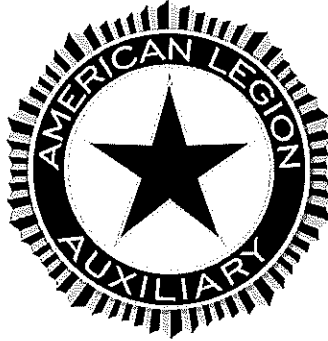


**Approved 7.22.23**

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF NEW YORK**



**2023-2024  
STANDING RULES**

**DEPARTMENT PRESIDENT  
Karen D. St. Hilaire  
2023-2024 STANDING RULES**

## SECTION 1 – GENERAL

1. Each Unit shall pay annually to the Department Treasurer for each of its Senior Members the sum of twenty-eight dollars (\$28.00). Distribution of these dues shall be as follows: eighteen dollars (\$18.00) to the National Organization, which shall include a subscription to the American Legion Auxiliary national magazine; seven dollars and seventy-five cents (\$7.75) to the Department; one dollar (\$1.00) to defray the expenses of the ten District Presidents; twenty-five cents (\$0.25) to the Children and Youth fund; twenty-five cents (\$0.25) to the Department Veterans Affairs and Rehabilitation fund, and seventy-five cents (\$0.75) to the County Treasurer. As provided in the Department Bylaws, modification to the Department per capita dues for Senior members shall require a two-thirds vote in the affirmative by the Department Convention delegates.
2. Each Unit shall pay annually to the Department Treasurer for each of its Junior Members the sum of six dollars and twenty-five cents (\$6.25). Distribution of these dues shall be as follows: two dollars and fifty cents (\$2.50) to the National Organization; three dollars (\$3.00) to the Department; twenty-five cents (\$0.25) to the Department Veterans Affairs and Rehabilitation fund; and fifty cents (\$0.50) to the County Treasurer. As provided in the Department Bylaws, modification to the Department per capita dues for Junior members shall require a two-thirds vote in the affirmative by the Department Convention delegates.
3. The Department President and the Finance/Risk and Compliance Chairman will prepare a folder with the Standing Rules, the Finance Committee Recommendations, and other necessary materials for each member of the Department Executive Committee.
4. A brief informative report is to be submitted at the next Department Executive Committee meeting by every member who receives Department funds to attend meetings or conferences of the Department and/or National.
5. Any article or information to be posted on the Department website must have the prior approval of the Department President or, if unavailable, the Department Secretary. Postings to the Department Facebook page will be reviewed by the Webmaster and/or the Department Secretary prior to release.
6. Any Department Officer, District President, or Department Committee Chairman be permitted to attend any Fall or Spring Conference at her/his own expense, or as a guest of the district if such an invitation is extended.
7. Any Department Officer, District President, Department Committee Chairman, or other person receiving paid expenses for attendance at any Department or National meeting, conference, or convention is required to attend all meetings/sessions/events. In order to receive a per diem/stipend, all Department Committee members must complete at least 100% of their obligations as outlined in the Standing Rules / Finance Recommendations unless prior permission is granted by the Department President.
8. Each Department Officer, District President, and Department Committee Chairman must room with her/his roommate at all Department Executive Committee meetings. An individual who needs to room alone must make prior arrangements with the Department Secretary. Each may room with someone else at Department and National Conventions, with prior notification to the Department Secretary. If circumstances arise resulting in the late arrival or early departure

of a Department Officer, District President or Department Committee Chairman, the Department Secretary and/or Finance/Risk and Compliance Committee Chairman are to be advised as soon as possible.

9. The difference in cost between a bedroom and one-bedroom suite for the Department President is to be assumed by the Department at Department and National Conventions, Department Executive Committee meetings, and Mid-Winter Conference, if not complimentary.
10. Endorsement letters for Department Vice Presidential candidates will be added to the Department Convention Call. Candidates for Department Vice President are not to send out endorsement letters or other campaign materials directly.
11. Each Past Department President during her/his lifetime will be given the opportunity to design and offer one Department Committee award. These awards are to be paid for by the Past Department President offering them. Any changes or additions must be approved at the April Executive Meeting and submitted in writing to the Department Secretary. Any PDP who fails to pay their awards by National Convention will relinquish their right to have the award. It will be removed from the POA.
12. The Department Chaplain will send a card of condolence to the family of each Auxiliary member whose death is made known to her/him. The Department Chaplain shall be supplied with cards of condolence by the Department Office and be reimbursed for postage for the mailing of cards.
13. A \$50 memorial donation is to be given in the event of a death of a Department Executive Committee member or member's spouse or significant other. The designated recipient will be selected by the family. If there is no designation for this donation, funds will be given to the Auxiliary Emergency Fund.
14. The Standing Rules will be reviewed annually by the Department Finance/Risk and Compliance at the budget preparation meeting, with the recommendations for change presented at the Post-Convention Department Executive Committee meeting. Changes approved by the Department Executive Committee will take effect immediately.
15. All Committee Chairmen and Committee Members that are assigned a Department email are required to make use of the account by regularly logging in, reading and replying to ALA Department of NY correspondence in a timely fashion. The Department email is not to be used as a personal email account.
16. All meetings at the Department, District, County or Unit level may be held virtually if deemed necessary by the President and/or the Executive Committee. This rule applies to regular and special meetings, conferences, caucuses and conventions.

## **SECTION 2 – JUNIOR MEMBERS**

1. Honorary Department Junior Officers will serve on a calendar year basis.
2. Honorary Department Junior Officers for the ensuing calendar year will be elected at the Department Junior Meeting held at the Mid-Winter Leadership Conference. Officers so elected will be installed and take office immediately.

### SECTION 3 – DISTRICT PRESIDENTS

1. District Presidents are to promote the programs of the American Legion Auxiliary to the counties within their District. **Monthly** emails to each County President within their District will be expected to promote membership, committee activity and programs and to provide further information as available with a **copy to the Department President and Department Secretary**.
2. District Presidents are delegates to the National Convention at the end of their term. They will automatically be delegates to the National convention. District Presidents will attend all meetings assigned by the Department President as well as represent the Department at all gatherings, dinners, caucus etc.
3. District Presidents are delegates to the Department Convention and may register as District President or a County representative. District Presidents will attend the State Dinner at their own expense.
4. Each District President **may** accompany the Department President on her/his visitation to each County in her/his District. If a District President wishes to room alone, it will be at her/his expense (with reimbursement for mileage).

### SECTION 4 – DEPARTMENT COMMITTEE CHAIRMEN

1. Each Department Committee Chairman must prepare and submit an article for every issue of the “Empire State News.” Deadlines for submission of articles to the “Empire State News” are due no later than September 15, 2023, November 15, 2023, February 15, 2024, and April 15, 2024.
2. Each Department Committee Chairman must prepare a report of her/his committee’s work to be presented at each Department Executive Committee meeting. Report must be e-mailed to the Department Secretary **PRIOR** to each Department Executive Committee meeting.
3. If committee updates are necessary, or important information is received from National for any committee, or if information must be communicated promptly, bulletins will be allowed with prior approval of the Department President.
4. Each Department Committee Chairman must prepare and submit mid-year and year-end reports to her/his respective National Division Committee Chairman, or as directed by the National Organization. The National Award cover sheet must accompany the year-end report.
5. No visits are to be made by Committee Chairmen at the expense of the Department unless prior authorization is obtained from the Department President.
6. No personal awards/gifts will be given by Department Committee Chairmen.

7. Each Department Committee Chairman must compile a book of her/his committee's work; to include: Plan of Action, bulletins, newsletter articles, reports to the Department Executive Committee, mid-year report, year-end report, National Award entries submitted for her/his committee, Book of Reports, and recommendations to be passed on to the next administration.
8. Any changes to programs can only be made with Department Executive Committee approval.

## **SECTION 5 – AMERICAN LEGION AUXILIARY EMPIRE GIRLS STATE**

1. At each of the ALA Empire Girls State Board Meetings, the Americanism Chairman shall act as Secretary, will take minutes, and will read the minutes at the Department Executive Committee Meeting.
2. The ALA Empire Girls State Chairman is authorized to continue the ALA Empire Girls State website and online ALA EGS Store, as approved by the Department President. The Chairman may delegate responsibility for operation of the websites to another individual.

## **SECTION 6 – FINANCE/RISK and COMPLIANCE COMMITTEE**

1. The Finance/Risk and Compliance Committee shall oversee the general financial policy of the American Legion Auxiliary, Department of New York, Inc. It shall be charged with the preparation of the yearly budget and shall supervise the expenditure of all Department funds. The job description for the position of Finance/Risk and Compliance Committee member will be as per the National American Legion Auxiliary.
2. Appointment of a Finance/Risk and Compliance Committee member will be limited to one consecutive term consisting of three years. An individual will be eligible for re-appointment only after a lapse of at least one year.
3. Members of the Finance/Risk and Compliance Committee shall not hold concurrently any Department elected or appointed position other than that of Finance/Risk and Compliance Committee.
4. The third member of the Finance / Risk and Compliance committee will be chosen by the third Vice President.

## **SECTION 7-ADMINISTRATION**

1. The Department Secretary, the Department Membership Coordinator, and the Department President each have signatory authority for Department funds.

Revised July 22, 2023

