



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~~ any funds including Girls State and Past Presidents Parley shall be signed by the Department Treasurer and/or Department Secretary.
 - 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, quarterly~~ via teleconference, video conference or email, regarding financial reports starting in July of the current administrative year to review the financial status of the Department. The Department Finance Board shall approve all year-end transfers and closing entries.
 - a.
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.—~~
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, ~~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.
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.
8. The Department President's stipend (\$800) shall be paid in quarterly installments (July, October, January, and April) with the first payment made within one week following installation.

- a) ~~As a courtesy to the Finance Board, Effective with administrative year 2019-2020, the Department President shall present receipts and log of expenses to the Department Secretary Treasurer quarterly. The Department Secretary Treasurer 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 (1/2 share) of housing accommodations at the designated hotel for Organizational meeting, Winter Conference, and Department Convention. ~~and National Convention.~~
 - c) ~~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.~~
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. ~~Receipts of transactions are to be forwarded to the Department Treasurer for auditing after Treasurers' return.~~
- a) ~~Receipts of transactions are to be forwarded to the Department Treasurer for auditing after returning to normal business.~~
 - b) ~~The Department Secretary shall have a minimum of ten (10) checks to use in the Department Treasurer's absence.~~
- ~~10. Department Bylaws: Article IX, Finance—Section 6. Department attendees of the National Department Leadership Conference (Spring) as determined by National Headquarters shall be reimbursed for expenses upon submission of an Expense Reimbursement form along with appropriate receipts not paid by National Headquarters.~~
10. The agenda for Winter Conference and Department Convention shall be ~~left set by the discretion of the~~ Department President and Department Secretary.
11. All appointed delegates at sessions of the American Legion Auxiliary National Convention and Department Convention must attend all business sessions. Unexcused absences from National Convention: ~~Northwest Division caucus, Constitution and Bylaws meeting and business sessions and all~~ business sessions of the Department Convention will cause forfeiture of per diem for that day.
- ~~a.~~
12. The Department President shall appoint a qualified Parliamentarian who is also a member of the American Legion Auxiliary. ~~This person shall be ratified by the at the next Department Convention. Department Executive Committee, meeting, at the Organizational meeting, along with any new Department Finance Board members, and the Girls State committee.~~
13. The Department President or appointed representative ~~will~~ 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 ~~\$10.00~~ \$20.00 per organization if they attend such meeting.

14. 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.
15. 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.
16. No special statewide Department project(s) shall be instituted without prior approval of the Department President and the Finance Board. ~~a majority, 51% or greater, of the Department Executive Committee.~~
17. 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.
19. ~~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.~~
18. ~~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~~ Treasurer 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.~~
19. The registration fee for the Winter Conference and the Department Convention shall be no greater than \$15.
20. 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)
21. The District President allotment (~~\$15.00 per unit~~) in their District 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.
22. The incoming District President will provide a Past District President's pin to the outgoing District President. This purchase is to be made ~~from~~ with District funds and shall be presented at the fall District meeting. The pin should be purchased from ~~American Legion Flag and Emblem Sales Catalog.~~
23. Required/Mandatory Contributions shall be paid by all Units by ~~November 1st~~ ~~October 31st~~ ~~NI~~ 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 Unit's District President and Department President. The 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.
24. The Department Secretary will mail ~~or email a packet on a regular basis~~ to each unit and assure that the mailings are ~~available archived~~ on the Department website (www.ndala.org), ~~Constant Contact (Department email)~~ also will be used for communications to members..
25. The Girls State registration fee and financial ~~budget decisions~~ shall be approved by the Girls State Board and presented to the ~~Finance Board Department Executive Committee~~ for final approval.
26. Poppy orders will be mailed to the units. ~~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.~~
27. The incoming District Presidents and Department Chairmen will meet with the outgoing District Presidents and Department Chairmen to exchange files before opening ceremony at ~~close of~~ the Department Convention. The files will include ~~if available,~~ three years of financial information and three years of administrative records; and for District Presidents, the District President Handbook will be included.
- ~~a) 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.~~
28. 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.
29. 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.
30. 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 ~~October~~ ~~September~~ 1st of the current administrative year.
31. The ~~District President of~~ 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.
32. The total annual dues of the Department of North Dakota shall be ~~thirty-one~~ ~~twenty-five~~ dollars (\$31.00) ~~(\$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 ~~eighteen~~ ~~(\$18.00)~~ ~~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.~~

33. 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, **Fall District Meeting**, Winter Conference, Department Convention, and/or National Convention).
- a) The Department Secretary will **review and sign**/~~approve~~ all Expenses Reimbursement forms, then forward same to the Department Finance Board Chairman for approval.
 - b) The Department Finance Board Chairman will **approve and** sign the expense reimbursement forms, then 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.
 - d) **All reimbursements that have been submitted, approved and paid cannot be changed.**
34. 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.
35. 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~~ **35a** and ~~38e~~ **35c** below.
- 35-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, **NEC, alternate NEC (will get paid if NEC not there) and Parliamentarian** will be allowed up to **one (1) day per diem and mileage.**
 2. One day for **Department Chairman members** called in per Bylaws **plus mileage.**
- 35-b. Winter Conference (in-state event):
1. Department Officers as defined in Bylaws; Department Finance Board (3 members); ~~and~~(10) District Presidents **or District Vice Presidents**, Department Parliamentarian, NEC, ~~Alternate NEC~~, and **Chairman 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 ~~per diem and~~ mileage reimbursement if they do not attend their appropriate committee meeting.
- 35-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), ten (10) District Presidents **or Vice Presidents**, Department Parliamentarian, **and NEC, and Alternate NEC and Sergeant At Arms** will be allowed up to two days **per diem and mileage.**
 2. **Two days per diem and mileage** for Department Chairman. ~~Department Hospital Chairman and Department Gift Shop Chairman~~

3. Two days **per diem and mileage** for members called in per Bylaws.
36. National Convention – The Department of North Dakota is allowed seven (7) delegates to attend the National Convention according to the National policy, ~~in with additional to~~ six (6) delegates based on membership paid dues.
- a) ~~Outgoing Immediate Past~~ Department President —serves as the Delegation Chairman. In the event the ~~(outgoing) immediate Past~~ Department President is unable to attend the National Convention, a Past Department President will be selected by the ~~(outgoing) immediate Past Department~~ President to serve as the delegation chairman.
 - b) ~~Incoming~~ Department President.
 - c) ~~Incoming~~ President-Elect.
 - d) Department Secretary. ~~(in the absence of the Department Secretary, the Department Treasurer will attend).~~
 - e) NEC. **Receives up to \$200 with receipts for expenses not covered by National.**
 - f) ~~incoming~~ Five (5) District Presidents **or Vice Presidents** (from even numbered Districts in even numbered years) or ~~incoming~~ five (5) District Presidents **or Vice Presidents** (from odd numbered Districts in odd numbered years).
 - g) Additional (National) delegates will be based on membership numbers and should be chairman or other leadership position that would like **opportunity** to attend **but they should be willing to take a leadership position for the upcoming year** but should not be selected two (2) years in a row.
 - h) Delegate registration fees for all delegates and alternates will be paid by the Department.
37. ~~With the exception of the Department President,~~All National Convention delegates will be reimbursed for expenses accompanied with receipts up to \$800. **Alternate delegates to the National Convention are not reimbursed for expenses.**
38. The two (2) Department Pages ~~are will be~~ National Delegates and shall be selected by the ~~Department President Delegation Chairman~~ from 2 of the 5 District Presidents attending the convention. ~~The Department President 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.~~
39. Department Officers, **Department Chairman**, District Presidents and other members ~~Unit~~ who plan to attend the National Convention must confirm with the Department Office of their intent by June 1 ~~prior to the Department in order~~ to prepare packets for the Department Convention meeting of the National Convention Delegation.
40. All motions and amendments to the Constitution, ~~and~~ Bylaws **and Standing Rules**, 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 **submitted by units or members, which will be** handwritten or typed, signed, and sent to the Department Secretary **for recording** no later than ~~30~~ 45 days prior to Winter Conference and 90 days prior to Department Conventions.

- b) The Amendment Committee ~~Department Executive Committee~~ shall review the amendments and motions prior to the ~~Winter Conference and~~ the Department Convention ~~DEC meeting~~.
 - c) The Department Secretary will forward ~~all reviewed motions and~~ amendments to all units for review ~~30 days prior to the Winter Conference and Department Convention~~.
 - 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 ~~as shown above in the same binder~~.
 - f) The ~~Department Vice~~ District Presidents will look over the Standing Rules at the Organizational Meeting and familiarize themselves on what they are and learn to ask questions if they do not understand them. ~~They review the motions and amendments annually and bring revisions and recommendations to the DEC at the annual organizational meeting.~~
41. Department Executive Committee meeting minutes should be distributed to all DEC Members for their review.
- a) Organizational 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.
42. The Department internet shall be secured and not shared with any other organization.
- ~~44. An American Legion Auxiliary member may serve only one term in her lifetime as Department President of the Department of North Dakota.~~
43. Department Courtesies: The following courtesies will be given:
- a) Department pays the registration and banquet fees for the Department President ~~and NEC~~ for attending the Winter Conference and Department Convention.
 - b) A Department gift to the outgoing Department President will be ~~\$50.00~~ \$100.00 and purchased and presented by the immediate Past Department President. Reimbursement ~~may be~~ is requested from Department funds with receipts.
 - c) 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.
44. Visiting National Guests. The following courtesies will be extended:
- a) Hotel accommodation 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.~~ Expenses incurred on behalf of the National guest are reimbursable with receipts.
 - c) ~~The Department will present the National guest with a \$100 monetary gift for their project. A \$50 monetary gift to the Northwest Division Vice President.~~
45. It is recommended that there be no exchange of gifts by any Department Officers, Department Chairmen, or District Presidents ~~unless they want to~~.

46. The Department ~~President-Elect~~ Vice President will be the Department Membership Chairman along with the ten District Presidents. Chairman will be reimbursed for mileage (at rate set by the DEC) for attending Fall District meetings only.
47. The Department can pay for the President's pins only. The President reimburses the Department as the pins are sold. If President wants to sell anything else that cost is her responsibility.
48. Amendment Committee:
 - a. The Committee is made up of three members with one being a Past Department President and all 3 in good standing. They review all recommendations and motions to come before the assembly at the Department Convention.
 - b. This committee is appointed by the Department President requiring all amendments and motions to be submitted to them, so they have time to go through them. All amendments and motions presented shall be in writing and signed by two qualified members of the American Legion Auxiliary. The committee will read, study and eliminate duplication. Make certain they are in the correct form. This committee can if it wishes, report an amendment or motion with "No recommendation".
49. Courtesy Resolution: The Department President appoints one member to read the courtesy resolution at the Department Convention.
50. Poppy Poster winners in each age group will receive a twenty-five-dollar (\$25) gift card, from Children and Youth fund.
51. Americanism Essay winners in each age group will receive twenty-five-dollar (\$25) gift card, from Children and Youth fund.
52. The Department's Finance Chairman is an appointed position. This position serves as an ex-officio member of the DEC and is required to attend Department Executive Committee meetings with voice, no vote.
53. No Department Officer or Department chairman should be assigned or appointed to hold more than one (1) office, chairmanship or committee position at one time.
54. Members do not sell raffle tickets for their towns or any other organization at the Winter Conference and Department Convention.
- ~~55. The Department Secretary will serve as the Department Public Relations Chairman.~~
55. The new incoming Department President right after being sworn and reading of the selection of all Chairman, and any changes that must be made within the year and any new committees, including the Girls State Board, Finance Board and the parliamentarian. The President calls for the motion to ratify ALL appointments. A member in the assembly stands and makes the motion. "I make a motion to ratify all the selections of chairman and committees made and listed and AUTHORIZE to fill any appointments which become vacant later, plus any new committees that arise. No additional action on ratification needs to be made as they are covered in this motion.
56. Organizational Meeting. This meeting is for the New Department President to meet with her board and tell them what is expected of them and if they have any questions to ask to find out. The Finance Board is there to do the budget and when done the District President go over to understand it. The Department President calls the DEC to order to just approve the budget, when that is done, she closes the DEC meeting. As the Department President can talk, text or email them their jobs.

Certified this 21st day of July 2022: Corrections made to Rule 23, Rule 50, and addition of Rule 51 by Marcy Schmidt, Department Secretary.

Certified this 23rd day of July 2024: Correction to Rule 39 adopted by the General Assembly of the 2024 Department Convention, session held on June 23, 2024. Marcy Schmidt, Department Secretary.