



**AMERICAN LEGION AUXILIARY**

**DEPARTMENT OF NEBRASKA**

**CONSTITUTION,  
BYLAWS  
AND  
STANDING RULES**

**Updated June 2023**

## **Authority**

The Department Governing Documents of the American Legion Auxiliary, Department of Nebraska, as set out herein, are in full force and effect, and represent actions taken during Department Conventions, or in the case of changes in Standing Rules, by official approval of the Department Executive Committee.

Because the qualifying status for eligibility to be a member or officer of the American Legion Auxiliary is not determined by gender, any reference to a specific gender in the Governing Documents must mean both genders and therefore shall be read to mean both genders. Specific changes for gender neutrality shall be made only in conjunction with an amendment referring to the same. An editorial correction of the Governing Documents is hereby made by the Department Executive Committee.

Total revision of Constitution and Bylaws approved on June 25, 2022 at the Department Convention held in Columbus, Nebraska.

Total revision of Standing Rules approved on June 22, 2023 at the Department Convention held in Kearney, Nebraska.

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# 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 - ORGANIZATION

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

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

### ARTICLE III – DEPARTMENT CONVENTION

**Section 1.** The Department Convention shall be held annually at the same time as the Department Convention of The American Legion, Department of Nebraska.

- a. In the event of unforeseen circumstances that may prevent the Department of Nebraska American Legion Auxiliary from attending the joint American Legion meetings assembled at a Department Mid-Year Conference or an Annual Department Convention, the Department President shall have the authority with the approval of the Department Executive Committee and the endorsement of the Department American Legion to select an alternate date, time, place, and/or method to convene and conduct the Department of Nebraska Auxiliary Mid-Year Conference and/or Annual Auxiliary Department Convention.
- b. Notification of an alternate date, time, place and/or method to convene and conduct the Department of Nebraska Auxiliary Mid-Year Conference and/or Annual Auxiliary Department Convention shall be sent by the Department Secretary to the Department Executive Committee and the Department of Nebraska American Legion. It shall be the responsibility of the District Presidents to notify the County and Unit Presidents of said changes.

**Section 2.** The Department Executive Committee shall have the power and authority, in case of an emergency, to call a special 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 special Department Convention; no other business excepting that stated in the call can be transacted at such meeting.

**Section 3.** Representation in said Department Convention shall be by Units and it shall be determined by the provisions in the "Conferences and Conventions" section of the Standing Rules. 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.

**Section 4.** Each registered and certified delegate or alternate in attendance shall be entitled to one (1) vote. (6-27-1999)

**Section 5.** A quorum shall exist in the Department Convention when twenty percent (20%) of the Units are represented, as provided herein. (6-27-1999)

**Section 6.** 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 7.** Members of the Department Executive 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)

**Section 8.** All amendments to the governing documents shall be submitted to the Department Secretary to record and distribute to the Department Constitution and Bylaws Committee by the deadlines stated in the “Conferences and Conventions” section of the Standing Rules.

Resolutions shall be used for Department Convention business that does not create rules. Resolutions shall be recorded by the Department Secretary and forwarded to the Department Resolutions Committee by the deadline stated in the “Conferences and Conventions” section of the Standing Rules. Upon review by the Department Resolutions Committee, the resolutions shall be shared with the chair of any committee that has involvement with the subject of the resolution and will be presented to the Department Convention body at the Department Convention meeting.

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#### **ARTICLE IV – DEPARTMENT OFFICERS**

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**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, and National Executive Committeeperson.

**Section 3.** The Department President, by virtue of the office, shall serve as the alternate to National Executive Committeeperson beginning at the start of the post National Convention National Executive Committee meeting.

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

**Section 5.** The term of office for the Department President and Department Vice President shall be one (1) year or until a successor is duly elected, without eligibility for re-election to the same office. The term of the office shall commence immediately following the close of the Department Convention at which the officers are elected and will continue until the closing of the following Department Convention.

**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 Department Convention so the Department Secretary-Treasurer

may be installed with the other officers. The term of the office shall commence immediately following the close of the Department Convention and will continue until the closing of the following Department Convention.

**Section 7.** The term of office for the Department Historian and Department Chaplain shall be one (1) year, with eligibility for re-election to the same office. The term of the office shall commence immediately following the close of the Department Convention at which the officers are elected and will continue until the closing of the following Department Convention.

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## **ARTICLE V – DEPARTMENT EXECUTIVE COMMITTEE**

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**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, Department Historian, Department Chaplain, National Executive Committeeperson, the thirteen (13) District Presidents duly elected within their Districts, and the Chairman of the Department Finance Committee.

The Department Secretary-Treasurer shall be a non-voting, ex-officio member of the Department Executive Committee and shall attend all meetings of the Department Executive Committee except when performance and/or compensation is discussed.

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 voice privileges only, for the Department Executive Committee meeting if neither the District President nor District Vice President can attend. Notification of the designated representative must be submitted in advance of the meeting to the Department Secretary-Treasurer. When no designated representative has been submitted prior to the Department Executive Committee meeting, the Department President may appoint a member of said District to fill the seat, with voice only rights. First preference will be given to District Executive Committee members.



The designee/appointee must have current dues paid and membership must be within the District.

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

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## ARTICLE VI – NATIONAL REPRESENTATION

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**Section 1.** The Department Convention shall elect delegates to the National Convention each year. Any Past National Presidents, the outgoing National Executive Committeeperson, 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 determined by the National Convention section in the Standing Rules.

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## ARTICLE VII - AMENDMENTS

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**Section 1.** The Department of Nebraska American Legion Auxiliary governing documents shall be automatically updated when changes are made to the National Organization governing documents. Updates shall be effective immediately.

The Department of Nebraska American Legion Auxiliary governing documents 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 “*The Star*” publication.

**Section 2.** This Governing Document 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. Units shall be responsible for distributing the proposed amendments to their delegates to the Department Convention.

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

**Section 5.** The amendments shall go into effect immediately upon passage unless otherwise stated.

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**ARTICLE VIII – PARLIAMENTARY AUTHORITY**

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

## BYLAWS

### ARTICLE I – DEPARTMENT EXECUTIVE COMMITTEE

**Section 1.** There shall be three (3) regular meetings of the Department Executive Committee (DEC) annually. The first shall be held 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.

The Department President shall have the authority to convene and conduct a Department Executive Committee meeting via use of electronic and/or virtual media.

**Section 2.** A special meeting of the Department Executive Committee may be called by the Department President and shall be called upon written request of two-thirds (2/3) of the Department Executive Committee.

**Section 3.** A majority of the voting members of the Department Executive Committee shall constitute a quorum.

**Section 4.** The Department President shall appoint, with the approval of the Department Executive Committee, a Secretary-Treasurer, Committee Chairmen, Representatives and Deputies of the V.A. Medical Centers, and VA Outpatient Clinics, Chairman and one or more Vice Chairmen of each Veterans Home, Parliamentarian, Judge Advocate, and such standing committees as have been provided for by the Convention Delegates or the Department governing documents. The Department Officers and Committee Chairmen shall hold their respective positions with the approval of the Department Executive Committee. In case of a vacancy on any of these committees, the Department President shall appoint a member to fill the unexpired term, within 30 days or prior to completion of the Department President's term of office, whichever occurs first.

**Section 5.** In the event of the death or resignation of the Department President, the Department Vice President shall assume the office of the Department 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 Department President. The successor is eligible to election by regular process to the office of Department President.

- Section 6.** In the event of the death, or resignation of the Department Secretary-Treasurer or removal from office, a new Department Secretary-Treasurer shall be appointed by the Department Executive Committee upon the nomination of the Department President.
- Section 7.** The Department Finance Committee shall prepare an annual budget for the consideration and adoption by the Department Executive Committee. The Department Executive Committee may amend the budget when necessary.
- Section 8.** The Department Executive Committee reviews and approves all Department fund-raisers presented by the Department Finance Committee, if over \$5,000.
- Section 9.** Action on amendments to the Standing Rules may be taken by the Department Executive Committee

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## ARTICLE II - COMMITTEES

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**Section 1.** There shall be a Department Finance Committee composed of three members appointed by the Department President with the approval of the Department Executive Committee. These Committee members will be persons who are educated, interested in, or have a background in finance, business, banking or accounting and at least one of the three members must have served as Department President. One member shall be appointed 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 contracts and such other duties as shall be prescribed by the Department Executive Committee.

This committee shall recommend the names of two members of the Department of Nebraska American Legion Auxiliary to the incoming Department President for appointment to the Department Risk and Compliance Committee.

**Section 2.** There shall be a Department 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.

The committee shall review all submitted amendments to the governing documents and present its recommendation on each

amendment to the Department Convention delegates for their deliberation. This committee shall perform such other duties as shall be prescribed by the Department Executive Committee.

**Section 3.** There shall be a Department Resolutions Committee to consist of three (3) members appointed by the Department President with the approval of the Department Executive Committee (DEC).

The committee shall review all resolutions and share with the chair of any committee that has involvement with the subject of the resolution. Resolutions shall be presented to the Convention body at the department convention meeting. This committee shall perform such other duties as shall be prescribed by the Department Executive Committee.

**Section 4.** There shall be a Department Nominating Committee composed of one (1) member from each District. District caucuses shall occur during Department Convention, at which time the respective Districts shall elect its nominating committee member.

The committee shall be responsible for compiling the slate of candidates for Department offices, National Executive Committee person, and alternates to the Department officers as delegates to National Convention. The committee shall elect a Chairman, who shall present the report of the committee prior to elections. The committee shall perform such other duties as shall be prescribed by the Department Executive Committee.

**Section 5.** There shall be a Department 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 Department Advisory Committee, under the direction of the Department Executive Committee, shall provide guidance to the Department 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 Department Finance and Department 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 the term of office, whichever occurs first. This member will serve out the term of office of vacancy being filled.

**Section 7.** There shall be a County Government Committee 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 the term of office; (2) The President of the American Legion Auxiliary, Department of Nebraska, to serve during the term of office; (3) The Adjutant of The American Legion, Department of Nebraska, to serve during the term of office; (4) The Secretary of the American Legion Auxiliary, Department of Nebraska, to serve during the 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.

The regular annual meeting of the Cornhusker Boys' and Girls' County Government corporation shall be held in conjunction with the Americanism Committee meeting just prior to the Department Convention of The American Legion.

**Section 8.** There shall be a Cornhusker Girls State Committee to be appointed and approved as specified in the Cornhusker Girls State Governing documents.

**Section 9.** There shall be a Department Risk and Compliance Committee composed of two (2) members recommended to the Department President by the Department Finance Committee and approved by the Department Executive Committee.

The committee shall conduct a semi-annual review of the processes and procedures of the Department Headquarters office, and a review of the Department financial statements and accounting records, with a report to be delivered to the Department Finance Committee and Department Executive Committee prior to the Mid-Year Conference and Department Convention. This committee shall perform such other duties as shall be prescribed by the Department Executive Committee.

The term of service will coincide with Department Convention on an annual basis.

The two (2) members must have a working knowledge of generally accepted auditing standards and procedures with preference given to those individuals who have served on the Department Executive Committee

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### ARTICLE III - DUTIES

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**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 a representative is called to preside; to appoint members of Standing Committees unless otherwise provided for in the governing documents and create such committees and appoint members thereon as deemed advisable; and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. The Department President 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 by the Department President. The Department Vice President shall assume the duties of the Department President in the absence of the Department President.

**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. The Department Secretary-Treasurer shall send out all communications to the Units, as approved by the Department President, and shall issue calls for meetings and such other business as pertains to the office.

Department Secretary-Treasurer shall 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 Department President or the Department Executive Committee. (6-24-2018 Kearney NE)

**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. The Department Historian shall assist the Unit Historians so as to coordinate and unify the work of these officials.

The Department Historian shall deliver the Department History, containing the convention annual and history narrative in an 8 ½" x 11" notebook to Department Headquarters no later than the first day of January following the end of each administrative year.

The Department Historian shall assume the duties of the Cavalcade of Memories Chairman and such other duties as the Department Executive Committee shall prescribe.

**Section 5. DEPARTMENT CHAPLAIN.** It shall be the duty of the Department Chaplain to serve as spiritual leader of the Department, and to offer prayer at the opening of each day's business at Department meetings and conduct all religious services. The Department Chaplain shall serve as Gold Star Chair and prepare a Gold Star Recognition during Department Convention.

The Department Chaplain shall prepare a suitable Christmas Candle Lighting Ceremony for Unit distribution by October 15th of each year.

The Department Chaplain shall establish guidelines for judging Prayer Books and prepare Citations of Award to be given in recognition of the winning Prayer Books. The Department Chaplain shall perform such other duties as prescribed by the Department Executive Committee.

**Section 6. DEPARTMENT PARLIAMENTARIAN.** The Department Parliamentarian shall preside at all meetings of the Department of Nebraska American Legion Auxiliary as requested by the Department President, and shall provide instruction upon rules of order and proper meeting conduct. The Parliamentarian must be familiar with parliamentary procedure and Robert's Rules of Order.

**Section 7. JUDGE ADVOCATE.** The Judge Advocate shall serve as the Counsel General of the American Legion Auxiliary on all matters, pertaining to the Department governing documents, and shall perform such other duties as are usually incident to the office. All requests for information from the Judge Advocate shall be submitted in writing to the Department President and Department Secretary

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#### **ARTICLE IV – NATIONAL EXECUTIVE COMMITTEE MEMBER**

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The National Executive Committee member (NEC) functions on the National level representing the Department of Nebraska. The NEC shall attend the National Executive Committee meetings and National Convention. When a National officer pays an official visit to a Department, the National Executive Committee member shall act as Distinguished Guest Committee Chairman.



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## **ARTICLE V – UNIT ORGANIZATION**

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- 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.
- Section 8.** The Department of Nebraska allows for electronic Units to be formed. Each electronic Unit shall follow sections 1, 2, 4, 5, 6, and 7 of Bylaws Article IV. The electronic Unit does not need to be attached to an American Legion Post and is exempt from Section 3 of Bylaws Article V.
- Section 9.** The Department of Nebraska Unit 500 is an at-large Unit of members who have joined online or through other means. Unit 500 shall be exempt from Section 2 through Section 8 of Bylaws Article V. Department Headquarters will conduct all business on behalf of Unit 500 including processing membership, maintaining the records of the Unit, and all other duties assigned by the Department Executive Committee.

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## **ARTICLE VI – DISTRICT/COUNTY ORGANIZATION**

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- 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 District President shall have charge of all activities of the Department within their District. They shall preside at all District meetings and shall be chairman and preside over all caucuses held by their District at all Department conventions. Each District President shall be responsible for the adoption of the Department Uniform District Constitution and the adoption of District Bylaws and Standing Rules in conformity with the National and Department Constitution and Bylaws and shall file a copy at Department Headquarters.

**Section 3.** The Department Executive Committee shall have the power to define the geographical limits of each District to ensure at least 2 Units exist within a District.

**Section 4.** 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 the County President's 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.

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## ARTICLE VII - FINANCE

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**Section 1.** All persons handling funds of the Department shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity-crime insurance in an adequate amount as determined by the Department Risk and Compliance Committee and the Department Finance Committee with approval of the Department Executive Committee.

- a. Bond Review: Department bonds shall be reviewed by the Department Risk and Compliance Committee and the Department Finance Committee, with approval by the Department Executive Committee every two (2) years
- b. Retaining of Bonds: Bonds and Surety records and documents shall be retained for the life of the bond plus 6 years.

- c. Bond Claims: Bond claims from the Department shall be retained for 10 years.

**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 Department 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.

**Section 4.** The Department Secretary-Treasurer's books shall be audited on a schedule as determined by the Department Executive Committee or as ordered by the Department Convention delegates. This audit may be completed externally by a professional auditing firm or it may be completed internally by the Department Risk and Compliance Committee.

**Section 5.** The fiscal year of the Department shall be August 1st to July 31st.

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## **ARTICLE VIII – OFFICERS’ EXPENSES**

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**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 Department Finance Committee with the approval of the Department Executive Committee.

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## **ARTICLE IX - TRANSFERS**

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**Section 1.** A member who is not subject to suspension or membership revocation under due process is eligible to transfer membership to another Unit if the member has paid membership dues to the 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 the current Unit or to the Unit into which the member wishes to transfer.

Transfer is final upon verification of eligibility, evidence of paid membership, and acceptance of the transferee by the new Unit.

Evidence of paid membership includes:

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

A member whose dues are paid up-to-date and who is not subject to suspension or membership revocation under due process shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the new Unit.

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## **ARTICLE X - DISCIPLINE**

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**Section 1.** In accordance with the National ALA Standing Rules, the Department Executive Committee after notice and hearing may suspend or revoke the charter of a Unit for any good and sufficient cause to it appearing. All such actions must be imposed in accordance with the principles of fundamental fairness. The proceedings shall be

conducted with a court recorder present who will make a complete record.

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## ARTICLE XI - AMENDMENTS

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**Section 1.** The Department of Nebraska American Legion Auxiliary governing documents shall be automatically updated when changes are made to the National Organization governing documents. Updates shall be effective immediately.

The Department of Nebraska governing documents 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 "*The Star*" publication.

**Section 2.** These 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. Units shall be responsible for distributing the proposed amendments to their delegates to the Department Convention.

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

**Section 5.** The amendments shall go into effect immediately upon passage unless otherwise stated.

## **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 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 governing documents, 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. Department Policies and Rules are considered as Standing Rules and may be adopted and included herein as needed from time to time by the Department Executive Committee or Department Convention Delegates.

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### **SECTION A - DEPARTMENT OFFICERS**

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1. The elected officers are the Department President, Department Vice President, Department Secretary/Treasurer, Department Historian and Department Chaplain.
2. The Department Secretary shall, following appointment by the Department President and approval of the Department Executive Committee and after serving the period of probation determined by their employment agreement, continue to serve in the position to which they were appointed until such time as they may retire, resign, or are removed from their position for malfeasance or nonfeasance of duties. They may be removed from their position by a two-thirds vote of the Department Executive Committee at any regular or special meeting for that purpose. They will be reappointed during the Post-DEC meeting as a formality.
3. Department Officer pins will be provided to all current Department officers to be passed on during installation. A Past Department Officer's pin shall be provided by the Department for the highest Department office attained.

4. 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 Committeeperson.
5. No candidate for Department office shall announce candidacy prior to Mid-Year Conference.

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### **SECTION B - DEPARTMENT PRESIDENT**

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1. 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)
2. The ALA "Cornhusker" Girls State poppy wreath will be placed by the Department President or a designated 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. For more information regarding the service contact: Fort McPherson National Cemetery.

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### **SECTION C- DEPARTMENT SECRETARY-TREASURER (Staff)**

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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 Department Finance Chairman) and Department Treasurer shall be required.

Regular payroll checks shall be reviewed by the Department Finance Chairman when a new pay scale takes effect. After that, signatures of the Department President (or Department 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 budget to actual report. (6-24-1999)

2. The Auditor's Report is to be sent to all Department Executive Committee members and Department Finance Committee members as soon as available. (6-22-1995.) A summary of the Audit is to be printed in the Auxiliary "*The Star*" as soon as possible. (6-20-1990)
3. When it is necessary to purchase office equipment, furniture and fixtures, in excess of \$500, three (3) quotes shall be obtained. Quotes shall be reviewed by the Department President and Department Finance Chairman. (6-22-1995)
4. The Department Secretary-Treasurer is charged with investing available funds, with approval of the Department President and Department Finance Chairman. (6-24-2021)
5. 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)
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:
  - a. To guarantee lodging reservations, payment of lodging, airline tickets and other expenses for Department Officers at conventions, conferences and workshops
  - b. To purchase office supplies, etc. in the store or on-line
  - c. To pay National membership dues
  - d. 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 Department Finance Chairman may use the Department credit card for a purchase that does not fall into the "common uses". (6-24-2018 Kearney NE)
7. The Department Secretary's salary shall be determined by the Finance Committee.



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## **SECTION D- GENERAL**

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1. 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)
2. The bulk mailing permit may be used for sending Department Christmas cards.
3. Contribution sheets shall be prepared and sent to the Units by September 15 or as determined by the Department President based upon input from Committee chairpersons.

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 Committee Chairmen upon request.

4. 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)

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## **SECTION E - AMERICAN LEGION AUXILIARY – "*THE STAR*"**

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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)

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## **SECTION F – UNIT ANNUAL REPORTS**

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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 when such awards are available. (6-22-2017 Columbus NE)
4. At the discretion of Committee 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 Committee 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)

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### **SECTION G - COUNTY GOVERNMENT**

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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)

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### **SECTION H - COURTESY FOR HOSPITALIZATION OR DEATH OF AN OFFICIAL FAMILY MEMBER**

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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, Committee 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, Committee Chairmen, VA Representative, Associate Representatives, Home Chairmen, Past Department Presidents, and members of the Department Headquarters staff; or a member of their immediate family (spouse, child, or parent). Upon receipt of this information, the Department Secretary shall notify members of the Official Family. (6-27-1996)

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### **SECTION I- LINCOLN/TRUMAN/EISENHOWER PILGRIMAGES**

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Department President may attend the Lincoln, Truman, and Eisenhower, Pilgrimages with travel, lodging, and wreath expenses paid from General Fund.

The Lincoln Pilgrimage is held at the President Library located at 212 N 6<sup>th</sup> Street, Springfield, IL 62701 and is hosted by the Illinois American Legion and Auxiliary. It is held closest to the President's birthday in February. 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 closest to the President's birthday in May. 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 closest to the President's birthday in October.

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### **SECTION J - FUNDS (Soliciting)**

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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)

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### **SECTION K – DISTRICT MEETINGS**

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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)

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### **SECTION L - MEMBERSHIP**

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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.
2. Annual Dues
  - a. The annual dues of the Unit to the National organization shall be eighteen dollars (\$18.00) per Senior member and two dollars and fifty cents (\$2.50) per Junior member. Dues increases adopted during a National Convention shall be automatically updated in this Standing Rule with the effective date specified in said action of National Convention delegates. (6-25-2022 Columbus NE)
  - b. The annual dues of the Unit to the Department shall be twelve dollars and twenty-five cents (\$12.25) per Senior member and one dollar and twenty-five cents (\$1.25) per Junior member effective with payment of the 2024 dues. (6-25-2022 Columbus NE)

3. The Unit will transmit National and Department dues to Department Headquarters or through the National ALAMIS website.
4. Twenty cents (\$.20) of each member's dues shall be set aside for the National Convention Delegates' Fund, (6-24-2018 Kearney NE)
5. In order to conform to National policy, the Department shall not return dues except for the current year.
6. If a Unit's membership cannot be brought up to the minimum of ten (10) Senior members as mandated by National, the Unit Charter may be surrendered upon the request of the Unit to the District, Department, and the Department Executive Committee.
7. The membership analysis shall be sent electronically, if possible, to National Executive Committeeperson, 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)
8. Membership will be transmitted to the National organization on a weekly basis. (6-22-2006)
9. The District Vice President or District Membership Chairman shall serve within the respective District and shall provide guidance and leadership to the Units within the District as directed by the Department Membership Chairman. The Department Membership Chairman shall provide all District Membership Chairmen with information to assist with membership. (6-20-2019 Kearney NE)
10. 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. (1-8-1999).
  - a. National dues for Nebraska Permanent members will be paid from the General Fund. (6-26-2015)
  - b. Units must list the names of State Life Members on a transmittal form to Department Headquarters to have their dues paid. This needs to be completed prior to December 31 of each year.

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## **SECTION M - REIMBURSEMENT**

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The following section outlines the reimbursement for every Department Officer, Committee Chairman and Committee member, and all other reimbursement information.

1. The standard rate for reimbursement will be .35 per mile round trip and \$20 a day per diem.
2. Whenever a room is paid for by the Department, the official representative will not be asked to request reimbursement from additional roommates. The entire room will be paid for by the Department.
3. 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 may explore options to participate remotely via teleconference. When appropriate to attend in person, members may carpool whenever possible to reduce costs and the environmental impact.
4. Authorized Officers/Chairmen
  - a. On out-of-state trips when commercial air services cannot be used advantageously, mileage will be reimbursed at the price of a coach airline ticket or at the standard mileage rate, 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.
  - b. 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 will be secured. (6-25-2009)
5. Department President
  - a. The Department President shall receive a monthly stipend in the amount of \$425 for carrying out the duties of the office. In addition to the monthly stipend, the Department President is allowed (receipts and itemized voucher required) the following:
    - i. Department Convention and Mid-Year Conference
      1. Lodging and standard mileage and per diem. Expenses to be taken from Conferences and Conventions, General Fund.

- ii. District Spring Conventions and District Fall Meetings
    - 1. Lodging, if necessary, and standard mileage and per diem. Expenses to be taken from State Committees, General Fund.
  - iii. Department Committee meetings
    - 1. Advisory and/or Finance meetings
      - a. Standard mileage and per diem - Expenses to be taken from Conferences and Conventions, General Fund.
      - b. Scholarship Judging meeting - Standard mileage and per diem - Expenses to be taken from State Committees, General Fund.
  - iv. National Convention
    - 1. Lodging, travel, and per diem. Travel will be determined by Standing Rule M – Reimbursement #4. Expenses to be taken from National Convention, General Fund.
  - v. Spring National Executive Committee meeting
    - 1. In the event that the National Executive Committee member is unable to attend the Spring National Executive Committee meeting, the Department President, in the capacity as Alternate National Executive Committee member.
  - vi. Lincoln/ Truman/Eisenhower Pilgrimages
    - 1. Lodging, wreath expenses, and the standard mileage and per diem. (See Standing Rule I Lincoln/Truman/Eisenhower Pilgrimages). Expenses to be taken from Lincoln/Truman/Eisenhower, General Fund.
6. Department Vice President
- a. The Department Vice President may attend the Advisory Committee and Finance Committee meetings as an observer, without voice or vote. They shall be allowed the standard mileage and per diem for attending these meetings. Said expenses to be taken from the Conferences and Conventions budget item. (6-26-2008)

7. Department Secretary/Treasurer and Department Staff
  - a. Expenses incurred by employees in connection with their duties will be reimbursed as follows: (6-26-1997)
    - i. Department Secretary: Planning meetings of Mid-Year Conference and Department Convention and any other official meetings requested by the Department President. Standard mileage and per diem and lodging, when necessary, submitted by voucher. (6-26-2008)
    - ii. District Conventions: The standard mileage and per diem and lodging, if necessary, submitted by voucher. (6-26-2008)
    - iii. National Convention: Lodging, travel, standard per diem, and taxi/shuttle. Travel will be determined by Standing Rule M – Reimbursement #4. Must be submitted by voucher for days absent from home not to exceed the number of days approved by the Department President and Department Finance Chairman. One-half days counted as such. (6-27-2013)
    - iv. Department Employees and Secretary: Mid-Year Conference and Department Convention: standard mileage rate when required to drive their personal car, submitted by voucher. Lodging and meals, not to exceed the standard 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. (6-26-2008)
8. Department Parliamentarian
  - a. The Department Parliamentarian shall be allowed travel at the standard mileage and per diem rate for days necessary to attend the Mid-Year Conference Department Executive Committee, Department Convention Department Executive Committee, plus business sessions at Department Convention and Post-Convention Department Executive Committee meetings, said expenses to be taken from the Conferences and Conventions budget item. Total not to exceed two and a half (2 1/2) days for Mid-Year Conference and three and a half (3 1/2) days for Department Convention. Parliamentarian to be chosen from the Department Executive Committee or Past Department Presidents. (6-26-2008)
9. Committee Reimbursement

- a. Upon the presentation of an itemized statement, Committee Chairmen (other than the Department Membership Chairman) shall be allowed expenses, not to exceed \$25. (6-20-2019 Kearney NE)
- b. The Department Membership Chairman shall receive \$500 for expenses, upon presentation of receipts. (6-20-2019 Kearney NE)
- c. \$150 shall be allowed from the General Fund toward expenses of Committee 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)
- d. When the National President requests a department to enlist a Chairman for a special Program and/or Project, they shall be allowed travel at the standard mileage and per diem rate for days absent from home, half-days to be counted as such. (6-25-2015)
- e. Advisory Committee
  - i. The Department Advisory Committee shall be allowed travel at the standard mileage and per diem rate 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)
- f. Children & Youth Chairman
  - i. Shall be allowed travel at the standard mileage and per diem rate 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 two and a half (2 1/2) days for Mid-Year Conference and three and a half (3 1/2) days for Department Convention.
  - ii. The expenses of the Children and Youth Chairman shall be taken from the Children and Youth Fund.
  - iii. The Children and Youth 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)
- g. County Government Day Committee



- i. Travel at the standard mileage rate 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)
  - ii. If the Senior member is unable to attend Mid-Year Conference to report, they may designate this duty to another member of the Committee, notifying the Department President and Department Secretary of their representative. In this case, the representative shall receive the allowed expense.
- h. Education Chairman
  - i. Shall be allowed travel at the standard mileage and per diem rate 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 two and a half (2 1/2) days for Mid-Year Conference and three and a half (3 1/2) days for Department Convention.
  - ii. The expenses of the Education Chairman shall be taken from the Children and Youth Fund.
  - iii. 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)
  - iv. Scholarship Judging
    - 1. The Education Chairman shall be allowed travel at the standard mileage and per diem rate for the day absent from home to attend the Department and National Scholarship Judging at Department Headquarters.
    - 2. The members listed in Section W – Section #7 and Section #8 who assist in the Department and National Scholarship Judging shall be allowed travel at the standard mileage and per diem rate for the day absent from home to attend the Department and National Scholarship Judging at Department Headquarters.

- i. Finance Committee
  - i. The Department Finance Committee shall be allowed travel at the standard mileage and per diem rate 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)
- j. Public Relations Chairman
  - i. The Department President will furnish the Department Public Relations Chairman a scrapbook and filler sheets for the Department President's scrapbook. (1-8-1999)
  - ii. 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".
- k. Veteran's Affairs and Rehabilitation Chairman and Service to Veterans Chairman
  - i. Shall be allowed travel at the standard mileage and per diem rate 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 two and a half (2 1/2) days for Mid-Year Conference and three and a half (3 1/2) days for Department Convention.
  - ii. The Veterans Affairs and Rehabilitation Chairman or their designated committee member is allowed the standard mileage and per diem rate, upon presentation of an itemized statement for trips for VA&R planning meetings, Veterans Day Dollars distributions, Gift Shop openings and Gifts For Yanks Who Gave distributions. (6-26-2008)
  - iii. The Chairman of Veterans Affairs and Rehabilitation Committee 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.
  - iv. Expenses shall be taken from the Veterans Affairs and Rehabilitation Fund. (6-24-2018)

- I. Representatives and Deputies at the VA Medical Centers and Chairmen and Vice Chairmen at the Veterans Homes
  - i. Representatives at the VA Medical Centers and Chairmen at the Veterans Homes shall be allowed travel at the standard mileage and per diem rate 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 two and a half (2 1/2) days for Mid-Year Conference and three and a half (3 1/2) for Department Convention.
  - ii. If a VAMC Representative or Nebraska Veterans Home Chairman is unable to attend, they may designate a Deputy or Vice Chairman, notifying the Department President and Department Secretary of their replacement. In this case, the Deputy or Vice Chairman shall receive allowed expenses. (6-26-2015)
  - iii. The expenses of the Veterans Affairs and Rehabilitation Committee, Representatives and Deputies at the Veterans Administration Medical Centers and Chairmen at the Nebraska Veterans Homes shall be taken from the Veterans Affairs and Rehabilitation Fund (6-24-2018 Kearney NE)
10. Department Convention and Mid-Year Conference
  - a. The Department Executive Committee shall be allowed travel at the standard mileage and per diem rate for days absent from home to attend all Department Executive Committee meetings, Mid-Year Conference and Department Convention sessions. Not to exceed two and a half (2 1/2) days for Mid-Year Conference and three and a half (3 1/2) days for Department Convention. Said expenses to be taken from the Conferences & Conventions budget item. (6-26-2008)
  - b. Newly elected District Presidents shall be allowed travel at the standard mileage rate and one (1) day per diem rate 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)
  - c. Committee Chairmen not otherwise provided for shall be allowed travel at the standard mileage and per diem rate 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 two and a half (2 1/2) days for Mid-Year Conference and three and a half (3 1/2) days for Department Convention. Said expenses to be taken from the Conferences and Conventions budget item. (6-26-2008)

- d. 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.
- e. Room courtesy gifts will be extended only to the visiting National officer for Department Convention and Mid-Year Conference.
  - i. 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)
  - ii. 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)

#### 11. Fall Meetings and District Conventions

- a. 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 standard mileage rate and lodging, if necessary. No expenses shall be allowed when the designated representative attends a meeting in the representative's district. Expenses to be taken from State Committees, General Fund.

#### 12. National Convention

- a. 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)
- b. 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 the Department if they receive expenses from National.

- c. 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 Committee member-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)
- d. National Executive Committee member-elect, as delegate to National Convention, shall receive lodging, travel, and per diem. Travel will be determined by Standing Rule M – Reimbursement #4. Allowance to be taken from the General Fund. (1-8-1999)

13. National Officer Visits

- a. When the National President or Northwestern Division National Vice President visits Nebraska outside of the Department Convention or Mid-Year Conference, the Distinguished Guest Chairman and the Department President can submit a voucher for the standard mileage and any expenses pertaining to the dignitaries visit. The Department Secretary will coordinate with the Distinguished Guest Chairman and Department President to make room reservations for the National guest, Distinguished Guest Chairman, and Department President. Expenses to be taken from Conferences and Convention, General Fund.

14. Washington Conference

- a. The Legislative Chairman shall be allowed \$300 to attend the Washington Conference with said allowance to be taken from General Fund. The Department President shall be the first alternate.

15. Department Leadership National Conference

- a. For the Department Leadership National Conference in Indianapolis, Department Membership designee, each candidate for Department President, and the current Department Secretary shall be allowed lodging, travel, and per diem if not already paid for by national. Travel will be determined by Standing Rule M – Reimbursement #4. (6-27-2013) (6-24-2021)

- b. 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. This will depend on if National allows for additional attendees each year.
- c. Amount to be taken from the General Fund. National allowance shall be deducted from these expenses. (6-27-2013)(6-24-2021)
- d. 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 DLNC. (6-24-2021)

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## **SECTION N - AWARDS**

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- 1. Committee Awards
  - a. Committee Chairmen visits and personal awards offered by the Committee Chairmen are optional at no Department expense unless stated within their respective programs in the Standing Rules. (6-20-2019 Kearney NE)
- 2. Americanism Committee
  - a. \$25 cash award will be given for first place in each class for the Americanism Essay Contest.
  - b. A \$15 cash award will be given for second place in each class for the Americanism Essay Contest.
  - c. A \$10 cash award will be given for third place in each class for the Americanism Essay Contest. (6-21-2001)
  - d. Monetary awards for shall be taken from the Histories and Awards, General Fund. (1-12-2018 Mid-Year, N Platte NE)
- 3. Membership Committee
  - a. \$400 is allocated in the budget for membership awards to be designated by the appointed Department 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 the ABC Book plan of action. (6-26-2014)

- b. 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)
  - c. Citations will be presented to all Units who reach or exceed Unit Goal by 30 days prior to Department Convention. (6-24-2007)
- 4. Poppy Committee
  - a. 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)
  - b. Monetary awards shall be taken from the Histories and Award Budget Item, General Fund. (1-12-2018 Mid-Year, N Platte NE)
- 5. Public Relations Committee
  - a. Unit Public Relations Book awards shall be \$10 for first place and \$8 for second place. (6-23-2005)
  - b. Monetary awards shall be taken from the Histories and Awards, General Fund. (1-14-1994)
- 6. History Book and History Narrative Contest
  - a. The Department Historian shall administer a Department History Book contest. The rules and format will be determined by the Department Historian.
  - b. The Department History Book Contest will be held at the Department level. Prizes are \$10 for first place; \$8 for second place; and \$5 for third place.
  - c. This contest shall be open to one entry per District.
- 7. Prayer Book Contest
  - a. The Department Chaplain shall administer a Department Prayer Book contest. The rules and format will be determined by the Department Chaplain.
  - b. The Department Prayer Book Contest will be held at the Department level. Prizes are \$10 for first place; \$8 for second place; and \$5 for third place.
  - c. This contest shall be open to one entry per District.

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## **SECTION O – COMMITTEE MEETINGS**

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1. Dates for the Department 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)

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## **SECTION P - CONFERENCES AND CONVENTIONS**

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1. All amendments to the governing documents and one-time resolutions shall be submitted to the Department Secretary to record by the later of April 15<sup>th</sup> or two (2) weeks following the last District Convention. Amendments shall be forwarded to the Constitution and Bylaws Committee by May 1<sup>st</sup>. One-time resolutions shall be forwarded to the Resolutions Committee by May 1<sup>st</sup> for appropriate action.
2. The Department President shall have the privilege of selecting the chairman of the Department Convention.
3. 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)
4. Representation at Convention
  - a. Representation at Department conventions shall be by Units with each Unit entitled to two (2) delegates 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.
5. Registration
  - a. Registration fee for Mid-Year Conference shall be \$5; Department Convention, \$10; commencing with Mid-Year Conference in January 2013. (1-17-2013)
  - b. 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.



- c. 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 a unit of the Department of Nebraska American Legion Auxiliary.
  - d. 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.
  - e. 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.
  - f. Department shall waive registration fees for Department Finance Committee and Department Executive Committee members for Mid-Year Conference and Department Convention. (1-8-1999)
6. Complimentary tickets for Children and Youth Luncheon (or breakfast) at Department Convention shall be for: 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)

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## **SECTION Q – NATIONAL**

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### **1. RULES IN REGARD TO DEPARTMENT – NEBRASKA**

- a. A \$100 donation shall be presented toward the National President's Project during a National President's official visit.

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

- a. 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 candidacy prior to Mid-Year Conference. (6-25-2016 Kearney NE)

- b. If candidate meets requirements, Department endorsement shall be by majority vote of Convention delegates.
- c. 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)
- d. There shall be no Department courtesy endorsements for National office.
- e. 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)
- f. 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 will 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)

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**Section R - NATIONAL CONVENTION**

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- 1. Delegate strength to the National Convention is determined by Nebraska's membership prior to the National Convention. (6-27-2013)
- 2. Delegates in the following order of precedence shall be: the outgoing Department President, the newly elected Department officers, Nebraska's candidate for the Northwestern Division National Vice President the year in which elected at the National Convention, National Chairman, National Divisional Chairmen, National Committee appointments, and District Presidents or the appointed District representative.
  - a. When total membership permits additional delegates, the Veterans Affairs and Rehabilitation Chairman and the Children and Youth Chairman shall be given first priority to serve as delegates. Additional delegates shall be elected by the Convention body if National delegate positions are available.

- b. Members elected as additional delegates to the National Convention will be limited to two (2) consecutive years and would not be eligible for election as a delegate for the two (2) following years.
  - c. Each District President will submit the name of its District representative (who will be attending National Convention) to the Department Secretary prior to the Pre-Convention Department Executive Committee Meeting.
  - d. 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. Delegates will be chosen in order based on the District membership standings as of 30 days prior to Department Convention.
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.
- a. The District Vice President shall, by virtue of the office, be the alternate to the District President.
  - b. Names of alternates to delegates to the National Convention not previously mentioned shall be submitted to the Department Secretary prior to the close of the Department Convention. The Delegation Chairman shall fill open alternate positions from this list of names.
  - c. If space is available, Department of Nebraska American Legion Auxiliary members who have made reservations through The Department of Nebraska 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
4. The outgoing 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.
- a. 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.

- b. The Department Secretary-Treasurer shall act as Secretary of the Delegation to the National Convention, with the following responsibilities:
  - i. picking up all credentials for the National Convention and ensuring that they are given out to all delegates, alternates, and guests.
  - ii. recording minutes for the Department Caucus during National Convention.
  - iii. gathering reports from delegates attending Pre-Convention meetings
  - iv. taking attendance at each session of the National Convention.
  - v. recording the moving of an alternate into a delegate's chair upon approval from the Delegation Chair
  - vi. sending reimbursement to delegates as authorized by the Delegation Chairman
  - vii. other duties as requested by the Delegation Chairman

5. The Department will provide corsages for the National Executive Committee member, National Executive Committee member-elect and Department President at the National Convention. When Nebraska has a Past National President, National Chairman, National Senior Officer, or National Honorary Junior Officer, a corsage will be provided.

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

<u>States Dinner</u>	<u>Commander's Banquet</u>
Department Commander & guest	Department President & guest
Immediate Past Commander & guest	Immediate Past President & guest
NEC man & guest	NEC member & guest

- a. Complimentary tickets for States Dinner, in addition to six (6) tickets for Legion, are given to: Department President, Delegation Chairman, Department Secretary, National Executive Committee member (if not provided by National) and National Executive Committee member-elect (if not Delegation Chairman).
- b. The Department Secretary shall consult with the Delegation Chairman before making the table seating arrangements for the States Dinner and the Public Spirit Luncheon. (1-11-2008)

7. When neither the District President nor the District Vice President is able to attend the National Convention, a delegate from said District may 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 will 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)

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## **SECTION S - PAST DEPARTMENT PRESIDENTS**

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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 Committee member shall be displayed in the Department Headquarters. 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 a 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)

4. A \$25 contribution shall be made to the Past Presidents Parley Scholarship Fund in 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)

### **5. Nurse's Scholarship Fund:**

- a. The PPP Nurse's Scholarship(s) is/are selected and designated by the Department Advisory Committee from the nurses scholarships received from the Healthcare Professional Scholarship applications during the annual judging. The scholarship number and the amount determined by the annual contributions by the Units and at the discretion of the PPP upon review at the annual business meeting

during the Mid-Year Conference. There are no separate PPP Nurse's Scholarship applications.

## **6. Women Veterans**

- a. This is formerly known as the Ex-Service Women Fund.
- b. The funds are derived from Unit contributions and are for the purpose of the gifts for women veterans who are residents of the four Nebraska Veterans Homes and the two Nebraska VA Medical Centers (VAMC). It is the duty of the Department PPP Chairman to contact the American Legion Auxiliary Representatives for the number of women veterans in their respective facilities and purchase a gift or gift card for each woman veteran twice a year, in an amount to be determined at the PPP annual business meeting. The PPP Chairman will be responsible for indicating on the gift the "to and from" and delivery or mailing of the gifts to the representative for distribution. Traditionally, these gifts are given prior to Christmas and another holiday of their choosing. The PPP Chairman will be reimbursed for the gifts and postage. A voucher with receipts needs to be submitted to the Department Secretary. The amount of gifts to be reviewed at the annual PPP meeting as compared to the account balance and documented in the meeting minutes. The amount of the gift for 2022 was \$20.00. The amount for the 2023 gift was voted on at the annual meeting and will be \$25.00.

## **7. PPP Courtesy Fund:**

- a. The Courtesy Fund is maintained by donations of \$4-\$10 annually of Past Department Presidents. It was determined that when the fund remains above \$100 donations need not be collected during the PPP annual meeting. However, individual donations are accepted at anytime and deposited in the Department PPP Fund earmarked "Courtesy Fund".
  - i. The Courtesy Fund provides a memorial at the time of death of a Past Department President, as outlined in Section T – Past Department Presidents - #3. This donation will be sent by Department Headquarters.
  - ii. The Courtesy Fund provides for courtesy Department PPP lunch tickets for the Department President, National President, and the Northwestern Division National Vice President if in attendance.

- iii. The Courtesy Fund provides a card and gift (the gifts are at the discretion of the PPP Chairman) sent by the Department PPP Chairman to a hospitalized or seriously ill Past Department President upon notification received from the Department Secretary. The PPP Chairman is reimbursed by a voucher submitted to the Department Secretary following the report to the members during the PPP annual meeting.
- iv. Donations to special projects may be considered by a vote of the members attending the PPP annual meeting when the fund balance allows. (Note: per action of the 2005 meeting, special projects may be categorized as: special projects for current National Officers; support for the PPP members who hold a National Chairmanship, or for candidates for Northwestern Division or National Office.)

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## **Section T - VETERANS AFFAIRS AND REHABILITATION**

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1. The Veterans Affairs and Rehabilitation Committee consist of the Veterans Affairs and Rehabilitation Chairman, the Service to Veterans Chairman, the Veterans Home Chairman and Vice Chairman, and the VA Medical Center Representatives and Deputies.
  - a. It will 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)
2. 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.
3. Ten dollars (\$10.00) will be given to each Veteran patient in the VA Medical Centers and each veteran in the Nebraska Veterans Home or credited to their personal accounts for Veterans Day.
4. The Veterans Affairs and Rehabilitation Chairman requests Gift Shop assessments for the two VA Medical Centers. (6-26-2008)
  - a. Articles for the Gift Shop program in the VA Medical Centers shall be marked "Donated by American Legion Auxiliary". (1-7-1983)

- b. 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.
- c. The two VA Medical Center Representatives shall be authorized to purchase items as needed to supplement the Christmas Gift Shop. (6-26-2008)
  - i. 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.
- 5. The Veterans Affairs and Rehabilitation Chairman requests the Veterans Home Assessment. The Veterans Home Assessment is designated to be divided among the Homes on a per-member ratio of \$10 each figured from the current census as of October 1<sup>st</sup> of each year. (6-26-2008)
- 6. The amounts for Gifts for Yanks Who Gave will be determined at the annual Veterans Affairs & Rehabilitation meeting at Department Convention.
  - i. These amounts will include veterans in the facility, spouses in the facility, and Christmas parties at the Hot Springs, SD Black Hills VA and the Cheyenne, WY Veterans Home.
  - ii. Christmas greetings from the Department President will be included with the Gifts for Yanks Who Gave remembrances. (6-27-1991)
  - iii. Calendars will be purchased for all facilities from the Gifts for Yanks Fund.
- 7. \$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 current census as of August 1<sup>st</sup> each year. Funds will vouchered and expended by July 31. (6-26-2008)
- 8. \$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)
  - a. The VA&R Chairman will contact National Headquarters each January to see if Nebraska has a winner.



- b. If Nebraska does not send participant(s) to the National Creative Arts Festival, the budgeted amount will be sent to National as a Department donation to the Creative Arts Festival. (6-24-2004)
9. \$60 per month honorarium paid to Medical Center Representatives, Chairmen at Nebraska Veterans Homes and Associate Representatives, provided that monthly reports are received.
  - a. Monthly Report of Representatives and Chairmen must be received by the VA&R Chairman and Department Secretary showing active participation from these Representatives and Chairmen prior to payment.
  - b. The Representatives and Chairmen must send in their bank statements to Department Headquarters in a timely fashion. No payments will be made until bank statements on file are up to date.
10. \$50 given to each American Legion Auxiliary Deputy and Vice Chairman at Christmas as a token of appreciation for their work. (6-21-2001)
11. 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)
12. 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, they are to contact the Department President and Department Commander for permission.
13. The Veterans Affairs and Rehabilitation Fund shall contribute \$725 per month to salaries in the Department office. (6-25-2009)
14. \$500 annually shall be credited from the Veterans Affairs and Rehabilitation Fund to the General Fund for postage, paper and ink. (1-12-2002)

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#### **SECTION U - POPPY**

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1. Poppy distribution shall be entirely voluntary. There shall be no paying of wages, gifts, prizes or commissions for the distribution of poppies.
2. 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 for a Veteran's time assembling a Memorial Poppy. (01-10-2020 Mid-Year, Kearney NE)

- a. The label will remain a part of the Memorial Poppy but will not state "Handmade by Veterans."
  - b. With a year-round program it may be possible for enough Memorial Poppies to be made for Nebraska to fill out-of-state poppy orders (6-24-2018 Kearney NE)
  - c. 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)
  - d. 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. (6-26-2020 Zoom Department Executive Committee.
  - e. 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. (6-26-2020 Zoom Department Executive Committee)
3. 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.

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### **Section V - CHILDREN AND YOUTH**

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1. The Children and Youth Fund shall contribute \$250 per month to salaries in the Department office.
2. \$400 annually shall be credited from Children and Youth Fund to General Fund for postage, paper and ink. (1-12-2002)
3. A Children and Youth Chairman shall be appointed each administrative year by the Department President. Duties include arrangements for Children and Youth Luncheon (or breakfast) at Department Convention. Expenses to be paid as any other Chairman.
4. 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)

5. 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)

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### **Section W - EDUCATION**

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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.
2. 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.
3. The scholarship recipient shall return the Department-created form to Department Headquarters no later than July 1<sup>st</sup> 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 1<sup>st</sup> shall not be awarded. (6-22-2017 Columbus NE)
4. Determination of Funding of Scholarships
  - a. Health Care Professional 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 dollar amount of awards. The award amount shall be no less than \$400.
  - b. Career and Technical Education 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 dollar amount of awards. The award amount shall be no less than \$400.
  - c. The Past President Parley 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 dollar amount of awards. Awards shall be made to the Health Care Professional Scholarship applicants. The award amount shall be no less than \$400.

5. Whenever the National scholarship program includes the following scholarships, and 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)
  - a. National Children of Warrior's National President Scholarship – The Nebraska selected applicant or alternate shall receive the \$200 Department President's Scholarship.
  - b. Spirit of Youth Scholarship for Junior members – The Nebraska selected applicant or alternate shall receive the \$200 Department President's Junior Scholarship.
  - c. Non-Traditional Student Scholarship – The Nebraska selected applicant or alternate shall receive the \$200 Graduate Scholarship.
  - d. Junior Loyalty Scholarship for Junior Members – The Nebraska selected applicant or alternate shall receive a \$200 scholarship.
6. A Memorial Scholarship will be given in memory of American Legion Auxiliary members Averyl Elaine Keriakedes, Roberta Marie Stretch, and Ruby Lorraine Paul. 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 dollar amount of awards. The award amount shall be no less than \$400.
7. National scholarship judging shall be performed by a team of five (5) people: The Department Education Chairman; three (3) qualified people selected by the Department Education Chairman, and the Department President, with judging of scholarships to be completed a minimum of two (2) weeks in advance of the National deadline.
8. 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.

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### **Section X - EIGHT ET FORTY**

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1. The framed charter of Eight et Forty, Departemental de Nebraska, has been hung at Department Headquarters.
2. 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.

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### **Section Y – AMERICAN LEGION AUXILIARY “CORNHUSKER” GIRLS’ STATE**

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1. American Legion Auxiliary Nebraska Cornhusker 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, unless circumstances prevent this. American Legion Auxiliary Cornhusker Girls State is a corporation with its own set of governing documents.
2. An administrative assessment fee of \$3,000 shall be taken annually from the Girls State fund to be added to the General Fund, to be paid prior to July 31 of each year. (6-25-2009)
3. American Legion Auxiliary Cornhusker Girls State will function as a subsidiary of the American Legion Auxiliary, Department of Nebraska, with its own Articles of Incorporation and Governing Documents.
4. Following the annual Department Convention, the newly elected Department President of the American Legion Auxiliary of Nebraska shall appoint the officers of Girls State and the fifth member of the Girls State Advisory Board with the approval of the Department Executive Committee.
5. The Department Treasurer, as Cornhusker Girls State Treasurer, shall be a signatory on all bank accounts.
6. The Cornhusker Girls State Treasurer shall submit a monthly financial report by the 10<sup>th</sup> of each month and an annual financial statement at the end of Girls State fiscal year. These reports to be sent to the Department Secretary and Department Executive Committee.

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### **JUNIOR AMERICAN LEGION AUXILIARY GOVERNING RULES**

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

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1. 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.
2. 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)
3. 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)
4. The Meeting is under the supervision of the Department Junior Activities Chairman. (1-7-2000)
5. 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)
6. 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)
7. Past Junior Meeting Histories shall be placed in Department Headquarters. (1-7-2000)
8. Each District President may appoint a District Junior Activities Chairman to be active in Junior work.

9. 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)
10. Funds for the United States Flag and Banner be raised by the Junior Membership. (6-27-1996)
11. 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)
12. A poppy corsage may 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)

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### **OFFICERS**

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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.

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### **DUTIES**

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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)

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### **COMMITTEES**

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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.

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### **COMMITTEE REPORTS**

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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)

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### **EXPENSES**

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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 at the standard mileage and per diem rate 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 travel at the standard mileage rate and per diem for the days at Mid-Year Conference and Department Convention, to be taken from the Conferences and Conventions budget item. (6-26-2008)

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### **CONTESTS AND AWARDS**

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1. The Department Junior Activities Chairman shall coordinate Junior contests and rules within the guidelines set by National in their Plans of Work. They may also consult the Committee 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.
3. Tiny Tot Membership ...\$4.00 (Unit with the highest number of Tiny Tots (5 years and under) (1-7-2000)
4. 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)
5. Junior gavel bells were retired to Cavalcade of Memories and replaced by plaques. Plaques, traveling trophies and gavels continue as awards.
6. 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)

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

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1. The current Department Junior Activities Chairman will be in charge of the balloting and voting.
2. 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.

3. Winning candidates 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)
4. 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)
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.
  - a. Junior members may apply for the grant and must specify the National Junior Meeting they will attend.
  - b. 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.
  - c. 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 their 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 their place. (1-7-2000: 6-23-2016)

NATIONAL JUNIOR MEETING  
GRANT APPLICATION FORM  
Application due 30 days prior to Event  
Send to Department Headquarters  
150 NW 40<sup>th</sup> Street Unit B

Lincoln, NE 68528

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 \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AGE \_\_\_\_\_ GRADE \_\_\_\_\_

YEARS OF MEMBERSHIP \_\_\_\_\_

OFFICES HELD: \_\_\_\_\_

UNIT \_\_\_\_\_

DISTRICT \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

ACTIVITIES AS A JUNIOR (Write on the back if more space needed)

\_\_\_\_\_  
\_\_\_\_\_

WHY WOULD YOU LIKE TO ATTEND THE NATIONAL JUNIOR MEETING?

\_\_\_\_\_  
\_\_\_\_\_

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

Updated at the 2022 June Convention in Columbus, NE

Updated at the 2023 June Convention in Kearney, NE