Department Conference and Convention. (1-7-00)

Funds for the United States Flag and Banner be raised by the Junior Membership. (6-27-96)

9. Officers' Ribbons for the Honorary Junior President, Honorary Junior Vice President and Honorary Junior Historian are to be passed on annually. (1-7-00)

10. A poppy corsage should be provided for the Honorary Department Junior President and/or Northwestern Division Honorary Junior Vice President at Mid-Year Conference, Department Convention and National Meeting. (1-7-00)

### **OFFICERS**

1. The Honorary Junior Officers shall be President, Vice President and Historian. (1-7-00)

2. The voting members at the Junior Meeting shall elect an Honorary President, Honorary Vice President and Honorary Historian. (1-7-00)

3. Any Junior member who is in good standing and present at the Meeting shall be eligible to election to office if she has not reached her 18th birthday prior to that election. (1-7-00)

4. Terms of office of Honorary President, Honorary Vice President and Honorary Historian shall be one year or until a successor is duly elected. She shall not be eligible for re-election to the same office.

### **DUTIES**

1. The Honorary Department Junior President shall preside at all Department Junior Meetings. (1-7-00)

2. The Honorary Vice President shall conduct the meeting in the absence of the Honorary President.

3. The Honorary Historian shall keep an accurate account of all proceedings of the group. This includes the roll call and taking minutes.

4. The Honorary Department Junior President shall appoint a Junior member in good standing to serve as Honorary Chaplain at the Department Junior Meeting. (1-7-00)

5. The Honorary Department Junior President shall make other appointments as necessary for Meeting with approval of the Junior Activities Chairman (committees, page, etc.). (1-7-00)

### **COMMITTEES**

1. One Junior from each Unit attending is to serve on the Nominating Committee.

2. There shall be a Resolutions Committee of three members, one from each of three groups, appointed by the President.

### **COMMITTEE REPORTS**

1. Nominating Committee shall meet before the beginning of the morning session of the Junior Meeting and their report shall be given as called for by the Honorary Department Junior President before the noon recess. (1-7-00)

2. Resolutions Committee report shall be given just before the adjournment of the Meeting. (1-7-00)

## **EXPENSES**

1. Up to \$550 shall be allowed from the General Fund for expenses for the Department Junior Activities Chairman. This is to be used for Contests and Awards and other Meeting expenses. \$20 shall be allowed for the expense of each outgoing Honorary District Junior President to attend Department Junior Meeting to report her District's activities. In the event the outgoing Honorary District Junior President is unable to attend and report, the allowance shall be given to the incoming Honorary District Junior President upon reporting of her District's Junior activities. (1-7-00)
2. Expenses of the Department Junior Activities Chairman to attend the annual Junior Meeting shall be allowed on the basis of 35 cents per mile and \$20 per diem for days necessary to attend the Meeting, half-days to be counted as such, these expenses to come from General Fund State Committee budget item. (6-26-08)
3. The Honorary Department Junior President shall be invited to Mid-Year Conference and Department Convention each year to bring greetings. Expenses shall be allowed on the basis of round trip travel at the rate of 35 cents per mile and \$20 for the day at Mid-Year Conference and Department Convention, to be taken from the Conferences and Conventions budget item. (6-26-08)
4. The immediate Past Honorary Department Junior President shall be invited to Department Convention each year to bring greetings. Expenses shall be allowed on the basis of round trip travel at the rate of 35 cents per mile and \$20 for the day at Convention, to be taken from the Conferences and Conventions budget item. (6-26-08)
5. When Nebraska has a Junior serving as National Northwestern Division Honorary Junior Vice President, she shall be invited to Mid-Year Conference and Department Convention to bring greetings. Expenses shall be allowed on the basis of round trip travel at the rate of 35 cents per mile and \$20 for the day at Mid-Year Conference or Department Convention, to be taken from the Conferences and Conventions budget item. (6-26-08)

## **CONTESTS AND AWARDS**

1. The Department Junior Activities Chairman shall coordinate Junior contests and rules within the guidelines set by National in their Plans of Work. She may also consult the Department Chairman and/or Officer whose program is involved. (1-7-00)
2. To keep all contests uniform, the Junior contests shall be judged in age groups as follows: (1-7-00)
  - Group I ...6 through 8 years,
  - Group II ...9 through 12 years
  - Group III ...13 through 15 years,
  - Group IV ...16 through 18 yearsTiny Tot Membership ...\$4.00 (Unit with the highest number of Tiny Tots (5 years and under)
3. In the event of deletion, modification and / or addition of Conference contests either because of the National changes or Department changes, the Department Junior Activities Chairman shall be allowed to make necessary adjustments for payment of awards in other winning contest entries. (6-26-97)
4. Junior gavel bells were retired to Cavalcade of Memories and replaced by plaques. Plaques, traveling trophies and gavels continue as awards.
5. Traveling plaques for Junior Activities are hung at Department Headquarters with Department being responsible for cost of engraving each year and a certificate will be given to winning Junior Group in place of plaque. (6-24-82)

THE FOLLOWING RULES WILL GOVERN THE SELECTION OF JUNIOR DELEGATE TO NATIONAL JUNIOR MEETING

1. The current Department Junior Activities Chairman will be in charge of the balloting and voting.
2. The newly-elected Honorary Department Junior President is the delegate to the National Meeting if she so desires. If the Honorary Junior Department President cannot attend, then an alternate will be nominated from the Department Meeting members present. (6-25-93)
3. After ballots are tallied, the members of the Department Senior Executive Committee who are present; the immediate Past Junior Activities Chairman, if present, and the current Department Junior Activities Chairman shall meet together and cast ballots to decide the winning candidate.
4. Winning candidate will be announced at the close of the Department Junior Meeting. (This procedure will allow time to determine if all candidates are able to attend National Junior Meeting, if elected; also time to interview girls if deemed necessary).  
(1-7-00)
5. Junior Delegate to National Meeting shall receive an amount of \$50 less than National Delegate's allowance each year. These funds will come from Department Children and Youth Fund. (1-7-00)
6. The Junior Activities chairman shall be sent annually to National Meeting as a Chaperone for the Junior Delegates. The amount allowed will be \$50 less than the amount which the National Delegates are allowed each year. Amount to be taken from the General Fund. If the Junior Activities Chairman cannot attend, the Department Delegation Chairman may choose a senior member to attend in her place. (1-7-00)