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

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

**CONSTITUTION & BYLAWS & STANDING RULES**

**Article I - NAME**

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

**Article II – PRINCIPAL OFFICE**

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

**Article III - PURPOSE**

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

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

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

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

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

**Article IV – GOVERNING BODY**

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

Following the annual Department Convention, the newly elected Department President of the American Legion Auxiliary of Nebraska shall appoint the officers of Girls State, namely: Chairman, first and second Vice Chairmen, Secretary, Treasurer, and the Fifth member of the Advisory Board with the approval of the Department Executive Committee. The newly appointed Chairman of Girls State, with the approval of the Department President, shall appoint the directors. These officers and directors shall be members of the American Legion Auxiliary. The directors shall serve for a period of one year and until their successors are appointed and qualified. (7-1/-012)

**Article V – ADVISORY BOARD**

There shall be an Advisory Board composed of five members appointed by the Department President with the approval of the Department Executive Committee. These board members shall be members of the American Legion Auxiliary. The members shall hold office for terms of one to five years respectively and thereafter one member shall be appointed annually for a term of five years. These members are required to attend the Girls State session each year while they are members of the Advisory Board. (7-1-2012)

**Article VI - PROMOTING**

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

**Article VII – DEBT OR OBLIGATION**

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

**Article VIII - BYLAWS**

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

**Article IX – ANNUAL MEETING**

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

**Article X - PERPETUAL**

This corporation shall be perpetual.

**Article XI - CONFORMITY**

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

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

**BYLAWS OF AMERICAN LEGION AUXILIARY**

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

**Article I – EXECUTIVE COUNCIL MEETINGS**

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

**Article II – NOTES & CONTRACTS EXECUTED**

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

**Article III - QUORUM**

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

**Article IV – OFFICER DUTIES**

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

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

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

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

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

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

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

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

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

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

**Article V – FISCAL YEAR**

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

**Article VI - AMENDMENTS**

Section 1. These by-laws may be amended by a two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by a majority vote. Provided the proposed amendment has been sent to all members of the Girls State Executive Council one (1) week prior to the vote.

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

**STANDING RULES OF AMERICAN LEGION**

**AUXILIARY GIRLS STATE, INC.**

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

2. Two Executive Council members shall be allowed $200 each to attend the National Girls State Conference in Indianapolis, Indiana. First choices to go shall be the Chairman and Secretary, if they are unable to go it will be opened to other members of the Executive Council. (7-1-2012)

3. The duties and powers of the Officers are listed in Article IV of the By-Laws section 1, 2, 3 and 4.

~~4~~. The cost of food and refreshments for the Girls State Planning Meeting shall be taken from the Girls State fund but not to exceed $75. (1-19-2024)

5. The regular annual Girls State Planning Meeting shall be held at Department Headquarters in Lincoln or by Zoom or other video media platform as deemed necessary by the Girls State Chairman in agreement with the Department President. The date and time of on site or video meeting to be decided by the Girls State Chairman and in agreement with the Department President of the American Legion Auxiliary. This date is to be set prior to Mid-Year Conference, preferably in November. (1-19-2024)

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

7. The budget for floor decorations shall be $320.00, to be divided evenly among the floors. Junior Counselors shall be reimbursed up to $20.00 for floor decorations, submitted by voucher and receipts. (1-19-2024)

8. Staff members without a current staff shirt will be given one for the week. It will be returned at the end of the week unless they choose to purchase it. (1-19-2024)

9. All Officers, Advisory Board, Directors, and staff shall attend the Girls State Planning Meeting.

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

11. It is preferred that Senior Counselors be Auxiliary members and/or Girls State Alumnae, non-members may serve as Senior Counselors with the approval of the Girls State Chairman and the Department President. (7-1-2012)

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

13. Cornhusker Girls State is usually housed on the University of Nebraska city campus. Session dates usually occur during the first full calendar week in June and are set by the Executive Council at the Girls State Planning Meeting. A maximum of 410 delegates may be accepted. (1-19-2024)

14. The Secretary shall receive a salary of $2,000.00 for necessary expenses in carrying out the duties of her office. The secretary and assistant may divide this salary upon their division of secretarial duties and the approval of the Girls State Chairman and the Department President.

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

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

17. The Girls State Chairman, with the approval of the Department President, has the choice of holding the Executive Council meeting at the end of all educational and instructional assemblies before the closing ceremony or following closing ceremony prior to Department Convention in June. (1-19-2024)

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

The above Standing Rules were updated according to changes approved by the Department Executive Committee, January 19, 2024, at Mid-Year Conference in Kearney, NE.

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

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

The above Constitution, Bylaws and Standing Rules were removed from the Department of Nebraska Governing documents and established as a stand-alone document on June 23, 2022, at the Department Convention held in Columbus, NE.