



Members of the SD American Legion Auxiliary,

March 28, 2023

Enclosed in this mailing is an updated copy of the SD ALA Department Constitution and Bylaws. Please replace the one you currently have. The corrected version of this document was not sent out after last year's convention. The Standing Rules were not changed in convention. We have included the Standing Rules and Monetary Addendum in this mailing.

Your Constitution and Bylaws committee has been very busy. We have had many zoom meetings. We have compared our constitution to previous constitutions (those 2017 and before). We have written 45 Amendments that hopefully clarify and or change wording to reflect how the Department is operating or has operated in the past. There are also several Amendments written by unit members included. Please review all these Amendments with your unit.

Make sure you **bring this copy of the Amendments, the Constitution and Bylaws, Standing Rules and Monetary Addendum to Department Convention.** There will be **NO extra copies available.** It is very expensive to copy and mail them to each unit.

We hope these proposed changes will be helpful to our American Legion Auxiliary and to our service to Veterans.

AnnaMae Warnier  
Constitution & Bylaws Chairman

Committee members  
Kim Anderson  
Suzie Clyde  
Mary Jo Stier

Tally sheet for your Unit decision		NOTES	
CONSTITUTION	YES	NO	
#1. Art. V Section 1-A			#27. Art. IV Section 4
#2. Art. V Section 1-B			#28. Art. VI Section 5
#3. Art. V Section 2			#29. Art. VI Section 7
#4. Art. V Section 3			#30. Art. VII Section 4
#5. Art. V Section 4			#31. Art. VIII Section 11
#6. Art. VI. Section 2			#32. Art. IX Section 4
#7. Art. VI Section 3			#33. Art. X Section 3
#8. Art VIII Section 3			#34. Art. XII Section 4
#9. Art VIII Section 6			#35. Art. XIII Section 5
#10. Art VIII Section 7			#36. Art. XIV Section 11
#11. Art. X Section 2			#37. Art. XIV Section 12
#12. Art. X Section 3			#38. Art. XIV Section 13
#13. Art. X Section 6			#39. Art. XV Section 11
#14. Art. X Section 9			#40. Art. XVII Section 4
#15. Art. XI Section 1			#41. Art. XVIII Section 4
#16. Art. XI Section 3			#42. Art. XIX Section 1
#16-A. Art. V Section 6. New			#43. Art. XIX Section 2
<b>BYLAWS</b>			#44. Art. XX Section 4
#17. Art. I Section 3			#45. Art. XXI Section 4
#18. Art. I Section 4			#46. Art. X Section 11
#18-A. Art. I Section 4			#47. Art. XVII Section 10
#19. Art. I Section 10			
#20. Art. VI Section 1			
#21. Art. VII Section 3			
#22. Art. VII Section 4			
#23. Art. XI Section 2			
<b>STANDING RULES</b>			
#24. Art. III Section 11			
#25. Art. III Section 13			
#26. Art. III Section 14			

**CONSTITUTION  
OF THE  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF SOUTH DAKOTA**

**PREAMBLE**

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 American Legion Auxiliary shall be "American Legion Auxiliary of South Dakota."

**Article II. Nature**

**Section 1.** The American Legion Auxiliary is a civilian organization, Patriotic service that supports the mission of the American Legion.

**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 III. Eligibility**

**Section 1.** Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, spouse, and direct and adopted female descendants of members of The American Legion and to the grandmothers, mothers, sisters, spouse, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917, to November 11, 1918; December 7, 1941, and any time after December 7, 1941, served on active duty in the Armed Forces of any of the Governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and 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 composed of members age eighteen (18) or older, provided, however, a member eligible under Section 1 Article III and who is under the age of eighteen (18) years and married shall be classified as a Senior member.

(b) Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18) years, Junior members shall automatically be admitted into Senior membership with full privileges.

(c) Dues of both classes shall be paid annually or for life.

#### **Article IV. Charters**

**Section 1.** Applications for charter must be approved by the Post to which the Unit wishes to become attached.

#### **Article V. Executive Department**

**Section 1.** The administrative and executive power shall be vested in the Department Executive Committee, which shall be composed of the President, National Executive Committeeperson, two Vice Presidents, Finance Chairman, and one District President from each district.

**Section 2.** The Department Executive Committee shall meet as follows:

1. Immediately preceding the Department Convention
2. Within twenty-four hours after the close of the Convention
3. The third week-end of July.
4. At the call of the Department President.
5. Upon the written request of five or more members.

**Section 3.** Seven members shall constitute a quorum of the Department Executive Committee.

**Section 4.** All Past Department Presidents and Past Department Secretaries (with Department Secretaries having served no less than five years in the office) and in good standing in local units, shall be members for life of the Department Executive Committee with all rights, except the right to vote, without expenses allowed. The Department Secretary, Department Treasurer, Department Parliamentarian, Department Chaplain, Department Historian, and Department Poppy Chairman shall also be members of the Executive Committee with all rights except the right to vote, with expenses as allowed.

**Section 5.** Vacancies occurring in any office of the Department of South Dakota shall be appointed by the Department President with the approval of the Department Executive Committee.

#### **Article VI. Officers**

**Section 1.** This Department shall elect annually a President, two Vice Presidents, a Chaplain, and a Historian.

**Section 2.** The National Executive Committeeperson will be an elected position, with elections to be held at Department Convention in even numbered years starting in 2016. The elected position will be a two-year term with no member being able to hold this position for more than three, two-year terms in a lifetime. The Department President will be the Alternate National Executive Committeeperson.

**Section 3.** The National Executive Committeeperson's term of office shall commence immediately following the adjournment of the National Convention of the election year, and shall end at the adjournment of the National Convention in the following even numbered year, beginning with the year 2016, (The National Executive Committeeperson's term of office will be a two year term beginning 2016 at the National Post Executive Board meeting at National Convention and ending at the adjournment of National Convention in 2018 and every two years thereafter).

## Article VII. Department Convention

**Section 1.** The Legislative body of this Department shall be a Department Convention be held each year. This Convention shall be held the same time and place as that of the South Dakota Department of the American Legion. In the event that the South Dakota American Legion should cancel their Convention, it will be the decision of the South Dakota American Legion Auxiliary Department Executive Committee whether or not they will be able to hold a convention either in person or virtually.

**Section 2.** Each unit shall be entitled to one delegate and one alternate, and to one additional delegate and alternate for each 30 members or major fraction thereof, whose current Department and National dues have been paid and received by the Department Secretary 15 days prior to the Department Convention. Each unit shall have as many votes as it is entitled to delegates and shall pay registration fee of five dollars (\$5.00) for each delegate to which the unit is entitled whether the full quota of delegates attends the Department Convention or not. Each unit is required to pay their registration fee even though not in attendance at Department Convention. The first \$1,000.00 of all registration fees received for delegates and alternates and visitors shall be paid to the unit of the city entertaining the Convention. All such registration fees in excess of \$1,000.00 shall be retained by the Department general fund to defray expenses incident to the Department Convention.

**Section 3.** All Past Department Presidents in good standing and acting Department Vice Presidents, District Presidents, and National Committeeperson shall be entitled to a vote at the Department Convention.

**Section 4.** A quorum of the Department Convention shall consist of the duly elected delegates and alternates of ten percent (10%) of the units of the Department.

**Section 5.** The official year shall be from Department Convention to Department Convention

## Article VIII. National Convention

**Section 1.** Department delegates to National Convention shall be elected annually by the Department Convention. Each Department shall be entitled to five delegates and one additional delegate for each 1,500 members or major fraction thereof whose current dues have been received by the National Treasurer thirty days prior to the meeting of said Convention, and to one alternate for each delegate.

**Section 2.** The following officers: President, Secretary and Immediate Past Department President shall be sent to National Convention of the American Legion Auxiliary and will receive round trip mileage to the airport and round-trip airfare or mileage whichever is less, meal allowance, and room allowance. District Presidents shall attend one National Convention with expenses as authorized during each 2-year term of office. The National Executive Committeeperson who is newly elected shall have expenses paid as authorized.

**Section 3.** District Presidents from even numbered districts (i.e. 2, 4, etc.) will attend the National Convention in an even number year (i.e. 2012, 2014, etc.) District Presidents from odd numbered districts (i.e. 1, 3, etc.) will attend the National Convention in an odd number year. (i.e. 2013, 2015, etc.)

**Section 4.** In case of inability of any District President to attend the National Convention in the year assigned, only the First Vice President or the Second Vice President of that District, shall be the delegate from such

District, with expenses paid. If no officers from said District can attend, no expenses will be paid out to the delegate serving in that capacity.

**Section 5.** The Immediate Past Department President shall act as chairperson of the delegation and have charge of the organizational work of the National Convention. The Department Secretary shall act as secretary of the delegation.

**Section 6.** In case of the inability of the Department President to attend the National Convention, the First Vice President or the Second Vice President, in succession, shall be the alternate. In case of the inability of the Department Secretary to attend the National Convention, the Department Treasurer shall be the alternate.

**Section 7. Automatic Delegates to the National Convention will be:**

- 1) National Executive Committee person
- 2) Immediate Past Department President (as Convention Chairman)
- 3) Department Secretary (as Convention Secretary)
- 4) Newly elected Department President
- 5) Four District Presidents from the District that held elections, with expenses paid as authorized.
- 6) National Chairman – without expense

**Automatic Alternates to National Convention will be:**

- 1) Department Treasurer
- 2) Newly elected 1st Vice President, with no expenses paid.

**Article IX. District Organization**

**Section 1.** The Department shall be divided into Districts coinciding with the designated Districts of the South Dakota Department of The American Legion. Districts will hold annual District meetings at the same time and place as annual District meetings of The South Dakota Department of the American Legion. There may be other District meetings at the call of the District President, with the approval of the Department President.

**Section 2.** Unit representation at District meetings shall be on the same basis as provided for Unit representation at a Department Convention.

**Section 3.** District Presidents shall be elected for a term of two years, even numbered Districts will be elected at spring meetings for a term beginning in even numbered years; odd numbered districts will be elected at spring meetings in odd numbered years. One District president and two alternates shall be elected at each spring District convention. Their election shall be ratified at the close of District meeting and they shall assume their duties following installation at Department Convention. District Presidents shall be elected to not more than two consecutive terms. If, in the event there is a change in the number of districts by the South Dakota Department of the American Legion, an election will be held at the fall meeting of the affected District(s). One District President and two alternates will be elected to fulfill the term until the rotation of spring elections are held. (odd number districts in odd years, even number districts in even years).

**Section 4.** If a District President, during their term of office, shall resign or relocate from the state or in any way become unable to serve, the first alternate District President shall automatically assume the position of the

District President, to complete the remainder of the term. Should the first alternate District President be unable to accept the office and the second alternate District President be unable to accept the office, a successor to the District President shall be chosen by the Department President from the District in which the vacancy occurs, subject to the subsequent approval of the Department Executive Committee, the appointee will serve out the term of the District President.

### **Article X. Unit Organization**

**Section 1.** The smallest administrative Unit of the American Legion Auxiliary of this Department shall be termed the "Unit" which shall have a minimum membership of ten (10) senior members who are eligible according to the eligibility clause. No Unit shall be received into this organization until it shall have received a charter. A Unit desiring a charter shall apply to the Department headquarters and the charter shall be issued by the National President and Secretary, whenever recommended by the Department President or Department Executive Committee. All Unit charters shall be counter-signed by the Department President and Secretary.

**Section 2.** The officers of the Unit shall be a President, two Vice Presidents, Secretary, Treasurer, Historian, Sergeant-at-Arms, Chaplain, and Parliamentarian, and such officers and committees that may from time to time be authorized.

**Section 3.** Unit officers shall be elected at the first regular meeting of the Unit in May, and shall be installed at the first regular meeting of the Unit in June, or may be elected and installed at the same meeting in May or June.

**Section 4.** All units shall adopt a constitution conforming to the Department and National Constitutions of the American Legion Auxiliary.

**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 subscribed 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.** Each unit shall make a report on finances and activities at the District meeting.

**Section 7.** Any member in good standing in a unit shall be entitled to transfer to another unit.

**Section 8.** A member who is not subject to suspension or membership revocation under due process is eligible to transfer her membership to another unit if the member has paid their membership dues to their current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay current year dues to either their current unit or to the unit into which they wish to transfer.

Evidence of paid membership includes:

- a. American Legion Auxiliary Membership card.
- b. Verification of membership by American Legion Auxiliary Department or National Headquarters membership records
- c. Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or
- d. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

**Section 9.** A unit member may withdraw providing their current dues are fully paid. Upon withdrawal,

however, they 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 remove their membership from one unit to another during the current year, it shall be done by transfer and not by withdrawal.

### **Article XI. Amendments**

**Section 1.** This Constitution may be amended at any Department Convention by a two-thirds vote of the total authorized delegates in attendance at the meeting of said Convention, provided the proposed amendments shall have been submitted through the of the Department Executive Committee. All proposed amendments shall be read at a regular session of the Department convention at least twenty-four hours before the vote is taken. All written amendments must be sent to the Department Office and postmarked by April 1<sup>st</sup>.

**Section 2.** An amendment not having been previously read or distributed as required in Article XI Section 1 may be adopted by the unanimous vote of the total authorized delegates in attendance at the meeting of said Department Convention.

**Section 3.** Amendments to this Department Constitution adopted by National Convention action shall automatically become effective in this Department.



*Bylaws*  
OF THE  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF SOUTH DAKOTA

**Article I. Duties of Officers**

**Section 1.** President: It shall be the duty of the President to preside at all meetings of the Department in Convention assembled and of the Department Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of constituted committees and create such other committees and appoint members thereof as deems advisable, subject to the approval of the Executive Committee, and perform such other duties as custom and parliamentary usage require.

**Section 2.** Vice Presidents: It shall be the duty of the Vice Presidents, in their order, to act for the President in the disability or absence. It shall also be the duty of the Vice Presidents to assist the President, when requested to do so, in keeping in touch with the units and Districts, and to perform other duties as required by the Department President.

**Section 3.** The Department Secretary: It shall be the duty of the Secretary to manage the department headquarters for the South Dakota American Legion Auxiliary while supporting the mission of the organization. The Secretary shall oversee the execution of the policies and procedures that address and fulfill the fiduciary responsibilities of its officers. It will be the responsibility of the Secretary to ensure that all appropriate state tax or and regulatory taxes are filed. The Secretary will receive all monies belonging to the department and provide the Treasurer with details of deposits and their designations. The Secretary shall maintain a record of all money received from Units for per capita assessments or other purposes and care for the archives of the Department. The Secretary will record all proceedings of the department, keep all books that are needed to carry out the work of the office, receive and answer all official mail under the direction of the Department President, send and give notice of all meetings and act as Secretary of the Executive Committee. The Secretary shall conduct all Auxiliary business in a professional manner at all times. Hiring of the Department Secretary is covered in the Standing Rules

**Section 4.** The Department Treasurer: It shall be the duty of the Treasurer to be responsible for documenting the finances of the South Dakota American Legion Auxiliary via a software system. The Treasurer shall follow the adopted policy for the Audit/Finance. The Treasurer is to give a bond in such amount as the Department Executive Committee may direct, the premium of the aforesaid bond to be paid by the Department. The Treasurer shall pay all warrants signed by the Secretary and Department President and none other except in cases of special funds of standing Committees, which warrants shall be signed by Chairman of same. The Treasurer shall retain the warrants as vouchers. The Treasurer will account for the receipts reported by the Secretary and keep account of the expenditures, making an annual report or other reports deemed necessary by the Executive Committee. The Treasurer's accounts shall be reconciled by a qualified individual and a comparative statement of receipts and expenditures to be issued one week before the annual Convention. The Treasurer will be the backup for the Secretary in the Secretary's absence. Hiring of the Department Treasurer is covered in the Standing Rules.

**Section 5.** Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening of each day's business and such other duties as the President may direct.

**Section 6.** Historian: It shall be the duty of the Historian to prepare for posterity the records of the Department and to make a report to date at the Department Convention and file a complete annual report not later than September 1st.

**Section 7.** Parliamentarian: It shall be the duty of the Parliamentarian to decide all questions pertaining to law, order, and rules governing the organization. Questions for a higher decision shall be forwarded by the units to the Department Secretary, via the Department President and Department Parliamentarian. The Department Secretary shall forward the question to the National Department for the Judge Advocate's final decision.

**Section 8.** Executive Committee: The Executive Committee is the Board of Administration between Conventions.

**Section 9.** The Finance committee shall consist of four (4) members at large selected by a selection committee and approved by the DEC. Each member is eligible to serve a three (3) year term and no more than two (2) consecutive terms. The other members will be the Immediate Past Department President, Department President, and First Vice President. All the aforementioned members will have full voice and vote. The Department Secretary, Treasurer and the Second Vice President will serve on the Finance committee with a voice and no vote.

**Section 10.** It shall be the duty of each District President to represent their District on the Department Executive Committee. A District President shall complete all unit visitations once each term, allowing them to utilize two years instead of one year to carry out the Department mandates as prescribed by the Department President.

At the close of each National Convention, the District Presidents in attendance shall transmit a written report of said Convention to the President of the alternate District and to the Presidents of the units in their District, within thirty days after the close of the National Convention. Each District President shall make a financial report to their District each year at the District convention. The District President shall also submit to the Department President, Department Historian, and Department Secretary a report of the District to be placed on file at Department headquarters, and put in the Convention Proceedings Book.

## **Article II. Committees**

**Section 1.** The Department President may appoint committees as she deems advisable to further the mission of the organization, subject to ratification by the Department Executive Committee. All expenditures shall be authorized by the DEC via the Finance Committee

**Section 2.** There shall be the following Standing Committees:

- 1.
2. Americanism
3. Auxiliary Emergency Fund
4. Children and Youth
5. Community Service
6. Constitution and Bylaws
7. Education
8. Finance
9. Girls State
10. Junior Activities
11. Legionette
12. Legislative
13. Membership
14. National Security
15. Past Presidents Parley
16. Poppy
17. Public Relations
18. Veterans Affairs and Rehabilitation

**Section 3.** The newly elected Department President may appoint a Music Chairman and a Scrapbook Chairman if so desired.

**Section 4.** Committee Chairmen shall select two members to serve on their committee. No expenses will be paid to these committee members.

### **Article III. Special Executive Committee Meeting**

**Section 1.** Mileage, meal allowance and room allowance as authorized, shall be paid by the Department to members of the Department Executive Committee in attendance at any special Executive Committee meeting.

### **Article IV. Bonding Officers**

**Section 1.** All members of this Department handling funds of the organization shall be bonded by the Department.

### **Article V. Poppy Proceeds**

**Section 1.** Each unit shall remit 25 percent of the net proceeds of the distribution of Poppies to the Department Headquarters immediately after the distribution. The Department Secretary shall distribute this money as follows: 75 percent to Department Veterans and Affairs and Rehabilitation and 25 percent to the Children and Youth Fund.

### **Article VI. Elections**

**Section 1.** A nominating committee will be comprised of the three (3) immediate Past Department Presidents. The Immediate Past President will serve as committee chairperson. They may have more than one (1) candidate for each office. The committee will have the list of candidates published in the May Legionette.

**Section 2.** The term or office for Department President of the South Dakota American Legion Auxiliary shall be one (1) year. No person shall be eligible to serve as Department President for more than one (1) term.

### **Article VII. Finances**

**Section 1.** The revenue of this Department shall be derived from annual dues of members and by such means as may be determined by the Department Executive Committee. Permanent membership may be obtained through the National American Legion Auxiliary Paid Up For Life (PUFL) program with rates as established by the National program. (Here again reference to dues is now collectively included in the Standing Rules)

**Section 2.** The annual National dues as determined by the National Convention each year shall be collected by the units and paid through Department Headquarters to the National Treasurer, whenever the same becomes due and payable.

**Section 3.** Annual dues shall be payable October 20th of each year.

**Section 4.** All Department bills or vouchers shall be presented to the Department President for approval before checks for payment of said bills are issued. Checks shall be signed by the Department Treasurer.

**Section 5.** The fiduciary responsibility of the Department Executive Committee shall include adoption of the Department budget, and review and acceptance of financial reports and the annual audit.

#### **Article VIII. Parliamentary Rules**

**Section 1.** The rules of procedure of a Department convention shall be those set forth in Roberts' Rules of Order, Newly Revised, in all points not covered by the Department Constitution and Bylaws and Standing Rules.

#### **Article IX. Discipline**

**Section 1.** The power to discipline units or members and to cancel or revoke a unit charter shall be in accordance with procedure specifically set forth in the National Constitution and Bylaws.

**Section 2.** Member disciplinary procedures. See Chapter X of the American Legion Auxiliary Unit handbook.

#### **Article X. Charters**

**Section 1.** All charters granted by the American Legion Auxiliary are hereby ratified and confirmed.

#### **Article XI. Amendments**

**Section 1.** These Bylaws may be amended at a Department Convention by two-thirds vote of the total authorized delegates in attendance at meeting of said convention, and become operative upon adoption provided that proposed amendment shall have been read at a regular session of the Convention at least twenty-four hours before the vote is taken thereon.

**Section 2.** Amendments to this Department's Bylaws shall automatically become effective when adopted by National Convention action.

**Section 3.** An amendment not having been previously read or distributed as required in Article XI Section 1 may be adopted by the unanimous vote of the Department Convention delegates.

#### **Article XII**

##### **Virtually Conducting Department Governing Body Business**

**Section 1.** Electronic (email) voting was approved by the National Executive Committee (NEC) in February 2009. 75% of the DEC must vote (to establish a quorum), and the majority of those voting must approve of the motion for it to pass. Every voting member of the Department Executive Committee, each year at the post Executive Board meeting will sign a consent agreement to vote by e-mail, virtual (such as zoom), or by mail, in the event of a vote being

necessary outside of the Department Executive Board meeting during the current year.

**Section 2.** Specific guidelines on the administration of conducting business electronically can be found in the Standing Rules.





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, 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)

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 and meal 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), meal allowance and round-trip mileage. (N2017)
- 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. Meal allowance and registration fees will also be paid.
- 5. The Immediate Past President will receive complimentary a ticket for the States Dinner at National Convention. (R2017)

Dept Pres. 

Dept C & B 

Date 7.31.21

Revised 2/20/21



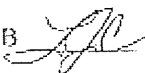
### III. PRESIDENT

1. In the event of death of a Past Department President or current Department officer, the President will represent the Department. Mileage, meal allowance 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. (N2017)
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, meal allowance, and room allowance, for Fall and Spring District meetings and Commander's/President's Call. (R2017)
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. 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, meal allowance and room allowance, to attend the VA&R Christmas Gift Shops, and VA&R Christmas Parties (VA&R funds). (R2017)
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-2018)
  - 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

Dept Pres.



Dept C &amp; B



Date 7/31/21

Revised 2/20/21

- 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
- Miscellaneous supplies

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

13. The Department President can appoint members to serve on the Constitution and Bylaws Committee. There will be no expenses for this committee. (N2017)

14. The Department President shall obtain the signatures of the officer related to the Code of Ethics and Confidentiality statement. (N2017)

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#### 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. Second Vice President shall serve as the Constitution and Bylaws Chairman. (R2021)
2. The Second Vice President will be allowed to attend the Leadership Conference with the President Elect, Membership Chairman and Department Secretary with expenses paid as authorized. (N2021)

#### 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)
4. Mileage to District Meetings and only one visit to each Unit per term will be paid to the District President by the Department. Expenses for subsequent visits must be approved by the Department President. (N1996)
5. District Presidents and District Presidents elect will receive a flat fee for attendance at the Department Convention and Mid-Winter Conference. (R2017)
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 mid-year reports and year-end reports to Department Chairman, President, Department Secretary and Historian, two weeks prior to the Department Chairman's national deadline. (R2017)
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 Addendum. (R2017)

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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)

**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 chairmen appointed in odd numbers years. Appointments will be as follows: (N2021)

**ODD NUMBER YEARS**

Education  
 Juniors  
 Legislative  
 Veterans Affairs & Rehabilitation  
 Community Service

**EVEN NUMBER YEARS**

Americanism  
 Children & Youth  
 Auxiliary Emergency Fund (AEF)  
 Public Relations  
 Membership

- 3. Special appointments shall include Legionette, Poppy, Web Administrator, Zoom Administration and ALA Girls State.
- 4. The newly elected Department President may appoint Music Chairman and Scrapbook Chairman if they so desire.
- 5. The Department Chairmen will be announced at the Post Convention Department Executive Committee meeting and will be ratified by the Department Executive Committee. (N2021)
- 6. Department Chairman will select a committee of up to 3 members to work with them on their program. (N2021)

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### 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. The Department is to pay for Service to Veterans pins for volunteers from General Fund. (R2017)
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, meal allowance, 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. (R2017)
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 a 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)
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 facilities funds for the next year's gift shop. Each chairman that has funds to return may retain up to \$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 of something this fund can be used.) (N2019)

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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)
3. The Children & Youth Chairman shall be allowed to attend the Children and Youth Conference annually with expenses paid as authorized; registration, airfare or mileage not to exceed the price of airfare, mileage to and from the airport, out of state meal allowance and room allowance. (N2017)

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## 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 would be handled by the use of a warrant initiated by the Director/Chairman sent to the Department President. The Department President would sign and forward it to the Department Treasurer to write the check. (N2017)
3. Registrations fees would be sent to the ALA Girls State Registrar along with the pre-registration forms. The ALA Girls State Registrar will forward checks to the ALA Department Headquarters on a weekly basis. (N2017)
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
  - 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. Per Diem for the Director, Assistant Director, Office Manager, Registrar, Girl State Governor and counselors are defined in the Monetary Addendum. (N2021)
10. Department will pay round trip airfare to Indianapolis, ½ of the single room rate and flat fee per day for meals for the Girls State Chairman/Director to attend the Girls State Conference. (N2017)

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### 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. 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. (R2021)
3. 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)

### 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)

### 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 units 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. (R2017).

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#### XIV. PAST PRESIDENTS' PARLEY

1. The Department of South Dakota recognizes the importance of the mentorship provided by the Past Department President; therefore the Past Presidents' Parley program will continue to be recognized. (N2021)
2. A memorial/donation in the amount of \$35.00 upon the death of a Past Department President shall be sent to the family of the deceased. If there is no family, the memorial shall be sent to the ALA Foundation or other ALA program in memory of the deceased Past Department President. (R2020)
3. A memorial/donation in the amount of \$20.00 shall be sent to the family of a deceased spouse of a Past Department President. If there is no family, the memorial shall be sent to the ALA Foundation or other ALA program in memory of the deceased Past Department President. (R2021)
4. The Department Secretary will notify all Past Department President either via email or phone of the passing of a Past Department President or spouse. (N2021)
5. Past Presidents' Parley will donate \$30.00 in honor of a visiting National President and Northwestern Division Vice President to the American Legion Auxiliary Foundation or other ALA Program of their choice. (R2020)
6. The Past President's Parley fund will pay \$5.00 annually for Department mailing to be sent to a Past Department President that is not already receiving a Department mailing as a Department Chairman or Officer. (R2020)
7. Past Presidents' Parley will be responsible for honoring all Past Department Presidents of 25 years on their anniversary at an event to be held at Department Convention. (R2008)
8. Past Presidents Parley will not present any gifts to Past Department President being honored. (R2020)
9. Complimentary tickets for the event honoring the Past Department at the Department Convention will be presented to the 25-year Past Department President honored guest and National guests. These tickets are at the expense of the Department Past Presidents' Parley. All others in attendance are to pay for their tickets. (R 2009)
10. The Department Past Presidents Parley Chairman is in complete charge of all arrangements for the Past Department President Event at the State Convention. (R2010)
11. The Past President Parley Chairman will make the selection of the Department UNIT MEMBER OF THE YEAR; a recognition given to the outstanding Auxiliary member of the year. (R2020)
12. The Department Unit Member of the Year will receive four days meal allowance and three days room allowance in addition to their round-trip airfare, round-trip mileage to and from the airport, and registration fees to attend National Convention. The expenses for the Unit Member of the Year to the National Convention will come from the General Fund. (R2020)
13. The Past Department Presidents will pay a non-mandatory due of \$20.00 annually to the Past President Parley Fund. (N2021)

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14. The Past President Parley Chairman will organize a "gathering" at the Mid-Winter Conference for all Past Department Presidents, current Department President, Department 1<sup>st</sup> Vice President and Department 2<sup>nd</sup> Vice President. The Past President Parley Chairman will be allowed up to \$100.00 from the Past President Parley fund for this event. (N2021)

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### 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 Roberts Rules of Order book and a National Constitution and Bylaws book. (N2021)
5. The Department Membership Chairman will receive mileage, meal allowance 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. Department President will appoint a Web Administrator and a Zoom Administrator. Expenses will be as noted in the Monetary Addendum. (N2021)
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 ZOOM Administrator will appoint an assistant that resides on the opposite side of the state as the ZOOM Administrator. The ZOOM Administrator will ensure that the following meetings will be made available via ZOOM when requested by the Department President:
  - a. Fall and Spring District meetings
  - b. Mid-Winter Conference
  - c. Department Convention.

The ZOOM Administrator will also coordinate all virtual Department Executive Committee and Finance meetings. The ZOOM equipment will be maintained by the Department. (N2021)

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

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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)
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 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)

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### 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, meal allowance and room allowance for Fall District, Commander's/ President's Call meetings. (R2021)
3. The Department Secretary will receive round trip mileage to the airport, round trip airfare or mileage does not exceed the price of airfare, meal allowance, registration fees, and room allowance, for attendance at the National Convention. (R2017)
4. The Department Secretary will receive mileage for trips necessary for the operation of the American Legion Auxiliary business and affairs. (R2017)
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 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)
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 minutes of the Finance Committee shall be recorded by the Department Secretary and shall be printed in the official convention proceedings. (N2001)
9. South Dakota Department Office will follow the closing schedule of the National Auxiliary Office. (N2019)
10. The Department Secretary will have the authority to interview and hire an office assistant. The wage will be at minimum wage up to 20 hours a week with a flexible schedule. (N2020)
11. The Department Secretary will be responsible for updating and maintaining a current copy of the Department Constitution and Bylaws, Standing Rules and Monetary Addendum. These documents 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 made available only in PDF format. (N2021)
12. The Department Secretary will be paid for 40 hours a week/160 hours a month the rate described in the Monetary Addendum. The secretary will receive comp time for any overtime. The compilation and usage of the comp time shall be reported to the Finance Chairman to keep record of, with the approval of the Department President. (N2020)

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13. Compensation time is as follows: (N2019)
- a. Compensation time for travel to and from Fall District meetings
  - b. Compensation time attendance at the Fall District meeting when the time falls after 5:00 P on Friday and/or weekend
  - c. NO Compensation time will be given for Department or National Convention
  - d. Compensation time will be hour for hour
  - e. Compensation time must be used within the fiscal year or will be forfeited.
  - f. Compensation time become effective immediately upon employment
  - g. When using compensation time, the Department Secretary will notify the Department President when such time will be taken.
  - h. When the Department Secretary will be out of the office due to compensation time, a message will be left on the office phone stating that the Department Secretary is out of the office and will return the call on her return. An automatic reply of the Departments email will also be place.
14. 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 56 hours, etc. up to 80 hours of vacation for the year
  - c. The vacation time cannot be taken the week before the Department or National convention.
  - d. All vacation time must be used within the fiscal year or will be forfeited
15. The Department Secretary may attend the AIA South Dakota Girls State for the entire week; she will take the office phone and laptop with her. (N2019)
16. The Department Secretary shall take office immediately upon selection and installation. The Secretary shall be bonded under a fidelity-depository bond. (R2017)

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### XVIII. DEPARTMENT TREASURER

1. The Department Treasurer will receive mileage, meal allowance and room allowance for attending the Mid-Winter Conference and the Department Convention. (R2017)
2. The Treasurer will be paid for 55 hours a month at the rate described in the Monetary Addendum.
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 for trips necessary for the operation of the American Legion Auxiliary business and affairs. (N1996)
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 Treasurer shall purchase a back-up program to save the QuickBooks on. It was suggested to use Intuit. (N2017)
8. The Department Treasurer shall take office immediately upon selection and installation. The Treasurer shall be bonded under a fidelity-depository bond. (R2017)
9. 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 15<sup>th</sup> day of the subsequent month. (N2015)
10. 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)
11. 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 current budget and the previous year's financial for the same time frame. (N2015)
12. 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)
13. At Department Convention the Department Treasurer will collect W-9s from all individuals as required by the IRS. (N2021)

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### 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. Candidate must be a member or eligible and willing to become a member of 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 Secretary will be 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. Candidate must be a member or eligible and willing to become a member of 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.

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

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## 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/DIEC meeting to prepare a full year budget for the next year. A four-year comparison budget will be distributed to the Department Finance/DIEC prior to the July 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 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. (N2017)
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. (N2017)
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)
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, \$50.00 for the Finance (Budget) meeting in July. (R2021)
10. The Finance Chairman, if a committee member at large, shall receive the Chairman stipend annually plus the \$50.00 per Finance meeting.

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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 A.I.A. 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. Meal reimbursement to authorized Department Officers will be an in state and an out-of-state flat fee when traveling on Auxiliary business. (R 2017)
17. Per Diem is defined as a flat daily rate paid to cover the cost of travel expenses consisting of room allowance, meal allowance, mileage, and taxi for members authorized by policy or constitution and bylaws to receive per diem. Members receiving per diem will not be allowed additional room allowance, meal allowance, mileage or taxi, as covered in other policy provisions. (N2001)
18. Room reimbursement will be in an amount not to exceed ½ 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)
19. 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)
20. All business regarding finances is to be presented to the Finance Committee for a recommendation before being presented to the Department Executive Committee. (R2008).
21. 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. (R2017)

#### XXI. DUES AND ASSESSMENTS

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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 member 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)

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 \$12.00 and the amount of dues set by National. Junior members will remit \$2.50 for Junior Department dues 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. (N2021)
3. 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 dues by the Department Secretary with the approval of the Department Executive Committee. (R2019)
4. The Department Secretary will establish a credit card processing system for the purpose of collecting dues and assessments from Units. (i.e. Square app) (N2021)

#### 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 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, meals, 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

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held at the National Convention and \$1,200.00 in addition to the items listed will be paid by the Department. (R2017)

4. The price of the South Dakota Legionette will be five dollars for mailed subscriptions and two dollars for email subscriptions. (A courtesy copy will be emailed to all unit presidents, or unit secretaries, or other unit officer that receives email at no charge.) Legionette subscriptions run from January through December. (N2018)
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)

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#### 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 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)

#### XXV. AMENDMENTS

1. All resolutions and Amendments to the Constitution and Bylaws are to be sent to the Department Secretary and shall be post marked by April 1. 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. (R2019)

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American Legion Auxiliary  
DEPARTMENT OF SOUTH DAKOTA POLICY  
*MONETARY ADDENDUM*

Expense by Event

Attendance required in person for officer, committee members and Department Executive Committeeman (DEC) to receive expenses / flat fee.

National Convention

National Executive Committeeman – Ticket for States Dinner

Newly elected National Executive Committeeman – *Expenses are covered by the National Organization*

Immediate Past President/National Security Chairman (Convention Chairman) - Round trip mileage to the airport, round trip airfare or mileage (whichever is less), out-of-state meal allowance and single room allowance; ticket for the States Dinner.

Department President - Round trip mileage to the airport, round trip airfare or mileage (whichever is less), out-of-state meal allowance and single room allowance; ticket for the States Dinner.

Department Secretary - Round trip mileage to the airport, round trip airfare or mileage (whichever is less), out-of-state meal allowance and single room allowance; ticket for the States Dinner.

District Presidents - \$750 (EVEN number Districts in even number year. ODD number District in odd number year)

Department Convention

National Executive Committeeman - Mileage, meal allowance, single room allowance, ticket for the Joint Banquet and Auxiliary Luncheons.

Department President - Mileage, meal allowance, single room allowance, ticket for the Joint Banquet and Auxiliary Luncheons.

Department Secretary - Mileage, meal allowance, single room allowance, ticket for the Joint Banquet and Auxiliary Luncheons.

Department Treasurer - Mileage, meal allowance, single room allowance

First Vice President, Second Vice President, Historian, Chaplain - Mileage, meal allowance and no more than 50% of a standard room charge.

Junior Activities Chairman - \$175.00

District Presidents, District Presidents elect will receive a \$175 flat fee for attendance at the Department Convention.

Parliamentarian, Sergeant-at-arms, Assistant Sergeant-at-arms, Department Chairman, Hospital Representatives, Deputy Hospital Representatives, Gift shop Chairman, and Christmas Party Chairman will receive \$175 flat fee for attendance at the Department Convention.

Midwinter Conference

National Executive Committeeman– Mileage, meal allowance and 100% of a room charge. Complimentary tickets for joint banquet, Auxiliary banquet and luncheons.

President- Mileage, meal allowance and 100% of a room charge. Complimentary tickets for joint banquet, Auxiliary banquet and luncheons.

Department Secretary - Mileage, meal allowance, single room allowance, ticket to the Joint Banquet and Auxiliary Luncheons.

Department Treasurer - Mileage, meal allowance, single room allowance

First Vice President, Second Vice President, Historian, Chaplain – Mileage, meal allowance and no more than 50% of a standard room charge.

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Junior Activities Chairman - \$175.00 (plan a program for the Juniors in attendance)

District Presidents- \$175

*Participating* Department Chairmen, and *participating* Hospital Representatives will receive \$175 flat fee for attendance at the Midwinter.

*Children & Youth Conference*

Children and Youth Chairman - Registration, round trip airfare to Indianapolis, mileage to and from the airport, ½ of the single room rate and \$25.00 per diem per day for meals.

*Special Department Executive Meetings*

Department President & National Executive Committeeman - Mileage, meal reimbursement and 100% of a standard room.

1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Finance Chairman, District Presidents, Department Secretary, Department Treasurer, Department Parliamentarian, Department Chaplain, Department Historian and Department Poppy Chairman - Mileage, meal reimbursement and 50% of a standard room.

*District Meetings*

Department President - Mileage, meal allowance and 100% of a standard room for Fall and Spring District Meetings.

Department Secretary - Mileage, meal allowance and 100% of a standard room for the Fall District Meetings.

Department Membership Chairman - Mileage, meal allowance and 100% of a standard room for Fall District Meetings.

*Expenses by Position*

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**National Executive Committeeman (NEC)***National Convention*

Ticket for States Dinner

*Department Convention/ July Finance/DEC meeting*

Mileage, meal allowance, single room allowance, ticket to the joint banquet and Auxiliary luncheons

*Midwinter Conference*

Mileage, meal allowance, single room allowance, ticket for the joint banquet and Auxiliary banquet &amp; luncheons

*Special Department Executive Meeting*

Mileage, meal reimbursement and 100% of standard room.

The NEC shall serve as hostess/companion to any visiting National Auxiliary visitor. Expenses incurred for the NEC and the National visitor for room, mileage and meals will be reimbursed. (Reimbursement for alcoholic beverages is not authorized)

**Newly Elected National Executive Committeeman (NEC)**

*Expenses covered by National...* (airfare, one night lodging, one day meal peridium to attend the Post Executive meeting)

**Immediate Past President/National Security (National Convention) Chairman**

Round trip mileage to the airport, round trip airfare or mileage (whichever is less), out-of-state meal allowance and single room allowance; ticket to the States Dinner.

**President***National Convention*

Round trip mileage to the airport, round trip airfare or mileage (whichever is less), out-of-state meal allowance and single room allowance, ticket to the States Dinner.

*Department Convention/ July Finance/DEC meeting*

Mileage, meal allowance, single room allowance, ticket for herself to the Joint Banquet and Auxiliary Luncheons.

*Midwinter Conference*

Mileage, meal allowance and single room allowance. Complimentary tickets for joint banquet, Auxiliary banquet and luncheons.

*Special Department Executive Meeting*

Mileage, meal reimbursement and 100% of a standard room.

*District Meetings*

Mileage, meal allowance and single room allowance for Fall and Spring District Meetings

*Miscellaneous*

- o Mileage for all business trips
- o Mileage, meal allowance and room allowance for:
  - o to attend the funeral of a Past Department President or current Department Officer – From the President's Allowance
  - o to present ALA contribution at the State Special Olympics contest - From the President's Allowance
  - o when attending ALA functions at the invitation of Units or Post within the Department - From the Presidents allowance.

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- o Commanders/President's call - From the President's Allowance
- o VA & R Christmas Gift Shops, VA & R Christmas Parties - Expenses from the VA & R Fund
- o TAL Legislative Reception in Pierre - From the President's Allowance

**Department 1<sup>st</sup> Vice President**

*Department Convention/ July Finance/DEC meeting*

Mileage, meal allowance and no more than 50% of a standard room

*Midwinter Conference*

Mileage, meal allowance and no more than 50% of a standard room

*Special Department Executive Committee Meeting*

Mileage, meal reimbursement and 50% of a standard room

**Department 2nd Vice President**

*Department Convention/ July Finance/DEC meeting*

Mileage, meal allowance and no more than 50% of a standard room

*Midwinter Conference*

Mileage, meal allowance and no more than 50% of a standard room

*Special Department Executive Committee Meeting*

Mileage, meal reimbursement and 50% of a standard room

*Leadership Conference*

Registration, round trip airfare to Indianapolis, mileage to and from the airport, ½ of the single room rate and \$25.00 per diem per day for meals

**Department Chaplain & Department Historian**

*Department Convention*

Mileage, meal allowance and no more than 50% of a standard room

*Midwinter Conference*

Mileage, meal allowance and no more than 50% of a standard room

*Special Department Executive Committee Meeting*

Mileage, meal reimbursement and 50% of a standard room

**Department Secretary**

*Wages*

\$12.67 per hour.

*National Convention*

Round trip mileage to the airport, round trip airfare or mileage (whichever is less), out-of-state meal allowance and single room allowance; ticket for the States Dinner.

*Department Convention/ July Finance/DEC meeting*

Mileage, meal allowance, single room allowance, ticket for herself to the Joint Banquet and Auxiliary Luncheons.

*Midwinter Conference*

Mileage, meal allowance, single room allowance, ticket for the Joint Banquet and Auxiliary Luncheons.

*Special Department Executive Committee Meeting*

Mileage, meal reimbursement and 50% of a standard room.

*District Meetings*

Mileage, meal allowance and room allowance for Fall District meetings.

*Miscellaneous*

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Mileage for all business trips necessary to the operation of the ALA  
Commander's/ President's Call meetings.

### Department Treasurer

#### *Wages*

\$12.12 per hour.

#### *National Convention*

If the Department Secretary is unable to attend National Convention the Department Treasurer will go in place of the Department Secretary and receive the same expenses due to the Department Secretary.

#### *Department Convention/ July Finance/Executive meeting*

Mileage, meal allowance, single room allowance

#### *Midwinter Conference*

Mileage, meal allowance, single room allowance

#### *Special Department Executive Committee Meeting*

Mileage, meal reimbursement and 50% of a standard room

#### *Miscellaneous*

Mileage for all business trips necessary to the operation of the ALA

### District Presidents

#### *National Convention*

\$750 (EVEN number Districts in even number year, ODD number District in odd number year)

#### *Department Convention*

\$175 flat fee

#### *Midwinter Conference*

\$175 flat fee

#### *July Finance/DEC meeting*

\$175 Flat Fee

#### *Special Department Executive Committee Meeting*

Mileage, meal reimbursement and 50% of a standard room.

#### *Miscellaneous*

Mileage for District business to include Unit visits (one per year), District meetings and Girl State Orientations meetings  
20 Cents for copies for Newsletter, three copies per newsletter

### Parliamentarian, Sergeant-at-Arms, Assistant Sergeant-at-Arms

#### *Department Convention/ July Finance/DEC meeting*

\$175.00

#### *Special Department Executive Committee Meeting*

Mileage, meal reimbursement and 50% of a standard room.

### Chairman

#### *Department Convention*

\$175.00 All Department Chairmen in attendance. Also Hospital Reps, Deputy Hospital Reps, Gift Shop Chairman, and Christmas Party Chairman (*Expenses paid for out of VA&R funds*)

#### *Midwinter Conference*

\$175.00 **Participating** Department Chairman and **participating** Hospital Representatives

\$175.00 Junior Activities Chairman

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*Veterans Affairs and Rehabilitation (Expenses from the VA & R Fund)*

Mileage, meal allowance and room allowance for:

Fall orientations to meet with staff at the VA Facilities, State Home and Human Service Center -- one visit per year to be completed by October 1

VA & R Christmas Gift Shops,

VA & R Christmas Parties and Fall orientations to meet with staff at the VA Facilities, State

*Children and Youth Chairman*

Children and Youth Conference Registration, round trip airfare to Indianapolis, mileage to and from the airport, ½ of the single room rate and \$25.00 per diem per day for meals. From Children and Youth fund.

*Department Membership Chairman*

Mileage, meal allowance and 100% of a standard room for Fall District Meetings.

*National Security Chairman*

Room allowance, \$10.00 for meals and round-trip mileage to lay wreath at Black Hills National Cemetery

*Hospital Representatives*

\$400 per annum (to be paid ½ in October and ½ in April)

*Deputy Hospital Representatives*

\$300 per annum (to be paid ½ in October and ½ in April)

*Gift Shop Chairman*

\$125 per annum; Exception: Human Service Center receives \$35.00 (Paid in December)

*Christmas Party Chairman*

\$35 per annum (paid in December)

*Poppy Chairman*

\$1,000 stipend annually from the General Fund

*Legionette Editor*

\$1,000 stipend annually from Legionette Fund.

*WEB Administrator*

\$1000.00 stipend annually

*ZOOM Administrator*

Mileage, room allowance and meal allowance for all meetings attended

*Finance Chairman* IF a member large

\$175.00 State Convention

\$50.00 for The Finance (Budget) meeting

*Finance Committee Member (Non-Officers)*

\$50.00 per meeting not to exceed \$200.00 annually

*Girl State Program*

*Girls State Registration* - \$175.00

*Girl State Conference*

Girl State Director - Round trip airfare to Indianapolis, ½ of the single room rate and \$25.00 per diem per day for meals

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Staff Expenses

Director	\$400.00
Director Expenses	\$400.00
Assistant Director	\$350.00
Registrar	\$400.00
Office Manager	\$200.00
Governor	\$100.00 plus .30 a mile up to \$100.00 for miles
Sr. Counselor	\$100.00 plus .30 a mile up to \$100.00 for miles
Sr. Counselors + Dean	\$350.00 plus .30 a mile up to \$100.00 for miles
Jr. Counselor	\$ 75.00 plus .30 a mile up to \$100.00 for miles

Miscellaneous Expenses

National President Project - \$200.00

President's Allowance - \$4000.00

Room Allowance: When travel exceeds 50 miles one way

Meal Allowance: In- State Meal - \$10.00; Out of State Meals - \$25.00

Mileage: 30 cents per mile - Mileage is based on the most direct route as per Google Maps

Past President Parley Fund

Memorials:

\$35.00 to the family upon the death of a Past Department President

\$20.00 upon the death of Past Department President spouse

Donations of \$25.00 to visiting National President and Northwestern Division National Vice President

VA Facilities

\$1500.00 annually per facility / \$7500.00 total for special needs.

Junior Activities

\$500 per year for units when promoting Junior activities. (split between Units that request it as needed for the project they are promoting)

History Book

\$100.00 (Receipts Required)

Chaplain's Prayer Book

\$100.00 (Receipts Required)

Scrap Book

\$100.00 (Receipts Required)

Americanism Essay Contest per level

\$15.00 First Place

\$10.00 Second Place

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Poem Contest per class  
 \$15.00 First place  
 \$10.00 Second Place

Junior Scrapbook  
 \$5.00 per class

Poppy Contest  
 Junior Entries - \$15.00 First place / \$10.00 Second place  
 Poster Awards - \$15.00 First place / \$10.00 Second

**STANDING RULES OF THE AMERICAN LEGION AUXILIARY  
 DEPARTMENT OF SOUTH DAKOTA**

**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

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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.

### 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 the 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 a confidential means to report suspected financial impropriety or misuse of its resources.
- Written financial policies governing management and investment of assets and reserve accounts.

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internal control procedures and purchasing practices are developed and implemented.

#### 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 assure 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.

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- Fair and equitable *selection criteria*.
- Assurance of applicant privacy.
- Clear, timely and respectful communications throughout the application process.

### 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.

Dept Pres. TH

Dept C & B LC

Date 4-31-21

Revised 2/20/21

Dept Pres. JA

Dept C & R ZJC

Date 7-31-21

Revised 2/20/21



Proposal #   1   Resolution/Amendment

Standing Rules Constitution Bylaws

Article   V   Section   1-A  

---

**Current Wording:**

**Section 1.** The administrative and executive power shall be vested in the Department Executive Committee which shall be composed of the President, National Executive Committeeperson, two Vice Presidents, Finance Chairman, and one District President from each District.

---

**Proposed Resolution/Amendment:** Between Department Conventions the Department Executive Committee (DEC) shall be authorized to adopt and amend policies (money being paid for wages, stipends, etc.) and Standing Rules.

---

**Rationale:** Without having this authority any changes for Officers, employees, chairman, committees such as wages, and stipends would have to have amendments written for them and brought to the convention floor at the next convention. (Example: when hiring a new employee, you would have to pay whatever the old employee was making after working for however many years they had worked and earned their raises over those years.) or wait until convention to hire the new employee.

---

**If adopted, will read:**

**Section 1.** The administrative and executive power shall be vested in the Department Executive Committee which shall be composed of the President, National Executive Committeeperson, two Vice Presidents, Finance Chairman, and one District President from each District. Between Department Conventions the Department Executive Committee shall be authorized to adopt and amend policies and Standing Rules for the Department. Units will be notified of any changes in the next Department mailing after changes are made.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal #   2   Resolution/Amendment

Standing Rules Constitution Bylaws

Article   V   Section   1-B  

---

**Current Wording:**

The administrative and executive power shall be vested in the Department Executive Committee, which shall be composed of the President, National Executive committee person, two Vice Presidents, Finance Chairman, and one District President from each district.

---

**Proposed Resolution/Amendment:**

To add the Department Chaplain and the Department Historian to voting members of the Department Executive Committee (DEC).

---

**Rationale:**

On the National level Executive Committee (NEC), the National Chaplain and the National Historian are on the committee as voting members. They are elected officers and therefore are entitled to have a vote on the NEC. Since the Department Chaplain and Department Historian are elected officers for our department they should be on the DEC as voting members not members with just a voice.

---

**If adopted, will read:**

The administrative and executive power shall be vested in the Department Executive Committee (DEC), which shall be composed of the President, National Executive committee person, two Vice Presidents, Department Chaplain, Department Historian, Finance Chairman, and one District President from each District.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 3 Resolution/Amendment

Standing Rules Constitution Bylaws

Article V Section 2

---

**Current Wording:**

The Department Executive Committee shall meet as follows:

1. Immediately preceding the Department Convention
2. Within twenty-four hours after the close of the Convention
3. The third week-end in July
4. At the call of the Department President
5. Upon the request of five or more members

---

**Proposed Resolution/Amendment:**

To make changes so wording is more consistent, change the third week in July to just July with the Department President deciding the date and place of the meeting, and add Mid-Winter Conference for a Department Executive Committee meeting.

---

**Rationale:**

To change the Third week in July to July with the president announcing the date and place. This is because if there is a scheduling conflict the committee is not tied to the third week.  
Add Mid-Winter Conference so it does not have to be a "Special Meeting" every year

---

**If adopted, will read:**

The Department Executive Committee (DEC) shall meet as follows:

1. Immediately preceding the Department Convention
2. Within twenty-four hours after Department Convention
3. In July (The Department President will set the date and time of meeting)
4. Mid-Winter Conference
5. At the call of the Department President
6. Upon request of five or more members

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 4 Resolution/Amendment

Standing Rules Constitution Bylaws

Article V Section 3

(If Article V Section 1-B passes)

---

**Current Wording:**

Seven members shall constitute a quorum of the Department Executive Committee

---

**Proposed Resolution/Amendment:**

To add one more member to the quorum.

---

**Rationale:**

Because we would be adding two more members to the Department Executive Committee as voting members the quorum should be raised by one member.

---

**If adopted, will read:**

Eight members shall constitute a quorum of the Department Executive Committee

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 5 Resolution/Amendment

Standing Rules Constitution Bylaws

Article V Section 4

(If Article V Section 1-B passes)

Current Wording:

All Past Department Presidents and Past Department Secretaries (with Department Secretaries having served no less than five years in the office) and in good standing in local units, shall be members for life of the Department Executive Committee with all rights, except the right to vote, without expenses allowed. The Department Secretary, Department Treasurer, Department Parliamentarian, Department Chaplain, Department Historian, and Department Poppy Chairman shall also be members of the Executive Committee with all rights except the right to vote, with expenses as allowed.

Proposed Resolution/Amendment:

Remove Department Chaplain and Department Historian from non-voting members with expenses allowed.

Rationale:

To comply with the changes to article V Section 1.

If adopted, will read:

All Past Department Presidents and Past Department Secretaries (with Department Secretaries having served no less than five years in the office) and in good standing in local units, shall be members for life of the Department Executive Committee with all rights, except the right to vote, without expenses allowed. The Department Secretary, Department Treasurer, Department Parliamentarian, and Department Poppy Chairman shall also be members of the Executive Committee with all rights except the right to vote, with expenses as allowed.

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal #   6        Resolution/Amendment

Standing Rules    Constitution    Bylaws

Article   VI        Section   2  

---

**Current Wording:**

The National Executive Committeeperson will be an elected position, with elections to be held at Department Convention in even numbered years starting in 2016. The elected position will be a two-year term with no member being able to hold this position for more than three, two-year terms in a lifetime. The Department President will be the Alternate National Executive Committeeperson.

---

**Proposed Resolution/Amendment:**

Remove the words starting in 2016

---

**Rationale:**

Even number years should be sufficient for members to know when to hold elections

---

**If adopted, will read:**

The National Executive Committeeperson will be an elected position, with elections to be held at Department Convention in even numbered years. The elected position will be a two-year term with no member being able to hold this position for more than three, two-year terms in a lifetime. The Department President will be the Alternate National Executive Committeeperson.

---

Proposed by the South Dakota Constitution and Bylaws Committee





Proposal # 7 Resolution/Amendment

Standing Rules Constitution Bylaws

Article VI Section 3

---

**Current Wording:**

The National Executive Committeeperson's term of office shall commence immediately following the adjournment of the National Convention of the election year, and shall end at the adjournment of the National Convention in the following even numbered year, beginning with the year 2016, (The National Executive Committeeperson's term of office will be a two year term beginning 2016 at the National Post Executive Board meeting at National Convention and ending at the adjournment of National Convention in 2018 and every two years thereafter).

---

**Proposed Resolution/Amendment:**

Remove the words beginning with the year 2016 to the end of the paragraph.

---

**Rationale:**

Even number years should be sufficient for members to know when to hold elections and when a term ends.

---

**If adopted, will read:**

The National Executive Committeeperson's term of office shall commence immediately following the adjournment of the National Convention of the election year, and shall end at the adjournment of the National Convention in the following even numbered year.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 8 Resolution/Amendment

Standing Rules Constitution Bylaws

Article VIII Section 3

---

**Current Wording:**

Section 3. District Presidents from even numbered districts (i.e. 2, 4, etc.) will attend the National Convention in an even number year (i.e. 2012, 2014, etc.) District Presidents from odd numbered districts (i.e. 1, 3, etc.) will attend the National Convention in an odd number year. (i.e. 2013, 2015, etc.)

---

**Proposed Resolution/Amendment:**

Purpose is to remove (i.e. 2, 4, etc.) (i.e. 2012, 2014, etc.) (i.e. 1, 3, etc.) (i.e. 2013, 2015, etc.) Clean it up.

---

**Rationale:**

Everyone knows the even and odd numbered districts and even and odd numbered years.

---

**If adopted, will read:**

Section 3. District Presidents from even numbered districts will attend the National Convention in an even number year. District Presidents from odd numbered districts will attend the National Convention in an odd number year.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 9 Resolution/Amendment  
Standing Rules Constitution Bylaws  
Article VIII Section 6

---

**Current Wording:**

Section 6. In case of the inability of the Department President to attend the National Convention, the First Vice President or the Second Vice President, in succession, shall be the alternate. In case of the inability of the Department Secretary to attend the National Convention, the Department Treasurer shall be the alternate.

---

**Proposed Resolution/Amendment:**

To add the words "with expenses paid as authorized" for the alternates

---

**Rationale:**

If delegates are unable to attend we need to pay for the expenses of the alternates.

---

**If adopted, will read:**

Section 6. In case of the inability of the Department President to attend the National Convention, the First Vice President or the Second Vice President, in succession, shall be the alternate with expenses paid as authorized. In case of the inability of the Department Secretary to attend the National Convention, the Department Treasurer shall be the alternate with expenses paid as authorized.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 10 Resolution/Amendment

Standing Rules Constitution Bylaws

Article VIII Section 7

---

**Current Wording:**

**Section 7. Automatic Delegates to the National Convention will be:**

- 1) National Executive Committeeperson
- 2) Immediate Past Department President (as Convention Chairman)
- 3) Department Secretary (as Convention Secretary)
- 4) Newly elected Department President
- 5) Four District Presidents from the District that held elections, with expenses paid as authorized.
- 6) National Chairman – without expense

**Automatic Alternates to National Convention will be:**

- 1) Department Treasurer
  - 2) Newly elected 1st Vice President, with no expenses paid
- 

**Proposed Resolution/Amendment:**

To put who gets what and who (if any) pays the Expenses to go to National Convention

---

**Rationale:**

Housekeeping, just to make it a little clearer as to who goes and who pays for reimbursements.

---

**If adopted, will read:**

**Section 7. Automatic Delegates to the National Convention will be:**

- 1) National Executive Committeeperson (**expenses paid by National**)  
**With expenses paid as authorized**
  - 2) Immediate Past Department President (as Convention Chairman)
  - 3) Department Secretary (as Convention Secretary)
  - 4) Newly elected Department President
  - 5) Four District Presidents from the District that held elections.
  - 6) National Chairman – (**expenses paid by National**)
- Automatic Alternates to National Convention will be: With no expenses paid**
- 1) Department Treasurer.
  - 2) Newly elected 1stVicePresident.
-



Proposal # 11 Resolution/Amendment

Standing Rules Constitution Bylaws

Article X Section 2

---

**Current Wording:**

Section 2. The officers of the Unit shall be a President, two Vice Presidents, Secretary, Treasurer, Historian, Sergeant-at-Arms, Chaplain, and Parliamentarian, and such officers and committees that may from time to time be authorized.

---

**Proposed Resolution/Amendment:**

To allow the Units to have different officers and to put it in their Bylaws.

---

**Rationale:**

Units may have different officers as stated in their Bylaws.

---

**If adopted, will read:**

Section 2. The officers of the Unit shall be in accordance with their Unit Bylaws.

---

**Proposed by the South Dakota Constitution and Bylaws Committee**



Proposal # 12 Resolution/Amendment

Standing Rules Constitution Bylaws

Article X Section 3

---

**Current Wording:**

Section 3. Unit officers shall be elected at the first regular meeting of the Unit in May, and shall be installed at the first regular meeting of the Unit in June, or may be elected and installed at the same meeting in May or June.

---

**Proposed Resolution/Amendment:**

To add May or June

---

**Rationale:**

Units may have various procedures for election and installation of officers. The Units officers shall be elected and installed in accordance with their Unit Bylaws, prior to Department Convention.

---

**If adopted, will read:**

Section 3. Unit officers shall be elected at the first regular meeting of the Unit in May or June, and shall be installed at the first regular meeting of the Unit in June, or may be elected and installed at the same meeting in May or June, Prior to Department Convention.

---

**Proposed by the South Dakota Constitution and Bylaws Committee**



Proposal # 13 Resolution/Amendment

Standing Rules Constitution Bylaws

Article X Section 6

---

**Current Wording:**

Each unit shall make a report on finances and activities at the District meeting.

---

**Proposed Resolution/Amendment:**

Remove finances, and, at

Insert their, for, Spring

---

**Rationale:**

Units are not required to report on their finances.

Adding Spring just clarifies the appropriate meeting.

---

**If adopted, will read:**

Each unit shall make a report on their activities for the Spring District meeting

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 14 Resolution/Amendment

Standing Rules Constitution Bylaws

Article X Section 9

---

**Current Wording:**

A unit member may withdraw providing their current dues are fully paid. Upon withdrawal, however, they 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 remove their membership from one unit to another during the current year, it shall be done by transfer and not by withdrawal.

---

**Proposed Resolution/Amendment:**

Remove this section

---

**Rationale:**

A member may withdraw from their unit by not paying their yearly dues.

---

**If adopted, will read:**

---

Proposed by the South Dakota Constitution and Bylaws Committee





Proposal # 15 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XI Section 1

---

**Current Wording:**

Section 1. This Constitution may be amended at any Department Convention by a two-thirds vote of the total authorized delegates in attendance at the meeting of said Convention, provided the proposed amendments shall have been submitted and postmarked by April 1<sup>st</sup> to the Department Office. All proposed amendments shall be read at a regular session of the Department convention at least twenty-four hours before the vote is taken.

---

**Proposed Resolution/Amendment:**

To add the words “and postmarked by April 1<sup>st</sup>”

---

**Rationale:**

To make sure that the amendments are at the Department Office and can be distributed to everyone necessary.

---

**If adopted, will read:**

Section 1. This Constitution may be amended at any Department Convention by a two-thirds vote of the total authorized delegates in attendance at the meeting of said Convention, provided the proposed amendments shall have been sent to the Department Office and postmarked by April 1<sup>st</sup>. All proposed amendments shall be read at a regular session of the Department convention at least twenty-four hours before the vote is taken.

---

Proposed by the South Dakota Constitution and Bylaws Committee





Proposal # 15 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XI Section 1

**Current Wording:**

Section 1. This Constitution may be amended at any Department Convention by a two-thirds vote of the total authorized delegates in attendance at the meeting of said Convention, provided the proposed amendments shall have been submitted through the Resolutions Committee and members of the Department Executive Committee. All proposed amendments shall be read at a regular session of the Department convention at least twenty-four hours before the vote is taken.

**Proposed Resolution/Amendment:**

To delete the words, shall have been submitted through the Resolutions Committee and members of the Department Executive Committee.

To add the words "and postmarked by April 1<sup>st</sup>"

**Rationale:**

To make sure that the amendments are at the Department Office and can be distributed to everyone necessary.

**If adopted, will read:**

Section 1. This Constitution may be amended at any Department Convention by a two-thirds vote of the total authorized delegates in attendance at the meeting of said Convention, provided the proposed amendments shall have been sent to the Department Office and postmarked by April 1<sup>st</sup>. All proposed amendments shall be read at a regular session of the Department convention at least twenty-four hours before the vote is taken.

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 16 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XI Section 3

---

**Current Wording:**

Amendments to this Department's Constitution shall automatically become effective when adopted by National Convention action.

---

**Proposed Resolution/Amendment:**

To make it more clear for members to understand how this works and how they learn about these changes.

---

**Rationale:**

To give a better understanding to the Unit members, that when National votes to make changes to the National Constitution and Bylaws that effect our Constitution and Bylaws, we have to stay in compliance with the National organization and make the same changes to ours.

---

**If adopted, will read:**

Any amendment changed by the National organization that affects the Department Constitution will go into effect as set by the National organization. The Amendment or Resolution will be changed or added by the Department Secretary, and notice will be sent out to all Units for changes that may need to be made to their Unit Constitution and Bylaws.

---

Proposed by the South Dakota Constitution and Bylaws Committee

Current Wording:

NEW

Proposed Amendment:

The Department Executive committee is charged with the administrative and executive power of the South Dakota American Legion Auxiliary. Their decisions should be in the best interest of the department.

Rationale:

Whereas the Department Executive Committee is responsible for adoption of the department budget and whereas the Department Executive Committee should be able to make decisions that are in the best interest of the department, therefore be it resolved the Department Executive Committee should be able to make changes to the Monetary Addendum.

If adopted will read:

CONSTITUTION OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF SOUTH DAKOTA

Article   V  , Section   6  

The Department Executive Committee shall have the authority to make changes to the Department of South Dakota Policy Monetary Addendum as deemed necessary and in the best interest of the South Dakota American Legion Auxiliary.

Signatures (preferable 2 members from different units):

Name: Wendy Henley Unit #: Unit 230 Pike Hooker, Aurora

Name: Carol Johnson Unit #: Unit 311 Piedmont



Proposal # 17 Resolution/Amendment

Standing Rules Constitution Bylaws

Article I Section 3

---

**Current Wording:**

Section 3. The Department Secretary: It shall be the duty of the Secretary to manage the department headquarters for the South Dakota American Legion Auxiliary while supporting the mission of the organization. The Secretary shall oversee the execution of the policies and procedures that address and fulfill the fiduciary responsibilities of its officers. It will be the responsibility of the Secretary to ensure that all appropriate state tax or and regulatory taxes are filed. The Secretary will receive all monies belonging to the department and provide the Treasurer with details of deposits and their designations. The Secretary shall maintain a record of all money received from Units for per capita assessments or other purposes and care for the archives of the Department. The Secretary will record all proceedings of the department, keep all books that are needed to carry out the work of the office, receive and answer all official mail under the direction of the Department President, send and give notice of all meetings and act as Secretary of the Executive Committee. The Secretary shall conduct all Auxiliary business in a professional manner at all times. Hiring of the Department Secretary is covered in the Standing Rules

**Proposed Resolution/Amendment:**

To remove the lines that relates to the job responsibilities.

---

**Rationale:**

The portion taken out states the day-to-day duties of the Department Secretary. These duties should be in the employee handbook.

---

**If adopted, will read:**

Section 3. The Department Secretary: It shall be the duty of the Secretary to manage the department headquarters for the South Dakota American Legion Auxiliary while supporting the mission of the organization. The Secretary shall oversee the execution of the policies and procedures that address and fulfill the fiduciary responsibilities of its officers. The Secretary shall always conduct all Auxiliary business in a professional manner. Hiring of the Department Secretary is covered in the Standing Rules.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 18 Resolution/Amendment

Standing Rules Constitution Bylaws

Article I Section 4

---

### Current Wording:

Section 4. The Department Treasurer: It shall be the duty of the Treasurer to be responsible for documenting the finances of the South Dakota American Legion Auxiliary via a software system. The Treasurer shall follow the adopted policy for the Audit/Finance. The Treasurer is to give a bond in such amount as the Department Executive Committee may direct, the premium of the aforesaid bond to be paid by the Department. The Treasurer shall pay all warrants signed by the Secretary and Department President and none other except in cases of special funds of standing Committees, which warrants shall be signed by Chairman of same. The Treasurer shall retain the warrants as vouchers. The Treasure will account for the receipts reported by the Secretary and keep account of the expenditures, making an annual report or other reports deemed necessary by the Executive Committee. The Treasure's accounts shall be reconciled by a qualified individual and a comparative statement of receipts and expenditures to be issued one week before the annual Convention. The Treasure will be the backup for the Secretary in the Secretary's absence. Hiring of the Department Treasurer is covered in the Standing Rules.

---

### Proposed Resolution/Amendment:

To remove the lines that relates to the job responsibilities.

---

### Rationale:

The portion taken out states the day to day duties of the Department Treasurer. These duties should be in the employee handbook.

---

### If adopted, will read:

Section 4. The Department Treasurer: It shall be the duty of the Treasurer to be responsible for documenting the finances of the South Dakota American Legion Auxiliary via a software system. The Treasurer shall follow the adopted policy for the Audit/Finance. The Treasurer will be the backup for the Secretary in the Secretary's absence. Hiring of the Department Treasurer is covered in the Standing Rules.

---

**Proposed by the South Dakota Constitution and Bylaws Committee**



Proposal # 20 Resolution/Amendment

Standing Rules Constitution Bylaws

Article VI Section I

---

**Current Wording:**

#1 A nominating committee will be comprised of the three (3) Immediate Past Department Presidents. The Immediate Past President will serve as committee chairperson. They may have more than one (1) candidate for each office. The committee will have the list of candidates published in the May Legionette.

---

**Proposed Resolution/Amendment:**

Remove last line.

Insert: The committee will present announced candidates to the voting body at convention.

---

**Rationale:**

A member may place their name on the ballot at any given time throughout the year.

The committee should be responsible for presenting a current list of candidates to the voting body.

---

**If adopted, will read:**

#1 A nominating committee will be comprised of the three (3) Immediate Past Department Presidents. The Immediate Past President will serve as committee chairperson. They may have more than one (1) candidate for each office. The committee will present all announced candidates to the voting body at convention.

---

Proposed by the South Dakota Constitution and Bylaws Committee



**Current Wording:**

**BYLAWS OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF SOUTH DAKOTA**

Article   1  , Section   4  

**The Department Treasurer:** It shall be the duty of the Treasurer to be responsible for documenting the finances of the South Dakota American Legion Auxiliary via a software system. The Treasurer shall follow the adopted policy for the Audit/Finance. The Treasurer is to give a bond in such amount as the Department Executive Committee may direct, the premium of the aforesaid bond to be paid by the Department. The Treasurer shall pay all warrants signed by the Secretary and Department President and none other except in cases of special funds of standing Committees, which warrants shall be signed by Chairman of same. The Treasurer shall retain the warrants as vouchers. The Treasurer will account for the receipts reported by the Secretary and keep account of the expenditures, making an annual report or other reports deemed necessary by the Executive Committee. The Treasurer's accounts shall be reconciled by a qualified individual and a comparative statement of receipts and expenditures to be issued one week before the annual Convention. The Treasurer will be the backup for the Secretary in the Secretary's absence. Hiring of the Department Treasurer is covered in the Standing Rules.

**Proposed Amendment:**

The office assistant has more knowledge of procedures at Department headquarters and should be more proficient serving as a backup for the Department Secretary. If no office assistant is employed by the department, then backup will default to the Department Treasurer.

**Rationale:**

Whereas the office assistant works under direct supervision of the Department Secretary and whereas the office assistant is familiar with procedures within the Department headquarters, therefore be it resolved that the office assistant is the more logical selection to serve as backup to the Department Secretary.

**If adopted will read:**

**BYLAWS OF THE AMERICAN LEGION AUXILIARY DEPARTMENT OF SOUTH DAKOTA**

Article   1  , Section   4  

**The Department Treasurer:** It shall be the duty of the Treasurer to be responsible for documenting the finances of the South Dakota American Legion Auxiliary via a software system. The Treasurer shall follow the adopted policy for the Audit/Finance. The Treasurer

is to give a bond in such amount as the Department Executive Committee may direct, the premium of the aforesaid bond to be paid by the Department. The Treasurer shall pay all warrants signed by the Secretary and Department President and none other except in cases of special funds of standing Committees, which warrants shall be signed by Chairman of same. The Treasurer shall retain the warrants as vouchers. The Treasurer will account for the receipts reported by the Secretary and keep account of the expenditures, making an annual report or other reports deemed necessary by the Executive Committee. The Treasurer's accounts shall be reconciled by a qualified individual and a comparative statement of receipts and expenditures to be issued one week before the annual Convention. The Treasurer will serve as the backup in absence of the Department Secretary and office assistant. Hiring of the Department Treasurer is covered in the Standing Rules.

**Signatures (preferable 2 members from different units):**

Name: Bob Green Unit #: 315 Box Elder

Name: Patsy Madsen Unit #: 6 Gregory



Proposal # 19 Resolution/Amendment

Standing Rules Constitution Bylaws

Article I Section 10

---

**Current Wording:**

Section 10. It shall be the duty of each District President to represent their District on the Department Executive Committee. A District President shall complete all unit visitations once each term, allowing them to utilize two years instead of one year to carry out the Department mandates as prescribed by the Department President.

At the close of each National Convention, the District Presidents in attendance shall transmit a written report of said Convention to the President of the alternate District and to the Presidents of the units in their District, within thirty days after the close of the National Convention. Each District President shall make a financial report to their District each year at the District convention. The District President shall also submit to the Department President, Department Historian, and Department Secretary a report of the District to be placed on file at Department headquarters, and put in the Convention Proceedings Book.

---

**Proposed Resolution/Amendment:**

Strike the word convention in the second paragraph, sentence four and replace with spring meeting.

Add "and/or treasurer" in the second paragraph, sentence four

Add "District president will provide a verbal report on the Convention floor." at the end of the second paragraph.

---

**Rationale:**

The word convention is confusing to many. It is the district's spring meeting not convention.

In some districts, there is a treasurer and they are the ones to present the district's treasurer's report.

District presidents are required to provide a verbal report on the convention floor.

---

**If adopted, will read:**

Section 10. It shall be the duty of each District President to represent their District on the Department Executive Committee. A District President shall complete all unit visitations once each term, allowing them to utilize two years instead of one year to carry out the Department mandates as prescribed by the Department President.

At the close of each National Convention, the District Presidents in attendance shall transmit a written report of said Convention to the President of the alternate District and to the Presidents of the units in their District, within thirty days after the close of the National Convention. Each District President and/or district treasurer shall make a financial report to their District each year at the District Spring Meeting. Each District President shall also submit to the Department President, Department Historian, and Department Secretary a report of the District to be placed on file at Department headquarters which will be placed in the Convention Proceedings Book. Each District President will provide a verbal report on the Convention floor.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 21 Resolution/Amendment  
Standing Rules Constitution Bylaws  
Article VII Section 3

---

**Current Wording:**

Annual dues shall be payable October 20<sup>th</sup> of each year.

---

**Proposed Resolution/Amendment:**

Remove the date.

---

**Rationale:**

Many units begin accepting dues right after the first notice goes out from National which is shortly after the national convention.

---

**If adopted, will read:**

Annual dues shall be payable following the close of the national convention.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 22 Resolution/Amendment

Standing Rules Constitution Bylaws

Article VII Section 4

---

**Current Wording:**

All Department bills or vouchers shall be presented to the Department President for approval before checks of said bill are issued. Checks shall be signed by the Department Treasurer.

---

**Proposed Resolution/Amendment:**

All Department bills, statements, vouchers, or warrants shall be presented to the Department President for approval before checks of said bill are issued. Checks shall be signed by the Department Treasurer. In the absences of the Department Treasurer bills may be signed by the Secretary or Finance Chairman.

---

**Rationale:**

The Secretary writes warrants for any bills the organization has and has a warrant is written to go with each statement for those bills, she also pays expenses for officers and chairman with vouchers signed by those members, which also have a warrant written for each one. The warrants (accompanied with the documentation are signed by the Secretary is sent to the president who also signs the warrant and sends it to the treasure) This assures that the president has reviewed the bill and approves it.

If the Treasure is unable to write the checks, then the Finance Chairman or the Secretary are authorized to sign checks so long as they did not write the warrant.

---

**If adopted, will read:**

All Department bills, statements, vouchers, or warrants shall be presented to the Department President for approval before checks of said bill are issued. Checks shall be signed by the Department Treasurer. In the absences of the Department Treasurer, bills may be signed by the Department Secretary or Department Finance Chairman.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 23 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XI Section 2

---

**Current Wording:**

Amendments to this Department's Bylaws shall automatically become effective when adopted by National Convention action.

---

**Proposed Resolution/Amendment:**

Any amendment changed by the National organization that effect these Bylaws will go into effect as set by the National organization, the Amendment or Resolution will be changed or added by the Department Secretary, and notice will be sent out to all Units for changes that may need to be made to their Unit bylaws.

---

**Rationale:**

To give a better understanding to the Unit members, that when National votes to make changes to the National Constitution and Bylaws that effect our Constitution and Bylaws, we have to stay in compliance with the National organization and make the same changes to ours.

---

**If adopted, will read:**

Any amendment changed by the National organization that effect these Bylaws will go into effect as set by the National organization, the Amendment or Resolution will be changed or added by the Department Secretary, and notice will be sent out to all Units for changes that may need to be made to their Unit bylaws.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 25 Resolution/Amendment

Standing Rules Constitution Bylaws

Article III Section 13

---

**Current Wording:**

The Department President can appoint members to serve on the Constitution and Bylaws Committee. There will be no expenses for this committee. (N2017)

---

**Proposed Resolution/Amendment:**

Remove this section.

---

**Rationale:**

This is redundant with Bylaw Article II, Section 4. Committee Chairmen shall select two members to serve on their committee. No expenses will be paid to these committee members.

---

**If adopted, will read:**

If adopted it will be removed from the standing rules

---

Proposed by the South Dakota Constitution and Bylaws Committee





Proposal # 24 Resolution/Amendment  
Standing Rules Constitution\_ Bylaws  
Article III Section 11

**Current Wording:**

Department President will have an allowance of \$4000.00 annually for the following items: (R-2018)

- 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
  - 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
- Miscellaneous supplies

**Proposed Resolution/Amendment:**

Remove Invitations from Post or Units

Remove: Funerals for Past Department Presidents

**Rationale:**

The Department President does not need an invitation to visit post or units.

This is redundant with #1.

**If adopted, will read:**

Department President will have an allowance of \$4000.00 annually for the following items:

- 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.,)
  - 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
- Miscellaneous supplies

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 26 Resolution/Amendment

Standing Rules Constitution\_ Bylaws

Article III Section 14

(If Proposal #25 passes and this one passes, it would become Section 13)

---

**Current Wording:**

The Department President shall obtain the signatures of the officer related to the Code of Ethics and Confidentiality statement. (N2017)

---

**Proposed Resolution/Amendment:**

Move to #13.

And will place the statements on file at Department Headquarters.

---

**Rationale:**

The Department President is responsible for making sure all officers and chairmen received, read and sign the Code of Ethics and Confidentiality statements. These statements should be kept on file at Department Headquarters.

---

**If adopted, will read:**

The Department President shall obtain the signatures of the officer related to the Code of Ethics and Confidentiality statement and will place the statements on file at Department Headquarters.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 27 Resolution/Amendment

Standing Rules Constitution Bylaws

Article IV Section 4

---

**Current Wording:**

No current section 4

---

**Proposed Resolution/Amendment:**

The Leadership Chairman will be responsible for submitting the Districts' Unit Member of the Year winners to the Department President for the selection of the Department's Unit Member of the Year. After the selection of the department winner, the Leadership Chairman is responsible for submitting the required information to National.

---

**Rationale:**

On the National Level, Unit member of the Year now falls under the Leadership Program.

---

**If adopted, will read:**

#4. The Leadership Chairman will be responsible for submitting the Districts' Unit Member of the Year winners to the Department President for the selection of the Department's Unit Member of the Year. After the selection of the department winner, the Leadership Chairman is responsible for submitting the required information to National.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 28 Resolution/Amendment

Standing Rules Constitution Bylaws

Article VI Section 5

---

**Current Wording:**

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

---

**Proposed Resolution/Amendment:**

Remove District Presidents elect from sentence, and add a second line for District President elects

---

**Rationale:**

District Presidents elect do not attend Mid-Winter Conference

---

**If adopted, will read:**

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

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 29 Resolution/Amendment

Standing Rules Constitution\_ Bylaws

Article VI Section 7

---

**Current Wording:**

District Presidents are to send mid-year reports and year-end reports to Department Chairman, President, Department Secretary, and Historian, two weeks prior to the Department Chairmans national deadline.

---

**Proposed Resolution/Amendment:**

Remove Mid-Year reports

---

**Rationale:**

Mid-year reports are no longer required by the National Chairman

---

**If adopted, will read:**

District Presidents are to send year-end reports to Department Chairman, Department President, Department Secretary, and Department Historian, two weeks prior to the Department Chairmans national deadline.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 30 Resolution/Amendment

Standing Rules Constitution\_ Bylaws

Article VII Section 4

---

**Current Wording:**

#4 The newly elected Department President may appoint Music Chairman and Scrapbook Chairman if they so desire.

---

**Proposed Resolution/Amendment:**

This would be removed.

---

**Rationale:**

This is already in the Bylaws Article II Committees Section 3.

---

**If adopted, will read:**

If adopted section #5 becomes #4 and section #6 becomes #5.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 31 Resolution/Amendment

Standing Rules Constitution\_ Bylaws

Article VIII Section 11

---

**Current Wording:**

Funds left over from the VA gift shops shall be returned to Department Headquarter by March 1<sup>st</sup> and not held in a separate checkbook. A credit will be reported from the receiving VA facility and refunded to that facilities funds for next year's gift shop. Each chairman that funds to return may retain Up to \$100 to purchase gifts shop items. If there are still funds left over in reserve, the chairman can request an additional \$100 when receipts are provided with the request for additional funds. Receipts for all purchases need to be turned into Department Headquarters.

---

**Proposed Resolution/Amendment:** Allow giftshop chairman to use the funds they have to purchase items they find on sale for the next gift shop. Receipts should be turned in by May first and they need to account for any money they have left.

---

**Rationale:** If a Gift Shop Chairman is going to continue to hold the same gift shop in the following year, they should be able to have money to pick up gifts when they finds them on sale. So, tuning in receipts and documenting how much money they have left should be sufficient to account for the money. The money they have at that point would be counted against the next years gift shop funds that they spend.

---

**If adopted, will read:**

Gift shop chairman should have all receipts for the current years gift shop turned into the Department Office by **May first of each year**, and if they are going to continue to chair the gift shop the following year should report any gift shop money they have left over from the current years gift shop with the receipts they turn in. (This money would be applied to the next years gift shop total they spend.) Chairman who are not going to continue to do the Gift shop should send any money left over to the Department Office to be returned to the funds for that facility.

---





Proposal # 32 Resolution/Amendment

Standing Rules Constitution Bylaws

Article IX Section 4

---

**Current Wording:**

no section 4

---

**Proposed Resolution/Amendment:**

Add - #4 The Children and Youth Chairman will write warrants for scholarships as advised by the Department Secretary.

---

**Rationale:**

This clarifies who writes the warrants for the scholarships that are awarded by the Department.

---

**If adopted, will read:**

#4 The Children and Youth Chairman will write warrants for scholarships as advised by the Department Secretary.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 33 Resolution/Amendment

Standing Rules Constitution Bylaws

Article X Section 3

---

**Current Wording:**

Registration fees would be sent to the ALA Girls State Registrar along with the pre-registration forms. The ALA Girls State Registrar will forward checks to the ALA Department Headquarters on a weekly basis. (N2017)

---

**Proposed Resolution/Amendment:**

Remove Registrar and insert Director

---

**Rationale:**

Currently we do not have a Girls State Registrar. All registrations and fees are sent directly to the Girls State Director.

---

**If adopted, will read:**

Registration and fees will be sent to the ALA Girls State Director. ALA Girls State Director will give the checks to the ALA Department Headquarters once registrations have been completed.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 34 Resolution/Amendment

Standing Rules Constitution\_ Bylaws

Article XII Section 4

---

**Current Wording:**

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)
- 

**Proposed Resolution/Amendment**

To add a #4, referring to Credit card that is held by this Chairman.

---

**Rationale:**

A credit card is currently in use by the poppy chairman to be use to mail poppy orders to the Units. This credit card should be addressed in our governing documents as to what it should be used for. By adding a #4 to this article it will validate the existence of this credit card and the purpose of what it is to be used for.

---

**If adopted, will read:**

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 position to mail poppy orders to Units and Departments that have placed orders through the Department office.

Proposed by the South Dakota Poppy Chairman Jane Benzel (requires a 2<sup>nd</sup> to the motion)



Proposal # 35 Resolution/Amendment

Standing Rules      Constitution      Bylaws

Article XIII Section 5

---

**Current Wording:**

5. The Department has allocated \$500 for units 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. (R2017).

---

**Proposed Resolution/Amendment:**

To clarify the amount of money set in the budget each year for the promotion of Junior activities.

---

**Rationale:**

The allocation was to be a total, not per unit.

---

**If adopted, will read:**

5. The Department has allocated a total of \$500 for units 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.

---

**Proposed by the South Dakota Constitution and Bylaws Committee**



Proposal # 36 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XIV Section 11

---

**Current Wording:**

The Past President Parley Chairman will make the selection of the Department UNIT MEMBER OF THE YEAR; a recognition given to the outstanding Auxiliary member of the year (R2020).

---

**Proposed Resolution/Amendment:**

Delete this section

Section 13 will be moved to Section 11

Section 14 will be moved to Section 12

---

**Rationale:**

It is the Department President's responsibility to make the selection of the Unit Member of the Year not the Past President Parley Chairmen.

---

**If adopted, will read:**

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 37 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XIV Section 12

( If Article IV, section #4, proposal #27 is passed )

**Current Wording:**

The Department Unit Member of the Year will receive four days meal allowance and three days room allowance in addition to their round-trip airfare, round-trip mileage to and from the airport, and registration fees to attend National Convention. The expenses for the Unit Member of the Year to the National Convention will come from the General Fund. (R2020)

**Proposed Resolution/Amendment:**

this section would be moved to IV. First Vice President #5

**Rationale:**

On the National Level, Unit member of the Year now falls under the Leadership Program.

**If adopted, will read:**

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 38 Resolution/Amendment  
Standing Rules Constitution Bylaws  
Article XIV Section 13

---

**Current Wording:**

#13 The Past Department Presidents will pay a non-mandatory due of \$20 annually to the Past President Parley Fund.

---

**Proposed Resolution/Amendment:**

Strike: will pay a non-mandatory due of

Insert: if they so choose, will donate

If proposed amendment # 36 and # 37 passes, this will move to #11.

---

**Rational:**

You can't say that they will pay if the due of \$20 is non-mandatory.

---

**If adopted, will read:**

#11 The Past Department President, if they so choose, will donate \$20 annually to the Past President Parley Fund.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 40 Resolution/Amendment

Standing Rules Constitution\_ Bylaws

Article XVII Section 4

---

**Current Wording:**

The Department Secretary will receive mileage for trips necessary for the operation of the American Legion Auxiliary business and affairs.

---

**Proposed Resolution/Amendment:**

Add meal allowance and room if needed.

---

**Rationale:**

Department Secretary is entitled to expenses for travel for the operation of the American Legion Auxiliary business and affairs which include meals allowance and room if needed.

---

**If adopted, will read:**

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

---

Proposed by the South Dakota Constitution and Bylaws Committee





Proposal # 39 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XV Section 11

**Current Wording:**

The ZOOM Administrator will appoint an assistant that resides on the opposite side of the state as the ZOOM Administrator. The ZOOM Administrator will ensure that the following meetings will be made available via ZOOM when requested by the Department President

- a. Fall and Spring District meetings
- b. Mid-Winter Conference
- c. Department Convention

The ZOOM Administrator will also coordinate all virtual Department Executive Committee and Finance meetings. The Zoom equipment will be maintained by the Department. (N2021)

---

**Proposed Resolution/Amendment:**

Remove first sentence

Add

- d. Department Executive Committee Meetings (in person or virtual)
- e. Finance Committee Meetings (in person or virtual)

Remove the sentence: The ZOOM Administrator will also coordinate all virtual Department Executive Committee and Finance meeting.

Change where the ZOOM equipment will be stored.

**Rationale:**

With the Zoom Administrator receiving expenses for attending said meetings, it is not necessary to have a second person appointed from the opposite site of the state. If the Zoom administrator is not able to attend, they will work in conjunction with the Department President to make sure the meeting is zoomed if requested.

The Zoom Administrator is responsible for making sure the necessary equipment is at the requested meeting. The Department Secretary already is responsible for a lot of items, this just removes one item that they do not have to remember.

---

**If adopted, will read:**

The ZOOM Administrator will ensure that the following meetings will be made available via ZOOM when requested by the Department President:

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

If the ZOOM Administrator is not able to attend a requested meeting that has been asked to be on zoom, they will work in conjunction with the Department President to find a replacement for that meeting.

The ZOOM equipment will be maintained by the Zoom Administrator.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 41 Resolution/Amendment  
Standing Rules Constitution\_ Bylaws  
Article XVIII Section 4

---

**Current Wording:**

The Department Treasurer will receive mileage for trips necessary for the operation of the American Legion Auxiliary business and affairs.

---

**Proposed Resolution/Amendment:**

Add meal allowance and room if needed.

---

**Rationale:**

Department Treasurer is entitled to expenses for travel for the operation of the American Legion Auxiliary business and affairs which include meals allowance and room if needed.

---

**If adopted, will read:**

The Department Treasurer will receive mileage, room allowance, and meals if needed for trips necessary for the operation of the American Legion Auxiliary business and affairs.

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 42 Resolution/Amendment  
Standing Rules Constitution Bylaws  
Article XIX Section 1

---

**Current Wording:**

The Department Executive Committee (DEC) 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. Candidate must be a member or eligible and willing to become a member of American Legion Auxiliary.

A hiring committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past 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 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 in 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)

---

**Proposed Resolution/Amendment:**

P1: To remove: Candidate must be a member or eligible and willing to become a member of American Legion Auxiliary.  
P4: Strike Pre-Convention and replace it with "upcoming".

---

**Rationale:**

This would discriminate against certain candidates which is illegal. This would not stand up in court.



Proposal # 43 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XIX Section 2

---

**Current Wording:**

The Department Executive Committee (DEC) 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. Candidate must be a member or eligible and willing to become a member of American Legion Auxiliary.

A hiring committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past 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 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 in 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)

---

**Proposed Resolution/Amendment:**

P1: To remove: Candidate must be a member or eligible and willing to become a member of American Legion Auxiliary.  
P4: Strike Pre-Convention and replace it with "upcoming".

---

**Rationale:**

This would discriminate against certain candidates which is illegal. This would not stand in court.

The review should be reported to the DEC at their next regular meeting.

---

**If adopted, will read:**

The Department Executive Committee (DEC) 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.

A hiring committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past 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 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 upcoming 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 in 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)

---

Proposed by the South Dakota Constitution and Bylaws Committee



Proposal # 44 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XX Section 4

---

**Current Wording:**

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.  
(R2017)

---

**Proposed Resolution/Amendment:**

Add: 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.

---

**Rationale:**

The Finance Committee needs to be working full strength with all of its members.

---

**If adopted, will read:**

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.

The review should be reported to the DEC at their next regular meeting.

---

**If adopted, will read:**

The Department Executive Committee (DEC) 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.

A hiring committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past 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 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 upcoming 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.

---

Proposed by the South Dakota Constitution and Bylaws Committee





Proposal # 45 Resolution/Amendment

Standing Rules Constitution Bylaws

Article XXI Section 4

---

**Current Wording:**

4. The Department Secretary will establish a credit card processing system for the purpose of collecting dues and assessments from Units. (i.e., Square app) (N2021)

---

**Proposed Resolution/Amendment:**

Remove from Standing Rules

---

**Rationale:**

The bank discontinued the device due to lack of use.

---

**If adopted, will read:**

It will be removed from the standing rules.

---

**Proposed by the South Dakota Constitution and Bylaws Committee**



Proposal # 46 Resolution/Amendment

Standing Rules Constitution Bylaws

Article X Section 11

---

**Current Wording:**

---

**Proposed Resolution/Amendment:**

Add Section 11 -- The annual registration fee will be determined by the Girls State Chairman/Director, the Department Finance Chairman, and the Department President.

---

**Rationale:**

This allows the fee to be adjusted accordingly each year as needed.

---

**If adopted, will read:**

Section 11 -- The annual registration fee will be determined by the Girls State Chairman/Director, the Department Finance Chairman, and the Department President.

---

Proposed by the South Dakota Constitution and Bylaws Committee

Proposed Amendment Template

# 47

**Current Wording:**

Department of South Dakota Standing Rules  
Article XVII, Section 10

The Department Secretary will have the authority to interview and hire an office assistant. The wage will be at minimum wage up to 20 hours a week with a flexible schedule.

**Proposed Amendment:**

The office assistant should be skilled with the procedures within the Department Headquarters and capable of serving as a backup in the absence of the Department Secretary.

**Rationale:**

Whereas an office assistant should be able to perform a range of basic support activities for the Department, and whereas the office assistant should work under direct supervision of the Department Secretary, therefore be it resolved the change in wording would provide better clarification of the roles and duties of the office assistant position.

**If adopted will read:**

Department of South Dakota Standing Rules  
Article XVII, Section 10

Section 10. The Department Secretary will have the authority to interview for an office assistant.

- a. The Secretary will present the selected candidate to the DEC for approval.
- b. The office assistant will be expected to work out of Department Headquarters under the direction of the Department Secretary.
- c. The office assistant will be the backup for the Secretary in the Secretary's absence.
- d. The office assistant must be a member or eligible and willing to become a member of the American Legion Auxiliary.
- e. The Wage will be at minimum wage up to 20 hours a week with a flexible schedule.

**Signatures (preferable 2 members from different units):**

Name:	<u>Patsy Madsen</u>	Unit #:	<u>6 Gregory</u>
Name:	<u>Lyn Papp</u>	Unit #:	<u>315 Bot Elder</u>

