



**AMERICAN LEGION AUXILIARY  
DISTRICT 11  
DEPARTMENT OF NEBRASKA**

**PREAMBLE**

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America;  
To maintain law and order;  
To foster and perpetuate a one hundred percent Americanism;  
To preserve the memories and incidents of our associations in all Wars;  
To inculcate a sense of individual obligation to the community, state and nation;  
To combat the autocracy of both the classes and the masses;  
To make right the master of might;  
To promote peace and goodwill on earth;  
To safeguard and transmit to posterity the principles of justice, freedom and democracy;  
To participate in and contribute to the accomplishment of the aims and purposes of the America Legion;  
To consecrate and sanctify our association by our devotion to mutual helpfulness.

**CONSTITUTION**

**ARTICLE I**

**Name**

The name of this organization shall be American Legion Auxiliary, Eleventh (11<sup>th</sup>) District, Department of Nebraska.

**ARTICLE II**

**Object**

**Section 1:** The object of this organization shall be to unify the work of the District; to further the purposes of The American Legion as outlined in its Preamble; and to assist and cooperate with all plans and policies of the Department and the National organizations of the American Legion Auxiliary.

**ARTICLE III**

**Membership**

**Section 1:** All Units in the Eleventh (11<sup>th</sup>) District belonging to the American Legion Auxiliary, Department of Nebraska, shall be considered members of this organization.

**Section 2:** No person may be a member at any one time of more than one Unit of the American Legion Auxiliary.

**ARTICLE IV**

**Officers**

**Section 1:** The officers of the Eleventh (11<sup>th</sup>) District shall be District President and District Vice President. The District President and the District Vice President shall be elected annually at the District Convention by the duly elected and accredited delegation attending said Convention.

The District Secretary and/or Treasurer, Parliamentarian, Chaplain and/or Historian shall be appointed by the District President.

Any member who is in good standing and present at the District Convention shall be eligible for election to office.

The District President and District Vice President may serve two (2) consecutive one-year terms. After having served two (2) consecutive terms in each office, they shall be ineligible for an elective office until two (2) terms have elapsed. (6/24/2021)

**Section 2:** The duties of the officers of the District organization shall be such as are provided by customary parliamentary authority, additional responsibilities and guidelines of District officers shall be placed in the District Bylaws and/or Standing Rules. (6/24/2021)

**Section 3:** The term of office of District officers shall be one year. They shall be elected and installed at their District Convention to take office at the close of the ensuing Department Convention.

The time period from District Convention to Department Convention shall allow the retiring District President to fully complete the year, while also serving as a training period for the District President elect without deleting the final duties of the current District President.

The outgoing District President shall serve on the Department Executive Committee (DEC) through the adjournment of Department Convention.

The incoming District President shall attend the Post-Convention Department Executive Committee (DEC) meeting immediately following the adjournment of the Department Convention with the newly elected Department President presiding.

**Section 4:** The District Executive Committee (DEC) shall be comprised of the following: District President, District Vice President, District Secretary and/or Treasurer, District Chaplain, and District Historian, Immediate Past District President, District Parliamentarian and the County Presidents of the District.

County officers shall be elected at County Conventions. In the event a County President is not elected or is unable to serve, the District President shall have the authority to appoint a County Representative.

It shall be the duty of these officers to act as representatives of the District in all matters referred to them by the District President. (6/24/2021)

Between conventions, the administrative power of the District shall be vested in the District Executive Committee.

All Past District Presidents, as members of the District, in good standing in their Units shall be members of the District Executive Committee, with all rights except the right to vote.

**Section 5:** In the event of the death or resignation of the District President, the District Vice-President shall immediately succeed to the office of the District President with written notification to the Department Secretary.

**Section 6:** In the event of the death or resignation of the District Vice-President, the District President shall fill said vacancy by appointment with the approval of the District Executive Committee and shall notify the Department Secretary of the appointment.

## **ARTICLE V Conventions**

**Section 1:** The time and place of the annual Convention of the District shall be the same as that of the American Legion Convention of the District. The American Legion to determine the time and place.

**Section 2:** Convention: In the event of a declared emergency, the District President has the authority with the approval of the District Executive Committee to convene and conduct by electronic and/or virtual media the District Fall Conference and the District Spring Convention with the endorsement of The District American Legion. (6/24/2021 Lincoln)

**Section 3:** District Meetings: In the event of a declared emergency, the District President shall have the authority to convene and conduct District Executive Committee meeting(s) by electronic and/or virtual media. All resulting business decisions shall be deemed valid. Other electronic or virtual media Committee

meeting(s) must be approved by the District President and the District Executive Committee. (6/24/2021 Lincoln)

**Section 4:** The District Executive Committee, as the governing body of the District shall be notified of the emergency and date and time of said electronic and/or virtual media Conference and/or Convention, extending the notice to Department and all Units in the District. (06/25/2021 Lincoln NE)

All business decisions resulting from electronic and/or virtual media meetings shall be deemed valid. (6/24/2021 Lincoln)

**Section 5:** A quorum is present if there is the attendance of 20% of the Units within the jurisdiction.

**Section 6:** Representation at the District Convention shall be the same as that granted Units at the Department Convention.

## **ARTICLE VI Parliamentary Authority**

**Section 1:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the National governing documents of the American Legion Auxiliary, the Department governing documents and the constitution, bylaws, and standing rules adopted by the District.

## **ARTICLE VII Amendments**

**Section 1:** Inasmuch as this is a Uniform Constitution to be maintained by all Districts, amendments to this Constitution must be presented in writing to the District Presidents of the Department of Nebraska who will inform their respective Units at least sixty (60) days prior to Department Convention. Said amendments shall be presented at the Department Convention to the Chairman of Constitution and Bylaws and shall be read at least twenty-four (24) hours before the vote thereon. It shall require a two-thirds (2/3) vote to carry.

**Section 2:** To be in compliance with the National Organization and the Department of Nebraska governing documents, the Uniform District Constitution shall automatically be amended/updated to adhere to National and Department updates; thus, no formal resolution or amendment shall be required to make said changes. Updates shall be effective immediately.

The Uniform District Constitution governing document shall be in compliance with the National Organization and the Department of Nebraska governing documents and shall not set forth any change that would be greater than that provided through the National Organization.

The Department Executive Committee shall review all automatic updated entries at the annual Department Convention to ensure revisions have been properly updated. (6/24/2021 Lincoln)

**Section 3:** The District Presidents shall be notified of automatic updates made to the Uniform District Constitution; in turn the District President shall communicate automatic updates to District Units, thereby instituting the necessary updates at all levels of the Department of Nebraska Auxiliary.

Notification of automatic updated entries shall be placed in The American Legion Auxiliary Department of Nebraska Star publication. (6/24/2021 Lincoln)

**Revised** at June 1992 Department Convention, South Sioux City, NE.

**Revised** at June 25, 2000 at Department Convention, Kearney, NE.

**Revised** June 25, 2015, at Department Convention, Kearney, NE.

**Revised** June 24, 2021, at Department Convention, Lincoln NE.

**Revised** June 21, 2024, at Department Convention, Kearney NE.

## **BYLAWS ARTICLE I**

Section 1: The Eleventh (11<sup>th</sup>) District is privileged to adopt such Bylaws and Standing Rules as are deemed necessary provided they do not conflict in any way with the Department and National Constitution and Bylaws.

## **ARTICLE II ELECTION OF OFFICERS**

Section 1: Election of Officers. The elective officers of the District shall be nominated by a committee composed of one member from each county in the District. The President shall also call for nominations from the floor.

Section 2: Each County shall caucus at the District Convention in County meetings to elect a member and alternate on the Nominating Committee.

Section 3: The District President shall appoint one member on the Nominating Committee to act as chairman of the Committee.

Section 4: Election shall be by ballot and a majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote.

Section 5: Elected Officers

- a. District President: It shall be the duty of the District President to preside at the District Fall Meeting, District Convention and all District Executive Committee meetings, to attend Mid-Year Conference and Department Convention, the County Conventions and such other duties as are appropriate to this office or as the Department President and Executive Committee may direct.
- b. District Vice President: The Vice President when called upon shall assist the President when absent to perform the duties required of this office. The Vice President shall serve as the District Membership Chairman. The Vice President shall serve as the District Junior Activities Chairman.

Section 6: Appointed Officers: Officers appointed by the District President are expected to serve two years.

- a. District Secretary/Treasurer: It shall be the duty of the Secretary/Treasurer to record proceedings of the District Fall Meeting, District Convention and District Executive meetings, and to keep all books that are needed to successfully carry on the work of the office, and to conduct the office in a business-like manner. The Secretary/Treasurer shall care for the Archives of the District and shall keep a record of all money received from all members, from per capita assessments or other sources. It shall be the duty of the Secretary to write up the minutes of the Convention and send to Department a copy of thereof with a financial statement within three weeks following the District Convention and have the books in shape to turn over to the successor all money, vouchers, books, and papers belonging to the District. All accounts of this office shall be audited annually. The District Secretary/Treasurer shall be bonded through the State Office. The fiscal year runs from August 1 to July 31.
- b. District Chaplain: It shall be the duty of the District Chaplain to offer prayer at the opening and closing of District meetings and such other duties as the District President may direct. The District Chaplain shall be responsible for selecting a Unit to hold the Memorial Service at the District Convention and send names of the deceased members to the Unit giving the Service. This officer shall have charge of all Unit Prayer Books entered at the District Convention and be in charge of judging.

- c. District Historian: It shall be the duty of the District Historian to compile the historical records of the District and make a report to the Department. This officer shall have charge of all Unit History Books entered at the District Convention and be in charge of judging.
- d. District Parliamentarian: It shall be the duty to provide advice on Parliamentary Procedure as needed by officers and members of the District.

Section 7: Appointed Committee Chairmen: Chairmen appointed by the District President are expected to serve two years.

- a. District Publicity Chairman: It shall be the duty of the District Publicity Chairman to collect new items from each Unit in the District and to Compile these items into the District Publicity Book to be presented to the District President at the close of her term. This officer shall have charge of all Unit Publicity Books entered at the District Convention and be in charge of judging.
- b. District Poppy Chairman: It shall be the duty of the District Poppy Chairman to promote the use of poppies. This officer shall have charge of all Poppy Centerpieces entered at the District Convention and be in charge of judging.
- c. District Music Chairman: It shall be the duty of the District Music Chairman to provide-music at the District Convention.

### **ARTICLE III DISTRICT EXECUTIVE COMMITTEE**

- Section 1: The District President may hold up to two meetings of the District Executive Committee. If a Fall DEC meeting is held, it may be by electronic means.
- Section 2: A majority of the voting members of the District Executive Committee shall constitute a quorum.
- Section 3: Action on amendments to the Standing Rules may be taken by the District Executive Committee.

### **ARTICLE IV AMENDMENTS**

Section 1: Proposed amendment(s) shall be in writing and signed by the proposing person or party. The proposed amendment(s) shall be sent to the Bylaws Committee Chairman (the Parliamentarian). The Bylaws Committee will review the amendment(s), state whether they "support" or "do not support" the amendment. All amendments must be presented to the District Executive Committee and sent to the Units and then on to the District Convention.

## **STANDING RULES**

### **Article I DISTRICT MEETINGS**

1. District Convention
  - a. Past District Presidents in good standing in their Units shall be life delegates-at-large to the District Convention, with vote to be exercised with their Unit.
2. District Fall Round-Up
3. District Executive Committee
4. District Caucus at Department Convention

### **Article II FINANCES**

#### **Section 1: Revenue.**

- a. The necessary revenue for the support of this District shall be derived from a sixty cent (\$.60) per capita tax payable to the District Secretary/Treasurer. Such revenue shall be used to defray the expenses of the District Convention; to pay the necessary expenses of the officers and such other expenses of the officers and such other expenses as may be approved by the Executive Board of the District.
- b. This tax shall be determined on current membership enrollment on July 31.
- c. The Secretary/Treasurer shall notify each Unit in the District after July 31 as to the amount of dues payable.
- d. Said dues shall be paid within thirty (30) days after mailing the notice of the Secretary/Treasurer.

#### **Section 2: President Expenses.** The District shall assume the following expenses plus other expenses approved by the Executive Committee:

- a. The District President shall be allowed expenses for postage, stationery, and mileage of thirty-five cents (\$.35) per mile to attend District meetings and two Executive meetings and the first official visit to each County to attend County meetings. These expenses may be reimbursed up to \$150.00 prior to December 1<sup>st</sup> with receipts submitted to the Secretary/Treasurer. Other bills will be presented to the DEC at the Spring meeting.
- b. When the Vice-President attends a State or County meeting in the place of the President, then that person may be entitled to all privileges of the District President.
- c. Two hundred dollars (\$200) shall be given to the District President or District Vice President to attend the National Convention. In the event the District President or District Vice President does not attend the National Convention, the \$200 will be given to the representative of District Eleven if the representative is from District Eleven. This person will give either an oral or written report at the next District Eleven meeting.
- d. The cost of ALAMIS for the President and Vice President shall be paid by the District.

#### **Section 3: District Convention Expenses.**

- a. The District shall pay the expenses for printing Auxiliary Convention programs.
- b. The District will pay only registration fees for all current District Officers and Chairmen.
- c. Registration and meals for invited Department Officers and/or Department Chairmen will be paid by the District. Guests' registration and meals are to be approved by the District Executive Committee.
- d. Members of District Eleven who have served as Department or District President will have the registration fee waived at District 11 meetings and Conventions but must pay for banquet meal fee.
- e. At all District functions the Host Unit shall receive one-half (1/2) of the total Auxiliary registration and the District shall receive (1/2). Registration fee will be \$5.00 at both the Fall Round-Up and the District Convention.
- f. Funds received for the meal will be paid to the organization who prepared the meal within two weeks with submission of a bill.
- g. The District shall allow no more than \$50.00 for the Convention Hall.
- h. The Unit conducting the Memorial Services may be reimbursed up to \$25.00.
- i. The District shall present awards in the form of certificates of entry.

**Section 4: Department Convention Expenses**

- a. The District shall pay \$20 to the District page serving at Department Convention.
- b. The District shall pay \$10 to all Department Chairmen who are members of the District attending Department Convention.
- c. The District shall allow monetary assistance to a member in good standing who is a candidate for a Department or National office, this amount not to exceed \$50.00.

**Section 5: Children and Youth Expenses.**

- a. The District shall allow \$50 toward the District Junior Conference each year.
- b. The District shall pay for Honorary District Past Junior President Pin.
- c. The District shall allow up to \$100 towards District Junior Activities Chair (District Vice-President) expenses for crafts/VA tray favors with receipts.

**Article III  
COMMITTEES**

**Section 1: The Bylaws Committee: A District Bylaws Committee shall be appointed by the District President.**

- a. The Bylaws Committee shall be responsible for maintaining the content of the Constitution, Bylaws, and Standing Rules.
- b. Shall examine the Constitution/Bylaws on an annual basis to determine whether any automatic changes have been placed into the document.
- c. Consider and recommend any changes to the Bylaws to update the document to match the administration of the organization.
- d. Receive, put in proper form, and mail to District members, any suggested amendments to the Bylaws.
- e. Analyze the Standing Rules to decide whether the current rules meet the needs of the organization and to suggest eliminating, updating, or adding rules.

**Article IV  
GOVERNING DOCUMENTS**

**Section 1:**

- a. A copy of the District 11 Constitution, Bylaws, and Standing Rules document shall be provided to each Unit for its president's active files upon payment of its per capita dues.
- b. The document shall be available to each member as a member's right.
- c. Every member of the District Executive Committee shall have a copy of this document in their active files.

**Article V  
PUBLICATIONS**

**Section 1: District Newsletter**

- a. The primary publication is the newsletter, the purpose of which is to promote the objectives of the American Legion Auxiliary, inform units of upcoming events, expectation/deadlines for unit activities/ reports, Unit events and activities, and District activities including District President visits and project.
- b. The District President shall serve as editor of the District newsletter.
- c. The newsletter shall be published monthly / or as needed.
- d. The newsletter shall be mailed electronically to each unit president who is expected to forward to members in the most effective manner. Unit presidents who do not have e-mail will receive the newsletter by postal service.
- e. Past District Presidents and Past Department Presidents, if not serving as a Unit President or on the District Executive Committee, and if requested, shall receive a copy of all newsletters sent out by the District President.

## **ARTICLE VI COURTESY**

### Section 1.

- a. Past District Presidents, Past Department Presidents of District Eleven, and invited guests shall receive a corsage at the District Convention if the hosting unit chooses to provide corsages.
- b. The retiring President of the District shall be presented with a gift from her District from funds collected from Units.
- c. Upon the death of a current District officer, including Secretary/Treasurer, or immediate family member (spouse, father, mother, son, daughter or significant other), the District Treasury will pay up to, but not exceed \$25.00 for a memorial.

The proposed Bylaws and Standing Rules shall be in writing and signed by the proposing same.

Updated: March 23, 2024  
(District Convention)  
Wilber, Nebraska

Approved at Wilber, Nebraska on March 23, 2024  
Updated per Department Convention on June 21, 2024

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District President, Cindy Lugan

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District Secretary/Treasurer, Karen White