

**AMERICAN LEGION AUXILIARY**

**DEPARTMENT OF NEBRASKA**

**CONSTITUTION,**

**BYLAWS**

**AND**

**STANDING RULES**

**Updated June 2021**

**TABLE OF CONTENTS**

**AMERICAN LEGION AUXILIARY – DEPARTMENT OF NEBRASKA**

**DEPARTMENT CONSTITUTION**

PREAMBLE PAGE 4

ARTICLE I - NAME PAGE 4

ARTICLE II – NATURE PAGE 4

ARTICLE III – ORGANIZATION PAGE 4-5

ARTICLE IV – ELIGIBILITY PAGE 5

ARTICLE V – DEPARTMENT CONVENTION PAGE 6

ARTICLE VI – DEPARTMENT OFFICERS PAGE 6-7

ARTICLE VII – DEPARTMENT EXECUTIVE COMMITTEE PAGE 7-8

ARTICLE VIII – NATIONAL REPRESENTATION PAGE 8

ARTICLE IX – REVENUE PAGE 8

ARTICLE X – AMENDMENTS PAGE 9

ARTICLE XI – RULES PAGE 9

**DEPARTMENT BYLAWS**

ARTICLE I – DEPARTMENT EXECUTIVE COMMITTEE PAGE 9-10

ARTICLE II – COMMITTEES PAGE 11-13

ARTICLE III – DUTIES OF OFFICERS PAGE 13-14

ARTICLE IV – UNIT ORGANIZATION PAGE 14-15

ARTICLE V – DISTRICT ORGANIZATION PAGE 15

ARTICLE VI – FINANCE PAGE 15-16

ARTICLE VII – OFFICERS’ EXPENSES PAGE 16

ARTICLE VIII – TRANSFERS PAGE 16-17

ARTICLE IX – DISCIPLINE PAGE 17

ARTICLE X – FISCAL YEAR PAGE 17

ARTICLE XI – AMENDMENTS PAGE 17

ARTICLE XII – RULES PAGE 17

**DEPARTMENT STANDING RULES**

PREFACE PAGE 18

SECTION A – DEPARTMENT OFFICERS PAGE 18-19

SECTION B – DEPARTMENT PRESIDENT PAGE 19-20

SECTION C – DEPARTMENT VICE PRESIDENT PAGE 21

SECTION D – DEPARTMENT SECRETARY/TREASURER PAGE 21-23

SECTION E – DEPARTMENT HISTORIAN PAGE 24

SECTION F – DEPARTMENT CHAPLAIN PAGE 24

SECTION G – NATIONAL EXECUTIVE COMMITTEEWOMAN PAGE 24

SECTION H – GENERAL PAGE 24-25

SECTION I – AMERICANISM PAGE 25

SECTION J – AMERICAN LEGION AUXILIARY “THE STAR” PAGE 26

SECTION K – UNIT ANNUAL REPORTS PAGE 26

SECTION L – COUNTY GOVERNMENT PAGE 27

SECTION M – COURTESY FOR HOSPITALIZATION OR

DEATH OF AN OFFICIAL FAMILY MEMBER PAGE 27

SECTION N – EISENHOWER & TRUMAN PILGRIMAGES PAGE 28

SECTION O – FUNDS (Soliciting) PAGE 28

SECTION P – MEETINGS PAGE 28

SECTION Q – MEMBERSHIP PAGE 28-30

SECTION R – NATIONAL PAGE 30-31

SECTION S – PAST DEPARTMENT PRESIDENTS PAGE 31

SECTION T – POPPY PAGE 32

SECTION U – PUBLIC RELATIONS (Publicity) PAGE 32

SECTION V – TRAVEL POLICY PAGE 32-33

EIGHT ET FORTY PAGE 33

**DEPARTMENT STANDING RULES**

CONFERENCES & CONVENTIONS PAGE 33-37

NATIONAL CONVENTION PAGE 37-41

**DEPARTMENT STANDING RULES**

VETERANS AFFAIRS AND REHABILITATION PAGE 41-45

CHILDREN AND YOUTH PAGE 46

EDUCATION PAGE 46-48

**DEPARTMENT GIRLS STATE**

CONSTITUTION PAGE 49-52

BYLAWS PAGE 52-55

STANDING RULES PAGE 55-57

**DEPARTMENT JUNIORS**

GOVERNING RULES PAGE 57-59

OFFICERS PAGE 59

DUTIES PAGE 59

COMMITTEES PAGE 59

COMMITTEE REPORTS PAGE 60

EXPENSES PAGE 60

CONTESTS AND AWARDS PAGE 60

SELECTION OF JUNIOR DELEGATE TO

NATIONAL JUNIOR MEETING PAGE 61-62

NATIONAL JUNIOR MEETING GRANT FORM PAGE 63

**CONSTITUTION**

**AMERICAN LEGION AUXILIARY ~ 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 American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness. (National 8/24 - 29, 2019 Indianapolis IN)

**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 is a civilian patriotic service organization that supports the mission of The American Legion. (National 8/24-29, 2019 Indianapolis IN)

**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.** Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.1

**Section 2.** There shall be two (2) classes of membership, Senior and Junior.

(a) Senior membership shall be comprised of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.

(b) Junior membership shall be comprised of members under the age of eighteen (18) 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 of both classes shall be paid annually or for life

1Membership in the American Legion Auxiliary shall be limited to the:

1. Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
2. grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
3. grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United Sates during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and

(4) to those women who of their own right are eligible for membership in The American Legion. (National 8/24-29, 2019 Indianapolis IN)

**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 delegates-at-large as well as elected delegates and alternates based upon the number of members whose dues are paid up to date as provided in the Standing Rules for “Conferences and Conventions.” Changes to the formula for delegate voting strength and the manner for casting votes may be determined only by a two-thirds (2/3) vote of the Department Convention Delegates. (6-24-2018 Kearney NE)

**Section 3.** Each registered and certified delegate or alternate in attendance shall be entitled to one (1) vote. (6-27-1999)

**Section 4.** A quorum shall exist in the Department Convention when twenty percent (20%) of the Units are represented, as provided herein. (6-27-1999)

**Section 5.** Past Department Presidents in good standing in their Units shall be life delegates-at-large to the Department Convention, with vote to be exercised with their Unit. (6-26-2021 Lincoln NE)

**Section 6.** Members of the DepartmentExecutive Committee shall be delegates-at-large to the Department Convention, with vote to be exercised with their Unit. (6/24/2018 Kearney NE) (6-26-2021 Lincoln NE)

**ARTICLE VI - Department Officers**

**Section 1.** The Department Officers shall be President, Vice President, Secretary-Treasurer, Historian and Chaplain. (6-27-2004)

The Department Convention shall elect annually a Department President, Vice President, Historian, Chaplain (effective 2005) and National Executive Committeewoman. (6-27-2004)

**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. (6-25-2009)

**ARTICLE VII - Department Executive Committee**

**Section 1.** Between Department of Nebraska Conventions, the Department Executive Committee (DEC) shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization. (6-24-2018 Kearney NE)

**Section 2.** The Department Executive Committee shall be comprised of the Department President, Department Vice President, the thirteen (13) District Presidents, Department Chaplain, Department Historian, National Executive Committeewoman and the Chairman of the Department Finance Committee to be elected as the Department determines.

The Department Secretary-Treasurer shall be a member of the Department Executive Committee, and, when the position is held by an employee of Department Headquarters, the Department Secretary-Treasurer shall serve with all rights except the right to vote.

All Past Department and National Presidents, as members of the Department of Nebraska, in good standing in their Units shall be members for life of the Department Executive Committee, with all rights except the right to vote.

**Section 3.** The District President is authorized to appoint a representative, with voting privileges, for the DEC meeting if neither the District President nor District Vice President can attend. Notification of the designated representative will be submitted in advance of the meeting to the Department Secretary-Treasurer. The designee must have current dues paid and membership must be within the District. First preference will be given to District Executive Committee members. (7-1-2012)

**Section 4.**  The Department President and Department Vice President shall serve as Chairman and Vice Chairman of the Department Executive Committee, respectively.

**Section 5.** The term of office of a National Executive Committeewoman shall commence immediately following the adjournment of the National Convention next ensuing and shall end at the adjournment of the next succeeding National Convention. The Alternate National Executive Committeewoman shall serve only in the absence of the National Executive Committeewoman. (6-24-2018 Kearney NE)

**ARTICLE VIII - National Representation**

**Section 1.** The Department Convention shall elect delegates to the National Convention each year. Any Past National Presidents, the outgoing National Executive Committeewoman and any National officers are designated by National as delegates-at large to the National Convention. (6-30-2013)

**Section 2.** Delegates to the National Convention shall be the outgoing Department President, newly elected Department President, Department Vice President, Department Secretary-Treasurer, Department Historian, Department Chaplain, National Executive Committeewoman, 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. Additional delegates-at-large shall be elected by the Convention body. The retiring Department President shall be Chairman of the Delegation to the National Convention. The newly elected Department President shall be alternate to the Chairman of the Delegation. One alternate shall be selected for each delegate as specified in the Standing Rules. (6-25-2016 Kearney NE)

**ARTICLE IX - Revenue**

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

**ARTICLE X - Amendments**

**Section 1.** The Department of Nebraska American Legion Auxiliary Constitution shall be automatically updated when changes are made to the National Organization governing document; thus, no formal resolution shall be required to make said changes. Updates shall be effective immediately.

The Department of Nebraska governing document shall be in compliance with the National Organization 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 changes to ensure they have been properly updated.

Notification of automatic updates shall be placed in The American Legion Auxiliary Department of Nebraska Star publication. (6-26-2021 Lincoln)

**Section 2.** This Constitution may be amended at any Department Convention by a two-thirds vote of the Department Convention delegates, provided the proposed amendments shall have been submitted through the Department Secretary to the Units and members of the Department Executive Committee by distributing same to them at least twenty (20) days prior to the convening of the next Department Convention; and provided further that all proposed amendments shall be read at a regular meeting of the Department Convention. Units shall be responsible for distributing the proposed amendments to their delegates to the Department Convention. (6-26-2021 Lincoln NE)

**Section 3.** Amendments proposed after distribution, as shown in Section 1 hereof, may be adopted by a two-thirds vote of the Department Convention delegates, provided they have been read at one session of the Department Convention prior to taking the vote. (6-26-2021 Lincoln NE)

**Section 4.** The amendments shall go into effect immediately upon passage unless otherwise stated.

**ARTICLE XI - Rules**

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

The current authority for the change made to the Department of Nebraska American Legion Auxiliary Constitution and Bylaws will remain with the sections moved to the Standing Rules. The sections moved from Article VIII – National Representation to the current Standing Rules will require a 2/3 vote of the Convention body to amend. (6-30-2013)

**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 Department Convention. The second shall be at the call of the Department President at such time and place as shall be designated at Mid-Year Conference. The third shall immediately precede the next Department Convention. (6-22-2017 Columbus NE.) (06-25-2021 Lincoln NE)

1. In the event of a declared emergency, the Department President has the authority to convene and conduct a Department Executive Committee meeting via use of electronic and/or virtual media. (4-16-2020 DEC Electronic Vote)
2. In the event a declared emergency, the Department President shall have the authority with approval of the Department Executive Committee and the endorsement of The Department American Legion to convene and conduct the Department Mid-Year Conference and/or the Department Convention by electronic and/or virtual media.
3. The Department Executive Committee, as the governing body of the Department, shall be notified of the emergency and date and time of said Conference and/or Convention, extending the notice to all Units in the Department of Nebraska.
4. All business decisions resulting from authorized electronic and/or virtual meeting(s) shall be deemed valid.

**Section 3.** The Department President shall call a meeting upon the written request of a quorum of two-thirds (2/3)the Department Executive Committee. (6-22\*-2017 Columbus NE)

**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, 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. (6-27-2004) (6-23-2017 Columbus, NE)

**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 shedeems 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 Department 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,act in an advisory capacity on publication policies and make recommendations to the Department Executive Committee on publication contractsand such other duties as shall be prescribed by the Department Executive Committee. (6-24-07) (6-22-2019 Kearney NE)

**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 with the approval of the Department Executive Committee (DEC)**.** This Committee shall review all recommendations and/or resolutions to ensure they are in proper form, research any impact to governing documents, and distribute to the appropriate committee by May 1st of each year for their action. (6-25-2016 Kearney NE)

All recommendations and/or resolutions be forwarded to the Department Secretary by April 15 to compile and send to the resolutions committee by May 1st. After review by the Resolutions Committee, they will then be forwarded to the chair of whatever is the concern of the resolution and will be presented to the Convention body at the convention meeting in June for approval or disapproval. (6-24-2018 Kearney NE)

**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 body.

**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 provide guidance to the Education committee for judging of the Department scholarships; shall advise the Department President and Department Leadership when consulted; and perform such other duties as the Department Executive Committee shall prescribe. (06-22-2019 Kearney)

**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.** 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 Department 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 Department Executive Committee for the unexpired term.

**Section 8**. 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. (6-30-2002)

**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. (6-26-2004)

**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 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. (7-31-2012)

Department Secretary-Treasurer 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 Department Executive Committee. (6-24-2018 Kearney NE)

The Department Secretary-Treasurer’s books shall be audited annually. This audit may be completed externally by a professional auditing firm or it may be completed internally by a two-member team. If performed internally, the two members must have a working knowledge of generally accepted auditing standards and procedures. These individuals must be persons who have served on the Department Executive Committee at some time. (6-25-2011)

**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. (6-26-2004) (6-21-2019 Kearney NE)

**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. (6-22-2000)

**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 Representative, 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.** A blanket bond covers any Department, District, County or Unit member of the American Legion Auxiliary charged with the responsibility of handling Auxiliary funds. (7-1-2012)

**Section 2.** The revenue of the American Legion Auxiliary Department of Nebraska shall be derived from annual membership in a per capita amount established by the Department Convention Delegates, and from such other sources as may be approved by the Department Executive Committee. Modification to the Department per capita dues for members shall require a two-thirds (2/3) vote in the affirmative by the Department Convention Delegates. Dues shall be payable in the amounts as provided in Standing Rules Section Q - Membership. A member’s status is dependent upon timely payment of dues. Dues for each Senior member shall include subscriptions to National’s American Legion Auxiliary magazine and to department’s newspaper the STAR. A portion of each members’ dues shall be set aside for the National Convention Delegates’ Fund; the balance to be used for the General Fund. 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 approval of the Department Executive Committee. (6-24-2018 Kearney NE)

**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** A member who is not subject to suspension or membership revocation under due process is eligible to transfer her membership to another Unit if she has paid her membership dues to her current Unit for either the current year or immediate past membership year. A member transferring to a new Unit must pay current year dues to either her current Unit or to the Unit which she wishes to transfer.

Evidence of paid membership includes:

* 1. American Legion Auxiliary Membership Card;
  2. Verification of membership by American Legion Auxiliary Department or National Headquarters membership records;
  3. Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or
  4. When verifying documentation is not available, a sworn statement that the member’s membership dues payment was tendered. (National Convention 2016, Cincinnati OH)

**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:** The Department of Nebraska American Legion Auxiliary Bylaws shall be automatically updated when changes are made to the National Organization governing document; thus, no formal resolution shall be required to make said changes. Updates shall be effective immediately.

The Department of Nebraska governing document shall be in compliance with the National Organization 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 changes to ensure they have been properly updated.

Notification of automatic updates shall be placed in The American Legion Auxiliary Department of Nebraska Star publication. (6-26-2021 Lincoln)

**Section 2.** The Bylaws may be amended at any Department Convention by a two-thirds vote of the Department Convention delegates, provided the proposed amendments shall have been submitted through the Department Secretary to the Units and members of the Department Executive Committee by distributing same to them at least twenty (20) days prior to the convening of the next Department Convention; and provided further that all proposed amendments shall be read at a regular meeting of the Department Convention except when Department Convention delegates will have approved suspending the reading of a specific proposal. Units shall be responsible for distributing the proposed amendments to their delegates to the Department Convention. (6-26-2021 Lincoln NE)

**Section 3.** Amendments proposed after distribution by the Department Secretary may be adopted by a two-thirds vote of the Department Convention delegates, provided they have been read at one meeting of the session prior to taking the vote. (6-26-2021 Lincoln NE)

**Section 4.** An amendment not having been previously read or distributed may be adopted by the unanimous vote of the Department Convention delegates. (6-26-2021 Lincoln NE)

**Section 5.** 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.

The current authority for the change made to the Department of Nebraska American Legion Auxiliary Constitution and Bylaws will remain with the sections moved to the Standing Rules. The sections moved from Article VIII – National Representation to the current Standing Rules will require a 2/3 vote of the Convention body to amend. (6/30/2013)

**STANDING RULES**

**PREFACE**

These American Legion Auxiliary, Department of Nebraska, Standing Rules are duly adopted by the appropriate Department governing body of the American Legion Auxiliary; namely, Department Convention Delegates, to provide guidance to the Department, Districts, Counties and Units and affiliated entities. Standing Rules have the same importance as the Department Constitution and Bylaws and may be amended as equally as needed.

Certain Standing Rules can only be amended or rescinded by action of the Department Convention Delegates, as specified therein. Standing Rules that specifically state “As provided by the Department Bylaws” can only be amended by action of the Department Convention Delegates.

Except when otherwise specified in the Bylaws or these Standing Rules, a Standing Rule may be amended or rescinded by a two-thirds (2/3) vote of the Department Executive Committee, or, if notice has been given, by a majority vote. In addition to these Standing Rules, supplementary Department policies or rules may be adopted as they are needed from time to time by the Department Executive Committee or Department Convention. (1-12-2018 Mid-Year, N Platte NE)

**SECTION A - DEPARTMENT OFFICERS**

1. The five elected officers, Department President, Department Vice President, Department Secretary-Treasurer, Department Historian and Department Chaplain, be extended all the courtesies and privileges of their offices. (6-27-2004)
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 (6-25-1993)
3. The Department shall secure Business Travel Insurance and Directors and Officers Insurance for the Department President, Department Vice President, Department Secretary-Treasurer, Department Historian, Department Chaplain, National Executive Committeewoman. (6-23-2005) (6-23-2016)
4. The Department shall secure a blanket bond for the Department President, Department Finance Chairman, Secretary-Treasurer and Department Headquarters employees. (6-23-2005)
5. No candidate for Department office shall announce her candidacy prior to Mid-Year Conference.
   1. 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. (1-18-1985)
6. The duties and powers of officers are listed in Article III of the Bylaws, Sections 1, 2, 3, 4 and 5. (6-27-2005)

**SECTION B - DEPARTMENT PRESIDENT**

1. The Department President shall receive a monthly stipend in the amount of $425 for carrying out the duties of her office. In addition to the monthly stipend, the Department President is allowed (receipts and itemized voucher required) the following:
   1. Department Convention and Mid-year Conference - mileage at the rate of 35 cents per mile, lodging and $20 per diem. Expenses to be taken from Conferences and Conventions, General Fund.
   2. District Spring conventions and District Fall meetings - mileage at the rate of 35 cents per mile and lodging, if necessary - Expenses to be taken from State Committees, General Fund.
   3. Department Committee meetings
      1. Advisory and/or Finance meetings - mileage at the rate of 35 cents per mile and $20 per diem - Expenses to be taken from Conferences and Conventions, General Fund.
      2. Scholarship Judging meeting - mileage at the rate of 35 cents per mile and $20 per diem - Expenses to be taken from State Committees, General Fund.
   4. National Convention - Transportation (see Standing Rule V - Travel Policy #2. a), lodging and $20 per diem - Expenses to be taken from National Convention, General Fund.
   5. Spring National Executive Committee meeting – In the event that the National Executive Committeewoman is unable to attend the Spring NEC meeting, the Department President, in her capacity as Alternate NEC, shall receive transportation (see Standing Rule V - Travel Policy #2. a), lodging and $20 per diem - Expenses to be taken from National Executive Committee Meeting, General Fund. (6-20-2019)
   6. Eisenhower/Truman Pilgrimages - Lodging and wreath expenses to be paid. (see Standing Rule N Eisenhower/Truman Pilgrimages) - Expenses to be taken from Eisenhower/Truman, General Fund. (6-24-2018 Kearney NE)
2. When the Department President is unable to attend a District Convention or Fall meeting, the Department Vice President or a designated representative shall be allowed mileage at the rate of 35 cents per mile, lodging (if necessary). . When the designated representative is in her own district, no expenses shall be allowed. Expenses to be taken from State Committees, General Fund. The Department President shall have the sole authority to request an email and/or mail vote from the Department Executive Committee, with ballots to be returned “Attention -- Department President.” (6-22-2017 Columbus NE)
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 held at the cemetery located at 12004 Nebraska 56A Spur, Maxwell, Nebraska 69151. Services historically start at 2:00 p.m. For more information regarding the service contact: Fort McPherson during the week at (308) 582-4433. (6-27-2013)
4. 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. (1-12-1996)

**SECTION C - DEPARTMENT VICE PRESIDENT**

1. 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 and District Conventions. (1-12-2018 Mid-Year, N Platte NE)
2. 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. (6-26-2008)
3. 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. (6-22-1995)

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

1. Bills shall be paid upon receipt 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. (6-24-1999)

1. The Auditor’s Report is to be sent to all Department Executive Committee members and Finance Committee members as soon as available. (6-22-1995.) A summary of the Audit is to be printed in the Auxiliary “Star” as soon as possible. (6-20-1990)
2. 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. (6-22-1995)
3. The Department Secretary-Treasurer is charged with investing available funds, with approval of the Department President and Finance Chairman. (6-24-2021)
4. The Department Secretary is authorized to hire part-time help, not to exceed 50 weeks at 8 hours per week or 400 hours a year, for peak membership or other busy times during the year with the approval of the Department President. (6-25-2016 Kearney NE)
5. The two audit team members will be recommended by the Finance Committee to the Department Executive Committee (DEC) for approval. The term of service will coincide with Mid-Year Conferences on an annual basis. (1-12-2018 Mid-Year, N Platte NE)
   1. Reimburse mileage to two (2) auditors to Department headquarters two times per year and reimburse mileage and one-day per diem to mid-year conference.
   2. 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. (1-9-1998)
6. The American Legion Auxiliary, Department of Nebraska acquired a credit card may be used by the Department Secretary/Treasurer for approved expenditures in lieu of a check. Among common uses are:
   1. To guarantee lodging reservations, payment of lodging, airline tickets and other expenses for Department Officers at conventions, conferences and workshops
   2. To purchase office supplies, etc. in the store or on-line
   3. To pay National membership dues
   4. To pay recurring budgeted operating expenses, e.g. telephone, copier lease and maintenance, postage, accounting services.

The Department Secretary-Treasurer, with the approval of the Department President and Finance Chairman may use the Department credit card for a purchase that does not fall into the “common uses”. (6-24-2018 Kearney NE)

1. Expenses incurred by employees in connection with their duties will be reimbursed as follows: (6-26-1997)
2. Department Secretary: 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. (6-26-2008)
3. District Conventions: 35 cents per mile, $20 per diem, and lodging, if necessary, submitted by voucher. (6-26-2008)
4. National Convention and Department Leadership National Conference: 35 cents per mile (or coach, if by air), taxi/shuttle, her share of the lodging, Department Leadership National 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. (6-27-2013)
5. 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). (6-26-2008)

**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 8-1/2” x 11” notebook history in lieu of individual typed reports of contributors. (6-22-2017 Columbus NE)
2. The Department Historian shall assume the duties of Cavalcade of Memories Chairman. (6-26-1986)

**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. Gold Star recognition at Department Convention is to be held during Convention program. (1-12-2018 Mid-Year, N Platte NE)
4. 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. (1-13-1984)

**SECTION G - NATIONAL EXECUTIVE COMMITTEEWOMAN**

1. 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. (6-27-1996)

**SECTION H- GENERAL**

1. Upon the presentation of an itemized statement, Department Chairmen (other than the Membership Chairman) shall be allowed expenses, not to exceed $25. (6-20-2019 Kearney NE)
2. The Department Membership Chairman shall receive $500 for expenses, upon presentation of receipts. (6-20-2019 Kearney NE)
3. Department Chairmen visits and personal awards offered by the Department Chairmen are optional at no Department expense unless stated within their respective programs in the Standing Rules. (6-20-2019 Kearney NE)
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. (6-25-1993)
5. The bulk mailing permit may be used for sending Department Christmas cards.
6. 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 Action. (6-22-1995)

Committee program areas will appear in parenthesis on contribution sheets to assist Units in proper reporting. (6-23-2005)

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. (6-23-2005)

1. Names of deceased members of the American Legion Auxiliary must be submitted to Department Headquarters, to be transmitted to National Headquarters and for the use in the “In Memoriam” listing in the American Legion Auxiliary “The Star.” (1-12-2018 Mid-Year, N Platte NE)

**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. (6-21-2001)

Monetary awards for shall be taken from the Histories and Awards, General Fund. (1-12-2018 Mid-Year, N Platte NE)

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

1. The Department Secretary is instructed to include in the American 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. (1-8-1999)
2. The American Legion Auxiliary “The Star” is a bi-monthly publication beginning with the April 1980 issue. Effective in the 2012-2013 year, “The Star” combines with The American Legion “Legionnaire” and follows the “Legionnaire” publication schedule. (6-26-2014)

**SECTION K – UNIT ANNUAL REPORTS**

1. Unit Annual Reports shall be completed and submitted to the Department no later than 30 days prior to reporting date(s) set by the Northwestern Division and/or National Chairman. When Mid-Year reports are requested from the Northwestern Division and/or National, the same time frame would be applicable. (6-22-2017 Columbus NE)
2. Units will be provided the necessary reporting forms and encouraged to share the what, when, where, how and why of working a program to include but not limited to the number of volunteers, their cumulative hours, costs incurred, monies raised; number of persons served; i.e., Veterans – Children – Military families or community entities. (6-22-2017 Columbus NE)
3. The Chairmen are encouraged to select “Best of Unit” report(s) and assist the Unit in generating an entry for Northwestern Division and/or National awards should such awards be available. (6-22-2017 Columbus NE)
4. At the discretion of Department Chairmen, a certificate or other token of appreciation may be given to Units for taking time to share how they implemented the program locally; at no expense to the Department. (6-22-2017 Columbus NE)
5. Deadlines for reports, narratives or contest entries are due to Department Chairmen as published in their current year’s ABC Book article. Submission date shall be considered the postmark date or email sent date. (1-12-2018 Mid-Year, N Platte NE)

**SECTION L - COUNTY GOVERNMENT**

* 1. An article for County Government will be allowed in the ABC Book, American Legion Auxiliary “The Star”, and, if necessary, a bulletin sent to Units. (1-8-1999)
  2. 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 Conference and Department Convention sessions, said expenses to be taken from the Conferences and Conventions budget item. (6-26-2008)
  3. 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 Department Secretary of her representative. In this case, the representative shall receive allowed expense.

**SECTION M - 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. (6-23-2005)
  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. (6-27-1996)

**SECTION N - EISENHOWER AND TRUMAN PILGRIMAGES**

Department President shall attend the Eisenhower and Truman Pilgrimages with lodging and wreath expenses paid from General Fund. The Eisenhower Pilgrimage is held at the Presidential Library located at 200 S.E. 4th Street, Abilene, KS. 67410 and is hosted by the Kansas American Legion and Auxiliary. It is held on a Friday in October closest to the President’s birthday.  The Truman Pilgrimage is held at the Presidential Library located at 16701 US 40, Independence, MO 64055 and is hosted by the Missouri American Legion and Auxiliary.  It is held on the president’s birthday May 7th and 8th.  (6-27-2013) (1-12-2018 Mid-Year, N Platte NE)

**SECTION O - 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. (Does not affect District or Unit projects). (6-22-1995)

**SECTION P - 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. 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. (6-23-2005)
  3. See Article V, Section 2 of the American Legion Auxiliary Bylaws.

**SECTION Q - MEMBERSHIP**

* 1. 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. This change will begin with the 2012 membership year.
  2. The annual dues of the Unit to the National organization shall be twelve dollars ($12.00) per Senior member and two dollars and fifty cents ($2.50) per Junior member. The annual dues of the Unit to the Department shall be ten dollars and twenty-five cents ($10.25) per Senior member and one dollar and twenty-five cents ($1.25) per Junior member effective with payment of the 2019 dues; both National and Department dues should be transmitted together to Department Headquarters or paid on line through the National website. Twenty cents ($.20) of each member’s dues shall be set aside for the National Convention Delegates’ Fund, (6-24-2018 Kearney NE)
  3. In order to conform to National policy, the Department shall not return dues except for the current year.
  4. 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.
  5. $400 is allocated in the budget for membership awards to be designated by the appointed Membership Chairman, with consensus of Department President and Department Secretary. The Department Membership Chairman shall list the awards to be presented for the year in her ABC Book plan of action. (6-26-2014)

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

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). (6-24-2007)

Citations will be presented to all Units who reach or exceed Unit Goal by 30 days prior to Department Convention. (6-24-2007)

* 1. The membership analysis shall be sent electronically, if possible, to National Executive Committeewoman, Department President, Department Vice President, Department Membership Chairman, Department Historian, Department Chaplain, 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. (1-11-2008)

Membership will be transmitted to the National organization on a weekly basis. (6-22-2006)

* 1. The District Vice President or Membership Chairman shall serve within her respective District and shall provide guidance and leadership to the Units within her District as directed by the Department Membership Chairman.

The Department Membership Chairman shall provide all District Membership Chairman information to assist with membership. (6-20-2019 Kearney NE)

* 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. (1-8-1999)
     1. National dues for Nebraska Permanent members will be paid from the General Fund. (6-26-2015)

**SECTION R - NATIONAL**

1. **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 to making a $100 Department donation to National President’s Project, if she attends Mid-Year Educational Conference or Department Convention. (6-25-2011)
2. **RULES AND GUIDELINES FOR DEPARTMENT ENDORSEMENT OF CANDIDATE FOR NATIONAL OFFICE**
   1. For Department endorsement of a candidate for the office of National Chaplain or National Historian, the candidate must be in good standing and current dues paid.

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. (6-25-2016 Kearney NE)

* 1. If candidate meets requirements, Department endorsement shall be by majority vote of Convention delegates.
  2. 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. (1-8-1999)
  3. There shall be no Department courtesy endorsements for National office.
  4. 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. (1-18-1988)
  5. 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. (6-23-2005)

**SECTION S - 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” 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. (6-27-2013)
  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 $25. 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. (1-12-2018 Mid-Year, N Platte NE)

When there is a death of a Past Department President, the Past President’s Parley Chairman shall send a card to the family. A $25 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. (1-12-2018 Mid-Year, N Platte NE)

* 1. A $25 contribution shall be made to the Past Presidents Parley Scholarship Fundin memory of a deceased Past Department President with the funds to be taken from the General Fund. (1-12-2018 Mid-Year, N Platte NE)

**SECTION T - 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. (6-22-1995)

Monetary awards shall be taken from the Histories and Award Budget Item, General Fund. (1-12-2018 Mid-Year, N Platte NE)

**SECTION U - PUBLIC RELATIONS (PUBLICITY)**

1. Unit Public Relations Book awards shall be $10 for first place and $8 for second place. (6-23-2005)
2. The Department President will furnish the Department Public Relations Chairman a scrapbook and filler sheets for the Department President’s scrapbook. (1-8-1999)

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”.

Monetary awards shall be taken from the Histories and Awards, General Fund. (1-14-1994)

**SECTION V - TRAVEL POLICY**

1. 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.
2. Authorized Officers/Chairmen
   1. 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.
   2. 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. (6-25-2009)
   3. The National Security Chairman shall be allowed $300 to attend the Washington Conference with said allowance to be taken from General Fund.
   4. $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. (6-25-1992)
   5. For the Department Leadership National Conference in Indianapolis, Department Membership designee, each candidate for Department President, and the current Department Secretary 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. (6-27-2013)(6-24-2021)
   6. The Department of Nebraska shall pay for the incoming Department Vice President to attend this conference and attend the membership portion of instructions as the Department Vice President shall work closely with the Department Membership Chairman throughout the year.

Amount to be taken from the General Fund. National allowance shall be deducted from these expenses. (6-27-2013)(6-24-2021)

Candidate(s) for the position of Department President shall announce candidacy prior to the close of the Mid-Year Conference for election at the ensuing Department Convention. No candidate shall announce their candidacy prior to Mid-Year Conference. If not announced at Mid-year candidates will not be able to attend the DNLC.(6-24-2021)

**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.

**CONFERENCES AND CONVENTIONS**

Registration fee for Mid-Year Conference shall be $5; Department Convention, $10; commencing with Mid-Year Conference in January 2013. (1-17-2013)

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.

Representation at Department conventions shall by Units with each Unit 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 have been received by the Department Secretary-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 be forwarded immediately to the Department Secretary-Treasurer. The Department “Convention Call “will be mailed out to the Units sixty (60) days prior to the Department Convention. (6-24-2018 Kearney NE)

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. (1-8-1999)

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.

1. Past Department Presidents shall be registered at Department Conventions as delegates and the registration fee shall be waived. Registration fee shall also be waived to Mid-Year Conference. (6-20-2019 Kearney NE)
2. 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.
3. Department shall waive registration fees for Finance Committee and Department Executive Committee members for Mid-Year Conference and Department Convention. (1-8-1999)
4. 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. (6-22-2000)
5. The Department President shall have the privilege of selecting the chairman of her Department Convention.
6. 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 Department Executive Committee meetings, Mid-Year Conference and Department Convention sessions, said expenses to be taken from the Conferences and Conventions budget item. (6-26-2008)

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 Department Executive Committee meetings, Mid-Year Conference and Department Convention sessions, said expenses to be taken from the Conferences and Convention budget item. (6-26-2008)

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. (1-13-1995)

The Department 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 Department Executive Committee meetings, Mid-Year Conference and Department Convention sessions, said expenses to be taken from the Conferences & Conventions budget item. (6-26-2008)

Newly elected District Presidents shall be allowed round trip travel at the rate of 35 cents per mile and one $20 per diem for the purpose of attending installation and the Post-Department Executive Committee Meeting on Sunday of Department Convention to assume their position on the Department Executive Committee, said expenses to be taken from the Conferences & Conventions General Fund budget item. (6-26-2014) (01-10-2020 Mid-Year, Kearney NE)

1. The two members of the Veterans Affairs and Rehabilitation Committee, Representatives and Associate Representatives at the Veterans Administration Medical Centers and Chairmen at the Nebraska Veterans Homes, 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.

If a VAMC Representative or Nebraska Veterans Home 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. (6-26-2015)

The expenses of the Veterans Affairs and Rehabilitation Committee, Representatives and Associate Representatives at the Veterans Administration Medical Centers and Chairmen at the Nebraska Veterans Homes shall be taken from the Veterans Affairs and Rehabilitation Fund. The expenses of the Children and Youth Chairman and the Education Chairman shall be taken from the Children and Youth Fund. (6-24-2018 Kearney NE)

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. (6-26-2015)

1. 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, 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. (6-26-2008)

When the National President requests a department to enlist a Chairman for a special Program and/or Project, she shall be allowed round trip travel at the rate of 35 cents per mile and $20 per diem for days absent from home, half-days to be counted as such. (6-25-2015)

Representatives and Associate Representatives at the VA Medical Centers and Chairmen at the Nebraska Veterans Homes shall be allowed expenses as in paragraph 8, this expense to be taken from the Veterans Affairs and Rehabilitation Fund. (6-21-2001)

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. (6-27-1996)

1. 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**,** Department Executive Committee, Department Convention**,** Department Executive Committee, plus business sessions at Convention and Post-Convention Department Executive Committee meetings, said expenses to be taken from the Conferences and Conventions budget item. Parliamentarian to be chosen from the Department Executive Committee or Past Department Presidents. (6-26-2008)
2. Complimentary tickets (7) for Children and Youth Luncheon (or breakfast) at Department Convention shall be limited to: Department ALA President, Department TAL Commander, Detachment SAL Commander, Auxiliary Children and Youth Chairman, Legion Children and Youth Chairman, invited National Officers and guest speaker(s). Complimentary tickets to be paid from the Children and Youth fund. (6-25-2016 Kearney NE)
3. Room courtesy gifts will be extended only to the visiting National officer for Department Convention and Mid-Year Conference.
   1. This room courtesy gift to be purchased by the Distinguished Guest Chairman, cost not to exceed $20 to be reimbursed by Department. (6-25-2016 Kearney NE)
   2. The Department gift for the visiting National officer will be selected by the Department President, with cost up to $50 for the National President or $25 for any other National officer to be paid by the Department. (6-25-2011)
4. The Department Secretary is authorized to rent a van or other vehicle to move the office to the Convention and Conference sites. (6-22-1989)
5. 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.

**NATIONAL CONVENTION**

1. Delegate strength to the National Convention is determined by Nebraska’s membership prior to the National Convention. (6-27-2013)
2. Delegates shall be the retiring Department President, the newly elected Department officers, District Presidents, any National Appointments and Nebraska’s candidate for the Northwestern Division Vice President the year she is elected at the National Convention (See Constitution, Article VIII - National Representation). (6-27-2013: 6-23-2016)
   1. When total membership permits delegates-at-large, the Veteran’s Affairs and Rehabilitation Chairman and the Children and Youth Chairman shall be delegates. Additional delegates-at-large shall be elected by the Convention body. (6-27-2004).
   2. 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.
   3. If total membership does not allow for representation of all thirteen (13) Districts, representation shall be determined at the Pre-Convention Department Executive Committee Meeting. (6-27-2013)
   4. Each District President will submit the name of their District representative (that will be attending National Convention) to the Department Secretary. The Districts will be placed on the National Delegate list with priority givento the Districts according to their percentage of membership as of 30 days prior to Department Convention. When there are not any more National Delegate positions, the remainder of the districts will be placed on the alternate to National Convention list. (6-27-2013)
3. 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.
   1. The District Vice President shall, by virtue of her office, be the alternate to the District President.
   2. 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.
   3. 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. (1-11-1991)
4. The retiring Department President as Chairman of the Delegation to the National Convention shall select the pages for National Convention. These pages shall be District Presidents with preference given to those who have completed their first administrative term. (6-27-2013)
   1. The newly elected Department President as alternate to the Chairman of the Delegation shall assign the members to attend the Pre-Convention Committee meetings at National Convention.
   2. The Department Secretary-Treasurer shall act as Secretary of the Delegation to the National Convention.
5. 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. (6-25-2009)
   1. 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.
   2. The incoming Department President and Department Secretary-Treasurer’s expenses to National Convention are to be paid from General Fund. When the outgoing Department President is not the National Executive Committeewoman-elect, the outgoing Department President’s expenses to National Convention, including a ticket to the American Legion Auxiliary’s States Dinner are to be paid from the General Fund. (1-8-1999) (6-22-2019 Kearney NE)
   3. 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. (1-8-1999)
6. The Department will provide corsages for the National 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. (6-23-2005)
   1. If Nebraska has a Past National President, National Chairman, National Senior Officer, or National Honorary Junior Officer, a corsage will also be provided. (1-18-2013)
7. 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.
   1. A car may be rented for the National Convention parade, if necessary.
8. Six (6) tickets are exchanged with the Legion for States Dinner and Commander’s Dinner at National Convention. These are given to:

States Dinner Commander’s Banquet

Department Commander & spouse Department President & husband

Immediate Past Commander and spouse Immediate Past President and husband

NEC man & spouse NEC woman & husband

1. 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) and National Executive Committeewoman-Elect.
2. 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. (1-11-2008)
3. When neither the District President nor the District Vice President is 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. (6-25-2009)

**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. (6-25-2009)
      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. Memorial Poppies to be made by Veterans and other individuals of a non-veteran status. Only those poppies made by Veterans are eligible to be paid the stipend of five cents ($.05) per small poppy and eight cents ($.08) per large poppy for a Veterans time assembling a Memorial Poppy. (01-10-2020 Mid-Year, Kearney NE)

The label will remain a part of the Memorial Poppy but will not state “Handmade by Veterans.”

With a year-round program it should be possible for enough Memorial Poppies to be made for Nebraska to fill out-of-state poppy orders (6-24-2018 Kearney NE)

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. (1-12-1996)

Price of small finished poppies will be based on the total price of the poppy kit, labels, and labor plus one percent, with the total rounded to the next dollar plus the applicable city and state sales tax within Nebraska.  All orders requiring shipment will be charged a ten-dollar ($10) postage and handling fee per thousand. Price of large poppies will be $10 per dozen plus the applicable city and state sales tax plus postage. (6-26-2020 Zoom Department Executive Committee)

Out of state price of finished small poppies will be the price to Nebraska Units plus $30 per 1,000 plus shipping charges or postage outside Nebraska.  Price of large poppies will be $10 per dozen plus postage. (6-26-2020 Zoom Department Executive Committee)

* + - 1. 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.
      2. The Veterans Affairs and Rehabilitation Fund shall contribute $725 per month to salaries in the Department office. (6-25-2009)

$500 annually shall be credited from the Veterans Affairs and Rehabilitation Fund to the General Fund for postage, paper and ink. (1-12-2002)

* + - 1. The Department of Nebraska shall have a two-member Veterans Affairs and Rehabilitation Committee.  One member shall serve as Veterans Affairs and Rehabilitation Chairman and one member shall serve as Service to Veterans Chairman.  The Veterans Affairs and Rehabilitation Chairman shall be an interested member who is willing to learn and work all aspects of the program that would qualify her for further advancement within our Department if she so desires.  A Past Department President or a prior VA&R Chairman may serve as mentor to assist her in becoming comfortable in her role.

This Committee shall be an appointment in each position of Service to Veterans and Veterans Affairs and Rehabilitation Chairman. (6-25-2015)

It shall be the duty of the Service to Veterans Chairman to make sewing, tray favor and centerpiece assignments. Facilities may opt out of tray favors and centerpieces in favor of door decorations for the residents. Reimbursement of postage expense will be paid upon presentation of itemized statement. (6-26-2014)

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. (6-26-2008)

* + - 1. All Veterans Affairs and Rehabilitation vouchers signed by Medical Center Representatives and Veterans 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. (6-27-1991)

Reports must be up to date before vouchers will be approved. (6-27-1991)

* + - 1. 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. (6-26-2008)
      2. The Veterans Affairs and Rehabilitation Chairman requests Gift Shop assessments for the two VA Medical Centers. (6-26-2008)

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 1st of each year. (6-26-2008)

Articles for the Gift Shop program in the VA Medical Centers shall be marked “Donated by American Legion Auxiliary”. (1-7-1983)

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. (6-26-2008)

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

* + - * 1. Allowing Veterans entering the VA Medical Center after Gift Shop to select gifts;
        2. Distribution to needy or homeless veterans determined by referral from the County Veteran Service Officers.
      1. 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. (6-26-2008)

Christmas greetings from the Department President will be included with the Gifts for Yanks Who Gave remembrances. (6-27-1991)

* + - 1. 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 VA 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. (6-27-1991)
      2. $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 1st each year. (6-26-2008)
      3. The Gold Star annual gifts shall be as follows:
         1. A total amount equal to the prior fiscal year’s actual donations 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 no later than February 15th utilizing the Liberty Express census and VA Medical Center Representative reports (yearly average).
         2. Be vouchered no later than April 1st and expended by July 31st.
         3. Used as deemed necessary by the facilities’ Chairmen or Representatives. (1-12-3018 Mid-Year, N Platte NE)
      4. $250 shall be budgeted annually to assist each “Creative Arts Festival” national winner from Nebraska with expenses to attend the national festival. (6-26-2003)

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. (6-24-2004)

* + - 1. $60 per month honorarium to defray expenses incurred will be paid to Medical Center Representatives, Chairmen at Nebraska Veterans Homes and Associate Representatives, provided that monthly reports are received showing active participation from these Representatives and Chairmen. (6-21-2001)
      2. $50 given to each American Legion Auxiliary Deputy and Vice Chairman at Christmas as a token of appreciation for their work. (6-21-2001)

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 meetings annually (attendance required of this Deputy only). (6-26-2008)

* + - 1. 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.
      2. The Veterans Affairs and Rehabilitation planning meeting location, time and date 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. (6-25-2010)(6-24-2021)
      3. 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. (1-13-1984)
      4. 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. 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. (1-12-2002)

* + - 1. 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 $200 to secure a speaker for the Children and Youth Breakfast, Luncheon or Function. (6-25-2015 Kearney NE)

* + - 1. 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. (6-24-2002)
      2. The Department Children and Youth Chairman shall be allowed $50 for clerical help upon submission of voucher.

**EDUCATION**

1. All American Legion Auxiliary, Department of Nebraska, scholarships shall be veteran connected. A member of the National Guard or Reserve who has served on active duty shall be considered a veteran for Department scholarships.

The American Legion Auxiliary Unit submitting a scholarship application packet to the Department for judging must verify that the application is complete. Incomplete applications will not be considered. The Unit shall submit an individual’s application for only ONE of the Department scholarships and the Unit shall determine which scholarship best fits an applicant based on his/her future plans.

1. The scholarship recipient shall return the Department-created form to Department Headquarters no later than July 1st requesting payment to the student and school. Thus, the scholarship funding can be distributed during the current fiscal year. All scholarship funding shall be awarded in one payment. All scholarship funding not released by January 1st shall not be awarded. (6-22-2017 Columbus NE)
   1. The Little Red Schoolhouse Scholarship, a.k.a. Nurses’ Scholarship, funds available shall be determined prior to the annual Scholarship Committee meeting. Awards shall not exceed this amount. The Scholarship Committee may consider the current balance and future projections of donations and awards in determining the number and amount of awards. Awards shall be made to Nurse’s Scholarship applicants. The award amount shall be no less than $400.
   2. Career and Technical Education Scholarship, a.k.a. Student Aid Grant scholarship, funds available shall be determined prior to the annual Scholarship Committee meeting. Awards shall not exceed this amount. The Scholarship Committee may consider the current and future projections of donations and awards in determining the number and amount of awards. The award amount shall be no less than $400. (6-21-2019)
   3. The Past president Parley scholarship, a.k.a. Nurse’s Scholarship, funds available shall be determined prior to the annual Scholarship Committee meeting. Awards shall not exceed this amount. The Scholarship Committee may consider the current balance and future projections of donations and awards in determining the number and amount of awards. Awards shall be made to Nurse’s Scholarship applicants. The award amount shall be no less than $400. (06-22-2017 Columbus NE)
2. Whenever the National scholarship program includes the following scholarships, and the Nebraska’s selected applicant does not receive a National award, the Department shall award a $200 scholarship to that applicant; or if Nebraska’s selected applicant does receive a National award, the Department shall award a $200 scholarship to the alternate. (6-22-2017 Columbus NE)
   1. National Children of Warrior’s National President Scholarship – The Nebraska selected applicant or alternate shall receive the $200 Department President’s Scholarship.
   2. Spirit of Youth Scholarship for Junior members – The Nebraska selected applicant or alternate shall receive the $200 Department President’s Junior Scholarship.
   3. Non-Traditional Student Scholarship – The Nebraska selected applicant or alternate shall receive the $200 Graduate Scholarship.
3. The Averyl Elaine Keriakedes Memorial Scholarship award amount shall be no less than $200. The award shall be made preferably to 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. Annual awards shall be subject to the availability of funds; i.e., interest earnings on the Keriakedes’ donation principal and any supplemental funding allocations. (6-22-2017 Columbus NE)
4. The Roberta Marie Stretch Memorial Scholarship award amount shall be $400. The award shall be made according to provisions set forth by the Stretch family. Annual awards shall be subject to the availability of funds; i.e., interest earning on the Stretch’s donation principal and any supplemental funding allocations. (6-22-2017 Columbus NE)
5. The Ruby Lorraine Paul Scholarship award amount shall be no less than $200. The award shall be made according to provisions set forth by Richard Paul. Annual awards shall be subject to the availability of funds; i.e., interest earnings on the donation principal and any supplemental funding allocations. (6-22-2017 Columbus NE)
6. The Ruby Paul Campaign Fund Scholarship award amount shall be no less than $200. The award shall be made according to provisions set forth by Richard Paul. Annual awards shall be subject to the availability of funds; i.e., interest earnings on the donation principal and any supplemental funding allocations. (6-22-2017 Columbus NE)
7. Judging of the National scholarships shall consist of five (5) people. The Department Education Chairman shall select three (3) 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. (6-26-1997) (6-22-2017 Columbus NE)
   1. Department scholarship judging shall be held as soon as possible after the date scholarships are due into Department Headquarters. Date(s) and time to be decided by the Advisory Chairman, Department Education Chairman, Department President and Department Secretary. Those judging the scholarship applications shall be the Advisory Committee, Education Chairman and Department President. The Department Secretary shall serve as an alternate judge if one of the five (5) member judging team is unavailable.
8. As a courtesy, the Department President is given the privilege of endorsing onescholarship when applications are judged. (6-22-2017 Columbus NE)

**GIRLS STATE**

Girls State is a program sponsored by the American Legion Auxiliary, Department of Nebraska. This event will be held at the same time and place as The American Legion Cornhusker Boys State session. American Legion Auxiliary Cornhusker Girls State is a corporation with its own set of Constitution & Bylaws & Standing rules. (7-1/-012)

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. (6-25-2009)

**AMERICAN LEGION AUXILIARY GIRLS STATE, INC.**

**DEPARTMENT OF NEBRASKA (CORNHUSKER GIRLS’ STATE)**

**CONSTITUTION & BYLAWS & STANDING RULES**

**Article I - NAME**

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

**Article II – PRINCIPAL OFFICE**

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

**Article III - PURPOSE**

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 – GOVERNING BODY**

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 Board with the approval of the Department Executive Committee. The newly appointed Chairman 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. (7-1/-012)

**Article V – ADVISORY BOARD**

There shall be an Advisory Board composed of five members appointed by the Department President with the approval of the Department Executive Committee. These board 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. (7-1-2012)

**Article VI - PROMOTING**

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 – DEBT OR OBLIGATION**

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 - BYLAWS**

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 – ANNUAL MEETING**

The regular annual meeting shall be held preferably in November prior to the annual Mid-Year Department Executive Committee meeting of the American Legion Auxiliary, which is held in January. There shall be a meeting of the Girls State Executive Council following Girls State and prior to the Department Convention. (7-1-2012)

**Article X - PERPETUAL**

This corporation shall be perpetual.

**Article XI - CONFORMITY**

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.

Updated January 15, 2015, Mid-Year Conference, Norfolk Nebraska

**BYLAWS OF AMERICAN LEGION AUXILIARY**

**GIRLS STATE, INC - DEPARTMENT OF NEBRASKA**

**Article I – EXECUTIVE COUNCIL MEETINGS**

Meetings of the Executive Council shall be held on call of the Chairman or any three members of the Executive Council. (7-1-2012)

**Article II – NOTES & CONTRACTS EXECUTED**

Notes and contracts executed in behalf of this association shall be executed by the Chairman and Secretary or in the absence of the chairman by one of the vice chairman and secretary.

**Article III - QUORUM**

Five members of the Executive Council shall constitute a quorum with the authority to transact all business of the association. These Bylaws may be amended by a two-thirds (2/3) vote at any regular scheduled meeting, or if notice has been given, by a majority vote. (7-1-2012)

**Article IV – OFFICER DUTIES**

Section 1. **Girls State Chairman.** It shall be the duty of the Girls State Chairman to preside at all Girls State meetings and sessions at Cornhusker Girls State, unless she calls a representative to preside in her stead; to appoint Directors for Elections, Education, Counselors, Medical and Media and appoint their Assistant Directors; appoint or create committees; secure speakers for the Girls State Session. She shall be ex-officio member on all committees and shall perform other duties incident to the office. The Girls State Chairman is required to attend the full week of Girls State and carry out assigned duties.

Section 2. **Girls State Vice Chairman**. It shall be the duty of the Girls State first and second Vice Chairman to assume the duties of Girls State Chairman if she is unable to perform her duties; organize and schedule the District Orientations; moderate the political party conventions, preside at Girls State Sessions as appointed by the Girls State Chairman, assist the Girls State Chairman with her duties as requested. The Girls State first and second Vice Chairman are required to attend the full week of Girls State and carry out assigned duties. (7-1-2012)

Section 3. **Girls State Secretary**. It shall be the duty of the Girls State Secretary to record proceedings of the Girls State Meetings, and make a permanent file of the same; submit signed copies of all minutes of Executive Council meetings annually to Department for approval at Mid-Year Conference in January and Department Convention in June; contact and complete housing contract in coordination with the Girls State Chairman; prepare and process applications and mailings; assist with any projects of Girls State Directors, officers or Advisory Board members as requested; prepare manuals and other duties incident to the office. There may also be an Assistant Secretary appointed by the Department President. The Girls State Secretary is required to attend the full week of Girls State and carry out assigned duties. (7-1-2012)

Section 4. **Girls State Treasurer**. The Department Treasurer serves in this capacity. It shall be the duty of the Girls State Treasurer to receive and account for all money belonging to the Girls State Association; shall sign all vouchers disbursing the funds of Girls State and report to the Girls State Executive Council; she shall have the books audited annually and present a budget at the annual planning meeting.

Section 5. **Girls State Director of Elections**. The Director of Elections shall be appointed by the Girls State Chairman and will serve for a one-year term unless appointed otherwise. Two or more assistants will also be appointed by the Girls State Chairman to help the Director with her duties. The Director of Elections will be responsible for organizing volunteers to help on assigned days with the filing of offices and election process. She will compile all results and announce them to the delegates.

Section 6. **Girls State Director of Education.** The Director of Education shall be appointed by the Girls State Chairman and will serve a one-year term unless appointed otherwise. An assistant will also be appointed by the Girls State Chairman to help the Director with her duties. The Director of Education will be responsible for the Government and Current Events Exam. She will also be responsible for the School Board and City Problems and the grading of such. She will also keep records and tally the points for the High Point Town award. The Director of Education and the Assistant Director of Education are required to attend the full week of Girls State and carry out assigned duties.

Section 7. **Girls State Director of Counselors**. The Director of Counselors shall be appointed by the Girls State Chairman and will serve a one-year term unless appointed otherwise. Two assistants will also be appointed by the Girls State Chairman to help the Director with her duties. The Director of Counselors will be responsible for selecting the Senior counselors and Junior Counselors, Saturday orientation for the counselors and the day-to-day guidance of the counselors. The Director of Counselors and the Assistant Director of Counselors are required to attend the full week of Girls State and carry out assigned duties.

Section 8. **Girls State Medical Director**. The Girls State Chairman shall appoint the Girls State Medical Director and she shall hold a LPN or higher certification and will serve a one-year term unless appointed otherwise. An assistant shall be appointed by the Girls State Chairman to help with the weekly duties and she shall also hold a LPN or higher certification. The Medical Director shall be responsible for reviewing the delegates’ medical forms and being aware of any special needs. She shall oversee the medical staff during the week and be available for medical needs at any time. The Medical Director and Assistant Medical Director are required to attend the full week of Girls State and carry out assigned duties.

Section 9. **Girls State Media Director**. The Girls State Media Director shall be appointed by the Girls State Chairman and shall serve a one-year term unless appointed otherwise. An assistant shall be appointed by the Girls State Chairman to help the Media Director with duties as needed. The Media Director shall be responsible for all newspaper publications and also for pictures for any visual presentations.

Section 10. **Girls State Advisory Board.** The Girls State Advisory Board members shall be appointed by the Department President to serve a 5-year term, one new member shall be appointed each year. The 5th year of their term they shall serve as the Advisory Board Chairman. The Advisory Board members are required to attend the full week of Girls State and carry out assigned duties. The Advisory Board shall be in charge of setting up for the Girls State Inauguration at the Capitol, the Girls State Banquet and Graduation. They shall also assist with the Office Appointments.

**Article V – FISCAL YEAR**

The fiscal year of the American Legion Auxiliary Girls State shall be January 1 through December 31.

**Article VI - AMENDMENTS**

Section 1. These by-laws 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. Provided the proposed amendment has been sent to all members of the Girls State Executive Council one (1) week prior to the vote.

Section 2. No amendment shall be put to vote unless written notice stating the proposed amendment, shall have been mailed or delivered personally to each member at least seven (7) calendar days prior to the meeting at which the vote on the amendment is to be taken.

**STANDING RULES OF AMERICAN LEGION**

**AUXILIARY GIRLS STATE, INC**

1. For purposes of voting the Executive Council consists of Officers, Advisory Board and Directors of Medical, Education, Election, Counselors and Media. Assistants are not members of the Executive Council and do not have voting privileges. (7-1-2012)

2. Two Executive Council 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 Council. (7-1-2012)

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 Girls State Planning meeting shall be taken from the Girls State fund but not to exceed $75.

5. The regular annual meeting a.k.a. 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. (7-1-2012)

6. All volunteers (except those from Lincoln) receive round trip mileage (rate as specified in the American Legion Auxiliary Standing Rules) for the November Girls State planning meeting and the Girls State session, submitted by voucher.

7. The budget for floor decorations shall be $320.00, to be divided evenly among the floors. Junior Counselors shall be reimbursed up to $20.00 for floor decorations, submitted by voucher and receipts. (6-25-2011)

8. 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.

9. Staff members may purchase any Girls State logo merchandise available in the Girls State store at cost, at discreet times only. (6-25-2011)

10. All Officers, Advisory Board, Directors and staff shall attend the November Girls State Planning meeting.

11. The Chairman may serve for two years under the discretion of the Department President.

12. It is preferred that Senior Counselors be 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 President. (7-1-2012)

13. Volunteers from area Auxiliary Units serving on the Registration, Reception and Elections Committees are not reimbursed for their mileage or expenses.

14. Cornhusker Girls State is housed on the University of Nebraska city campus. Session dates usually occur during the first full calendar week in June and are set by the Executive Council at the Girls State Planning Meeting. A maximum of 430 delegates may be accepted. (7-1-2012)

15. The Secretary shall receive a salary of $2,000.00 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.

16. The Department President shall be invited to attend the Girls State session and serve as the official hostess. (7-1-2012)

17. The Department Vice President shall be invited, as a courtesy, to serve as a Senior Counselor. (7-1-2012)

18. The Girls State Chairman, with the approval of the Department President, has the choice of holding the Executive Council meeting at the end of all educational and instructional assemblies before the graduation ceremony or following graduation ceremony prior to Department Convention in June. (7-1-2012)

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.

The above Constitution, Bylaws and Standing rules were updated according to changes approved at the 2012 Department Convention held in Kearney, Nebraska.

The above Constitution, Bylaws and Standing rules were updated according to changes approved by the Department Constitution and Bylaws Committee, (Vicki Colson Chairman), on January 16, 2015 at the Department Mid-Year Conference held in Norfolk, NE.

**JUNIOR AMERICAN LEGION AUXILIARY GOVERNING RULES**

**DEPARTMENT of NEBRASKA 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. (1-7-2000)
2. The Honorary Department Junior President and her Unit shall host the Department Junior Meeting at an appropriate location and facility of their choice. (1-7-2000)
3. The Meeting is under the supervision of the Department Junior Activities Chairman. (1-7-2000)
4. All registered Juniors will have a voice. Each unit represented at the meeting shall have one (1) vote to be cast by its official representative. A two-minute recess, for the purpose of caucus, will be allowed to give the unit members time to select their official representative and to allow each Junior to express her opinion in regard to the vote. The official representative shall be a registered Junior member in attendance at the Department Junior meeting and shall be a member in good standing. Each registered Junior unit in attendance at the Department Junior meeting shall designate one (1) Junior Unit member in good standing to be its official representative for the purpose of voting; and the other Junior unit members shall be entitled to voice only.  This rule change to take effect at the 2015 Department Junior Meeting. (6-26-2014)
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.). (1-7-2000)

1. Past Junior Meeting Histories shall be placed in Department Headquarters. (1-7-2000)
2. Each District President should appoint a District Junior Activities Chairman to be active in Junior work.
3. 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. (1-7-2000)
4. Funds for the United States Flag and Banner be raised by the Junior Membership. (6-27-1996)
5. Name badges for the Honorary Junior President, Honorary Vice President and Honorary Junior Historian will be ordered annually by the Department Junior activities Chairman, with funding to be taken from the Junior Activities account. Badges to be ordered through Emblem Sales following the Department Junior Meeting. (6-25-2016 Kearney NE)
6. 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. (1-7-2000)

**OFFICERS**

* + - 1. The Honorary Junior Officers shall be President, Vice President and Historian. (1-7-2000)
      2. The voting members at the Junior Meeting shall elect an Honorary President, Honorary Vice President and Honorary Historian. (1-7-2000)
      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. (1-7-2000)
      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. (1-7-2000)
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. (1-7-2000)
5. The Honorary Department Junior President shall make other appointments as necessary for Meeting with approval of the Junior Activities Chairman (committees, page, etc.). (1-7-2000)

**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\*2000)
2. Resolutions Committee report shall be given just before the adjournment of the Meeting. (1-7-2000)

**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, including up to $125 toward hall rental reimbursement if a Unit needs to rent a hall. $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 Junior activities. (6-27-2013)
      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. (6-26-2008)
      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. (6-26-2008)

**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. (1-7-2000)

2. To keep all contests uniform, the Junior contests shall be judged in age groups as follows: Group I …6 through 8 years, Group II …9 through 12 years, Group III …13 through 15 years, Group IV …16 through 18 years.

Tiny Tot Membership …$4.00 (Unit with the highest number of Tiny Tots (5 years and under) (1-7-2000)

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. (6-26-1997)

4. Junior gavel bells were retired to Cavalcade of Memories and replaced by plaques. Plaques, traveling trophies and gavels continue as awards.

1. 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. (6-26-1982)

**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 shall officially represent Nebraska at the Regional Junior Meeting closest to Nebraska if she so desires. If the Honorary Junior Department President cannot attend, then an alternate will be nominated from the Department Meeting members present. (6-25-2016 Kearney NE)
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). (1-7-2000)
5. The official Junior Representative to the Regional Junior meeting shall receive an amount of $50 less than National Senior Delegate’s allowance for National convention immediately preceding the Mission Training. These funds will come from Department Children and Youth Fund. (6-25-2016 Kearney NE)
6. A special account (National Junior Meeting Grants) has been created within the children and Youth Fund to provide two $100 grants per year to support junior member attendance at a National Junior Meeting. This Section will sunset upon depletion of funds within the (National Junior Meeting Grants) special account.
   1. Junior members may apply for the grant and must specify the National Junior Meeting they will attend.
   2. The Advisory Committee will select the grant awardees based upon a review of applications received thirty (30 days in advance of the National Junior Meeting.
   3. The official Junior Representative to the National Junior Meeting is not eligible for a grant. (6-25-2018 Kearney NE) (Grant Form below)
7. The Junior Activities chairman shall accompany Junior members to the Regional Mission training and Junior Meeting closest to Nebraska as their Chaperone. The amount allowed for her reimbursement shall be $50 less than the amount that the National senior delegates were allowed for the National Convention immediately preceding the Regional Junior Meeting. Amount to be taken from the General Fund. If the Junior Activities Chairman cannot attend, the Department President and Department Junior Activities Chairman may choose a senior member to attend in her place. (1-7-2000: 6-23-2016)

The above Standing Rules were updated according to changes approved at the 2016 Mid-Year Conference in Nebraska City, NE.

Updated at the 2018 June Convention in Kearney, NE

NATIONAL JUNIOR MEETING  
GRANT APPLICATION FORM  
Application due 30 days prior to Event  
Send to Department Headquarters  
PO Box 5227  
Lincoln, NE 68505

The National Junior Meeting Grant is available to a Nebraska Junior member who has been a member for  
at least two (2) years. It is to be used for expenses to attend the National Junior Meeting for registration fee, hotel, meals and/or mileage.

NAME

UNIT # LOCATION

ADDRESS CITY ZIP

AGE GRADE

YEARS OF MEMBERSHIP

OFFICES HELD:

UNIT

DISTRICT

DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTIVITIES AS A JUNIOR

WHY WOULD YOU LIKE TO ATTEND THE NATIONAL JUNIOR MEETING?