

Recommended changes to the  
Department of North Dakota  
As of  
***Standing Rules (2021) certified 07-22-2021***

CURRENT	CHANGES	FINAL
<p>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.</p> <p>2. Withdrawals of all funds including Girls State and Past Presidents Parley, shall be signed by the Department Treasurer.</p> <p>a) A statement of funds issued, and financial reports forwarded monthly to the Department President, Department Secretary and Department Finance Board members.</p> <p>b) Past Presidents Parley President shall receive a monthly statement of Parley funds.</p> <p>c) The Girls State Chairman shall receive a monthly statement of Girls State funds.</p> <p>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.</p> <p>4. Should any legal advice be required: a request should be sent to the Department of ND American Legion Judge Advocate.</p> <p>5. The Department Finance Board of this organization shall communicate monthly, via teleconference or video conference, regarding financial reports starting</p>	<p>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.</p> <p>2. Withdrawals of all funds including Girls State and Past Presidents Parley, shall be signed by the Department Treasurer.</p> <p>a) A statement of funds issued, and financial reports forwarded monthly to the Department President, Department Secretary and Department Finance Board members.</p> <p>b) Past Presidents Parley President shall receive a monthly statement of Parley funds.</p> <p>c) The Girls State Chairman shall receive a monthly statement of Girls State funds.</p> <p>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.</p> <p>4. Should any legal advice be required: a request should be sent to the Department of ND American Legion Judge Advocate.</p> <p>5. The Department Finance Board of this organization shall communicate monthly, via teleconference or video conference, regarding financial reports starting</p>	<p>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.</p> <p>2. Withdrawals of all funds including Girls State and Past Presidents Parley, shall be signed by the Department Treasurer.</p> <p>d) A statement of funds issued, and financial reports forwarded monthly to the Department President, Department Secretary and Department Finance Board members.</p> <p>e) Past Presidents Parley President shall receive a monthly statement of Parley funds.</p> <p>f) The Girls State Chairman shall receive a monthly statement of Girls State funds.</p> <p>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.</p> <p>4. Should any legal advice be required: a request should be sent to the Department of ND American Legion Judge Advocate.</p> <p>5. The Department Finance Board of this organization shall communicate monthly, via teleconference or video conference, regarding financial reports starting</p>

Standing Rules Changes suggested by C&L Committee – Submitted by full committee members of Chloe Weyrauch (Chair), PDP Gloria Covert, Rose Laning, DP LoAnn Dick (Ad hoc member)

<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p><del>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.</del></p> <p>7. <del>6.</del> The Gift Shop Chairmen, (VAMC Fargo) and (ND Veterans Home at Lisbon) shall submit a <b>yearly activity report and a</b> copy of financial reports and books, <del>together with receipts of expenditures,</del> 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.</p> <p>8. <del>7.</del> 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.</p> <p>9. <del>8.</del> 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.</p> <p>a) <del>Effective with administrative year 2019-2020,</del> <b>As a courtesy to the Finance Board,</b> the Department President shall present <b>a log of income and</b> receipts and log of expenses to the Department Secretary <b>for the administrative year.</b> quarterly. The Department Secretary will forward <b>the log of</b></p>	<p>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.</p> <p>-</p> <p>6. The Gift Shop Chairmen, (VAMC Fargo) and (ND Veterans Home at Lisbon) shall submit a yearly activity report and a copy of financial reports and books, 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.</p> <p>7. 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.</p> <p>8. 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.</p> <p>a) As a courtesy to the Finance Board, the Department President shall present a log of income and expenses to the Department Secretary for the administrative year. The Department Secretary will forward the log of</p>
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<p>b) The stipend payments are an allowance to defray travel, housing, meals, and other expenses incidental to duties of the office of Department President.</p> <p>c) In addition to the above-mentioned stipend, the following expenses will be reimbursed to the Department President with receipts.</p> <ul style="list-style-type: none"> <li>• Department President’s (share) of housing accommodations at the Organizational meeting, Winter Conference, Department Convention, and National Convention.</li> <li>• Round trip airfare to the location of the National Convention.</li> </ul> <p>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.</p> <p>10. In the event of the short-term absence of the Department Treasurer, the Department Secretary, with the approval of the Department Finance Board, will</p>	<p><del>income and expenses</del> copies of these receipts to the Department Finance Board for review.-</p> <p>b) The stipend payments are an allowance to defray travel, housing, meals, and other expenses incidental to duties of the office of Department President.</p> <p>c) <del>In addition to the above-mentioned stipend, the</del> <b>The</b> following expenses will be reimbursed to the Department President with receipts <b><u>in addition to the stipend noted in item number 9.a).</u></b></p> <ul style="list-style-type: none"> <li>• Department President’s (1/2 share) of housing accommodations at the Organizational meeting, Winter Conference, Department Convention, and National Convention.</li> <li>• Round trip airfare, <b><u>mileage to/from the airport, airport parking, and taxi or UBER</u></b> to the location of the National Convention <b><u>OR one-half mileage should the President desire to travel by auto, plus parking and tolls. The President will be paid the lesser of the two amounts.</u></b></li> </ul> <p>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.</p> <p><del>10.</del> In the event of the 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.</p> <p>a) Receipts of transactions are to be forwarded to</p>	<p>income and expenses to the Department Finance Board for review.-</p> <p>b) The stipend payments are an allowance to defray travel, housing, meals, and other expenses incidental to duties of the office of Department President.</p> <p>c) The following expenses will be reimbursed to the Department President with receipts in addition to the stipend noted in item number 9.a).</p> <ul style="list-style-type: none"> <li>• Department President’s (1/2 share) of housing accommodations at the Organizational meeting, Winter Conference, Department Convention, and National Convention.</li> <li>• Round trip airfare, mileage to/from the airport, airport parking, and taxi or UBER to the location of the National Convention OR one-half mileage should the President desire to travel by auto, plus parking and tolls. The President will be paid the lesser of the two amounts.</li> </ul> <p>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.</p> <p>9. In the event of the 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.</p> <p>a) Receipts of transactions are to be forwarded to the Department Treasurer for auditing after the</p>
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<p>write necessary checks for the proper function of this organization.</p> <p>a) Receipts of transactions are to be forwarded to the Department Treasurer for auditing after returning to normal business.</p> <p>b) The Department Secretary shall have a minimum of ten (10) checks to use in the Department Treasurer’s absence.</p> <p>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.</p> <p>12. The agenda for Winter Conference shall be left to the discretion of the Department President and Department Secretary.</p> <p>13. All appointed delegates at sessions of the American Legion Auxiliary National Convention and Department Convention must attend all business sessions.</p> <p>a. Unexcused absences from business sessions of the Department Convention will cause forfeiture of per diem for that day.</p>	<p>the Department Treasurer for auditing after <del>the Treasurer’s return,</del> returning to normal business.</p> <p>b) The Department Secretary shall have a minimum of ten (10) checks to use in the Department Treasurer’s absence.</p> <p><del>11</del><b>10.</b> Department Bylaws: Article IX, Finance— Section 6. Department attendees of the National Department Leadership Conference (Spring) for <del>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</del> <b>two Department leadership positions as determined by National shall be reimbursed for expenses not paid by National Headquarters</b> upon submission of an Expense Reimbursement form along with appropriate receipts not paid by National Headquarters.</p> <p><del>12</del><b>11.</b> The agenda for Winter Conference <del>and Department Convention shall be left to the discretion of</del> <b>shall be set by</b> the Department President <del>and with input from the</del> Department Secretary.</p> <p><del>13</del><b>12.</b> All appointed delegates at sessions of the American Legion Auxiliary National Convention and Department Convention must attend all business sessions.</p> <p>a) Unexcused absences from business sessions of the Department Convention will cause forfeiture of per diem for that day. <b>Unexcused absences from National Convention meetings will result in forfeiture of the \$800 stipend.</b></p> <p><del>14</del><b>13.</b> The Department President shall appoint a qualified Parliamentarian who is also a member of the</p>	<p>Treasurer’s return.</p> <p>b) The Department Secretary shall have a minimum of ten (10) checks to use in the Department Treasurer’s absence.</p> <p>10. Department attendees of the National Department Leadership Conference (Spring) two Department leadership positions as determined by National shall be reimbursed for expenses not paid by National Headquarters upon submission of an Expense Reimbursement form along with appropriate receipts.</p> <p>11. The agenda for Winter Conference and Department Convention shall be set by the Department President with input from the Department Secretary.</p> <p>12. All appointed delegates at sessions of the American Legion Auxiliary National Convention and Department Convention must attend all business sessions.</p> <p>a) Unexcused absences from business sessions of the Department Convention will cause forfeiture of per diem for that day. Unexcused absences from National Convention meetings will result in forfeiture of the \$800 stipend.</p> <p>13. The Department President shall appoint a qualified Parliamentarian who is also a member of the American Legion Auxiliary. This person shall be</p>
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<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>American Legion Auxiliary. This person shall be ratified at the next Department Executive Committee meeting, along with any new Department Finance Board members, <del>and the Girls State committee,</del> <b>and all newly appointed committee members.</b></p> <p><del>15</del><b>14.</b> The Department President or appointed representative <del>will</del> <b>may</b> extend a courtesy to the VFW, DAV, POW associations, the VVA Associates, and AMVETS at their respective Department Conventions, with a monetary contribution of \$40 <del>20</del><b>20.00</b> per organization if they attend such meeting.</p> <p><del>16</del><b>15.</b> 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.</p> <p><del>17</del><b>16.</b> 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.</p> <p><del>18</del><b>17.</b> No special statewide Department project(s) <b>involving budgeted funds</b> shall be instituted without prior approval of the <del>Department President a majority, 51% or greater, of the Department Executive Committee</del> <b>Finance Board.</b></p> <p><del>19</del><b>18.</b> All District Presidents shall prepare a written financial statement of District funds to be available to members at the <b>Fall and Spring</b> District meetings. <del>With a</del> <b>A copy of the Spring statements shall be</b> forwarded to the Department Secretary. The Department Secretary will forward the <del>(District)</del> <b>Spring</b> statements to the Department President and Department Finance Board members.</p> <p><del>20</del><b>19.</b> Department Bylaws: Article VII, Department</p>	<p>ratified at the next Department Executive Committee meeting, along with any new Department Finance Board members, Girls State committee, and all newly appointed committee members.</p> <p><del>15</del><b>14.</b> The Department President or appointed representative may extend a courtesy to the VFW, DAV, POW associations, the VVA Associates, and AMVETS at their respective Department Conventions, with a monetary contribution of \$20.00 per organization if they attend such meeting.</p> <p>15. 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.</p> <p>16. 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.</p> <p>17. No special statewide Department project(s) involving budgeted funds shall be instituted without prior approval of the Finance Board.</p> <p>18. All District Presidents shall prepare a written financial statement of District funds to be available to members at the Fall and Spring District meetings. A copy of the Spring statements shall be forwarded to the Department Secretary. The Department Secretary will forward the Spring statements to the Department President and Department Finance Board members.</p> <p>19. The Finance Board shall consist of a chairman, and</p>
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<p>Department Secretary will forward the (District) statements to the Department President and Department Finance Board members.</p> <p>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.</p> <p>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.</p> <p>22. The registration fee for the Winter Conference and the Department Convention shall be no greater than \$15.</p> <p>23. All units shall pay an annual \$7.00 Fidelity Bond. This expense will appear on the Required Contribution Form as an annual mandatory contribution. (approved by DEC 7/21,2022)</p>	<p><del>Committees, Section 1, Number 2, The</del> Finance Board shall consist of a chairman, and two additional members <b>appointed by the then current Department President</b> with the terms of normal office being three years with two members holding over annually. No member shall serve for more than six years <b>on the Finance Board, in the Department.</b> 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 <del>that position,</del> <b>the vacancy for the remainder of the board members term.</b></p> <p><del>2120.</del> Each fiscal year, the <del>The</del> Department Treasurer shall issue financial reports monthly and quarterly. (a) Monthly reports: <b>YTD</b> Profit and Loss, <del>Account Balances</del> <b>Balance Sheet, Monthly</b> Income and Expenses, <b>and</b> Bank Statements <del>and check images</del> <b>Reconciliation</b> shall be sent to the Department Secretary for the Department Office File. (b) The Department <del>Treasurer</del> <b>Secretary</b> shall forward (the <del>above listed</del>) monthly reports to: Department President, <del>Department President-Elect, Department Vice President,</del> NEC, and <del>the</del> three members of the Finance Board. (c) Quarterly reports: <b>YTD</b> Profit and Loss, <del>Account Balances, and Income and Expense Reports</del> shall be sent to the entire Department Executive Committee, <del>including District Presidents.</del></p> <p><del>2221.</del> The registration fee for the Winter Conference and the Department Convention shall be no greater than \$15.</p> <p><del>2322.</del> All units shall pay an annual \$7.00 Fidelity Bond. This expense will appear on the Required Contribution Form as an annual mandatory contribution. (approved by DEC 7/21,2022)</p> <p><del>2423.</del> The District President allotment (<b>\$15 per unit</b>) shall be applied each year with no carry over. District Presidents may submit an Expense Reimbursement</p>	<p>two additional members appointed by the then current Department President with the terms of normal office being three years with two members holding over annually. No member shall serve for more than six years on the Finance Board. 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 the vacancy for the remainder of the board members term.</p> <p>20. The Department Treasurer shall issue financial reports monthly and quarterly. (a) Monthly reports: YTD Profit and Loss, Balance Sheet, Monthly Income and Expenses, and Bank Statement Reconciliation shall be sent to the Department Secretary for the Department Office File. (b) The Department Treasurer shall forward the monthly reports to: Department President, NEC, and the three members of the Finance Board. (c) Quarterly reports: YTD Profit and Loss shall be sent to the entire Department Executive Committee.</p> <p>21. The registration fee for the Winter Conference and the Department Convention shall be no greater than \$15.</p> <p>22. All units shall pay an annual \$7.00 Fidelity Bond. This expense will appear on the Required Contribution Form as an annual mandatory contribution. (approved by DEC 7/21,2022)</p> <p>23. The District President allotment (\$15 per unit) shall be applied each year with no carry over. District</p>
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<p>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.</p> <p>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.</p> <p>26. Required/Mandatory Contributions shall be paid by all Units by October 31, each administrative year.</p> <p>a) Delinquent units will be notified by the Department Secretary by December 31<sup>st</sup>. 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.</p> <p>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.</p> <p>27. The Department Secretary will mail a monthly mailing packet to each unit and assure that the mailings are available on the Department website (<a href="http://www.ndala.org">www.ndala.org</a>).</p> <p>28. The Girls State registration fee and financial</p>	<p>form along with appropriate receipts and/or odometer readings to the Department Secretary for District related activity on an annual basis or as needed.</p> <p><del>25</del><b>24</b>. 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 <b><u>the American Legion Flag and Emblem Sales Catalog</u></b>.</p> <p><del>26</del><b>25</b>. Required/Mandatory Contributions shall be paid by all Units by October 31, each administrative year.</p> <p>a) Delinquent units will be notified by the Department Secretary by December 31<sup>st</sup>. A copy of the notification shall be sent to the Unit's District President, <b><u>the Finance Board</u></b>, and <b><u>the</u></b> Department President. The Department Secretary will read the list at the Winter Conference.</p> <p>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.</p> <p><del>27</del><b>26</b>. The Department Secretary will mail a monthly mailing packet to each unit and assure that the mailings are <b><u>archived</u></b> available on the Department website (<a href="http://www.ndala.org">www.ndala.org</a>). <b><u>Constant Contact (Department email) will also be used for communication to members.</u></b></p> <p><del>28</del><b>27</b>. The Girls State registration fee and financial <b><u>budget</u></b> decisions shall be approved by the Girls State Board and presented to the <b><u>Finance Board</u></b> Department Executive Committee for final approval.</p> <p><del>29</del><b>28</b>. Poppy orders will be <b><u>mailed to the units.</u></b> <b><u>The Department Poppy Chairman will</u></b></p>	<p>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.</p> <p>24. 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 <b><u>the</u></b> American Legion Flag and Emblem Sales Catalog.</p> <p>25. Required/Mandatory Contributions shall be paid by all Units by October 31, each administrative year.</p> <p>a) Delinquent units will be notified by the Department Secretary by December 31<sup>st</sup>. A copy of the notification shall be sent to the Unit's District President, the Finance Board, and the Department President. The Department Secretary will read the list at the Winter Conference.</p> <p>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.</p> <p>26. The Department Secretary will mail a monthly mailing packet to each unit and assure that the mailings are archived on the Department website (<a href="http://www.ndala.org">www.ndala.org</a>). Constant Contact (Department email) will also be used for communication to members.</p> <p>27. The Girls State registration fee and financial budget shall be approved by the Girls State Board and presented to the Finance Board for final approval.</p> <p>28. Poppy orders will be mailed to the units. The Department Poppy Chairman will utilize poppy</p>
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<p>decisions shall be approved by the Girls State Board and presented to the Department Executive Committee for final approval.</p> <p>29. Poppy orders will be brought to the Winter Conference:</p> <p>a) The unit member picking up poppies should sign a receipt and take their poppies.</p> <p>b) Poppies not picked up at Winter Conference will be mailed to units by the Poppy Chairman.</p> <p>c) Poppy Chairman will utilize poppy postage allocation to pay the cost of mailing poppies.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>31. The Department Secretary will develop a working</p>	<p><b><u>utilize poppy postage allocation to pay the cost of mailing poppies.</u></b> brought to the Winter Conference:</p> <p><del>a) The unit member picking up poppies should sign a receipt and take their poppies.</del></p> <p><del>b) Poppies not picked up at Winter Conference will be mailed to units by the Poppy Chairman.</del></p> <p><del>c) Poppy Chairman will utilize poppy postage allocation to pay the cost of mailing poppies.</del></p> <p><del>30</del><b>29.</b> The incoming District Presidents and Department Chairmen will meet with the outgoing District Presidents and Department Chairmen to exchange files <b>at the close</b> 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.</p> <p><del>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.</del></p> <p><del>31</del><b>30.</b> 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,</p>	<p>postage allocation to pay the cost of mailing poppies.</p> <p>29. The incoming District Presidents and Department Chairmen will meet with the outgoing District Presidents and Department Chairmen to exchange files at the close of the Department Convention. 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.</p> <p>30. 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</p>
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<p>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, <a href="http://www.ndala.org">www.ndala.org</a>.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p><a href="http://www.ndala.org">www.ndala.org</a>.</p> <p><del>32</del><b>31</b>. 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.</p> <p><del>33</del><b>32</b>. 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 1<sup>st</sup> of the current administrative year.</p> <p><del>34</del><b>33</b>. 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 <b><u>or at the Winter Conference or Department Convention</u></b>, or one coordinated with the Legion's Department Commander. <b><u>It is up to the Department President's discretion whether to have this event. It is suggested that the District President assess \$20 from each unit, plus \$500 from the Department, if requested. A separate Homecoming event, either alone or in conjunction with the Legion's Department Commander, would be at the Department President's expense.</u></b></p> <p><del>35</del><b>34</b>. The total annual dues of the Department of North Dakota shall be <b><u>thirty-one dollars (\$31.00)</u></b> <del>twenty-five dollars (\$25.00)</del> 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 <b><u>eighteen dollars (\$18.00)</u></b> <del>twelve (\$12.00)</del> 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</p>	<p>members and Department Chairmen at the organizational meeting each year. (b) This calendar should also appear on the Department webpage, <a href="http://www.ndala.org">www.ndala.org</a>.</p> <p>31. 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.</p> <p>32. 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 1<sup>st</sup> of the current administrative year.</p> <p>33. 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 at the Winter Conference or Department Convention, or one coordinated with the Legion's Department Commander. It is up to the Department President's discretion whether to have this event. It is suggested that the District President assess \$20 from each unit, plus \$500 from the Department, if requested. A separate Homecoming event, either alone or in conjunction with the Legion's Department Commander, would be at the Department President's expense.</p> <p>34. The total annual dues of the Department of North Dakota shall be thirty-one dollars (\$31.00) 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 eighteen dollars (\$18.00) per annum for senior members and Department dues of thirteen dollars (\$13.00) for senior members and this shall include the</p>
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Standing Rules Changes suggested by C&L Committee – Submitted by full committee members of Chloe Weyrauch (Chair), PDP Gloria Covert, Rose Laning, DP LoAnn Dick (Ad hoc member)

<p>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.</p> <p>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).</p> <p>a) The Department Secretary will sign/approve all Expenses Reimbursement forms, then forward same to the Department Finance Board Chairman for approval.</p> <p>b) The Department Finance Board Chairman will sign the expense reimbursement forms, then forward same to the Department Treasurer for payment.</p> <p>c) Reimbursement of expenses are to be paid by the Department Treasurer within fourteen (14) days of receipt from the Department Finance Chairman.</p> <p>37. Department Officers or Department Chairmen living within twenty (20) miles of Department Convention, or any other Department meeting will be allowed no per</p>	<p>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 <del>2021-</del><b>2025</b> membership year.</p> <p><del>36</del><b>35</b>. All requests for reimbursement of expenses are to be submitted with receipts to the Department Secretary no later than <del>one month</del> <b>two weeks</b> following the end of the qualifying event; (Organizational Meeting, Winter Conference, Department Convention, and/or National Convention).</p> <p>a) The Department Secretary will <del>review and sign</del> <b>review and sign/approve</b> all Expenses Reimbursement forms, then forward same to the Department Finance Board Chairman for approval.</p> <p>b) The Department Finance Board Chairman will <del>approve and</del> <b>approve and</b> sign the expense reimbursement forms, then forward same to the Department Treasurer for payment.</p> <p>c) Reimbursement of expenses are to be paid by the Department Treasurer within fourteen (14) days of receipt from the Department Finance Chairman.</p> <p><del>37</del><b>36</b>. 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.</p> <p><del>38</del><b>37</b>. 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 <del>38a and 38c</del> <b>37a and 37c</b> below.</p> <p><del>38</del><b>37</b>-a Organizational Meeting of the Department Executive Committee (DEC) (in-state event):</p> <p>1. <del>With the exception of the Department President,</del></p>	<p>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 2025_membership year.</p> <p>35. All requests for reimbursement of expenses are to be submitted with receipts to the Department Secretary no later than one month following the end of the qualifying event; (Organizational Meeting, Winter Conference, Department Convention, and/or National Convention).</p> <p>a) The Department Secretary will review and sign all Expense Reimbursement forms, then forward same to the Department Finance Board Chairman for approval.</p> <p>b) The Department Finance Board Chairman will approve and sign the expense reimbursement forms, then forward same to the Department Treasurer for payment.</p> <p>c) Reimbursement of expenses are to be paid by the Department Treasurer within fourteen (14) days of receipt from the Department Finance Chairman.</p> <p>36. 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.</p> <p>37. 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 37a and 37c below.</p>
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<p>diem and no mileage.</p> <p>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.</p> <p>38-a Organizational Meeting of the Department Executive Committee (DEC) (in-state event):</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. One day for members called in per Bylaws.</li> </ol> <p>38-b Winter Conference (in-state event):</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Members of the Finance Board and/or the Department Executive Committee will forfeit mileage reimbursement if they do not attend</li> </ol>	<p>Department Officers as defined in the Bylaws, Department Finance Board (3) members, <del>and</del> ten (10) District Presidents or District Vice Presidents, <b><u>NEC, Alternate NEC (in the event the NEC is not in attendance) and Parliamentarian</u></b> will be allowed up to two (2) days <b><u>per diem, plus mileage.</u></b></p> <p>2. One day for <b><u>Department Chairmen</u></b> members called in per Bylaws, <b><u>plus mileage.</u></b></p> <p><del>38</del><b>37</b>-b Winter Conference (in-state event):</p> <ol style="list-style-type: none"> <li>1. Department Officers as defined in Bylaws; Department Finance Board (3 members); <del>and</del> (10) District Presidents <b><u>and Vice-Presidents</u></b>, Department Parliamentarian, NEC, Alternate NEC <b><u>(in the event the NEC is not in attendance), Sergeant at Arms, and chairmen</u></b> members called in per Bylaws will receive mileage only, <del>as recommended by the Finance Board and approved by the Department Executive Committee.</del></li> <li>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.</li> </ol> <p><del>38</del><b>37</b>-c Department Convention (in-state event):</p> <ol style="list-style-type: none"> <li>1. <del>With the exception of the Department President,</del> Department Officers as defined in Bylaws, Department Finance Board (3 members), <del>and</del> ten (10) District Presidents <b><u>or Vice Presidents</u></b>, Department Parliamentarian, NEC, <del>and</del> Alternate NEC <b><u>(in the event the NEC is not in attendance), and Sergeant at Arms</u></b> will be allowed up to <b><u>three</u></b> <del>two</del> days <b><u>per diem plus mileage.</u></b></li> </ol>	<p>37-a Organizational Meeting of the Department Executive Committee (DEC) (in-state event):</p> <ol style="list-style-type: none"> <li>1. Department Officers as defined in the Bylaws, Department Finance Board (3) members, <del>and</del> ten (10) District Presidents or District Vice Presidents, NEC, Alternate NEC (in the event the NEC is not in attendance) and Parliamentarian will be allowed up to two (2) days per diem, plus mileage.</li> <li>2. One day for Department Chairmen called in per Bylaws, plus mileage.</li> </ol> <p>37-b Winter Conference (in-state event):</p> <ol style="list-style-type: none"> <li>1. Department Officers as defined in Bylaws; Department Finance Board (3 members); <del>and</del> (10) District Presidents and Vice-Presidents, Department Parliamentarian, NEC, Alternate NEC (in the event the NEC is not in attendance), Sergeant at Arms, and chairmen called in per Bylaws will receive mileage only.</li> <li>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.</li> </ol> <p>37-c Department Convention (in-state event):</p> <ol style="list-style-type: none"> <li>2. Department Officers as defined in Bylaws, Department Finance Board (3 members), <del>and</del></li> </ol>
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<p>their appropriate committee meeting.</p> <p>38-c Department Convention (in-state event):</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Two days for Department Chairmen, Department Hospital Chairman and Department Gift Shop Chairman.</li> <li>3. One day for members called in per Bylaws.</li> </ol> <p>39. National Convention – The Department of North Dakota is allowed seven (7) delegates to attend the National Convention according to the National policy, in addition to six (6) delegates based on membership paid dues.</p> <ol style="list-style-type: none"> <li>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.</li> <li>b) Incoming Department President</li> </ol>	<ol style="list-style-type: none"> <li>2. <del>One day per diem</del> <u>Two days</u> for Department Chairmen, Department Hospital Chairman and Department Gift Shop Chairman.</li> <li>3. <del>One day for members</del> <u>Up to two days per diem for Department Chairman</u> called in per Bylaws, <u>plus mileage.</u></li> </ol> <p><del>39.38.</del> National Convention – The Department of North Dakota is allowed seven (7) delegates to attend the National Convention according to the National policy, <u>with an additional</u>, in addition to six (6) delegates based on membership paid dues <u>(as of June 1, 2024).</u></p> <ol style="list-style-type: none"> <li>a) <u>Delegation Chairman – the Immediate Past Department</u> <del>Outgoing Department</del> President serves as the Delegation Chairman. In the event the <u>Immediate Past</u> <del>(outgoing)</del> Department President is unable to attend the National Convention, a Past Department President will be selected by the <u>Immediate Past Department</u> <del>(outgoing)</del> President to serve as the <u>Delegation Chairman.</u></li> <li>b) <del>Incoming</del> Department President</li> <li>c) <del>Incoming</del> President-Elect</li> <li>d) Department Secretary <del>(in the absence of the Department Secretary, the Department Treasurer will attend).</del></li> <li>e) NEC</li> <li>f) <del>Incoming</del> <u>Five (5) District Presidents (or Vice-Presidents if President is unable to attend)</u> (from even numbered Districts in even numbered years <u>or</u> ) <del>or Incoming (5) District Presidents (from odd numbered Districts</del></li> </ol>	<p>ten (10) District Presidents or Vice Presidents, Department Parliamentarian, NEC, Alternate NEC (in the event the NEC is not in attendance), and Sergeant at Arms will be allowed up to three days per diem plus mileage.</p> <ol style="list-style-type: none"> <li>2. One day per diem Department Hospital Chairman and Department Gift Shop Chairman.</li> <li>3. Up to two days per diem for Department Chairman called in per Bylaws, plus mileage.</li> </ol> <p>38. National Convention – The Department of North Dakota is allowed seven (7) delegates to attend the National Convention according to the National policy, <u>with an additional</u> six (6) delegates based on membership paid dues (as of June 1, 2024).</p> <ol style="list-style-type: none"> <li>a) Delegation Chairman – the Immediate Past Department President serves as the Delegation Chairman. In the event the Immediate Past Department President is unable to attend the National Convention, a Past Department President will be selected by the Immediate Past Department President to serve as the Delegation Chairman.</li> <li>b) Department President</li> <li>c) President-Elect</li> <li>d) Department Secretary</li> </ol>
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<p>c) Incoming President-Elect</p> <p>d) Department Secretary (in the absence of the Department Secretary, the Department Treasurer will attend).</p> <p>e) NEC</p> <p>f) Incoming (5) District Presidents (from even numbered Districts in even numbered years) or Incoming (5) District Presidents (from odd numbered Districts in odd numbered years).</p> <p>g) Additional (National) delegates will be based on membership numbers and should be chairmen or other leadership position that would like to attend but should not be selected two (2) years in a row.</p> <p>h) Delegate registration fees for all delegates and alternates will be paid by the Department.</p> <p>40. With the exception of the Department President, all National Convention delegates will be reimbursed for expenses accompanied with receipts up to \$800.</p> <p>a) Alternated delegates to the National Convention are not reimbursed for expenses.</p>	<p>in odd numbered years).</p> <p>g) Additional (National) delegates will be based on membership numbers and should be chairmen or other leadership position that would like to attend but should not be selected two (2) years in a row <b><u>in order to give other leadership an opportunity.</u></b></p> <p>h) Delegate registration fees <b><u>(\$35.00 as of 2024)</u></b> for all delegates and alternates will be paid by the Department.</p> <p><del>40</del><b>39.</b> With the exception of the Department President, all National Convention delegates will be reimbursed for expenses accompanied with receipts up to \$800, <b><u>as long as all meetings are attended at National Convention, or Delegate has an excused absence from the Delegation Chairman. The NEC is also excluded as they are reimbursed by National, not by the Department.</u></b></p> <p>a) Alternated delegates to the National Convention are not reimbursed for expenses <b><u>unless they take the place of a delegate that cannot attend the convention.</u></b></p> <p>b) <b><u>The Delegation Chairman shall select Department Officers or select from the alternate delegates to fill vacant National Convention delegate positions if not already named as attendees.</u></b> (Moved from 40.)</p> <p><del>41</del><b>40.</b> The two (2) Department Pages are <b><u>to be selected from the National Delegates attending</u></b> and shall be selected by the <b><u>Delegation Chairman</u></b> Department President from the District Presidents attending the convention. The Department President shall select Department Officers or select from the alternate delegates to fill vacant National Convention delegate positions if not already named as attendees. (Previous sentence moved to 39b.)</p>	<p>e) NEC</p> <p>f) Five (5) District Presidents (or Vice-Presidents if President is unable to attend) (from even numbered Districts in even numbered years or from odd numbered Districts in odd numbered years).</p> <p>g) Additional (National) delegates will be based on membership numbers and should be chairmen or other leadership position that would like to attend but should not be selected two (2) years in a row in order to give other leadership an opportunity.</p> <p>h) Delegate registration fees (\$35.00 as of 2024) for all delegates and alternates will be paid by the Department.</p> <p>39. With the exception of the Department President, all National Convention delegates will be reimbursed for expenses accompanied with receipts up to \$800, as long as all meetings are attended at National Convention, or Delegate has an excused absence from the Delegation Chairman. The NEC is also excluded as they are reimbursed by National, not by the Department.</p> <p>a) Alternate-delegates to the National Convention are not reimbursed for expenses unless they take the place of a delegate that cannot attend the convention.</p> <p>b) The Delegation Chairman shall select Department Officers or select from the alternate delegates to fill vacant National Convention delegate positions if not already named as attendees.</p> <p>40. The two (2) Department Pages are to be selected from the National Delegates attending and shall be selected by the Delegation Chairman</p>
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<p>41. The two (2) Department Pages are National Delegates and shall be selected by the Department President from the District Presidents attending the convention. The Department President shall select Department Officers or select from the alternate delegates to fill vacant National Convention delegate positions if not already named as attendees.</p> <p>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.</p> <p>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).</p> <p>a) Motion and amendments will be handwritten or typed, signed, and sent to the Department</p>	<p><del>42</del><b>41.</b> Department Officers, <b>Department Chairmen,</b> District Presidents and other Unit Members who plan to attend the National Convention <del>must confirm with the Department Office of their intent by June 1 prior to the Department Convention</del> <b>should indicate to the Department Secretary their intent prior to the June Department Convention</b> in order <b>for selection of delegates by the Delegate Chairman, and in order</b> to prepare packets for the Department Convention meeting of the National Convention Delegation.</p> <p><del>43</del><b>42.</b> All <del>motions and</del> amendments to the Constitution and Bylaws <b>and Standing Rules,</b> with <u>rationale for the change, and</u> 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). <b>Amendments are to be submitted without the full and complete knowledge of those members whose names are attached.</b> [Rearranged] [Added]</p> <p>a) <del>Motion and a</del> <b>Amendments submitted by Units or Members</b> will be <del>handwritten or typed, signed, and sent</del> <b>submitted</b> to the Department Secretary <b>for recording no later than 30 45 days prior to Winter Conference and 60 45 days prior to Department Convention.</b></p> <p>b) <b>Amendments submitted by Units and received and recorded by the Department Secretary will be reviewed by the 3 member C&amp;BL committee prior to publication by the Department Secretary to the Units.</b></p> <p>c) The Department Secretary will forward <b>C&amp;BL Committee reviewed</b> motions and amendments to all units for review <b>30 days prior to the Winter Conference or Department Convention.</b></p>	<p>41. Department Officers, Department Chairmen, District Presidents and other Unit Members who plan to attend the National Convention should indicate to the Department Secretary their intent prior to the June Department Convention in order for selection of delegates by the Delegate Chairman, and in order to prepare packets for the Department Convention meeting of the National Convention Delegation.</p> <p>42. All amendments to the Constitution and Bylaws and Standing Rules, with rationale for the change, and 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). Amendments are to be submitted without the full and complete knowledge of those members whose names are attached.</p> <p>a) Amendments submitted by Units or Members will be submitted to the Department Secretary for recording no later than 45 days prior to Winter Conference and 45 days prior to Department Convention.</p> <p>b) Amendments submitted by Units and received and recorded by the Department Secretary will be reviewed by the 3 member C&amp;BL committee prior to publication by the Department Secretary</p>
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Standing Rules Changes suggested by C&L Committee – Submitted by full committee members of Chloe Weyrauch (Chair), PDP Gloria Covert, Rose Laning, DP LoAnn Dick (Ad hoc member)

<p>Secretary no later than 30 days prior to Winter Conference and 60 days prior to Department Conventions.</p> <p>b) The Department Secretary will forward motions and amendments to all units for review.</p> <p>c) The Department Executive Committee shall review the amendments and motions at the Winter Conference or the Department Convention DEC meeting.</p> <p>d) The motions and amendments will be voted on at the next Department Convention.</p> <p>e) A copy of the meeting minutes showing approval or disapproval of motions and amendments shall be maintained in the same binder.</p> <p>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.</p>	<p>d) <u>The Department Executive Committee shall review the amendments <del>and motions</del> at the Winter Conference or the Department Convention DEC meeting <b>and recommend approval or disapproval and presentation to the general assembly for a vote.</b></u></p> <p>e) <u><b>Necessary amendments proposed after distribution or revision as shown in Section 1, may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the session prior to taking the vote.</b></u></p> <p>f) <u>The <b>All</b> motions and amendments will be voted on at the <del>next</del> Department Convention <b>by registered delegates. The presentation will be facilitated by the Constitution and ByLaws Committee.</b></u></p> <p>g) <u>A copy of the <b>Department Convention</b> meeting minutes showing approval or disapproval of <del>motions and</del> amendments shall be maintained in the same binder <b>and electronic form as outlined above.</b></u></p> <p><del>44</del><b>43.</b> Department Executive Committee meeting minutes should be distributed to all DEC Members for their review.</p> <p>a) Organization DEC minutes shall be read and approved by DEC at Winter Conference.</p> <p>b) Winter Conference DEC minutes shall be read and approved by DEC at Department Convention.</p> <p><del>45</del><b>44.</b> The Department internet shall be secured and not shared with any other organization.</p>	<p>to the Units.</p> <p>c) The Department Secretary will forward C&amp;BL Committee reviewed amendments to all units for review 30 days prior to the Winter Conference or Department Convention.</p> <p>d) The Department Executive Committee shall review the amendments at the Winter Conference or the Department Convention DEC meeting and recommend approval or disapproval and presentation to the general assembly for a vote.</p> <p>e) Necessary amendments proposed after distribution or revision as shown in Section 1, may be adopted by a two-thirds vote of the delegation, provided they have been read at one meeting of the session prior to taking the vote.</p> <p>f) All amendments will be voted on at the <del>next</del> Department Convention by registered delegates. The presentation will be facilitated by the Constitution and ByLaws Committee.</p> <p>g) A copy of the Department Convention meeting minutes showing approval or disapproval of amendments shall be maintained in the same binder and electronic form as outlined above.</p> <p>43. Department Executive Committee meeting minutes should be distributed to all DEC Members for their review.</p> <p>c) Organization DEC minutes shall be read and approved by DEC at Winter Conference.</p> <p>d) Winter Conference DEC minutes shall be read and approved by DEC at Department Convention.</p>
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<p>44. Department Executive Committee meeting minutes should be distributed to all DEC Members for their review.</p> <ul style="list-style-type: none"> <li>a) Organization DEC minutes shall be read and approved by DEC at Winter Conference.</li> <li>b) Winter Conference DEC minutes shall be read and approved by DEC at Department Convention.</li> </ul> <p>45. The Department internet shall be secured and not shared with any other organization.</p> <p>46. An American Legion Auxiliary member may serve only one term in her lifetime as Department President of the Department of North Dakota.</p> <p>47. Department Courtesies: The following courtesies will be given:</p> <ul style="list-style-type: none"> <li>a) Department pays the registration and banquet fees for the Department President for attending the Winter Conference and Department Convention.</li> <li>b) A Department gift to the outgoing Department President will be \$50.00 and purchased and presented by the immediate Past Department President.</li> <li>c) Reimbursement may be requested from Department funds with receipts.</li> </ul>	<p><del>46</del><b>45.</b> An American Legion Auxiliary member may serve only one term in her lifetime as Department President of the Department of North Dakota.</p> <p><del>47</del><b>46.</b> Department Courtesies: The following courtesies will be given:</p> <ul style="list-style-type: none"> <li>a) Department pays the registration and banquet fees for the Department President <del>and the</del> <b>NEC</b> for attending the Winter Conference and Department Convention.</li> <li>b) A Department gift to the outgoing Department President will be \$50<del>00</del><b>100</b>.00 and purchased and presented by the immediate Past Department President. <b><u>Reimbursement is to come from Department funds (with receipts).</u></b></li> <li><del>e) Reimbursement may be requested from Department funds with receipts.</del></li> <li>d) <del>e)</del> Upon the death of a Past Department President, the Department Treasurer will transfer <del>a</del> <b>\$25.00</b> memorial from the Department Memorial Fund to the Past Presidents Parley Fund.</li> </ul> <p><del>48</del><b>47.</b> Visiting National Guests. The following courtesies will be extended:</p> <ul style="list-style-type: none"> <li>a) Hotel accommodation and meals.</li> <li>b) The NEC is responsible for meeting the National guests upon arrival <b><u>and will provide a personal gift.</u></b> <del>And the purchase and presentation of a department gift for the National guest.</del></li> <li>c) Expenses incurred on behalf of the National</li> </ul>	<p>44. The Department internet shall be secured and not shared with any other organization.</p> <p>45. An American Legion Auxiliary member may serve only one term in her lifetime as Department President of the Department of North Dakota.</p> <p>46. Department Courtesies: The following courtesies will be given:</p> <ul style="list-style-type: none"> <li>a) Department pays the registration and banquet fees for the Department President and the NEC for attending the Winter Conference and Department Convention.</li> <li>b) A Department gift to the outgoing Department President will be \$100.00 and purchased and presented by the immediate Past Department President. Reimbursement is to come from Department funds (with receipts).</li> <li>c) Upon the death of a Past Department President, the Department Treasurer will transfer <del>a</del> <b>\$25.00</b> memorial from the Department Memorial Fund to the Past Presidents Parley Fund.</li> </ul> <p>47. Visiting National Guests. The following courtesies will be extended:</p> <ul style="list-style-type: none"> <li>a) Hotel accommodation and meals.</li> <li>b) The NEC is responsible for meeting National guests upon arrival and will provide a personal gift.</li> </ul>
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<p>d) Upon the death of a Past Department President, the Department Treasurer will transfer \$25.00 memorial from the Department Memorial Fund to the Past Presidents Parley Fund.</p> <p>48. Visiting National Guests. The following courtesies will be extended:</p> <p>a) Hotel accommodation and meals.</p> <p>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.</p> <p>c) Expenses incurred on behalf of the National guest are reimbursable with receipts.</p> <p>49. It is recommended that there be no exchange of gifts by any Department Officers, Department Chairmen, or District Presidents.</p> <p>50. The Department President-Elect will be the Department Membership Chairman and the Department Vice will serve as the Department Membership co-chairman.</p> <p>51. The Department Secretary will serve as the Department Public Relations Chairman.</p>	<p>guest are reimbursable with receipts.</p> <p><b><u>d) In addition, a \$100.00 Department gift will be given to the National President for their project. A \$50.00 Department gift will be given to the Northwest Division National Vice President.</u></b></p> <p><del>49</del><b>48.</b> It is recommended that there be no exchange of gifts by any Department Officers, Department Chairmen, or District Presidents.</p> <p><del>50</del><b>49.</b> The Department President-Elect will be the Department Membership Chairman and the Department Vice <b><u>President</u></b> will serve as the Department Membership co-chairman. <b><u>They will promote overall membership during their year in office.</u></b></p> <p><del>51. The Department Secretary will serve as the Department Public Relations Chairman.</del></p>	<p>c) Expenses incurred on behalf of the National guest are reimbursable with receipts.</p> <p>d) In addition, a \$100.00 Department gift will be given to the National President for their project. A \$50.00 Department gift will be given to the Northwest Division National Vice President.</p> <p>48. It is recommended that there be no exchange of gifts by any Department Officers, Department Chairmen, or District Presidents.</p> <p>49. The Department President-Elect will be the Department Membership Chairman and the Department Vice President will serve as the Department Membership co-chairman. They will promote overall membership during their year in office.</p>
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