

American Legion Auxiliary Department of North Dakota
Diane Kraemer, Department Constitution and Bylaws Chairman

Hi Auxiliary Presidents,

At the Department Convention in June 2021, we voted and approved the Department Constitution and Bylaws and the Standing Rules.

All Units have received the approved copy of each document. You are required to have your Unit review and add the following information to your unit's governing documents:

1. Constitution – page 1, Article 1,
Name: Section 1,

_____ Post Name and Post No.

The Department Standing Rules are numerous, and they all do not apply to you. All units should have a set of Standing Rules that apply to your unit only.

1. The date, time, and place of your meeting.
2. All units shall pay an annual \$6.00 Fidelity Bond. This expense will appear on the Required Contributions Form as an annual mandatory contribution.
3. All units are required to pay the Required/Mandatory Contributions to Department Secretary at Department Headquarters annually by November 1.
4. The Poppy Order form needs to be submitted to the Department Secretary at Department Headquarters annually by November 1.

If you see or think of anything else, you want to add to your unit's standing

rules, you can. All these items are put in Standing Rules, so you do not have to change your Constitution and Bylaws.

When you have your Constitution and Bylaws and Standing Rules completed, please send copy to the Department Office and me as your Department Constitution and Bylaws Chairman.

If you have any questions, please call me at:

Address - www.ndala.org/contact-information/

Email - parliamentarian@ndala.org

Diane Kraemer,

Department Constitution and Bylaws
Chairman