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.

A National Executive Committeeman shall be elected to a two-year term and may serve no more than three two-year terms, for a total of six years. The terms need not be consecutive.

SECTION 2 The outgoing Department President shall serve as National Convention Delegation Chairman, Department National Security Chairman, and Alternate National Executive Committeeman until the conclusion of the midyear National Executive Committee meeting. During this period, the outgoing Department President shall receive no compensation and shall have no vote. The outgoing Department President shall also remain a nonvoting member of the Department Executive Committee.

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, administrative authority shall be vested in the Department Executive Committee (DEC). The voting members of the DEC shall be the Department President, Department President-Elect, Department Vice-President, Department Secretary, Department Treasurer, Department Chaplain, Department Historian, and the ten District Presidents. The National Executive Committeeman, Department Parliamentarian, and Chairman of the Finance Board shall serve as advisory members without vote.

The current Alternate National Executive Committeeman shall serve as a nonvoting advisory member of the Department Executive Committee until the conclusion of the midyear National Executive Committee meeting.

Special DEC meetings may be called by the Department President or by at least three members of the DEC to conduct necessary business. Such meetings may be held in person or virtually.

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 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 Convention Delegates. Delegates to the National Convention shall be elected at the Department Convention as follows: The incoming Department President, (to be ratified), the National Executive Committeeman, the outgoing Department President, who shall serve as Delegation Chairman, and the Department Secretary shall serve as delegates. In odd-numbered years, District Presidents from odd-numbered districts shall serve as delegates; in even-numbered years, District President from even-numbered districts shall serve as delegates. The Department Treasurer shall serve as the alternate delegate for the Department Secretary. If both the Department Secretary and Department Treasurer are unable to attend the National Convention, the outgoing Department President shall appoint a Past Department President to fill the delegate position.

SECTION 5 Quorum. A quorum shall exist at a Department Convention when twenty percent (20%) 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.

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, 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, 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. Any contract other than a lease for office or equipment space shall require approval by two-thirds of the DEC members at a specially called Department Executive Committee meeting.

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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 and administration of such Unit during suspension or upon revocation.

SECTION No Unit or any member shall circularize any other Unit member thereof, without the consent of the Department Executive Committee

SECTION 3 Any elected or appointed Department Officer or Department-level Chairperson may be removed from

office for failure to perform the duties of the position, dishonesty, or public conduct detrimental to or bringing discredit upon the American Legion Auxiliary. Removal shall require approval by the appropriate Executive Committee, and any resulting vacancy shall be filled in accordance with the applicable procedures. Before any official action is taken, the affected Officer or Chairman shall be notified by certified mail, with proof of delivery, of the grounds for the proposed removal and shall be afforded an opportunity to provide an explanation or submit a resignation.

ARTICLE XIV
AMENDMENTS

SECTION 1 Units or members may submit motions and amendments. Each submission must be handwritten or typed, signed, and sent to the Department Secretary for recording no later than forty-five (45) days before the Winter Conference or ninety (90) days before the Department Convention.

SECTION 2 Necessary amendments proposed after distribution or revision as shown in Section 1, may be adopted by a two-third (2/3) 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 funds 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 (1) term in their lifetime as Department President of
The Department of North Dakota.

SECTION 7 To be eligible for election as Department President, a member shall have resided for at least six (6) months either within the State of North Dakota or in an adjacent state at a location within one hundred (100) miles of North Dakota. For purposes of this section, residency shall be determined in accordance with North Dakota Century Code § 54-01-26.

ARTICLE III
DUTIES OF DEPARTMENT OFFICERS

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

SECTION 2 Department President-Elect. The Department President-Elect shall assist the Department President in the discharge of the duties of that office; perform such additional duties as may be assigned by the Department President; act as the representative of the Department President when so designated; and serve as Chairperson of such committee as may be designated by the Department President.

SECTION 3 Department Vice-President. The Department Vice-President shall: assist the Department President in the discharge of the duties of that office; preside at meetings upon the request of the Department President or in the Department President's absence; serve as Chairperson of such committee as may be designated by the Department President; and upon the resignation or death of the Department President, exercise the powers and perform the duties of that office until the vacancy is filled in accordance with these Bylaws.

SECTION 4 Department Secretary. The Department Secretary shall perform all duties which are usually incident to such office, shall prepare and submit an annual report of the Department Executive Committee activity to the Department Convention, and shall receive a fair and reasonable salary as recommended by the Finance Board and approved by the Department Executive Committee, together with such expenses for office as the Department Executive Committee shall deem reasonable and necessary for the proper performance of said duties. The Department Secretary serves as ex-officio without vote on all standing and special committees. The Department Secretary serves 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 and shall receive a fair and reasonable salary as recommended by the Finance Board and approved by the Department Executive Committee, together with such expenses for office as the Department Executive Committee shall deem reasonable and necessary for the proper performance of said duties. The Department Treasurer serves as ex-officio without vote on the Finance Board and the Girls State Board. The Department Treasurer serves 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 serves on the Department Executive Committee with a vote.

SECTION 7 Department Historian. The Department Historian shall compile an annual historical record of the Department and members thereof and shall perform such other duties as are incident to such office and serves on the Department Executive Committee with a vote.

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SECTION 8 District Presidents. District Presidents shall preside over two (2) 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 meetings during their incumbency in office and shall serve on the Department Executive Committee with a vote.

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, the ten (10) District Presidents, National Executive Committeeman, Finance Board Chairman, and Parliamentarian.

All Department Officers and the ten (10) District Presidents are required to attend all DEC meetings, organizational meeting, Winter Conference, and Department Convention unless there is an approved absence. Two-thirds (5) of the Department Officers with (7) District Presidents in attendance shall constitute a quorum of the Department Executive Committee.

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

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

The appointed Finance Board Chairman shall serve as an advisory member of the Department Executive Committee.

SECTION 2 The Department Secretary shall present a report on the Department Executive Committee meetings at the Winter Conference and Department Convention executive meetings.

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 V
DEPARTMENT EXECUTIVE BOARD

SECTION 1 Members of the Department Executive Board are the Department's President, President-Elect, Vice-President, Secretary, Treasurer, and Finance Board Chairman. The Finance Board Chairman has a vote on the Department Executive Board.

SECTION 2 Meetings of the Department Executive Board shall 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 three (3) Department Officers.

SECTION 3 Due to the emergency nature of meetings conducted by the Department Executive Board, members will meet via phone or video conference capabilities available to the individual members and shall have a fifty percent attendance (3) members to meet quorum.

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 1 The newly elected Department President upon installation at the Department Convention shall formally appoint the following Standing Committees and Department Parliamentarian which shall be in existence until such new Committees shall be appointed by the succeeding Department President.

1. **Americanism Chairman.**
2. **Auxiliary Emergency Fund (AEF) Chairman.**
3. **Children and Youth Chairman.**
4. **Community Service Chairman.**
5. **Constitution and Bylaws Chairman**
6. **Education Chairman.**

7. **Finance Board.**

   a. The Finance Board shall consist of three (3) members appointed or reappointed by the Department President. At least one (1) member shall be a Past Department President, and each member shall possess knowledge of financial matters and the American Legion Auxiliary.

   b. Finance Board members shall serve staggered three-year terms, with one member appointed each year. No member shall serve more than two (2) three-year terms, for a total of six (6) years, whether or not such terms are consecutive. The member serving the third year of a term shall serve as Chairman of the Finance Board.

   c. If a vacancy occurs before the expiration of a term, the Department President shall appoint a qualified member to serve the remainder of the unexpired term.

8. **Girls State Committee**.

   a. The Girls State Committee shall consist of five (5) members appointed by the Department President. Three (3) members shall serve staggered three-year terms, and two (2) members shall serve one-year terms. Each year, the Department President shall appoint one (1) member to a three-year term and two (2) members to one-year terms.

   b. The Department President, in consultation with the Girls State Committee, shall appoint the Girls State Director from among the members of the Committee. The Girls State Director shall serve as Chairman of the Girls State Board. If a vacancy occurs on the Committee before the expiration of a member's term, the Department President shall appoint a successor to serve the remainder of the unexpired term. If the vacancy is in the office of Girls State Director, the Department President shall first fill the vacant Committee position and shall thereafter, in consultation with the full five-member Committee, appoint a new Girls State Director from among the members of the Committee.

   c. The Girls State Board shall consist of the five (5) members of the Girls State Committee, together with the Department President, Department Secretary, and Department Treasurer, each of whom shall serve as an ex-officio member of the Board.

9. **Junior Activities Chairman.**
10. **Leadership Chairman.**
11. **Legislative Chairman.**
12. **Membership Chairman**, consisting of a chairman in addition to the ten (10) District Presidents representing the appropriate district.
13. **National Security Chairman.**
14. **Past Presidents Parley Committee**. The committee shall consist of the Parley President and Parley Secretary.
    a. The outgoing Parley Secretary shall serve as the Parley President
    b. The immediate outgoing Department President shall serve as the Parley Secretary.
    c. The Parley President shall be responsible for judging the Past Presidents Parley Nursing Scholarship and the Grace Holmes, MD, Scholarship applications.
15. **Poppy Chairman.**

16. **Public Relations Chairman.**
17. **Strategic Planning Committee. (Instituted by National organization 2026-2027)**
18. **VA&R (Veterans Affairs and Rehabilitation Committee) – three (3) members**

    a. VA&R Gift Shop Chairman for the VAMC- Fargo

    b. VA&R Department Hospital Representative VAMC-Fargo

    c. VA&R Gift Shop Chairman for the North Dakota Veterans Home-Lisbon, ND

19. **The Department Parliamentarian, Girls State Committee, and Finance Board members** who are appointed or reappointed are subject to the ratification of the Department Executive Committee at the Organizational meeting.

20. The Department Convention Chairman and the Past President Parley Committee are exempt from the ratification process.

ARTICLE VIII
FINANCE COMMITTEE

SECTION 1. 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 certified public accountant to conduct a financial review at least once every five (5) years and upon the election of a new Department Treasurer. A full financial audit may be requested by a majority vote of the Department Executive Committee.

ARTICLE IX
FINANCE

SECTION 1 Annual dues for the succeeding calendar year shall become payable following the Department Convention. A member, whose annual dues remain unpaid as of January 1, shall be deemed delinquent and suspended from all privileges of membership; provided, however, that before the suspension becomes effective, the Unit Secretary shall give the member written notice of the impending suspension. A suspended member shall be restored to active membership upon payment of all delinquent dues. A member whose dues remain unpaid as of December 31 of the year of delinquency shall be removed from the membership rolls. Thereafter, the former member may be readmitted only upon payment of all delinquent dues and approval by vote of the Unit Constitution requires a vote on membership applications, or by reestablishing eligibility and applying as a rejoined member.

SECTION 2 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.

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 3 The Unit shall determine the amount of the unit dues.

SECTION 4 All National Convention Delegates will be paid with receipts as indicated in the Standing Rules.

SECTION 5 Department Officers, Department Chairmen, Department Committee members, and other Auxiliary members requested to provide reports or subject-matter expertise at Department meetings shall be eligible for mileage and per diem reimbursement in accordance with the Standing Rules. Reimbursement rates shall be established annually upon the recommendation of the Department Finance Board with approval by the Department Executive Committee.

Completed Expense Reimbursement Forms, together with all required receipts, shall be submitted to Department Headquarters. No reimbursement shall be issued until the request has been reviewed by the Department Secretary and approved by the Finance Board Chaiman.

SECTION 6 District Presidents shall be allowed compensation, 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 with approval by the Department Executive Committee.

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 FOR DEPARTMENT OFFICE

SECTION 1 Candidates for elective department offices shall be endorsed by their unit.

SECTION 2 Candidates for all elective Department Offices will be introduced at Winter Conference and Department Convention. Candidates for elective offices shall be introduced and given an opportunity to speak not to exceed five minutes at a Unit, District, Winter Conference and 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.
- Document was provisionally approved at 2026 Department Convention General Assembly with revisions as submitted by the committee chair with further revisions to be clarified by the CBSR Committee. Document amended 6/27/2026 at 2026 Department Convention. Certified by Marcy J. Schmidt, Department Secretary on October 5, 2026.