

CONSTITUTION

**of the
Nebraska American Legion Press Association**

Article I

Organization

Section 1. The name of this organization shall be the Nebraska American Legion Press Association; NE-ALPA.

Section 2. The Nebraska American Legion Press Association shall represent itself as a sub-set of the National American Legion Press Association (NALPA). NE-ALPA goals and purposes mirror those of NALPA; however, NALPA shall have no oversight or supervisory roles over NE-ALPA functions.

Section 3. The Nebraska American Legion Press Association is a Department-wide organization. The Department is further divided into four areas for the purpose of administration for the NE-ALPA Vice Presidents. There are no sub-organizations on the District or Post levels.

Article II

Purposes

Section 1. The aims and purposes of this Association shall be carried out through the following objectives:

- To assist the Department Headquarters, District officers, and Post families with their publications, internet websites, and social media.
- To promote the development and application of improved methods and programs of communication.
- To encourage the improvement and exchange of publications, electronic media, and editorial content between Nebraska American Legion Family members at all levels.
- To promote the best practices of communication efforts and media publications throughout the Department.
- To disseminate new ideas, promotional plans, and information to help forward the Nebraska American Legion.
- To promote the training and development of individual members through the dissemination of information.
- To aid and encourage the use of Post, County, and District publications as a way to promote, inform, and educate both American Legion Family members and non-members about the programs The American Legion Family does by submitting more stories and pictures to local news media.
- To sponsor an Annual Media Awards Contest to highlight superior efforts to promote the Nebraska American Legion Family through various channels of media.

Article III

Membership

Section 1. Membership in this Association shall be open to members of The American Legion Auxiliary, and Sons of The American Legion.

Article IV

Policy

Section 1. The Nebraska American Legion Press Association and its members shall not affiliate with, nor support or cooperate in, any work or movement in violation of the spirit and policies of The American Legion.

Article V

Meeting and Voting Representation

Section 1. The legislative body of this Association shall be the Annual Meeting. Said meeting shall be held in conjunction with the annual Department Convention of the Nebraska American Legion Family. A quorum at the Annual Meeting shall be 5 NE-ALPA members in good standing. This number will be determined by the Association Secretary and will be taken the Monday prior to the Annual Meeting.

Section 2. Each member in good standing, present, and registered at the Annual Meeting shall be entitled to one (1) vote.

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Section 3. In addition to the Annual Meeting, a separate meeting may be held at the Department Mid-Year Conference for such purposes as determined by the President.

Section 4. The President or majority of the Executive Committee shall have the power to call a special meeting of the Association at any time.

Section 5. Upon the written request of five (5) members, the President shall call a special meeting of the Association.

Article VI

Legislation and Officers

Section 1. At the Annual Meeting, the membership will elect a President and four Vice Presidents. The four Vice Presidents shall be a member of a Post or affiliated organization within and represent areas designated as Areas A, B, C and D, by The American Legion, Department of Nebraska. The President and Vice Presidents shall be elected. The Secretary-Treasurer shall be appointed by the President from personnel at Department Headquarters.

Section 2. The term of the officers shall be one year, commencing immediately after the Annual Meeting and until the next Annual Meeting. Officers of the Association shall be elected by a majority vote of the members present at the Annual Meeting who are in good standing in the Association. No proxy votes shall be allowed. The officers shall be installed at the Annual Meeting. Members can only hold the same office for two consecutive terms and then they must wait one year before running for that office again.

Section 3. Nominations for elective office shall be received from the floor of the Annual Meeting.

Section 4. The six officers shall constitute a Board of Directors for government of the Association between Annual Meetings. Past Presidents shall serve as ex-officio members of the Board of Directors, without vote, for a period of three years following the end of term as President.

Section 5. Fifty-one percent of member's present will constitute a quorum of the Executive Board.

Article VII

Finances

Section 1. The annual dues shall be set at the Annual Meeting and shall remain at the figure set until changed by membership vote at an Annual Meeting.

Section 2. Other income may include any profit from the sales of patches, pins or other items offered by the Association for the use and benefit of its members.

Section 3. Funds of the Association shall be used only by direction of the President and to pay the cost of membership cards, postage and other costs connected with the distribution of information concerning the Association, including an organizational newsletter, cost of certificates for an annual Media Awards Contest, and other legitimate expenses of the Association.

Section 4. A full report of the Association's financial standing shall be made at each Annual Meeting.

Article VIII

Discipline

Section 1. The Executive Board shall be the arbiter in any differences of opinion concerning the eligibility of an applicant for membership.

Section 2. The Executive Board is empowered to suspend or cancel the membership of any member for cause, by a majority vote of the Board.

Article IX

Bylaws

Section 1. The Annual Meeting or the Board of Directors, by a two-thirds vote of the membership of same, may adopt and amend Bylaws for the government and administration of the Association, not in conflict with this Constitution.

Article X

Amendments

Section 1. This Constitution may be amended by a two-thirds vote of the members present at an Annual Meeting or at a special meeting called for that purpose, and for such special meeting, a written notice shall be sent to all members in good standing at least 30 days in advance.

Adopted: July 17, 1965 Amended: July 23, 1966 Amended: June 28, 1980 Amended: June 25, 1994 Amended June 22, 2019

Vicki Cyboron
NE-ALPA President

Amanda Washburn
NE-ALPA Secretary

BYLAWS

**of the
Nebraska American Legion Press Association**

Article I Membership

Section 1. Membership shall be automatically forfeited if renewal dues have not been paid within sixty (60) days following the Annual Meeting. The mailing list may be cleared of the names of such non-paid members on the first day of January following the Annual Meeting.

Section 2. Life membership may be conferred upon members of the Association at such times and under such terms as the membership shall determine. All past Presidents of the Association will be granted an honorary life membership.

Article II Organization and Administration

Section 1. *Duties of the President.*

- a. The President shall: preside at all meetings of the Association and the Board of Directors; initiate and direct the execution of all directives of the Association or the Board of Directors; appoint committees to carry out the work of the Association and have authority to dismiss committees or members of committees if they fail to act; and have the authority to speak for the Association before other groups of The American Legion or affiliated organizations or any other group.
- b. The President shall communicate with the Area Vice Presidents to make sure their responsibilities are being fulfilled and to communicate new ideas, developments, and decisions made between meetings.
- c. In the event of a vacancy in the office of President, the Executive Board shall name one of the Vice Presidents to assume the office of President until the next Annual Meeting. The replacement shall be the Acting President.
- d. If a vacancy occurs in the Area Vice Presidents or the Secretary-Treasurer, the President shall appoint a member to fill the position. The Executive Board must approve the appointment.

Section 2. *Duties of the Vice Presidents.*

- a. The Vice Presidents shall perform such duties as may be assigned to them by the Association or the President. These duties include carrying out the functions of the Association in their elected Area.
- b. Vice Presidents shall: communicate with the Posts and affiliated organizations within their Area; help update contact information of all members; encourage membership recruitment in all Areas and organizations; receive and report on activities from their Area; assist in training activities in both the assigned Area and at Department meetings; help create videos and PSAs, PowerPoints, or other media items for the Nebraska American Legion Family; and report what the organizations in their Area have done since the prior meeting.

Section 3. *Duties of the Secretary-Treasurer:*

- a. The Secretary-Treasurer shall: keep minutes of meetings and distribute copies to the membership; maintain records of the Association; carry out directions of the Association, Board of Directors, and President; distribute to the membership all available suggestions or information for the improvement of publications and publicity for The American Legion Family; edit and publish an organizational newsletter; receive, disburse, and keep account of funds of the Association; and make a full report of receipts and disbursements at the Annual Meeting.
- b. The Secretary-Treasurer is responsible for coordination, evaluation, and recording of the Annual Media Awards Contest. This consists of keeping accurate records of submissions and notifying those that have submitted materials that they have been received.
- c. The Secretary-Treasurer will follow Article II Awards of the NE-ALPA Bylaws for judging and notifying the winners of the Media Awards Contest.

Section 4. *Expenses of Officers.* All officers of this Association serve voluntarily. In order to maintain a minimal dues structure, there shall be no expenses of any kind allowed, with the following exception. The Association shall pay the annual dues of its President for membership in the National American Legion Press Association as a token of appreciation.

Article III

Awards

Section 1. This Association, in order to promote its stated purposes, shall provide an Annual Media Awards Contest to promote excellence among its member publications. Type and number of such awards and judging criteria shall be established annually by the Board of Directors. The Board of Directors will design a rubric to be used to fairly judge all entries for the Annual Media Awards Contest.

Section 2. The Secretary-Treasurer shall arrange for judges for the contest and they shall meet at a mutually agreed time and location to select the Annual Media Awards Contest winners from among qualified entries.

Section 3. The Annual Media Awards Contest will consist of two categories: print media and social media. There will then be three sub-categories: District/Counties, Post (or affiliates) larger than 150 members, and Posts (or affiliates) smaller than 150 members.

Section 4. The Print Media category will consist of District, County, and Post (or affiliate) newsletters or newspapers. The Social Media category will consist of District, County, and Post (or affiliate) websites, Facebook pages, or Twitter pages. All entries must be submitted with an entry form.

Section 5. The President, or delegated Vice President, shall present the Annual Media Awards Contest awards on the floor of the Department Convention.

Article IV

Finances

Section 1. The President and Secretary-Treasurer shall secure and offer membership cards in the Association, which shall be issued by the Secretary-Treasurer upon payment of \$5.00 annual dues. The membership year of this Association shall be September 1 to August 31. Membership in NALPA is optional but is highly encouraged.

Section 2. The Board of Directors may assess a small amount on the meal price for the Annual Meeting for the purpose of covering expenses in connection with such meeting. The amount must not exceed \$1.00.

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