



DEPARTMENT STANDING RULES

1. All monies, including special projects and Past Department 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 of all funds including Girls State and Past Presidents Parley, shall be signed by the Department Treasurer.
 - a) A statement of funds issued, and financial reports forwarded monthly to the Department President, Department Secretary and Department Finance Board members.
 - b) Past Presidents Parley President shall receive a monthly statement of Parley funds.
 - c) The Girls State Chairman shall 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 Secretary and the Department Finance Board Chairman.
4. Should any legal advice be required: a request should be sent to the Department of ND American Legion Judge Advocate.
5. The Department Finance Board of this organization shall communicate monthly, via teleconference or video conference, regarding financial reports starting in July of the current administrative year to review the financial status of the Department.
 - a. The Department Finance Board shall approve all year-end transfers and closing entries.
6. The North Dakota Veterans Home (Director) shall submit quarterly financial reports to the Department Secretary. The Department Secretary will provide copies of the reports to the Department President, Department Treasurer, Department Finance Board and Department VAR Chairman.
7. The Gift Shop Chairmen, (VAMC Fargo) and (ND Veterans Home at Lisbon) 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 Department Convention. The Department Secretary will provide copies of reports to the Department President, Department Treasurer, Department Finance Board and Department VAR Chairman one week prior to Department Convention.
8. The expense for Department Convention will be paid for all Department Officers and Department Chairmen as recommended on the Expense Reimbursement form. (a) Chairmen's expenses are to be taken from their respective funds and (b) Department Officers expenses from the General Fund.
9. The Department President's stipend shall be paid in quarterly installments (July, October, January, and April) with the first payment made within one week following installation.
 - a) Effective with administrative year 2019-2020, the Department President shall present receipts and

log of expenses to the Department Secretary quarterly. The Department Secretary will forward copies of those receipts to the Department Finance Board for review.

- b) The stipend payments are an allowance to defray travel, housing, meals, and other expenses incidental to duties of the office of Department President.
- c) In addition to the above-mentioned stipend, the following expenses will be reimbursed to the Department President with receipts.
 - Department President's (share) of housing accommodations at the Organizational meeting, Winter Conference, Department Convention, and National Convention.
 - Round trip airfare to the location of the National Convention.
- d) The following courtesies will be extended to the Department President and the NEC; Department Convention and Winter Conference Banquet tickets and a ticket to one of the National Banquets held at National Convention.

10. In the event of short-term absence of the Department Treasurer, the Department Secretary, with the approval of the Department Finance Board, will write necessary checks for the proper function of this organization.

- a) Receipts of transactions are to be forwarded to the Department Treasurer for auditing after return to normal business.
- b) The Department Secretary shall have a minimum of ten (10) checks to use in the Department Treasurer's absence.

11. **Department Bylaws: Article IX, Finance – Section 6.** Department attendees of the National Department Leadership Conference(Spring) for Department Secretary, incoming Department President, and incoming Membership Chairman; and the National Department Finance Conference (Fall/Winter) for Department Secretary/Treasurer and Finance Board Chairman shall be reimbursed for expenses upon submission of an Expense Reimbursement form along with appropriate receipts not paid by National Headquarters.

12. The agenda for Winter Conference shall 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.

- a. Unexcused absences from business sessions of the Department Convention will cause forfeiture of per diem for that day.

14. The Department President shall appoint a qualified Parliamentarian who is also a member of the American Legion Auxiliary. This person shall be ratified at the next Department Executive Committee meeting, along with any new Department Finance Board members, and the Girls State committee.

15. The Department President or 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 if they attend such meeting.

16. If either the Department Secretary or the Department Treasurer decide not to run for reelection, they shall

notify the Department President in writing prior to Winter Conference. All units will be notified in writing by the Department Secretary.

17. A Department Officer or Department 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 statewide Department project(s) shall be instituted without prior approval of the Department President and a majority, 51% or greater, of the Department Executive Committee.
19. All District Presidents shall prepare a written financial statement of District funds to be available to members at the Spring District meeting with a copy forwarded to the Department Secretary. The Department Secretary will forward the (District) statements to the Department President and Department Finance Board members.
20. Department Bylaws: Article VII, Department Committees, Section 1, Number 2, Finance Board shall consist of a chairman, and two additional members with the terms of normal office being three years with two members holding over annually. No member shall serve for more than six years in the Department. At least one member of the Finance Board must be a Past Department President. If a board member leaves mid-term, the Department President shall appoint someone to fill that position.
21. Each fiscal year, the Department Treasurer shall issue financial reports monthly and quarterly. (a) Monthly reports: Profit and Loss, Account Balances, Income and Expenses, Bank Statements and check images shall be sent to the Department Secretary for the Department Office File. (b) The Department Secretary shall forward (the above listed) monthly reports to: Department President, Department President-Elect, Department Vice President, NEC, and three members of the Finance Board. (c) Quarterly reports: Profit and Loss, Account Balances, and Income and Expense Reports shall be sent to the entire Department Executive Committee including District Presidents.
22. The registration fee for Winter Conference and the Department Convention shall be no greater than \$15.
23. All units shall pay an annual \$6.00 Fidelity Bond. This expense will appear on the Required Contribution Form as an annual mandatory contribution.
24. The District President allotment shall be applied each year with no carry over. District Presidents may submit an Expense Reimbursement form along with appropriate receipts and/or odometer readings to the Department Secretary for District related activity on an annual basis or as needed.
25. The incoming District President will provide a Past District President's pin to the outgoing District President. This purchase is to be made from District funds and shall be presented at the fall District meeting. The pin should be purchased from Emblem Sales.
26. Required/Mandatory Contributions shall be paid by all Units by October 31, each administrative year.
 - a) Delinquent units will be notified by the Department Secretary by December 31st. A copy of the notification shall be sent to the Unit's District President and Department President. The Department Secretary will read the list at the Winter Conference.
 - b) If no action is taken by the Unit prior to the Winter Conference, the Department Executive Committee will discuss and decide on a course of action.

27. **The Department Secretary will mail a monthly mailing packet to each unit and assure that the mailings are available on the Department website (www.ndala.org).**
28. **The Girls State registration fee and financial decisions shall be approved by the Girls State Board and the Department Finance Board.**
29. **Poppy orders will be brought to the Winter Conference:**
 - a) **The unit member picking up poppies should sign a receipt and take their poppies.**
 - b) **Poppies not picked up at Winter Conference will be mailed to units by the Poppy Chairman.**
 - c) **Poppy Chairman will utilize poppy postage allocation to pay the cost of mailing poppies.**
30. **The incoming District Presidents and Department Chairmen will meet with the outgoing District Presidents and Department Chairmen to exchange files before closing of the Department Convention.**
 - a) **The files should include if available, three years of financial information and three years of administrative records; and for District Presidents, the District President Handbook should be included.**
 - b) **Each District President and Department Chairman shall obtain the ‘Handbook’ and pay a deposit of \$10 at the beginning of the term. Upon the return/exchange of this ‘Handbook’, the deposit will be refunded under ‘Other Expenses’ on the Expense Reimbursement Form. Poppies not picked up at Winter Conference will be mailed to units by the Poppy Chairman.**
31. **The Department Secretary will develop a working calendar listing operational deadlines for the Message, Unit Mailings, National Program Action Plans, etc. (a) Share the calendar with all DEC members and Department Chairmen at the organizational meeting each year. (b) This calendar should also appear on the Department webpage, www.ndala.org.**
32. **Students from out-of-state who wish to attend American Legion Auxiliary Flickertail Girls State are required to be members of the American Legion Auxiliary Department of North Dakota.**
33. **All Department Chairmen will develop a Program Action Plan, formally using the National Programs Action Plan, as a guide, and submit Plan of Action to the Department Secretary no later than September 1st of the current administrative year.**
34. **The Department President’s home District President shall assist the Department President and the Department Office to arrange a Department President’s Recognition event either as a stand-alone event or one coordinated with the Legion’s Department Commander.**
35. **The total annual dues of the Department of North Dakota shall be twenty-five dollars (\$25.00) per annum for senior members and seven dollars and fifty cents (\$7.50) per annum for junior dues, transmitted annually through the Department Secretary to the Department Treasurer. This shall include the National and Department per capita as follows: National dues of twelve (\$12.00) per annum for senior members and Department dues of thirteen dollars (\$13.00) for senior members and this shall include the National and Department per capita per annum as follows for Junior members, National dues of two dollars and fifty (\$2.50) for junior members and Department dues of five dollars (\$5.00) per annum for junior members effective in the 2021 membership year**
36. **All requests for reimbursement of expenses are to be submitted with receipts to the Department Secretary**

no later than two weeks following the end of the qualifying event; (Organizational Meeting, Winter Conference, Department Convention, and/or National Convention).

- a) The Department Secretary will sign/approve all Expenses Reimbursement forms, then forward same to the Department Finance Board Chairman for approval.**
- b) The Department Finance Board Chairman will forward same to the Department Treasurer for payment.**
- c) Reimbursement of expenses are to be paid by the Department Treasurer within fourteen (14) days of receipt from the Department Finance Chairman.**

37. Department Officers or Department Chairmen living within twenty (20) miles of Department Convention, or any other Department meeting will be allowed no per diem and no mileage.

38. It is recommended that per diem of \$50.00 be paid to Department Executive Committee members and Department Chairmen only when attending in-state events as indicated in 38a and 38c below.

38-a Organizational Meeting of the Department Executive Committee (DEC) (in-state event):

- 1. With the exception of the Department President, Department Officers as defined in the Bylaws, Department Finance Board (3) members and ten (10) District Presidents or District Vice Presidents will be allowed up to two (2) days.**
- 2. One day for members called in per Bylaws.**

38-b Winter Conference (in-state event):

- 1. Department Officers as defined in Bylaws; Department Finance Board (3 members); and (10) District Presidents, Department Parliamentarian, NEC, Alternate NEC, and members called in per Bylaws will receive mileage only, as recommended by the Finance Board and approved by the Department Executive Committee.**
- 2. Members of the Finance Board and/or the Department Executive Committee will forfeit mileage reimbursement if they do not attend their appropriate committee meeting.**

38-c Department Convention (in-state event):

- 1. With the exception of the Department President, Department Officers as defined in Bylaws, Department Finance Board (3 members) , and ten (10) District Presidents, Department Parliamentarian, NEC, and Alternate NEC will be allowed up to two days.**
- 2. One day for Department Chairmen, Department Hospital Chairman and Department Gift Shop Chairman.**
- 3. One day for members called in per Bylaws.**

39. National Convention delegates will be the following: (typically the Department of North Dakota is allowed 11 delegates and the NEC.

- a) Outgoing Department President – serves as the Delegation Chairman. In the event the (outgoing) Department President is unable to attend the National Convention, a Past Department President**

will be selected by the (outgoing) President to serve as the delegation chairman.

- b) Incoming Department President (if unable to attend the Department President-elect will attend).**
 - c) Department Secretary (in the absence of the Department Secretary, the Department Treasurer will attend).**
 - d) NEC**
 - e) Incoming (5) District Presidents (from even numbered Districts in even numbered years).**
 - f) Incoming (5) District Presidents (from odd numbered Districts in odd numbered years).**
 - g) Additional (National) delegates will be based on membership numbers**
 - h) Delegate registration fees for all delegates and alternates will be paid by Department.**
- 40. With the exception of the Department President, all National Convention delegates will be reimbursed for expenses accompanied with receipts up to \$800.**
- a) Alternated delegates to National Convention are not reimbursed for expenses.**
- 41. The two (2) Department Pages are National Delegates and shall be selected by the Department President from the District Presidents attending the convention. Vacant National Delegate positions must be filled by Department Officers not already named as attendees or chosen from the alternate delegates.**
- 42. Department Officers, District Presidents and other Unit Members who plan to attend the National Convention must confirm with the Department Office of their intent by June 1 prior to the Department Convention in order to prepare packets for the Department Convention meeting of the National Convention Delegation.**
- 43. All motions and amendments to the Constitution and Bylaws, with applicable dates and original signatures, are to be maintained permanently in a 3-ring binder (hard paper copy), and electronic form (thumb drive or cloud storage).**
- a) Motion and amendments will be handwritten or typed, signed and sent to Department Secretary no later than 30 days prior to Winter Conference and 60 days prior to Department Conventions.**
 - b) The Department Secretary will forward motions and amendments to all units for review.**
 - c) The Department Executive Committee shall review the amendments and motions at the Winter Conference or the Department Convention DEC meeting.**
 - d) The motions and amendments will be voted on at the next Department Convention.**
 - e) A copy of the meeting minutes showing approval or disapproval of motions and amendments shall be maintained in the same binder.**
 - f) The Department Vice President will review the motions and amendments annually and bring revisions and recommendations to the DEC at the annual organizational meeting.**
- 44. Department Executive Committee meeting minutes should be distributed to all DEC Members for their**

review.

- a) **Organization DEC minutes shall be read and approved by DEC at Winter Conference.**
- b) **Winter Conference DEC minutes shall be read and approved by DEC at Department Convention.**

45. **The Department internet shall be secured and not shared with any other organization.**
46. **An American Legion Auxiliary member may serve only one term in her lifetime as Department President of the Department of North Dakota.**
47. **Department Courtesies: The following courtesies will be given:**
- a) **Department pays the registration and banquet fees for the Department President for attending the Winter Conference and Department Convention.**
 - b) **A Department gift to the outgoing Department President will be \$50.00 and purchased and presented by the immediate Past Department President.**
 - c) **Reimbursement may be requested from Department funds with receipts.**
 - d) **Upon the death of a Past Department President, a \$25.00 Memorial will be transferred by the Department Treasurer from the Department Memorial Fund to the Past Presidents Parley Fund.**
48. **Visiting National Guests. The following courtesies will be extended:**
- a) **Hotel accommodations and meals.**
 - b) **The NEC is responsible for meeting the National guest upon arrival. And the purchase and presentation of a department gift for the National guest.**
 - c) **Expenses incurred on behalf of the National guest are reimbursable with receipts.**
49. **It is recommended that there be no exchange of gifts by any Department Officers, Department Chairmen, or District Presidents.**
50. **Courtesy gift to another veteran service organization. Department President, if invited, will present a card with \$10 and will greet the organization at their convention or conference.**

Definition of the Department Executive Committee - excerpt from:

DEPARTMENT CONSTITUTION AND BYLAWS, Article VII, Department Executive Committee, Section 1.

Between Department Conventions, the administrative power shall be vested in the Department Executive Committee (DEC), which shall be composed of the Department President, National Executive Committeeman, Department President-Elect, Department Vice-President, Department Secretary, Department Treasurer, Department Chaplain, Department Historian, Chairman of the Finance Board and the ten District Presidents.

The immediate Past Alternate National Executive Committeeman shall be an advisory member of the Department Executive Committee until such time as the midyear National Executive Committee meeting has been held.