

**COUNTY COMMITTEE RULES**

AMERICAN LEGION AUXILIARY

Department of New York, Inc.

1580 Columbia Turnpike, Building 1, Suite 3

Castleton-on-Hudson, NY 12033

1. A County Committee shall consist of members duly elected by the units as prescribed in the Constitution and Bylaws and shall be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Committee of the American Legion Auxiliary, Department of New York, Inc.
2. The Units in the County shall be represented on the County Committee by the President of the Unit and two members for the first ten (10) members and one (1) additional member for each additional fifty (50) members or major fraction thereof.
3. The County Committee shall elect a President, one or more Vice Presidents, a Secretary, and a Treasurer, the same to be elected annually, at a regular or special County meeting at least thirty (30) days prior to the opening of Department Convention, from the newly elected members to the County Committee. At the close of the Annual Meeting, those elected to office shall assume their respective positions. Wherever possible these positions should be distributed among the Units in the County.
4. In the event of the death or resignation of a County Officer, an election to fill the vacancy shall be held within thirty (30) days of such death or resignation and all County Committee members shall be properly notified of the proposed election.
5. The Vice Presidents of the County may assume the duties of Children & Youth Committee and the Veterans Affairs and Rehabilitation Committee.
6. The County President shall appoint Chairmen of standing committees to conform with those named by the Department President and shall name such other committees as she/he shall deem advisable, subject to the ratification of the County Executive Committee. Wherever possible, the County Chairmen of standing committees should be selected from members of the County Committee. If such appointed Chairmen are not members of the County Committee, they do not become voting members.
7. Each County shall have what is known as an Executive Committee which shall be composed of three or more elected members, together with the County President, Vice President(s), Secretary and Treasurer.
8. The County President shall be under the direction of the District President and shall refer to the District President all disputed points.
9. In a County with two or more Units NO County President shall be eligible for election to that office for more than two (2) consecutive terms.
10. The County Secretary shall keep minutes of all meetings and shall send to the District President and all Units in the respective County PROMPTLY the names and addresses of the newly elected officers.
11. At each meeting of the County Committee, the County Secretary shall call the roll, members responding. This roll call shall be for the purpose of recording the attendance only. The absence of any member of the County Committee from two consecutive meetings of the County shall be reported by the County Secretary to the Executive Committee of the Unit the member represents. The Executive Committee of the Unit shall give notice to said member to appear before said committee and answer therefor. In case said member does not appear or in case the answer given is not considered satisfactory, said Unit shall declare said member’s election void and shall elect another member in her/his place.
12. The County Treasurer shall receive all monies and send to the Department Treasurer as promptly as possible. They should not be held until any definite date. The County Treasurer shall disburse all monies to the Department except dues and Poppy funds, which shall be sent directly by Units.
13. There shall be a County Finance/Audit Committee composed of three (3) members. Of these three (3) members the first appointed one shall serve for three (3) years, one for two (2) years, and one for one (1) year. Thereafter one member shall be appointed yearly to a term of three (3) years by the County President, subject to ratification by the County Executive Committee.
14. Meetings of the County Committee shall be held at least six times annually with no more than one meeting per month.
15. Any Auxiliary member in good standing in her/his Unit may attend County meetings, but only duly elected members to the County Committee shall vote. Other than invited guests, no one, not a member of the American Legion Auxiliary, The American Legion or the Sons of the American Legion should be admitted to these meetings.
16. ALL DEPARTMENT BULLETINS SHALL BE REVIEWED AT COUNTY MEETINGS AND DISCUSSED.
17. The immediate Junior Past County President, or the alternate elected for the purpose, shall be the delegate to the Department Convention and likewise Chairman of the County Delegation. Expenses to be at the discretion of the respective County, voted at the June County Meeting.
18. Installation of those elected to County positions is not required by the Department.
19. A member of the County Committee shall be known as a Committee member, not a delegate. There are no alternates to members of Committees, therefore, there are to be no alternates to the members of the County Committee, in accordance with the action of the Department Convention, in session assembled September 9, 10, 11, 1926 at Niagara Falls, New York. In case of the absence of the President of the Unit, the Vice Presidents, in their order, automatically become, as is for time and purpose under such a definition, the President of the Unit, and would, therefore, act on the County Committee. A Vice President shall not use her/his position at this time to become a candidate for County office.
20. The Installing Officer for the Units may be a Department Officer, District President, or President of the County in which the Unit is located, a Past President of the Unit or anyone vested with such authority by the Department. A County President has the right to designate a Vice President of the County to act as Installing Officer, if the County President is unable to do so.
21. The Department Executive Committee may prescribe provisions governing a County Committee. Additional rules desired by a County Committee shall be submitted to the Chairman of the Department Constitution and Bylaws Committee for approval before becoming effective.

County Rules as amended at Department Convention in session assembled July 2006 at Rochester, New York; as prescribed by the Department Executive Committee, April 2014; and updated to conform to the Department Constitution & Bylaws effective September 1, 2019.