AMERICAN LEGION AUXILIARY
DEPARTMENT OF CONNECTICUT, INC.

BYLAWS

ARTICLE I – ORGANIZATION

Sec. 1.1 This Department shall be organized into Units. The Department shall be divided into Districts as designated by The American Legion, Department of Connecticut, Inc. Districts and Units shall function in accordance with National and Department Constitution and Bylaws and such Standing Rules as shall be prescribed by the Department.

Sec. 1.2 Unit Organization

a. There shall be but one Unit for each Post. Units shall be given the name and number of the Post to which they are attached. Each Unit shall have a minimum membership of ten Senior Members in good standing.

   Each Unit of the American Legion Auxiliary shall be responsible for verifying eligibility and deciding its membership, subject to the restrictions of the National governing documents. No person who is a Member of an organization which has for its aim the overthrow of the United States Government or who subscribes 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.

b. No officers of newly organized Units shall be installed until the Unit has received its charter, duly signed by the National President and Secretary and the Department President and Secretary. The application for a Charter must first be duly approved by the Post to which it is attached and must be accompanied by remittance covering the National dues and the Department per capita dues on those persons signing the application, and other required charter fees. The Charter will be issued by the National President and the National Secretary, upon the receipt of the application properly executed and approved by the President of the Department.

c. The Department may prescribe the Constitution of the Units, provided that nothing shall be inconsistent with the National or Department Constitutions.

d. The officers of the Unit shall be the President, one or more Vice Presidents, Secretary and/or Treasurer, Historian, Chaplain and such other Officers and Committees as may, from time to time, be authorized.

e. All persons handling funds of the Unit shall be bonded by a reputable solvent bonding and surety company or shall be covered by a fidelity/crime insurance in an adequate amount as determined by the Unit.

f. All elective officers of the Unit shall be elected annually.

g. The incoming President shall choose their own installing officer, who shall be a past Unit President, past or present District President, Department or National Officer.

h. When a Unit ceases to function, or its charter has been revoked or canceled, the Charter and all Unit records and funds shall be immediately forwarded to Department Headquarters. If said funds were designated for a specific purpose, they shall be deposited into their respective Department accounts.

i. Any Unit failing to meet the obligations imposed on it by the Constitution & Bylaws, or by the rulings of the Convention or the Department Executive Committee or ceases to function as a Unit from one Department Convention to the next or refusing to pay the per-capita tax due Department and National may have their charter revoked by the Department Executive Committee with the approval of the National Executive Committee.

Sec. 1.3 District Organization

a. The Department shall have authority to create intermediate bodies between the Department and the Units to act as a liaison between such organizations for the purpose of promoting the mission of the American Legion Auxiliary.

b. All persons handling funds of the District shall be bonded by a reputable solvent bonding and surety company or shall be covered by a fidelity/crime insurance in an adequate amount as determined by the District.

c. CHARTER: All Districts shall be chartered by the National Organization.

ARTICLE II – ELECTION OF DEPARTMENT OFFICERS

Sec. 2.1 The following Officers shall be elected annually at the Department Convention by secret ballot: President, Senior Vice President, Vice Presidents (from each District), Chaplain and Historian. A majority of votes cast shall be necessary to elect. When there is but one candidate for an office, the nominee may be elected by voice vote. All Department Officers and Committee Members shall be in good standing in their Units. These Department Officers shall enter upon the duties of their respective offices according to ARTICLE IV, Sec. 4.6 of the Constitution.

Sec.2.2 The Secretary, Treasurer, Sergeant-at- Arms and Assistant Sergeant-at-Arms are appointed by the Department President and ratified by the Post Convention Department Executive Committee. The offices of Secretary and Treasurer may be combined with one person serving as Secretary and Treasurer. The Department Officers shall enter upon the duties of their respective offices according to ARTICLE IV, Sec. 4.4 and 4.6 of the Constitution.

Sec.2.3 The National Executive Committeeperson and Alternate Executive Committeeperson will be elected at the Department Convention with length of term and number of terms as listed in the Standing Rules. The length of term and the number of terms can only be changed by a 2/3 vote of the registered delegates at the Department Convention.

Sec.2.4 Vacancies occurring in any of the elective offices of the American Legion Auxiliary, Department of Connecticut, Inc., are filled according to ARTICLE IV, Sec 4.3 of the Constitution.

Sec. 2.5 Each District shall hold a caucus prior to the Annual Department Convention for the purpose of nominating a Department Vice President from that District and to nominate a delegate and alternate to the National Convention**.** Upon election by the Convention, each nominee shall become a Department Vice President and shall be a member of the Department Executive Committee.

ARTICLE III – DUTIES OF OFFICERS

Sec 3.1 PRESIDENT: It shall be the duty of the Department President to preside at all sessions of the Department Convention and meetings of the Department Executive Committee; to Appoint a Parliamentarian; to Appoint Members of Department Standing, Special and other Committees as they deem advisable to further the mission of the organization and to appoint officials not otherwise provided for in these Bylaws, all subject to the confirmation by the Department Executive Committee. The Department President shall serve as an ex-officio Member of all Committees and shall perform other duties as are usually incident to the office.

In the event the Department President becomes incapacitated or is otherwise unable to discharge the duties of their office, the Department Executive Committee may declare the position vacant.

In the event there is a vacancy in the office of the Department President, the Department Senior Vice President shall become President and shall assume the duties and authority of the office. In the event the Department Senior Vice President has assumed the office of Department President for a period of less than six (6) months, they may run for a succeeding full term as Department President.

Sec. 3.2 SENIOR VICE PRESIDENT: They will work closely with the President to learn the duties of that office and in the absence of the Department President, shall assume all the duties of the President. Upon the request of the Department President, they shall represent them at any other Department meeting or function and bring the greetings of the Department.

In the event of a vacancy occurring in the office of the Department President, the Department Senior Vice President shall become President and assume the duties and authority of that office. In the event the Department Senior Vice President thus assumes the office of Department President, the Department Executive Committee shall fill the office of Department Senior Vice President. If this term is less than six (6) months, the person elected is eligible for election by regular process to the office of Department Senior Vice President.

Sec. 3.3 VICE PRESIDENTS: The Vice Presidents shall be Members of the Department Executive Committee. In case of illness or death of a Department Vice President, the Vice President of the District they represent shall act in their stead with the same privileges.

If the Vice President can no longer fulfill their duties, after a vote from their District, the District President will be brought to the Department Executive Committee to be ratified as the Vice President from that District.

It shall be the duty of the Vice Presidents to be the advisory head of their Districts, keeping in touch with all Units, organizing new Units, creating closer cooperation and keeping the Department informed as to the activities and progress and perform other duties assigned by the Department President. They shall make at least one Annual Official visit, other than installations, to each Unit within their respective Districts.

Sec. 3.4 SECRETARY: It shall be the duty of the Secretary to record and distribute the proceedings of the Department Executive Committee Meetings; record the proceedings of the Department Convention; keep all records of the Department Organization; receive and answer all official mail; send and give due notice of all Meetings and perform other duties as assigned by the Department President.

Sec. 3.5 TREASURER: It shall be the duty of the Department Treasurer to serve as custodian of the funds of the Department Organization, to account for the same, to sign (all) checks in dispersing the funds of the organization and shall perform other duties as assigned by the Department President.

Sec. 3.6 CHAPLAIN: It shall be the duty of the Chaplain to offer nonsectarian prayer in accordance with the rules of the American Legion Auxiliary at all Conventions and other ceremonial Meetings of the Department and they shall act as Spiritual Advisor to all Unit and District Chaplains. It shall be the duty of the Chaplain to plan and present a Memorial Service at the Department Convention.

Sec. 3.7 HISTORIAN: It shall be the duty of the Historian to prepare for posterity, the records of the Department in duplicate; one copy to be given to the Department President and one copy for the Department Headquarters. They shall make an Annual report at the Department Convention and they shall supervise the Department History Contest and act as Advisor to Unit and District Historians.

Sec. 3.8 SERGEANT-at-ARMS: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Department; familiarize themself with Flag Etiquette and the Manual of Ceremonies; be responsible for Department Colors, bell and gavel; assist the Department President at all installations, initiations and Department functions; be present at all official visits; and any other duties as prescribed by the Department President.

Sec. 3.9 ASSISTANT SERGEANT-at-ARMS: It shall be the duty of the Assistant Sergeant-at-Arms to assist the Sergeant-at-Arms and familiarize themself with the duties of the office; and perform any other duties as prescribed by the Department President.

Sec.3.10 THE NATIONAL EXECUTIVE COMMITTEEPERSON: It shall be the duty of the National Executive Committeeperson (NEC) to fulfill the responsibilities expected of a Member of the National Executive Committee and to articulate the organization's mission, accomplishments and goals to the public and to their Department. It is expected that the NEC will present a report, following each Meeting of the National Executive Committee, to the Department Executive Committee.

The term of office of the National Executive Committeeperson shall commence immediately following the adjournment of the National Convention. The National Executive Committeeperson will serve a length of term and number of terms as stated in the Standing Rules and can only be amended at convention by a 2/3 vote of authorized delegates present and

voting. The Alternate National Executive Committeeperson shall serve only in the absence of the National Executive Committeeperson.

Sec.3.11 All Department Officers, elected or appointed, are expected to attend all official visitations, installations and other functions requested by the Department President. If unable to attend any function, they are to notify the Department President.

Any Officer, elected or appointed, who misses a Department Executive Committee meeting, without notification to, and being excused by the Department President, shall be considered absent. Any Officer, elected or appointed, who is absent three (3) consecutive meetings shall be removed from the Department Executive Committee.

ARTICLE IV – DEPARTMENT EXECUTIVE COMMITTEE

Sec. 4.1 The Department Executive Committee shall have general supervision and control over all property belonging to the Department and shall exercise the power given to it in the Constitution. This Committee cannot act on or alter any Resolution passed on the Convention floor.

Sec. 4.2 Role/Duty: The Department Executive Committee shall serve as the governing body of the organization with fiduciary, policy and strategic responsibility for the organization between Department Conventions. It shall be the duty of the Department Executive Committee, as Corporate Directors for the Department, to ensure that the organization has adequate resources to fulfill its mission. The Department Executive Committee is responsible for the organization's adherence to legal standards and ethical norms. It may also revoke Unit Charters with the approval of the National Executive Committee**.**

Sec. 4.3 There shall be a minimum of four (4) regular Department Executive Committee Meetings each administrative year, to include a pre and post Department Convention meeting. The pre-convention meeting must be held within 10 days of the Department convention, preferably on the day before the opening of the Department convention. The post Department Executive meeting must be held within 24 hours from the close of Convention. Regular or Special Meetings shall be at the call of the Department President.

The Department President must also call a meeting of the Department Executive Committee upon a written request of a minimum of five (5) voting members of the Department Executive Committee. The Call for the requested meeting must be sent out within five (5) days of receipt of the request and the meeting must be held within ten (10) days from the date the call was sent out. The call must come from the Department office and not from a personal email address.

Sec. 4.4 Authority: The Department Executive Committee shall adopt the Annual Budget for the Department Organization; adopt Policies and Standing Rules, unless otherwise noted in the Department Constitution, these Bylaws or Standing Rules, strategic plans and agreements and memorandums of understanding; review financial statements and accept the Department Annual Audit; ratify committees; confirm the appointment of the Department Secretary and Department Treasurer, confirm Committee and other Department appointments and confirm the Appointment of officials not otherwise provided for in these Bylaws; levy assessments as needed; ratify the cancellation of charters; and other duties and responsibilities that are the normal function of a corporate board of directors.

Sec. 4.5 A quorum shall exist at a Department Executive Committee meeting when sixteen (16) voting members of the Department Executive Committee are present, provided that 60% of those present are current elected Department officers.

Sec. 4.6 In the absence of both the Department President and Department Senior Vice President, a temporary Chairman shall be elected by the Department Executive Committee.

Sec. 4.7 All meetings of the Department Executive Committee shall be open to any Member in good standing, but they shall have no voice without permission from the Chair. They do not have a vote.

ARTICLE V – CONVENTION

Sec. 5.1 The Department President shall be empowered to appoint such other Committees as are necessary to carry on the business of the Convention.

Sec. 5.2 Each Unit shall have as many votes as it is entitled to Delegates based upon the number of members whose dues are paid up-to-date. Changes to the formula for Delegate strength may be determined only by a two-thirds vote of the Department Convention Delegates.

Sec. 5.3 No Unit in this Department shall be considered eligible to compete for Department Awards unless it shall have paid, in full, all obligations to the Department funds.

Sec. 5.4 Nominations for all Department officers shall be made at the Convention by roll call of Districts and election shall be by secret ballot. When there is but one candidate for an office, the nominee may be elected by a voice vote.

Sec. 5.5 The National Executive Committeeperson and the Alternate National Executive Committeeperson shall be elected at the Department Convention in the same manner as the Department Officers for a length of term and number of terms as stated in the Standing Rules.

ARTICLE VI – APPOINTMENT OF COMMITTEES

Sec. 6.1 The Department President shall name such committees and a chairman of each committee to carry on the programs of the American Legion Auxiliary as required by the Department. All appointments are to be ratified by the Department Executive Committee no later than the September Department Executive Committee meeting.

Sec. 6.2 There shall be the following Standing Committees as stated in the National Bylaws and listed in the Standing Rules: Americanism, Risk and Compliance, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance**,** Girls State, Junior Activities, Leadership, Legislation, Membership, National Security, Past Presidents Parley, Poppy, Public Relations and Veterans Affairs & Rehabilitation.

Sec. 6.3 The Department President shall be empowered to appoint Special Committees and such other mission and member/organizational support committees as are necessary to carry on the business of the Department ratified by the Department Executive Committee with notification to Districts and Units. These special committees will be listed under Standing Rules.

Sec. 6.4 The duties and compositions of the Standing and Special Department committees shall be as described in the Standing Rules.

Sec. 6.5 All committees shall hold an organizational meeting within sixty days of the Department Convention to formulate plans for the ensuing year and provide an opportunity for members and chairmen to become familiar with their duties and responsibilities.

Sec. 6.6 In case of resignation or death of any member of any appointed committee, the Department President shall appoint a member to fill the unexpired term, subject to ratification of the Department Executive Committee.

ARTICLE VII – REVENUE

Sec. 7.1 The revenue of the American Legion Auxiliary, Department of Connecticut, Inc. shall be derived from annual membership dues, per capita taxes/dues from such other sources, as may be approved by the Department Executive Committee.

Sec. 7.2 The amount of the Unit dues shall be determined by each Unit.

Sec. 7.3 The amount of Department dues, as stated in the Standing Rules, can only be Amended by a two-thirds vote at a Department Convention.

Sec. 7.4 The amount of dues owed to the National Organization will be determined by the National Organization.

Sec. 7.5 The revenue of the American Legion Auxiliary, Department of Connecticut, Inc. shall be disbursed according to a budget system as devised by the Finance Committee and Approved by the Department Executive Committee.

Sec. 7.6 The Department Organization shall ensure that all persons handling funds of the Department Organization shall be bonded by a reputable, solvent bonding and surety company, or shall be covered by fidelity/crime insurance in an adequate amount approved by the Finance Committee and reported to the Audit Committee.

ARTICLE VIII – DISCIPLINE

Sec. 8.1 A Member of the American Legion Auxiliary may be expelled or suspended from membership, or disciplined, for actions inimical to the best interest of The American Legion or the American Legion Auxiliary. The procedure for expulsion shall follow that outlined by the National Organization in the Unit Guide.

ARTICLE VIII – RULES (Parliamentary Authority)

Sec. 8.1 American Legion Auxiliary, Department of Connecticut, Inc. shall be governed by the current edition of Roberts Rules of Order, Newly Revised, in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the Department Constitution and Bylaws, Standing and Special Rules.

ARTICLE IX– RESOLUTIONS

Sec. 9.1 Resolutions may be approved at a Department Convention by a majority vote of the authorized delegates present and voting. Resolutions may be presented to the Resolutions Committee at the pre-Convention Executive Committee meeting or made from the Convention floor by any Unit or by two qualified delegates or delegates-at-large. All resolutions shall be in writing. All resolutions, including those which may be made from the floor, will be referred to the Resolutions Committee for review and recommendation to the Convention body.

ARTICLE X – AMENDMENTS

Sec.10.1 These Bylaws may be amended at a Department Convention by a two-thirds (2/3) vote of the authorized Delegates present and voting provided that the proposed amendments have been received into the Department Headquarters 60 days prior to the opening of the Department Convention. Amendments must be **s**ent to Unit Presidents, Unit Secretaries and the Department Executive Committee 45 days prior to the opening of the Department Convention**.**

Sec. 10.2 Amendments proposed after distribution as stated in Section 10.1 may be adopted by a two-thirds vote provided they have been read at one meeting of the Convention prior to taking the vote.

Sec. 10.3 An amendment not having been previously distributed or read as required in Section 10.1 may be adopted by the unanimous vote of the Convention body.

ARTICLE XI - AUTHORITY

The authority under which all Departments, Units, Subsidiaries, intermediate bodies and affiliated entities of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and such Standing Rules as have been duly adopted. Any provision of any Department or Unit Constitution or Bylaws, any subsidiary, intermediate body, or affiliated entity's bylaws, or any regulation of the Department, Unit, subsidiary, intermediate body, or affiliated entity in conflict with the foregoing authority shall be void.

Karen L. Thompson, Chairman, Constitution & Bylaws Committee
Kimberly Post, Member, Constitution & Bylaws Committee
Sandra Cruz, Ex-officio
Rosemarie LaBossiere, Ex-officio

Adopted at Department Convention, July 23, 2022

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Department President Department Constitution & Bylaws Chairman