

<p style="text-align:center"><b>AMERICAN LEGION AUXILIARY</b> <b>Department of Ohio</b></p>
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**STANDING RULES**

Revised – 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Certain Standing Rules can only be amended or rescinded by action of the Department Convention delegates, as specified therein.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Except when otherwise specified in the Bylaws or these Standing Rules, a standing rule may be amended or rescinded by a two-thirds vote of the Department Executive Committee, or, if notice has been given, by a majority vote.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.

**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.*
- 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.
- 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 (31<sup>st</sup>) 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 (31<sup>st</sup>) 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.

## 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*)
- b. Each Department Officer's expenses are to come from her allowance.

## **DUTIES OF OFFICERS**

1. The retiring President shall review the verbatim Convention report for approval and report the action at an Executive Committee meeting.

## **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.

## **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, National Security, Past Presidents Parley, Poppy, Policy, Public Relations, 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.

***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.

***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.

***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.

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

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.

***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.

***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.

***Community Service:*** The Community Service Committee shall be comprised of a Chairman and a vice chairman, who shall serve a one-year term.

***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.

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.

***Education:*** The Education Chairman shall be appointed by the Department President and shall serve a one-year term. 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.

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.

The President, First Vice-President, Second Vice-President, and Secretary/Treasurer may jointly present recommendations to this Committee.

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.

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

***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.

***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

***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.

***Leadership:*** The Leadership Chairman shall be appointed by the Department President and shall serve a one-year term.

***Legislative:*** The Legislative Chairman shall be appointed by the Department President and shall serve a one-year term.

***Membership:*** The Membership Chairman shall be the Department 1<sup>st</sup> 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.

***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.

***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.

***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.

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

***Public Relations:*** The Public Relations Chairman shall be the Department 2<sup>nd</sup> Vice President and 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.

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.

### **DUTIES OF UNITS**

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. Past Presidents Parley dues may be taken from Poppy funds.
7. All Units are required to have a Federal ID Number and to file annually with the IRS.
8. If the Department President has a Special Project Fund for her administrative year, donations shall be made by Units or individuals.
9. 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.
10. Any Unit may organize a Past Presidents Parley, which shall have the status of a committee. Its purpose shall be established by National.

### **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.
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/Treasurer.
  - 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.

### YEAR END REPORTING

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.

### CITATION OF MERIT REQUIREMENTS

Resolution Adopted Department Convention, 2014.

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	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
Unit Year-End Impact #s Report1		District President	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 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 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” expanding over the entire year (single program, narrative).

#### **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 Robaszkievicz Plaque – “Unit contributing the largest monetary donation to the Department of Ohio Education Fund” (Resolution adopted 2003 Department Convention, Toledo)

#### **JUNIOR ACTIVITIES (6)**

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.

#### **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. Volunteer 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.