

Housekeeping 4

These are for your  
information and  
do not require a vote.

**Housekeeping #1**

Standing Rules: **ARTICLE V – COMMITTEES**

All members of committees are appointed by the Department President with the approval of the Department Executive Committee and are voting members of said committee. No member shall serve as chairman of the same committee for more than three (3) years consecutively.

Any one member will not be allowed to hold more than one Department Chairmanship appointment during any one administrative year.

The term of office of all Department Chairmen terminates at the appointment and ratification of their successors.

There shall be a three (3) to five (5) member Advisory Committee consisting of ~~the~~ Past Department Presidents. The Call of Advisory Committee meetings shall be at the discretion of the Department President. The purpose of the Advisory Committee is:

To assist in the selections and dismissal of Department appointments.

To consider constitutional and standing rule changes.

To be available to the Department President in an emergency.

~~No member shall serve as Chairman of the same committee for more than three (3) years consecutively.~~

## **Housekeeping #2**

**Refer to Constitution & Bylaws Article IV Sec 5 shall be deleted to comply with the following. The remaining items to be renumbered.**

***Section 5. Each Unit shall maintain a minimum membership of ten (10) Senior members.***

Per National Bylaws Article IX Section 3 - Unit Organization

The minimum number of members to charter a new unit shall be ten (10) senior members, with the exception of a Department Headquarters Unit that shall have no minimum membership requirement.

## Housekeeping #3

### Standing Rules Art V Sec 1

In addition to the core Standing Committees – Veterans Affairs & Rehabilitation, Finance, and Risk & Compliance – there shall be the following department committees: Americanism, Auxiliary Emergency Fund, Children & Youth, Community Service, Constitution & Bylaws, Education, American Legion Auxiliary Girls State, Junior Activities, Leadership, Legislative, Membership, National Security, Poppy, and Public Relations. The purpose of each committee is as described in the Program resources available in the MyAuxiliary members only section at [www.ALAforVeterans.org](http://www.ALAforVeterans.org). Check each program for awards and instructions.

### Refer to National Bylaws Art VI Sec 2 – Committees

There shall be the following core National Standing Committees:

Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, Risk & Compliance, and such other mission and member/organizational support committees as provided in the Standing Rules.

### **Will read as follows to comply with National Bylaws:**

In addition to the core Standing Committees – Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, and Risk & Compliance – there shall be the following department committees: Auxiliary Emergency Fund, Community Service, Education, American Legion Auxiliary Girls State, Junior Activities, Leadership, Legislative, Poppy, and Public Relations. The purpose of each committee is as described in the Program resources available in the MyAuxiliary members only section at [www.ALAforVeterans.org](http://www.ALAforVeterans.org). Check each program for awards and instructions.

## Housekeeping

### Part II

#### Unit Bylaws, Art III Dues Section1

##### Last sentence

From such dues the Unit Treasurer shall pay to the Department Secretary the sum of ~~twelve~~ ~~seventeen~~ dollars (~~\$12.00~~ ~~17.00~~) per Senior member and three dollars and fifty cents (\$3.50) per Junior member, along with the National dues as determined by the National Convention each year.

The decision was made by our Department Executive Committee to hire office personnel who are ineligible to belong to our organization. This decision was made as they could not find anyone who qualified for the position who was also eligible to belong. The Treasurer has always been an appointment given to the Accounting Technician who was an employee. The Treasurer is now an appointment made to a member as a volunteer position. These proposals are necessary to redefine the Treasurer's responsibilities as a volunteer officer similar to our Parliamentarian and Chaplain.

## **Bundle 1 Treasurer Proposals 1-7**

Treasurer Proposed #1 - Amendment to Constitution & Bylaws Art VIII Sec 3 revised 12/15/25

Current Wording	Proposed Amendment	If Adopted, Will Read
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<p><b>Section 3.</b> The Department Treasurer shall be custodian of all funds and securities of the Department of Minnesota and shall be charged with their collection. The Department Treasurer shall receive all funds, record, and give a report if called upon by the Department Executive Committee and an annual report at the Department Convention.</p> <p>The Department Treasurer shall pay all bills which have been approved by the Department President and committee chairmen and countersign all checks.</p>	<p><b>Section 3.</b> The Department Treasurer shall be custodian of all funds and securities of the Department of Minnesota <del>and shall be charged with their collection.</del> The Department Treasurer shall <del>receive</del> <b>be responsible for assuring that</b> all funds <b>received are</b> recorded and give a report if called upon by the Department Executive Committee and an annual report at the Department Convention.</p> <p>The Department Treasurer shall <b>verify payment of</b> all bills which have been approved by the Department President and committee chairmen and countersign all checks. <b>When signature is by stamp, a list of checks issued must be approved by electronic means prior to distribution of the checks. At no time can a check by issued to and signed by, in person or stamped, the same party.</b></p> <p><b>The Treasurer has the duty of safeguarding the funds of the Department and assuring that proper accounting practices and internal controls are maintained. The Treasurer will be expected to be physically in the office at least once a month to enable the performance of</b></p>	<p><b>Section 3.</b> The Department Treasurer shall be custodian of all funds and securities of the Department of Minnesota. The Department Treasurer shall be responsible for assuring that all funds received are recorded and give a report if called upon by the Department Executive Committee and an annual report at the Department Convention.</p> <p>The Department Treasurer shall verify payment of all bills which have been approved by the Department President and committee chairmen and countersign all checks. When signature is by stamp, a list of checks issued must be approved by electronic means prior to distribution of the checks. At no time can a check by issued to and signed by, in person or stamped, the same party.</p> <p>The Treasurer has the duty of safeguarding the funds of the Department and assuring that proper accounting practices and internal controls are maintained. The Treasurer will be expected to be physically in the office at least once a month to enable the performance of their duties in an efficient and accurate manner.</p> <p>Duties include:</p>
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	<p><b>their duties in an efficient and accurate manner.</b></p> <p><b>Duties include:</b></p> <ul style="list-style-type: none"> <li>• <b>Work with the Department employees.</b></li> <li>• <b>Work with appointed Finance Chairman</b></li> <li>• <b>Manually signing checks, or electronically approving a list to allow for signature stamp to be used on all checks issued prior to distribution.</b></li> <li>• <b>Assuring all checks have at least one manual signature.</b></li> <li>• <b>Signature card for the Treasurer must be filed on all financial accounts: checking, savings &amp; investments.</b>  Verify with the bank if they require a signature card bearing the stamped signatures. If so, ensure the cards are submitted to the financial institutions that require same</li> <li>• <b>Review Profit &amp; Loss statements monthly and quarterly.</b></li> <li>• <b>Review credit card statements by verifying receipts with statements.</b></li> <li>• <b>Present reports to the DEC on the status of investments.</b></li> <li>• <b>Present reports to the DEC on the status of the budget.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Work with the Department employees.</li> <li>• Work with appointed Finance Chairman</li> <li>• Manually signing checks, or electronically approving a list to allow for signature stamp to be used on all checks issued prior to distribution.</li> <li>• Assuring all checks have at least one manual signature.</li> <li>• Signature card for the Treasurer must be filed on all financial accounts: checking, savings &amp; investments.  Verify with the bank if they require a signature card bearing the stamped signatures. If so, ensure the cards are submitted to the financial institutions that require same</li> <li>• Review Profit &amp; Loss statements monthly and quarterly.</li> <li>• Review credit card statements by verifying receipts with statements.</li> <li>• Present reports to the DEC on the status of investments.</li> <li>• Present reports to the DEC on the status of the budget.</li> <li>• Present any other reports requested by DEC.</li> <li>• Work with the auditors to ensure that proper accounting practices and internal controls are being maintained.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Present any other reports requested by DEC.</b></li> </ul>	

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|  | <ul style="list-style-type: none"><li>• <b>Work with the auditors to ensure that proper accounting practices and internal controls are being maintained.</b></li></ul> |  |
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Proposed by: C&B SRs Committee

Rationale: Clarify the responsibilities of the American Legion Auxiliary Dept of MN Treasurer.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Treasurer Proposed #2 - Amendment to Constitution&Bylaws Art VIII Sec 4

Current Wording	Proposed Amendment	If Adopted, Will Read
<p><b>Section 4.</b> All Department checks must be signed by at least two of the three designated Department officers, namely, the President, Executive Secretary and Treasurer.</p>	<p><b>Section 4.</b> All Department checks must be signed by at least two of the three designated Department officers, namely, the President, Executive Secretary and Treasurer. <b>At least one signature must be a manual signature.</b></p>	<p><b>Section 4.</b> All Department checks must be signed by at least two of the three designated Department officers, namely, the President, Executive Secretary and Treasurer. At least one signature must be a manual signature.</p>

Proposed by: C&B SRs Committee

Rationale: Clarify the responsibilities of the American Legion Auxiliary Department of MN Treasurer.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Treasurer Proposed # 3 Amendment to *Constitution/Bylaws Article IX Sec 7 sentence 1*

Current Wording	Proposed Amendment	If Adopted, Will Read
<p><b>Section 7.</b> With the exception of the Secretary and Treasurer, the term of office for all Department officers shall be the same as the term of their elected position. Any officer having served six months or more, whether elected at annual convention, by succession or appointed by the Department Executive Committee to fill a vacancy for a term of one year, shall be considered as having served a full term. The National Executive Committee person and the Alternate National Executive Committee person shall be considered as having served a full term should they serve for one year or more. The National Executive Committee person would be succeeded by the Alternate National Executive Committee person whose office would remain vacant until the next scheduled election should it be vacated.</p>	<p><b>Amend Sentence 1</b></p> <p><b>Section 7.</b> With the exception of the Secretary <del>and Treasurer</del>, the term of office for all Department officers shall be the same as the term of their elected <b>or appointed</b> position.</p> <p>(Rest remains same)</p>	<p><b>Section 7.</b> With the exception of the Secretary, the term of office for all Department officers shall be the same as the term of their elected or appointed position. Any officer having served six months or more, whether elected at annual convention, by succession or appointed by the Department Executive Committee to fill a vacancy for a term of one year, shall be considered as having served a full term. The National Executive Committee person and the Alternate National Executive Committee person shall be considered as having served a full term should they serve for one year or more. The National Executive Committee person would be succeeded by the Alternate National Executive Committee person whose office would remain vacant until the next scheduled election should it be vacated.</p>

Proposed by: C&B SRs Committee

Rationale: Clarify the responsibilities of the American Legion Auxiliary Department of MN Treasurer.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Treasurer Proposed #4 Amendment to <i>Constitution/Bylaws</i> Article X Section 3 (a)		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>a) <u>Units</u>: Each Unit shall be entitled to two delegates, one of whom shall be the Unit President plus one additional delegate for each fifty (50) members or major fraction thereof, whose dues have been received by the Department Treasurer thirty days prior to the meeting of the convention for which they are elected. When the President is unable to attend, the Unit will elect a delegate as a replacement. Each Unit shall elect its delegates. In addition, each Unit shall elect alternate delegates to serve in the absence of delegates. The vote of each Unit shall be equal to the total number of delegates to which it is entitled.</p>	<p style="text-align: center;"><b>Amend by added as noted below</b></p> <p>a) <u>Units</u>: Each Unit shall be entitled to two delegates, one of whom shall be the Unit President plus one additional delegate for each fifty (50) members or major fraction thereof, whose dues have been <b>received verified</b> by the Department Treasurer <b>as being received</b> thirty days prior to the meeting of the convention for which they are elected. When President is unable to attend, the Unit will elect a delegate as a replacement. Each Unit shall elect its delegates. In addition, each Unit shall elect alternate delegates to serve in the absence of delegates. The vote of each Unit shall be equal to the total number of delegates to which it is entitled.</p>	<p>a) <u>Units</u>: Each Unit shall be entitled to two delegates, one of whom shall be the Unit President plus one additional delegate for each fifty (50) members or major fraction thereof, whose dues have been verified by the Department Treasurer as being received thirty days prior to the meeting of the convention for which they are elected. When the President is unable to attend, the Unit will elect a delegate as a replacement. Each Unit shall elect its delegates. In addition, each Unit shall elect alternate delegates to serve in the absence of delegates. The vote of each Unit shall be equal to the total number of delegates to which it is entitled.</p>

Proposed by: C&B SRs Committee

Rationale: Clarify the responsibilities of the American Legion Auxiliary Department of MN Treasurer.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Treasurer Proposed #5 Amendment to <i>Standing Rules</i> Article VII Sec 6		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>No officers except the Department Executive Secretary and Treasurer shall receive any compensation for their services but expenses necessary for the performance of official duties shall be paid from Department funds, according to such rules as may be recommended by the Department Finance Committee and approved by the Department Executive Committee.</p>	<p><b>Amend to exclude Treasurer</b></p> <p>No officers except the Department Executive Secretary <del>and Treasurer</del> shall receive any compensation for their services but expenses necessary for the performance of official duties shall be paid from Department funds, according to such rules as may be recommended by the Department Finance Committee and approved by the Department Executive Committee.</p>	<p>No officers except the Department Executive Secretary shall receive any compensation for their services but expenses necessary for the performance of official duties shall be paid from Department funds, according to such rules as may be recommended by the Department Finance Committee and approved by the Department Executive Committee.</p>

Proposed by: C&B SRs Committee

Rationale: Clarify the responsibilities of the American Legion Auxiliary Department of MN Treasurer.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Treasurer Proposed #6 Amendment to *Standing Rules* Article VII Sec 14 (k)

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>(a) Leadership Funds - Funds provided by the Units and Department for leadership purposes for National Officer(s), shall be placed in a special Department fund to be paid out by the Department Treasurer upon receipt of vouchers signed by person (or persons) authorized to do so by the Department Executive Committee.</p>	<p style="text-align: center;"><b>Amend to Treasurer approval</b></p> <p>(a) Leadership Funds - Funds provided by the Units and Department for leadership purposes <b>and for National Officer(s)</b> shall be placed in a special Department fund, <b>known as “National Leadership Fund”</b>, to be paid out <b>as defined in the standing rules with the approval of</b> the Department Treasurer upon receipt of vouchers signed by person (or persons) authorized to do so by the Department Executive Committee.</p>	<p>(a) Leadership Funds - Funds provided by the Units and Department for leadership purposes for National Officer(s) shall be placed in a special Department fund, known as “National Leadership Fund”, to be paid out as defined in the standing rules with the approval of the Department Treasurer upon receipt of vouchers signed by person (or persons) authorized to do so by the Department Executive Committee.</p>

Proposed by: C&B SRs Committee

Rationale: Funds for events held by the Department of MN when National representatives are visiting our Department as long as budget has been approved to allow the expense. Also items defined in the standing rules.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

**Treasurer Proposed #7 Amendment to *Standing Rules Article VII Section 14 (d)***

Current Wording	Proposed Amendment	If Adopted, Will Read
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<p>A complete audited financial report shall be published on the American Legion Auxiliary Department of Minnesota website and sent out in the Unit mailing after approval of the financial report by the Risk &amp; Compliance Committee.</p>	<p>A complete audited financial report shall be published on the American Legion Auxiliary Department of Minnesota website and sent out in the Unit mailing after approval of the financial report by the <b>Treasurer and the</b> Risk &amp; Compliance Committee.</p>	<p>A complete audited financial report shall be published on the American Legion Auxiliary Department of Minnesota website and sent out in the Unit mailing after approval of the financial report by the Treasurer and the Risk &amp; Compliance Committee.</p>
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Proposed by: C&B SRs Committee

Rationale: Treasurer’s responsibilities

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

**End Bundle 1**

The Gift Shop Committee consists of the Chairman and one committee member. 2019 is the last year they functioned as a committee with minor exceptions. The Department Hospital/Home Representatives, VA&R Chairman and the Department Secretary have assumed those duties.

Therefore, the committee is being eliminated.

This does affect the “Gift Shop” program itself. Gifts will still be provided for the veterans and family and stated in our standing rules.

# Bundle 2      Gift Shop

## Proposals 8-12

Gift Shop Proposed #8 to *Constitution/Bylaws* Art XI Sec 9

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>9. Veterans Affairs and Rehabilitation - includes subcommittee Gift Shop, which shall be comprised of two (2) persons, one chairman and one committee member. All who will serve as Veteran Affairs and Rehabilitation committee members and shall be appointed by the Department President.</p>	<p><b>Amend by</b></p> <p>9. Veterans Affairs and Rehabilitation <b>Chairman</b> <del>includes subcommittee Gift Shop, which shall be comprised of two (2) persons, one chairman and one committee member. All who will serve as Veteran Affairs and Rehabilitation committee members and shall be appointed by the Department President.</del></p>	<p>9. Veterans Affairs and Rehabilitation Chairman</p>

by: C&B SRs Committee

Rationale: Gift shop committee of two has not been utilized since Covid. Communication with the chairmen of that committee from 2019 through 2025, with the exception of one person, stated they didn't do anything and current year not sure what they are supposed to be doing. The Dept Office is doing the ordering and is fine with leaving it that way.

The ALA President has the right to create a new committee with Board approval so can always recall if needed.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Gift Shop Proposed #9 to Standing Rules Art VI Sec 3		
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Current Wording	Proposed Amendment	If Adopted, Will Read
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<p>Section 3 The Secretary of each multimember committee (standing) - Finance, American Legion Auxiliary Minnesota Girls State, Veterans Affairs and Rehabilitation, Gift Shop and Advisory Committee shall be required to send the minutes of each committee meeting to the Department Office within 10 days after a meeting where they will be copied, and a copy sent to each committee member.</p>	<p style="text-align: center;"><b>Amend by removing</b></p> <p>Section 3 The Secretary of each multimember committee (standing) - Finance, American Legion Auxiliary Minnesota Girls State, Veterans Affairs and Rehabilitation, <del>Gift Shop</del> and Advisory Committee shall be required to send the minutes of each committee meeting to the Department Office within 10 days after a meeting where they will be copied, and a copy sent to each committee member.</p>	<p>Section 3 The Secretary of each multimember committee (standing) - Finance, American Legion Auxiliary Minnesota Girls State, Veterans Affairs and Rehabilitation, and Advisory Committee shall be required to send the minutes of each committee meeting to the Department Office within 10 days after a meeting where they will be copied, and a copy sent to each committee member.</p>
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Proposed by: C&B SRs Committee

Rationale: As not being utilized, remove Gift Shop.

The ALA President has the right to create a new committee with Board approval so can always recall with needed.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Gift Shop Proposed #10 to Standing Rules Art VI Sec 13(a)(2)		
Current Wording	Proposed Amendment	If Adopted, Will Read
(2) <i>The Gift Shop will hold their meeting in conjunction with the Department Veterans Affairs and Rehabilitation Committee and all meetings shall include the Veterans Affairs and Rehabilitation Department Chairman as an ex-officio member without vote.</i>	<b>Amend by deleting</b>  <del>(2) <i>The Gift Shop will hold their meeting in conjunction with the Department Veterans Affairs and Rehabilitation Committee and all meetings shall include the Veterans Affairs and Rehabilitation Department Chairman as an ex-officio member without vote.</i></del>	

Proposed by: C&B SRs Committee Rationale:

Gift shop committee of two has not been utilized since Covid. Communication with the chairman of that committee from 2019 through 2025, with the exception of one person, stated they didn't do anything and current year not sure what they are supposed to be doing. The Dept Office is doing the ordering along with the hospital/home reps. Delete (2) and renumber (3) to (2)

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Gift Shop Proposed #11 Amendment to *Standing Rules* Art VI, Sec 13 (b)

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>b. Gift Shop</p> <ol style="list-style-type: none"> <li>(1) Committee of two.</li> <li>(2) The Gift Shop Committee should have the first meeting early in August with the Department Veterans Affairs and Rehabilitation Chairman.</li> <li>(3) The Hospital/Home Representatives should have their first meeting before mid-September.</li> <li>(4) The Department Executive Secretary has the power of purchasing to the extent of sending letters of authorization to the Gift Shop Buyers.</li> </ol>	<p><del>b. Gift Shop—(3&amp;4 will fall under a. 3 &amp; 4)</del></p> <ol style="list-style-type: none"> <li>(1) <del>Committee of two.</del></li> <li>(2) <del>The Gift Shop Committee should have the first meeting early in August with the Department Veterans Affairs and Rehabilitation Chairman.</del></li> <li>(3) The Hospital/Home Representatives should have their first meeting before mid-September.</li> <li>(4) The Department Executive Secretary has the power of purchasing <del>to the extent of</del> sending letters of authorization to the <del>Gift Shop Buyers.</del> <b>Hospital/home representatives.</b></li> <li>(5) .</li> </ol>	<p><del>(3&amp;4 will fall under a. 3 &amp; 4)</del></p> <ol style="list-style-type: none"> <li>(3) The Hospital/Home Representatives should have their first meeting before mid-September.</li> <li>(4) The Department Executive Secretary has the power of purchasing and sending letters of authorization to the hospital/home representatives.</li> </ol>

Proposed by: C&B SRs Committee

Rationale: Remove references to Gift Shop, extend shopping to Dept Office and Hospital/Homes reps and move to fall under Part a 3&4

Will become 3 and 4 of section (a) with the rest of the numbers following with the same numbers currently there. The sub sections will all change following this section. (c) becomes (b), (d) becomes (c) etc. When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Gift Shop Proposed #12 Amendment to <i>Standing Rules</i> Art VI, Sec 13 (b) (7)		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>(7) The Hospital/Home Representatives shall provide a completed order request for their facilities and send it to the Department office at a date determined by the Gift Shop Chairman. The date of the Gift Shop must be included within the same mailing to the Department Office.</p>	<p><b>Amend by:</b>            (7) The Hospital/Home Representatives shall provide a completed order request for their facilities and send it to the Department office at a date determined by the <del>Gift Shop</del> <b>Chairman Hospital/Home Representatives</b>. The date of the Gift Shop must be included within the same mailing to the Department Office.</p>	<p>(7) The Hospital/Home Representatives shall provide a completed order request for their facilities and send it to the Department office at a date determined by the Hospital/Home Representatives. The date of the Gift Shop must be included within the same mailing to the Department Office.</p>

Proposed by: C&B SRs Committee

Rationale: Remove references to Gift Shop, extend shopping to Dept Office and Hospital/Homes reps.

Will follow with the renumbering if passed.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.



# End Bundle 2

Proposals 13, 14 & 19

Standing Rules

Finance

**Finance Proposed #13 Amendment to *Standing Rules Article VII Section 14 (g)***

Current Wording	Proposed Amendment	If Adopted, Will Read
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<p>Mileage and per diem shall be paid as follows:</p> <ul style="list-style-type: none"> <li>(1) Fall Conference and Department Convention: multiple day per diem with mileage shall be paid to all Department Officers, Department Chairmen, District Presidents and Committee Members receiving a call-in.</li> <li>(2) August Workshop and Executive Committee meetings: <ul style="list-style-type: none"> <li>i. Department Officers and Chairmen – a maximum of two (2) days with mileage</li> <li>ii. Committee Members - one day with mileage</li> <li>iii. District Presidents - one (1) day with mileage.</li> <li>iv. District Membership Chairmen - one (1) day with mileage</li> </ul> </li> <li>(3) Finance Committee Budget Meeting: Per diem and mileage shall be paid as per the Call to Meeting to the members of the Finance Committee and the following Department Officers:</li> </ul>	<p>Mileage <b>shall be paid to one person per vehicle per event</b> and per diem shall be paid <b>for the number of days stated in the call-in</b> as follows:</p> <p>(no changes to 1-5)</p>	<p>Mileage shall be paid to one person per vehicle per event and per diem shall be paid for the number of days stated in the call-in as follows:</p> <ul style="list-style-type: none"> <li>(1) Fall Conference and Department Convention: multiple day per diem with mileage shall be paid to all Department Officers, Department Chairmen, District Presidents and Committee Members receiving a call-in.</li> <li>2) August Workshop and Executive Committee meetings: <ul style="list-style-type: none"> <li>i. Department Officers and Chairmen – a maximum of two (2) days with mileage</li> <li>ii. Committee Members - one (1) day with mileage</li> <li>iii. District Presidents - one (1) day with mileage.</li> <li>iv. District Membership Chairmen - one (1) day with mileage</li> </ul> </li> <li>(3) Finance Committee Budget Meeting: Per diem and mileage shall be paid as per the Call to Meeting to the members of the Finance Committee and the following Department Officers:</li> </ul>
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<p>(4) President, First Vice President, Second Vice President, Secretary and Treasurer. District Presidents-Elect, when called into the Department Convention, will receive multiple day per diem with mileage.</p> <p>(5) Members not living in Minnesota, who are serving the Department of Minnesota as Chairmen, Committee Members or other special appointment positions and receive a call-in to a Department function will receive mileage from the Minnesota state line closest to their residence, to the site of the function and back to that same state line.</p>		<p>Officers: President, First Vice President, Second Vice President, Secretary and Treasurer.</p> <p>(4) District Presidents-Elect, when called into the Department Convention, will receive multiple day per diem with mileage.</p> <p>(5) Members not living in Minnesota, who are serving the Department of Minnesota as Chairmen, Committee Members or other special appointment positions and receive a call-in to a Department function will receive mileage from the Minnesota state line closest to their residence, to the site of the function and back to that same state line.</p>
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Proposed by: C&B Srs Committee

Rationale: To avoid duplication of mileage payments and define the number of days per diem will be paid.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

**Finance Proposed #14 Amendment to *Standing Rules Article VII Section 16 (g)***

Current Wording	Proposed Amendment	If Adopted, Will Read
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<p>The Department President shall be financed to attend the Washington Conference only when the National American Legion Auxiliary participates. At which time the allowable expenses for the Department President to include transportation, registration, meals, and room. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>	<p>The Department President shall be financed to attend the Washington Conference only when the National American Legion Auxiliary participates <b>by holding their own meetings and/or events</b>. At which time the allowable expenses for the Department President to include transportation, registration, meals, and room. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>	<p>The Department President shall be financed to attend the Washington Conference only when the National American Legion Auxiliary participates by holding their own meetings and/or events. At which time the allowable expenses for the Department President to include transportation, registration, meals, and room. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>
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Proposed by: C&B SRs Committee

Rationale: The value of the Conference, although important to the American Legion Auxiliary, is primarily for the American Legion. If the American Legion Auxiliary once again adds their own agenda (meetings, etc) this change will automatically once again approve us to pay for representation.

When passed, the resolution will become effective immediately following close of the 2025-26 Department convention.

Proposed # 19 Amendment to <i>Standing Rules</i> Article VII Finance Section 15(c)4		
Current Wording	Proposed Amendment	If Adopted, Will Read
Distinguished guests from other Departments will be included in the Distinguished Guests Breakfast if one is held and receive other courtesies at the discretion of the Department President.	Distinguished guests from other Departments will be included in the Distinguished Guests <b>Breakfast meal</b> if one is held and receive other courtesies at the discretion of the Department President.	Distinguished guests from other Departments will be included in the Distinguished Guests meal if one is held and receive other courtesies at the discretion of the Department President.

Proposed by: C&B/SRs Committee

Rationale: Update to current “happenings” and allow for flexibility depending on the guests schedule.

Effective immediately at close of 2025-26 convention

# End bundle

Proposed #15 Amendment to *Constitution/Bylaws Article IV Organization*

Current Wording	Proposed Amendment	If Adopted, Will Read
NEW	<p><b>Amend by</b></p> <p><b>Section 8. Department Headquarters Unit Departments shall have a Department Headquarters Unit. The Department Headquarters Unit will not have officers nor governing documents and shall not conduct meetings. Members do not have a vote at District or Department business meetings.</b></p>	<p>Section 8. <b>Department Headquarters Unit</b> Departments shall have a Department Headquarters Unit. The Department Headquarters Unit will not have officers nor governing documents and shall not conduct meetings. Members do not have a vote at District or Department business meetings.</p>

Proposed by: C&B SRs Committee

Rationale: Define Dept Headquarters Unit

Effective immediately at close of 2025-26 convention

Proposal #16 Amendment to *Constitution & Bylaws – Article XIII*

Current Wording	Proposed Amendment	If Adopted, Will Read
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<p><i>NEW</i></p>		<p><b><u>ARTICLE XIII: DISCIPLINE</u></b></p> <p><i>All discipline must be imposed in accordance with the principle of fundamental fairness, which includes notice and an opportunity to be heard. Disciplinary actions may include any of the following:</i></p> <ol style="list-style-type: none"> <li>1) <i>Warning: A formal written statement, delivered to the member, outlining the misconduct and expectations for future behavior.</i></li> <li>2) <i>Probation: Membership is retained under specific terms and conditions for improvement for no more than one year.</i></li> <li>3) <i>Suspension: Temporary loss of any or all membership rights and privileges for a specified period no longer than a year.</i></li> <li>4) <b>Member Discipline:</b> <i>Expulsion loss of membership for severe or repeated violations.</i></li> <li>5) <b>Unit discipline:</b> <i>Cancellation of charter: The Department Executive Committee may submit a request to the NEC to cancel the charter of a unit for severe or repeated violations. The department executive committee American Legion Auxiliary National Constitution, Bylaws, and Standing Rules shall permanently keep a record of all disciplinary actions including communications, or meetings concerning the disciplined unit.</i></li> <li>6) <b>Department Leader Discipline in Section 5.</b></li> </ol> <p><b><u>Section 1. Member</u></b></p> <ol style="list-style-type: none"> <li>a) <b>Unit member</b> - Each unit, except for the department headquarter unit, has responsibility for the discipline of its members for any good and sufficient cause. Units shall adopt procedures for member discipline.</li> <li>b) <b>Appeals – Unit Member</b> – in writing to Department Executive Committee.</li> <li>c) <b>Department Headquarter Unit member</b> - The department executive committee has the responsibility for the discipline of its headquarter unit members for any good and</li> </ol>
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sufficient cause. Department Executive Committees shall adopt procedures for member discipline.

**d) Appeals – Headquarters Member** - the disciplinary action to the Department Convention Delegates. The Department Convention Delegates shall adopt procedures to handle such appeals.

**Section 2. Unit discipline**

**a) Units** attached to departments may be disciplined by their Department Executive Committee for any good and sufficient cause.

**b) Appeals** - to the national executive committee by following the procedures in the National Standing rules as follows:

- 1) A Unit whose charter has been canceled without its consent may appeal the Department's action to the National Executive Committee within sixty (60) days of receipt of notice of the Department's action.
- 2) The Unit shall provide by email a written appeal to the National Secretary, the Department President, and the Department Secretary that includes:
  - a reason why the NEC should grant the appeal
  - a chronology of events
  - supporting documentation in chronological order with original timestamps
  - a copy of the Unit's governing documents.

The **national executive committee** shall have the authority to overturn, modify, or uphold the disciplinary action of the department. The national secretary shall inform both the unit and the department executive committee of the decision of the national executive committee, whose decision shall be final.

**Section 3: Department Employees**

**a)** The Executive Secretary shall oversee the hiring, disciplinary action and termination of all Department employees and perform such duties as provided in the Standing Rules or as assigned.

- b) **Appeals** - to the Department Executive Committee by addressing a written request for a hearing to the Department President, or when uncomfortable with the Department President, directly to the Department Executive Committee.

**Section 4: Department Executive Secretary**

- a) The Department Executive Secretary shall be hired, disciplined, or terminated by a majority vote of the Department Executive Committee. The Department Executive Secretary shall regularly be evaluated by the Department Executive Committee. The President shall write an evaluation at the end of their term to be filed permanently. In the event of a vacancy in the position of Department Executive Secretary, the Department Executive Committee may name a person to serve in that capacity until a new Department Executive Secretary is hired.
- b) **Appeals** - to the Department Convention Delegation by a written request for a hearing to the Department President requesting to be heard by the Delegation at the Department Convention.

**Section 5: Discipline of Department Leadership**

- a) DEC may discipline any member of the department leadership which shall include department officers, past department presidents, department executive committee members from all districts, and DEC ratified department committee appointees for violation of the Ethical Code of Conduct as adopted by the DEC.
- b) Disciplinary actions may include: verbal counseling; written or verbal apology; written or verbal censure from the DEC; probation with corrective terms that encourage restorative justice; suspension from participating in or exercising voting rights on department committees and or department activities for a defined period of time in compliance with applicable state laws; termination of DEC membership, department appointment, and or department elected position as applicable. Once terminated for cause from the DEC, the member is ineligible to hold future positions of the department leadership; and recommendation to unit for expulsion of membership.

		<p>The DEC shall adopt procedures for the handling of any alleged violation of the Ethical Code of Conduct.</p> <p>The DEC may temporarily suspend the accused from all or some duties and rights of department activities, pending the disposition of the case, without prior hearing, whenever failure to suspend such duties and rights might reasonably be anticipated to result in loss or damage to property or human life or serious damage to the reputation of the ALA.</p>
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Proposed by: C&B SRs Committee

Rationale: Discipline within our governing documents mandated by National.

Number will be changed on remaining articles.

Effective immediately at close of 2025-26 convention

Proposed #17 Amendment to District Constitution Article II organization		
Current Wording	Proposed Amendment	If Adopted, Will Read
The ten Districts shall have the same numbers and territorial limits as the Districts set up in the Constitution of The American Legion.	<b>When possible and practical</b> the <del>ten</del> Districts shall have the same numbers and territorial limits as the Districts set up in the Constitution of The American Legion.	When possible and practical the Districts shall have the same numbers and territorial limits as the Districts set up in the Constitution of The American Legion.

Proposed by: C&B SRs committee

Rationale: Districts in ALA vs Districts in TAL

Effective immediately at close of 2025-26 convention

Proposed #18 Amendment to <i>Constitution/Bylaws ART IX Administration Sec 2 (b)</i>		
Current Wording	Proposed Amendment	If Adopted, Will Read
<b>New</b>	<b>Section 2 (b) Voting method is by Majority Rule. Presiding Officer can serve as tiebreaker or tiemaker.</b>	<i>Section 2 (b) Voting method is by Majority Rule. Presiding Officer can serve as tiebreaker or tiemaker.</i>

Proposed by: C&B/SRs Committee

current Sec 2 (b) will become (c)

Rationale: **Tie Votes and Cases in Which the Chair’s Vote Affects the Result 44:12** If the presiding officer is a member of the assembly, he can vote as any other member when the vote is by ballot (see also 45:28). In all other cases the presiding officer, if a member of the assembly, can (but is not obliged to) vote whenever his vote will affect the result—that is, he can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two thirds. In particular: •

On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority. Thus, if there is a tie without the chair’s vote, the presiding officer can, if he is a member, vote in the affirmative, thereby causing the motion to be adopted; or, if there is one more in the affirmative than in the negative without the chair’s vote (for example, if there are 72 votes in favor and 71 opposed), he can vote in the negative to create a tie, thus causing the motion to be rejected.

**Robert, Henry M.. Robert's Rules of Order Newly Revised, 12th edition (pp. 522-523). PublicAffairs. Kindle Edition.**

**Effective immediately at close of convention.**

Proposal #20 Amendment to <i>Constitution/Bylaws Article VIII Duties of Officers New Section 2</i>		
Current Wording	Proposed Amendment	If Adopted, Will Read

Was Policy #13 NEW	<ol style="list-style-type: none"> <li><b>1. The Department President and Department Executive Secretary shall have the authority to execute contracts and agreements on behalf of the American Legion Auxiliary for goods and services consistent with matters within the approved American Legion Auxiliary Department of Minnesota Headquarters budget.</b></li> <li><b>2. The Department Executive Secretary shall ensure that all contracts bear original signatures.</b></li> <li><b>3. The Department Executive Secretary shall make certain that the organization maintain in safekeeping all fully executed original-signature contracts and agreements, clearly identified as such.</b></li> <li><b>4. The Department Executive Secretary shall not enter into contracts, agreements, and memorandums of understanding for matters that are not within the scope and confines of the Departments budget approved by the DEC.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. The Department President and Department Executive Secretary shall have the authority to execute contracts and agreements on behalf of the American Legion Auxiliary for goods and services consistent with matters within the approved American Legion Auxiliary Department of Minnesota Headquarters budget.</li> <li>2. The Department Executive Secretary shall ensure that all contracts bear original signatures.</li> <li>3. The Department Executive Secretary shall make certain that the organization maintain in safekeeping all fully executed original-signature contracts and agreements, clearly identified as such.</li> <li>4. The Department Executive Secretary shall not enter into contracts, agreements, and memorandums of understanding for matters that are not within the scope and confines of the Departments budget approved by the DEC.</li> </ol>
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Proposed by: C&B Committee

Rationale: Per National , move policy #13 to C&B. Renumber remaining section in this acticle. Will be effective at the close of the 2025-26 convention.