AMERICAN LEGION AUXILIARY
DEPARTMENT OF CONNECTICUT, INC.

STANDING RULES

1. The Department President shall attend the following functions:

    1. Department Executive Committee (DEC) meetings.
    2. They shall make an Official Visit to each District at their convenience and accept any Unit's invitation at their discretion.
    3. Annual Department Program Information Conference.
    4. National Mission Training.
    5. Mid-Winter Conference.
    6. Department Convention.
    7. National Convention.

2a. The Department Senior Vice President shall attend the following:

    1. Department Executive Committee (DEC) meetings.
    2. They should make a visit to each District at their convenience in addition to their official visit.
    3. Annual Department Program Information Conference.
    4. Department Leadership National Conference (DLNC).
    5. Mid-Winter Conference.
    6. Department Convention.
    7. Upon request of the Department President, shall represent them at any Department Meeting or function.

2b. The Department Senior Vice President duties shall be as follows:

    1. When representing the Department President at any Meeting or function they shall bring the greetings of the Department President and the Department organization.
    2. When representing the Department President at any Meeting or function of another organization, other than the American Legion Auxiliary, they shall extend the greetings of the Department President and the Department Organization.
    3. They shall be the Membership Chairman and shall be responsible for any Units needing assistance starting with the 2021-2022 administrative year.
    4. They shall be responsible for the Unit Revitalization and Development.

3. The following shall be paid employees of the American Legion Auxiliary, Department of Connecticut, Inc.: Department Secretary, Department Treasurer, Department Secretary/ Treasurer.

4a. The National Executive Committeeperson, (NEC) shall be elected to serve a two (2) year term and may be re-elected for no more than three (3) full terms. This Standing Rule can only be amended at the Department Convention by two thirds (2/3) vote of authorized Delegates present and voting. This election will begin with the 2017 Department Convention.

4b. The Alternate National Executive Committeeperson shall be elected to serve a one (1) year term. This Standing Rule can only be amended at the Department Convention by two thirds (2/3) vote of authorized Delegates present and voting. This election will begin with the 2017 Department Convention.

5. The Department Secretary, Department Treasurer, Department Secretary/Treasurer and the National Executive Committeeperson shall be installed each year with the other Department Officers as evidence of their association with the new Department President and Department Executive Committee.

6. A quorum shall exist at a Department Convention when two-thirds (2/3) of Registered Units are represented and can only be Amended as stated in Article VI, Sec. 7 of the Constitution.

7. Representation at the Department Convention by Units is as follows:

10 – 25 Members	2 Delegates	2 Alternates
26 – 75 Members	3 Delegates	3 Alternates
76 – 125 Members	4 Delegates	4 Alternates
126- 175 Members	5 Delegates	5 Alternates
176- 225 Members	6 Delegates	6 Alternates
226 and Over	7 Delegates	7 Alternates

All Delegates and Alternates must have their current year's dues paid and received by the Department Office 30 days prior to the Convention.

8. Department Chairmen, appropriate to the National agenda, should attend the National Mission Training.

9. No person shall serve as Chairman of more than one Standing Committee, but may also serve as a Committee Member on any Committee.

10. There should be a standing schedule for Department Chairmen to attend the Department Executive Committee meetings, with the exception of the Finance Chairman, Constitution and Bylaws Chairman, Public Relations Chairman and the Parliamentarian, who shall attend all Department Executive Committee Meetings.

11. The Official Call to the Department Executive Committee shall be sent out at least ten (10) days prior to said meeting. Department Executive Committee minutes and minutes for other Department Activities are to be sent out fifteen (15) business days after the Meetings to all Department Officers, Past Department Presidents and the Chairman called to the Meeting and the Chairman who were called to the previous Meeting.

12. As the Department Executive Committee is the governing body of the Department, any action is to be executed without delay.

13. Revised copies of the Department Constitution and Bylaws shall be mailed or emailed to Department Executive Committee Members and to each Unit President with additional copies available at Department Headquarters upon request.

14. Revised copies of the Department Personnel Manual shall be mailed or emailed to the Department Executive Committee Members. Additional copies will be available at the Department Headquarters upon request.

15. Vice Presidents of the Department are to make and turn in a written report at the Department Executive Committee Meeting as to the activities and any issues from the Units in their District. They are to report at their District Meetings following a Department Executive Committee Meeting and take action on any requests of the Department President and the Department Executive Committee.

16. Elected District Presidents should be considered for the Offices of Department Vice Presidents.

17. It shall be the duty of the Department Office to send the endorsement of any candidate for any National Office to the National Headquarters and to the incoming National President (for information only) each year.

18. The Department Executive Committee Meetings should be held in a city or town centrally located in the Department. Under emergency circumstances, as determined by the President, the President may hold meetings by telephone, electronic or virtual means.

19. The First Delegate to the National Convention should be the outgoing Department President and they should be Chairman of the Delegation. The incoming Department President should be the First Alternate if not elected as a delegate.

20. It shall be up to the Personnel Committee and Department Executive Committee to decide how to handle the reimbursement of expenses of the Department Secretary, Department Treasurer, Department Secretary/Treasurer and Office assistant, if it becomes necessary.

21. The Junior Past Department President and the Department Senior Vice President for the current year will be ex-officio of all Committees. Neither one shall have a vote.

22. Students awarded the Past Presidents Parley Memorial Grant will be excluded from receiving any of the Department Education Grants.

23. The Department Education Grant Chairman and the Past Presidents Parley Memorial Grant Chairman or the Past Presidents Parley Chairman shall invite their Grant winners to the Department Convention to receive their awards, thus eliminating the Distinguished Guest Chairman from that duty.

24. The Fiscal Year of this Department shall be from August 1st through July 31st.

25. No letters announcing a candidacy by an individual shall be sent to Past Officers or Units before January 1st. It shall be further understood that candidates for Department Office for the succeeding year only, may file letters of endorsement from their Unit or District in headquarters after January 1st. Endorsements received by the Department Office will be considered

correspondence for the Department Executive Committee and should be published in the following Auxiliare.

26. The Chairman of the Past Presidents Parley should be considered for Appointment by the Department President for their respective Chairmanship.

27. Copies of the proposed budget shall be mailed or emailed to all Department Executive Committee Members with notice of the Meeting at which the budget will be voted on at least ten (10) days prior to said Meeting.

28. Approved Budget and Auditors reports shall be furnished to the Department Executive Committee, Audit and Finance Committees with copies available at Department Headquarters.

29. Annual Department Dues shall be $8.75 per Senior Member and $3.70 per Junior Member. New Member applications will be accepted as of September 1st of each year for the ensuing year. Dues amounts can only be Amended at Department Convention by a two thirds (2/3) vote of authorized Delegates present and voting.

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

31. There shall be the following **Administrative Committees:** Personnel Committee, and Policy Committee.

32. There shall be the following **Special Committees:** Advisory, Calvacade of Memories, Department Convention, Department Program Information Conference, Department Testimonial, Mid-Winter Conference, Music, National President's Banquet, Penny a Point, Strategic Planning, and Unit Development & Revitalization.

33. The overall composition and purpose of each Committee is listed as follows:

Standing Committees

Americanism: The Americanism Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the Americanism program is to promote patriotism and responsible citizenship.

Risk and Compliance Committee

1. The Risk and Compliance Committee shall be comprised of a Chairman and two (2) Members. Members should have the necessary financial background to be considered for Appointment. Initially, one (1) Member shall be Appointed for three (3) years, one (1) for two (2) years and one (1) for one (1) year. Thereafter, each Member shall be Appointed for three (3) years. The Department Finance Chairman shall serve as a liaison to the Risk and Compliance Committee.
2. The Risk and Compliance Committee shall be responsible for providing oversight assistance to the Department Executive Committee in fulfilling its responsibilities relating to accounting and

reporting practices, reliable systems of internal control and the quality and integrity of the Department's financial reporting.

3. It shall recommend to the Department Executive Committee a Certified Public Accountant (CPA) to perform an Audit/Financial review of the financial records of the Department Annually.
4. The Department Executive Committee shall approve the CPA within ninety (90) days of the beginning of the Fiscal Year. The results of the Audit and the review of the Form 990 will be presented to the Department Executive Committee for approval.
5. No voting Member of the DEC shall serve on the Risk and Compliance Committee.

Auxiliary Emergency Fund (AEF): The AEF Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the AEF is to provide assistance in the form of grants to American Legion Auxiliary (ALA) Members.

Cavalcade of Memories: The Cavalcade of Memories Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The Department Historian will serve as a liaison to this committee. The Cavalcade of Memories Committee preserves displays and shares the history of the American Legion Auxiliary. The heart of the Auxiliary is in its unique records: items that our Officers, Members, Directors, Employees and Volunteers have donated, produced, and compiled over the years. They provide unique testimony of the achievements of the organization, stimulate pride and enthusiasm among our Members, and are invaluable to society by serving as informative and educational resources to a variety of potential users.

Children & Youth (C&Y): The C&Y Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the C&Y committee is to work collaboratively with The American Legion (TAL) to promote programs that protect, care for and support children and youth, especially those of our military and veterans.

Community Service: The Community Service Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The Community Service program promotes the American Legion Auxiliary visibility within our localities through our commitment to Community, State and Nation. By being visible in our localities, the Community Service program demonstrates who we are, what we do and why we matter.

Constitution & Bylaws (C&B): The C&B Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of the C&B is to inform Members about having proper governing documents at all levels. The Department Parliamentarian shall serve as a Consultant.

Education: The Education Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. Through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, ALA Members build brand loyalty and awareness of the ALA's mission through their education-related Community Service Program.

Finance Committee:

1. The Finance Committee shall be comprised of a Chairman and four (4) Members. One (1) Member shall be appointed to serve for three (3) years. The three (3) year term Appointee will have two (2) years left to serve. The two (2) year Appointee will have one (1) year left to serve and two (2) new Members will be appointed to serve one (1) year each. The Department President

shall appoint one (1) Member to serve as Chairman. The Treasurer shall serve as a consultant to the Finance committee with voice but no vote.

2. The Department Finance Committee shall oversee the general financial policy of the Department. It shall prepare the yearly budget and provide oversight of the expenditure of funds under the budget and report to the Department Executive Committee.

Girls State: The Girls State Committee shall be comprised of five (5) Members. One (1) Member to be Appointed for three (3) year term, two (2) Members to be appointed for two (2) year terms and two (2) Members to be Appointed for a one (1) year term. The Department President will appoint a Chairman and a Director. The Chairman may also serve as the Director. The Girls State committee shall direct the Girls State program and in addition shall make all arrangements for and conduct the Annual session of Girls State under the supervision of the Department President.

Junior Activities: The Junior Activities Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of this Committee is to inspire active participation of ALA Members under the age of 18. The Junior Activities program builds a strong future for the ALA by engaging productive Members to carry on its mission for life.

Leadership: The Leadership Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The Leadership Committee raises awareness of leadership development opportunities through "How To" sheets and online resources.

Legislative: The Legislative Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. While advocating for the legislative agenda of The American Legion, Auxiliary Members raise awareness for our mission and increase brand loyalty.

Membership: The Membership Committee shall be comprised of the Senior Vice President as Chairman and a Representative from the Department's Districts, all of whom shall serve a one (1) year term. The purpose of the Membership Committee is to promote the benefits of membership and to promote retaining and recruiting a diverse, active Membership to carry out the American Legion Auxiliary mission and programs. The Department President may add additional Committee Members as needed.

National Security: The National Security Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. This committee is responsible for hosting an Awareness Luncheon. The National Security program maintains and promotes a strong national defense by strengthening and supporting military service members and their families.

Past Presidents Parley (PPP): The Past Presidents Parley Committee shall be comprised of a Past Department President as Chairman and two (2) Members all of whom shall serve a one (1) year term. This Committee is responsible for hosting two (2) Meetings a year, usually a Spring Parley and a meeting at the Department Convention. The Past Presidents Parley is designed to help Auxiliary Members who have served as Unit, District, Department or National Presidents; Members of this Committee model civility, loyalty and service before self as they actively work to build a strong future for the organization. In addition, this Committee raises money and offers Educational grants.

Poppy: The Poppy Committee shall be comprised of a Chairman and two (2) Members, plus a representative from each of the Department's Districts all of whom shall serve a one (1) year

term. The Poppy program is designed to promote and educate people about the history of the poppy and to make them aware of the sacrifices of our veterans.

Public Relations: The Public Relations Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. Promoting who we are, what we do and why we matter strengthens our brand and makes us appealing to potential members who will recognize our common goal of helping veterans, service members and their families.

Veterans Affairs & Rehabilitation (VA&R): The Veterans Affairs & Rehabilitation Committee shall be comprised of a Chairman and two (2) Members, all of whom shall serve a one (1) year term. The purpose of this Committee is to promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normal functioning lives.

Administrative Committees:

Personnel Committee: The Personnel Committee shall be comprised of a Chairman and four (4) Members. One (1) shall be a Past Department President, the Department Finance Chairman, the Department Constitution & Bylaws Chairman, the Department Senior Vice President and one (1) other Member.

The Chairman of this Committee should be well versed in our office procedures and understand the work and its necessary results and publications. They should visit the Department Office at least once a month and more often if considered necessary.

This Committee is charged with the duty of overseeing the Department Office and the paid employees. It shall be the duty of the retiring Personnel Committee to recommend to the new Personnel Committee compensation rates for all paid employee(s). The new Committee will review the recommendations of the retiring committee and recommend salaries and benefits to the Finance Committee for inclusion in the budget, which is presented to the Department Executive Committee for approval. Any changes in the Personnel Manual must be approved by the Department Executive Committee.

Policy Committee: The Policy Committee shall be comprised of a Chairman and four (4) additional Members. One (1) shall be the Department Finance Chairman, the Department Constitution & Bylaws Chairman and two (2) additional Members. One (1) Member of the committee shall be a Past Department President, and all shall serve a one (1) year term. Any changes to the policy must be approved by the Department Executive Committee

Special Committees:

Advisory: The Advisory Committee shall consist of a Chairman and as many Members, to be appointed by the Department President. The Committee serves to give the President guidance throughout their year as Department President.

Department Convention: The Convention Committee shall be comprised of a Chairman and two (2) Members who shall serve a one (1) year term. The Department President shall be empowered to appoint such other Committees as are necessary to carry on the business of the convention.

a) **Credentials:** The Credentials Committee shall consist of a Chairman and four (4) Members appointed by the Department President at least ten (10) days before the date of the Annual Department Convention. There shall be no more than one (1) Member from a District. The Secretary shall furnish the Credentials Committee with a certified copy of the list of such delegates and the number of delegates her records show each Unit is entitled to and they shall prepare a report to be given at the time specified in the order of business at the Department Convention.
b) **Resolution Committee:** The Resolution Committee shall be comprised of a Chairman and two (2) Members appointed by the Department President at least ten (10) days before the date of the Annual Department Convention.
c) **Rules Committee:** The Rules Committee is to propose the rules under which the Department Convention shall operate. The rules shall provide for the orderly organization and operation of the Department Convention. The Department Convention Standing Rules shall be adopted by a majority vote of the Convention Delegates with continuing power of revision.

Department Program Information Conference: The Department Program Information Conference Committee shall consist of a Chairman and Members, to be appointed by the Department President.

Department Testimonial: The Department Testimonial Committee shall consist of a Chairman and Members, to be appointed by the Department President.

Mid-Winter Conference: The Mid-Winter Conference Committee shall consist of a Chairman and other Members, to be appointed by the Department President. They shall work in conjunction with the Legion, provided the events are held simultaneously.

Music: The Music Committee shall consist of a Chairman and Members, to be appointed by the Department President. The purpose of this Committee is to bring positivity to our organization through music.

National President's Banquet: The National President's Banquet Committee shall consist of a Chairman and Members, to be appointed by the Department President.

Penny a Point: The Penny a Point Committee is unique to Connecticut and shall be comprised of a Chairman and Members to be appointed by the Department President. The first $1000 is used for the Department Education Grants and monies over $1,000.00 are transferred to the Connecticut Child Welfare Fund.

Strategic Planning: The Strategic Planning Committee shall be comprised of a Chairman and other Members at the discretion of the Department President subject to the Ratification by the Department Executive Committee.

Unit Revitalization and Development Committee: This Committee shall be comprised of the Senior Vice President as Chairman and as many Members that the Department President feels is needed.

32. These Standing Rules can be amended by the Department Executive Committee except where stated.

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

Adopted at the Department Executive Committee meeting, August 6, 2022.

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Department President	Department Constitution & Bylaws Chairman