



**AMERICAN LEGION AUXILIARY**  
**Department of Ohio, Inc.**

**CONSTITUTION**  
**AND**  
**BYLAWS**  
**2021 - 2022**

**Revised July 10, 2021**  
**Department Convention**  
**Independence, Ohio**

**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 all 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**

**Nature**

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

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

**ARTICLE III**

**Eligibility**

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.<sup>1</sup>

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<sup>1</sup> Membership in the American Legion Auxiliary shall be limited to the: (1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge; (3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and (4) to those women who of their own right are eligible for membership in The American Legion.

Section 2. There shall be two classes of membership, Senior and Junior. Senior membership shall be composed of members eighteen years or older; 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/Executive Director and Fourteen (14) District Presidents. The National Executive Committeeperson shall be the immediate past Department President.

Section 2. Nominations for election of Department officers with the exception of the Department Secretary/Executive Director, District Presidents and National Executive Committeeperson (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/Executive Director may serve an unlimited number of terms and shall be ratified annually by the Department Executive Committee.

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 Committeeperson, the Fourteen (14) District Presidents, and Department Secretary/Executive Director 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 31<sup>st</sup>. 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 or email. In the event a Convention is not held, the Executive Committee shall have the authority to plan the procedure for conducting all Convention business and any elections during the emergency timespan (as designate by the city, county or state).

## **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.

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

**ARTICLE I**  
**Organization of Districts**

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, Trumbull, 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.

**District Convention**

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 he/she belongs is located, provided the 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.

## **ARTICLE II**

### **Duties of Department Officers**

Section 1. The Department President is the official representative of the Department. The Department 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 Department President shall be the alternate National Executive Committeeperson.

The retiring Department President automatically becomes the National Executive Committeeperson; and shall act as Chairman of the delegation to the National Convention. The 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 Department First Vice-President shall assist the Department President and in her/his absence or inability shall assume the duties. The Department First Vice-President shall be the Membership Chairman.

Section 3. The Department Second Vice-President shall assist the Department President and Department First Vice-President in all their duties. He/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 Department Secretary/Executive Director 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. He/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 Department Executive Committee. He/She shall submit a monthly report to the Officers, the National Executive Committeeperson, members of the Finance Committee and all Past Department Presidents, and also submit a report at each meeting of the Department Executive Committee. The Department Secretary/Executive Director shall employ such additional Headquarters staff as deemed necessary. He/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/Executive Director has been authorized to invest American Legion Auxiliary moneys.

The Department Secretary/Executive Director and the Department President shall be the designated signers for all official transactions.

Section 5. The Department Secretary/Executive Director shall be bonded in amount determined by the Department 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/Executive Director.

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 8. In the event a Department President dies or is incapacitated while still in office, the Department First Vice-President will assume the 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.

### **ARTICLE III Executive Committee**

Section 1. The Department President, Department First Vice-President, Department Second Vice President, National Executive Committeeperson, fourteen District Presidents and the Department Secretary/Executive Director 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 Department Executive Committee meetings with voice but without vote or expense allowance.

Section 2. The Department 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 Department President.

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

Section 6. This Committee shall approve the appointments by the Department President of all members of permanent Department Committees except Membership, Past Presidents Parley, Policy and Public Relations.

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 Department 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 Department Executive Committee, at its Post Convention meeting, shall approve the appointment of the Department Secretary/Executive Director 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 Department Secretary/Executive Director. 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 Department Executive Committee immediately prior to the Department Convention, shall indicate a vacancy in that office.

Section 12. The District Presidents' attendance at all Department 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, Human Resources Committee, Internal Audit, Junior Activities, Leadership, Legislative, Membership, National Security, Past President's Parley, Policy, Poppy, Public Relations, and Veterans Affairs and Rehabilitation. *(amended at the Department Convention, July 10, 2021, Independence, 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.



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 the office shall be asked to resign by the Department 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 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. 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.

Section 3. A member's status is dependent upon timely payment of the dues as provided in the 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.

## **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 Committeeperson 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 stated in Section 2, to be automatic delegates due to the total amount of delegates allowed, then the above will be automatic delegates first and then automatic alternates with the priority as follows:

1. District Delegates
2. Department Officers
3. The Delegation Chairman
4. National Chairmen
5. Ohio Past National Officers
6. National Committee Members
7. Central Division Committee Members

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. 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 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/his alternate, be unable to attend the Convention, the Delegation Chairman shall appoint one of the alternates from the same District if possible.

Section 6. The immediate Department Past President shall act as Chairman of the Delegation to the National Convention. The Department Secretary/Executive Director shall act as Secretary of the Delegation to the National Convention.

Section 7. 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 8. The National Convention Fund will provide payment for all delegates who receive allowances to the National Convention. The allowance for the outgoing Department President (Delegation Chairman), the incoming Department President, Department First and Second Vice President, Department Secretary/Executive Director, 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 Department Executive Committee, any National Officers and/or National Chairman, shall be paid from the National Convention Fund.

Section 9. 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/Executive Director.

Section 10. The Department shall not be responsible for any expense incurred by a National Executive Committee person 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 and District 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.

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. 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**

Moved to Standing Rules (Convention 2018)

**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 he/she is serving.

**ARTICLE XI**  
**Finance**

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

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/Executive Director 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 Department President at the end of her term of office, shall be turned back into the Department General Fund.

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.

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.

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 may 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/Executive Director 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 Department 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  
AMENDED JULY 12, 2014 AT THE 2014 DEPARTMENT CONVENTION  
AMENDED JUNE 25, 2016 AT THE 2016 DEPARTMENT CONVENTION  
AMENDED JULY 8, 2017 AT THE 2017 DEPARTMENT CONVENTION  
AMENDED JUNE 29, 2018 AT THE 2018 DEPARTMENT CONVENTION  
AMENDED JULY 10, 2021 AT HE 2021 DEPARTMENT CONVENTION