



American Legion Auxiliary
Department of North Dakota

DEPARTMENT STANDING RULES

1. All monies, including special projects and Past President's Parley dues, shall be processed and deposited by the Department Secretary or Department Treasurer in the Department's designated financial institution.
2. Withdrawals on all funds, including Girls State and Past President's Parley, shall be signed by the Department Treasurer with a statement of funds issued and forwarded monthly to the Department President, Secretary, and Finance Board. Past President's Parley President should receive a monthly statement of PPP funds. The Girls State Chairman should receive a monthly statement of Girls State funds.
3. Withdrawals on the General fund, not included in the annual budget for the current year, for an amount over \$100.00, must be approved by the Department President and the Finance Board.
4. That any legal advice needed, be requested from the Department of ND American Legion Judge Advocate.
5. The finance board of this organization shall meet quarterly, starting with the organizational meeting, to review the financial status of the Department.
6. The Lisbon Home Chairman shall submit quarterly financial reports to the Department Secretary. The Department Secretary will provide copies of the reports to the Department President, Treasurer, Finance Board, and VA&R Chairman. Financial records, together with receipts of expenditures, are to be mailed to the Department office one week prior to the Department Convention for auditing purposes.
7. The Gift Shop Chairmen shall submit a copy of financial reports and books, together with receipts of expenditures, to the Department Secretary no later than ten days prior to the Winter Conference. The Department Secretary will provide copies of reports to the Department President, Treasurer, Finance Board, and VA&R Chairman one week prior to Winter Conference.
8. The expense for Department Convention be paid for all Department Officers and Department Chairmen as recommended on the expense form. Chairmen's expenses are to be taken from their respective funds and Department Officers from the General Fund.
9. The Department President's allowance will be paid in quarterly installments, with the first payment made within one week following her installation.
10. In the case of a short-term absence of the Department Treasurer that the Department Secretary, with the approval of the Finance Board, will write necessary checks for the proper function of this organization. Receipts of transactions are to be forwarded to the Treasurer for auditing after return to normal business.

11. The incoming Department President, Department Secretary, and Membership Chairman be allotted an allowance of up to \$300.00 each, verified with receipts, for the Department Leadership National Conference.
12. The agenda for Winter Conference be left to the discretion of the Department President and Department Secretary.
13. All appointed delegates at sessions of the American Legion Auxiliary National Convention and Department Convention must attend all business sessions. Unexcused absences from all business sessions will cause forfeiture of per diem that day.
14. The incoming District Presidents will provide a Past District President's pin for the outgoing District President. This purchase is to be made from District funds and shall be presented at the fall District meeting. The pin can be ordered from the Department Secretary or Emblem Sales. The Department President shall appoint a qualified Parliamentarian who is also a member of the American Legion Auxiliary. This person needs to be ratified at the next Department Executive Committee meeting, along with any new Finance Board members, and the Girls State committee.
15. The Department President or her appointed representative will extend a courtesy to the VFW, DAV, POW associations, the VVA Associates, and AMVETS at their respective Department Conventions, with a monetary contribution of \$10.00 per organization.
16. In the event that either the Department Secretary or the Department Treasurer decides not to run for re-election, they shall notify the Department President. All units will be notified in writing by the Department Secretary.
17. A Department Officer or Chairman shall not attend the meeting of any other organization in an official American Legion Auxiliary capacity unless authorized by the Department President prior to said meeting.
18. No special state wide projects shall be instituted without prior approval of the Department President
19. All District Presidents prepare a written financial statement of District funds to be distributed to members at the Spring District meeting with a copy sent to the Department Secretary. The Department Secretary will forward the statements to the Department President and Finance Board members.
20. Upon the death of a Past Department President a \$25.00 memorial be given from the Department Memorial Fund to the Past Presidents Parley fund.
21. One member of the Finance Board be a Past Department President.
22. Each fiscal year financial reports shall be issued monthly and quarterly by the Department Treasurer. Monthly reports shall be sent to the Department President, President-Elect, Vice President, Secretary, and members of the Finance Board and Audit Committee. Quarterly reports shall be sent to those listed above and the entire Department Executive Committee.
23. The incoming Department Chairmen and incoming District Presidents meet with the outgoing Department

Chairmen and outgoing District Presidents during the convention to exchange files. These files should include, if available, seven years financial information and three years of administrative records. Older files may be stored at the Department office.

CERTIFICATION:

Standing Rules established 7/08/2016 by vote at Organizational Meeting. Certified by Shirley Montgomery, 2016-2017

