

American Legion Auxiliary

Department of North Dakota



Constitution, Bylaws, Standing Rules and Policies

Revised: June 2026

(Document for review by unit members before 2026 Department Convention set for June 26-28, 2026)



Incorporated

DEPARTMENT CONSTITUTION

For God and Country, we associate ourselves together for the following purposes: *To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of the American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.*

ARTICLE I NAME

SECTION 1. The name of this organization shall be the AMERICAN LEGION AUXILIARY, Department of North Dakota, Inc., and each local Auxiliary Unit shall be known as the American Legion Auxiliary Unit, attached to _____ Post No ____.

ARTICLE II OBJECTS

SECTION 2. The objects of the American Legion Auxiliary shall be the same as those expressed in the preamble to the Constitution of the American Legion.

ARTICLE III NATURE

SECTION 1. The American Legion Auxiliary is a civilian veteran service organization.

SECTION 2. The American Legion Auxiliary shall be non-political and shall not be used for the dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE IV ELIGIBILITY

SECTION 1. Membership in the American Legion Auxiliary shall be limited to the:

1. Mothers, grandmothers, sisters, spouses and direct and adopted female descendants (daughters and granddaughters), of members of the American Legion; and,
2. Mothers, grandmothers, sisters, spouses, and direct and adopted **female** descendants (daughters and granddaughters), of all men and women who served in either of the following periods:
 - a. April 6, 1917, to November 11, 1918
 - b. And any time after December 7, 1941, to the date of cessation of hostilities as determined by the Government of the United States

who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge:

3. Mothers, grandmothers, sisters, spouses, and direct and adopted **female** descendants (daughters and granddaughters), of all men and women who served in the Armed Forces of the United States during either of the following periods:

- a. April 6, 1917, to November 11, 1918
- b. And any time after December 7, 1941, to the date of cessation of hostilities as determined by the Government of the United States.

and died in the line of duty or after honorable discharge.

4. To those women who of their own right are eligible for membership in the American Legion.

SECTION 2 There shall be two classes of membership, Senior and Junior.

- (a) Senior membership shall be the functioning (or active) group, composed of members over the age of eighteen years; provided, however, that a spouse under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues for both classes shall be paid annually or for life.

ARTICLE V DEPARTMENT ORGANIZATION

SECTION 1. The American Legion Auxiliary - Department of North Dakota, Inc., shall be organized into ten geographical Districts and these, in turn, into Units.

SECTION 2. All District organizations shall be subject to the jurisdiction of the American Legion Auxiliary - Department of North Dakota, Inc.

SECTION 3. Each District shall be governed by a District Constitution.

ARTICLE VI ELECTION OF DEPARTMENT OFFICERS

SECTION 1. The Department Convention shall elect the following term-limited Department Officers: **Department President**, Department President-Elect, a Department Vice-President, Department Secretary, Department Treasurer, Department Historian and Department Chaplain. The officers serve one term or until their successors are elected, and a term starts upon the adjournment of the convention at which they were elected and ends at the adjournment of the following convention.

~~In odd numbered years~~, A National Executive Committeeman shall be elected for a two-year term and can only do 3, 2-year terms for a total of 6 years and does not have to be served consecutively. ~~starting in 2017~~.

SECTION 2. The ~~retiring outgoing~~ Department President shall serve as National Convention Delegation Chairman and will also serve as Department National Security Chairman and the Alternate National Executive Committeeman **until such time as the midyear National Executive Committee meeting has been held and this person will receive no pay or have no vote.** ~~This person will also remain on the Department Executive Committee without vote.~~

The alternate to the Alternate National Executive Committeeman shall be the current serving President of the Department.

SECTION 3. One District President and one District Vice-President shall be elected for a two-year term, odd numbered Districts in odd numbered years and even numbered Districts in even numbered years, from the ten geographical Districts.

ARTICLE VII DEPARTMENT EXECUTIVE COMMITTEE

SECTION 1. Between Department Conventions, the administrative power shall be vested in the Department Executive Committee (DEC), which shall be composed of the Department President, National Executive Committeeman, Department President-Elect, Department Vice-President, Department Secretary, Department Treasurer, Department Chaplain, Department Historian, ten District Presidents **and Chairman of the Finance Board (advisory member, with no vote).**

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

A special DEC meeting (outside of Winter Conference and Department Convention) can be called by the President or a minimum of three members of the DEC to conduct necessary business. This may occur as an in-person or virtual event.

SECTION 2. A report on the Department Executive Committee sessions shall be presented at the Department Convention for reading and approval at the general session.

SECTION 3. All Past Department Presidents who retain their membership in a North Dakota Unit of the American Legion Auxiliary shall be members for life of the Department Executive Committee, without vote and without expense allowance from the Department.

ARTICLE VIII DEPARTMENT CONVENTION

SECTION 1. The legislative body of the American Legion Auxiliary shall be the Department Convention to be held annually at the same time and place as the convention of the American Legion.

SECTION 2. Delegates to the Department Convention. The convention delegates shall be composed of Department Officers, Chairmen of standing committees, Past Department Presidents so long as they remain members of a Unit in this Department, Presidents of Units, and one delegate for every thirty members or major fraction thereof whose dues have reached Department Headquarters by midnight thirty (30) days before such convention.

Each delegate whose convention registration fee has been paid shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the delegates present from the unit. Department Officers, Chairmen, and Past Department Presidents shall be entitled to vote with their Unit delegation, provided they are present at said Department Convention.

SECTION 3. Unit delegates. All delegates and alternates shall be elected at a regular or special meetings of the Auxiliary Unit at least thirty (30) days before the annual Convention, and the names of such delegates shall be certified to the Department Secretary at least twenty (20) days prior to the Department Convention. In case of the inability of all the duly elected delegates and alternates to attend the Department Convention, the Unit President may appoint one or more delegates to fill vacancies. If delegates and alternates are elected at a special meeting of the Auxiliary Unit, the meeting must be specifically called for the purpose and members duly notified of the purpose of the meeting.

SECTION 4. National Delegates. Delegates to the National Convention shall be elected at the Department Convention as follows: The incoming Department President (to be installed), National Executive Committeeman, the outgoing Department President (Chairman of the Delegation) and the Department Secretary shall be delegates **ex-officio**, odd numbered Districts to be represented in the odd numbered years, even numbered Districts to be represented in even numbered years and said delegates to be nominated at their respective District meeting. In the event of the inability of the Department Secretary **or the Department Secretary** to attend the National Convention, **the Outgoing Department President will appoint a Past Department President to fill the that position as delegate. The Department Treasurer shall be the alternate delegate for the Department Secretary.**

SECTION 5. Quorum. A quorum shall exist at a Department Convention when **one-fourth, 20 percent** of the Units are represented as a whole or in part.

ARTICLE IX UNIT ORGANIZATION

SECTION 1. Units shall be chartered by the National President and National Secretary upon receipt of the Charter application properly executed and accompanied by the per capita dues and individual membership record forms. Application for Unit Charters shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the Unit is attached and said Charter shall be closed thirty (30) days after the application has been signed by the Commander of said Legion Post.

SECTION 2. A fee of \$10.00 shall accompany each application for a permanent charter.

- SECTION 3. With the sole exception of the Department Headquarters Unit the minimum **number of memberships to charter** a Unit shall be ten (10) Senior members. **Once chartered, there is no minimum membership requirement.** The Department Headquarters Unit shall have no minimum membership requirement.
- SECTION 4. A Unit shall be given the name and the number of The American Legion Post to which it is attached.
- SECTION 5. Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws except that no person who is a member of an organization which has for its aim the overthrow of the United States government by force or violence or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.
- SECTION 6. When a Unit ceases to function, or its charter has been revoked or cancelled; the Charter, all Unit records and funds shall be immediately forwarded to Department Headquarters. The disbanded unit's check for the remaining funds, shall be sent to Department Headquarters, indicating in the memo field which American Legion Auxiliary program they wish the funds to go to. **A unit does not cease to exist until after the National Convention where it is voted on.**
- SECTION 7. No person may, at any time, be a member of more than one Unit.
- SECTION 8. Any member in good standing in a Unit shall be entitled to transfer to another Unit.
- State Life Members (SLM's) may transfer only to another unit in the Department of North Dakota.**
- SECTION 9. Any member in good standing wishing to transfer to another Unit must present to the new Unit their current membership card. Upon acceptance of the transfer application by the new Unit, the Unit Secretary will complete the certification of transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.
- SECTION 10. Any Unit member may withdraw providing the current dues are fully paid. Upon withdrawal, however, that member shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said dues are paid.

In the event a member wishes to move their membership from one Unit to another during the current year, it shall be done by transfer and not by withdrawal.

- SECTION 11. The Secretary and/or Treasurer of the Unit shall be bonded, such position bond being available through National Headquarters.

ARTICLE X UNIT OFFICERS

- SECTION 1. Each Auxiliary Unit shall elect annually a President, one or more Vice-Presidents, **Recording Secretary, Corresponding Secretary (if possible),** Secretary, Treasurer, Historian, Chaplain and Sergeant-at-Arms.

ARTICLE XI UNIT EXECUTIVE COMMITTEE

- SECTION 1. Each Unit shall have an Executive Committee which shall consist of the President, one or more Vice-Presidents, Secretary, **Recording and/or Corresponding** Treasurer and two or three members-at-large elected by the Unit.

ARTICLE XII FINANCE

- SECTION 1. The revenue of the American Legion Auxiliary, Department of North Dakota, Inc., shall be derived from annual membership dues and from such other sources as may be determined by action of the Department Convention or by the Department Executive Committee.
- SECTION 2. **The President, Secretary, Treasurer and Chairman of the Finance Board are authorized to execute contracts on behalf of and for the benefit of the American Legion Auxiliary, Department of North Dakota, Inc., upon two-thirds (2/3) approval of a specially called Department Executive Committee meeting.**

DISCIPLINE
ARTICLE XIII

- SECTION 1. The Department Executive Committee, after notice and hearing, may recommend to the National Executive Committee the suspension or revocation of the Charter of any Unit in this Department when such Unit violates the Constitution of the National Organization or of this Department, or fails to discipline any of its members for any such violation and may provide for the ~~governing~~ governing and administration of such Unit during suspension or upon revocation.
- SECTION 2. No unit (or any member thereof) shall circulate ~~materials~~ materials/literature ~~about any other unit (or member thereof)~~ without the consent of the Department Executive Committee.
- SECTION 3. All elected and appointed Department Officers and Chairpersons at Department level may be removed from office for failure to perform their duties, dishonesty, or public conduct detrimental to or causing dishonor to the American Legion Auxiliary by vote of the appropriate Executive Committee and shall be replaced by the proper procedure. The Officer or Chairman involved shall be notified by certified mail, so there is no chance of disputing the person getting notification, in this regard prior to official action and shall be accorded the courtesy of explanation or resignation.
- SECTION 4. Any Unit officer or member may be removed from their office and or unit for failure to perform their duties, dishonesty or public conduct detrimental to or causing dishonor to the American Legion Auxiliary by review by the appropriate Executive Committee. The person involved shall be notified by certified mail so there is no chance of disputing the person getting notification. All unit members will receive office members shall receive official notification about the meeting before the vote is taken on the issue. The vote requires a majority of all members to be present at the meeting or by email or mail. The member may transfer to another accepting unit or transfer to the Department 500 Headquarters Club.

ARTICLE XIV
AMENDMENTS

- SECTION 1. This Constitution, or any part thereof, may be amended at any Department Convention by a two-third vote of the delegates present, provided that such amendments shall have been submitted through the Department Secretary as shown in Standing Rule # 40. ~~to the Units at least thirty (30) days prior to the convening of the next Department Convention; provided further, it may be amended by the unanimous vote of any Convention without notice; provided further, that all proposed amendments shall be read at regular session of the Convention at least twenty-four (24) hours before the vote is taken thereon.~~
- SECTION 2. 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.
- SECTION 3. This Constitution and the Department Bylaws shall also be amended to conform to the National Constitution and Bylaws.



DEPARTMENT BYLAWS

ARTICLE I

SECTION 1. The American Legion Auxiliary, Department of North Dakota Inc., shall be divided into ten geographical Districts, the boundaries of which shall be the same as those of The American Legion, Department of North Dakota.

ARTICLE II DEPARTMENT OFFICERS

SECTION 1. The Department Officers of the American Legion Auxiliary shall be elected annually by secret ballot. Nominations shall be made from the floor. A majority of the votes cast shall be necessary to elect. If there is only one candidate for an office to be filled, the election shall be by voice vote.

SECTION 2. They shall enter upon the duties of their offices from the time of election and retain office until retired by their successor.

SECTION 3. Any vacancies occurring in any of the elective offices of the Department of North Dakota except that of President shall be filled by the Department Executive Committee. Voting shall be by ballot.

SECTION 4. The National Executive Committeeman and Alternate NEC shall serve as provided by the Constitution of the National Organization and shall be required to give a full report of the work to the Department Convention.

SECTION 5. Every Department Officer handling American Legion Auxiliary fund must be bondable to be covered by the Blanket Position Bond provided by National Headquarters.

SECTION 6. An American Legion Auxiliary member may serve only one term in their lifetime as Department President of the Department of North Dakota.

SECTION 7. To be eligible for election as President, a member must have maintained residency within the State of North Dakota or the bordering counties, for no less than six (6) consecutive months immediately preceding the election date.

ARTICLE III DUTIES OF DEPARTMENT OFFICERS

SECTION 1. Department President. It shall be the duty of the Department President to preside at all meetings of the Department in Convention assembled, and the Department Executive Committee, to enforce a strict observance of the Constitution, ~~and~~ Bylaws ~~and the Standing Rules;~~ ~~and~~ perform such other duties as custom and parliamentary usage require; ~~and to~~ appoint all chairman ~~officers or committee~~ not otherwise provided for. ~~The Department President serves as ex-officio without vote on all standing and special committees. The President will vote to break a tie. The Department President serves ex-officio on the Finance Board with no vote, except when one of the three (3) members is absent.~~

SECTION 2. Department President-Elect. ~~(1) Shall become President at the beginning of the succeeding year. (2) (1) Shall assist the President in every way possible, and such duties as may be assigned. to her. (3) (2) Act as the President's representative when requested. (4) (3) Serve as ex-officio member without vote on all standing and special committees. (5) Assume the duties of the President in case of resignation or death until the post is filled in accordance with the Bylaws.~~

- SECTION 3. Department Vice-President. (1) Shall serve as an aide to the President. (2) Presides when called upon by the Department President or when the Department President is absent. (3) Shall be appointed by the Department President to a Chairmanship. (4) Shall assume the duties of the Department President in the event of resignation or death until the position is filled in accordance with the Bylaws.
- SECTION 4. Department Secretary. It shall be the duty of the Department Secretary to perform all secretarial duties and others which are usually incident to such office, shall prepare and submit an annual report of the office to the Department Convention, and shall receive such salary as shall be recommended by the Finance Board and approved by the Department Executive Committee to be fair and reasonable, together with such expenses for office as the Executive Committee shall deem reasonable and necessary for the proper performance of said duties. **The Department Secretary will serve as ex-officio on the Finance Board with no vote and will serve on the Department Executive Committee with a vote.**
- SECTION 5. Department Treasurer. The Department Treasurer shall perform the duties usually incident to such office. The Department Treasurer shall receive such salary as shall be recommended by the Finance Board and approved by the Department Executive Committee to be fair and reasonable, together with such other expenses as the Department Executive Committee shall deem reasonable and necessary for the proper performance of said duties. **The Department Treasurer will serve as ex-officio on the Finance Board with no vote and will serve on the Department Executive Committee with a vote.**
- SECTION 6. Department Chaplain. The Department Chaplain shall offer prayer at the opening of each official session of the Department Conferences and Conventions and perform such duties as the Department President may direct and shall have a vote **on the Department Executive Committee.**
- SECTION 7. Department Historian. The Department Historian shall compile a historical record of the Department and members thereof and shall perform such other duties as are incident to such office and shall have a vote **on the Department Executive Committee.**
- SECTION 8. District Presidents. The District Presidents shall preside over **at least one** two District meetings annually. They will endeavor to visit as many Units as possible, aid in their work, and organize new Units.
- SECTION 9. Department Officers. It shall be the duty of all Department Officers to attend all Department **Conventions meetings** during their incumbency in office **and shall have a vote on the Department Executive Committee.**

ARTICLE IV
DEPARTMENT EXECUTIVE COMMITTEE

- SECTION 1. Between Department Conventions, the administrative power shall be vested in the Department Executive Committee which shall be composed of the Department's President, President-Elect, Vice President, Secretary, Treasurer, **Historian**, Chaplain, Finance Board Chairman and the ten District Presidents **and National Executive Committeeman.**

The National Executive Committeeman shall be an advisory member of the Department Executive Committee.

The appointed Parliamentarian serves as an advisory member of the Department Executive Committee.

All Department Officers and the ten District Presidents are required to attend all DEC meetings, organizational meeting, Winter Conference, and Department Convention unless there is an approved absence.

Two-thirds of the Department Executive Committee with (7) District Presidents in attendance shall constitute a quorum of the DEC.

- SECTION 2. A report on the Department Executive Committee meetings shall be presented by the Department Secretary at the **Winter Conference and** Department Convention.
- SECTION 3. All Past Department Presidents who retain their membership in a North Dakota Unit of the American Legion Auxiliary shall be members for life of the Department Executive Committee, without vote and without expenses allowance from the Department.

ARTICLE V
DEPARTMENT EXECUTIVE BOARD

- SECTION 1. The members of the Department Executive Board are the Department President, President-Elect, Vice-President, Secretary, Treasurer and Finance Board Chairman.
- SECTION 2. Meetings of the Department Executive Board will be for emergency matters that require immediate action between Department Executive Committee meetings **and held upon the call of the Department President or upon request of any Department Executive Committee member.**
- SECTION 3. Due to the emergency nature of the meetings conducted by the Department Executive Board, members will meet via phone or video conference capabilities available to the individual members **and will need a 1/3 quorum to make a decision on the issue.**

ARTICLE VI
DEPARTMENT HEADQUARTERS

- SECTION 1. Department Headquarters of the Department shall be in the city in which the Department Secretary resides.

ARTICLE VII
DEPARTMENT COMMITTEES

- SECTION 2. The newly elected Department President upon **installation at the Department Convention assuming office** shall **formally** appoint the following Standing Committees **and Parliamentarian**, which shall be in existence until such new Committees shall be appointed by the succeeding Department President, to wit:
1. Americanism Chairman. ~~Committee, consisting of one member.~~
 2. Children and Youth Chairman. ~~Committee, consisting of one member.~~
 3. Community Service Chairman. ~~Committee, consisting of one member.~~
 4. Constitution and Bylaws Chairman. ~~Committee, consisting of one member.~~
 5. Education Chairman. ~~Committee, consisting of one member.~~
 6. Finance Board: **Members to be appointed by the Department President and consisting of at least one Past Department President and term of maximum of six (6 years). Retain one committee member each year. Eligibility for appointment shall require knowledge of finances and the American Legion Auxiliary.**
 7. Girls State Committee
 - a) The Girls State Committee shall consist of five members. At a given time, three people shall be serving on a three-year term, and two people shall be serving on a one-year term. Each year the Department President shall appoint one member to serve a three-year term, and two members to serve one-year terms.
 - b) The Department President, with the aid of the Girls State Committee, shall appoint the Girls State Director from within the Girls State Committee. The Girls State Director will serve as Chairman of the Girls State Board. If a committee member leaves mid-term, the Department President shall appoint someone to fill that position. If the member leaving was serving as the Director, the Department President will first fill the vacant committee position, and then the Department President and Girls State Committee of five shall appoint a new Director from within the Committee.
 - c) The Girls State Board shall consist of the Girls State Committee, the Department President, the Department Secretary, and the Department Treasurer. The Department President, Department Secretary and the Department Treasurer shall serve as ex-officio members of the Girls State Board.

8. Junior Activities Chairman. ~~Committee, consisting of one member.~~
9. Leadership Chairman. ~~Committee, consisting of one member.~~
10. Legislative Chairman. ~~Committee, consisting of one member.~~
11. Membership Committee, consisting of a chairperson in addition to the ten District Presidents.
12. National Security Chairman. ~~Committee, consisting of one member, which is the immediate Past President.~~
13. Poppy Chairman. ~~Committee, consisting of one member.~~
14. Public Relations Committee: ~~Work on FaceBook, newsletter and press releases.~~
15. Past Presidents Parley Committee, consisting of the Past Presidents Parley President and the Secretary. The ~~Past Presidents Parley~~ Secretary shall be the outgoing Department President ~~National Executive Committeewoman,~~ and the outgoing Past Presidents Parley President shall be the outgoing Past Presidents Parley Secretary. ~~The Parley President will judge the Parley Nursing and Grace Holmes scholarships. They can appoint someone to help review all the school applications.~~
16. Veterans Affairs and Rehabilitation Committee, consisting of the Veterans Affairs and Rehabilitation Chairman, a Hospital Fund Fargo VAMC Coordinator, and Gift Shop chairmen
17. ~~Communications Committee, consisting of a chairman and two additional members with the terms of normal office being three years with two members holding over annually.~~
18. Strategic Plan Committee. ~~New plan for future of the Auxiliary.~~

~~SECTION 2. The Girls State Committee, Parliamentarian, and Finance Board members who are newly appointed are subject to the ratification of the Department Executive Committee at the Organizational meeting, except for the Department Convention Chairman and the Past Presidents Parley Committee.~~

ARTICLE VIII FINANCE COMMITTEE

SECTION 3. The Department Finance Board, with the Department ~~Secretary and~~ Treasurer as ex-officio ~~members,~~ shall perform the following:

- a) Prepare a department budget annually.
- b) Supervise the funds under the budget.
- c) Invest permanent funds and have general oversight of the financial welfare of the organization.
- d) Authorize a CPA ~~auditor, with no Auxiliary connection,~~ to complete a ~~yearly review~~ every five years ~~and/or upon election of a new Treasurer. A full audit can be requested by a majority of the DEC.~~

ARTICLE IX FINANCE

SECTION 4. Annual dues shall be payable annually following convention for the succeeding calendar year. A member failing to pay such annual dues by January thirty-first shall be classed as delinquent and shall be suspended from all membership privileges provided, however, such suspended member shall be notified in writing by the Secretary of the Unit of such suspension prior thereto. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December thirty-first of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without voting of the Unit, where the Constitution of the Unit requires vote

on application for membership, and the payment of all past dues, or by re-establishing eligibility and making application as a new member.

SECTION 5. In addition to the dues per capita per annum conforming to the National organization's rate, the Department per capita dues per annum shall be as indicated in the Department Standing Rules. (See Standing Rule #32).

This shall include a subscription to the American Legion Auxiliary National Magazine for senior members and a subscription to the Department publication, *The Message*.

SECTION 6. The **local** Unit shall determine the amount of the **local unit** dues.

SECTION 7. All National Convention Delegates will be paid with receipts. (see Standing Rule #37).

SECTION 8. Department Officers, Department Chairmen, Department Committee members and other auxiliary members who may be called in to report or present subject matter expertise at Department meetings shall be allowed mileage and per diem **and for Winter Conference only mileage is given as outlined in Standing Rule #35**. The amount is to be determined annually by recommendation of the Department Finance Board, subject to the approval of the Department Executive Committee.

An Expense Reimbursement form along with appropriate receipts shall be submitted to the Department Headquarters for review and approval by the Department Secretary and the Department Finance Board Chairman prior to reimbursement being made.

SECTION 9. ~~The Two Department attendees of the National Department Leadership Conference (Spring) as determined by National Headquarters 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.~~

SECTION 10. Each District President shall be **allowed reimbursement**, according to number of Units, for visitation of Units and for work of the organization. Amount to be determined by recommendation of the Finance Board.

ARTICLE X UNIT ELECTIONS

SECTION 1. All Unit elections shall be held either in the month of April or May at a regular or special meeting at least thirty days (30) prior to the annual Convention of the North Dakota Department of the American Legion Auxiliary.

SECTION 2. Newly elected and installed officers shall assume office at the first regular Unit meeting in June, as outgoing officers must finish their year with their Memorial Day plans and Poppy distribution.

SECTION 3. Annual reports of Unit Officers and chairmen shall be given, and installation of officers shall be held at the next regular meeting or special meeting following their election.

SECTION 4. If Unit officers are elected at a special meeting of the Auxiliary Unit, the meeting must be specifically called for that purpose and members duly notified of the purpose of the meeting.

ARTICLE XI PARLIAMENTARY RULING

SECTION 1. Robert's Rules of Order, Newly Revised, shall govern all **meetings and** Conventions of this Department on all points not covered by this Constitution and Bylaws.

ARTICLE XII AMENDMENTS

SECTION 1. These Bylaws, or any part thereof, may be amended at any Department Convention by a two-thirds vote of the delegates present, providing that such amendment shall have been submitted through the Department Secretary to the Units at least thirty (30) days prior to the convening of the next Department Convention; providing further, it may be amended by the unanimous vote of any convention, without notice; providing further that all proposed amendments shall be read at a regular session of the Convention at least two (2) hours before vote is taken thereon.

ARTICLE XIII
CANDIDATES

SECTION 1. Candidates for elective offices shall be introduced and given an opportunity to speak not to exceed five minutes when in attendance at any Unit or District meeting and at the Department Convention.

SECTION I Candidates for all elected Department Offices will be introduced at the Winter Conference **and Department Convention**. Candidates for elected offices shall be introduced and given an opportunity to speak not to exceed five minutes when in attendance at any Unit or District meeting, **and at Winter Conference**, and **at the** Department Convention.

CERTIFICATION

- Amended 6/30/2013 at Department Convention. Certified by Catherine Olson, 2013-2014 Department Secretary
- Article VI amended 6/27/2015 at Department Convention. Certified by Catherine Olson 2014-2015 Department Secretary
- Article VI of the Department Constitution amended 6/26/2016 at Department Convention. Certified by Shirley Montgomery 2016-2017 Department Secretary.
- Article VI and VII of the Department Bylaws amended 6/26/2016 at Department Convention. Certified by Shirley Montgomery 2016-2017 Department Secretary.
- ARTICLE VIII- FINANCE SECTION 2 of the Department Bylaws amended 6/28/2019 at Department Convention. Certified by Marcy J. Schmidt, Department Secretary
- DEPARTMENT CONSTITUTION AND BYLAWS -reviewed and revised by Committee in admin years 2019 and 2020, approved by General Session on June 26, 2021. Certified by: Marcy J. Schmidt, Department Secretary (6/27/2021-membership eligibility revised to National Constitution)
- Article VII Department Bylaws Section 1: (Constitution and Bylaws Committee)-Recommendation presented by Department President and Department Constitution Bylaws Chairman on Sunday, June 23, 2024, to the 2024 Department Convention General Assembly; approved by General Session on June 23, 2024. Certified this 22nd day of July 2024 by: Marcy J. Schmidt, Department Secretary.



DEPARTMENT STANDING RULES (proposed by CBSR Committee - DMK, Chair)

SECTION I - Department Chairmen, Appointment, and Committees

1. **All Department Chairmen** will develop a 'Program Action Plan,' formally using the National Program Action Plans, as a guideline, and submit their Program Plan of Action to the Department Secretary no later than October 1, of the current administrative year. These plans are assembled and distributed to units in mail packets and made available on the department website.
2. **Department Officers or Department Chairmen** 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.
3. **Department Chairmen** - the following chairmen are selected/ appointed by the incoming Department President. (*Job Descriptions for Department Officers, Department Chairmen, and Appointed Positions and Committees are available in Department Policies and Procedures Document*)
 - a) **Americanism**
 - b) **AEF/ Auxiliary Emergency Fund**
 - c) **Cavalcade of Memories**
 - d) **Children and Youth**
 - e) **Community Service**
 - f) **Constitution, Bylaws, and Standing Rules (CBSR)**
 - g) **Education**
 - h) **Junior Activities**
 - i) **Leadership**
 - j) **Legislative**
 - k) **Membership** - The Department Vice President will be the Department Membership chairman along with the ten (10) District Presidents. The Department Membership Chairman will be reimbursed for mileage (at rate set by the Department Executive Committee) for attending Fall District meetings only.
 - l) **National Security** - The outgoing Department President is assigned this chair and serves as the National Security chair until a new Department President is installed.
 - m) **Poppy** - Poppy orders will be mailed to units.
 - n) **Public Relations**
 - o) **VA&R -The Gift Shop Chairmen**, (VAMC Fargo) and ND Veterans Home at Lisbon) shall submit an annual report and a copy of financial reports and books, to the Department Secretary no later than ten (10) 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 VA&R Chaiman one week prior to Department Convention.
 - p) **VA&R - Fargo Gift Shop**
 - q) **VA&R Hospital Representative**
 - r) **VA&R (Noth Dakota Veterans Home-Lisbon) Git Shop**

4. **Appointment to the VAMC-Fargo** – The incoming Department President shall make the following appointments, subject to approval by the National Organization.
 - a. **VA&R (VAVS Representatives and VAVS Deputies) to VAMC-Fargo**

5. **Appointments for Conferences, Conventions, and Department Operations** – the incoming Department President makes the following appointments to perform specific duties at Department events, to assist in managing Department operations and business, and to assure appropriate management of the Flickertail Girls State Program.
 - a. **Parliamentarian**
 - b. **Amendments, Resolutions, and Motions** – The Department President will appoint a three-member Amendments, Resolutions, and Motions Committee prior to the Department Convention. This committee consists of (3) members in good standing. The duties of the committee include, but are not limited to:
 - i. Review all amendments, resolutions, and motions to come before the general assembly of the Department Convention.
 - ii. All amendments, resolutions, and motions shall be in writing and signed by two (2) qualified members of the American Legion Auxiliary.
 - iii. The committee will read, study, and eliminate duplication, assure the amendments, resolutions, and motions are in correct form.
 - iv. This committee shall report to the Convention assembly with one of the following recommendations.
 1. Recommend Adoption as Presented
 2. Recommend Adoption with Revisions
 3. Recommend Do Not Adopt
 - c. **Sergeant-at-Arms**
 - d. **Finance Committee** (3-members with one serving as the Finance Board Chairman)
 - i. This 3-member committee consists of three (3) members in good standing with one being a Past Department President.
 - e. **Flickertail Girls State Director and Committee Members**

6. **Special Committees** – Committees may be appointed on a time-limited basis, by the Department President to manage, study, and make recommendations to resolve issues that may arise affecting Department business, or related to a specific issue or project. Examples of committees include:
 - a. Communications Committee
 - b. Strategic Planning Committee
 - c. Special Projects and Initiative Committees

7. **Non-Appointed Committees**
 - a. **Past Presidents Parley**

8. **NEC – National Executive Committeeman** is an advisor to the Department Executive Committee and serves at the National level.
 - a. This position is elected at the Department Convention in even-numbered years for a two (2) year term.

- b. This position is limited to three (3) 2-year terms in lifetime.

SECTION II - Department Conferences and Conventions

1. Department Conventions/Conferences

- a. Agendas for Winter Conference and Department Convention shall be set by and planned by the Department President and Department Secretary.

2. Department President Appointees

- a. **Department Officers and Department Chairmen** should not be assigned or appointed to hold more than one (1) office, Chairmanship or committee position at one time.
- b. **Parliamentarian** - The Department President shall appoint a qualified Parliamentarian who is also a member in good standing of the American Legion Auxiliary. The parliamentarian shall attend all Department Executive Committee meetings as an advisor with no vote. This person shall be ratified by the general assembly at the Department Convention
- c. **Amendments, Resolutions, and Motions Committee** - The Department President appoints a three (3) member Amendment, Motions, and Resolutions Committee before the Department Convention.
- d. **Amendments, Resolutions, and Motions - Notification to Units and Members**
 - i. Amendments, Resolutions, Motions - All motions and amendments to the Constitution, Bylaws, and Standing Rules, with applicable dates and original signatures, are to be maintained permanently in a 3-ring binder (hard copy paper) and electronic form (thumb drive or cloud storage).
 - ii. Motions 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 forty-five (45) days prior to Winter Conference and ninety (90) days prior to Department Conventions.
 - iii. The Amendment Committee shall review the amendments and motions prior to the Winter Conference and the Department Convention DEC meeting.
 - iv. The Department Secretary will forward all reviewed motions and amendments to all units for review thirty (30) days prior to the Winter Conference and Department Convention.
 - v. The motions and amendments will be voted on at the next Department Convention.
 - vi. A copy of the meeting minutes showing approval or disapproval of motions and amendments shall be maintained as shown above in the same binder.
- e. **Courtesy Resolutions** - The Department President appoints one member to read the courtesy resolutions at the Department Convention.
- f. **Sergeant-at-Arms** - the Department President appoints one member to serve as Sergeant-at-Arms for sessions of the Department Convention. This appointment should be made from members attending the conference or convention. This appointee does not receive reimbursement of expenses. It is the responsibility of the Sergeant-at Arms to keep order in the meeting hall and to escort guests to the podium.

- g. **Finance Board Chairman** - The Department Finance Chairman is appointed by the incoming Department President. This position serves as an ex-officio member of the DEC and is required to attend all Department Executive Committee meetings with voice, no vote.
- h. **Girls State Director and Board** - The incoming Department President appoints the Girls State Director and the Girls State Committee members.
- i. **Sergeant-at-Arms**

3. Department Conferences and Conventions

- a. **Attendance Requirements** - All Department Officers shall attend all business sessions of the Department Convention, unless excused in advance by the Department President. Required meetings include the Department Executive Committee (DEC) meeting and all business sessions of the Department Convention. Failure to attend required sessions may result in partial forfeiture of expense reimbursement.
- b. **Exchange of Chairman Records** - The incoming Department Chairmen will meet with the outgoing Department Chairmen and the incoming Department President to exchange files before the close of the Department Convention. Files should include three (3) years of financial information and three (3) years of administrative records and notes including Program Action Plans and "The Message" articles.

4. Organizational Meeting

- a. **The Organizational meeting** is for the new (installed) Department President to meet with her Department Executive Committee (DEC) to discuss the vision for the administrative year.
- b. **Finance Board** - the Finance Board attends the organizational meeting to produce and present the Department's budget for the new administrative year.
- c. **Department President** - the Department President calls the Department Executive Committee (DEC) meeting to order to approve the department budget and ratify any appointments made and then closes the meeting.
- d. **Motion to Ratify Appointments by Department President** -The Department President should read the selection of all chairmen, including the Girls State Board, Finance Board, and Parliamentarian, as well as any changes that must be made during the year and/or new committees.
 1. The Department President calls for a motion to ratify all appointments at her Organizational Meeting.
 2. A member of the Department Executive Committee stands and makes a motion to ratify all appointees.
 3. "I make a motion to ratify selection of all chairmen, and committees made and listed and authorize to fill any appointment which may 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."

5. National Convention

- a. **Delegates to the National Convention** must attend all business sessions unless excused by the Department Delegation Chair. These meetings include the Constitution and Bylaws

meeting, the Northwest Division Caucus, and all business sessions of the National Convention. Absence will cause partial forfeiture of expense reimbursement.

- b. **Pages** – the one (1) Department Page will be a National Delegate and shall be selected by the Delegation Chairman from one (1) of the five (5) District Presidents attending the convention.

- c. **Members Planning to Attend National Convention** - Department Officers, Department Chairmen, District President and other members in good standing who plan to attend the National Convention must confirm with the Department Office their intent by June 1. This will allow preparation of adequate convention materials for distribution to National Convention delegates at the Department Convention meeting of National delegates.

SECTION III – Department Staff and Operations

1. If either the Department Secretary or the Department Treasurer decide not to run for re-election, they shall notify the Department President in writing prior to Winter Conference. All units will be notified in writing by the Department Secretary.

2. The Department Secretary will mail or email a packet on a regular basis to each unit and assure that the mailings are available and archived on the Department website, (www.ndala.org). Constant Contact (department online newsletter) also will be used for additional communications with members.

3. The Department Secretary will develop a working calendar listing operation deadline for “The Message,” Unit Mailing Packets, National Program Action Plans, etc.
 - a. Share the calendar with all DEC members and Department Chairmen at the Organization meeting each year.
 - b. This calendar should also appear on the Department webpage. (www.ndala.org)

4. The department’s internet shall be secured and not shared with any other organization.

SECTION IV – DISTRICT PRESIDENTS

1. **District Financial Reports**
 - a. All District President shall prepare a written financial statement of District funds and made available to members at the Spring District meeting with a copy forwarded to the Department Secretary.

 - b. The Department Secretary will forward the District Statements to the Department President and Department Finance Board members.

2. The registration fee for Fall and Spring District meetings shall be no greater than **five dollars (\$5)** per member. District Presidents may revise registration to less than five dollars (\$5).

- a. The Finance Committee may recommend a change to this fee and present it to the Department Executive Committee for approval.
 - b. The funds collected at District Meetings are to be presented to the District President to defray expenses incurred on District/Unit business.
- 3. Department Convention**
- a. The incoming District Presidents will meet with the outgoing District Presidents and the incoming Department President to exchange files before the close of the Department Convention. Files should include three (3) years of financial information and three (3) years of administrative records and notes including District meeting minutes, and "The Message" articles written by the appropriate District President.
- 4. Department President's Recognition Event** - The District President of the Department President's home District 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.
- 5. Department and District Governing Documents** - District President should review the Department Governing Documents (CBSR) to familiarize themselves with the documents and are encouraged to ask questions if something is not clear.

SECTION V - FINANCE

1. **Annual Dues**- The total annual dues of the Department of North Dakota shall be thirty-one (\$31.00) dollars per annum for senior members and seven dollars and fifty cents (\$7.50) per annum for junior members, transmitted annually through the Department Secretary to the Department Treasurer. This shall include the National and Department per capita as follows:
 - a. National dues of eighteen (\$18.00) dollars per annum for senior members and Department dues of thirteen (\$13.00) dollars for senior members; and shall include the National and Department per capita per annum as follows for junior members, National dues of two dollars and fifty cents (\$2.50) for junior members and Department dues of five (\$5.00) dollars per annum for junior members.
2. **Deposits of Funds** - All monies, including special projects and Past Department President Parley Dues, shall be processed and deposited by the Department Secretary or Department Treasurer in the Department's designated financial institution.
3. **Withdrawals of Funds** - the Department Treasurer and/or Department Secretary shall sign withdrawals of any funds including Girls State and Past Presidents Parley.
 - a. A statement of funds issued, and financial reports forwarded monthly to the Department President, Department Secretary, Department Finance Board members, and the NEC.
 - b. The Past Presidents Parley President shall receive a monthly statement of Parley funds.
 - c. The Girls State Director shall receive a monthly statement of Girls State funds.

4. **General Funds** – Withdrawals on the General Fund, not included in the annual budget for the current year, for an amount over one hundred (\$100) dollars must be approved by the Department Secretary and the Department Finance Board Chairman.
5. **Absence of the Department Treasurer** – In the event of a 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 the organization.
 - a. Receipts of transactions are to be forwarded to the Department Treasurer for auditing upon Treasurer's return.
6. **Statewide Fundraising Projects** – No statewide project(s) shall be instituted without prior approval of the Department President and the Finance Board.
7. **Community Raffle Tickets** – Members do not sell raffle tickets for their towns or any other organization at the Winter Conference and Department Convention.
8. **Financial Reports** – The Department Treasurer shall issue financial reports monthly and quarterly.
 - a. Monthly reports shall be sent to the Department Secretary for the Department Office file.
 - b. The Department Treasurer shall forward monthly reports to the Department President, NEC, and three (3) members of the Finance Board.
 - c. Quarterly reports shall be sent to the Department Executive Committee.
9. **Department Chairmen (Winners of Department Contests)**
 - a. **Americanism Essay Contest** – Department winners of the Americanism Essay Contest in each age group will receive a twenty-five (\$25) gift card, from Children and Youth funds.
 - b. **Poppy Poster Contest** – Department winners of the Poppy Poster Contest in each age group will receive a twenty-five (\$25) gift card, from Children and Youth funds.
10. **District President Allotment** - The District President allotment of fifteen (\$15.00) dollars per unit in their District shall be applied each year with no carry over.
 - a. District Presidents may submit an "Expense Reimbursement Form" along with appropriate receipts and/or odometer reading to the Department Secretary for District related activity on an annual basis or as needed.
11. **Department Finance Board** – The Department Finance Board shall communicate quarterly, starting in July of the administrative year to review Department financial reports and issues related to the work of the Department. These meetings may be via teleconference, video conference, or email.
 - a. The Department Finance Board shall approve all year-end transfers and closing entries.
 - b. The Department Finance Board - shall review per diem and mileage reimbursements annually and make recommendations to the Department Executive Committee if changes are required.
 - c. The Department Executive Committee must approve or disapprove any changes to the rates and may authorize revisions to the Department Standing Rules related to those changes.
12. **Registration Fee of Department Winter Conference and Department Convention** – The registration fee for the Winter Conference and the Department Convention shall be no greater than fifteen (\$15)

dollars. The Finance Committee may recommend a change to this fee and present it to the Department Executive Committee for approval.

13. **Expense Reimbursement – Department Conferences and Conventions** –Department Officers or Department Chairmen, living within twenty (20) miles of the Department Winter Conference or Department Convention, or any other Department meeting will be allowed no per diem and no mileage.

14. Expense Reimbursement – Department Conferences and Conventions

- a. **Per Diem** of fifty (\$50) dollars will be paid to Department Executive Committee members and Department Chairmen only when attending in-state events as indicated for Department Convention, Organization Meeting, and National Convention.
- b. **Organizational Meeting of the Department Executive Committee (DEC)** (in-state event):
 - i. Department Officers as defined in the Bylaws, 3-member Department Finance Board, ten (10) District Presidents or District Vice Presidents (in absence of District Presidents), NEC, Alternate-NEC (may be paid if NEC does not attend), and the Department Parliamentarian will be allowed up to one (1) day per diem and mileage
 - ii. One day Per Diem plus mileage, for Department Chairmen called in per Bylaws.
- c. **Winter Conference (in-state event):**
 - i. Department Officers as defined in the Bylaws, 3-member Department Finance Board, ten (10) District Presidents or District Vice Presidents (in absence of District Presidents), NEC, and the Department Parliamentarian, and Chairmen called in per Bylaws will receive mileage only.
 - ii. Members of the Department Executive Committee and/or the Finance Board will forfeit mileage reimbursement if they do not attend their appropriate committee meeting.
- d. **Department Convention (in-state event):**
 - i. Department Officers as defined in the Bylaws, 3-member Department Finance Board, ten (10) District Presidents, or District Vice Presidents (in absence of District Presidents), NEC, and the Department Parliamentarian, will be allowed up to two (2) days per diem and mileage.
 - ii. Two (2) days per diem and mileage for Department Chairmen.
 - iii. Two (2) days per diem and mileage for members called in per Bylaws.
- e. **National Convention** – The Department of North Dakota is allowed seven (7) delegates to attend the National Convention according to the National policy, with up to six (6) additional delegates based on paid membership dues.
 - i. 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, the immediate Past Department President will select a Past Department President to serve as the Delegation Chairman.

- ii. In addition to the Delegation Chairman, the following Department Officers are to be included and registered in the delegate count.
 1. Department President (to be installed at National Convention)
 2. Department President-Elect
 3. Department Secretary
 4. NEC - (Receives up to two hundred (\$200) dollars with receipts for expenses not covered by National.)
 5. Five (5) District Presidents or District Vice Presidents (from even numbered Districts in even numbered years) or five (5) District President or District Vice Presidents (from odd numbered District in odd numbered years.)
 6. Additional (National) delegates will be based on membership numbers and should be chairmen or other leadership position that would like opportunity to attend but should be willing to take a leadership position for the upcoming year and should not be selected two (2) years in a row.

- f. **Delegate registration fees** to National Convention will be paid by the Department for all delegates and alternates.

- g. All **National Convention Delegates** will be reimbursed for expenses accompanied by receipts up to eight hundred (\$800) dollars.

- h. **Alternate delegates** to the National Convention are **not** reimbursed for expenses.

- 15. **Expense Reimbursement - Department Conferences and Conventions** - The expense for Department Convention will be paid for all Department Officers and Department Chairmen as recommended by the Finance Board and approved by the Department Executive Committee. This information will appear on the "Expense Reimbursement Form" submitted by department office and/or chairmen.
 - a. Chairmen expenses are to be taken from their respective funds and:
 - b. Department Officer's expenses from the General Fund.

- 16. **Expense Reimbursement - Department Conferences and Conventions - Submission of Expenses** - To receive reimbursement, submit all expenses with receipts to the Department Secretary within two weeks after the qualifying event ends; this includes Organization Meetings, Winter Conference, Department Convention, National Convention, and Fall District Meetings (Department Membership Chair).
 - a. The Department Secretary reviews and signs as reviewed all Expense Reimbursement Forms, then forward to the Department Finance Board Chairman for approval.
 - b. The Department Secretary will return incorrect Expense Reimbursement Forms to the submitter for correction.
 - c. The Department Finance Board Chair reviews and signs as approved the Expense Reimbursement Forms, then forward same to the Department Treasurer for payment.
 - d. The Department Treasurer will disburse payment within fourteen (14) days of receipt from the Department Finance Chairman.
 - e. Once submitted, approved, and paid, reimbursement requests cannot be revised. Payment of the Expense Reimbursement Request is final.

17. Courtesies

- a. The Department President or the 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 twenty dollars \$20 per organization if they attend such meeting.
 - b. **Department Courtesies:** The following courtesies will be given:
 - i. The Department pays the registration fees for the Department President and the NEC when attending the Winter Conference and Department Convention.
 - ii. The Department pays the banquet fees for the Department President, NEC, and their guests when attending the Winter Conference and Department Convention.
 - iii. A department gift to the outgoing Department President will be \$100 and purchased and presented by the immediate Past Department President. Reimbursement may be requested from Department funds with receipts.
 - iv. Past Department President pin (ordered by the Department Staff through Legion Emblem Sales or designed by a local jeweler) will be presented to the outgoing Department President upon the installation of the successor.
 - v. Upon the death of a Past Department President, the Department Treasurer will transfer twenty-five dollars (\$25) memorial from the Department Memorial Fund to the Past President Parley Fund.
 - c. **Visiting National Guests:** the following courtesies will be extended to National Auxiliary guests when visiting North Dakota.
 - i. Hotel accommodation and meals, including department banquet tickets.
 - ii. The NEC is responsible for meeting the National Guest upon arrival. Expenses incurred on behalf of the National guest are reimbursable with receipts.
 - iii. The Department will present the National Guest with a one hundred dollars (\$100) monetary gift for their project.
 - iv. A fifty dollar (\$50) monetary gift will be presented to the Northwest Division National Vice President when visiting North Dakota.
18. **Department Presidents Project** – The Department will pay for the Presidents Project pins only. The funds are reimbursed to the department as pins are sold. If the President wishes to sell other merchandise, the cost is the Department President responsibility.
19. **Department President's Stipend** – The Department President stipend eight hundred (\$800) shall be paid in quarterly installments (July, October, January, and April), with the first payment made within one week following installation.
- a. The stipend payments are an allowance to defray travel, housing, meals, and other expenses incidental to duties of the office of Department President.

- b. 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, Department Convention.
 - c. As a courtesy the Department President shall present a log of expenses to the Department Treasurer.
 - d. The following courtesies will be extended to the Department President: banquet tickets and registration fee for Winter Conference, and Department Convention.
20. **Units** - All units shall pay an annual seven dollars (\$7.00) Fidelity Bond. This expense will appear on the Required Contributions Form as an annual mandatory contribution. *(Approved by DEC on 7/21/2022)*
21. **Units** - Required/Mandatory Contributions shall be paid by all units by November 1, each administrative year.
- a. The Department Secretary will notify delinquent units by December 31.
 - b. A copy of the notification shall be sent to the Unit's District President and Department President.
 - c. The list of delinquent units will be read at the Winter Conference DEC meeting.
 - d. If no action is taken by the Unit prior to Winter Conference, the Department Executive Committee will discuss and decide on a course of action.
22. **Flickertail Girls State Program**
- a. The Girls State registration fee and Girls State Program budget shall be approved by the Girls State Board.
 - b. The Girls State budget is to be presented to the Department Finance Board for recommendation to the Department Executive Committee at the Organizational Meeting.
 - c. The Department Executive Committee gives final approval of the Girls State budget.
23. **Flickertail Girls State Program - Eligibility** - Out-of-state students wishing to attend American Legion Auxiliary Flickertail Girls State must be members of the North Dakota American Legion Auxiliary.
24. **LEGAL** - Requests for legal advice must be submitted by letter, signed by the Department President to the Department of North Dakota American Legion Judge Advocate.