



**CONSTITUTION
OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEVADA**

Unit _____

_____ Unit Name

_____ Unit #

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 association during the Great 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 good will on earth; to safeguard and transmit to posterity the principles of Justice, Freedom and Democracy; to participate in and contribute to the accomplishments of the aims and purposes of the American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

ARTICLE I

Name

Section 1. The name of this organization shall be _____ Unit _____.
Unit Name Unit #

ARTICLE II

Nature

Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III

Eligibility

Section 1. Membership in the American Legion Auxiliary shall be limited to the: (1) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918 and any time after December 7, 1941 who, being a citizen of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility

periods, and died in line of duty or after honorable discharge; (3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and (4) to those women who of their own right are eligible for membership in The American Legion.

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

§A: Senior membership shall be composed of members over the age of eighteen; provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member.

§B: Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.

§C: Dues of both classes shall be paid annually or for life.

§D: A member failing to pay such annual dues by January 31st of the current membership year shall be delinquent and suspended from membership privileges. A member deemed delinquent for failing to be dues by December 31st of the current membership year shall be classified as expired.

ARTICLE IV

Unit Officers

Section 1. The Unit Organization shall have the following unit officers: President, First Vice President, Second Vice President, Secretary/Treasurer, Chaplain, Historian, and Sergeant-at-Arms.

Section 2. The Unit shall elect the following officers: President, First Vice President, Second Vice President, Secretary/Treasurer, Chaplain, Historian, and Sergeant-at-Arms. Such officers shall serve for one term or until their successors are elected; a term shall start upon the adjournment of the meeting at which they are elected and end at the adjournment of the meeting during which officers are elected for the following year.

Section 3. In the event of a vacancy in the office of the President, the First Vice-President shall become President and shall assume the duties and authority of the office. Vacancies occurring between regular meetings in these offices, other than the President, shall be filled by election by the Executive Committee, and any member of the Unit, in good standing, shall be eligible for election to such vacancy.

Section 4. All questions affecting the eligibility, election, and conduct of a department officer shall be referred to the Executive Committee where a decision by a two-thirds vote in said committee shall be the final authority thereon.

ARTICLE V

Unit Executive Committee

Section 1. Between regular meetings, the Unit Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization.

Section 2. The Unit Executive Committee shall be comprised of:

§A: Voting Members:

The President, Vice-Presidents, Secretary/Treasurer, Chaplain, Historian, and Department Sergeant-at-Arms.

§B: Non-Voting Members:

§1. All Past Unit Presidents in good standing in her Unit shall be members for life of the Unit Executive Committee, with all rights except the right to vote.

§2. The Unit Finance Officer shall be a member of the Unit Executive Committee, with all rights except the right to vote.

Section 3. The Unit President and the Unit First Vice-President shall serve as Chairwoman and Vice Chairwoman of the Unit Executive Committee respectively.

**ARTICLE VI
Amendments**

Section 1. This Constitution may be amended at any Unit meeting by a two-thirds vote of the total membership, provided the proposed amendments shall have been submitted through the Secretary to all members of the Unit by distributing same to them at least twenty (20) days prior to the convening of the next meeting; and provided further that all proposed amendments shall be read at a regular meeting.

Section 2. Amendments to the National Constitution and the Department Constitution shall automatically become effective in this Unit.

**BYLAWS
of the
AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEVADA
Unit**

Unit Name

Unit #

**ARTICLE I
Unit Organization**

Section 1. Those who desire to form a Unit shall apply to the Post to which it will attach and the Department in which it resides. Upon receipt of a properly executed charter application from the Department, the National President and the National Secretary shall sign the Unit charter.

Section 2. The minimum membership of a Unit shall be ten (10) senior members, with the exception of the Department Headquarters Unit that shall have no minimum membership requirement.

Section 3. A Unit shall be given the name, location, and number of The American Legion Post to which it is attached.

Section 4. A Unit shall remain in good standing provided that it maintains a minimum of ten (10) senior members who are in good standing and maintains good conduct as determined by the Department Executive Committee.

Section 5. Each Unit of the American Legion Auxiliary shall be responsible for verifying eligibility and deciding its membership, subject to the restrictions of the national governing documents. No person who is a member of an organization which has for its aim the overthrow of the United States Government 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 6. All persons handling funds of the Unit 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 Unit.

**ARTICLE II
Election of Officers**

Section 1. The election of the following officers shall be by secret ballot: President, First Vice-President, Second Vice-President, Secretary/Treasurer, Chaplain, Historian, and Sergeant-at-Arms. A majority of the votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote.

Section 2. All candidates for office shall be nominated from the floor.

Section 3. Each Unit Officer shall assume the duties of her office upon the adjournment of the meeting at which she is elected, and shall serve until the adjournment of the succeeding annual meeting in which an election occurs, or until her successor is elected and qualified.

Section 4. A vacancy occurring in an office, not including the office of President as provided in Article III Section 3 of this Constitution and Bylaws, in the Unit other than expiration of term shall be filled for the unexpired term by nomination and a majority vote of the Unit Executive Committee.

Section 5. No member shall be eligible to seek Unit office unless in good standing in her Unit.

Section 6. If a member wishes to be considered for a Unit Officer position they cannot be at the meeting during which the election shall be held, they must submit a letter stating their wishes to their unit and to the Unit Secretary-Treasurer at least two weeks prior to the meeting.

ARTICLE III Duties of Officers

Section 1. President: It shall be the duty of the Unit President to preside at all regular meetings of the Unit and meetings of the Unit Executive Committee; to appoint a parliamentarian; to appoint members of standing committees; to appoint other committees as she deems advisable to further the mission of the organization; and to appoint officials not otherwise provided for in these Bylaws, all subject to confirmation by the Unit Executive Committee. The Unit President shall serve as an ex-officio member of all committees, and shall perform other duties as are usually incident to the office.

§A: The President shall be limited to serving _____ consecutive term(s) of office, but no member eligible to hold office shall be limited to any total number of terms served over the course of her membership.

Section 2. In the event the Unit President becomes incapacitated or is otherwise unable to discharge the duties of the Unit President, the Unit Executive Committee may declare the position vacant.

§A: In the event there is a vacancy in the office of the Unit President, the Unit First Vice President shall become President and shall assume the duties and authority of the office. In the event the Unit First Vice President has assumed the office of Unit President for a period of less than six (6) months, she may run for a succeeding full term as Unit President.

Section 3. The term of office for all Unit officers shall be _____ year(s).

Section 4. Unit First & Second Vice-Presidents: It shall be the duty of the Unit First Vice President to be the presiding officer at a meeting of the organization in the absence of the Unit President.

§A: The First and Second Vice Presidents shall assume such other duties as assigned to them by the Unit President.

§B: In the event the Unit First Vice President thus assumes the office of the Unit President, the Unit Executive Committee may declare the position of First Vice President vacant and shall fill the office of the Unit First Vice President with the Unit Second Vice President. If this term is less than six (6) months, the person so named is eligible to election by regular process to the office of Unit First Vice President.

Section 5. In the absence of both the Unit President and the Unit First and Second Vice Presidents, a Chairwoman pro tempore shall be elected by the Unit Executive Committee.

Section 6. Unit Secretary/Treasurer: It shall be the duty of the Unit Secretary/Treasurer to record proceedings of regular and special Unit meetings, the Unit Executive Committee meetings, to keep all records of the Unit,

and to perform other duties as assigned. She shall transmit reports and bulletins of all Standing Committees and send out all literature and call of meetings. She shall submit dues to the Department no less than monthly or to meet membership deadlines. She shall perform all other duties incident to the office. She shall turn over to her successor all books and papers belonging to the Unit within 30 days following the end of her term of office, said minutes to be included in the printed proceedings of the Unit. It shall further be the duty of the Unit Secretary/Treasurer to serve as custodian of the funds of the Unit Organization, and shall expend the same upon presentation of itemized expense statements as authorized by the Budget. She shall be one of the two signatories on all checks in disbursing the funds of the organization, and shall make reports upon the condition of the Unit Treasury when called for by the Unit President; said report to be included in the printed proceedings of the Convention. She shall turn over, to her successor, all money, vouchers, books and papers belonging to the Unit within 30 days following the end of her term of office, and shall perform other duties assigned.

Section 7. Unit Chaplain: It shall be the duty of the Unit Chaplain to offer prayer and to perform such divine and nonsectarian services as may be necessary, adhering to such ceremonial rituals as may be recommended by the Unit President or the Unit Executive Committee, and shall perform other duties as assigned.

Section 8. Unit Historian: It shall be the duty of the Unit Historian to complete a historical record of the administrative year in which she serves, make a report to the Unit, maintain and update the historical records of the Unit Organization through the process provided in the Standing rules, and shall perform other duties as assigned.

Section 9. Unit Sergeant-at-Arms: The Unit Sergeant-at-Arms shall be in charge of the color detail throughout the meetings at the Unit and she shall verify meeting rooms are properly prepared. She shall preserve order at all meetings and perform such other duties assigned by the Unit President.

ARTICLE IV

Unit Executive Committee

Section 1. Role: The Unit Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization between regular Unit meetings. It shall be the duty of the Unit Executive Committee to ensure that the organization has adequate resources to fulfill its mission. The Unit Executive Committee is responsible for the organization's adherence to legal standards and ethical norms.

Section 2. Authority: The Unit Executive Committee shall adopt the annual budget for the Unit Organization; adopt policies and standing rules, unless otherwise noted in the Unit Constitution, these Bylaws or Standing Rules, strategic plans and agreements, and memorandums of understanding; review financial statements and accept the department annual audit; ratify committees; confirm committee and other Unit appointments, and confirm the appointment of officials not otherwise provided for in these Bylaws; levy assessments as needed; and perform other duties and responsibilities that are the normal function of a corporate board of directors.

§A: All questions affecting the election, eligibility, conduct, and capacity of Unit Officers shall be referred to and determined by the Unit Executive Committee. The Unit Executive Committee shall be responsible for establishing the process and procedure for making the determination that a Unit Officer or a unit committee member serving a single or multiple-year term is incompetent incapacitated, or otherwise unable to discharge the duties of the department office.

Section 3. Meetings

§A: The Unit Executive Committee shall meet at such time(s) and place(s) as shall be deemed necessary by the Unit President.

§B: Written notice of Unit Executive Committee meetings shall be provided to members of the Unit Executive Committee at least two (2) weeks prior to the designated meeting.

Section 4. Quorum: Four of the voting Unit Executive Committee members shall constitute a quorum of the Unit Executive Committee.

ARTICLE V

Committees

Section 1. Pursuant to the Article on Duties of Officers, the Unit President may appoint committee chairs, as she shall deem advisable to further the mission of the organization, subject to the ratification by the Unit Executive Committee. When a vacancy occurs of a committee chair, the Unit President shall appoint a member to serve the remainder of the unexpired term, all subject to the confirmation by the Unit Executive Committee.

ARTICLE VI

Finance

Section 1. The revenue of this Unit of the American Legion Auxiliary shall be derived from annual membership dues in a per capita amount established by the Unit. Modification to the Unit per capita dues for members shall require a two-thirds vote in the affirmative by the total membership. Dues shall be payable in amounts as provided in the Standing Rules. A member's status is dependent upon timely payment of dues as provided in this Constitution, Article III Section 2 §D.

Section 2. The fiduciary responsibility of the Unit Executive Committee shall include adoption of the Unit Organization's budget, and review and acceptance of financial reports and the annual audit.

Section 3. The Unit Organization shall ensure that all persons handling funds of the Unit Organization shall be bonded by a reputable, solvent bonding and surety company, or shall be covered by fidelity/crime insurance in an adequate amount approved by the Unit Secretary/Treasurer and reported to the Unit Audit Committee.

Section 4. With the exception of the Unit Secretary/Treasurer, there shall be no salaried officers. Necessary expenses incurred by unit officers and chairwomen of unit committees in the exercise of their duties to the American Legion Auxiliary, may be paid from the unit treasury when authorized by the unit budget or authorized by the Unit President and confirmed by the Unit Executive Committee.

ARTICLE VII

Suspension, Cancellation, and Revocation of Charters

Section 1. The Department Executive Committee may suspend, cancel, or revoke Unit charters for good cause.

Section 2. Any Unit that a) fails to meet the obligations imposed upon it by the governing documents, policies, or requirements of the National Organization or Department, or b) ceases to function as an American Legion Auxiliary Unit from one Department Convention to the next, shall surrender its charter at the direction of the Department President. When a Unit so directed to surrender its charter fails to do so, the Department Executive Committee may take immediate steps to revoke the charter.

Section 3. An American Legion Auxiliary Unit whose charter has been suspended, cancelled, or revoked by the Department may appeal the decision of the Department Executive Committee to the National Executive Committee.

Section 4. Upon suspension of an American Legion Auxiliary Unit charter, the Department Executive Committee is authorized, empowered, and directed, by and through its duly authorized agents, to take possession, custody and control of all records, assets, property, and belongings of the Unit and to provide for the governance and administration of the Unit during said suspension.

Section 5. With regard to suspensions, cancellations, and revocations of Unit charters, in no event shall the Department organization be required to assume any financial obligation with regard to records, assets, property, and belongings.

Section 6. Cancellation of a Unit charter shall be in order when two (2) or more Units merge, when a Unit ceases to function, or under such other conditions as might make such action necessary within the Department. In the event a Unit charter is canceled or revoked without the consent of such Unit, it shall have the right of appeal to the Department Executive Committee.

Section 7. The Department Executive Committee may prescribe rules of procedures to be following in the revocation, suspension or cancellation of Unit charters, with full power to revise or amend such rules,

Constitution, Bylaws, and Standing Rules

provided, however, that until such rules have been adopted, the procedure now in existence shall be applicable. All rules and procedures shall be in accordance with the principles of due process of law.

ARTICLE VIII

Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, or the Unit, Department, or National Constitution, Bylaws, and Standing Rules.

ARTICLE IX

Amendments

Section 1. These By-Laws may be amended at any Unit meeting by a two-thirds vote of the total membership, provided the proposed amendments shall have been submitted through the Secretary to all members of the Unit by distributing same to them at least twenty (20) days prior to the convening of the next meeting; and provided further that all proposed amendments shall be read at a regular meeting.

Section 2. Amendments to the National Constitution and the Department Constitution shall automatically become effective in this Unit.

ARTICLE XII

Authority

Section 1. The authority under which this Unit of the American Legion Auxiliary shall function is vested in the National Constitution & Bylaws and the Department Constitution & Bylaws and such Standing Rules as have been duly adopted. Any provision of the Unit Constitution or Bylaws, or any regulation of the Unit in conflict with the foregoing authorities shall be void.

STANDING RULES
of the
AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEVADA

Unit

Unit Name

Unit #

PREFACE

These Standing Rules are duly adopted by the appropriate Unit governing body of the American Legion Auxiliary, Department of Nevada, to provide guidance to the Unit. Standing Rules have the same importance as the Unit Constitution & Bylaws and may be amended as frequently as needed.

Certain Standing Rules can only be amended or rescinded by action of the Unit membership, as specified therein. Standing Rules that specifically state, "As provided in the Unit Bylaws" can only be amended by action of the Unit membership.

Except when otherwise specified in the Bylaws or these Standing Rules, a standing rule may be amended or rescinded by a two-thirds vote of the Unit Executive Committee, or, if notice has been given, by a majority vote. In addition to these Standing Rules, supplementary unit policies or rules may be adopted, as the Unit Executive Committee or Unit membership needs them from time to time.

Any amendment to the National Constitution, Bylaws, and/or Standing Rules or to the Department Constitution, Bylaws, and/or Standing Rules will automatically amend this Unit Constitution, Bylaws, and/or Standing Rules.

Upon amendment, article and section numbering of this Constitution, Bylaws, and Standing Rules will be automatically updated as necessary.

As required by the United States trademark laws and the American Legion Auxiliary National Bylaws, all this Unit shall be subject to regulation by action of the Department governing bodies of the American Legion Auxiliary.

I. UNIT ORGANIZATION

1. The American Legion Auxiliary shall coordinate with The American Legion on all similar governance and program matters, and conduct itself at all times in a manner that ensures harmony.
2. The National Judge Advocate of the American Legion shall be the Counsel General of the American Legion Auxiliary. All requests for information from and opinions by the Counsel General **MUST** come through the Department Secretary or Department President to the National Secretary, and thence referred to the Counsel General for his ruling, and said ruling will be sent by the National Secretary to the Department Officer, then to the Unit.

II. UNIT

1. The Unit shall be governed by the Unit Constitution, Bylaws, and Standing Rules, which shall not conflict with the National Constitution & Bylaws, rules and policies, nor with the Department Constitution, Bylaws, and Standing Rules.

Constitution, Bylaws, and Standing Rules

2. The Unit has the responsibility for the discipline of its members. A member disciplined by her Unit may appeal the Unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall review the appeal and respond, as it deems appropriate. The action of the Department Executive Committee is final. The Department may discipline a Unit for failure to discipline a member.
3. It shall be the responsibility of the Unit Executive Committee to determine all questions affecting the election, eligibility, conduct, and capacity of the Unit's officers and directors, and Unit Executive Committee members. Differences that may arise within the Unit should first be taken up with the Unit Executive Committee.
 - §A: Governance issues within the Unit not resolved by the Unit Executive Committee may be appealed to the Department Executive Committee. The Department Executive Committee has the authority to accept or reject appeals for consideration.
4. The National Judge Advocate has given the opinion that a Post has no power to regulate a Unit, or no Department of the Legion to regulate the Department of the Auxiliary.
5. The Department has the authority to establish Department policies for endorsement of candidates for National offices.
6. Names and address of all elected Unit Officers and the Unit Secretary, whether elected or appointed, must be provided to Department Headquarters no later than thirty (30) days after Unit meeting at which election occurs.

III. UNIT MEETINGS

1. The time and place of the Unit meetings shall be set by the Unit President as follows:

Day (*ex: 2nd Tuesday of the Month*): _____

Time: _____

Place (*full address*): _____

V. DUTIES OF UNIT OFFICERS

1. In addition to the duties of the Unit Officers as outlined in the Unit Constitution and Bylaws, the following rules and regulations shall govern Unit Officers.

§A: Unit President

- i. The Unit President shall be free to appoint as an Advisory Committee composed of those Past Unit Presidents from whom she intends to seek advice and counsel, and such a committee shall act in an advisory capacity.
 - a. Should the Unit President choose to appoint an advisory committee, this committee shall be comprised of not less than three (3) members, but may be comprised of as many members as deemed appropriate, for such tasks as may be assigned.

§B: Unit Vice Presidents

- i. In the event the Unit President is unable to make any official visits, Unit Vice Presidents may be authorized to act as the official representative(s) of the President.

§C: Unit Chaplain

- i. The Unit Chaplain shall conduct the official Memorial Service for any deceased Past Unit President at the next regular Unit meeting.

- ii. The Unit Chaplain shall be responsible for all invocations and benedictions at official meetings.

§D: Unit Historian

- i. The Unit Historian shall compile a history of the year in which she served, to be completed prior to final Unit meeting of the year. She shall prepare a written report to be read at this meeting and send to the Department Historian with a copy to be given to the Unit President under whom she served.

VI. COMMITTEES

1. The Unit Standing Committees shall be, when possible:

§A: Americanism

- i. Purpose: The purpose of the Americanism committee is to promote patriotism and responsible citizenship.
- ii. Composition: The Americanism committee shall be composed of a chairwoman and any members that shall be deemed appropriate

§B: Audit

- i. Purpose: The purpose of the Audit committee is to provide oversight assistance to the Unit Executive Committee in fulfilling its responsibilities regarding accounting and reporting practices, reliable systems of internal control, the corporate responsibility program, and the quality and integrity of the Unit's financial reporting.
- ii. Composition: The Finance committee shall be composed of three (3) members appointed annually, with the Unit Secretary/Treasurer and the Unit Finance Officer acting as advisors privy to all discussions and meetings but with no votes.
 - a. The original members of this committee shall serve for three (3), two (2), and one (1) years, respectively; following this, the term of office for members of this committee shall be three (3) years.
- iii. Duties: The Audit committee shall complete a formal audit of the Unit's current-year books and present an audit report at the Unit Executive Committee meeting and to the Unit at a regular meeting no less than once annually.
 - a. All Unit books shall be closed on June 30th for the fiscal year. The Audit committee shall audit all Unit books as of the close of business on April 30th; an audit of the balances for May and June, to conclude the fiscal year, shall be conducted and a report given at the first Unit Executive Committee meeting of the following year.

§C: Auxiliary Emergency Fund (AEF)

- i. Purpose: The purpose of the Auxiliary Emergency Fund committee is to raise funds for and awareness of the Auxiliary Emergency Fund, to promote knowledge about the program, to disseminate information to members about the application process, and to assist members in need.
- ii. Composition: The AEF committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§D: Children and Youth

- i. Purpose: The purpose of the Children and Youth committee is to work collaboratively with the American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans.
- ii. Composition: The Children and Youth committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

Constitution, Bylaws, and Standing Rules

§E: Community Service

- i. Purpose: The purpose of the Community Service committee is to work in cooperation with the American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans.
- ii. Composition: The Community Service committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§F: Constitution and Bylaws

- i. Purpose: The purpose of the Constitution and Bylaws committee is to inform members about proper governing documents at all levels of the American Legion Auxiliary.
- ii. Composition: The Constitution and Bylaws committee shall be composed of a chairwoman and any members that shall be deemed appropriate.
- iii. Duties:
 - a. This committee shall be responsible for considering and proposing, from time to time, such revisions of the Constitution, Bylaws, and Standing Rules as may be deemed necessary in the interest of the organization.
 - b. The committee shall make the Constitution and Bylaws, being duly approved by the Unit assembled, available to all members within the Unit, with newly revised documents made available upon adoption of amendment(s).
 - c. The Unit shall transmit a copy of its Constitution, Bylaws, and Standing Rules to the Department Constitution and Bylaws chairwoman and shall update the copy on file with the Department whenever necessary.

§G: Education

- i. Purpose: The purpose of the Education committee is to promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion, and support of education beyond high school.
- ii. Composition: The Education committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§H: Finance

- i. Purpose: The purpose of the Finance committee is to oversee the development and implementation of general Unit financial policy subject to approval or ratification by the Unit Executive Committee, to provide oversight of the budget, and to report any significant variance regarding the budget to the Unit Executive Committee.
- ii. Composition: The Finance committee shall be composed of a chairwoman (to be known as the Finance Officer) and no less than three (3) members, with the Unit Secretary/Treasurer serving as an advisor privy to all discussions and meetings but with no vote.
 - a. The original members of this committee shall serve for three (3), two (2), and one (1) years, respectively; following this, the term of office for members of this committee shall be three (3) years.
- iii. Duties: The Finance Committee shall oversee the general financial policy of the Unit, prepare the fiscal yearly budget, and supervise the expenditure of funds under the budget, with all actions subject to ratification by the Unit Executive Committee.

§I: Girls State

- i. Purpose: The purpose of the Girls State committee is to provide an outstanding and unique educational opportunity to young women, which instills the basic ideas and principles of American government.
- ii. Composition: The Girls State committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§J: Junior Activities

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- i. Purpose: The purpose of the Junior Activities committee is to offer guidance to Unit's Junior group, who shall conduct their own meetings and carry out their own activities in accordance with the mission of the American Legion Auxiliary.
- ii. Composition: The Junior Activities committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§K: Legislative

- i. Purpose: The purpose of the Legislative committee is to advocate open communication with local, state, and nationally elected officials, to ensure members are aware of and informed about issues central to the support and well-being of our veterans and their families and to promote grass-roots levels of advocacy and action.
- ii. Composition: The Legislative committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§L: Membership

- i. Purpose: The purpose of the Membership committee is to promote the benefits of membership and to promote retaining and recruiting a diverse, active membership to carry out the mission and programs of the American Legion Auxiliary.
- ii. Composition: The Membership committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§M. National Security

- i. Purpose: The purpose of the National Security committee is to promote a strong national defense.
- ii. Composition: The National Security committee shall be composed of the National Executive Committeewoman, who shall act as chairwoman, and any members that shall be deemed appropriate.

§N: Past Presidents' Parley

- i. Purpose: The purpose of the Past Presidents' Parley committee is to recognize and honor female veterans and to utilize the experience and knowledge of past Auxiliary leaders for the training and encouragement of future Auxiliary leaders.
- ii. Composition: The Past Presidents' Parley committee shall be composed of a chairwoman and any members that shall be deemed appropriate, all of whom must have previously held the position of President at some level within the Auxiliary.

§O: Poppy

- i. Purpose: The purpose of the Poppy committee is to educate our membership and the public concerning the significance of the Poppy and the financial benefit realized by our nation's veterans as a result of its distribution.
- ii. Composition: The Poppy committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§P: Public Relations

- i. Purpose: The purpose of the Public Relations committee is to work collaboratively with all levels of the organization to create, implement, and support a proactive communication network that advances the objectives and programs of the American Legion Auxiliary and positively projects our image and programs to the general public.
- ii. Composition: The Public Relations committee shall be composed of a chairwoman and any members that shall be deemed appropriate.

§Q: Veteran Affairs and Rehabilitation (VA&R)

- i. Purpose: The purpose of the VA&R committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives.

- ii. Composition: The VA&R committee shall be composed of a chairwoman and any members that shall be deemed appropriate.
2. Other ad hoc committees may be created from time to time when deemed necessary by the Unit Executive Committee.

VIII. UNIT

1. Differences that may arise within the Unit should first be taken up with the District President. If the problem has not been resolved, the problem is to be stated in writing, and sent to the attention of the Department President and Department Secretary. If the problem still exists it will be brought before the Department Executive Committee (DEC) for their ruling. Only if the above measures fail to resolve the differences will National Headquarters be contacted; that contact is to be made only by the Department.
2. No Unit member from one Unit shall have access to the records of another Unit.

IX. GIRLS STATE

1. Girls State fees shall be governed as follows.
 - §A. Fees for Girls State shall be set by the recommendation of the Girls State Board and approved through the Finance Committee.
 - §B. If a delegate does not attend Nevada Girls State, nor her alternate, the refund policy for delegate fees will be as follows: if the Director is notified a minimum of thirty (30) days prior to the beginning of the annual Nevada Girls State session, the entire registration fee will be refunded. If a delegate cancels with less than thirty (30) days notice, and no alternate can attend in her place, there will be no refund of the registration fees. Other fees are non-refundable at any time.

X. DEPARTMENT SCHOLARSHIPS

1. The Department President's Scholarship shall be awarded Nevada's entry in the competition for the National President's Scholarship in the amount of Three Hundred Dollars (\$300.00) for first (1st) place only. The money allotment shall be 60% from the General Fund and 40% from the Children & Youth Fund of the Department. The Education Chair will select winners.
2. The Department winner of the Spirit of Youth Auxiliary Scholarship competition shall be awarded a scholarship in the amount of One Hundred dollars (\$100.00). Should the winner be the daughter of a veteran, the money allotment shall be 60% from the General Fund and 40% from the Children & Youth Fund of the Department. Should the winner be a granddaughter of a veteran, the scholarship award shall be taken from the General Fund. The Education Chair will select winners.

XI. POPPIES

1. All Units shall remit ten percent (10%) of their net proceeds of each Poppy Drive and transmit to the Department Secretary-Treasurer within thirty (30) days following the date of the Poppy Drive.
2. The revenue from distribution of Poppies are restricted funds and shall be carried as a separate item in the books; as such revenue is to be used solely for programs benefitting veterans and/or their families.
3. Rules for Expenditure of Poppy funds:
 - §A: For the rehabilitation of veterans honorably discharged from the United States Armed forces after April 6, 1917.
 - §B: For the welfare of the families of veterans of the above named period.
 - §C: For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals.
 - §D: For the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.

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§E: For the purpose of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the Poppy Fund.

4. Entries in the Poppy Poster contest shall be judged in a timely fashion. Certificates, instead of cash, shall be given to the Poppy Poster contest winners.

XII. FINANCE

1. The revenue of the American Legion Auxiliary shall be derived from annual membership dues of Senior and Junior members, and from such other sources as may be approved by the Unit Executive Committee.

§A: The annual dues shall be collected by each Unit and transmitted through Department to the National Treasurer.

i. The annual dues of Senior members to be remitted to the Unit shall be \$_____ plus the Department and National per capita dues.

ii. The annual dues of Junior members to be remitted to the Unit shall be \$_____ plus the Department and National per capita dues.

§B: Dues shall be payable annually for the succeeding calendar year or may be paid for life.

This Constitution, Bylaws, and Standing Rules was read, voted on, and approved at our regular Unit meeting on: _____
(date)

Unit President – Printed Name

Signature

Unit Secretary – Printed Name

Signature

Unit C&B Chair (if available) – Printed Name

Signature

FOR DEPARTMENT USE ONLY

Date Received by Department: _____

Receiving Officer – Printed Name & Position

Signature