

UNDER REVISION FOR 2023 -2024



AMERICAN LEGION AUXILIARY

**DEPARTMENT
OF
VERMONT**

STANDING RULES

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DEPARTMENT OF VERMONT

STANDING RULES

i. Taxes and Funds

Section 1.1 - Membership. Total dues for seniors are \$24.00. The National per capita dues are twelve dollars (\$12.00) for senior members and two dollars and fifty cents (\$2.50) per year for junior members. The Department per capita dues shall be twelve dollars (\$12.00) per year over National senior member dues and shall be credited as follows: Ten dollars and fifty-five cents (\$10.55) to the General Fund, twenty cents (\$.20) to the Department Relief Fund and one dollar and twenty-five cents (\$1.25) to ALAGMGS.

Section 1.2 - Total dues for seniors are twenty-four dollars (\$24.00). Twelve dollars (\$12.00) goes to National and twelve dollars (\$12.00) stays in the Department.

Section 1.3 - Total dues for juniors are four dollars (\$4.00) per year. Two dollars and fifty cents (\$2.50) goes to ALA National and one dollar and fifty cents (\$1.50) goes to the Junior Activities Fund.

Section 1.4 - National and Department dues collected by the Units shall be transmitted monthly to the Department Secretary, who shall remit the National per capita dues monthly to the National Treasurer.

Section 1.5 - All special funds will be administered as directed by the Department Executive Committee. All donations for special funds, unless otherwise instructed, shall be sent to the ALA Department of Vermont with a note denoting the purpose of the same in order that the Unit or donor may get proper credit on the Department books. The Finance Director will notify the chairpersons affected of the availability of such donation.

Section 1.6 - Units shall remit forty (40) percent of the net poppy sale proceeds to the Executive Director. Checks shall be made out to the ALA Department of Vermont of the amount received; the Department shall allocate one-fourth for use at the Vermont Veterans' Administration under the supervision of the VA & R Chairperson. The balance shall be transferred to the Veterans Relief Fund.

Section 1.7 - Ten dollars (\$10.00) shall be sent in by each Unit and placed in a National Convention Delegates' Fund to be divided among delegates attending National Conventions other than the outgoing Department President and Department Secretary. The Finance Committee shall recommend the distribution of the fund each year, with the approval of the Department Executive Committee.

Section 1.8 - All delegates receiving expense money from the Department are expected to attend all meetings of the National Convention. Any delegate unable to attend any session shall report the reason to the Delegation Chairperson who in turn shall appoint an alternate (if present) to take their place.

Section 1.9 - If a Junior Member has the opportunity to attend National Convention for recognition or awards; they will be required to have a parent or guardian present with them for the duration of their visit. The travel cost for the parent or guardian will be at his or her own expense. The Junior Unit Member of the Year attending National Convention shall receive the same allowance as a delegate from the Past Presidents Parley fund. (Amended 6/24/2022)

Section 1.10 - The Department ALA Relief Fund shall be allocated to each Chairperson as needed with approval of the Finance Committee.

Section 1.11 - Financial records of Chairpersons handling funds are to be presented to the Finance Director each month and their final report three weeks prior to the closing of the Department books. The ALAGMGS records shall be presented quarterly.

Section 1.12 - The value of the gifts for the Veterans at Christmas, under the supervision of the VA&R Chairperson, shall not be in excess of ten dollars (\$10.00). Each gift shall carry greetings from your American Legion Auxiliary.

Section 1.13 - Each unit shall remit five dollars (\$5.00) each year to be set aside into an account to send either the Chairperson or Director of ALAGMGS to the National ALA Girls State meeting.

Section 1.14 - The Department fee for a permanent charter shall be twenty dollars (\$20.00).

Section 1.15 - The Department financial books shall close April 30.

Section 1.16 - The members of the Department Executive Committee shall not be polled except in case of absolute necessity.

Section 1.17 - Funds received by the Department from Units cancelling their charters shall be used as directed by the Department Executive Committee. Funds from the cancellation of Unit 26 shall be used as follows: A minimum of \$500.00 shall be donated to the Vermont American Legion Emergency Fund each year; and a minimum of \$500.00 shall be donated to the American Legion Auxiliary Department of Vermont President's project each year, subject to the availability of funds. The amount donated, if other than that noted herein, shall be determined by the DEC meeting held prior to the mid-winter conference.

2. Expenses

Section 2.1 - Expenses for postage, telephone, express, etc. incurred by Department Officers and Chairpersons in the exercise of their duties shall be paid from the Department Treasury in accord with the approved budget except for those handling funds; their expenses shall be paid from their respective funds on approval of the Finance Committee.

Section 2.2 - The Department President, Department Secretary, and Department Treasurer, attending Conventions and Conferences of the Department, shall be allowed travel expenses to be determined each year by the Finance Committee with the approval of the Department Executive Committee.

Section 2.3 - The outgoing Department President and the Department Secretary attending National Convention shall be given a set amount determined each year by the Finance Committee with the approval of the Department Executive Committee.

Section 2.4 - Members of the Department Executive Committee attending the July Department Executive Committee meeting shall be reimbursed for mileage traveled by direct route. The amount shall be determined each year by the Finance Committee with the approval of the Department Executive Committee and shall be requested on forms provided by the Department.

Section 2.5 - Department Chairpersons attending National Conferences shall be given a set amount determined each year by the Finance Committee with the approval of the Department Executive Committee.

Section 2.6 - The Department shall pay the per diem of the National Committeeperson while in Washington for the Washington D.C. Conference.

Section 2.7 - The Department President, when representing the Department of Vermont at Conferences, shall be given a flat amount to be determined each year by the Finance Committee with the approval of the Department Executive Committee.

Section 2.8 - The Department Secretary shall be sent to the Department Leadership National Conferences in Indianapolis and in Washington D.C. and shall be given a flat amount to be determined each year by the Finance Committee with the approval of the Department Executive Committee.

Section 2.9 - Members attending the National Convention in the position of Page shall receive the same allowance as the Delegates to help defray their expenses.

Section 2.10 - Candidates endorsed by the Department of Vermont for a National Office shall receive a stipend of five hundred dollars (\$500.00).

Section 2.11 - The property of the American Legion Auxiliary shall be insured.

Section 2.12 - Junior field trips – All field trips require a permission slip signed by a parent or legal guardian. The Junior Activities Chairman must receive permission from the Department Executive Board for all field trip itineraries prior to travel; the Junior to Chaperone maximum ratio shall be 8:1 (See Policy & Procedures) (Amended 6/24/2022)

3. Salaries

Section 3.1 - The salaries of the office staff shall be determined by the Executive Director and approved by the Finance Committee.

4. Finance

Section 4.1 - Department President Stipend will be allocated in Quarterly Payments not to exceed twenty-five (25) percent of the Presidents stipends unless the prior quarter has not been distributed.

Section 4.2 - The Department Vice-President shall be given an annual stipend in the amount of \$400.00; such stipend shall be allocated in quarterly payments not to exceed twenty-five percent of the total unless the prior quarter has not been distributed.

Section 4.3 - The Executive Director and Finance Director shall be given an annual stipend of \$800.00, such stipend allocated in quarterly payments not to exceed twenty-five (25) percent of the total unless the prior quarter has not been distributed.

Section 4.4 - Eligible Auxiliary business expenses up to an officer's stipend limit that are paid directly by Department or are reimbursement for detailed expense receipts for eligible business expenses submitted to and approved by Headquarters within two months of being incurred will not be included on an IRS 1099 form. Any other stipend payments in excess of \$600 will be issued an IRS 1099 form. Eligible business expenses are expenses that have a business purpose consistent with the mission of the Auxiliary. Prior expenses requested for reimbursement within two months of the establishment of this standing rule will also be considered. (Amended 6/24/2022)

Section 4.5 - No officer or Committee Chairperson shall receive compensation for services, except as provided by the Department Executive Committee. In order for compensation for services given, receipts must be turned into the Department Treasurer by April 1.

Section 4.6 - The expense necessary for the performance of official duties shall be paid from Department funds according to rules prescribed by the Department Convention or the Department Executive Committee.

Section 4.7 - the Department Finance Committee with approval of Department Executive Committee shall determine Expenses of Headquarters and its maintenance.

Section 4.8 - All persons handling funds of this Department shall be bonded with a surety bond at Department expense.

Section 4.9 - Any bill involving an obligation not definitely provided for by the Constitution Bylaws or Standing Rules shall be submitted through the Finance Committee and subject to approval by the Department Executive Committee prior to being paid.

Section 4.10 - All yearly Trophies and Awards shall be figured with the closing of the Department Books as the final date to be considered in the awarding of said Trophies and Awards April 30.

Section 4.11 - A one thousand-dollar (\$1,000.00) check shall be awarded annually to the Department winner of the National President's Scholarship contest.

Section 4.12 - A one thousand-dollar (\$1,000.00) check shall be awarded annually to the Department winner of the Spirit of Youth Scholarship for Junior Members Contest.

Section 4.13 - A one thousand-dollar (\$1,000.00) check shall be awarded annually to the Department winner of the Non-traditional Scholarship Contest.

Section 4.14 - The driver of the U-Haul for the Christmas Gift Shops will be allotted up to one hundred dollars (\$100.00) for one night's hotel stay in White River Junction and up to one hundred dollars (\$100.00) for one night's hotel stay in Bennington to help defray the cost of their room.

Section 4.15 - The Children & Youth Chairperson will request in writing how and what the Financial Assistance will be used for. The Children & Youth Chairperson will then notify the Finance Committee with request. Then the Children & Youth Chairperson, with the Finance Committee, will disburse the spending of funds.

Section 4.16 - In an effort to maintain operational flexibility the Department Finance Committee is authorized to approve a variation of no greater than 10% of the approved budget among the categories provided as long as the total variation does not exceed 10% of the total budget. An increase greater than 10% of the total approved budget would require approval by the Department Executive Committee. (Amended 6/24/2022)

5. Meetings

Section 5.1 - Electronic and Video-Conferencing - When necessary members may conduct meetings through electronic and/or video-conferencing. These meetings shall be held in accordance with Vermont State Statutes, specifically Title 11B.

Section 5.2 - All Past Department Presidents of the Department of Vermont in good standing shall be members of the Department Executive Committee but shall not be counted or considered for the purpose of a quorum.

6. Department

Section 6.1 - October 20 is the deadline for all Units to have at least ten (10) members into the Department and to have all obligations into the Department. Failure to do so will result in a Unit's Charter being revoked after a (15) day notification. In addition, Units failing to abide by the October 20 deadline for obligations and a minimum of ten (10) paid members into the Department shall be ineligible for consideration of any trophy or award. In addition, Units failing to send into the Department their Officer/Chairperson list by October 20 shall not be eligible for consideration of any trophy or award.

Section 6.2 - All Department Chairpersons shall issue concise bulletins through the Executive Director early in the year, instructing the Unit Chairpersons in the pursuance of their duties and continuing the issuing of bulletins throughout the year as often as seems necessary. Reference may be made to articles in National News.

Section 6.3 - All bulletins issued by the Department shall be mailed or, if requested, electronically transmitted to Unit Presidents and Unit Secretaries, unless otherwise directed by the Executive Committee. Unit Presidents shall give Chairpersons copies of articles in bulletins pertaining to their program.

Section 6.4 - The yearly subscription rate of the Department bulletin is fifteen dollars (\$15.00). Only one copy will be sent to those members who hold multiple offices.

Section 6.5 - The Department shall own the badges and sashes of the current Department Officers and of the National Committee Person, which will be handed down from year to year. Each outgoing Department President will receive a Past President's Pin and Sash at Installation at Convention.

Section 6.6 - There shall be a Mid-Winter meeting held in conjunction with a similar meeting of The American Legion.

Section 6.7 - A Past Department Presidents meeting shall be held whenever a Department meeting is held.

Section 6.8 - The outgoing Department President will have first refusal for the Past Presidents Parley Chairmanship. Should the outgoing president decline the chairmanship, then any Past Unit or Department President can make their interest known and the committee will make the decision by vote at the Past President Parley Tea. (Amended 6/24/2022)

Section 6.9 - In the event that the National Executive Committeeperson is unable to attend a, meeting, workshop, conference, convention, or any other function, they will need to inform the Alternate to take their place. The National Executive Committeeperson shall serve as the Distinguished Guest Chairperson, and the Sergeant at Arms shall serve as the assistant. (Amended 6/24/2022)

Section 6.10 - A luncheon or banquet will be held at the time of the National President's visit. The time and place is left to the discretion of the Department President, subject to the approval of the Department Executive Committee.

Section 6.11 - Any Auxiliary member who aspires to become a candidate for a National Office shall first receive the endorsement of her Unit.

Section 6.12 - All candidates for a National office shall have their letter of endorsement from their Unit into Department Headquarters no later than April 10 of the year in which the candidate is to be elected. Said election shall take place at the Department Convention, immediately prior to the National Convention Eastern

Division Caucus, at which time the candidate is introduced. Although more than one candidate for the same National office may be endorsed by a Unit or Units, the Department shall endorse only one candidate for that National office. Receiving the majority vote of the certified delegates present shall constitute Department endorsement of the candidate. Within (10) days of a candidate's Department endorsement, the Executive Director shall notify the National Secretary and all announced candidates for a National office of the endorsement.

Section 6.13 - The Department Vice President will be an ex-officio member of the ALAGMGS Committee.

Section 6.14 - The Department Chaplain and Department Historian are limited to four (4) consecutive one (1) year terms. (Amended 6/24/2022)

Section 6.15 - The position of District President shall have a term limit of two (2) consecutive years.

Section 6.16 - Any individual wishing to offer a prize or trophy shall do so through the Department Chairperson of Trophies & Awards.

Section 6.17 - No Auxiliary member may shop at the Christmas Gift Giving Events. A volunteer may shop only if they have a signed paper by the Veteran's Social Worker on file.

Section 6.18 - If the "Unit Member of the Year" (current year) desires to attend the National Convention; they will be given the same amount as allotted to the delegate(s) attending. A ticket to the President's luncheon and a corsage will be purchased for this member from Past Presidents Parley funds. If this member is also a delegate to the National Convention, they will receive only one (1) payment.

Section 6.19 - The Department Finance Committee shall be allowed to hold fundraisers at all Department meetings. The Department Ways and Means Committee shall hold fund-raisers, including but not limited to a 50-50 raffle, at all Department conventions and conferences and is encouraged to do so at all Department meetings. Other fund-raisers shall be held outside of the meeting hall.

Section 6.20 – The outgoing Department President shall not solicit funds or hold fundraisers for their project once they vacate the office. (Added 7/10/2022)

7. Districts

Section 7.1 - The districts shall be seated in Convention Hall according to their membership rank at the close of the Department books April 30th.

8. Unit

Section 8.1 - No credit shall be given any Unit for per capita unless the member for whom the tax is remitted has an individual membership application of file. All incomplete application blanks handled by the Department Secretary shall be returned to the Units for correction.

Section 8.2 - The delegate's fee for ALAGMGS shall be three hundred dollars (\$300.00).

Section 8.3 - The District President shall be responsible for the installation of all Unit Officers. If unable to perform the installation, they shall consult with the Unit President and select a Past Department President or current Department President to do. If the unit involved has a member as a Past Department President, she should be given first consideration. Actual travel cost as approved at the July DEC meeting via the most direct route, as noted on the mileage rate form shall be paid by the Unit except when the installing officer is the Department President. In this case the Department shall pay the expenses and it shall be considered her or his official visit. When a Past Department President installs a unit, no mileage shall be paid as it is considered an Honor.

Section 8.4 - The Installing Officer or Unit Secretary shall notify The District Presidents at the completion of the installation to ensure all paperwork has been forwarded to Department.

Section 8.5 - All Units in this Department shall hold at least one (1) business meeting a month unless excused by written consent of the Department President, who shall be given a well-defined reason for the necessity of the request.

Section 8.6 - Anyone can run for office but only one (1) member can be endorsed by a unit to run for the same office in the District or Department.

Section 8.7 - The Department President shall make one visit to each Unit during their administration. Immediately upon taking office, they shall communicate with each District President stating approximate time, that they can visit each district. Each District President shall contact the units in their district and prepare an itinerary for such visits. Reimbursement for actual travel expense of the Department President, while making Unit visits, shall be allocated as the Department Finance Committee determines. Meals and overnight accommodations for the Department President shall be the responsibility of the respective units.

Section 8.8 - The title of "honorary" can never be bestowed upon any member within the American Legion Auxiliary Department of Vermont in relationship to any Department or District office. Units, if they wish, may bestow the "honorary" title on a member of their unit. However, the resolution in this regard must be voted on at the unit's annual meeting and all unit members must have been notified of said resolution to be voted on at least thirty (30) days prior to the annual meeting, at which time the vote is to take place.

Section 8.9 – Amendments, Resolutions and new Unit Constitution & Bylaws are to be submitted on the form provided by the Department Constitution and Bylaws Committee along with a copy of the meeting minutes authorizing the changes. Once approved the unit shall be

notified and at that time will be required to provide a revised copy to the Department for filing.

Section 8.10 - All Year-End Reports are to be in the hands of the respective Department Chairpersons by May 1 of each year.

9. Amendments

Section 9.1 - These Standing Rules may be amended at any Department Executive Committee meeting by a majority vote of the members present.

Section 9.2 - These Standing Rules shall become effective immediately upon their adoption by the Department Executive Committee.

10. Courtesies

Section 10.1 - Past Department Presidents shall be included in the Department mailing list for the Department bulletins and shall also receive notice of Department Committee Meetings. This is a courtesy announcement.

Section 10.2 - Courtesies extended at the National Convention, shall be States' Dinner tickets to the incoming and outgoing Department Presidents, Department Secretary, and National Committee Person. Other delegates of the American Legion Auxiliary attending the National Convention shall have first refusal of all remaining States' Dinner tickets after distribution of it to the first four (4) guests.

Section 10.3 - Courtesies extended to the National President's Banquet, shall be dinner tickets to the National President, Department President, Department Secretary, National Committee Person, Department Commander, and National Committee Person.

11. General

Section 11.1 - The Department Historian shall serve as Cavalcade of Memories Chairman.

Section 11.2 - Music shall now be under Americanism.

Section 11.3 - Department Unit Member of the Year shall receive a plaque from Department each year, retroactive to.

12. Dress-Code

Section 12.1 - Department Officers, Chairpersons and District Presidents representing the American Legion Auxiliary Department of Vermont, when attending Unit and Department functions such as birthday dinners, installations, Fall and Mid-Winter Conferences and Conventions, must adhere to the following attire.

Section 12.2 - Business attire is acceptable. Skirts and dresses should be of a reasonable length and shorts are not to be worn. Business attire that is patriotic or that contains branding of the American Legion is encouraged.