American Legion Auxiliary
Department of Ohio
Department Convention 2014
Cincinnati, Ohio

Proposed Amendment and Resolutions
SUMMARY OF PROPOSALS

AMENDMENTS

#	Subject	Presented At	Submitted By	Rationale
Proposed Amendment 1	Revise, Streamline the Department of **Ohio Constitution & Bylaws**	Convention Body	President's C&B Update Working Committee (Pres, C&B Chair, Parliamentarian, 1st Vice, & Secretary)	Move all specific information from C&B to Standing Rules; however ensure that updates must require Convention Action for approval.
Proposed Amendment 2	Revise, Streamline the Department of **Ohio Standing Rules**	Convention Body	President's C&B Update Working Committee (Pres, C&B Chair, Parliamentarian, 1st Vice, & Secretary)	Add all items taken from C&B and add to Standing Rules. Program information that are recommendations will go to new document titled "Program Recommendations" and serve as a guide for the Program Chairman
Proposed Amendment 3	**Bylaws, Art. VI** Delegates & Alternates to National Convention	Convention Body	Russell Chadwick, Unit 389, District 11	Prioritizes the automatic delegates, if in future if there are not enough delegate positions available to fulfill all those listed in current Bylaws, Section 3

RESOLUTIONS

#	Committee	Subject	Presented At	Submitted By	Rationale
Resolution 1 of 1	Constitution & Bylaws	Citation Of Merit Criteria	Convention Body	C&B Chairman	Add the Unit Impact Award to the Citation of Merit Criteria
Resolution 1 of 1	Finance	Paid Up For Life(PUFL) Unit Distribution Checks	Convention Body	Finance Chairman	Mitigate checks not clearing the bank and reduce the amount of end of year adjustments due to unused funds.

American Legion Auxiliary
Department of Ohio, Inc.

Updating and Repositioning Department Constitution/Bylaws/Standing Rules

At Convention 2014 - delegates will vote on updating the Department of Ohio Constitution, Bylaws and Standing Rules

Proposal:

- Update Constitution & Bylaws; move sections frequently modified to Standing Rules and maintain current voting authority for amending the moved sections.
- Move all program recommendations specified in Standing Rules to new document, "Program Recommendations."
- Provide additional/changed information from the National Constitution, Bylaws, and Standing Rules.

Why needed:

- To eliminate the need to amend the bylaws to accommodate procedural, process, or detailed rule changes.
- To achieve the goal of amending the bylaws only every decade by streamlining the governing documents
- To meet the guidance provided by the National Headquarters as it pertains to governing documents and for the Department of Ohio governing documents to conform to National Governing documents

As suggested by the National Headquarters, **Bylaws** should not be amended more frequently than every 10-15 years. The ALA 990 reports to the IRS when bylaws have been changed. The IRS views organizations that amend their bylaws frequently as unstable, which in turn can trigger an IRS audit. This is now happening to other nonprofits reporting frequent bylaws changes.

> ***Constitution*** - The organization's incorporation statement; the reason the ALA exists. It should rarely if ever change.
> ***Bylaws*** -An organization's core governance structure, roles and purpose. Bylaws are the ALA's "bones" fixed only when broken or critical to continue the purpose of the organization, not frequently.
> ***Standing Rules*** - Requirements for how the organization achieves good governance Details about the ALA's structure, i.e. committee make-up, recurring governance events; its "skin" - has flexibility to be changed to keep up with current times, as often as desired.

What will be proposed:

Streamline the Department of Ohio C&B by moving the frequently amended parts more appropriately to the Standing Rules; make consistent the wording between the Constitution, Bylaws, and Standing Rules. The make-up of committees and amounts of dues will move to Standing Rules.

IMPORTANT PROVISION! The current authority for change will remain with sections moved to the Standing Rules. If a provision currently requires a 2/3 vote of the Convention body to amend, that authority will STILL be required in the Standing Rules.

For example, the bylaws should state that the ALA is a membership organization supported by annual dues, as provided in the Standing Rules. The Standing Rules would then state what the dues amounts are, and that Convention body shall have the authority to change the amount. The authority for changing a current bylaw will remain the authority for that provision in the Standing Rules.

Impact: Bylaws provisions moving to Standing Rules will still require Convention action to change; members will not lose voice. Standing Rules have same compliance authority as bylaws.

Changes to Standing Rules are not reported to IRS, eliminating an IRS audit red flag. The organization gains governance flexibility, and the C&B and Standing Rules will be easier to follow and use.

The Program Recommendations that were previously listed in the Standing Rules are guidelines and suggestions for how the program will run but not necessarily governance. Therefore they will be moved to a new document entitled "Program Recommendations" which will be a set of guidelines for each committee and chairman to use as a tool. They can be updated and changed by committee action, and will be printed and proved to all convention delegates.

C&B Updating Committee Members:
Shirley Maurer- C&B Chairman
Beth Toalston- Department Parliamentarian
Katie Tucker- Department Secretary/Treasurer
Sue Masten- 1st Vice President
Vicky Buck-Department President

#1 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

(all items highlighted in red are to be deleted(del) or moved to Bylaws or Standing Rules. Items in **bold** are suggested additions the came directly from the National Constitution. All Red, Bold and Yellow Highlights will be eliminated once approved by convention action)

Proposed
CONSTITUTION
Of the
American Legion Auxiliary, Department of Ohio, Inc.

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred per cent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of the American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

ARTICLE I
Name

Section 1. The name of the organization shall be American Legion Auxiliary, Department of Ohio, Incorporated.

ARTICLE II
Object(del)
Nature

Section 1. The objects of the American Legion Auxiliary shall be the same as those expressed in the Constitution of The American Legion. (del)

Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women that supports the mission of The American Legion. (as suggested by Nat'l C&B)

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

ARTICLE III
Eligibility

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great granddaughters and grandmothers of The American Legion, and the mothers, wives, daughters, sisters, granddaughters, great granddaughters and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of all hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces or any of the governments associated with the United States during any of said periods and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in the American Legion. (del)

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods:

April 6, 1917 to November 11, 1918;
December 7, 1941 to December 31, 1946;
June 25, 1950 to January 31, 1955;
February 28, 1961 to May 7, 1975;
August 24, 1982 to July 31, 1984;
December 20, 1989 to January 31,1990;
August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

(The wording above was adopted at the August 2013 National Convention under a proviso that delays enactment upon the Legion's adoption of corresponding changes to its governing documents. Until The American Legion enacts this wording, the previous wording remains in effect.)

Section 2. There shall be two classes of membership, Senior and Junior.
Senior membership shall be composed of members over the age of eighteen years;(del) **eighteen years or older**(as suggested by Nat'l C&B) ; provided, however, that a wife under the age of eighteen years, who is eligible under Section I of this Article, shall be classed as a Senior member.

(a) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, junior member shall automatically be admitted into the senior membership with full privileges.
(b) Dues for both classes shall be paid annually, or for life.

ARTICLE IV
Officers – Elections

Section 1. The Department officers shall be: President, First Vice-President, Second Vice-President, Secretary-Treasurer and **Fourteen (14)** District Presidents. The National Executive Committeewoman shall be the immediate past Department President.

Section 2. Nominations for election of Department officers with the exception of the Department Secretary-Treasurer, District Presidents and National Executive Committeewoman (NEC) shall be made at the Department Convention. Any Unit member in good standing is eligible to hold office.

Section 3. The President, First Vice-President and Second Vice-President shall be elected annually. For those offices with more than one nominee, election shall be by ballot at the Department Convention. These officers are elected at the Department Convention for a term of one year or until their successors are elected and installed. A plurality vote shall elect. These officers shall not be eligible for a second term in the same office. These officers shall assume their duties at the adjournment of the Department Convention.

Section 4. The Department Secretary/Treasurer may serve an unlimited number of terms and shall be ratified annually by the Department Executive Committee. (as suggested by Nat'l C&B)

Section **5.** A vacancy occurring in any office shall be filled by the Department President with the approval of the Department Executive Committee.

Section **6.** The Department President, First Vice-President, Second Vice-President, National Executive Committeewoman, the Fourteen(14) District Presidents, and Department Secretary-Treasurer without vote, shall comprise the Department Executive Committee.

ARTICLE V
Organization

Department Convention

Section 1. The Department Convention shall be held annually at the time and place fixed by The American Legion and this Convention shall be the legislative body of the organization.

Section 2. Representative in the Department Convention shall be by Units. Each Unit shall be entitled to one Delegate and one Alternate for the first ten (10) members, and one Delegate and one Alternate for each fifty (50) members or major fraction thereof, whose current dues have been received at Department Headquarters by May 31st. Credentials of Delegates and Alternates must be presented properly filled out and assigned by the Unit President and the Unit Secretary.
Section 3. Members of the Executive Committee shall be Delegates-at-Large to the Department Convention with vote to be exercised with their respective Districts.

Section 4. All Past Department Presidents shall be Delegates-at-Large to the Department Convention with vote to be exercised with their respective Districts provided they are members in good standing in their local Units within the Department of Ohio.

Section 5. Each Delegate present at the Convention shall be entitled to one vote. The Alternate may represent the Delegate in her absence.

Section 6. A quorum shall exist when Delegates from a majority of the Districts are represented.

Emergency Convention

Section 7. In the event of some great emergency such as war, epidemic, or disaster, the Executive Committee shall have authority to determine whether or not the annual Convention shall be held; a two-thirds vote shall decide, and the vote may be taken by mail. In the event a Convention is not held, the Executive Committee shall have the authority to plan the procedure for conducting all Convention business.

Organization

Section 8. The Department shall be divided into fourteen Districts, numbered 1 to 14 inclusive.

Each District shall be comprised of the following named Counties:
District 1 – Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Williams,

Wood.
District 2 – Allen, Auglaize, Hardin, Logan, Mercer, Shelby, Van Wert.
District 3 – Champaign, Clark, Darke, Greene, Miami, Montgomery, Preble.
District 4 – Brown, Butler, Clermont, Clinton, Hamilton, Warren.
District 5 – Ashland, Crawford, Erie, Huron, Lorain, Medina, Richland, Sandusky, Seneca, Wyandot.
District 6 – Delaware, Knox, Licking, Madison, Marion, Morrow, Union.
District 7 – Adams, Fayette, Highland, Lawrence, Pickaway, Pike, Ross, Scioto.
District 8 – Athens, Fairfield, Gallia, Hocking, Jackson, Meigs, Perry, Vinton.
District 9 – Ashtabula, Geauga, Mahoning, Trumball, Lake.
District 10 – Carroll, Columbiana, Coshocton, Harrison, Holmes, Jefferson, Stark, Tuscarawas, Wayne.
District 11 – Belmont, Guernsey, Monroe, Morgan, Muskingum, Noble, Washington.
District 12 – Franklin
District 13 – Cuyahoga
District 14 – Portage, Summit.

Section 9. Local organizations shall be known as Units and may be established as Auxiliaries to Posts of The American Legion provided Posts approve applications for charters. The name of each Unit shall be Unit of _____ Post No. _____ American Legion Auxiliary, Department of Ohio, Inc.

District Convention

Section 10. A District Convention shall be held in each District at least (15) days prior to the date of the Department Convention, at a time and place designated by the District President.

Representation at the District Convention shall be by delegates who shall be those delegates and alternates elected by the Units to serve at the Department Convention. Each delegate present at the District Convention shall be entitled to one vote. The alternate shall represent the delegate in her absence.

The names of the Delegates and Alternates shall be certified to the District President for the District Convention as soon as elected but not later than one (1) week prior to the Convention if possible.

Section 11. A District President shall be elected by plurality **majority** vote at the District Summer Convention for a term of two (2) years, this election to be ratified by vote at the following Department Convention. She shall assume her office after installation at the Department Convention. In case there is but one candidate for this office, the Secretary may cast the ballot. A District President shall not be eligible for re-election immediately following her term of office.

Presidents shall be elected in District No. 1, 3, 5, 7, 9, 11, and 13 in even numbered years, and in Districts No. 2, 4, 6, 8, 10, 12, and 14 in the odd numbered years.

Section 12. At the District Convention, a representative shall be appointed by the District President from the regularly elected delegates, to serve on each Department Pre-Convention Committee.

Section 13. A District President shall be elected by and from the District in which the Unit to which she belongs is located, provided her legal residence is that District or an adjoining District or equivalent. Otherwise a vacancy shall be declared in that office.

a. The District President shall be the District Membership Chairman.
b. The District President shall appoint the District Chairmen for Americanism, Children and Youth, Community Service, Junior Activities and Veterans Affairs and Rehabilitation.

Section 14. Each District shall hold at least one Conference a year, the time and place to be approved by the Department Executive Committee. (delete, move to BYLAWS)

ARTICLE VI
Amendments

This Constitution shall be amended at any Department Convention by a two-thirds vote of the Delegates present and voting, provided the proposed amendment has been submitted to the Executive Committee and each Unit at least sixty (60) days prior to the date of the Department Convention. This Constitution shall be automatically amended to conform to any amendment of the National Constitution and Bylaws and Standing Rules.

#1 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

BYLAWS
Of the
American Legion Auxiliary, Department of Ohio, Inc

ARTICLE I
Organization of Districts
(from Constitution)

Section 1. The Department shall be divided into fourteen Districts, numbered 1 to 14 inclusive.

Each District shall be comprised of the following named Counties:
District 1 – Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Williams, Wood.
District 2 – Allen, Auglaize, Hardin, Logan, Mercer, Shelby, Van Wert.
District 3 – Champaign, Clark, Darke, Greene, Miami, Montgomery, Preble.
District 4 – Brown, Butler, Clermont, Clinton, Hamilton, Warren.
District 5 – Ashland, Crawford, Erie, Huron, Lorain, Medina, Richland, Sandusky, Seneca, Wyandot.
District 6 – Delaware, Knox, Licking, Madison, Marion, Morrow, Union.
District 7 – Adams, Fayette, Highland, Lawrence, Pickaway, Pike, Ross, Scioto.
District 8 – Athens, Fairfield, Gallia, Hocking, Jackson, Meigs, Perry, Vinton.
District 9 – Ashtabula, Geauga, Mahoning, Trumball, Lake.
District 10 – Carroll, Columbiana, Coshocton, Harrison, Holmes, Jefferson, Stark, Tuscarawas, Wayne.
District 11 – Belmont, Guernsey, Monroe, Morgan, Muskingum, Noble, Washington.
District 12 – Franklin
District 13 – Cuyahoga
District 14 – Portage, Summit.

<u>District Convention</u>

Section 2. A District Convention shall be held in each District at least (15) days prior to the date of the Department Convention, at a time and place designated by the District President.

Representation at the District Convention shall be by delegates who shall be those delegates and alternates elected by the Units to serve at the Department Convention. Each delegate present at the District Convention shall be entitled to one vote. The alternate shall represent the delegate in her absence.

The names of the Delegates and Alternates shall be certified to the District President for the District Convention as soon as elected but not later than one (1) week prior to the Convention if possible.

Section 3. A District President shall be elected by plurality vote at the District Summer Convention for a term of two (2) years, this election to be ratified by vote at the following Department Convention. She shall assume her office after installation at the Department Convention. In case there is but one candidate for this office, the Secretary may cast the ballot. A District President shall not be eligible for re-election immediately following her term of office.

Presidents shall be elected in District No. 1, 3, 5, 7, 9, 11, and 13 in even numbered years, and in Districts No. 2, 4, 6, 8, 10, 12, and 14 in the odd numbered years.

Section 4. At the District Convention, a representative shall be appointed by the District President from the regularly elected delegates, to serve on each Department Pre-Convention Committee.

Section 5. A District President shall be elected by and from the District in which the Unit to which she belongs is located, provided her legal residence is in that District or an adjoining District or equivalent. Otherwise a vacancy shall be declared in that office.

a. **The District President shall be the District Membership Chairman.**
b. **The District President shall appoint the District Chairmen for Americanism, Children and Youth, Community Service, Junior Activities and Veterans Affairs and Rehabilitation.**

Section 6. Each District shall hold at least one Conference a year, the time and place to be approved by the Department Executive Committee. (from the Constitution)

ARTICLE II
Duties of Department Officers

Section 1. The Department President is the official representative of the Department. The President shall preside at all meetings of the Department Convention and Executive Committee. With the approval of the Executive Committee, she shall appoint a Chaplain, Historian, members of permanent committees and all members of the Administrative Board of Buckeye Girls State, with the exception of the Department Officers. With the

approval of the Executive Committee, she may create such further committees as are deemed advisable and appoint the members thereof. She shall be ex-officio member of all committees and Chairman of the Executive Board of Buckeye Girls State.

The President shall be the alternate National Executive Committeewoman.

The retiring President automatically becomes the National Executive Committeewoman; and shall act as Chairman of the delegation to the National Convention. Her term of office shall commence immediately following the adjournment of the National Convention next ensuing and shall end at the adjournment of the next succeeding National Convention.

Section 2. The First Vice-President shall assist the President and in her absence or inability shall assume her duties. The Department First Vice-President shall be the Membership Chairman.

Section 3. The Second Vice-President shall assist the President and First Vice-President in all their duties. She shall serve as Public Relations Chairman and assume such duties as authorized by the Department President and approved by the Department Executive Committee.

Section 4. The Secretary-Treasurer shall conduct all correspondence, record the minutes of the Department Executive Committee, copies of which shall be sent to all members of the Executive Committee and Past Department Presidents. She shall receive all monies from the Units, credit them to the designated accounts, deposit them in the name of the American Legion Auxiliary, Department of Ohio, Inc., in a bank approved by the Executive Committee. She shall submit a monthly report to the Officers, the National Executive Committeewoman, members of the Finance Committee and all Past Department Presidents, and also submit a report at each meeting of the Executive Committee. The Department Secretary-Treasurer shall employ such additional Headquarters staff as deemed necessary. She shall be the Secretary to the delegation to National Convention; Editor of the Buckeye Messenger, and Statutory Agent of the American Legion Auxiliary Department of Ohio, Inc. and Buckeye Girls' State American Legion Auxiliary, Department of Ohio, Inc. (*amended at Department Convention, June 29, 2013, Toledo*)

The American Legion Auxiliary Department Secretary/Treasurer has been authorized to invest American Legion Auxiliary moneys.

The Department Secretary-Treasurer and the Department President shall be the designated signers for all official transactions.

Section 5. The Secretary/Treasurer shall be bonded in amount determined by the Executive Committee, with the premium of the bond paid from the Department Treasury.

Section 6. All contracts shall be negotiated and signed by the Department Secretary/Treasurer.

Section 7. The District Presidents shall preside at all District meetings within their respective Districts, and shall perform all duties pertaining to their office.

Section 7. The retiring President shall review the verbatim Convention report for approval and report the action at an Executive Committee meeting. (move to STANDING RULES)

Section 8. In the event a Department President dies or is incapacitated while still in office, the First Vice-President will assume her duties until the close of the current President's Department Convention. During said Convention, the incumbent Department President shall appoint a Past Department President from the former Department President's District to assume the duties of NEC, Past Presidents Parley Chairman, and Policy Committee. If there is not a Past Department President able to assume these responsibilities, a Past Department President from another District will be considered.

ARTCLE III
Executive Committee

Section 1. The Department President, Department First Vice-President, Second Vice President, National Executive Committeewoman, fourteen District Presidents and the Department Secretary-Treasurer without vote, shall comprise the Department Executive Committee. All Past Department Presidents in good standing in their respective local Units within the Department of Ohio shall have the privilege of attending all Executive Committee meetings with voice but without vote or expense allowance.

Section 2. The Executive Committee shall have full jurisdiction and authority over all business of the Department in the interim between Conventions.

Section 3. This Committee shall have general supervision over the property of the Department.

Section 4. This Committee shall meet at least four (4) times each year, its first meeting to be held immediately following the Department Convention and its last meeting shall be held immediately preceding the Department Convention. All other meetings shall be at the call of the President.

Section 5. A quorum for the Executive Committee shall exist when at least seven (7) of the District Presidents and two (2) of the other Officers are present.

Section 6. This Committee shall approve the appointments by the President of all members of permanent Committees except Public Relations and Membership.

Section 7. It shall approve, at its second meeting of the year, the budget prepared by the Department Finance Committee.

Section 8. Before filling any vacancy within this Committee, the President must obtain the approval of the Executive Committee. When the vacancy occurs in the office of a District President, the successor shall be appointed from the same District.

Section 9. The Executive Committee, at its Post Convention meeting, shall approve the appointment of the Department Secretary-Treasurer and any District President vacancies.

Section 10. It shall employ a Public Accountant who shall make an annual audit of the books and records of the Secretary/Treasurer. This report shall be printed in condensed form in the following issue of the Buckeye Messenger.

Section 11. The resignation of a member of a committee, accepted by the Executive Committee immediately prior to the Department Convention, shall indicate a vacancy in that office.

Section 12. The District Presidents' attendance at all Executive Committee meetings is mandatory unless excused by the Department President.

ARTICLE IV
Committees

Section 1. There shall be such permanent Committees as are deemed necessary to promote the objectives of the Department and shall include Americanism, Auxiliary Emergency Fund, Chaplain, Children & Youth, Community Service, Constitution and Bylaws, Education, Finance, Historian, Internal Audit, Junior Activities, Leadership Development, Legislative, Membership, Music, National Security, Past President's Parley, Policy, Poppy, Public Relations, Unit Development and Revitalization, and Veterans Affairs and Rehabilitation. *(amended at Department Convention, June 26, 2010, Toledo, Ohio)*

Section 2. The composition, terms, and purpose of the Department Standing Committees and Committees shall be as provided in the Standing Rules. Amendments to the composition, terms, or purpose of such Department Committees, may be determined only by two-thirds of the Department Convention delegates. (as suggested by Nat'l C&B)

Section 2. The following shall be comprised of three (3) members, one to be appointed each year: Finance; Internal Audit; Junior Activities; and a Policy Committee composed of three (3) immediate Past Department Presidents. The following shall be comprised of two (2) members, a chairman and vice-chairman: Americanism; Children and Youth; Community Service; Unit Development and Revitalization; and Veterans Affairs and Rehabilitation. The members of all other Committees shall serve for one year, which service shall terminate with the adjournment of the Annual Convention. *(amended at Department Convention, June 26, 2010, Toledo, Ohio)* (move to STANDING RULES)

Section 3. The Finance Committee shall supervise the general financial policy of the Department subject to the ratification of the Executive Committee. It shall prepare an annual budget, which shall be presented to the Executive Committee for approval at its second meeting of the year. It shall supervise the expenditures of funds in accordance with the budget. The Chairman shall receive the vouchers from Department Headquarters for study and approval. The chairman of the Finance Committee together with the Department President and Department Secretary/Treasurer shall sign all vouchers drawn for the disbursement of funds. In the event of disagreement, it shall be referred to the attention of the Executive Committee. (move to STANDING RULES)

The President, First Vice-President, Second Vice-President, and Secretary/Treasurer may jointly present recommendations to this Committee. (move to STANDING RULES)

The Finance Committee with the Department President and Department Secretary/Treasurer shall meet at least four (4) times a year upon the call of the Department President. (move to STANDING RULES)

No member of the Finance Committee shall serve more than three (3) years consecutively. (move to STANDING RULES)

Section 4. The Constitution and Bylaws Chairman shall approve the Constitution and Bylaws of all Units and any amendments thereto. Should questions arise, the Department Parliamentarian will be the final authority. The Constitution and Bylaws Chairman and Parliamentarian shall serve as the committee to revise the Department Constitution and Bylaws. (move to STANDING RULES)

Section 3. The Department President shall appoint a qualified parliamentarian to serve during the year to assist Units in parliamentary procedures.

Section 4. With the exception of the Past Presidents Parley Chairman, the Policy Committee, the Membership Chairman, and Public Relations Chairman, no member shall hold more than one (1) major Department appointment. VA Medical Center Chief Representatives, the Ohio Veteran's Home Chief Representative, VA Outpatient Representatives, the Buckeye Girls State Director, and permanent committees are all considered major Department appointments.

Section 5. Any Chairman who is not fulfilling the obligations of her office shall be asked to resign by the Executive Committee. A new appointment shall be made by the Department President.

ARTICLE V
Dues

Section 1. The revenue of the American Legion Auxiliary shall be derived from annual membership dues of Senior and Junior members and from such other sources as may be approved by the National Executive Committee(del) **in a per capita amount established by the Department Convention delegates, and from such other sources as may be approved by the Department Executive Committee.** (as suggested by Nat'l C&B) The annual dues shall be collected by each Unit and transmitted to the Department.

Section 2. Modification to the Department per capita dues for members shall require a two-thirds vote in the affirmative by the Department Convention delegates. Dues shall be payable in amounts as provided in the Standing Rules. (as suggested by Nat'l C&B)

Section 2. Each Unit shall pay to the Department a sum of eight dollars($8.00) per capita plus the required National per capita for each Senior Member and a sum of two dollars and seventy five cents($2.75) per capita plus the required National per capita for each Junior member, annually for the succeeding calendar year, who are not Paid-Up-For-Life (PUFL) members. The Department per capita for each Senior member will include the Veterans Affairs and Rehabilitation assessment, the Children and Youth assessment, Department Convention assessment, National Convention assessment, and a subscription to the Buckeye Messenger. The Department per capita for each Junior member will include the Veterans Affairs and Rehabilitation assessment and the Children and Youth assessment. The Veterans Affairs and the Rehabilitation assessment and the Children and Youth assessment may be taken from the Unit Restricted funds. *(amended at Department Convention, June 26, 2010, Toledo, Ohio*) (move to STANDING RULES)

Section 3. A member's status is dependent upon timely payment of the dues as provided in the Standing Rules. (as suggested by Nat'l C&B)

Section 3. Annual dues shall be payable following the Convention for the next succeeding calendar year. A member failing to pay such annual dues by January thirty-first (31st) shall be
classed as delinquent and shall be suspended from all membership privileges, provided, however, such suspended member shall be notified in writing by the secretary of the Unit of such suspension prior thereto. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December thirty-first (31st) of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution or Bylaws of the Unit requires a vote on applications for membership, and the payment of all past dues, or by reestablishing eligibility and making application as a new member. (move to STANDING RULES)

ARTICLE VI
Buckeye Girls State

Section 1. There shall be a Buckeye Girls State program which shall be in consonance with that of the National organization.

Section 2. There shall be a Board of Directors appointed annually by the Department President. comprised of the Director of Buckeye Girls State; Director of Government; Director of Public Relations; Director of Counselors; Director of Health; Director of Music and Recreation; a Secretary-Treasurer, and the Department President and First Vice-President of the American Legion Auxiliary. (move to STANDING RULES)

Section 3. The Board of Directors shall be responsible for all advance planning and the proceedings in all departments of Buckeye Girls State. (move to STANDING RULES)

Section 4. The Board of Directors and all adult personnel who work at Buckeye Girls State during actual session shall be called the Administrative Staff of Buckeye Girls State. (move to STANDING RULES)

ARTICLE VII
Delegates and Alternates to the National Convention

Section 1. Representation in the National Convention shall be as provided in Article VI of the National Convention.

Section 2. The National Executive Committeewoman and any National Officer from the Department of Ohio shall be delegates-at-large to the next succeeding National Convention. All Department Officers, the Delegation Chairman, National Chairmen, all Past National Officers from the Department of Ohio and any National Committee members and/or Central Division National Appointees shall be automatic Delegates to National Convention, to be ratified at the Department Convention. (**Amendment Change- from Unit 389**)

Section 3. The District President in office at the time of District Summer Convention shall serve as delegate to the National Convention. An alternate to the District President shall be elected at District Summer Convention. Districts having 4000 or more members shall be entitled to one (1) delegate and two (2) alternates in addition to the District President. This delegate and alternates shall be elected at District Summer Convention and this election shall be ratified by vote at the following Department Convention.

Section 4. The remaining number of delegates to which the Department is entitled and an alternate for each delegate shall be elected at the Department Convention. Should any delegate or her alternate, be unable to attend the Convention, the President shall appoint one of the alternates from the same District if possible.

Section 5. The immediate Past President shall act as Chairman of the Delegation to the National Convention. The Secretary-Treasurer shall act as Secretary of the Delegation to the National Convention.

Section 6. If economic conditions do not warrant sending the full number of delegates, the number sent may then be determined by the Department Finance Committee with Department Executive Committee approval.

Section 7. The National Convention Fund will provide payment for all delegates who receive allowances to the National Convention. The allowance for the outgoing President (Delegation Chairman), the incoming President, First and Second Vice President, Secretary-Treasurer, the 14 District Presidents, and the second delegate for each District with membership of 4000 or more shall be paid from the National Convention Fund.

The Registration Fee for the full delegation, including the Executive Committee, any National Officers and/or National Chairman, shall be paid from the National Convention Fund.

Section 8. Delegates to the National Convention, as specified in Section 7, shall be entitled to the National Convention allowance, provided they have attended every session of the National Convention, when not in attendance at meetings of National Committees, or unless excused by the Chairman of the delegation, and so reported to the Department Secretary-Treasurer.

Section 9. The Department shall not be responsible for any expense incurred by a National Executive Committeewoman or the Chairman of a National Committee in attendance at a National Convention.

ARTICLE VIII
Unit Organization

Section 1. Application for a charter to form an Auxiliary Unit must be forwarded to Department Headquarters. The charter will be issued by the National organization in accordance with its Bylaws.

Section 2. Department officers only shall have jurisdiction in organizing Units.

Section 3. Local organizations shall be known as Units and may be established as Auxiliaries to Posts of The American Legion provided Posts approve applications for charters. The name of each Unit shall be **(NAME) _____, (Unit #)_____ American Legion Auxiliary, Department of Ohio, Inc. Unit of _____ Post No. _____ American Legion Auxiliary, Department of Ohio, Inc.(del)**

Section 4. Each Unit, at the time of its organization, shall prepare Bylaws conforming with the National and Department Bylaws of the American Legion Auxiliary, which shall be submitted to the Department Constitution and Bylaws Chairman for approval. Any amendment to the Unit Bylaws shall also be submitted to the Department Constitution and Bylaws Chairman for approval.

Section 5. Units shall be subject to such regulations as the National or Department organization shall provide.

Section 6. A county having two or more Units may organize a County Council. It shall act as a coordinating agent for the Units in its County to promote the interests of the Department.

Section 7. Any Unit may organize a Past Presidents Parley, which shall have the status of a committee. Its purpose shall be established by National. (move to STANDING RULES)

Section 7. A Unit Charter may be revoked, canceled, or suspended as provided in the National Bylaws. In case of revocation or cancellation of a Charter, all Unit records and funds shall be immediately forwarded to Department Headquarters.

Section 8. No person, at any time, may be a member of more than one Unit.

Section 9. The minimum membership of a Unit shall be ten (10) Senior members.

Section 10. Each Unit of the American Legion Auxiliary shall be the judge of its own membership subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force or violence, or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 11. Each Unit shall transmit annually to Department Headquarters money for coverage by the mandatory National Schedule Blanket Position Bond for the loss of money securities, and other property up to the contracted limit which the Unit sustains through any fraudulent or dishonest act by any duly elected or appointed officer or member whose duties involve the handling of funds.

ARTICLE IX
Transfer of Members

Section 1. Any member presenting a membership card for the current year may make a request for transfer to another Unit. Upon the acceptance by the transferee Unit, the member shall be entitled to active membership in said Unit. No dues shall be transferred.

Section 2. The Unit may receive members by transfer from other Units at any time during the administrative year, in accordance with regular Unit procedures.

Section 3. A Unit member may withdraw providing her current year's dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which her dues are paid. In the event a member wishes to remove her membership from one Unit to another during the current year it shall be done by transfer and not withdrawal.

ARTICLE X
Unit Officers and Elections

Section 1. Each Unit shall elect, at a meeting in May, a President, First Vice-President, Second Vice-President, Secretary and Treasurer for a term of one year. If the Unit conducts an Installation Ceremony it shall be done immediately following elections or at a meeting held as soon as possible; the Officers elect shall not take over the duties of their Unit offices before being installed into the offices to which they have been elected in accordance with provisions for "Installation of Officers" in the current Unit Handbook.

Section 2. In order to participate in the election of Unit officers, a member shall have paid her dues for the current fiscal year within which the election is held.

Section 3. Each Unit may elect or appoint a Sergeant-at-Arms, Historian, Chaplain, and Corresponding Secretary.

Section 4. The Executive Committee of each Unit shall be comprised of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and at least three (3) other members to serve on this committee. This Committee shall act in emergencies between meetings of the Unit and may offer recommendations to be acted upon at the Unit meetings.

Section 5. The President shall appoint an Auditing Committee of three (3) members who shall audit the books of the Secretary and Treasurer. This report shall be presented for approval at a meeting prior to the installation of new officers.

Section 6. Each officer, Committee Chairman, and Committee Member of a Unit shall be a member of the Unit she is serving.

ARTICLE XI
Fiscal Year (del)
Finance

Section 1. The fiscal year of the Department shall extend from August 1 through July 31.

ARTICLE XI (del)
Expenses(del)

Section 2. A monthly sum of money, to be fixed by the Department Finance Committee, to be used for administrative purposes, shall be advanced to the Department President, who in turn shall render to the Department Finance Committee, a statement showing the expenditures from this sum for the previous month and balance on hand, these statements to be forwarded by this Committee to the Department Secretary-Treasurer for filing. At no time, however, shall the Department Finance Committee remit the advancement of more than the regular allowance for the month as fixed by the Department Finance Committee. Any balance, so advanced, remaining in the hands of the President at the end of her term of office, shall be turned back into the Department General Fund.

Section 2. The sum of $400.00 shall be given to the Department President as reimbursement for personal expenses incurred during her term of office. (Effective 1998-99 Department Convention 1998) (move to STANDING RULES)

Section 3. An additional sum as stated in the Standing Rules shall be given to the Department President as reimbursement for personal expenses incurred during her term of office, to be provided at the Department Convention. (takes the place of the paragraph moving to Standing Rules)

Section 4. The members of the Department Executive Committee shall be allowed expenses as set each year by the Department Finance Committee and approved by the Department Executive Committee.

Section 5. The members of the Department Standing Committees shall be allowed expenses as set each year by the Department Finance Committee and approved by the Department Executive Committee.

Section 6. The District Committee Chairmen shall be allowed expenses as set each year by the Department Finance Committee and approved by the Department Executive Committee.

ARTICLE XII
Discipline

Section 1. Unit Charters may be revoked, cancelled or suspended in accordance with National Bylaws provisions in Article X. **The process for the suspension, cancellation and revocation of a Unit charter shall be as provided in the Standing Rules. (as suggested per Nat'l C&B)**

Section 2. Absence from two (2) consecutive meetings without notifying the Department President or Department Secretary-Treasurer shall be equivalent to resignation from membership on the Department Executive Committee. (move to STANDING RULES)

Section 2. For willful violation of National or Department Constitution or Bylaws, or for flagrant negligence in performance of duties, or for conduct improper and prejudicial to the welfare of The American Legion Auxiliary or The American Legion, any Department officer, Department or District Committee member my be removed by a vote of two-thirds of the members present and voting at a meeting of the Department Executive Committee, provided at least fifteen (15) days written notice by the Committee and an opportunity for a hearing before it has been given to that person. Such appearance by Department or District Committee member shall be without expense to the Department.

Section 3. In a Unit, for willful violation of the National, Department, Unit Constitution or Bylaws or for conduct improper and prejudicial to the welfare of The American Legion Auxiliary or The American Legion any member may be expelled from membership or any Unit officer or any Unit committee member removed from Office by a two-thirds vote at a Unit meeting duly called for that purpose, after the member has been given at least a fifteen (15) day written notice by the Unit Executive Committee of the charges and a hearing thereon. Either party may have the right to appeal to the Department Executive Committee and then action thereon shall be final. The expense of said appeal shall be borne by the appellant.

ARTICLE XIII
Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall be the Parliamentary authority of this Department in all matters to which they are applicable, and in which they are not inconsistent with this Constitution and Bylaws.

ARTICLE XIV
Amendments

Section 1. These Bylaws may be amended at any Department Convention by a majority vote of the delegates present and voting, provided the proposed amendment has been submitted to the Constitution and Bylaws Committee at least sixty (60) days previous to the Department Convention and submitted to the Executive Committee and mailed by the Department Secretary-Treasurer to the members of the Executive Committee and each Unit at least sixty (60) days previous to the date of the Department Convention.

Or these Bylaws may be amended at any Department Convention by a two-thirds vote of the delegates present and voting provided the proposed amendment has been submitted to the Constitution and Bylaws Committee and the Executive Committee immediately preceding or at the Convention and read at a meeting of the Convention previous to the meeting at which the vote is taken.

Section 2. These Bylaws shall be automatically amended to conform to any amendment of the National Constitution and Bylaws and Standing Rules.

AMENDED JULY 15, 2000 AT THE 2000 DEPARTMENT CONVENTION
AMENDED JULY 13, 2002 AT THE 2002 DEPARTMENT CONVENTION
AMENDED JULY 12, 2003 AT THE 2003 DEPARTMENT CONVENTION
AMENDED JULY 9, 2005 AT THE 2005 DEPARTMENT CONVENTION
AMENDED JUNE 27, 2009 AT THE 2009 DEPARTMENT CONVENTION
AMENDED JUNE 26, 2010 AT THE 2010 DEPARTMENT CONVENTION
AMENDED JULY 8, 2012 AT THE 2012 DEPARTMENT CONVENTION
AMENDED JUNE 28, 2013 AT THE 2013 DEPARTMENT CONVENTION

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

(all items highlighted in red are to be deleted(del) or moved to Bylaws or Standing Rules. Items in **bold** are suggested additions the came directly from the National Constitution. All Red, Bold and Yellow Highlights will be eliminated once approved by convention action)

Proposed
STANDING RULES
Of the
American Legion Auxiliary, Department of Ohio, Inc.

Revised – June 2013(del) **July 2014**

PREFACE

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

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

Except when otherwise specified in the Bylaws or these Standing Rules, a standing rule may be amended or rescinded by a two-thirds vote of the Department Executive Committee, or, if notice has been given, by a majority vote. In addition to these Standing Rules, supplementary department policies or rules may be adopted as they are needed from time to time by the Department Executive Committee or Department Convention.
(as suggested by Nat'l Standing Rules)

FINANCE

1. **DUES**
   a. **Each Unit shall pay to the Department a sum of eight dollars($8.00) per capita plus the required National per capita for each Senior Member and a sum of two dollars and seventy five cents($2.75) per capita plus the required National per capita for each Junior member, annually for the succeeding calendar year, who are not Paid-Up-For-Life (PUFL) members. The Department per capita for each Senior member will include the Veterans Affairs and Rehabilitation assessment, the Children and Youth assessment, Department Convention assessment, National Convention assessment, and a subscription to the Buckeye Messenger. The Department per capita for each Junior member will include the Veterans Affairs and Rehabilitation assessment and the Children and Youth assessment. The Veterans Affairs and the Rehabilitation assessment and the Children and Youth assessment may be taken from the Unit Restricted funds.** ***(Last amended at Department Convention, June 26, 2010, Toledo, Ohio.*** (from **Dues. Sec 2**, Department C&B)

   b. **As provided in the Department Bylaws, modification to the Department per capita dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the Department Convention Delegates.** (as suggested by Nat'l Standing Rules)

   c. **Timely payment of dues. Annual dues shall be payable following the Convention for the next succeeding calendar year. A member failing to pay such annual dues by January thirty-first (31st) shall be classed as delinquent and shall be suspended from all membership privileges, provided, however, such suspended member shall be notified in writing by the secretary of the Unit of such suspension prior thereto. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December thirty-first (31st) of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without vote of the Unit, where the Constitution or Bylaws of the Unit requires a vote on applications for membership, and the payment of all past dues, or by reestablishing eligibility and making application as a new member.** (from **Dues. Sec 3**, Department C&B)

2. **EXPENSES**
   a. **The sum of $400.00 shall be given to the Department President as reimbursement for personal expenses incurred during her term of office. (Effective 1998-99 Department Convention 1998)-** (From Department C&B)

   b. Each Department Officer's expenses are to come from her allowance.

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

DUTIES OF OFFICERS

1. **The retiring President shall review the verbatim Convention report for approval and report the action at an Executive Committee meeting.** (from Department bylaws)

DUTIES OF THE DEPARTMENT CHAIRMEN

1. **Department chairmen shall be appointed by the incoming Department President.**
2. **The Chairman and her committee shall be responsible for all instructions, projects, reports, and awards as it pertains to each program or chairmanship.**
3. **Chairmen shall attend the organizational meeting, School of Instruction, Mid-Winter Conference, and Department Convention.**
4. **Chairmen shall submit a mid-year report to their appropriate National chairman.**
5. **Chairmen shall send a copy of their final report to National to the Department Historian to be included in the History.**

(Excerpts from the "OLD STANDING RULES")

COMMITTEES

1. **As provided in the Department Bylaws, the following shall be the Department Standing Committees: Americanism, Auxiliary Emergency Fund, Buckeye Girls State, Chaplain, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, History, Internal Audit, Junior Activities, Leadership, Legislative, Membership, Music, National Security, Past Presidents Parley, Poppy, Policy, Public Relations, Unit Development and Revitalization and Veterans Affairs and Rehabilitation. The overall terms of each standing committee is specified in this section.**
2. **The following are considered major programs: Americanism, Children &Youth, Community Service, Junior Activities, and Veterans Affairs and Rehabilitation.**
3. **As provided in the Department Bylaws, when a vacancy occurs on a committee, the Department President shall appoint a member to serve the unexpired term subject to ratification of the Department Executive Committee.**
4. **As provided in the Department Bylaws, the Department President shall be considered an ex-officio member, additionally, of all committees.**
5. **The Department President in consultation with the Department Headquarters staff and Finance Committee may appoint other special or ad hoc committees as necessary for the good of the organization during the administrative year.**
6. **The composition of each Standing Committee and the number of members and their terms shall be as described in this section and any amendments thereof shall be by action of the Department Convention Delegates.**
7. **The Department President will appoint annually one member of each committee or chairman as stated below, and any additional when a vacancy occurs.**

(as suggested by Nat'l Standing Rules)

Americanism: **The Americanism Committee shall be comprised of a chairman and a vice chairman, who shall serve a one-year term. The purpose of the Americanism program is to promote patriotism and responsible citizenship.** (as suggested by Nat'l Standing Rules)

Auxiliary Emergency Fund: **The Auxiliary Emergency Fund (AEF) shall be comprised of a Chairman whom shall serve a one-year term. The Auxiliary Emergency Fund provides grants to American Legion Auxiliary Members who qualify for specific types of emergency assistance.** (as suggested by Nat'l Standing Rules)

Buckeye Girls State: The Board shall be comprised of the Director of Buckeye Girls State; Director of Counselors; Director of Government; Director of Health; Director of Music and Recreation; Director of Public Relations; a Secretary/Treasurer, the Department President and First Vice-President of the American Legion Auxiliary all of whom shall serve a one year term. (from the Department Bylaws)

The Board of Directors shall be responsible for all advance planning and the proceedings in all departments of Buckeye Girls State.(from the Department Bylaws)

The Board of Directors and all adult personnel who work at Buckeye Girls State during actual session shall be called the Administrative Staff of Buckeye Girls State.(from the Department Bylaws)

Chaplain: **The Department Chaplain shall be appointed by the Department President and shall serve a one-year term. The Department Chaplain is responsible for all invocations and benedictions at official meetings. The Department Chaplain shall conduct the official Memorial Service at the Department Convention.** (As suggested by Nat'l Standing Rules)

Children and Youth: **The Children & Youth Committee shall be comprised of a Chairman and a vice chairman, who shall serve a one-year term. The purpose of the Children & Youth Committee is to work collaborative with the American Legion to promote programs that protect, care for, and support children and youth, especially those of our military veterans.** (as suggested by Nat'l Standing Rules)

Community Service: **The Community Service Committee shall be comprised of a Chairman and a vice chairman, who shall serve a one-year term.** as suggested by Nat'l Standing Rules)

Constitution & Bylaws: **The Constitution & Bylaws Chairman shall be appointed by the Department President and shall serve a one-year term. The purpose of the Constitution &Bylaws is to inform members about having proper governing documents at all levels.** (as suggested by Nat'l Standing Rules)

The Constitution and Bylaws Chairman shall approve the Constitution and Bylaws of all Units and any amendments thereto. Should questions arise; the Department Parliamentarian will be the final authority. The Constitution and Bylaws Chairman and Parliamentarian shall serve as the committee to revise the Department Constitution and Bylaws. (From Department Bylaws)

Education: **The Education Chairman shall be appointed by the Department President and shall serve a one-year term.** (as suggested by Nat'l Standing Rules) **The purpose is to promote the Auxiliary's Scholarship and work collaboratively with the American Legion Education programs. The Education Chairman shall be responsible for the collection, reviewing and judging of all Department Education Scholarships & Grants.**

Finance Committee: **The Department Finance Committee shall be comprised of three members serving a staggered three year term, one to be appointed each year. The purpose of the Department Finance** Committee shall be to supervise the general financial policy of the Department subject to the ratification of the Executive Committee. It shall prepare an annual budget, which shall be presented to the Executive Committee for approval at its second meeting of the year. It shall supervise the expenditures of fund in accordance with the budget. The chairman shall receive the vouchers from Department Headquarters for study and approval. (from the Department Bylaws)

The chairman of the Finance Committee together with the Department President and the Department Secretary/Treasurer shall sign all vouchers drawn for the disbursement of funds. In the event of a disagreement, it shall be referred to the attention of the Executive Committee. (from the Department Bylaws)

The President, First Vice-President, Second Vice-President, and Secretary/Treasurer may jointly present recommendations to this Committee. (from the Department Bylaws)

The Finance Committee with the Department President and Department Secretary/Treasurer shall meet at least four (4) times a year upon the call of the Department President. (from the Department Bylaws)

No member of the Finance Committee shall serve more than three (3) years consecutively. (from the Department Bylaws)

Historian: **The Historian shall be appointed by the Department President and shall serve a one-year term. The Historian shall be responsible for writing the Department History for the term in which she served.** (as suggested by Nat'l Standing Rules)

Internal Audit: **The Department Internal Audit Committee shall be comprised of three members serving a staggered three year term, one to be appointed each year. The purpose of the Internal Audit Committee is to provide independent oversight assistance to the Department of Ohio accounting and financial reporting. The audit committee oversees a broad range of areas including:**

- **Annual external audit conducted by an Independent Certified Public Accountant**
- **Governance, ethics, and internal controls**
- **Compensatory review of staff**
- **Identification of activities that could jeopardize tax exempt status**
- **Accuracy of records and reports**
- **Proper authorization of activities and expenditures**
- **Review of investments and bank accounts**
- **Reports of any irregularities**

(From the Mission Statement of the Internal Audit Committee,)

Junior Activities: **The Junior Activities Committee shall be comprised of three members serving a staggered three year term.** The Department Junior Activities Committee will plan and be responsible for the Department Junior Convention. The date and location must be approved by the Department Executive Committee. (from Department Bylaws)

Leadership: **The Leadership Chairman shall be appointed by the Department President and shall serve a one-year term.** (as suggested by Nat'l Standing Rules)

Legislative: **The Legislative Chairman shall be appointed by the Department President and shall serve a one-year term.** (as suggested by Nat'l Standing Rules)

Membership: **The Membership Chairman shall be the Department 1st Vice President. The purpose of the Membership Committee is to promote the benefits of membership and to promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.** (as suggested by Nat'l Standing Rules)

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

Music: **The Music Chairman shall be appointed by the Department President and shall serve a one-year term.** The chairman shall participate in the Poppy Shop Program. (from the Department Bylaws) **The chairman shall be responsible for music at official Department functions in collaboration with the Department Presidents wishes.**

National Security: **The National Security Chairman shall be appointed by the Department President and shall serve a one-year term. The purpose of the National Security Committee is to promote a strong national defense.** (as suggested by Nat'l Standing Rules)

Parliamentarian: **The Department Parliamentarian shall be appointed by the Department President and shall serve a one-year term.** Should questions arise pertaining to Unit Bylaws; the Department Parliamentarian will be the final authority. The Constitution and Bylaws Chairman and Parliamentarian shall serve as the committee to revise the Department Constitution and Bylaws. (From Department Bylaws)

Past Presidents Parley: **The Past Presidents Parley Chairman shall be the immediate past National Executive Committeewomen and shall serve a one-year term. The chairman shall be responsible for the collection, reviewing and judging of all Department Past Presidents Parley Nurses Scholarships.**

Poppy: **The Poppy Chairman shall be appointed by the Department President and shall serve a one-year term.** The chairman shall plan the Poppy Shop Program (from the Department Bylaws)

Policy: The Policy Committee shall be composed of three (3) immediate Past Department Presidents, (from the Department Bylaws) **serving a staggered three year term.**

Public Relations: **The Public Relations Chairman shall be the Department 2nd Vice President and shall serve a one-year term.**

Unit Development and Revitalization: **The Unit Development and Revitalization Committee shall be comprised of a chairman and vice chairman, whom shall serve a one year term.**

Veterans Affairs and Rehabilitation: **The Veterans Affairs and Rehabilitation Committee shall be comprised of a Chairman and a vice chairman, who shall serve a one-year term. The purpose of the Veterans Affairs and Rehabilitation Committee is to promote programs and service that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives.** (as suggested by Nat'l Standing Rules)

Veterans Affairs Voluntary Services (VAVS) Hospital Director shall be appointed by the Department President and shall serve a one-year term. The VAVS Medical Center Chief & Deputy Representatives, Ohio Veteran's Home Representative, and the VAVS Outpatient Representatives shall be appointed by the Department President and shall serve a one-year term.

8. The following shall be comprised of three (3) members, one to be appointed each year: Finance; Internal Audit; Junior Activities; and a Policy Committee composed of three (3) immediate Past Department Presidents. The following shall be comprised of two (2) members, a chairman and vice-chairman: Americanism; Children and Youth; Community Service; Unit Development and Revitalization; and Veterans Affairs and Rehabilitation. The members of all other Committees shall serve for one year, which service shall terminate with the adjournment of the Annual Convention. *(amended at Department Convention, June 26, 2010, Toledo, Ohio)*(from the Department Bylaws- this now has been explained specifically above)(del)

DUTIES OF UNITS
(from the current Standing Rules)

1. The Units shall be instructed to use the donation sheets when sending any donation to Department Headquarters.
2. The Units shall be instructed to use Official Order Forms for all supplies ordered from Department Headquarters.
3. All correspondence with Department Headquarters must include Unit number, name and address.
4. The records of a Unit are NOT private property. If their surrender to newly elected officer is not accomplished at the beginning of the Auxiliary Fiscal Year, August 1, legal steps may be taken by the Unit to secure the records.
5. Units are urged to invite surrounding Units to attend the special functions to which a Department Officer(s) is invited.
6. Units are permitted to use Poppy funds to purchase Volunteer Hospital Worker's uniforms and pay transportation expenses and expenditures on behalf of Field Service Programs.(del) (not permitted per the new National Poppy Resolution)
7. Past Presidents Parley dues may be taken from Poppy funds.
8. All Units are required to have a Federal ID Number and to file annually with the IRS.
9. If the Department President has a Special Project Fund for her administrative year, donations shall be made by Units or individuals. General Fund moneys are to be used for this project. (del)
10. Units are encouraged to promote both the Department and National Scholarship programs in their high schools. A Unit may sponsor only one participant for each scholarship. All scholarship applications (Department and National) are available from Department Headquarters.
11. **Any Unit may organize a Past Presidents Parley, which shall have the status of a committee. Its purpose shall be established by National. (from the Department Bylaws)**

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

DISCIPLINE

1. An absence from two (2) consecutive meetings without notifying the Department President or Department Secretary-Treasurer shall be equivalent to resignation from membership on the Department Executive Committee. (from the Department Bylaws)

2. Unit Members: The Unit has the responsibility for the discipline of its members. A member disciplined by her Unit may appeal the Unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall review the appeal and respond as it deems appropriate. The action of the Department Executive Committee is final. Disciplinary actions against members, including membership suspensions, are not appealable to the National Organization. All discipline must be imposed in accordance with the principles of due process and equal protection. A Department may discipline a Unit for failure to discipline a member.

3. Unit Charters:

   a. A properly executed Unit charter application shall include typewritten names of at least ten (10) new or current Senior members, and be accompanied by the per capita dues for each member, plus the Unit Charter fee. Application for Unit charters shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the Unit is attached.

   b. Department charter fees will be in proportion to the current charter fee as established by National Headquarters.

   c. The Department Executive Committee after notice and hearing may suspend, cancel, or revoke the charter of a Unit for any good and sufficient cause to it appearing. All such actions must be imposed in accordance with the principles of due process and equal protection. The proceedings shall be conducted with a court recorder present who will make a complete record.

   d. The Department Executive Committee may order the suspension of a charter for a period not to exceed one year.

   e. A Unit whose charter has been suspended, canceled, or revoked without its consent may appeal the Department's action to the National Executive Committee within sixty (60) days of receipt of notice of the Department's action. Notice shall be given by United States postage prepaid certified mail return receipt requested.

4. Appeal Process. The general process by which a Unit may appeal the decision of its Department Executive Committee to suspend, cancel, or revoke its charter shall be:

   a. The Unit shall provide written notice of the appeal to the National Secretary within sixty (60) days of the Unit's receipt of notice of the action by the Department.

   b. The Unit shall provide the written appeal with supporting documentation to the National Secretary and provide a copy of the written notice and appeal with supporting documentation to both the Department President and the Department Secretary.

   c. The National Secretary shall notify the National President of the appeal.

   d. The Department, upon notification of the Unit's appeal, shall provide a written copy of its actions regarding the suspension, cancellation, or revocation, of the Unit's charter to both the National President and National Secretary and a full copy of the file of the Department's proceedings.

   e. The National President, as presiding officer of the National Executive Committee, shall appoint a special subcommittee of three (3) to five (5) members of the National Executive Committee to review the appeal.

   f. The National President shall present the appeal at the next meeting of the National Executive Committee that allows for proper due notice and review of the appeal.

   g. The special subcommittee shall meet at least one day prior to the meeting of the National Executive Committee at which the National President will present the Unit's charter appeal. The special subcommittee shall review the appeal and recommend to the National Executive Committee action(s) to be taken thereon.

   e. The National Executive Committee shall act on an appeal as provided in the National Standing Rules. (as per the Nat'l Standing Rules)

YEAR END REPORTING

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

1. **All reports and applications shall be submitted by due dates as listed by Department Chairmen or National Chairmen in the Plan of Action.**
2. **An Annual Impact report shall be completed by the Unit and submitted to the District President. District President shall submit a District Annual Impact Report to the Department Headquarters.**
3. **Reports must be submitted as specified below in order for the Unit to receive the coveted "CITATION OF MERIT"**
4. **All required reports must be made on OFFICIAL REPORT FORMS. A report form with nothing reported does not count as a report received.**
5. **District Chairman shall track all Unit Reports received on a District worksheet and submit to Department Chairman by the date specified in the Plan of Action.**

Remove All & Put into Program Recommendations Document

DEPARTMENT COMMITTEE RECOMMENDATIONS

*AMERICANISM –

1. The Americanism Committee is responsible for all instructions, projects, reports, and awards.
2. Americanism materials be available for distribution to members attending School of Instruction and Mid-Winter Conference.
3. The "All American School" program continues to be promoted.
4. The promotion of the Americanism and Government Test Program and the Washington, D.C. bus trip for winners be continued and financial support by the Units urged.
5. Units be encouraged to participate in the Oratorical Contest in cooperation with the American Legion Posts.
6. Units be encouraged to donate to the Spirit of Youth Fund.
7. The Citizens Flag Alliance continues to be promoted to ensure proper respect of our Flag and to achieve passage of a Constitutional Amendment to protect our Flag.
8. The Department Americanism Essay Contest continue.
9. The District Chairmen send the Department Chairman a list of units that have submitted an annual report in order for Department Headquarters to issue Citation of Merits to qualified units. Unit, District and Department Chairmen should keep copies of all reports for their records before sending them forward.

*AUXILIARY EMERGENCY FUND –

1. A space be provided on the annual report for the Units' contributions to their local emergency fund.
2. Individual Unit members be encouraged to contribute to the Auxiliary Emergency Fund, as a real need exists for Ohio's emergencies.
3. Individual members be encouraged to contribute and Units consider making a donation to the Auxiliary Emergency Fund in lieu of flowers.

*BUCKEYE GIRLS STATE –

1. The Buckeye Girls State Delegate Fee be $250.00 per delegate for application requests received in Department Headquarters postmarked on or before the February deadline and the Buckeye Girls State delegate fee be $275.00 per delegate for application requests received in Department Headquarters postmarked after the February deadline.
2. That the number of delegates accepted at Buckeye Girls State be determined on the ability to recruit adequate staff.
3. The Buckeye Girls State Delegate Orientation be accessed through the Buckeye Girls State website. Delegates must complete the orientation before attending Buckeye Girls State.
4. Units must certify their delegates were chosen after the Unit's selection panel conducted personal interviews with each of their Girls State candidates. Units may not send delegates to Buckeye Girls State without following the interview process. The selection process must be fair and consistent.
5. Delegates be responsible for their own transportation to and from Buckeye Girls State as advised by the National Counsel General.
6. The Buckeye Girls State Endowment Fund be promoted and encouraged and that an awards system for contributions made to the Endowment Fund in the amount of $50.00 or more be continued.
7. Income from the Endowment Fund may be used to help meet the operating expenses of Buckeye Girls State if necessary.
8. All delegates must clearly understand that the American Legion Auxiliary, which sponsors Buckeye Girls State, is dedicated to the service of God and Country, and further, both God and Country is promoted throughout the program. Delegates must be willing to participate in every aspect of the program.
9. All Units be encouraged to contact their local media after selection of Delegates and Alternates and upon their return from Buckeye Girls State to promote the program.

*CHAPLAIN –

1. The Resolution of Respect continues to be available at cost from Department Headquarters.
2. The Senior Book of Prayers shall be continued and the entry size be 4"x6" to 81/2" x11"
3. The Junior Book of Prayers shall be continued and the entry size shall be 3"x5" to 8 ½ "x11"
4. The Unit Chaplain report the death of a member as soon as possible on the Member Data Form supplied by Department Headquarters and include the Decedent's Membership, Unit and District numbers. The completed form is To be submitted to Department Headquarters
5. Department Staff will compile records of deaths (from Member Data Forms) to be printed quarterly in the Buckeye Messenger.

6. A citation be awarded to the Unit in each District who sends in the most prayers for the Department President's Prayer Book.
7. Prayers shall be sent to the Department Chaplain by May 15 of each year so she may enter them in the Department President's Prayer Book in time for Department Convention.

***CHILDREN & YOUTH –**

1. The Children & Youth Committee is to be responsible for all instructions, projects, reports and awards.
2. Children & Youth materials to be available for distribution to members attending the School of Instructions and Mid-Winter Conference.
3. The American Legion Child Welfare Foundation continue to be promoted and donations be sent to Department Headquarters.
4. The Children & Youth assessments to be listed as a donation on the Unit Children & Youth Report.
5. Should there not be sufficient funds in the Americanism & Government Test Trip Fund, the balance of the expenses for the Americanism & Government Test Trip to be paid from the Children & Youth Fund.
6. Should there not be sufficient funds in the Department Education Fund, the balance of the expenses for scholarships to be paid from the Children & Youth Fund.
7. The Department Junior President is to be presented a cash gift of $50.00 at the conclusion of her term of office, and the expense of that gift be paid from the Children & Youth Fund.
8. The District Chairman send the Department Chairman a list of units that have submitted an annual report in order for department Headquarters to issue Citation of Merits to qualified units.
9. The Children & Youth Vice Chairman shall judge the "Miriam Junge Plaque" and shall be the Department liaison of the American Legion Child Welfare foundation.
10. The District Children & Youth Chairman send the first place winners (from each membership group) to Department Chairman to be judged. There will be certificates given at the pre-convention meeting for the best green report and a certificate to the best overall green report

***COMMUNITY SERVICE –**

1. The Community Service Committee be responsible for all instructions, projects, reports and awards.
2. Community Service materials be available for distribution to members attending School of Instruction and Mid-Winter Conference.
3. The Ohio Community Service Disaster Fund be used as needed. A completed application is to be sent to Department Headquarters. The Finance Chairman and Department Secretary will review the application and notify the applicant with a check if approved, or if disapproved, return the application to the applicant. The Finance Committee shall establish the amount given in the annual budget or as funds are available.
4. The "Make a Difference Program" on the fourth (4th) Saturday of October continue to be promoted.
5. The District Chairmen send the Department Chairman a list of units that have submitted an annual report in order for Department Headquarters to issue Citation of Merits to qualified units.

*** CONSTITUTION & BYLAWS –**

1. Units be encouraged to use the Unit Model Constitution and Bylaws as a guide in revising their Constitution and Bylaws.
2. Each Unit send two copies of its updated and revised Constitution and Bylaws to the Department Constitution & Bylaws Chairman for review. Name and address of contact person, signatures of committee members, and date of Unit approval must be listed at the end of the document.
3. The Department Chairman review the Unit Constitution and Bylaws with guidance from the Department Parliamentarian and National Constitution & Bylaws Chairman if necessary. If the Chairman accepts the documents, the Constitution and Bylaws will be signed by the Department Chairman, dated, and placed on file at Department Headquarters as the official copy. If the documents are not accepted they will be returned to the Unit with recommendations from the Department Chairman. The Unit will be requested to make the recommended corrections and return the documents to the Chairman for acceptance and filing.
4. The Department Constitution and Bylaws Chairman continue the program of informing Units of the importance of keeping their Unit Constitution and Bylaws current.
5. Every Unit shall have a Constitution and Bylaws on file at Department Headquarters. This document shall include changes made in the National and Department Constitution and Bylaws pertinent to the Units.
6. Each Unit be encouraged to have the current Unit Handbook, National Constitution and Bylaws, and Department Constitution & Bylaws.
7. The Department Constitution and Bylaws be reviewed annually and amended as needed.
8. Each Unit, when revising their Constitution and Bylaws, must incorporate any section marked "Mandatory" and that sections marked "Mandatory, exact wording must be used" must be incorporated exactly as in the Unit Model Constitution and Bylaws.
9. April 30th be the deadline for sending in new or revised Constitution and Bylaws to the Department Chairman.
10. The Department Constitution & Bylaws Chairman file in Department Headquarters a list of Units that have submitted a revised Constitution & Bylaws during the administrative year. The list is to be sorted numerically by District then Unit and is to include the date processed and action taken (ie: approved and filed, returned for corrections).

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

***EDUCATION –**

1. The Education Chairman shall be responsible for promoting all of the National programs, including but not limited to: American Education Week, Need-A-Lift, and all scholarships available.
2. The National Scholarship Consolation Awards and Department Awards shall be paid directly to the college or university, in accordance with their guidelines (e.g. National Presidents Scholarship, Spirit of Youth Scholarship, etc.)
3. A $1,500 Department President's Scholarship and a second-place $1,000 Scholarship shall be awarded. These shall be charged to the Department Education Fund.
4. A $500 scholarship shall be awarded to the applicant selected by the Department of Ohio for each of the following scholarships should the applicant not be a National winner: the National President's Scholarship, the Spirit of Youth Scholarship for Juniors, and the National Non-Traditional Scholarship. Each of these shall be charged to the Department Education Fund.
5. A Continuing Education Fund shall grant a total of $3,000 to those applicants already enrolled in an institution of higher learning to continue their education. Fifteen (15) grants of $200 each shall be awarded, or if less than 15 applicants, $3,000 divided equally among them. These shall be charged to the Department Education Fund.
6. Units shall be encouraged to promote both the Department and National scholarship programs in their respective high schools. However, they should be aware that they may sponsor only one participant for each scholarship.
7. All scholarship applications, Department and National, shall be available from Department Headquarters.
8. The Valley Forge Teachers Seminar continue to be promoted and the Department sponsor one applicant. Any previous participant may not reapply.
9. All Department applications shall be revised annually by the Department Education Chairman to meet current scholarship standards (re: transcripts, SAT or ACT scores, etc.)
10. All scholarship applications must be reviewed and signed by an American Legion Auxiliary Unit Officer. Before signing each application, the unit officer must confirm all sections of the application are complete and all other necessary paperwork is included. The unit officer shall mail the application.
11. All Education Scholarship applications are to be mailed to the Department Education Chairman, upon completion by the Unit Officer. The Department Education Chairman will forward copies of all winners to the National President's Scholarship, Non-Traditional Scholarship, and the Spirit of Youth Scholarship for Juniors. The applications will be mailed to the Department President to be signed and forwarded to the appropriate National Chairman. Copies of all applications need to be maintained by the Education Chairman and then forwarded to the Department HQs for record keeping purposes.

***HISTORY –**

1. A Certificate of Achievement be given to the Unit submitting the best annual report.
2. A Certificate of Achievement be given to the Unit submitting the best History Scrapbook.
3. A Certificate of Achievement be awarded for 2nd and 3rd place for the Best All Round History.
4. All Department Chairmen send a copy of their annual report to the Department Historian for the purpose of recording in the History narrative sent to National for judging.

***JUNIOR ACTIVITIES –**

1. The Department Junior Activities Chairman shall be responsible for:
    a. The Martha Van Horn Plaque (Registration Committee)
    b. Erwina Ehresman Department Attendance Award (Registration Committee)
    c. Adopt-A-Grandparent (from Unit reports)
    d. Helen Sloan Plaque (judged by the Junior Activities Committee)
    e. Merry-Lyn Plaque (judged by the Junior Activities Committee)
    f. Patch Program
    g. Conference Covers (after first being judged at District)
    h. Paying all bills pertaining to Junior Conference from the budgeted funds. She will then submit a financial report, with receipts, to show how the money was spent.
2. The Second Member shall be responsible for:
    a. Minutes of every Committee meeting.
    b. American Spirit Plaque (judged by the Junior Activities Committee)
    c. County Travelogue
3. The Third Member shall be responsible for:
    a. Dorothy McCullough Plaque (judged by the Junior Activities Committee)
    b. Pen Pal Program
    c. Registration at Department Junior Convention (Martha Van Horn Plaque and Erwina Ehresman Department Attendance Award)

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

4. The Department Junior Activities Committee will plan and be responsible for the
   a. Department Junior Convention. The date and location must be approved by the Department Executive Committee by the January Mid-Winter DEC meeting.
5. All information pertaining to Junior Activities, including guidelines, be sent automatically to each Unit, Department Junior Activities Committee, District Chairmen, the Honorary Department Junior President, and Honorary Department Junior Vice President in a bulk mailing.
6. The Senior and Junior membership goals be broken down for each Unit in the first membership mailing to the Units.
7. The Department Membership Chairman will advise the Department Junior Activities Committee and the District Junior Activities Chairman of the Junior Membership by Units as of March 31st of each membership year.
8. The Junior Seminar Program continue in conjunction with the Department Junior Convention to be held on a weekend in May approved by the Department Executive Committee.

9. The Travelogue is continued. The Ohio County to be selected by the Department Junior Activities Chairman.

10. Reinstate encouraging crafts by adding craft instruction booklet.
11. The retiring Honorary Department Junior President be the delegate to the National Junior Meeting and the Honorary Department Junior President-Elect be the alternate. If one or both cannot attend National Convention, the Department President with the assistance of the Department Junior Activities Chairman appoint a replacement starting with Department Junior Officers, out-going District Junior Presidents, and incoming District Junior Presidents who are attending National Convention. *Adopted 2011 Department Convention, Columbus, Ohio 7/27/11*
12. The Honorary Department Junior Vice President serves as the Honorary Department Junior Historian.
13. Delegates and Alternates to the Department Junior Convention must be at least six (6) years old.
14. That there shall be 5 classes of Junior membership:
    Class I - Birth to and including 6 years of age
    Class II - 7 to and including 9
    Class III - 10 to and including 12
    Class IV - 13 to and including 15
    Class V - 16 to and including 18

15. The Delegate to the National Junior Meeting must give a detailed report of the National Junior Meeting at the next Department meeting and at the Department Junior Convention.
16. There be a Junior meeting at all Department meetings , except Department Convention, pending approval of the Department Finance Committee and the Department Executive Committee.
17. All awards won by Senior advisors shall be presented at the Department of Ohio Convention.

***LEADERSHIP –**

1. The registration fee be determined by the Finance Committee.
2. Twenty (**20**) people be registered to have a Leadership Workshop.
3. Districts and Units be encouraged to hold Leadership Workshops, and host Workshops where multiple Units and Districts can attend. This is to be coordinated between the Department Leadership Chairman with the Department President's approval.
4. The Department Leadership Chairman may hold a Leadership Workshop at the Department School of Instructions.

***LEGISLATIVE –**

1. Recognition be given to Unit Chairmen and members who have written and received replies from letters sent to various legislators. These replies to be attached to the Legislative annual report and sent to the Department Legislative Chairman (copies are acceptable).
2. The Department Legislative Chairman establish an Ohio Legislative Council. Names, addresses, phone numbers, email addresses, congressional districts, etc. must be reported to National and be on file in Department Headquarters.

3. The Department Legislative Chairman may attend the Washington Conference in Washington D.C. Financing to be determined by the Finance Committee.

***NATIONAL SECURITY –**

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

1. The Department National Security Chairman may attend the Washington Conference in Washington D.C. Financing to be determined by the Finance Committee.

2. A Certificate of Merit awarded to the Unit with the most outstanding National Security program based on the annual narrative report. The winner will be selected from the Unit reports per membership categories.

***MEMBERSHIP –**

Junior Goal Ribbons will be presented to all Units achieving Unit Junior Goal by the March 31, 2014 deadline.

1. Goal Ribbons will be presented to all Units achieving Unit Goal by the May 31, 2014 deadline for Citation of Merit.
2. Units achieving Unit Goal after May 31 and prior to National Convention will receive goal ribbon via US Postal Service.
3. The 2014 Unit Junior Goal will be the actual Unit Junior membership paid into Department Headquarters as of July 31, 2013, plus one (1).
4. The 2014 Unit Goal will be the actual total Senior and Junior Unit membership paid into Department Headquarters as of July 31, 2013, plus as follows:

Class I	(10-50 members)	plus 2 (goal must be at least 10)
Class II	(51-100 members)	plus 2
Class III	(101-200 members)	plus 3
Class IV	(201-400 members)	plus 3
Class V	(401-600 members)	plus 3
Class VI	(601 plus members)	plus 3

***PAST PRESIDENTS PARLEY –**

1. Past Presidents Parley dues are $1.00 per member. Dues are used to provide treats for women veterans in VA facilities and the Ohio Veterans Home.
2. All Past Presidents Parley dues, a list naming the current unit president and all (living) past presidents, and all Past Presidents Parley donations are to be mailed directly to Department Headquarters. The Department membership clerk will send the membership cards to the unit. (All checks to be designated to the proper account.) (*Resolution passed at Department Convention July, 2001*)
3. The Nurses Scholarship be promoted and units encouraged to send donations for same to Department Headquarters by June 1, 2014.
4. Nurses Scholarship applications must be received by the Department PPP Chairman by May 15, 2014.
5. The PPP Nurses Scholarship Fund shall be awarded as money permits with a minimum of $300 per scholarship.
6. Any Unit or District wishing to donate a full scholarship in their name must notify Department Headquarters and the Dept PPP Chairman by June 1, 2
7. The Department of Ohio American Legion Auxiliary shall award four nurses' scholarships in honor of each Ohio Past National Presidents. A maximum of $500.00 for each nurses' scholarship shall be taken from the Children & Fund. The amount of the scholarship awarded may be increased as money permits from the PPP Nurses 'Scholarship Funds.
8. The "Auxiliary Member of the Year" *will* be recognized at the Department Past Presidents Parley Luncheon. She will be provided a luncheon ticket and a corsage with funds taken from the Past Presidents Parley Fund.
9. The "Auxiliary Member of the Year" will be awarded funds per approved Finance Recommendations if she attends National Convention.
10. All Active Duty Service women/women veterans' honorees selected by the Past Presidents Parley Chairman will be recognized at the Departments Pa Presidents Parley Luncheon, and be provided a luncheon ticket charged to the Past Presidents Parley Fund.
11. The "Active Duty Service woman of the Year" will be provided funds per approved Finance Recommendations if she attends National Convention.

***POPPY COMMITTEE –**

1. Department Headquarters send the Poppy Order Form for small and large poppies in the first Bulk Mailing. The Deadline for ordering the small poppies in order to qualify for the Department Citation of Merit will be December 31.
2. The deadline date for the Poppy Report be the Wednesday following Memorial Day
3. The Miss Poppy Scrapbook recipient, at her own expense, be invited to the Department Convention to be presented.
4. Poppy Shop Open House be on a Sunday April 6, 2014 or a date that best works with Department and the OHV Sandusky's Schedules.
5. The Department Poppy Chairman arrange to meet with the Volunteer Coordinator at the Ohio Veterans Home at Sandusky at least six (6) weeks prior to Poppy Shop Open House to finalize plans.

6. The Miss/Master Poppy application list times for Poppy Shop Open House events and that the participants may stay in a supervised waiting area prior to the Poppy Parade. Coordination needs to be made directly with OVH to reserve waiting area.
7. The Unit Poppy Award (narrative) and Poppy Poster Contest must be submitted by May 1

***PUBLIC RELATIONS –**

1. Units will be asked to submit at least one (1) article for the Department Press Book.
2. The Department 2nd Vice President will compile a Department Press Book to be presented to the Department President at the Fall School of Instructions.
3. The 14 District Presidents are required to submit an article for each issue of the Buckeye Messenger.
4. The 5 Major Department Chairmen – Americanism, Children & Youth, Community Service, Junior Activities, and Veterans Affairs and Rehabilitation – should submit an article for each issue of the Buckeye Messenger.
5. The Department Officers, including Department President, 1st Vice President, 2nd Vice President, and Secretary/Treasurer, are required to submit an article for each issue of the Buckeye Messenger

***UNIT DEVELOPMENT AND REVITALIZATION –**

1. The Department U.D. & R. Chairman will communicate monthly with the 14 District U.D. & R. Chairmen.
2. The Department may hold a Unit Development & Revitalization Workshop in the fall of each Auxiliary administrative year at a central location for the purpose of training members of the District U.D. & R. teams.
3. The District U.D. & R. Chairman and the District President of each District shall keep each other informed of Unit membership updates and of any Unit issues which the Unit Development & Revitalization team could assist an individual Unit or the District President.
4. No Unit charter cancellation shall be accepted without the Department U.D. & R. Chairman first being informed of the reason and revitalization attempted for the respective Unit.
5. The Unit Development & Revitalization Information Packet/Tool Kit be given to each District UD&R Chairman and District President at the beginning of each year. This packet is to remain part of the UD&R Program.
6. When the District President or District Unit Development & Revitalization Chairman are called into a Unit for the purpose of Revitalization they are to compile a file on the Unit and send to the Department Unit Development & Revitalization Chairman for her records.

***VETERANS AFFAIRS & REHABILITATION –**

1. The Chairman shall:
   a. Work with the Hospital Director in establishing the priorities for each facility.
   b. Be responsible for the overall success of the VA&R Program.
   c. Go on the VA Hospital Tour with the Hospital Director and the Department President.
2. The V. A. & R. Committee be responsible for all instructions, projects, reports, and awards.
3. V.A. & R. materials be available for distribution to members attending School of Instruction and Mid-Winter Conference.
4. The Home Service Program continue to be promoted.
5. The "Gifts For Vets" Program continue and Units be encouraged to donate to the fund.
6. The Chillicothe VA monthly birthday parties be continued.
7. The small gift project for the hospitals be continued.
8. We continue to promote recruitment of more volunteer hospital workers, home service volunteers, and field service volunteers.
9. We continue to promote the Field Service Volunteer program in the Department of Ohio by continuing the appointment of a Field Service Director and District Field Service Instructors appointed by the Department president and approved by the Department Executive Committee.
10. The Field Service Director be given a copy of the Veterans Affairs & Rehabilitation National Plan of Action with a complete list of names and addresses of National and Division Chairmen.
11. A minimum attendance and registration fee, to be determined by the Department Finance Committee and approved by the Department Executive Committee, be required for a Field Service Orientation Course. The registration fee may be taken from the Unit's restricted funds.
12. We continue our program for the Homeless at the VA Hospitals.
13. The District Chairmen send the Department Chairman a list of units that have submitted an annual report in order for Department Headquarters to issue Citation of Merits to qualified units.

CITATION OF MERIT REQUIREMENTS
Resolution Adopted Department Convention, 1997.

#2 Notice of Proposed Updates to the Department Constitution & Bylaws, to be considered at the 2014 Department Convention in Cincinnati, Ohio

PROGRAM	REPORTS REQ'D	MAIL TO	DEADLINE
Americanism	1	District Chairman	May 1
Bonding Fee *	0	Department Headquarters	May 1
Chaplain	1	Department Chaplain	May 1
Children & Youth***	1	District Chairman	May 1 **Deadline Date**
Community Service	1	District Chairman	May 1
History	1	Department Chairman	May 1
Legislative	1	Department Chairman	May 1
Membership **	0	Dept. Headquarters	GOAL by last day of business in May
National Security	1	Department Chairman	May 1
Poppy ***	1	Department Chairman	Deadline Date
Plus Small Poppy Purchase ****		Department Headquarters	Dec 31
Veterans Affairs & Rehab	1	District Chairman	May 1

* The Unit Bonding Fee must be paid and received in Department Headquarters on or before May 1 of the year for which it is due.

** Membership Goal is set by Department and listed in the Buckeye Messenger. Transmittal forms accompanied with properly marked stubs (A&B)(del) **unit rosters** must be received in Department Headquarters on or before 10:00 AM the last day of business in May of each year; all transmittals must be accompanied by a check in the correct amount. Do not include any other moneys in your check for Membership dues.

*** Deadline date for Report is determined by the Department Chairman and is stated on the annual report form.

**** Purchase of small veteran-made Poppies for distribution in your community must be made through Department Headquarters. Small poppies must be ordered and paid for by December 31 of each year to be considered for a Citation of Merit. Send Poppy Order Form with check in correct amount payable to:

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OHIO, INC.
P O BOX 2760
ZANESVILLE OH 43702-2760

All required reports must be made on OFFICIAL REPORT FORMS. A report form with nothing reported does not count as a report received.

STANDING RULES PERTAINING TO TROPHIES(del) AWARDS

Due to the age and condition of most of the trophies, it was recommended they be retired and plaques be presented each year in their place. The trophies had all been revolving and Units only had them one (1) year, unless won for another year. By presenting the plaque, this became a permanent award for the Unit. The original Units and/or persons who donated the trophies were contacted and permission was given by them to present the plaques instead.

Contributions must be received in Department Headquarters by June 1 in order to qualify for awards pertaining to donations.

All requests for new plaques must be submitted to the Department Finance Committee and the Department Executive Committee for approval. No personally named plaques shall be established after Department Convention, 1998.

One plaque may be given for one name to eliminate confusion.

AMERICANISM (6)

1. Patricia Logan Plaque – "Best All Around Americanism Program". Presented to the Unit with the most outstanding Americanism program based on the annual report. The winner will be selected from the first place reports per membership categories submitted to the District Chairmen.
2. Mary Walker Plaque – "For Most Contributions Per Capita to Americanism & Government Test Trip".
3. The Americanism Spirit Plaque – "Presented to the Auxiliary Member With the Best Narrative". Department Chairman selects the title.
4. Norma Frazier Plaque – "All American School Award" (3). Presented to schools displaying the most outstanding Americanism program throughout the year. Units are to submit application.
   a. 1 Plaque for the High School
   b. 1 Plaque for the Middle School (Resolution adopted 2006 Department Convention, Dayton)
   c. 1 Plaque for the Elementary School

AUXILIARY EMERGENCY FUND (1)

1. Ardith Cooper Plaque – "To the District President with the Highest Donation Per Capita to the Auxiliary Emergency Fund".

COMMUNITY SERVICE (3)

1. Anna Mae Beckley Plaque – "For Best All Around Community Service Program" based on narrative submitted by the Unit.

2. Spirit of Community Plaque – "Best Narrative on a Community Project Involving Unit and/or Other Organizations".
3. Mary Parker Plaque – "Best Community Service Program" for the year (single program, narrative). Consider Rewording or New Criteria.

CHILDREN & YOUTH (2)

1. Leta Zeller Plaque – "District President with the Highest Percentage of Units Contributing to the American Legion Child Welfare Foundation".
2. Miriam Junge Plaque – "Best Year-round Program for Children & Youth" based on narrative submitted by the Unit.

CHAPLAIN (1)

1. Ruth Adams Plaque – "Best Unit Chaplain Report Following National and Department Guidelines".

EDUCATION (1)

1. Agnes Merritt Plaque – "Best Year-round Program in Education" based on narrative submitted by the Unit.
2. Betty Robaszkiewicz Plaque – "Unit contributing the largest monetary donation to the Department of Ohio Education Fund" (Resolution adopted 2003 Department Convention, Toledo)

JUNIOR ACTIVITIES (6)1.

1. American Spirit Plaque – "Junior Members Only" presented at the Department Junior Convention for the best Americanism narrative and judged by the Junior Activities Committee.
2. Dorothy McCullough Plaque – "Best Narrative in Americanism by a Senior Advisor for a Junior Group" presented at Department Convention.
3. Martha Van Horn Plaque – "Most Miles" traveled to Department Junior Convention (members present multiplied by distance traveled) presented at Department Junior Convention.
4. Erwina Ehresman Plaque – "Highest Percentage of Junior Members Present" presented at Department Junior Convention.
5. Helen Sloan Plaque – "Best Year-round Program for Juniors" narrative submitted by the Unit and presented at Department Convention.
6. Merry-Lynn Plaque – "Junior Auxiliary Member of the Year" presented at the Department Junior Convention. (Named for Past Department President Marilyn Warner). Winner is submitted for National competition.

HISTORY (1)

1. History Plaque – "Best All Around History". **The unit's history is the written account of the organizations administrative year.**

LEGISLATIVE (1)

1. Emma McBane Plaque – "Best Legislative Report" based on annual report, 1987 was presented by Past Department President Donna Miller honoring her mother.

MUSIC (1)

1. Patricia Courtney Plaque – "Most Outstanding Year Round Program in Music" based on narrative submitted by the Unit.

MEMBERSHIP (4)

1. Jane Bates Plaque – "Highest Numerical Increase Over Goal".
2. Patricia Riley Plaque – "Second Highest Numerical Increase Over Goal".
3. Doloris Kilgore Plaque – "Highest Percentage of Membership Over Goal".
4. Jackie Bayer Plaque – "Most New Members Per Capita" (new Units will use the number of Charter Members as a base, all others will use their goal).

NATIONAL SECURITY (2)

1. Avonelle Clinger Plaque – "Best All Around National Security Program" based on annual report.
2. Phyllis Nickoson Plaque – "District President with the Highest Percentage of Units Reporting on National Security".

PAST PRESIDENTS PARLEY (1)

1. Past Presidents Parley Plaque - "Best Annual Report based on a narrative".
2. Jo Hrabak Plaque – "Unit contributing the largest monetary donation to the Past Presidents Parley Nurses Scholarship Fund". (Resolution adopted 2002 Department Convention, Akron)

POPPY (1)

1. Shelley Riggs Plaque – "Best All Around Poppy Program" based on scrapbook.

PUBLIC RELATIONS (4)

1. Marie Moore Plaque – "Best All Around Press Book for Units over 200 Members."
2. Doris Wainwright Plaque – "Best All Around Press Book for Units under 200 Members."
3. Anne Eshelman Plaque – "District President with the Best Year-round Newsletter".
4. Nancy Sallot Plaque – "Best Year-round Activities Reported in all Media".

VETERANS AFFAIRS & REHABILITATION (4)

1. Blanche Klein Plaque – "Best All Around Veterans Affairs & Rehabilitation Program Based on the Annual Report. "
2. Sue Friedrich Plaque – "Best Narrative Report for Veterans Affairs & Rehabilitation Program".
3. Olive Ruffner Plaque – "Most Outstanding Hospital and/or VA Outpatient Volunteer". (Awarded at the discretion of the Hospital Director and or any other submission from Unit or VA Voluntary Services-Resolution adopted 2011 Dept Convention, Columbus)
4. Marie Moore Fund Plaque – "For Units Donating Most Per Capita to the Marie Moore Fund".
5. Volunteen Award – "Most Hours Served in a VA Medical Center" (must meet all requirements as set forth in the voluntary service program for a VA Medical Center Volunteer) presented at Department Convention.

OTHERS AS NEEDED – The plaques above were adopted by a Resolution at the Department Convention, 2000.

OTHER :

AMERICAN LEGION AUXILIARY
Department of Ohio, Inc.

Notice of Proposed Amendment to the Department Bylaws

Amendment # 3

The following proposed amendment to the Department Bylaws will be considered at the 2014 Department Convention in Cincinati, Ohio:

Present reading of Bylaws, Article VI, Delegates and Alternates to the National Convention:

ARTICLE VI
Delegates and Alternates to the National Convention

Section 1. Representation in the National Convention shall be as provided in Article VI of the National Convention.

Section 2. The National Executive Committeewoman and any National Officer from the Department of Ohio shall be delegates-at-large to the next succeeding National Convention. All Department Officers, the Delegation Chairman, National Chairmen, all Past National Officers from the Department of Ohio and any National Committee members and/or Central Division National Appointees shall be automatic Delegates to National Convention, to be ratified at the Department Convention.

Section 3. The District President in office at the time of District Summer Convention shall serve as delegate to the National Convention. An alternate to the District President shall be elected at District Summer Convention. Districts having 4000 or more members shall be entitled to one (1) delegate and two (2) alternates in addition to the District President. These delegate and alternates shall be elected at District Summer Convention and this election shall be ratified by vote at the following Department Convention.

Section 4. The remaining number of delegates to which the Department is entitled, and an alternate for each delegate shall be elected at the Department Convention. Should any delegate or her alternate, be unable to attend the Convention, the President shall appoint one of the alternates from the same District if possible.

Proposed reading of Article VI, Delegates and Alternates to the National Convention:

Add the following Section 3 and renumber the sections thereafter.

Section 1. Representation in the National Convention shall be as provided in Article VI of the National Convention.

Section 2. The National Executive Committeewoman and any National Officer from the Department of Ohio shall be delegates-at-large to the next succeeding National Convention. All Department Officers, the Delegation Chairman, National Chairmen, all Past National Officers from the Department of Ohio and any National Committee members and/or Central Division National Appointees shall be automatic Delegates to National Convention, to be ratified at the Department Convention.

Section 3: When the total number of membership representation to National Convention does not allow for all identified in Section 2 to be automatic delegates, those identified in Section 2 will be prioritized as follows:

1. **Delegation Chairman**
2. **Department Officers**

3. **District Delegates**
4. **National Chairmen**
5. **Ohio Past National Officers**
6. **National Committee Members**
7. **Central Division Chairmen**

If there are not enough delegate positions available to fulfill the automatic delegate positions then those listed first will fill the delegate positions and the remaining will be automatic alternates. The Delegation Chairman will determine the order of automatic alternates.

Section **4**. The District President in office at the time of District Summer Convention shall serve as delegate to the National Convention. An alternate to the District President shall be elected at District Summer Convention. Districts having 4000 or more members shall be entitled to one (1) delegate and two (2) alternates in addition to the District President. These delegate and alternates shall be elected at District Summer Convention and this election shall be ratified by vote at the following Department Convention.

Section **5**. The remaining number of delegates to which the Department is entitled and an alternate for each delegate shall be elected at the Department Convention. Should any delegate or her alternate be unable to attend the Convention, the President shall appoint one of the alternates from the same District if possible.

Rationale:

Per the National Constitution, the Department shall be entitled to delegates based upon the number of members whose dues are paid up-to-date. The Department is entitled to five (5) delegates and one (1) additional delegate for each fifteen hundred (1,500) members, whose current dues have been received by the National Treasurer thirty (30) days prior to the meeting of the National Convention and to one (1) alternate for each delegate.

It is for this reason it is necessary to add a new section 3 in order to prioritize those that will become automatic delegates. In the past the Department of Ohio's total paid membership supported allowing for all Department Officers, the Delegation Chairman, National Chairmen, all Past National Officers from the Department of Ohio and any National Committee members and/or Central Division National Appointees to be automatic Delegates. However, it is feasible that if membership declines there may not be enough delegate positions allocated by National to accommodate the automatic delegates listed above.

The proposed amendment prioritizes the automatic delegates. If there are not enough delegate positions available to fulfill the automatic delegate positions then those listed first in the proposed Section 3 will fill the delegate positions and the remaining will be automatic alternates with order to be determined by the Delegation Chairman.

The amendment will become effective for the 2014-2015 administrative year if adopted by the convention assembled in Cincinnati, Ohio, July 11-13, 2014.

Proposed amendment to:

Bylaws, Article VI, Delegates and Alternates to the National Convention

Submitted by:

Russell Chadwick Unit 389
PO Box 952
Beverly, Ohio

District 11
Department of Ohio, Inc.
American Legion Auxiliary

AMERICAN LEGION AUXILIARY
Department of Ohio Convention
July 11-13, 2014
Cincinnati, Ohio

RESOLUTION
Notice of Proposed Resolution

Submitted by: The Department Constitution and Bylaws Committee

Subject: Citation of Merit Requirements

Date: March 21, 2014

Resolution Name and Number: Constitution & Bylaws 1 of 1
(assigned by Resolutions Chairman)

WHEREAS, The Citation of Merit is awarded to Units submitting reports for specific programs, along with paying Unit Bonding Fee, attaining annual membership goal, and purchasing Poppies by specified date, and

WHEREAS, The National Headquarters request Departments and Units complete an Annual Impact Report, detailing the contributions to support efforts of the American Legion Auxiliary in mission-related activities, and

WHEREAS, The required national report information is necessary for reporting purposes so that the National Headquarters can report the numbers, dollars and hours assisted thru the service of our members, therefore, be it

RESOLVED, by the American Legion Auxiliary Department of Ohio will require the Annual Impact Report as an additional requirement for a Unit to obtain the Citation of Merit.

Signature(s) and title(s): Shirley Maurer, C&B Chairman

Constitution and Bylaws Committee

AMERICAN LEGION AUXILIARY
Department of Ohio Convention
July 11-13, 2014
Cincinnati, Ohio

RESOLUTION
Notice of Proposed Resolution

Submitted by: The Department Finance Committee

Subject: Unit Paid Up For Life (PUFL) Distribution Checks

Date: March 21, 2014

Resolution Name and Number: Finance 1 of 1
(assigned by Resolutions Chairman)

WHEREAS, Annually the Department of Ohio distributes PUFL checks to Units who have PUFL members for an amount designated by the National Headquarters Finance Office

WHEREAS, Many of the distribution amounts are less than $5.00, and

WHEREAS, Many Units do not cash said checks because of the small amount, therefore checks do not clear the accounting system and require additional bookkeeping and processing, and

WHEREAS, The cost to process, cut, and pay postage of said check is more than the check amount itself now, therefore, be it

RESOLVED, by the American Legion Auxiliary Department of Ohio at the Department Headquarters will only issue PUFL distribution checks greater than $5.00, the unissued funds will remain in the general fund and will be used for membership expenses.

Signature(s) and title(s): Carol T. Robinson, Finance Chairman

Department Finance Committee