

**STANDING RULES**  
**AMERICAN LEGION AUXILIARY**  
**Department of Wyoming**

**2016**  
**Revised**  
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**Voted on at 2016 Department Convention**

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## **I. ORGANIZATION**

### **A. Department of Wyoming**

1. The American Legion Auxiliary shall operate as a separate organization, cooperating but not affiliating with any other organization.
2. Until such a time as the Department of Wyoming, American Legion Auxiliary has a headquarters building, awards and citations won by Department Chairmen, Officers or members should be given to the individually for their enjoyment or donated to Cavalcade of Memories..
3. National awards and memorabilia may be donated to the Cavalcade of Memories at the American Legion Headquarters building in Cheyenne.
4. All questions regarding Department policy, National mandates or their interpretation shall be made to the Department President and the Department Secretary-Treasurer or to the Department Executive Committee

### **Member**

1. No member of the American Legion Auxiliary shall use the name of the American Legion Auxiliary on any personal checking account
2. No member shall be appointed to serve as Chairman for more than one standing committee annually.
3. No member will be approved for an appointment after resigning from a previous appointment within the same year or the following year, unless the resignation is due to illness or serious family difficulty.

## **Department Membership Dues**

### **Per Capita Dues**

#### **The per capita dues of Senior members shall be \$20.00 per Year**

This includes

The Department per capita dues	\$11.00
The National per capita dues	\$9.00,

A subscription to the American Legion Auxiliary National News

The per capita dues of Junior members shall be \$4.00 per Year

This includes

The Department per capita dues	\$2.75
The National per capita dues	\$1.25.

### **Chairman**

1. No Department Committee Chairman shall solicit funds from the Units without the consent of the Department Executive Committee
2. A Chairman who, in the opinion of the Department President, is not fulfilling the obligations of her position will be asked to resign and a new appointment will be made, with the approval of the Department Executive Committee.
3. Department Chairman shall be instructed and directed by the Department President to follow the bulletins and assignments from the Department Secretary-Treasurer, as well as those from National Chairmen, Officers and the National organization.

**Unit**

1. No Unit shall solicit funds at any District or Department function unless approved by the Department Executive Committee.
2. E- Units are acceptable in the Department of Wyoming
3. Units should work on at least four programs annually.

**B. Juniors/Minors**

Minors that is a, member under eighteen years of age, participating in any American Legion Auxiliary, Department of Wyoming function on the Unit, District, Department or National level.

1. Must have a release signed by a parent or guardian.
2. This release is to avoid legal action due to accident, unavoidable circumstances or disregard of authority.
3. This release would also give permission for the minor to be treated by a doctor or hospital, if necessary, with cost being assumed by parent or guardian.
4. Units will assume responsibility for releases pertaining to Unit activity and will establish guidelines for activities and functions where minors are involved.

**C. Meetings/Gifts/Flowers/Greetings**

1. No smoking or alcoholic beverages Will be allowed at any official meeting of the American Legion Auxiliary.
2. Fresh flower corsages will not be provided at Department expense for Fall Workshop, Mid-Winter Conference or Commanders Banquet unless a National Officer is in attendance, then only for that officer
3. An invitation will be extended to the National President or her representative, to attend a Department sponsored event by the incoming Department President with assistance of the Department Secretary.
4. Gifts to National Officers by the Department should be native to Wyoming. The National President's gift should not exceed \$35; other National officer's gifts should not exceed \$30.
5. No gifts to National Chairmen will be provided at Department expense, though the Department President or Convention Committee may choose to give a gift at their own expense.
6. Christmas greetings will be sent to other Departments and National head Quarters in the name of the Department of Wyoming.

**D. Voting****Electronic Voting**

1. Is an acceptable alternative in our Department
2. Department President asks for a motion
3. Motion is made by email from Department Executive Committee Member
4. Motion seconded by email by Department Executive Committee Member
5. Once a second is received an official electronic vote with time frame is emailed to the Department Executive Committee with a respond date and email

**Conference Calls**

1. Are allowed in the Department of Wyoming

## **E. Candidate Endorsements**

### **Department Candidate Endorsements**

1. All endorsements and qualifications of each candidate for election to Department office should be published in the official publication "The Auxiliare", thus eliminating individual candidate letters

### **National Candidate Endorsements**

1. Any Wyoming member who is currently active and retains her membership within the Department and wishes to be endorsed for the office of National Historian, National Chaplain or Northwestern Division National Vice-President or National President may have her name and the year she wishes to run presented to Department Convention for endorsement, providing there is no other name for endorsement pending on the records for any other National Office. A secret ballot will be taken to determine the will of the Department, with a two-thirds vote endorsing, if only one candidate is presented. If more than one candidate is presented, a secret ballot will be taken with a majority vote endorsing.
2. A candidate should not be endorsed more than two years before she wishes to run for an office.
3. Notice of endorsement of a candidate for National office will not be submitted to National until the year prior to her candidacy.

## **II. DEPARTMENT OFFICERS**

1. Any Officer who is responsible for money shall keep a record of receipts and disbursements and shall submit an annual financial statement to the Department Secretary-Treasurer and the Department Finance Committee prior to the pre-Convention Finance meeting

### **A. Department President**

1. The incoming Department President shall be an automatic delegate from the Department to the National Convention.
2. Any member, officer or chairman wishing to speak to or before the American Legion at a Department function must first declare intent and content to the Department President who will decide authorization for her appearance.
3. The Department President shall keep in mind the offices and standing committees and members from each Unit and the Districts when making her appointments and distribute them equally in an equitable manner.
4. If possible when visiting Units where Veteran Administration Hospitals or other veteran related housing are located, the Department President shall visit as a representative of the Department of Wyoming, American Legion Auxiliary.
5. The Department President may choose a person to chair her Special Project, a position which will not interfere with another Department Chairmanship
6. Monetary Allowance Travel \$1500.00, National Convention \$1000.00, a roll of stamps.
7. Department Convention responsibility and Allowable Expenses for President Listed under Department Convention Section.



**B. Department Vice President.**

1. The Department Vice-President will serve as the Department Membership Chairman.
2. Should she have to succeed the Department President in case of death, resignation or removal, she has the right to appoint a Membership Chairman, and assume all items listed in A. Department President
3. Monetary Allowance Travel \$150.00.
4. Department Convention responsibility and Allowable Expenses for Vice President Listed under Department Convention Section.
5. Travel and per diem to Department Leadership National Conference paid by Department

**C. Department Historian**

1. The unit chairmen send their annual reports to the Department chairman who compile the information and send to Department historian.
2. The Department Historian shall compile the reports sending one to National, one to Department and placing one in Department History Notebook.
3. The Department historian will be responsible for the efficiency awards.
4. Monetary Allowance Travel \$150.00.
5. Department Convention responsibility and Allowable Expenses for Historian Listed under Department Convention Section.

**D. Department Chaplain**

1. She will do the judging for the Unit Prayer Books at Convention.
2. Monetary Allowance Travel \$150.00,
3. Department Convention responsibility and Allowable Expenses for Chaplain Listed under Department Convention Section.
4. Reimbursed for purchase of cards and stamps.

**E. National Executive Committeewoman**

1. The American Legion Auxiliary National Executive Committeewoman shall serve as the Chairman of the Department Distinguished Guest Committee.
2. Department Convention responsibility and Allowable Expenses for National Executive Committeewoman Listed under Department Convention Section.

**F. The Department Secretary-Treasurer**

1. The Department Secretary-Treasurer automatically assumes the responsibility of editor for the Department of Wyoming Auxiliare.
2. Department Secretary-Treasurer shall Record all Department Executive and Finance Committee meetings. Recordings are destroyed after the minutes/proceedings are approved.
3. Department Secretary-Treasurer shall send Minutes from Department Executive and Finance Committee meetings to members of the Department Executive Committee.
4. For the death of a Department Officer, Department Chairman or Past Department President of Wyoming, a memorial contribution of \$10 may be made to any Auxiliary or American Legion related program.
5. The Department Secretary-Treasurer will make copies of District financial statements available to members of the Finance Committee prior to the pre-convention Finance meeting for their consideration.

6. Monetary Allowance, Travel \$1000.00, National Convention \$1000.00.
7. Travel and per diem to Department Leadership National Conference paid by Department.
3. Department Convention responsibility and Allowable Expenses Department Secretary/Treasurer listed under Department Convention Section.
8. Department Convention Listed in Convention Allowable Expenses.
9. In order to expedite the audit, the Department Secretary-Treasurer will have ready: all deposit stubs, a copy of the receipt books, (computer printout), a printout of all check registers, all bank statements, all copies of tax filings, and anything else the Audit Committee requests.

### **III. DEPARTMENT EXECUTIVE COMMITTEE**

1. Department Executive Committee shall be a dedicated, loyal and interested guiding force and power of the Department.
2. Department policy must be decided by the Department Convention as the official governing body.
3. In an emergency situation between Conventions, policy shall be determined temporarily by the action of the Department Executive Committee until the Department Convention can determine permanent policy.
4. The Department Executive Committee may recommend to the Convention body their opinion as to a "favorable" or "non-favorable" ("pass" or "do not pass") on recommendations or resolutions. All resolutions must be submitted to the Convention body for their consideration as the governing body of the Department of Wyoming, American Legion Auxiliary.

### **IV. DISTRICT**

#### **A. District Presidents**

1. District President shall be the District Membership Chairman.
2. District President is responsible for the promotion of Department programs within her District.
3. A District President should keep in close contact with her Units, writing in September or before to express her willingness to visit the Unit and to offer help and cooperation.
4. Frequently during the year, she should encourage use of Chairmen and Officers' bulletins, the Auxiliare, National News and other publications of the National organization.
5. A District President should establish competitions and awards for her District, understanding that each District is different.
6. The District President is responsible for writing a concise monthly report from her Units for printing in the Auxiliare. She must edit the Unit reports to delete unnecessary content and to meet length requirements to create a complete District report. District President shall encourage her Units to send in monthly reports so she can write a concise report to be printed in the Auxiliare.
7. Prior to Conference the District President shall contact her Units to secure nominations for the following year's District President and District Vice-President. Units should submit names placed in nomination prior to Conference.

**B. District Vice-Presidents**

1. District Vice-Presidents at the request of the District President, are responsible for the receiving and judging entries for awards. Judging committees should be appointed.
2. Rules shall be made available to the Units early in the Auxiliary year and must be enforced by judges.

**C. District Funds**

1. The District receives a per capita assessment from each Unit based on the previous year's senior membership. Units will be billed by the Department Office. Any balance left in the district fund will roll into a payable account for the following year budget.
2. No District funds may be used to purchase personal gifts.
3. District challenges cannot be taken from District assessment money.
4. No travel expense shall be allowed to any Department Officer or Chairman attending a Conference.
5. This assessment is meant to defray Conference expenses, pay for District awards, pay for the Department President's lunch, pay for the District President's pin, \$25 will be sent to the Department President to help defray her lodging costs for District Conference, and district postage expense..
6. District Presidents are allowed expense reimbursement up to \$250 to help defray costs of travel, phone calls, postage, supplies and other expenses associated with the work of a District President.
7. The District President is responsible for two financial statements, one for expense reimbursement up to \$250 and one recording income and expenses for Conference from assessments; both must be submitted to the Department Secretary-Treasurer by June 1<sup>st</sup> along with the minutes of her Conference and a copy placed in the District notebook.

**D. District Conference**

1. District Conference is held for the Units within the District to report their accomplishments and to receive awards.
2. Presentation of the Unit reports should receive top priority as this is the only time during which the Units may present a comprehensive report of their activities.
3. District President shall place copies of minutes, financial statements and awards in the District Presidents notebook.
4. As many awards as possible should be given, within the parameters of Auxiliary programs and activities.
5. The District President is responsible for forwarding winning entries to the corresponding Department Chairman or Officer, but a Unit can assure itself of proper entry by doing the forwarding itself.
6. Time allowed for guests and speakers should be closely monitored and kept to a minimum.
7. A District President is nominated at Conference and elected at Department Convention.
8. A District Vice-President is nominated and elected at District Conference.
9. Both are installed at Department Convention

## **V. Department Chairmen**

1. Any Chairman who is responsible for money should turn in monthly and must keep a record of receipts and disbursements and must submit an annual financial statement to the Department Secretary-Treasurer and the Department Finance Committee prior to the pre-Convention Finance meeting
2. If a Chairman has incurred expenses and wishes reimbursement at Department Convention, a statement shall be submitted to the Finance committee and the Department Secretary-Treasurer
3. The Department Chairmen shall receive Unit reports quarterly or semi-annually and prepare and submit reports and articles as directed by Department President or National Chairmen.
4. The Chairman will receive notification when the National Programs-Action Plan is available on the National website. Chairman may download or request Programs Action Plan be sent from the Department Office.
5. The Department Chairman shall provide a Department of Wyoming Programs Action Plan for the Fall Packet using the National Programs Action Plan to help her. A report form is included in the National Programs Action Plan however the chairman may add her own items of emphasis to this report form.
6. Department Chairmen are asked to submit an article for publication in the Auxiliare during the month allotted for their respective Chairmanship, or when they have pertinent information for the Units
7. Bulletins may be sent to the Department Secretary-Treasurer for distribution or publication at any time
8. Chairmen should strive for 100% reporting, stressing the importance of carrying out as much of their program as possible.
9. Year-end reports and updates are to be submitted in writing to the Department President, Department Secretary and Department Historian and a copy placed in the Chairman's notebook.
10. Department Chairmen shall have Trophies and Awards information sent to the Department Secretary-Treasurer by a deadline established by her to facilitate printing and placement in packets available to the Units, Officers and Chairmen at Fall Workshop.
11. Each Department Chairman shall enclose a critique sheet for each entry submits for competition in Trophies and Awards.

### **A. Americanism**

1. The Department Americanism Chairmen is in charge of the Americanism luncheon at Department Convention.
2. The Department Americanism Chairmen is responsible for submission and judging of all Department Americanism and National Americanism awards. It is her responsibility to encourage National Competition and to forward Unit, District and Department entries to national for judging.
3. The Dispatch is a publication of The American Legion National Americanism committee and subscriptions should be encouraged.
4. The Americanism Chairmen will lead the Pledge to the Flag at all Department functions.

**B. Children and Youth**

1. The Department Children and Youth Chairmen are responsible for fostering and carrying out all mandated projects in keeping with the yearly Department plan-of-work.
2. The Department Children and Youth Chairmen are responsible for judging any Department Children and Youth Awards and for submitting entries to National for competition on Divisional or National levels.
3. The Department Children and Youth Chairmen are authorized by National to follow all changes in the American Legion Children and Youth program.
4. Memorials and donations to the American Legion child welfare foundation shall be encouraged

**C. Community Service**

1. The Department Community Service Chairmen is responsible for judging Community Service awards.
2. She is responsible for notifying the Units of National mandates and changes or additions to the Community Service program.

**D. Constitution and Bylaws**

1. The Department Constitution and Bylaws Committee must review the Department Constitution, Bylaws and Standing Rules annually.
2. Submitting changes, amendments or revisions at Department Executive Committee and Department Convention.
3. Any policy adopted in the Department by motion, recommendation or resolution shall be a mandate during the year of its adoption and thereafter shall continue as Department policy unless changed by Convention action.
4. Suggested changes, amendments or revisions must be submitted to all Units and the Department Executive Committee.
5. The Department Chairman must encourage Units to submit copies of their revised Constitution and Bylaws to the Department Constitution and bylaws committee for review and further recommendation and sent back to unit.
6. The completed revision copy should be signed by the unit to have one copy on file with the Department Constitution and Bylaws Committee.
7. It is the responsibility of the Department Committee to ensure reprinting of Constitution and Bylaws, Standing Rules and Policy and Procedures at least every eight years or sooner if necessary.

**E. Education**

1. The Department Education Chairmen is to follow all directives and mandates from The National American Legion and American Legion Auxiliary committees.
2. The Department Education Chairmen is responsible for judging Department awards and submitting winners for National competition, awards and scholarships.
3. The Department Education Chairmen should encourage Units to contact school systems in their areas regarding availability of assistance by the American Legion and Auxiliary education programs. They should encourage Units to sponsor speakers, present awards, offer scholarships, and provide information and to participate in contests.

## **F. Finance**

### **Committee**

1. The Finance Committee is comprised of 5 voting members.
2. Three of the members will be appointed in a yearly rotation and will be appointed from Past Department Presidents to replace the outgoing committee member.
3. The appointments will be for a three year term with vote
4. Should any of the three immediate Past Department Presidents refuse, or be unable, to serve on the Department Finance Committee, the Department President will appoint an active Past Department President as her replacement.
5. The senior member of the committee will serve as Chairman with vote.
6. The second member will be the next senior member with vote.
7. The third member will be the next senior member with vote.
8. The fourth member will be the Department President. with vote
9. The fifth member will be the Department Vice President with vote.
10. The sixth member of the Committee will be the Department Secretary-Treasurer, without vote
11. The seventh member Department Historian with voice but no vote is a guest
12. The eighth member Department Chaplain with voice but no vote is a guest

### **Budget**

1. The Department Finance Chairman will assist the Department Secretary-Treasurer in preparing an annual budget to be submitted to the Units and the Department Executive Committee in April for consideration prior to Department Convention.
2. The budget as adopted at Department Convention must govern all monies for the year. In the event of an emergency, the Department Executive Committee may mandate the Finance Committee for temporary change.
3. Permanent change must be determined by delegates to Department Convention.
4. All accounts for Chairmen and Officers should be regulated and approved by jurisdiction of the Finance Committee.
5. The Girls State Director shall prepare the Girls State Budget to present to the Finance Committee at Fall Workshop. The Finance Committee shall review and approve the Girls State budget and make a recommendation to the Department Executive Committee.

### **Duties of Finance Committee**

1. The committee is to compare the monthly reconciliation reports from the Department office with the monthly bank statement.
2. The Chairman will be one of the signatures on the bank signature card.
3. Check to make sure that taxes have been filed and on time.
4. Check to be certain that the accountant or bookkeeper finalizes the complete audit on time.
5. At Department Convention the committee meets to see the year to date expenses and how the budget has been handled.
6. They review the books from the Sheridan VA Hospital, the Cheyenne VA Hospital, Wyoming Veterans Home in Buffalo and Poppy account.
7. Check to assure all savings accounts is listed to the program for which they are intended.
8. Review all payments made and all submitted expenses by Department Offices, Department Chairmen and District Presidents, to see that proper receipts are included to cover all expenditures.
9. The Finance Committee shall meet prior to all official Department meetings.

### **Audit Committee**

1. There will be a three member audit committee that will be a subdivision, included in the Finance Committee appointed annually by the Department President without vote.
2. The Audit Committee will be a check and balance group working to assure all monies are in their proper place and all funds accounted for.
3. They will review and audit all funds of the Department, incoming and outgoing as well as savings.
4. They shall submit an Audit Report prior to Fall Workshop. The report will be printed in the Auxiliare and filed with Department 990.
5. An audit shall be conducted no later than 15 days after the Department Secretary-Treasurer has received the July bank statement.
6. Report of the Audit will be given at Fall Workshop and printed in the Auxiliare.

### **G. Junior Activities**

1. The Department Junior Activities Chairmen shall follow the direction of all National mandates and encourage the active participation of the Units in establishing active junior groups.
2. They should encourage the Unit Chairmen to follow the directives within the Unit Handbook and the use of the Junior Activities Handbook.
3. Use of the graduation ceremony should be encouraged.
4. The Department Junior Activities Chairmen should establish close contact with all active junior groups, receiving reports of their activities and submitting articles for publication in the Auxiliare whenever desirable.
5. They need to inform Junior groups of up-coming contests encourage their participation in those contests and the submission of materials for District and Department judging.
6. The Junior Activities Chairmen will be responsible for judging submitted materials; they will ensure that rules are available to the junior groups, and then strictly observed during judging.
7. The Junior Activities Committee should plan at least one annual Conference. Other junior meetings may be held at her discretion and should follow procedures outlined in the Junior Guide.

### **H. Leadership**

1. The Department Leadership Committee shall be responsible for a program of training for members, Chairmen and Officers of the American Legion Auxiliary within the Department on Unit, District and Department levels.
2. Consideration should be given as to the possibility of a training program for teenage junior members as they are our future leaders.

### **I. Legislative**

1. Department Legislative Committee shall be responsible for following all directives from National and be prepared to contact Units on short notice to inform them of pertinent issues needing immediate attention.
2. Department Legislative Committee should work with Unit Chairmen to encourage letter writing to legislators on pertinent local, state and national issues. Copies of the replies should be forwarded to the Department Legislative Committee.
3. Legislative action by the Auxiliare is identical to and mandated by that of the American Legion, as it is a joint program representative of both organizations.

**J. Membership**

1. Membership Committee should begin their campaign as early in the Auxiliary year as possible, encouraging goal membership by competition and other incentives. Everyone should be involved in her program.
2. Mandates and directives from National should be followed.
3. Units should be encouraged to participate in all awards established by District, Department and National.
4. All challenges made at Department American Legion Auxiliary meetings will comply with the following:
  - a. All challenges must include a deadline date to reach the Department office on or before the deadline date or a post mark date.
  - b. No challenge can be made to a person or persons representing Offices or Chairmanships who are not in attendance at the meeting where the challenges are made.
  - c. No challenge can be accepted on behalf of any individual representing an Office or Chairmanship or a personal challenge unless the person accepting has written permission to accept that challenge from a particular person, Officer or Chairman.
5. The District Presidents are members of the membership Committee under the Department Committee.

**K. National Security**

1. The retiring President will be the National Security Chairman.
2. Through National publications and bulletins, both Legion and Auxiliary, the National Security Chairman shall endeavor to keep the Department informed of all National Security problems considered by Congress, all phases of our national defense, leadership in National Security activities and safety issues.
3. Competition and other incentives should be used to further the program.
4. Mandates from National should be followed.
5. Units should be encouraged to participate as much as possible at every level.
6. The National Security Chairman shall present to the Units the directives in the National program.
7. If awards are given, it shall be her responsibility to receive all Unit entries, provide judging and forward winners to National.

**L. Past Presidents Parley**

1. The Past President Parley Chairman be appointed by the incoming Department President and be eligible for membership in the Past President Parley.
2. The Department Past Presidents Parley Chairman is to encourage the continued activity of all members who have served as President at the Unit, the District or the Department levels.
3. The main objectives and concerns of the Parley should be the promotion of all Auxiliary activities, membership, health care workers, scholarship and special consideration for and of women veterans.
4. Past Presidents from every level of our organization should encourage and carry out strict adherence to the principals set forth in the Preamble to the Constitution of the American Legion Auxiliary.



5. The Department Parley Chairmen is responsible for arranging the Department Convention meeting of all Past Presidents and the program to be presented.
6. Only past presidents, incoming presidents elect and women veterans are allowed to attend.
7. The only guests allowed at the Department get-together will be the national President or any guest representing National, Women Veterans and the Unit Member of the Year.

#### **Health care workers Scholarships.**

1. Funds acquired by the Department Past Presidents Parley are to be used for Scholarship in the medical field

#### **Unit Member of the Year**

1. The Unit Member of the Year award recognizes women serving at the unit level who exemplify the values and ideals of the American Legion Auxiliary and whose accomplishments significantly impact the program work in their units.
2. **Qualifications for criteria for the Unit Member of the year entries come from Past Presidents Parley**
3. Unit Member of the Year will be recognized at the Department convention
4. Their name will be forwarded to National for additional recognition.
5. She shall receive a Corsage provided out of Past Presidents Parley Funds.
6. An engraved award from Past Presidents Parley ,if not given by National

#### **M. Poppy**

1. A Unit not ordering poppies will be assessed the amount of its last poppy order or a minimum of \$15.00.
2. The use of the Memorial Poppy for decoration or for promotion of The American Legion or the American Legion Auxiliary should be a primary concern of the Department Poppy Chairmen
3. The Department Poppy Chairmen is responsible for obtaining and distributing the Units' Poppy orders.
4. The Poppy story as well as the success of the Poppy program should be the concern of the Chairmen. She should convey to the Units Chairmen the proper uses of Poppy funds.
5. The Department Poppy Chairmen should distribute the rules for the Poppy Poster contest to the Units and District Vice Presidents in the fall workshop Packet.
6. Districts are encouraged to sponsor a Poppy Poster Contest at their District Conference. Each District is responsible for judging the Unit posters and submitting the First Place Poster in each Class to the Department Poppy Chairman.
7. Poppy Poster judging shall be done by a committee with strict adherence to National rules on the Unit, District and Department Levels.

**N. Public Relations**

1. The Department Public Relations Chairmen is responsible for all Department public relations through the press, radio or television all media available She is also responsible for publicity of the Department President, National Officers, Chairmen or other representatives of the National organization, should these visitors be functioning in an official capacity.
2. She should send out Department Press Release.
3. They are responsible for compiling the Department Publicity book for historical purposes within the Department.

**O. Veterans Affairs and Rehabilitation**

1. The guides published by National, together with information from the Unit Guide should be used and the programs within should be carried out as completely as Department funds allow.
2. All financial records should be sent to Department before Department Convention for auditing by the Finance Committee.
3. It is the mandated duty of the
  - Department VA & R Chairman,
  - Vice VA & R Chairman,
  - Representative of the Wyoming Veterans Home in Buffalo,
  - Representative of the VAMC Representatives
 To promote the Department's plan of rehabilitation and National program and carry it out successfully.

**VA&R Luncheon**

1. It will be the responsibility of the VA&R Chairman to organize and oversee, as well as being master of ceremonies, at a VA&R Luncheon that will be held sometime during Department Convention

**Year 'Round Christmas****Sheridan VAMC/VAVS Representative**

1. Be the ambassador between the VAVS and the Department
2. Year 'Round Christmas is the specific duty of the Department Hospital Representatives and their Deputies.
3. Carrying out the cookie program and its scheduling is also their responsibility
4. Submit reports to the VA & R Chairman
5. Responsible for dispensing Unit donations as directed at their facility
6. Provide finance documents including bank statement and cash journal to the Finance Committee prior to Department Convention.

**Cheyenne VAMC/ VAVS Representative**

1. Be the ambassador between the VAVS and the Department
2. Year 'Round Christmas is the specific duty of the Department Hospital Representatives and their Deputies.
3. Carrying out the cookie program and its scheduling is also their responsibility
4. Submit reports to the VA & R Chairman
5. Responsible for dispensing Unit donations as directed at their facility
6. Provide finance documents including bank statement and cash journal to the Finance Committee prior to Department Convention.

**Wyoming Veterans Home in Buffalo Representative**

1. Be the ambassador between the Home and the Department
2. Year 'Round Christmas is the specific duty of the Department Hospital Representatives and their Deputies.
3. Carrying out the cookie program and its scheduling is their responsibility
4. Submit reports to the VA & R Chairman
5. Responsible for dispensing Unit donations as directed at their facility
6. Provide finance documents including bank statement and cash journal to the Finance Committee prior to Department Convention.

**Service to Veterans**

1. Service to Veterans is the hours that you do anything for Veterans in your or their home, community, Local hospitals and Rest Homes.
2. The Department of Wyoming VA & R Chairman and Committee is responsible for recording all Department Service to Veterans hours ,and the number of volunteers and include them in the overall VA&R report to Department and National . They are responsible for ordering the Service to Veterans Hour bars and distributing

**P. AD HOC**

1. Ad Hoc Chairmen for National and Department programs may be appointed whenever necessary.

**VI. TROPHIES AND AWARDS**

1. The Department of Wyoming has awards available for all Units' participation in each chairmanship
2. The Department will provide a list of rules and guidelines for Department contests, with due dates, to help establish an annual schedule for Unit Chairmen in each category.
3. Any additions or corrections instituted by the National Organization in rules, dates or guidelines will be printed in the Auxiliare.
4. Any Chairman is allowed to establish personal awards or competitions for the purpose of creating an interest within her program, at their expense
5. Specified amounts of money, awards are allowed by the Department Executive Committee for recognition of Department achievement.
6. District or Department Chairman shall give monetary awards not exceeding the amount that Department gives in any specific category.
7. All awards shall be listed in the Auxiliare
8. National awards are subject to change annually and Department Chairmen should inform Units of these changes so they can submit entries for competition.
9. If competing for more than one award in the same program, separate entries must be submitted.
10. National and Department are No longer using binders for submission.
11. The District President is responsible for forwarding winning entries to the corresponding Department Chairman or Officer.

12. The National Presidents Award for Excellence and any entry for National competition must be sent by the Department Chairman, as directed by National.

**Department Monetary awards:**

- |                                 |                     |                     |                    |
|---------------------------------|---------------------|---------------------|--------------------|
| 1. Unit with up to 50 member's  | \$10.00 first place | \$7.00 second place | \$5.00 third place |
| 2. Unit with 51-125 members     | \$10.00 first place | \$7.00 second place | \$5.00 third place |
| 3. Unit with 126 and over mbrs. | \$10.00 first place | \$7.00 second place | \$5.00 third place |

**A. Americanism**

**Armitage Trophy**

1. Best all-around Americanism program.
2. It must be a factual narrative of Unit accomplishments in Americanism for the entire year and should be simple and concise.
3. Press notices and pictures pertinent to the entry may be inserted in a separate section following the narrative, but should not be part of the main narrative body.

**Bender Trophy**

1. Most outstanding Unit Americanism program conducted within the schools
2. Narrative report may be substantiated by publicity clippings.'

**Note:**

1. Both of the above are traveling trophies and shall be returned at the next Department Convention.
2. Both are to be in narrative form, using double spacing and one inch margins on 8 ½ by 11 inch paper, using one side of the sheet.
3. No loose-leaf binders, no decorations or computer graphics should be used.

**Americanism Essay Contests**

1. Department contests must include the National mandates to qualify for National judging.
2. Department Chairman may also set up separate contests to further her program for Department only.
3. First place Unit entries in each class must be sent to the Department Chairman for judging.
4. Department Monetary awards per class.
5. \$10.00 first place      \$7.00 second place      \$5.00 third place

**B. Chaplain**

1. Book of Prayers
2. Juniors, first place, second place, and third place.

**Department Monetary awards:**

\$10.00 first place      \$7.00 second place      \$5.00 third place

3. Seniors, first place, second place, and third place

**Department Monetary awards:**

\$10.00 first place      \$7.00 second place      \$5.00 third place

**C. Children and Youth**

**Alice Norfleet Memorial Children and Youth Award**

Requirements:

1. Report must be for the outstanding year's activities with Children and Youth that contains any/all activities including the child/children of any Veteran or Active /Non Active Military Personal
2. Report must be at least 650 words,
3. Cover pages to include: Date, Name, address and Unit number of Chairman, Department Chairman, and Department President. Department Children and Youth Chairman to decide Winner and the ALA National Award Cover Sheet.

**Award for the best and most complete Children and Youth Program**Department Monetary awards:

Unit with up to 50 member's	\$10.00 first place	\$7.00 second place	\$5.00 third place
Unit with 51-125 members	\$10.00 first place	\$7.00 second place	\$5.00 third place
Unit with 126 and over mbrs.	\$10.00 first place	\$7.00 second place	\$5.00 third place

**D. Community Service****Goppert Memorial Trophy**

1. Traveling trophy to the Unit that has carried out the most outstanding Community Service project for the year.
2. This is not an overall community service program, just one outstanding project.
3. This trophy will become the permanent property of any Unit winning it for three consecutive years.

**Best Community Service Report**Department Monetary awards:

Unit with up to 50 member's	\$10.00 first place	\$7.00 second place	\$5.00 third place
Unit with 51-125 members	\$10.00 first place	\$7.00 second place	\$5.00 third place
Unit with 126 and over mbrs.	\$10.00 first place	\$7.00 second place	\$5.00 third place

**E. Constitution and Bylaws****Boam Traveling Award plaque**

1. For the best Unit Chairman report on the study of Department and Unit Constitution and Bylaws. Must be in narrative form, no limit on number of words.

**F. Efficiency Citations**

1. Given to all Units achieving 90% or over in efficiency.

**G. History**

1. Citations to all Units submitting their annual histories to the Department Historian.
2. For the best History:
3. Juniors--must be written by a junior member and first place only is given
4. Senior Department Monetary award
6. Department Monetary awards:  
\$10.00 first place    \$7.00 second place    \$5.00 third place

**H. Junior Activities**

Update  
2016

1. Americanism—listed under Americanism
2. Junior History awards—rules sent to Unit President, listed under History
3. Memory Book—Junior Scrapbook—first and second place awards.
4. Andrews Memorial Trophy—Best all-around junior activity report.
5. Handwork—as directed in the Junior Handbook, as printed by National.
6. The National directives and Department Chairman's directives must be followed.
7. The handwork must be submitted to the District Vice-President for judging.
8. Awards are made to the first place in each class and in each contest.
9. Plaque for the best Americanism program conducted in a Junior Unit during the year.

#### **I. Membership**

1. Entries will be judged by the Department President, the Department Secretary-Treasurer and the Department Membership Chairman

##### **Van Dyke Cup**

First District to reach goal.

##### **Whiteaway Trophy**

To the Unit with the greatest percentage over goal for the previous year, to be calculated May 31<sup>st</sup>

##### **Earl Wright Memorial Trophy**

To the Unit having reached goal describing the method used in a letter, goal by January 31<sup>st</sup>, of how dues were collected.

##### **Leda White Memorial Trophy**

Largest percent of increase in Junior Membership.

##### **Department Citations**

To all Units having reached goal by December 31<sup>st</sup>

##### **National President's Citation**

To all Units having reached goal by January 31<sup>s</sup>

##### **Goal Ribbons**

To all Units having reached goal

#### **J. National Security**

1. Personal award established by Department Chairman.

#### **K. Past Presidents Parley**

##### **Health Care Workers Scholarships**

##### **Member of the year**

1. Will be selected and recognized at the Department convention
2. Their name be forwarded to national for additional recognition
3. The winner will receive an engraved award from the National Past Presidents Parley Committee

**L. Poppy****Poppy Posters**

1. All Poppy Posters entries are sent to the District Vice-Presidents for judging, or hand carried to conference, if directed by District President.
2. Rules are the same as National Poppy Poster rules.
3. District Poster awards in each of the classes first, second and third places.
4. First place entries in each class are sent to the Department Poppy Chairman.
5. District First Place Posters in each class will be judged at Department Level.
6. The first Place poster in each class will be sent to Northwest Division Chairman.
7. Posters submitted to National will not be returned to student.

**Department Monetary awards:**

\$10.00 first place    \$7.00 second place    \$5.00 third place

**Miss Poppy Contest**

1. Two Categories
2. Ages 6-10 first and second place
3. Ages 11-15 first and second place

**M. Public Relations**

1. Directives from National and Department Publicity Book:
2. Other no newspaper available, use own means of publicity:
3. Articles for Publicity Books should be taken from only one (the same) newspaper for the entire year of publicity.
4. Unit entries for Publicity Books are to be sent to the District Vice-President for judging at Spring Conference.
5. Public Relations Chairman receives first place winner from each District.

**Department monetary awards**

Daily Newspaper	\$10.00 first place	\$7.00 second place	\$5.00 third place
Semi-weekly	\$10.00 first place	\$7.00 second place	\$5.00 third place
Weekly	\$10.00 first place	\$7.00 second place	\$5.00 third place

**N. Veterans Affairs and Rehabilitation****Best Year-End Report****Department Monetary awards:**

Unit with up to 50 member's	\$10.00 first place	\$7.00 second place	\$5.00 third place
Unit with 51-125 members	\$10.00 first place	\$7.00 second place	\$5.00 third place
Unit with 126 and over mbrs.	\$10.00 first place	\$7.00 second place	\$5.00 third place

## **VII. DEPARTMENT CONVENTION**

### **A. Standing Rules governing Convention**

1. All sessions of Convention shall be called to order promptly.
2. No one shall enter or leave the hall while a speaker has the floor. A Page must escort anyone wishing to enter or leave the hall.
3. A member desiring the floor must rise and address the Chair, giving her name and Unit.
4. If requested, all motions shall be handed to the Chair in writing.
5. All votes except the election of Officers shall be announced by the Chairman of the Delegation.
6. Each person except the maker of a motion shall speak but once on a motion with a time limit of three minutes.
7. No District shall be permitted to speak on a motion a second time unless another District has spoken on the motion.
8. Each delegate desiring the privilege of the Convention must wear her badge where it can be readily seen.
9. An alternate taking the place of a delegate at any meeting must wear the delegate's badge.
10. Only members of the Department and qualified delegates shall have the privilege of the floor.
11. Voting shall be by acclamation unless specific rules that govern committees or circumstances that have been printed and accepted by the membership state otherwise.
12. When an acclamation vote is uncertain, a standing vote will be taken.
13. A roll call vote can be requested at any time by members from three Districts.
14. The number of votes to which each Unit is entitled shall be the same as recorded in the final report of the Credentials Committee.
15. Members of the Department Executive Committee in attendance shall cast their votes separately, in response to roll call or with their delegation, in which case their votes shall be added to the number to which the respective Units are already entitled. If apart or aside from the Unit it shall be added to the District voting number.
16. Each delegate is entitled to one vote.
17. The vote of any delegate absent and not represented by an alternate shall be cast with the majority vote of the delegation present from her Unit.
18. Each Unit must be seated in its own District.
19. Each Unit represented shall be entitled to vote its entire strength as recorded on their credentials. The absentee vote shall then be cast with the majority vote of that Unit except in the case of a tie vote when the vote shall be equally divided between those tying.
20. If there is one vote remaining after equal division, the Chairman of the Delegation will call a toss of a coin to determine for which side the remaining vote will be cast.
21. No Unit shall be allowed to yield its prior position to any other Unit for the purpose of nomination. Registration fee to attend a Department Convention is Ten (\$10).

### **B. Delegates**

1. Delegates to Department Convention must attend all sessions of the Convention or relinquish badge and position to an alternate when not in attendance
2. Unit delegates must sit in their assigned District area. Guests and alternates must sit behind or in an area provided for them separate from voting delegates



### **C. Delegates and Alternates to National Convention**

1. The Department National Executive Committeewoman by virtue of her office is automatically a delegate to National Convention.
2. The outgoing Department President, the incoming Department President and the Department Secretary-Treasurer, by virtue of their offices, are automatically elected delegates to National Convention and the outgoing President shall serve as the Delegation Chairman.
3. Department Delegates and Alternates to National Convention shall be nominated from the floor of Department Convention at least twenty-four hours prior to election from members registered at Department Convention and following the nomination of Department Officers.

### **D. Badges**

1. Convention badges must distinguish the voting delegates from alternates and guests

### **E. Seating of the Districts**

2. Seating of the Districts at Department Convention will be according to the dates on which membership goal was reached

### **F. Receptions**

1. Receptions for candidates for Department Office are undesirable except that of the newly elected Department President.
2. That reception should be held immediately before or after her installation as Department President and should be sponsored by her Unit

### **G. Sergeant-At-Arms**

1. The Department Sergeant-at-Arms is in charge of the Department colors from before opening ceremonies until the closing ceremonies, ending Department Convention.
2. She is in charge of the Department sashes worn by herself, the Assistant Sergeant-at-Arms and all pages.
3. Sashes should be returned to her at the end of each day and handed out by her at the beginning of each day.
4. She must return the sashes to the Department Secretary-Treasurer at the end of Convention.
5. The Department Sergeant-at-Arms and the Assistant Sergeant-at-Arms will advance and retire the Department Colors each day of Convention or as instructed by the Department President.
6. The Sergeant-at-Arms must be stationed inside the door leading to the Convention Hall. She must not allow anyone to enter while a speaker is addressing the Convention
7. If guests arrive during the time that the group is being addressed, she must step outside and inform the guests that there will be a short wait.
8. When the speaker has finished, she should open the door and invite the guests to be seated.
9. She must inform the Department President that guests have arrived and she and the Assistant Sergeant-at-Arms will escort the guests to the platform, unless the Department President has instructed her differently.
10. The Sergeant-at-Arms is to instruct the President's pages and the District pages (and junior pages if present) as to their duties.

11. It is the responsibility of the Sergeant-at-Arms to ensure that delegates are registered and wearing the proper identification for voting purposes.
12. All members and guests must have some sort of identification.
13. Sergeant-at-Arms and the Assistant Sergeant-at-Arms are to wear white blouses (long or short sleeved, but not sleeveless), navy blue skirts or navy blue slacks (no jeans).

#### **H. Pages**

1. All pages, are to wear white blouses (long or short sleeved, but not sleeveless), navy blue skirts or navy blue slacks (no jeans).
2. No jewelry except earrings, watches and Auxiliary pin may be worn and, while they may be presented with corsages, corsages should not be worn while the pages attend the needs of the Convention.

#### **I. President's Pages**

1. They are to be seated on the platform or stage with the Department Officers on either end of the head table.
2. They will deliver any written messages when called upon and run any errands necessary.
3. When special guests arrive they are asked by the Department President to assist in escorting the guests.

#### **J. District Pages**

1. Each District is allowed one page.
2. They are to be seated on the floor of the Convention in their respective District.
3. They are to sit in the aisle seat of the District, next to the District President
4. The page shall distribute information/items to the members of her District.
5. She is to take care of the needs of the members of her District

#### **K. Junior Pages**

1. They are to be seated in the front row or in the front of the room, one on each side.
2. They also assist in escorting, carrying messages and distributing materials.

#### **L. Voting**

1. The Department President shall appoint an Election Committee consisting of one Election Judge and two Tellers.
2. The doors will be closed by the Sergeant-at-Arms and no one is to be allowed to leave or enter during voting.

#### **M. Department Officers/Election Judge**

In voting for Department Officers the following directions are to be followed:

1. Nominations shall be submitted by the Unit Delegate Chairman of Units having announced candidates
2. In the case of more than one candidate, ballot envelopes shall be provided to each Unit
3. The number of votes will be certified by the Credentials Committee Chairman.
4. Placed inside each envelope shall be the following: the number of ballots to be cast by each Unit and one tally sheet, which shall have the number of votes to be cast written in the upper right hand corner.
5. Ballot envelopes shall be distributed to the Chairman of the Delegation.

6. When all ballot envelopes have been distributed, a fifteen minute recess will be called
7. Each Delegation Chairman shall appoint two delegates to assist her in counting the number of votes cast.
8. The Delegation Chairman shall give a ballot to each voting delegate.
9. Each delegate (or the alternate replacing her) must be registered and display her badge where it may be seen easily; she shall be entitled to one vote.
10. No vote may be divided into parts.
11. The voting strength of that Unit will be cast by the delegates present.
12. The vote of any absentee delegate shall be cast with the majority.
13. If the voting delegates present should cast an equal amount of votes for each side and there are remaining votes to be cast, those votes shall be divided equally.
14. If there is one vote remaining, the Delegation Chairman will call for a coin toss to determine for which side the remaining vote will be cast.
15. The vote of each Department of Wyoming Past Department President shall be cast with or aside from her Unit.
16. The same applies to each Department Officer who has her own vote.
17. The Chairman shall enter the tally sheet with the total number of votes cast plus the absentee votes witnessed by assistants, plus all the ballots, in the ballot envelope.
18. The Chairman shall return the ballot envelope to the Election Judge.
19. When all ballot envelopes have been returned to the Election Judge, or the fifteen minute recess is over, the Department President shall declare the voting closed.
20. When the votes have been tabulated by the Election Committee, the certification sheets shall be signed by all three Election Officials and taken to the Department President by the Election Judge.
21. A majority vote shall elect.
22. No candidate, officer or individual will be allowed to circulate during voting and must remain seated.
23. The Election Judge shall read the complete report of the Election Committee, including numbers of votes.
24. The certification sheet must be signed by all three Election Committee members
25. The Department President will then acknowledge the candidate elected.

## **N. Delegates and Alternates to National Convention**

In voting for Delegates and Alternates to National Convention:

1. Voting shall be held after election of Department Officers under the following directives.
2. Each registered delegate on the Convention floor will be allowed one ballot for voting.
3. She will vote for the number of delegates allowed, minus the Three automatically elected, according to membership count (National allows one vote per 1,500 members).
4. The members receiving the most votes will be delegates to National Convention; the next members with the most votes will be the alternates, according to the number allowed by membership count, until the complete alternate list is filled.
5. A plurality shall elect. When votes have been tabulated by the Election Committee, the results shall be taken to the Department President by the Election Judge.

**O. Credentials****Credentials Committee**

1. The Credentials Committee of three members will be seated at a table in the convention hall at all times unless one is excused.
2. They will receive the credential lists from the Units that were mailed to the Department Secretary-Treasurer.
3. If any names are added or changed that are not on the Secretary's list, the credentials are not legal and will be invalidated.
4. If a Unit has not sent credentials to the Department Secretary-Treasurer, if those mailed or emailed credentials did not meet the stated deadline or if the Unit does not bring a copy of the Unit credentials to Convention to present to the Credentials Committee, the Unit cannot vote.

**P. Delegates and alternates**

1. Delegates and alternates to Convention are elected by a majority vote of those present at a Unit meeting called for that purpose at least 25 days, the credential sheet is due to Department Office 30 days prior to the Department Convention.
2. This list must be complete to receive the full voting strength. If, for instance, a Unit has ten votes but only seven names on its credentials list, only seven votes will be allowed.
3. The delegates and alternates lists must be complete to assure full voting strength.
4. Credentials must be properly signed with the Unit officers signatures required.
5. A Unit having the Department President, other Officers or Past Department Presidents of Wyoming planning to attend Department Convention should nominate and elect those members as Unit delegates.
6. Besides exercising their vote as part of the Unit's voting strength, they also have their own votes due to position and those votes may be cast with or aside from the Unit.
7. If exercised with the Unit, this vote will be added to Unit strength. For example, a Unit has ten votes and two Past Department Presidents of Wyoming wish to vote with the Unit, thus giving the Unit twelve vote's total.
8. The voting strength of that Unit will be cast by the delegates present.
9. The Unit President is the delegate at large from her Unit. If a Unit has ten votes, it would elect nine delegates plus the delegate at large or ten delegates total.
10. The number of alternates elected is the same as the delegates.

**Q. Credential Committee**

1. At the credential table there will be a list of each District with its Units and the number of votes each Unit is allotted, depending on membership.
2. All Department Officers and Past Department Presidents receive their own vote to cast as they wish, with or aside from their Unit. These members will be listed on the District list.
3. At different times during Convention, the Credentials Chairman will be asked to report.
4. When giving the first report, she will call the Unit and number of votes that Unit will have.
5. Then she will call Department Officers and Past Department Presidents of Wyoming to ascertain whether they wish to cast their own votes with or aside from their Units.
6. If voting with the Unit, that vote will be added to the District total vote.
7. When finished, the Credentials Chairman will give the total District vote.
8. If balloting is required for election of Officers, the Credentials Chairman will have to give a final full report just prior to election.

9. If a member with an extra vote is not present, her vote is not counted.
10. At other times during Convention, the Credentials Chairman will be asked to read the names of the Units that have not yet submitted credentials to the Credentials Committee.
11. When ballots are required for voting, the Credentials Committee must check the accuracy of votes allowed as well as Units privileged to vote.

#### **R. Allowable Expenses**

1. Department of Wyoming will pay for the rooms of the National President and her aide, or the National Officer representing her and her companion.
2. Meals for the National President and her companion or the National Officer representing her and her companion will be paid for by the Department from the Distinguished Guest Fund
3. Should the Department Chaplain be required to stay over on Saturday to participate in a Sunday morning inspirational service, she will receive an additional \$25 stipend.
4. Convention Committee shall provide the Department with six registrations, six Commander's Banquet tickets, and six Americanism Luncheon tickets, and six VA&R Luncheon
5. These tickets are to be used for the Department President, National Executive Committeewoman, Vice-President, Secretary-Treasurer, Chaplain and Historian attending the Convention.
6. Department of Wyoming will allow a \$25 per diem during Convention for:
  - a. Department President
  - b. National Executive Committeewoman
  - c. Vice-President
  - d. Secretary-Treasurer
  - e. Chaplain
  - f. Historian
  - g. Parliamentarian
  - h. 3 voting members of the Finance Committee
  - i. Sgt at Arms
  - j. Asst. Sgt at Arms
  - k. 6 District Presidents

#### **Exceptions**

- a. Exceptions being if they already hold a position that dictates Department allow them a sum for other duties or office held during Convention (Wednesday, Thursday, Friday and Saturday)
- b. If a distance of 200 miles or more hinders a return home on Saturday, unless the Convention city Unit can arrange for complimentary rooms
- c. If the Convention city is the home of the Department President or any of the other Officers so mentioned, no per diem allowance will be provided by Department
- d. Actual gas cost for District Presidents with receipts

#### **S. Department President's Convention Responsibilities**

1. Have the complete Convention program finished and sent to the Convention Chairman and the Department Secretary-Treasurer.
2. Select the members who will give the welcome and the response.
3. Select the following Convention Committees:
4. Credentials,

5. Distinguished Guests,
6. Courtesy Resolutions and Rules,
7. Elections.
8. Select Convention speakers, if any.
9. Select the official Pages.
10. Select seating arrangements for the head tables at luncheons and other official meals. This information must be given to the Protocol Chairman who must be familiar with head table seating and will arrange place cards and notify guests.
11. Together with the Convention Chairman, decide on motel or hotel for Department Headquarters lodging.
12. Whenever possible, Legion and Auxiliary should be at the same location.
13. Provide music and/or musicians if desired.

#### **T. Unit Convention Committee's Responsibilities**

1. Local Chairmen of the Convention must be paid-up members.
2. The Convention Chairman will appoint the following committees:
  - a. Americanism,
  - b. Banquet,
  - c. Housing,
  - d. Parade,
  - e. Registration,
  - f. Protocol Chairman,
  - g. Publicity,
  - h. Past Presidents Parley,
  - i. Executive Committee
  - j. Convention Finance Committee.
3. The Department President and Department Secretary-Treasurer should try to attend all Convention Committee
4. A report containing number in attendance, costs and other pertinent facts are given to the next Convention city Unit as soon as possible after the conclusion of the Convention.
5. Official Convention Program books are to be provided.
6. Convention badges are provided.
7. Suitable space for the Convention meetings, luncheons and other functions is provided.
8. The flag stands and District markers shall be checked to ensure they're in good condition following the conclusion of the Convention.
9. The next Convention city Unit will be responsible for getting the stands and District markers after the close of Convention and transporting them to the next host Unit.
10. Refreshments for coffee breaks
11. Corsages provided for all Department Officers and National President or her representative.
12. Flowers or a gift basket in the National President's and Department President's rooms to recognize the office.
13. Flowers or decorations for the head table in Convention Hall.
14. Tote or ditty bags be provided for everyone at time of registration.

## **VIII. THE UNIT PRESIDENT AND SECRETARY**

### **A. Unit President**

1. All Chairmen should be appointed as early as possible.
2. Have an Executive meeting of your Unit Officers and Chairmen and any Past Presidents who might wish to attend and plan your year's work early.
3. The Unit President will be mailed all bulletins and questionnaires. She is responsible for distribution of materials to the Unit Chairmen and to see that the questionnaires are returned by the deadline. Bring all Department, National and local correspondence and bulletins to Unit meetings to bring to the attention of the members. Remember, a well-informed member is an interested one.
4. Units should work on at least four programs of standing committees annually
5. Chairmen should strive for 100% reporting, stressing the importance of carrying out as much of their program as possible.
6. The Department President's schedule is constructed to meet her obligations and it is the Unit's responsibility to meet with her at the established date and time; It is well to remember that these Department Officers have only a small expense allowance and the Department of Wyoming is a large one to cover; they are entitled to all the hospitality and amenities the Unit can extend to them (meals, lodging without cost, someone to be responsible for meeting them and escorting them to the meeting place). It is particularly desirable that they be made to feel welcome as that spirit makes for a more profitable meeting.
7. Spring Conference is called for year-end reports of the Units, for presentation of District awards and the nomination of a District President and the election of a District Vice-President. Make every effort to choose a well-informed and interested member so that the District will have capable and enthusiastic leadership.
8. Every Unit should have Unit Standing Rules, Policy and Procedures printed with Unit Constitution and Bylaws for reference for Officers, Chairmen and members for the Unit.
9. Every unit Should have a Department and National Constitution and Bylaws, Standing Rules and Job Description, Policy and Procedures on hand, to keep your Unit Constitution and Bylaws up to date and on file with the Department Chairman

### **B. Unit Secretary /Treasure**

1. Membership is to be sent in to the Department Office at any time and should be sent once a week if only one member has paid her dues
2. Units may have a membership chairman.
3. Early in the year, the Secretary should send an invitation to the District President to visit the Unit.
4. District President does not need and invitation to visit the Unit, but timely response to her published visiting information is appreciated.
5. An assessment (based on the previous year's senior membership) is required to fund the District's Conferences. The Department Secretary Treasurer will send a statement showing what Units owe for District Assessment (based on the previous year's senior membership) for District Conference expenses. Units are to submit their District Assessment to the Department Office by the date listed on the statement. If it is not paid, the Executive Committee will take action against the Units in violation.
6. Secretaries must fill out the Unit activity sheet following each meeting and mail it to the District President, so that the reports of your Unit's activities will appear regularly in the Auxiliare.

## **IX. Girls State**

### **A. Committee**

1. Policy, guides and procedure for the operation of Girls State, because it is a Department Committee, must be changed or altered by the approval of the Department Convention delegate vote or, in an emergency between Department Conventions, by the Department Executive Committee, pending final decision at Department Convention.
2. The Girls State Committee will establish the rules governing Girls State, subject to review by the Department President and the Department Executive Committee. These rules should be reviewed thoroughly every two or three years to update
3. Girls State is a Committee of the American Legion Auxiliary and must function as such under the guidance of the Department Constitution and Bylaws and the Department Executive Committee.
4. Therefore, all staff members should be members of the American Legion Auxiliary, with Junior Counselors serving only one year unless membership is established, at which time a Junior Counselor can become a senior staff member.
5. The Department President will be advised on all Girls State Committee action and will have a part in all decisions of the Committee.
6. All rules governing the Department Committees shall apply to the Department Presidents appointment as the Girls State Director.
7. The Department President may receive recommendations from the Girls State Committee and staff as to their preference for a Girls State Director. The Department President will not be bound by this recommendation when making her appointment.
8. The Girls State Committee shall be comprised of five members, three members of which are to be appointed for one, two and three year terms.
9. After the expiration of the first year and every year thereafter, one member shall be appointed by the Department President to serve the three year term.
10. No member may succeed herself after completion of a full three year term.
11. Whenever possible, two years' service on Girls State staff shall constitute consideration for committee appointment.
12. The remaining two members of the Girls State Committee will be the Director and the Assistant Director of Girls State.
13. The three year rotating committee is separate and apart from the automatic position on the Girls State Committee of the Director and Assistant Director and will have no bearing if the Director is asked by the Department President to continue another year as Director or if the Assistant Director is asked to repeat as Assistant Director or to become Director.

### **B. Director**

1. Because the Girls State Director is responsible for the Girls State program, she will be, when called upon, the representative to the Executive Committee, without vote unless otherwise entitled, to communicate the business of Girls State.



**C. Co-Director**

1. The Assistant (or Co-Director) Director should be aware of all action pertaining to the Girls State session and, in case of the absence, death or removal of the Girls State Director, must be prepared to assume her duties.

**D. Staff**

1. Department Officers should be considered for service on Girls State staff, but not as part of their official duties, to insure familiarization with the program. For this reason, the Department Vice-President should be considered for staff. The Department Chaplain and the Department Americanism Chairman should be considered for staff due to their level of expertise which could add greatly to these aspects of the Girls State experience.

**E. Finance**

1. A proposed operating budget for Girls State must be submitted to the Finance Committee prior to Fall Workshop, at which time the current year's Girls State tuition will be set.
2. A financial statement of the actual expenditures and receipts must be submitted to the Finance Committee by August 1, if all bills are paid, but no later than September 1.
3. A sum of at least \$2,000 should be kept in reserve for the explicit purpose of meeting Girls State emergency obligations before, during and after a Girls State session.
4. The profit or loss of the Girls State program shall be recorded separately allowing all monies gathered for Girls State to be accounted and used for Girls State exclusively, allowing a constant knowledge of where the Girls State program stands financially.
5. No money submitted for Girls State shall be used elsewhere without a vote taken during Department Convention permitting its use.

**F. Files**

1. All records, guides and pertinent information shall be kept in a file for three years for the use of the incoming Director, as well as for historical purposes.
2. A Girls State History, the brochure and newspaper for each year must be kept on file at Department Headquarters.
3. Copies of all information involving Girls State business (bids and responses, letters to and from schools, letters to and from colleges and all matters pertinent to Girls State) should be on file in the Department office for three years.

**G. Location**

1. The location of Girls State is determined by bids received from Wyoming colleges and the University of Wyoming.
2. Bids must be received by a deadline date to enable them to be presented on the floor at Department Convention.
3. Length of bids is variable, but is usually three years; a contract should be signed annually.
4. The acceptance of a specific bid is decided after discussion from the floor at Department Convention, covering all areas of concern, by a roll call vote of Unit strength represented by delegates present and registered.