AMERICAN LEGION

AUXILIARY

Department of South Dakota



STANDING RULES

Revised October 2026

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THE STANDING RULES OF THE DEPARTMENT OF SOUTH DAKOTA AMERICAN LEGION AUXILIARY ARE:
Code: R means REVISED N means NEW

I. NATIONAL EXECUTIVE COMMITTEEMAN

1. The National Executive Committeeman will travel to Indianapolis for the Mid-Winter NEC meeting with National covering their expenses.

2. The National Executive Committeeman will receive complimentary tickets for joint banquets, Auxiliary banquets and luncheons at Mid-Winter and the Department Convention. At the National Convention, they will receive a complimentary ticket for the States Dinner. (R2017)

3. The National Executive Committeeman (NEC) shall receive room and mileage for attending Mid-Winter Conference and the Department Convention. (R2017)

4. The National Executive Committeeman (NEC) shall serve as the official host for all National Visitors and shall conduct introductions at all related events. Prior to May 1, the NEC, the Incoming Leading Candidate for President and the Department Secretary shall collaborate to develop up to three proposed itinerary options, including dates and scenarios, for the National President's visit for the upcoming year. National Headquarters shall be responsible for travel expenses to South Dakota for the National Guest. The Department of South Dakota shall cover transportation within the state, a standard hotel room and meals for the NEC during the National Visitor's visit. The Department shall pay for a standard hotel room for the Department president from the General Fund during the visit. The Department of South Dakota shall provide a welcome gift basket for the National Visitor with a budget not to exceed $50.00. (N2026)

II. IMMEDIATE PAST PRESIDENT/ NATIONAL SECURITY CHAIRMAN

1. The National Security Chairman shall be responsible for the laying of the poppy wreath for the American Legion Auxiliary Department annually on Memorial Day at the Black Hills National Cemetery. The National Security Chairman shall arrange for an alternate to attend the ceremony if the National Security Chairman cannot attend. (N2017)

2. The National Security Chairman shall be responsible for obtaining a poppy wreath. A new wreath is to be made, or purchased, when the condition warrants replacement. The National Security Chairman will pick up the Auxiliary wreath and pass it on to the future National Security Chairman at the Department Convention. (N2017)

3. The National Security Chairman is to receive room allowance, and round-trip mileage to go to the National Cemetery on Memorial Day to lay the wreath. Should an alternate have to attend they would be reimbursed for room (if needed), and round-trip mileage. (R2025)

4. Room allowance for the Immediate Past President at the National Convention shall be paid at the single room rate. Airfare, mileage to and from the airport or mileage if driving will be paid not to exceed the cost of airfare. Registration fees will also be paid. (R2025)

5. The Immediate Past President will receive complimentary a ticket for the States Dinner at National

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III. PRESIDENT

1. In the event of the death of a Past Department President or current Department officer, the President will represent the Department. Mileage and room allowance will be reimbursed to attend the service. If the President is unable to attend, they will appoint a representative to attend on their behalf. (R2025)

2. When a member is asked to serve as a Department Officer or Chairman by the First Vice President or the President, they must understand that they are not approved and will not serve until they are approved at the Post Convention Department Executive Committee Meeting or by vote of the Executive Committee. (N2008)

3. The donations for the Presidents Project shall be closed for each President's spending on June 30th. Any money received after this date shall be used for next year's project unless specifically designated by the donating unit. (R1979)

4. On the Christmas Party Tour, the Department President and the VA&R Chairman shall be the ones to present gifts, etc. to veterans with the assistance of any others the President designates to help. (R2017)

5. The President will receive mileage and room allowance, for Fall and Spring District meetings and Commander's/President's Call. (R2025)

6. Room allowance for the President shall be the single room rate when traveling on Fall District Tour and/or/Commander's/President's Call and Spring District Tour, in-state Auxiliary business, Mid-Winter Conference and Department Convention and when traveling to National Convention. (R2008)

7. The Department of South Dakota will donate $200.00 to the National President's Project plus any donations received by the Department. This check will be mailed to the National Secretary each year the first part of June. (R2018)

8. The President will be allowed mileage and room allowance, to attend the VA&R Christmas Gift Shops, and VA&R Christmas Parties (VA&R funds). (R2025)

9. The President will receive complimentary tickets for banquets and luncheons at Mid-Winter

10. The Department President will introduce the National Guest at all Legion and Auxiliary functions. (N2017)

11. Department President will have an allowance of $4000.00 annually for the following items: (R-2024)

    - Meeting with Legion/hotels in preparation for Mid-Winter Conference and Department Convention
    - Mileage and room for:
      VAVS meetings
      Invitations to speak or participate in outside events (Parades or Veterans speech at school, etc.)
      Invitations from Post or Units
      Funerals for Past Department Presidents

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Military Funerals
Special Olympics Opening
Legislative Session in Pierre

- Mileage only for SD ALA Girls State
- Auxiliary-related long-distance phone calls
- Postage
- President Pins/Momenta
- Miscellaneous supplies

12. The Department President will receive registration fees, airfare or mileage not to exceed the cost of airfare, to attend the National Convention.

13. The Department Secretary shall obtain the signatures of the officers related to the Code of Ethics and Confidentiality statement and will place the statements on file at Department Headquarters. (R2023)

14. When calling a special executive meeting, the Department President will notify members of the date, time, agenda and how the meeting will be conducted. Notice should be given within 10 to 14 days. If there is an urgent matter needing to be addressed, then a 5-day meeting notice will be given. An urgent matter is one that needs immediate action to take care of Department business. (N2024)

IV. FIRST VICE PRESIDENT

1. The First Vice President shall serve as the Leadership Chairman. (R2021)

2. When a member is asked to serve as a Department Officer or Chairman by the First Vice President or the President, they must understand they are not approved and will not serve until they are approved at the Post Convention Department Executive Committee Meeting or by vote of the Department Executive Committee. (R2008)

3. The District President Orientation will be held during the Department Convention with the Department First Vice President in charge of all arrangements, coordinating with the Department President on the date, time and location. (N2017)

V. SECOND VICE PRESIDENT

1. The Second Vice President shall serve as the Constitution and Bylaws Chairman. (R2021)

VI. DISTRICT PRESIDENTS

1. District presidents are required to send out monthly newsletters to the units in their district. (N2017)

2. Copies of the District Presidents' monthly letters and/or charts will be done at the expense of the Department at no more than 20 cents per copy and up to three (3) pages. (N2010)

3. All postage and long-distance telephone calls pertaining to District business will be paid by the Department. (R2017)

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4. Mileage to District Meetings and only one visit to each Unit per term will be paid to the District President or first or second vice president of the district appointed by the District President by the Department. Expenses for subsequent visits must be approved by the Department President. (R2026)

5. District Presidents will receive a flat fee for attendance at the Department Convention and Mid-Winter Conference. District Presidents elect will receive a flat fee for attendance at the Department Convention. (R2023)

6. District Presidents and District Presidents elect are required to attend District President orientation at the Department Convention. (R2017)

7. District Presidents are to send year-end reports to the Department Chairman, Department President, Department Secretary and Department Historian, two weeks prior to the Department Chairman's national deadline. (R2023)

8. District President expenses for travel and other allowable items must be submitted within 90 days of the event. (N2017)

9. Expenses are allowed for District Presidents authorized to attend the National Convention as per the Monetary Policy. (R2026)

10. Out-going District Presidents are to transfer all pertinent materials, i.e. notebooks, journals, and information pertaining to the operation of their position to the incoming District President. An out-going District President who does not transfer these materials to their successor or has not turned in their year- end report to the Department President, Department Secretary and Department Historian, will not be paid her Department Convention expenses until she complies with this requirement. (R2017)

11. District President Elects will receive a stipend according to our Monetary Policy for attending the Department Convention. (N2026)

VII. COMMITTEES / SPECIAL APPOINTMENTS

1. Following the close of the Department Convention in 2021, one half of the Department Chairmen will receive a one-year appointment, and the other half will receive a two-year appointment. (N2021)

2. Starting in 2022, the Department Chairmen will serve for two years, with 5 chairmen being appointed in even number years and 5 chairman appointed in odd numbers years. Appointments will be as follows: (N2021)

ODD NUMBER YEARS	**EVEN NUMBER YEARS**
Education	Americanism
Juniors	Children & Youth
Legislative	Auxiliary Emergency Fund (AEF)
Veterans Affairs & Rehabilitation	Public Relations
Community Service	Membership

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3. Special appointments shall include Legionette, Poppy, Web Administrator, Virtual Conference Administrator and ALA Girls State Director. (R2024)

4. The Department Chairmen will be announced at the Post Convention Department Executive Committee meeting and will be ratified by the Department Executive Committee (N2021)

5. The Department Chairman will select a committee of up to 3 members to work with them on their program. (N2021)

   A: The Constitution and Bylaws committee will consist of the Second Vice President, serving as chairman, a Past Department President and two members at large, appointed by the chairman. Each of these members will be on a three-year rotation, with one member being replaced each year. The rotational basis will be as follows with starting in 2026. The Department Constitutional and By Law Chairman will appoint a PDP for a three-year term, a member at large for a two-year term and a member at large for a one-year term. (N2025)

VIII. VETERANS AFFAIR & REHABILITATION PROGRAM

1. Expenses for the Veterans Affairs & Rehabilitation Chairman and the Hospital Representatives are to be taken from the VA&R fund. (R1982).

2. Service to Veterans pins for volunteers will be paid for out of the VA&R funds. (R2025)

3. The VA&R Chairman will be reimbursed for American Legion Auxiliary related long-distance phone calls and postage. Receipts required. (R1996)

4. The VA&R Chairman will be allowed mileage and room allowance as authorized to attend the VA&R Christmas Gift Shops, VA&R Christmas Party; and for Fall Orientations to meet with staff at the VA facilities, State Home, and Human Service Center to understand the unique needs and requirements of each veteran's facility. Fall Orientations are limited to one visit per term (once every two years) per facility and should be completed as soon as possible. Receipts required. (R2025)

5. Hospital Representatives are to send a list to headquarters by July 1 of their needs for the ensuing year to have it printed in the Yearly Program Guide. (R2017)

6. Hospital Representatives and Deputy Representatives at Hot Springs VA Medical Center, Ft. Meade VA Medical Center, Sioux Falls VA Medical Center, Hot Springs State Veterans Home, and Human Service Center will receive per annum. (R2017)

7. Hospital Representatives are to send a list to headquarters by July 1 of their shower needs for the ensuing year to have it printed in the Yearly Program Guide. (R2017)

8. Gift Shop Chairman at the Sioux Falls VA Medical Center, Hot Springs VA Medical Center, Fort Meade VA Medical Center and Hot Springs State Veterans, and the Human Service Center will receive a per annum. (R2017)

9. Hospital Representatives, Deputy Hospital Representatives, Gift Shop Chairman, and Christmas Party Chairman will receive a flat fee when attending the Department Convention. (R2017)

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10. Hospital Representatives will be reimbursed for American Legion Auxiliary related long-distance phone calls and postage. Receipts required. (R2017)

11. Funds left over from the VA gift shops shall be returned to Department Headquarters by March 1st and not held in a separate checkbook. A credit will be reported from the receiving VA facility and returned to that facility's funds for the next year's gift shop. Each chairman that has funds to return may retain $100.00 to purchase gift shop items. If there are still funds left in reserve, the chairman can request an additional $100.00 when receipts are provided with the request for additional funds. Receipts for all purchases need to be turned in to Department Headquarters. (N2017).

12. The postage for the Gift Shops will be taken out of the VA&R fund. An advance would be requested by the Chairman to the VA&R Department Chairman as an advance and unused funds would be returned not later than December 31 to Department Headquarters. (N2017)

13. Funds for a Special Expense for the VA Facilities of $1,500.00 for a total of $7,500.00. (If a facility has a special need for something this fund can be used.) (N2019)

14. There will be a reporting system for the Hospital Representatives and Deputy Representatives for Mid- Year and Year-End reports. (N2021).

IX. CHILDREN & YOUTH

1. Expenses for the Children & Youth Chairman shall be taken from the Children & Youth Fund. (N2017)

2. The Children & Youth Chairman will be reimbursed for American Legion Auxiliary related long-distance phone calls and postage. Receipts required. (N1996)

X. GIRLS STATE

The South Dakota Girls State Corporation was dissolved on *October 9, 2016.*

1. ALA SD Girls State Funds are to be part of the Departments accounting system labeled "ALA SD Girls State Funds" and would be only used for the purpose of the ALA SD Girls State program. (N2017)

2. All transactions will be handled through the warrant policy, initiated by the Director/Chairman sent to the Department Secretary. (R2026)

3. Registration fees will be sent to the ALA Girls State Registrar along with the pre-registration forms. The ALA Girls State Registrar will deposit checks into the Girls State Registration Account which will be transferred to the Girls State account by the Department Treasurer prior to the beginning of Girls State. R2026)

4. The South Dakota Girls State Program will have a Program Chairman/Director and an Assistant ALA SD Girls State Director/Chairman. Requirements for these two positions shall be:

   a. Must be members of the American Legion Auxiliary

   b. Must be past ALA Girls State delegates

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c. Must have extensive knowledge and experience in planning and facilitating the program. (N2017)

5. The ALA SD Girls State Director will select a committee. (N2017)

6. The Department Executive Committee will be responsible for approving the registration fee. (N2021)

7. The Girl State Chairman/Director will keep the Department informed regarding dates and events connected with the ALA Girl State program. (N2021)

8. Stipends for the Director, Assistant Director, Office Manager, Registrar, Girl State Governor and counselors are defined in the Monetary Policy (R2026)

9. Department will pay round trip airfare to Indianapolis, 1/2 of the single room rate for the Girls State Chairman/Director to attend the Girls State Conference. (N2025)

XI. SCHOLARSHIPS

1. Only one scholarship in one given year can be received by an applicant. If a Department winner is awarded a National Scholarship, they must relinquish the Department scholarship to the alternate. (R1977)

2. Four $500.00 scholarships are presented yearly: two academic and two vocational. $300.00 is funded by Child Welfare; $200.00 is funded by Scholarship Funds for each of the four scholarships issued. Scholarships are to be paid to the institution of higher education on behalf of each student in the full amount beginning with the first semester of attendance upon verification of attendance. (R2024)

3. The Thelma Foster Scholarship for Junior and Senior members are permanent scholarships derived from interest from the Foster legacy. $300.00 per year shall be paid to the institution of higher education on behalf of each student in the full amount beginning with the first semester of attendance upon verification of attendance. (R2021)

4. One $400.00 scholarship will be awarded to any Senior Member for further education, funded by the scholarship fund. Scholarships are to be paid to the institution on behalf of the student in the full amount beginning with the first semester upon verification of attendance. (N2024)

XII. POPPIES

1. The Department Secretary is responsible for determining the cost of poppies both in state and out of state. (R1994)

2. A total of 10 cents per small poppy and 15 cents per large poppy will be paid to veterans making poppies. (R2013)

3. Poppy Chairman's stipend shall be paid annually from the General Fund. (R2016)

4. Poppy Chairman will be allowed to use the American Legion Auxiliary Credit Card in her possession to Mail poppy orders to Units and Departments that have placed orders though the Department office. (N2023)

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XIII. JUNIOR ACTIVITIES

1. The Department Junior Activities Chairman shall be allowed a stipend to facilitate the Junior meetings at Mid-Winter Conference and the Department Convention. (R2017)

2. Donations received for Juniors through obligations or Department fundraisers can be utilized by the Department Junior Activities Chairman to promote Junior activities throughout the state. A request should be made to the Department Secretary for funds or receipts turned in for payment. Receipts also need to be provided for the funds received. Advised to check on availability of funds before purchase. All money raised at Mid-Winter and State Convention raffles will be turned into Department Headquarters. (N2017)

3. Junior Activities contributions shall be noted on the progress chart. (R1985)

4. Department will reimburse the early registration fee for all Juniors who attend Mission Training. (R2019)

5. The Department has allocated $500 for all units collectively to use when promoting Junior activities. The funds must be requested from the Department President via the Junior Department Chairman. The Finance Chairman will also sign off on the request. (R2023).

XIV. PAST PRESIDENTS' PARLEY

1. The past Department President Parley is always chaired by the Department President from two years prior to the current year to do the activities found in the Department policies. (N2026)

2. The Past President Parley Chairman will make the selection of the Department UNIT MEMBER OF THE YEAR, a recognition given to the outstand Auxiliary member of the year. (N2026

3. The Department Unit Member of the Year will receive three days room allowance in addition to their round-trip airfare round-trip mileage to and from the airport and registration fees to attend the National Convention. The expenses for the Unit Member of the Year to the National Convention will come from the General Fund. (N2026)

XV. OTHER OFFICERS AND CHAIRMEN

1. The Department will reimburse expenses for up to six Chairmen to participate in the Mid-Winter Conference; these Chairmen are to be chosen by the President; this number includes First Vice President, Second Vice President, Veterans Affairs & Rehabilitation and Children & Youth who are automatically a part of the program. (R2021)

2. The Department Chaplain and Department Historian will be allowed expenses to purchase ribbons and/or citations for the Prayer Book or History Book entries. (R2021)

3. There will be an allowance provided for the History book, Chaplain's Prayer book and Scrapbook. (N2021)

4. The Parliamentarian will be provided with a current Robert's Rules of Order book and a National Constitution and Bylaws book. (N2021)

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5. The Department Membership Chairman will receive mileage, and room allowance, for the Fall District Meeting(s) and at the discretion of the Department President with approval of the Finance Chairman. Receipts required. (R2017)

6. Expenses for the Education Chairman will be taken from the Children and Youth fund. (N2017)

7. Department Chairmen will be reimbursed for American Legion Auxiliary related long-distance phone calls and postage. Receipts required. (R1966).

8. Along with a Department Membership Chairman the District First Vice Presidents would also serve on the Department Membership Committee. (N2016)

9. The Department President will appoint a Web Administrator and a Virtual Administrator. Expenses will be as noted in the Monetary Policy. (R2026)

10. The Web Administrator will be responsible for updating and maintaining the Department website as directed by the Department President or Department Secretary. (N2021)

11. The Virtual Conference Administrator will ensure that the following meetings will be made available via virtual conference when requested by the Department President:

a. Fall and Spring District meetings
b. Mid-Winter Conference
c. Department Convention
d. Department Executive Committee (in person or virtual)
e. Finance Committee Meetings (in person or virtual)

If the Virtual Conference Administrator is not able to attend a requested meeting that has been asked to be on virtual conference, they will work in conjunction with the Department President to find a replacement for that meeting. The virtual conference equipment will be maintained by the Virtual Conference Administrator.

Department committee chairpersons may also utilize the virtual conferencing upon the request to the Virtual Conference Administrator. (R2024)

12. The out-going Department Chairmen are to transfer all pertinent materials, i.e. notebooks, journals, and information pertaining to the operation of their Chairmanship to the incoming Department Chairman. An out-going Department Chairman who does not transfer these materials to their successor or has not turned in their year-end report to the Department President, Department Secretary and Department Historian, will not be paid her Department Convention expenses until she complies with this requirement. The Department Historian shall transfer all of their materials to the incoming historian once the history book has been completed. (R2017)

XVI. CONTESTS

1. To initiate any Department contest, a Department Officer or Chairman must contact the Department President for approval. If Department funds will be utilized, the Department President will contact the Finance Committee and Department Executive Committee for their approval. Once approval is obtained then units can be notified of the awards and contest. (R2017)

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2. Americanism Essay Contest rules allow each Unit with more than one high school in their town to select a winning essay from each high school and then be allowed to submit the winning essays to the District President. (R1979)

3. Each Unit has the privilege of submitting an essay even though there is not a high school in its town. (R2017)

4. There will be two winning essays, in each category from each District, submitted to the Americanism Essay Award contest on the Department level. The first-place winner on the Department level will receive $15.00 and the second-place winner will receive $10.00. (R1988)

5. Americanism Poem Contest - Classes I, II, III, IV, and V first place winners will receive $15.00 and second place winners will receive $10.00. (R2021)

6. Junior Scrapbook will honor four classes at $5.00 each. (R2017)

7. President's Poppy Contest, i.e. centerpiece, display, corsage, arrangement, junior entries at the Department Junior Meeting, will be funded by the Department with each award to be $15.00 for first and $10.00 for second. Senior poppy contests/awards may deviate and may be held instead at Mid-Winter Conference at the discretion of the Department President. (R2021)

8. Poppy Poster awards shall be: First Place- $15.00; Second Place- $10.00. (R2021)

9. There is $500.00 for any contest for membership awards that is deemed appropriate by the Department President and Department Membership Chairman. (N2017)

XVII. DEPARTMENT SECRETARY

1. The Department Secretary will send unapproved minutes of all Department Executive Committee and Finance Committee meetings in the next Department mailing. (R2020)

2. The Department Secretary will receive mileage and room allowance for Fall District, Commander's/ President's Call meetings. (R2025)

3. The Department Secretary will receive round trip mileage to the airport, round trip airfare or mileage does not exceed the price of airfare, registration fees, and room allowance, for attendance at the National Convention. (R2025)

4. The Department Secretary will receive mileage, and room allowance if needed for trips necessary for the operation of the American Legion Auxiliary business and affairs. (R2025)

5. The Department Secretary will receive complimentary tickets for joint banquets and luncheons at Mid-Winter, Department Convention, and at the National Convention a ticket for the States Dinner. There will not be a ticket for the Auxiliary banquet held at the Department Convention. (R2017)

6. The credit card issued to the American Legion Auxiliary, Department of South Dakota, will be used by the Department Secretary for the following purposes only: to purchase plane tickets as authorized for only those members eligible for such expense; to guarantee motel/hotel room reservations, and pay for these rooms, for only those members eligible for such expense as authorized; to pay for necessary postage, office supplies, and office equipment repairs needed for the proper function of the Department Secretary's office. (N2017)

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7. A credit card was established for the purpose of transmitting membership to the ALAMIS system, only as required by National Headquarters at the inception of the ALAMIS system. (N2010)

8. The limit on the above two credit cards can only be changed with the approval of the Finance Chairperson and Department President and with notification to the Department Executive Committee. (N2024)

9. The minutes of the Finance Committee shall be recorded by the Department Secretary and shall be printed in the official convention proceedings. (N2001)

10. The South Dakota Department Office closures will follow the Federal and State of South Dakota holiday schedule. The Department Office will not be open for business on those days. Plus, any other day proclaimed by the Governor of South Dakota or the President of the United States. New Years Day (January 1), Martin Luther King, Jr. Day (3rd Monday in January), President's Day (3rd Monday in February), Memorial Day (last Monday in May), Juneteenth (June 19), Independence Day (July 4), Labor Day (1st Monday in September), Columbus/Native American Day (2nd Monday in October), Veterans Day (November 11), Thanksgiving Day (4th Thursday in November), Christmas Eve (December 24), Christmas Day (December 25), New Years Eve (December 31). (R2025)

11. The Department Secretary will be responsible for updating and maintaining a current copy of the Department Constitution and Bylaws, Standing Rules, Employee Handbook and Policy and Procedures. The Constitution Bylaws and Standing Rules should be printed and each page initialed and dated by the Department President and Constitution and Bylaws Chairman. Whenever changes are made and inserted a new page will need to be printed and signed by the before mentioned individuals. Copies will be made available only in PDF format. (R2026)

12. The Department Secretary will be paid hourly according to and subject to the wages and hourly regulations set forth by the federal and state governments. (R2026)

13. The Department of South Dakota Department Secretary receives vacation time with the following stipulations:

    a. Upon six months of employment, the secretary will receive 40 hours of vacation for the year b. After the first year, she will receive an additional 8 hours of vacation for each year of employment. For example, year 2 will be 48 hours, year 3 will be 56 hours, etc. up to 80 hours of vacation for the year. The vacation time cannot be taken the week before the Department or National convention. All vacation time must be used within the fiscal year or will be forfeited. (R2026)

14. The Department Secretary shall take office immediately upon selection and installation. The Secretary shall be bonded under a fidelity-depository bond. (R2017)

XVIII. DEPARTMENT TREASURER

1. The Department Treasurer will receive mileage and room allowance for attending the Mid-Winter Conference, the Department Convention, and the Budget Meeting. (R2026)

2. The Department Treasurer will be paid hourly according to and subject to the wages and hourly regulations set forth by the federal and state governments. (R2026)

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3. The Department Treasurer will be reimbursed for American Legion Auxiliary related long-distance phone calls and postage. Receipts required. (N1966)

4. The Department Treasurer will receive mileage and if needed for trips necessary for the operation of the American Legion Auxiliary business and affairs. (R2025)

5. The Department Treasurer's checking account program shall be maintained in the *QuickBooks* program. (N2017)

6. A credit card was established for the purpose of purchasing business supplies. The credit card can also be utilized in the absence of the Department Secretary for business purposes identified in the Department Secretary sections.

7. The Department Treasurer shall take office immediately upon selection and installation. The Treasurer shall be bonded under a fidelity-depository bond. (R2017)

8. Internally prepared financial statements, to include Income and Expense Statements (Statement of Receipts and Reimbursements) and Balance Sheet (Statement of Financial Position) for ALL funds, will be sent either by mail or electronically to the Department President and Finance Committee by the 15th day of the subsequent month. (N2015)

9. The Department President and Chairman of the Finance Committee will also receive a copy of the reconciled check register and credit card statements by the 15th day of the subsequent month either by mail or electronically. (N2015)

10. Internally prepared comparative financial statements, to include Income and Expense Statements (Statement of Receipts and Reimbursements) and Balance Sheet (Statement of Financial Position) for the General fund, will be sent either by mail or electronically to the Department President, Finance Committee and Department Executive Committee quarterly by the 15th day after the end of the quarter. "Comparative Statement" means a comparison will be done of the current budget and the previous year's financials for the same time frame. (N2015)

11. The Department Treasurer will send monthly reports to the Hospital Representatives, Christmas Gift Shop Chairman, Christmas Party Chairman and the VA & R Chairman the amounts available in the corresponding accounts. (N2020)

12. At the Department Convention the Department Treasurer will collect W-9s from all individuals as required by the IRS. (N2021)

XIX. EMPLOYMENT (PAID EMPLOYEES OF THE ALA)

1. The Department Executive Committee shall make the decision to hire a new Department Secretary the position will be advertised in the Legionette, Job Service, and through notices sent by the Department Secretary to the Units. Candidates must be a member or eligible and willing to become a member of American Legion Auxiliary.

   A selection committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past Department Presidents, Department President, First Vice President, and the Finance Chairman, will consider the applications, interview the candidates and refer their selection to the Department Executive Committee for approval. The Department Secretary will be

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installed by the President; the Department Executive Committee may appoint a temporary Department Secretary to serve until the selection process is complete.

There will be a two (2) year probation period, during which time a six (6) month and annual evaluation will be conducted by a review committee. The employee is eligible, after one year, for a raise.

A review committee consisting of Department President, First Vice President, Second Vice President, Finance Chairman and two (2) District Presidents (nominated and selected by the Department Executive Committee) will conduct the evaluation. The final review committee will report to the Pre-Convention Department Executive Committee Meeting with their recommendation.

After the probationary period an evaluation will be conducted at least once in a two (2) year period by at least two of the previous stated elected officers. After the completion of term of probation, the term of office for the Department Secretary shall be upon their resignation, or the Department Executive Committee determines the Department Secretary is negligent or is not fulfilling their duties, or twenty (20) percent of the units petition the Department Executive Committee, with reason stated, to hold a hearing to determine if they should be removed from office. The Department Executive Committee shall hold a hearing regarding any of these situations, and their decision will be final. (R2017)

2. The Department Executive Committee shall make the decision to hire a new Executive Treasurer. (Henceforth will be referred to as Department Treasurer). The position will be advertised in the Legionette, Job Service, and through notices sent by the Department Secretary to the Units. Candidates must be a member or eligible and willing to become a member of The American Legion Auxiliary.

   A hiring committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past Department Presidents, Department President, First Vice President, and the Finance Chairman, will consider the applications, interview the candidates and refer their selection to the Department Executive Committee for approval. The Department Treasurer will be installed by the President; the Department Executive Committee may appoint a temporary Department Treasurer to serve until the selection process is complete

   There will be a two (2) year probation period, during which time a six (6) month and annual evaluation will be conducted by a review committee. The employee is eligible, after one year, for a raise.

   A review committee consisting of Department President, First Vice President, Second Vice President, Finance Chairman and two (2) District Presidents (nominated and selected by the Department Executive Committee) will conduct the evaluation. The final review committee will report to the Pre-Convention Department Executive Committee Meeting with their recommendation.

   After the probationary period an evaluation will be conducted at least once in a two (2) year period by at least two of the previously stated elected officers. After the completion of term of probation, the term of office for the Department Treasurer shall be upon resignation, or the Department Executive Committee determines the Department Treasurer is negligent or is not fulfilling their duties, or twenty (20) percent of the units petition the Department Executive Committee, with reason stated, to hold a hearing to determine if they should be removed from office. The Department

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Executive Committee shall hold a hearing regarding any of these situations, and their decision will be final. (R2017)

XX. AUDIT / FINANCE POLICIES

1. The fiscal year of the South Dakota American Legion Auxiliary is July 1 - June 30.

2. The Finance committee will meet within twenty-four (24) hours after the close of the Department convention for the purpose of electing the chairman and to exchange any necessary information. The Department President will then be notified of the selection.-The Finance Committee shall meet at the July Finance/DEC meeting to prepare a full year budget for the next year and eliminate the three quarters budget. This budget will be distributed to the Department Executive Committee prior to the fall Department Executive Meeting. (R2021)

3. Resumes and applications of members interested in serving on the Finance committee must be received by Department headquarters by May 1 of each affected year. A committee of two past Department Presidents, nominated and selected by the Department Executive Committee, the Department President, Department First Vice President, Department Finance Committee Chair, Department Secretary and Department Treasurer will be on the selection committee. This committee will meet at the Department convention before the pre-convention Department Executive Committee meeting to select members to be approved by the Department Executive Committee to serve during the affected year. (R2025)

4. When a vacancy occurs on the Finance committee, interested members desiring to serve will submit a resume to be received no later than May 1 of each affected year. A committee of two past Department Presidents; nominated and selected by the Department Executive Committee; the Department President, Department First Vice President, Department Secretary, and Department Treasurer will be on the selection committee. This committee will meet at the Department convention before the pre-convention Executive Committee meeting to select members to be approved by the Department Executive Committee to serve during the affected year. The Finance Committee members at large are required to attend 2 finance meetings per year. The budget meeting in July and one other meeting. A legitimate absence needs to be reported to the Department President and Department Finance Chairman. (R2023)

5. Printed copies of the budget and year-end financials will be made available to the membership when the Finance Committee presents this budget and the year-end financials at the Finance Committee meeting. (N2017)

6. Copies of the year-end financials and budget will be made available to members upon written request, either letter or email, to the Department Headquarters. The member may be asked to pay the cost of copies and mailing. (N2015)

7. Members of the Finance Committee will conduct a first and third quarter audit. This audit will be conducted by a minimum of two members; no two members will ever conduct the audit together more than once. The schedule will be established by the Finance Chairman. The Audit will consist of, but not be limited to, a review of deposits and bank statements, warrants, distributions, invoices and all other accounting procedures. (It is understood that "Internally" prepared financials are UNAUDITED and are subject to change.) (N2015)

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8. If the chairman *is* unable to present the information or present the budget at the Department convention, they may appoint a member of the committee to present the budget.

9. The Finance Chairman shall receive $175.00 for State Convention, $175.00 for Mid-Winter Conference, and $50.00 for the Finance (Budget) meeting in July. (R2024)

10. The Finance Chairman, if a committee member at large, shall receive the Chairman stipend annually plus the $50.00 per Finance meeting.

11. The four (4) elected Finance committee members would receive expenses as authorized. (R2021)

12. Finance Committee members (non-Officers) including the Immediate Past Department President, will receive $50.00 per meeting they attend, but not to exceed $200.00 annually. (R2021)

13. The ALA Department of South Dakota will use a maximum of three banking institutions that are state-wide for Financials and CDs. (N2019)

14. All Financial statements shall be sent to the Department Headquarters. (N2017)

15. Use the titles of Department Finance Chairman, Department Secretary and Department Treasurer on financial records with the ability to get financial information from banks when needed. (N2019)

16. Room reimbursement will be in an amount not to exceed 1/2 the cost of the room. Exception: when an authorized officer is traveling by themselves, the room will be paid at the single room rate. The President may make exceptions for verified medical reasons, or other valid reasons. (R2017)

17. Officers, Chairmen, District Presidents, Hospital Representatives, and others when authorized by the Department Executive Committee for Auxiliary business, to receive mileage are expected to share rides whenever possible to attend functions within the Department. Only one eligible man per vehicle will receive mileage. (R2006)

18. All business regarding finances is to be presented to the Finance Committee for a recommendation before being presented to the Department Executive Committee. (R2008).

19. Expenses for Mid-Winter Conference and Department Convention expense reports must be received within 90 days of the event. If the information is not received expenses will not be paid. If a member holds multiple positions that receive expenses/stipends for Mid-Winter Conference or Department Convention only one (1) stipend may be requested. (R2026)

XXI. DUES AND ASSESSMENTS

1. Dues of both Senior and Junior membership shall be paid annually or for life. A member failing to pay such annual dues by January 31 shall be classified as delinquent and suspended from membership privileges.

   A member deemed delinquent for failing to pay dues by January 31st of the current membership year shall be classified as expired. Such expired members may rejoin as an active member under the member's original join date without interruption of continuous years of membership, and membership privileges reinstated, by payment of all past dues. (N2021)

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A member deemed expired for failing to pay dues by January 31st of the current membership year may rejoin, with a new join date, at any time in the future by re-establishing eligibility and making application as a new member. (N2021)

2. The annual dues of senior members to be remitted to the Department shall be $17.00-and the amount of dues set by National. Dues for Senior members shall include a subscription to the American Legion Auxiliary magazine. Modification of the Department dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the Department Convention-delegates. It will go into effect the 2027-2028 membership year. (R2026)

3. The annual dues of Junior members will remit $5.00 for the Junior Department dues and the amount of dues set by National. Modification of the Department dues for Junior members shall require a two-thirds vote in the affirmative by the Department Convention delegates. It will go into effect the 2027-2028 membership year. (N2026)

4. South Dakota Auxiliary Headquarters Unit #500 Senior Membership and Junior Membership shall be Department Dues plus that of Nationals and what is set for Unit 500 dues by the Department Secretary with the approval of the Department Executive Committee. The total of Senior Unit 500 dues must be a minimum of $5.00 more than the highest Department Unit dues. (R2026)

XXII. GIFTS

1. Guest speakers invited by the Department President will be provided courtesy luncheon tickets at the Mid-Winter Conference and Department Convention. (N2017)

2. The Department Secretary may purchase a novelty item, not to exceed $750, for the Newly Elected Department President, NEC and Secretary to distribute at the National Convention. (N2021)

3. Department officers, District Presidents and Department Chairman desiring to exchange Christmas cards/greetings with other State Auxiliaries, officers, chairman, and members, will do so at their own expense. (R2006)

XXIII. MISCELLANEOUS

1. Alternates will not be charged a registration fee at the Department Convention.

2. The Mid-Winter Host Unit will receive $500.00 for hosting the Mid-Winter conference. The Department Convention Host Unit will receive $1,000.00 for hosting the Department Convention. (2017)

3. During the candidacy of a South Dakota member for, and while holding the office of Northwestern Division National Vice President, the Department shall pay for the following expenses: room, and local transportation (if needed) when she visits the Department. Printing costs, postage for the announcements of the candidacy and the cost of printing programs for the Northwestern Division Caucus held at the National Convention and $1,200.00 in addition to the items listed will be paid by the Department. (R2017)

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4. The price of the South Dakota Legionette will be seven dollars for mailed subscriptions and four dollars for email subscriptions. (A courtesy copy will be emailed to the Department Executive Members, the eight District Presidents, all unit presidents, or unit secretaries, or other unit officers that receive email at no charge.) Legionette subscriptions run from September through June. (R2026)

5. Minutes should always be read; dispensing with the reading of minutes from the previous meeting is not recommended by the Department Executive Committee. (R2014)

6. Rehabilitation Quarter Donation is 25 cents per member. Quarter Showers is a mandatory obligation and is listed on the progress chart. (N2017)

7. Any disciplinary action of any violation or infraction will take place at the level it occurred, (i.e.) Department/Department, District/District. and Unit/Unit. (N2018)

XXIV. VIRTUAL VOTING

1. Occasionally the department will have a need to send out motions to the Department Executive Committee that need to be voted on because they are of emergent nature or there are certain time constraints. (N2017)

2. No routine business that requires voting by the Department Executive Committee will be conducted via email. (N2017)

3. A Department's policy regarding virtual voting must comply with what is allowed under the laws of the state of South Dakota. (N2017)

4. South Dakota state law (SD House Bill 1113) does not prohibit conducting business electronically, therefore conducting business in this manner constitutes a virtual meeting, and minutes need to be kept, the same as if the meeting were held in person. The virtual meeting then needs to:

    - Properly convene with participants instructed that the special meeting is being convened to conduct business electronically state the business clearly (N2017) State the legal authority for conducting the meeting electronically
    - Specify the motion and instructions to respond via "Reply All" by a date/time
    - When the business concludes (i.e., the voting has been completed) the convener, this will always be the Department President, responds again via "Reply All" the outcome of the vote"
    - Creates minutes of the special virtual meeting, saves the emails as documentation, and then includes a summary of the virtual meeting at the next face-to-face meeting of the governing body to ratify for the record.

5. When a vote is conducted by email, the emails are documentation of the voting and should be saved into the minutes of the meeting and are later approved by the body that convened the meeting when they next meet. Information to be considered during the virtual meeting should be conveyed and attached as a PDF document so that the emailed wording cannot be manipulated.

6. All electronic voting shall come from and be responded to the Department Secretary by the request of the Department President. (N2017)

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XXV. AMENDMENTS

1. All resolutions and Amendments to the Constitution and Bylaws are to be sent via email to the Department Secretary or shall be postmarked by April 1. The Department Secretary *is* to mail a copy of resolutions to each Unit at the same time the delegate credentials are mailed. Resolutions and Amendments may be presented at Convention and can be passed with a two-thirds vote of the assembly body. (R2025)

CODE OF ETHICS

American Legion Auxiliary Department of South Dakota members are expected to comply with the organization's governing documents and comport themselves according to the following Code of Ethics adopted by the Department Executive Committee.

This Code of Ethics serves as a guide for conduct acceptable within the American Legion Auxiliary Department of South Dakota.

As a matter of fundamental principle, the American Legion Auxiliary Department of South Dakota will adhere to the highest ethical standards to earn and protect the public's trust in our performance to carry out the Auxiliary's mission, uphold rigorous standards of conduct, and be good stewards of our resources.

The American Legion Auxiliary Department of South Dakota, as witnessed through the conduct of its department governing body, officers, staff, and volunteers, must earn the public's trust every day and in every possible way. Department leaders are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility and respect.

The American Legion Auxiliary Department of South Dakota strongly suggests that all chartered entities and affiliated organizations at all levels adopt a Code of Ethics and conduct themselves accordingly.

In keeping with the best practices of high performing nonprofit organizations, it is the expectation of the American Legion Auxiliary Department of South Dakota that its department business standards, operations, and conduct conform to the following Code of Ethics.

Personal and Professional Integrity

All members, volunteers, and staff of the American Legion Auxiliary Department of South Dakota act with honesty, integrity, and openness in all of their communication, business, and transactions as representatives of the American Legion Auxiliary Department of South Dakota (organization). The organization promotes an environment that values fairness and commitment to the organization's founding principles and demonstrates respect for others.

Department officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the organization's mission and values, recognizing that their actions reflect upon the credibility and reputation of the American Legion Auxiliary Department of South Dakota.

Department officers, board members, staff, and volunteers shall work to positively influence their environment to build respect, credibility, and strategic importance of our organization to the public, our members, and the communities we serve.

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Legal Compliance

The American Legion Auxiliary Department of South Dakota is knowledgeable of and will comply with all applicable federal, state, and local laws and regulations, including but not limited to, complying with laws and regulations related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing.

Department officers, board members, staff, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction.

Department officers, board members, staff, and volunteers shall recognize that compliance with applicable laws is a paramount standard.

Governance

The American Legion Auxiliary's Department of South Dakota governing body is responsible for setting the strategic direction of the organization and oversight of the finances, operations, policies and programmatic performance.

The governing body of The American Legion Auxiliary Department of South Dakota shall:

- Ensure that the organization conducts all communications, business, and transactions with integrity and honesty;
- Ensure that policies of the organization are in writing, clearly articulated, and officially adopted; Ensure periodic review of the organization structure, procedures and programs to determine what is working well and what practices the organization might want to change in order to be more efficient, effective or responsible.
- Ensure that the resources of the organization are reasonably and prudently managed; Ensure that the organization has the capacity to carry out its programs effectively.

Responsible Stewardship

The boards, officers, staff, and volunteers of the Auxiliary are responsible for managing and preserving of the organization's assets. Officers, board members, staff and volunteers are expected to understand their fiduciary responsibilities so that the charitable purposes of the organization are carried out and assets are properly safeguarded and managed.

Officers, board members, appropriate volunteer leaders and staff shall ensure that:

- Financial reports are created and maintained on a timely basis that accurately portrays its financial status and activities.
- Internal financial statements are provided accurately and timely. Annual financial reports are made available to the public.
- Employees, department leaders, and members are provided with confidential means to report suspected financial impropriety or misuse of its resources.
- Written financial policies governing management and investment of assets and reserve accounts, internal control procedures and purchasing practices are developed and implemented.
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Openness and disclosure

The American Legion Auxiliary Department of South Dakota will provide comprehensive and timely information to the public, the media, and its members, and is responsive to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization.

Conflict of Interest

The organization has the right to expect that the decisions made by the department boards, officers, staff, and volunteers of the Auxiliary are made objectively and in the best interest of the organization.

To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Auxiliary, the organization shall develop, adopt and implement a conflict-of-interest policy. Such policy shall include requirements to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the organization.

Fundraising

The organization shall take care to ensure that all means and materials for solicitation accurately and correctly reflect its mission and use of solicited funds. The American Legion Auxiliary Department of South Dakota shall respect the privacy concerns of individual donors and expend funds consistent with donor intent.

To assume that donors and prospective donors can have full confidence in the organization and the causes they are asked to support, the Auxiliary will respect the following rights of the donors:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements and others on request.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgment and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing the American Legion Auxiliary Department of South Dakota will be professional in nature.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Grant Making

The American Legion Auxiliary Department of South Dakota shall have specific stated responsibilities in carrying out grant programs. These responsibilities include the following:

- A formal and consistent application process which includes defined eligibility.
- Fair and equitable selection criteria.
- Assurance of applicant privacy.
- Clear, timely and respectful communications throughout the application process.

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Inclusiveness and Diversity

The organization recognizes the value of the diverse backgrounds and beliefs of its membership. The organization promotes an atmosphere of mutual respect for the worth and dignity of its members, those eligible to become members and those we serve.

Ethics violations

Any member may report a violation of unethical conduct or actions contrary to the governing doctrine without fear of retaliation.

The organization considers all inquiries and complaints about actions of its members to be strictly confidential.

Ethics Query-an ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member.

The organization shall adopt a procedure to administer the ethics query process. (Until further guidance has been developed, please refer to chapter ten in the Unit Handbook.) (Revised edition June 2014)

Ethics Complaint-an ethics complaint provides a process for receiving, investigating, and acting on a violation of the Code made against any member or staff and provides a process that is fair, responsible, confidential and consistent.

The organization shall adopt a procedure to administer the complaint process.

Whistleblower Protection

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary Department of South Dakota shall establish and abide by policies to protect the Auxiliary.

Any member who acts maliciously by making known information she knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation.

The organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate. Any member who believes she has been retaliated against for whistleblowing is expected to report it immediately. If the complaint is validated, the organization can impose disciplinary sanctions against the retaliating member, including termination of membership in the organization.

Susan Leaning
2025-2026 President

2025-2026 Constitution & Bylaws Chairperson

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