

PAST DEPARTMENT PRESIDENTS

Please refer to the BUDGETS & FINANCE and RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS sections of these Standing Rules for important additional information.

Standing Rule

According to the 1942 ruling of Mr. Gregg, the Counsel General of the American Legion Auxiliary at that time, and several parliamentary authorities, per National, the National Constitution Article V, Section 2 rule stating that "All Past National Presidents in good standing in the local Units shall be members of the National Executive Committee, without vote." gives every right to Past National Presidents, except that which is specifically denied them, the right to vote. As Article VIII, Section 2 of the Department Constitution is similarly worded, and as it is necessary for the Department to comply with the National Constitution and Bylaws, the 1942 ruling of Mr. Gregg shall also apply to Past Department Presidents. Thus, Past Department Presidents in good standing in their local Unit shall be afforded all rights of membership on the Department Executive Committee, including the right to make or second motions, with the exception of the specifically prohibited right to vote.

Standing Rule

Past Department Presidents in good standing are members of the Past Department Presidents Association with dues accordingly.

PARLIAMENTARIAN

Please refer to the **BUDGETS & FINANCE** section of these Standing Rules for important additional information.

Standing Rule

The Parliamentarian is a consultant who advises the President and other officers, committees and members on matters of Parliamentary procedure. Her role during a meeting is purely an advisory and consultative one – since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

Standing Rule

During a meeting the work of the Parliamentarian would be limited to giving advice to the chair and, when requested, to any other member. It is also the duty of the Parliamentarian – as inconspicuously as she can – to call the attention to the chair to any error in the proceedings that may affect the substantive rights of any member that may otherwise do harm. Only on the most involved matters should the Parliamentarian actually be called upon to speak, and the practice should be avoided if at all possible.

Guideline

In order to fulfill her customary role as described in the Standing Rule above, the Parliamentarian should be seated next to the chair so that quiet and pertinent consultation can take place as needed.

Guideline

Outside of meetings, a Parliamentarian can be of much help in the preparation of bylaws, bylaw revisions and amendments, and other rules. She can assist in the interpretation of rules and procedural requirements and for the preparation of the proper handling of various items within the day's order of business.

Guideline

When a member serves as Parliamentarian, she retains all of her rights of membership unless the By-Laws provide otherwise, which ours do not. However, many members who undertake the responsibilities of serving in this position prefer, as a matter of diplomacy, to relinquish most of their membership rights during their term.

COMMITTEE CHAIRMAN

Please refer to the **BUDGETS & FINANCE** section of these Standing Rules for important additional information.

Standing Rule

All Standing Committee Chairmen and members shall be allowed to attend Department Executive Committee meetings, at their own expense, and be permitted to participate in discussion without voice or vote. The Alternate District Department Vice Presidents are accorded the same courtesy in attending the Executive Committee meetings as the Standing Committee Members.

Standing Rule

All Standing Committee plans for programs for the administrative year will originate with the National Chairmen. It is the duty of the Department Chairmen to present this information to respective committee members and to the Units.

Standing Rule

All standing Committee Chairmen and/or Committee members are expected to speak and promote their programs when requested at meetings.

Standing Rule

All Chairmen must submit at least four (4) articles to the *Pine Tree News* annually. Please be as brief as possible in order to save expenses on postage, paper, etc. If you wish to have a message in the first issue of the year, it is due at the office of the Department Secretary by August 10. Thereafter, it is due no later than the 15th of the month prior to publication. The deadline for the receipt of membership and donations to be included is the 10th of the month.

Standing Rule

Committee Chairman must create an annual report form and submit it to the Department Secretary prior to Mid-Winter Conference.

Standing Rule

Annual reports must be in to the Secretary's office by May 15th to be included in the "Book of Report".

Guideline

The Department President has expressed her confidence in you by asking you to serve on a Committee for the Department of Maine this year. With this assignment, she is placing in your hands the responsibility of expounding upon the programs presented by the National organization.

Guideline

The Post Convention Executive Committee Meeting is held Sunday morning following the close of the Department Convention and at this time you will be ratified. You are not a voting member of the Executive Committee. You are encouraged to attend and participate, but you

DO NOT make motions or vote. Our Bylaws require the Department Executive Committee to meeting immediately following Department Convention, as soon as possible after National Convention, which is held at our Fall Conference, and immediately before Department Convention. It is also our custom to hold a Department Executive Committee meeting at Mid-Winter Conference.

Guideline

The National *Plan of Action* is available for download on the National website following National Convention. The Department Secretary will provide a copy of the applicable section to each Chairman upon request. This information should serve as a guide for you in the promotion of your program. Included with this material is the National Report Form. From this material, you should develop a Department Report Form for the Units to supply their year-end information to you. A copy of this Report Form must be provided to the Department Secretary by Mid-Winter Conference so she can include it in the mailing of report forms to the Units in February.

Guideline

In the beginning of the year, you should contact both the National Chairman and the Eastern Division Chairman, if one is assigned, and share your preliminary plans for the year. Continue throughout the year to provide her with updates and copies of your bulletins and/or materials in promotion of your assignment. Also send a copy to the Department President for her information.

Guideline

In most cases, other members have been appointed to serve with you on your committee. Remember to include them in planning your work to promote your program this year. Make sure that your committee members receive all materials. Meet with them to share ideas and responsibilities. Often the work of the committee can be best accomplished by dividing the responsibility for various Program areas among the members. Communicate with them often to make sure that they are carrying out their responsibilities and to learn of their accomplishments. Include this information in your reports.

Guideline

Each Chairman is responsible for getting out the information regarding their program to the Units and Districts by the use of the *Pine Tree News*. It is required that you prepare four bulletins and you are encouraged to prepare more during the year. These bulletins should cover all pertinent information from your committee or from the National Organization and encourage new ideas for the Units, Counties or Districts.

Guideline

If you have any questions regarding your committee, contact the Department President or Department Secretary. Remember, there shall be no project involving the raising of funds without prior approval of the Department Finance Committee and Department Executive Committee. Once permission is received, all monies raised **must** be transmitted directly to the Department Secretary for recording.

Guideline

You are encouraged to travel to promote your program. You should speak on any new information and materials you receive from the National Organization. At any and all occasions when you have the opportunity to speak, express your appreciation for the work they are doing.

Guideline

So, you have accepted a chairmanship, Congratulations! You've read all you can read about the program. You've met with the President and last year's chairman. Now you have some ideas and thoughts about how to get information to the members. You've decided on some activities to involve the members, and then you remember that the President did say: "At the end of the year you will be expected to write a report". What do you suppose is involved in that?

Some Suggestions:

1. Find reports from previous years and read them. Frequently the questions are similar from year to year.
2. Decide what things you need to keep a record of, such as:
 - a. Number of Unit members involved.
 - b. Number of hours volunteered.
 - c. Amount of money spent.
 - d. What different activities were completed?
What? When? Where? Why? How Much?
3. Set up a method to get all the information from the individual members as to their involvement in your program. Some Units have a special meeting of all officers and chairmen to make out reports, as several items can overlap in reporting, for example: Girl Scouts, Boy Scouts, baseball, softball, all may be reported under Americanism, Children and Youth and Community Service.
4. Decide if you're going to write a narrative about your program. Check the rules and to be certain to follow them.
5. Mark your calendar so you don't forget the deadlines.
6. Make a report at every meeting and keep a copy of this report so that at the end of the year it will be easier to write a narrative report from these notes. This way the President also knows you are working your program.

Guideline

Throughout your term you will undoubtedly be asked questions, some of which you may not be able to answer. Be sure of your answer! If you are in doubt, do not hesitate to admit it. Research the question and reply as soon as possible.

Guideline

Not all programs are emphasized at Fall or Mid-Winter Conference. The Department President or Vice President will notify you if your committee will be featured and the time limit. For the Conference to run smoothly, you must adhere to this limit. Make your presentation interesting, informative and stimulating. There is no monetary allowance to pay for guest speakers or special equipment. Contact the Department Secretary to see if needed equipment is available. Utilize your committee members to greet and escort speakers, help with presentations and distribute handouts.

Guideline

In cases where awards are to be made, you are responsible for selecting the judging committee, notifying the Department Secretary and submitting the prize winning reports to National for competition.

Guideline

Also at year-end, you will be required to send in a report to your National Chairman. Strive to have 100% reporting from Units and if necessary contact District Department Vice Presidents or Units directly to assist in this endeavor. In most instances these reports are to go to the Eastern Division Chairman with a copy to the National Chairman. Be sure to send any entries for judging and your report to the designated person. If you wish for these to be returned you must include the return postage. Also send a copy to the Department President for her information.

Guideline

The final achievement of the Department of Maine, American Legion Auxiliary, will be the result of combined efforts of all working together. Our future will be a reflection of that teamwork!

COMMITTEE MEMBERS

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these Standing Rules for important additional information.

Standing Rule

All Standing Committee Chairmen and members shall be allowed to attend Department Executive Committee meetings, at their own expense, and be permitted to participate in discussion without voice or vote. The Alternate District Department Vice Presidents are accorded the same courtesy in attending the Executive Committee meetings as the Standing Committee Members.

Standing Rule

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Guideline

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Guideline

The Department President has expressed her confidence in you by asking you to serve on a Committee for the Department of Maine this year. With this assignment, she is placing in your hands the responsibility for assisting your Chairman in expounding upon the programs presented by the National organization.

Guideline

By accepting your appointment as a member of a Department Committee, you have agreed to assume responsibility for assisting your Committee Chairman in the promotion of your Program to the Units, Counties and Districts. You are encouraged to travel to promote your Program. In the absence of the Chairman, be prepared to speak about your Program at any meeting. Communicate with your Chairman about progress or problems in carrying out any specific responsibility you have been assigned. Keep the Chairman informed of your activities, so that the information can be included in the reports she is required to make. Be prepared to serve in the event that the Chairman calls upon you to act in her stead to meet some responsibility that she is unable to fulfill.

Guideline

Throughout your term you will undoubtedly be asked questions, some of which you may not be able to answer. Be sure of your answer! If you are in doubt, do not hesitate to admit it. Research the question and reply as soon as possible.

AMERICANISM

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these **Standing Rules** for important additional information.

Standing Rule

GUIDELINES

- Teach and promote the correct pledge to the flag.
- Encourage replacement of deteriorated flags.
- Work with The American Legion on the Oratorical Contest Program, if invited to do so.
- Encourage participation when people are being naturalized.

Guideline

The Americanism work of the Auxiliary includes all activities tending to perpetuate American ideals and to uphold the principles of American democracy. The security of America lies in a citizenry in whose minds and hearts is ingrained a true understanding of and a love for those ideals and principles upon which the Nation was founded; a citizenry awake to the duties of citizenship and willing to perform these duties even at the cost of great personal sacrifice. Americanism work is largely educational in character and is usually divided into three phases: work with the youth, the adult, and the community. All matters pertaining to the flag or patriotic education are rightly classified as Americanism activities.

The goal of the Auxiliary's five-point American program is to educate every citizen on the fundamentals of American government, the Bill of Rights and the Constitution. It emphasizes the rights and responsibilities of citizenship and the value of active, informed involvement in the home, in the Auxiliary organization and in the community. Most successful Americanism programs are cooperative efforts between Auxiliary Units and their communities.

Every citizen should have a thorough knowledge and understanding of the Constitution of the United States. Therefore, the Auxiliary has a very definite objective in emphasizing through its Americanism program the teachings of good citizenship.

Guideline

Refer to the National *Plan of Action* Americanism section available on the National web site following National Convention or from the Department Secretary for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department. Following are some general guidelines for your work under the Americanism Program:

- Promote interest in our country's affairs; expressing love for America in words and deeds. Inspire in our youth to develop fine characters, high ideals and a sincere appreciation of their heritage. Urge the careful study of issues; the position of candidates and participation in getting out the vote.

- Sponsor study classes for the Constitution, Declaration of Independence and flag etiquette. Promote observance of patriotic holidays and the display of the Flag, with emphasis on its proper care. Distribute flag etiquette brochures and Americanism pamphlets.
- Encourage the presentation of Americanism awards and flags, sponsoring debates, participation in essay contests and support of Boy and Girl Scout Troops.
- Promote citizenship classes and presenting flag codes, the American Creeds, and small American flags to new citizens; and the hosting of Americanism night and community forums.
- Assist with community observances of patriotic holidays. Urge members' active involvement in community affairs, serving on school boards, City Councils, County Boards and Town Meetings.
- Promote participation in the American Youth Conference.

The Americanism program of The American Legion embraces a multiplicity of activities. It necessitates real, honest, unselfish effort on the part of all members of The American Legion family. The members of the Auxiliary can select and successfully carry out projects adaptable to the needs of their communities.

SPIRIT OF YOUTH

The Spirit of Youth Fund was established by the American Legion Auxiliary to support programs of young people. Tax-deductible contributions from individuals, organizations and estates are the basis of this permanent endowment fund for youth.

Guideline

While once a Standing Committee at the National level, the duties of the Music Program are now performed as part of the Americanism Program. Therefore, a member shall be appointed to the Americanism Committee, who shall be known as the Music Director. Her sole responsibility shall be the conduct of the Departments music program, under the direction of and reporting to the Americanism Chairman.

Guideline

By action of the National Organization, the once separate Music Program is now placed under the auspices of the Americanism Program. In order to assure that our Music Program continues to receive the focus that it should, the position of Music Director has been created as an appointment under the Americanism Program where she will perform her specific duties in support of the use of music to inspire our membership in their work.

MUSIC DIRECTOR

Standing Rule

Consider participation of individuals and/or groups for entertainment to be presented during Department Convention. Always confer with Department President for appropriateness of presentations and time frames of performances.

Standing Rule

Send Music Certificates to Department Secretary by June 1st to be awarded at Department Convention.

Guideline

Although Music is not a major program, our members use patriotic and inspirational music to entertain and motivate themselves and others and find a place for a song at almost every function. The Auxiliary's Music Committee organizes sing-a-longs, sponsor music programs, and plan the music for a variety of organizational events and programs.

Guideline

Please refer to the **PROTOCOL AND GENERAL INFORMATION GUIDELINES FOR ALL** for further useful information about your program.

AUXILIARY EMERGENCY FUND

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these Standing Rules for important additional information.

Standing Rule

Any request for grants from the Auxiliary Emergency Fund where there are minor children in the home and the father or mother is a veteran will automatically be referred to The American Legion Children and Youth Chairman for consideration of the Temporary Financial Assistance Program,

- Applications may be obtained from the Department Secretary or downloaded on the National website.
- Follow the application instructions completely.
- In order to apply, a member must have belonged for at least three (3) consecutive years, including the current year. Current dues must be paid.
- Completed applications must be submitted to the Department Secretary, who will forward them to National for consideration.

Three types of assistance are available through the Auxiliary Emergency Fund:

1. Financial crisis; to pay for food, shelter and utilities. Funds are not available to settle existing to accumulated debts, or to help with catastrophic illnesses.
2. Food and shelter; due to weather-related emergencies and natural disasters.
3. Educational training; due to life changes such as death of a spouse, divorce, or separation, necessitating the Auxiliary member to assume the role of primary source of support for her family.

Guideline

As a member of this Department Committee, your responsibilities lie in the education of our membership about the benefits available to them under this Program and the importance of making contributions to the fund to insure its future availability.

Guideline

You should familiarize yourself with the grant application process, as you may be called upon by members for assistance in this process. Remember that any information about all such requests **must** be held confidential.

Guideline

Refer to the National *Plan of Action* Auxiliary Emergency Fund section, which may be obtained from the National website following National Convention, or from the Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

HISTORY COMMITTEE

Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these Standing Rules for important additional information.

Standing Rule

The Chairman is responsible to promote the preservation of memorabilia, i.e., scrapbooks, histories, uniforms, pins, etc., within the Unit.

Guideline

Auxiliary members feel a responsibility and an obligation to preserve the history and traditions of their organization. The Cavalcade of Memories, a museum, was established in 1972 at the Auxiliary's Indianapolis Headquarters to house valuable, historical keepsakes collected and contributed by different Departments throughout the years. Today more than 90 years' worth of Auxiliary memorabilia is on display in the Cavalcade and throughout National Headquarters. Members are invited to tour the offices when in Indianapolis.

Guideline

Each Unit should be encouraged to collect memorabilia and organize a museum.

Guideline

Refer to the National *Plan of Action* History Committee section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

CHILDREN AND YOUTH

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these **Standing Rules** for important additional information.

Standing Rule

We shall join the American Legion on Children and Youth programs and attend meetings when they wish to have them.

Standing Rule

Unit Chairman bring cases to the Department Chairman, she then inquires of the Department to see if funds are available, contacts The American Legion Children and Youth Chairman to see if this case has been brought to their attention.

Standing Rule

Cases shall be numbered and not named. In case of an emergency, contact the Department Secretary for permission to handle the same. Department Secretary assigns the case number.

Standing Rule

When called on for help, verify the need. If a need is present, be sure to follow through.

Standing Rule

Investigate funds available i.e., town, other organizations and Department funds, and work with The American Legion.

Guideline

The Department of Maine has established a Children & Youth Emergency Fund for administration by the Department Children & Youth Chairman in emergency cases. See Budget and Finance section of these Standing Rules for details about this program.

Standing Rule

Encourage donations to The American Legion Child Welfare Foundations Inc. Inform Units of availability of Temporary Financial Assistance.

Standing Rule

CHILDREN AND YOUTH VOLUNTEER PIN

1. Pins are for Volunteer Senior Auxiliary members only, after fifty (50) hours of service.
2. Record must be kept of hours.
3. The Unit Children and Youth Chairmen shall be responsible for keeping hours and names of members, sending these to 2nd member of the Department Children and Youth Committee.
4. Pins are dispensed through Department Headquarters after verification of 2nd member Department Children and Youth Committee. Only one pin per person shall

be allowed. The Department Secretary must maintain record of who has been awarded this pin.

5. Hours can be recorded for working Well-Health Clinics, Day Care Units, Girl Scouts, Brownie Scouts Leaders, or similar group activity, personal service activity, i.e.
6. Monetary donations do not count.
7. No credit is allowed for doing for your own children or grandchildren.

Guideline

The purposes and principles of the American Legion Auxiliary's Children and Youth Program are in general the same as those of The American Legion program. Although the program is derived from mandates of The American Legion, the Auxiliary augments and adds to it through its continuing support of the overall program as well as through the sponsorship of special assignments and activities. You should review the National *Plan of Action* Children and Youth section, which may be obtained from the National website following National Convention, or from your Department Secretary for specific information about this year's special emphasis areas and plan your action for the year accordingly.

Guideline

The Children and Youth Program's purposes are to assure the care and protection for children of veterans eligible for membership in The American Legion and to improve the conditions for all children.

Guideline

The Children and Youth Program's principles are: to preserve the integrity of the family home; to maintain a "whole" child program, with due regard for all needs of children- physical, spiritual, emotional, and educational; and to cooperate with and strengthen other sound organizations and agencies for children, avoiding duplication of existing programs.

Guideline

Method of Operation:

- Direct cash assistance and service, primarily to individual children or families of veterans.
- Education of the membership and the general public on the needs of children and recommended ways of meeting those needs.
- Support of needed federal and state legislation for children in accordance with resolutions adopted by the National Convention or National Executive Committee of The American Legion; of state legislation in accordance with resolutions adopted by the Department Convention or Department Executive Committee; of local ordinances in accordance with resolutions adopted by the local American Legion Posts or Units.

Guideline

The duties of Children and Youth Chairmen are:

1. Insure that the pledge of care and protection for children of veterans is carried out through service work, through direct cash assistance to needy families from Unit funds, and through the use of Department or National funds for temporary aid to children of veterans.
2. Carry out the priorities outlined in the National Plan of Action section on Children and Youth in this Department.
3. Provide leadership on all matters pertaining to children.
4. Cooperate with other responsible organizations and agencies of the community whose work is in the interest of children, with the permission of the Department Executive Committee when needed.
5. Make regular reports of Children and Youth activities and plans to the general public, to the membership, and whenever a formal report is requested or mandated.

Guideline

It has never been the intention of the Children and Youth Program to take over full and continuing responsibility for the financial support of dependent families. Agencies established by federal, state and local governments such as VA Maine Healthcare, Social Service Agencies, Social Security offices, etc. should be the first point of contact to establish eligibility through their sources. Close cooperation with The American Legion Children and Youth Chairman and/or the Service Officer should be encouraged and their assistance will be invaluable in obtaining help from these outside sources.

THE AMERICAN LEGION CHILD WELFARE FOUNDATION

Guideline

In 1954 The American Legion's National Executive Committee authorized the creation of an American Legion Child Welfare Foundation with broad powers to use such funds as it might receive to benefit the children and youth of America. The Foundation was incorporated under the laws of the State of Indiana.

Guideline

It is the hope of the founders of this Foundation that, through it, funds may become available to finance research, special projects, demonstrations, and public education regarding children over and above the existing program. Through such activities, it is hoped that solutions may be found to some of the problems of child welfare.

Guideline

The primary source of funds to the Foundation has been from individual members of The American Legion family and from investments. In 1956 the Board of Directors of the Foundation, with the approval of the National Convention, established a Memorial Fund. A Unit or individual may, through a contribution to the Foundation, memorialize a deceased member and are acknowledged by a fitting memorial card sent to the family of the deceased.

Guideline

For more information on the Child Welfare Foundation, visit www.cwf-inc.org.

Guideline

Refer to the National *Plan of Action* Children & Youth and Child Welfare Fund sections, which may be obtained from the National website following National Convention, or from the Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

COMMUNITY SERVICE

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these Standing Rules for important additional information.

Guideline

Encourage participation of Blood Bank or Blood Program and Organ Donor Program.

Encourage Units to participate on fund drive in communities, i.e. March of Dimes, Cerebral Palsy, Muscular Dystrophy, Senior Citizens, etc. Encourage participation on programs as presented by National.

Guideline

The Auxiliary's Community Service programs are based on the premise that no organization has a right to exist within the community without giving something to that community in return. Community service helps to make our communities better places in which to live. Auxiliary members study community needs, recommend projects, raise funds and donate their time to accomplish their specific objectives. Special attention is given to the selection of each project to ensure that the work of other organizations is not duplicated. Auxiliary Units also provide assistance on Community Service projects sponsored by American Legion Posts and work with other organizations to implement practical, worthwhile projects for the benefit of the community. Some examples include: blood drives, first aid and CPR training, child safety programs, donations to shelters for the homeless, tree plantings, recycling programs, and disaster and emergency preparedness programs.

Guideline

Community Service embraces all activities for improvement of conditions of life in the community where the American Legion Auxiliary is located. It has been a major activity of The American Legion and Auxiliary since 1926, and has resulted in the completion of a vast number of projects to make American communities better places to live. Every Auxiliary Unit is expected to carry out or cooperate in at least one project for community betterment each year.

Guideline

Cooperation should also be given to other organizations working on practical, worthwhile projects for community improvement, and their cooperation in projects initiated by the Auxiliary can be solicited. The greatest achievement is made when in the interest and efforts of the entire community are enlisted in support of a program.

Guideline

Initiate, if necessary, cooperate with The American Legion and other organizations, where possible; but never duplicate the work of other organizations.

Guideline

Encourage Units to plan their projects, work their plan and publicize their results.

Guideline

Refer to the National *Plan of Action* Community Service section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department. Following are some general guidelines for your work under the Community Service Program:

- Cooperate with national health organizations in their local fund-raising and educational activities and sponsor clinics. Provide aid to community nurses. Purchase needed equipment for hospitals and/or clinics and establish a “loan” closet.
- Sponsor or cooperate in the establishment and maintenance of playgrounds, swimming pools and youth centers. Assist in wholesome recreational activities for young people.
- Host programs in traffic safety, home safety and fire prevention. Purchase life-saving equipment for Sheriff, Police or Fire Departments. Aid school safety patrols or initiate a neighborhood watch program.
- Conduct or take part in clean-up programs. Encourage the planting of flowers, shrubs, lawns and trees. Campaign for improvement of parks and other public grounds, aiding in the work if necessary. Plant memorial trees.
- Aid the public library by working for adequate appropriations. Establish and maintain memorial bookshelves. Present copies of American Legion Auxiliary History. Collect and donate books. Help maintain traveling libraries. If community is without library service, start a community library.
- Initiate or cooperate in establishing Community Council that can bring all local organizations together to work for the betterment of the community.

CONSTITUTION & BY-LAWS

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these Standing Rules for important additional information.

Guideline

By prior vote of the Department Executive Committee, the work of the Department Constitution & Bylaws Committee is extended to include the Department Standing Rules, as these operational rules must be consistent with the National and Department Constitution and Bylaws.

Standing Rule

Keep Units informed of changes mandated by National.

Standing Rule

Urge Units to have a copy of their Constitution and By-Laws on file in their own Unit as well as Department Headquarters.

Standing Rule

If, as Chairman, you are unable to attend Department Convention alert the second member of same and of any pending changes that might come before the delegation.

Guideline

The Auxiliary's Constitution, By-Laws & Standing Rules program encourages Auxiliary members to study and understand the organizations' formal policies and procedures-particularly as they relate to the rights and benefits of membership. Members are encouraged to review the Auxiliary Constitution, By-Laws & Standing Rules on an annual basis and may submit ideas for review and possible change. The committee members strive to achieve clarity, simplicity and consistency in the organization's governing documents to avoid confusion or misunderstandings.

Guideline

Each Unit operates under its own Constitution and By-Laws. The National organization furnishes a model to follow that may be altered to meet local conditions, provided that no provision of the local constitution violates any provision of either the supervising Department or the National Organization. Encourage Units to adopt a Constitution and By-Laws, if they do not have one. Provide assistance as requested. Encourage Units to review their Constitution and By-Laws annually and properly execute corrections and revisions where needed. Encourage each Unit to submit a current copy of their Constitution and By-Laws to Department for filing for future reference.

Guideline

Each Unit should have a Constitution and By-Laws chairman. This chairman should inform the Unit of all current changes in the Department and National Constitution and By-Laws and policies and procedures.

Guideline

The Committee on Permanent Organization, at the first National Convention of the American Legion Auxiliary, created a committee to draft a National Constitution. This committee was later changed to the Constitution and By-Laws Committee and functions throughout the year as a standing committee.

Guideline

Refer to the National *Plan of Action* Constitution and Bylaws section, which may be obtained from the National website following National Convention, or from the Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

Guideline

Please refer to the **PROTOCOL AND GENERAL INFORMATION GUIDELINES FOR ALL** for further useful information about your program.

EDUCATION

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these **Standing Rules** for important additional information.

Guideline

Auxiliary members believe that a solid educational foundation in reading and writing, math, science and history is the cornerstone of American Freedom. The Auxiliary's Education program promotes quality education for every child and supports students with the ability or desire to continue their education beyond high school. Auxiliary members work actively with educators in local schools to develop and maintain an educational system that serves the needs of all children at every level. Auxiliary volunteers sponsor and support state and national education legislation; establish new scholarship opportunities for students; alert eligible students to existing scholarship resources; help students identify career opportunities and professional job requirements; and encourage students to plan early for college and apply for scholarship opportunities.

SCHOLARSHIPS

Standing Rule

The Department sponsors at least one (1) annual scholarship of \$300.00 to a son, daughter, grandson, granddaughter, step-children, and/or a great grandchild of a veteran and who is in actual need of financial assistance to continue their education.

Standing Rule

The Department Education Chairman and two qualified judges will select the Department Scholarship recipient. The Chairman then sends the name and address of the recipient to the Department Secretary who then notifies the recipient.

Standing Rule

These scholarships are to be paid directly to the student upon verification of enrollment for second semester. This is to eliminate the potential of jeopardizing other financial consideration.

Guideline

The education of all of America's children is essential for the future of our nation. The American Legion Auxiliary joins with The American Legion in aid and support for the basic rights of all children to receive an appropriate education.

Guideline

The development of the Education program corresponds with the following objectives and policies adopted by The American Legion:

1. To help make it possible for any student, who has the ability or the desire, to receive an education beyond high school.

2. To encourage the membership of The American Legion and its affiliated organizations to take an active role in the development and maintenance of a school system that will serve the needs of all children at every level of education.
3. To encourage students to select careers where personnel shortages exist.

Guideline

Refer to the *National Plan of Action* Education section which is can be obtained from the National web site following National Convention of from the Department Secretary for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department. Following are some general guidelines for your work under the Education Program:

- To initiate and support state legislation and national mandates that would establish scholarship opportunities for students and maintain a summary of such scholarships that exist within their community.
- To publicize The American Legion's publication, *Need A Lift?* Additional copies can be secured from the National Emblem Sales, The American Legion, PO Box 1050, Indianapolis, IN 46206-1050, or downloaded from The National Legion website.
- To inform the membership of program's objective and assist in disseminating information in local high schools and libraries.
- To encourage students to apply for available scholarships.
- To cooperate with established organizations to encourage students to select careers that will provide the knowledge necessary for our nation's economic growth and national security.

FINANCE

Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these Standing Rules for important additional information.

Please refer to the following for further clarification.

Constitution Article XII Section 1 and Bylaws Article X Section 2

Standing Rule

The Finance Committee shall propose the yearly budget at the Post- Convention Executive Committee meeting.

BUDGETS

Standing Rule

The budget shall set forth an estimate of annual expenditures and the amount shall not exceed the estimated amount of the annual revenue.

Guideline

The matter of finance is one of great importance and therefore, it is essential that a well-planned budget be one of the first objectives of the administrative year. An adequate budget assures there will be monies earmarked for all purposes necessary for participation in the various Auxiliary programs throughout the year.

Guideline

A close check should be made each month to make sure the operating expenses are kept within the budget.

Standing Rule

The Finance Chairman shall be included on checking account signature cards as back up for the Secretary and/or Treasurer in case of illness but to be used only in case of emergency.

Standing Rule

It is mandatory that all members of the Finance Committee be present at **all** Finance and Executive Committee meetings. A member not attending shall automatically be replaced by appointment. In case of emergency the Department President must be notified as soon as possible.

Standing Rule

The Finance Chairman shall be a member of the Dirigo Girls State Board of Directors.

Standing Rule

Any item of business before the Finance Committee must be received by the Finance Chairman two (2) weeks prior to the Finance Committee meeting in conjunction with Conferences and Convention.

GIRLS STATE / NATION

GIRLS STATE - IS A CORPORATION GOVERNED BY ITS OWN CONSTITUTION AND BYLAWS.

Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these Standing Rules for important additional information.

Guideline

The purpose of Girls State is to provide citizenship training for girls of high school age in every Department of the American Legion Auxiliary; to afford them an opportunity to live together as self-governing citizens; to inform them about the duties, privileges, rights and responsibilities of American citizenship, in order that they may understand and participate in the functioning of their government; and to help them grasp the meaning of some of the responsibilities that they must assume when they become adults.

Guideline

Girls State is a practical application of Americanism and good citizenship. The entire program is a non-partisan, non-political attempt to teach and inculcate in the youth of America a love of God and Country.

Guideline

Girls State is a program of the American Legion Auxiliary, Department of Maine. The Units must brief the local high school officials on the qualifications and the selection process that has been established.

Standing Rule

The Girls State Director shall serve as the Chairman of the Girls State Committee with a committee of four additional members appointed on a rotating basis.

Standing Rule

The Girls State Board of Directors shall consist of the Director, Assistant Director, Educational Director, four (4) members of the Girls State Committee, Department President, Department Secretary, Department Treasurer, and Department Finance Chairman.

Standing Rule

The Girls State Fund is to be kept in a separate account, all checks to be made payable to Dirigo Girls State, Inc.

Standing Rule

The fee will not be refunded if a Girls State delegate or her alternative does not attend Girls State, unless the director is notified one week prior to the opening session.

Guideline

An Auxiliary Unit interested in promoting the program but unable to finance a girl should immediately contact another Unit or civic or cultural group in the community and extend the privilege of contributing funds. However, the American Legion Auxiliary remains the sponsor. All participants attending Girls State are expected to appear before the Unit, the contributing organization and, if possible, her local high school to make a report of her impression of Girls State.

Guideline

It is absolutely essential that all completed applications, accompanied by the required materials and the fee, be sent to the individual designated in the application packet, no later than the date specified for that year. Checks should be made payable to Dirigo Girls State, Inc.

GIRLS NATION***Guideline***

Girls State was organized as a National Americanism activity at the 1937 National Convention. A National Committee to direct the program was created by the 1946 National Convention. The first Girls Nation session, with representatives from each Girls State, was held in Washington, D.C. in 1947.

Guideline

Girls Nation has become a permanent allied activity of the Girls State program. A compulsory registration fee from each Department is required for participation in Girls Nation.

Standing Rule

An allocation taken from Dirigo Girls State Inc. funds, as requested by National, will be paid toward the expenses of Girls Nation Delegates'.

JUNIOR ACTIVITIES

Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these Standing Rules for important additional information.

Standing Rule

The Junior Activities Chairman shall encourage Junior participation in all American Legion Auxiliary programs. She shall encourage Units to form Junior Auxiliary groups and explain the purpose of the Junior Program to the Units.

Standing Rule

The priority for all fund raising of the Junior Activity Committee shall be the funding of the Junior Scholarship(s). Once commitments to funding attendance at the Junior National Convention have also been met, any excess funds raised shall be accumulated for future Junior Scholarships.

Standing Rule

The Junior Activities Chairman shall have a raffle at the Fall Conference and Mid-Winter Conference to raise funds, subject to the approval of the Finance Committee. Raffle tickets may be distributed to all Units up until Mid-Winter conference.

The purpose of the Junior Activities raffle is, in order of priority:

1. To fund a Junior Scholarship as per budget.
2. To fund transportation, lodging (pro-rated if a shared room not to exceed half the cost of the room) and per diem as per National, for the Junior Delegate to attend the Junior National Convention, for the duration of said convention only.

Standing Rule

The Junior Activities Chairman shall be allowed postage for mailing of raffle tickets.

JUNIOR CONVENTION/CONFERENCE

Standing Rule

The Junior Convention shall be held the last week-end in April or to coincide with the National President's visit. It is at the discretion of the Junior Activities Chairman as to whether a one or two day convention is held.

Standing Rule

Any Unit wishing to host the Department Junior Convention/Conference must submit the proposal in writing, signed by two members. One must be an officer of the Unit. This request is to be presented at Mid-Winter Conference and voted on by Department Executive Committee at Mid-Winter Conference.

Standing Rule

No Department funds shall be expended for any expenses incurred by the host Unit.

Standing Rule

Junior groups are responsible for special projects such as corsages, ribbons, name tags, table favors, etc.

Standing Rule

Proceeds from raffles shall be turned in immediately at the close of Fall and Mid-Winter conferences.

Standing Rule

The Junior Handbook shall be used as a reference manual.

Guideline

The enrollment of Junior members from birth to six years of age is known as Tiny Tot enrollment. Tiny Tot certificates are available through Department Headquarters. Upon reaching the age of six, certificates of promotion to Junior membership are available. A parent or guardian must sign the application of a Junior member.

Guideline

The enrollment in the Auxiliary of many daughters of Legion members too young to take part in the regular meetings and activities of their Units brought about the formation of Junior groups with many Units.

Guideline

Junior members are defined in the National Constitution as follows: "Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into active membership with full privileges." The voting age of eighteen years for members of the American Legion Auxiliary was adopted at the National Convention in Boston in October 1930.

Guideline

Junior members do not form a separate organization but are members of the American Legion Auxiliary, grouped separately so that they may be given a program within the scope of their years and understanding. Junior members may not be counted in the minimum of ten members necessary to organize a Unit, as it is believed that it takes at least ten Senior members to efficiently carry on the work of the Unit. In determining delegation representation, Senior and Junior memberships are treated without distinction; all are counted in Unit membership. Junior Activities are merely activities for the younger members that will give them early training in the work of the Auxiliary and inculcate in them the ideals of the Auxiliary. Junior membership is the training ground for active Auxiliary membership. Junior Activities, properly carried out, can also be an important step in teaching the principles of justice, freedom and democracy.

Guideline

Success of the Junior group depends upon the leadership provided. The advisor should be a woman capable of handling and teaching children of all ages, keeping alive their interest, and directing activities that will carry out the purposes of the organization.

Guideline

Junior groups function under the guidance of an advisor and committee from the Senior membership. They are organized as a committee of the Unit, conduct their own meetings and carry out their own activities. The Junior officers shall be known as Honorary Junior officers. Their work should be coordinated with the work of the Senior group and they should be given part in the regular Unit activities whenever possible so they will feel they are truly a part of the Auxiliary.

Guideline

Americanism should be a major activity of the Juniors and presented to them in such a manner that they will be taught patriotism, citizenship and loyalty to American ideals and principles. Practically all activities of the Auxiliary can be adapted to Junior use and the Juniors given some participation in all phases of the year's program. The Juniors should be kept active and interested.

Guideline

Details for directing the Junior Activities are contained in the Junior Activities Handbook. Suggestions for organizing a Junior group; eligibility rules; installation, initiation and graduation ceremonies; plans for conducting contests, meetings and programs, including the Junior Patch Program and Junior Leadership Course; and other suggestions helpful to the Junior Chairman are included in this handbook which may be secured from Department Headquarters.

JUNIOR NATIONAL CONVENTION***Standing Rule***

Priority for the selection of Maine's delegate to the National Junior Convention shall be as follows:

1. The Junior Past Honorary Junior Department President at the time of National Convention.
2. The preceding year's Honorary Junior Department President, provided she still maintains Junior member status.
3. The newly elected Honorary Junior Department President.

Standing Rule

It is the obligation of the Junior members to raise the funds necessary to attend the National Mission Training. Once the commitment to raise the funds necessary for the Junior Scholarship has been met, funds will be then allocated to the delegate selected by the Juniors at their Department Convention, who shall be allowed transportation, lodging (pro-rated if a shared room, not to exceed half the cost of the room) and per-diem as per National for the duration of the National Junior Convention. The Junior Activities Chairman will be allowed expenses for transportation, lodging (pro-rated if a shared room, not to exceed half the cost of the room) and per-diem as per National for the duration of the National Junior Convention only, to the extent that these funds are available from the funds raised by the Juniors for this purpose. If the Junior Activities Chairman is unable to attend, then a chaperone shall be appointed by the discretion of the Junior Activities Chairman and the Department President, and shall use Junior Activities Chairman budget, as per national.

Guideline

Refer to the National *Plan of Action* Junior Activities section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

LEADERSHIP

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these **Standing Rules** for important additional information.

Standing Rule

The Leadership Development Committee shall conduct Leadership Development Schools where requested whenever possible. The Chairman shall be familiar with Unit Handbook, parliamentary procedures, Constitution and Bylaws, and any other protocol materials available.

Standing Rule

In order to obtain her Leadership Certificate a member must have completed eight (8) hours of training.

Guideline

Preparation of future leaders for the organization is a vital concern of the American Legion Auxiliary. Participation in a mini Leadership Course e.g. Informational Workshop is encouraged and should be recognized by the awarding of certificates of participation.

Guideline

The use of nationally approved manuals, the American Legion Auxiliary Correspondence Course, which is available on the National website, and The American Legion Extension Course is strongly encouraged. It should be recognized that knowledge of the organization will enhance member participation

Guideline

QUALIFICATIONS FOR CERTIFICATION OF LEADERSHIP INSTRUCTORS

The following requirements are necessary to be a CERTIFIED INSTRUCTOR:

- Member must have completed an 8-hour leadership course, seminar or school conducted by the Department with topics and forms outlined from material obtained through the National organization.
- The determination of whether or not the candidate is capable of conducting the course must be made within the Department. The list of names eligible should be sent to the Department Leadership Chairman and attested by the Department Secretary. Leadership cards and/or pins may be secured through Department Headquarters.
- Any course less than eight hours is considered a mini-course and does not entitle the member taking the course to the recognition of a card of completion or pin.
- Refresher courses are encouraged.
- The Department President should consider only those Certified Leadership Instructors when making her appointment as Department Leadership Chairman and only those who have the ability and talent to instruct should be recommended as Instructors.

Guideline

Refer to the National *Plan of Action* Leadership section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

Guideline

Please refer to the **PROTOCOL AND GENERAL INFORMATION GUIDELINES FOR ALL** for further useful information about your program.

LEGISLATIVE

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these Standing Rules for important additional information.

Standing Rule

Keep alert of the Legislative issues being stressed by The American Legion.

Standing Rule

Encourage Units to subscribe to the Dispatch.

Standing Rule

Encourage Units to write Congressmen and Representatives pertaining to important issues.

Standing Rule

Be concerned with Legislative bills pending regarding Children and Youth.

Guideline

Auxiliary members are encouraged to get involved and stay informed on local and national issues of special interest to the organization. They keep in close contact with their legislative representatives about issues that concern veterans and their communities. Auxiliary members know there is strength in numbers. Many beneficial laws have been passed because of Legion and Auxiliary support and others that would have been detrimental or threatened to undermine benefits for veterans or their children have been defeated.

Guideline

If a Unit is interested in securing or blocking some proposed piece of State or National Legislation, it should present the matter to its American Legion Post and secure its support.

Guideline

The American Legion Auxiliary follows the action of The American Legion, never endorsing any measure until The American Legion has first endorsed it and never following a policy that does not coincide exactly with The American Legion stand.

Guideline

The American Legion and Auxiliary members are interested in legislative measures that come before the United States Congress and the State Legislature. Through lobbying efforts The American Legion family are able to influence legislation of benefit to veterans, the community and nation.

Guideline

The American Legion Commission has an office in Washington, D.C. and continually promotes the passage of The American Legion-sponsored legislation.

Guideline

When measures important to The American Legion and Auxiliary are before the lawmaking bodies for consideration appeals go out for support. At such times the members should contact their representatives urging them to take the action desired.

Guideline

The legislative matters usually deal with some other phase of Auxiliary work, such as Veterans Affairs and Rehabilitation-getting beneficial legislation for veterans; Children and Youth-securing legislation beneficial to children of veterans and children generally; National Security-securing nation security measures; or Americanism-obtaining the passage of measures to promote better citizenship or to curb the activities of radicals. The arousing of public sentiment in support of such measures might well be left to the committee handling the activity under which they fall.

DISPATCH**Guideline**

All Unit Legislative Chairmen should subscribe to the Dispatch, The American Legion's legislative publication. This monthly newspaper describes current legislative issues and other news pertinent to the American Legion family. Subscription requests with payment should be sent to The Dispatch, The American Legion, PO Box 1055, Indianapolis, IN 46206.

Guideline

The Department Legislative Chairman will receive a subscription to this publication paid for by Department.

Guideline

Refer to the National *Plan of Action* Legislative section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

LONG RANGE PLANNING COMMITTEE

Guideline

Please refer to the following for further clarification.

By-Laws Article IV Section 3

Guideline

The Long-Range Planning Committee was created to:

- Conduct research and develop proposals or recommendations on goals outlined by the membership, with the members updating this priority list periodically.
- Assist the Department Executive Committee in times when a motion is made that may require additional information and/or research in order to make a more informed vote. This committee will seek out needed information and provide it at the next Department Executive Committee meeting so that the vote can be made.

How can this Special Committee be used to benefit the Department of Maine American Legion Auxiliary to your advantage?

- The Department Executive Committee may call on the committee to research and gather information on an issue that has been brought to them in the form of a motion. This would delay the vote, but would provide the voting members with enough background information to make an informed decision.
- This Committee can be called upon to continue to update and make additions to this “Officers’ Handbook” working with the Department Secretary, the Constitution and By-Laws Committee, and others, as appropriate.
- This Committee can be a resource to future trainers who will offer statewide membership training workshops, such as the Special Membership Awareness & Resource Training (SMART) once developed and piloted by this committee and for the Department Officers and Committee Chairmen Annual Trainings.
- The Department President may call on this Committee to gain input from the membership on reviewing, updating and prioritizing the needs of the membership, then research and provide possible method(s) to accomplish these needs.
- Continue to discuss and explore ways to improve the way we do business by looking at the long-range needs and total picture – providing the research and impetus to this. (Maine’s American Legion achieved their 100 %+ by following the ideas and the plan presented by their Long Range Committee)

MEMBERSHIP

Please refer to the following for further clarification.

Constitution Article IV Section 1 and Section 2

Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these Standing Rules for important additional information.

Standing Rule

Stress membership. Formulate unique Department Programs guided by National.

Standing Rule

Prepare messages for inclusion in the *Pine Tree News* and keep informed on current membership while seeking new members.

Standing Rule

If possible attend Department Leadership National Conference (DLNC), and distribute all important information to the Units.

Standing Rule

A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

Per Standing Rule adopted by National Executive Committee 3/25/2000, a new member joining after the National Convention may be given her Unit full membership rights, privileges, and benefits from the date the dues are received through December 31st of the following year.

Guideline

Refer to the National *Plan of Action* Membership section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

Guideline

Please refer to the **PROTOCOL AND GENERAL INFORMATION GUIDELINES FOR ALL** for further useful information about your program.

NATIONAL SECURITY

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these Standing Rules for important additional information.

Standing Rule

The National Executive Committeewoman Alternate (the Past Junior Department President) is the National Security Chairman.

Standing Rule

Participate with The American Legion on any program they may have relating to National Security.

Standing Rule

Encourage Units to have at least one specific program relating to National Security.

Guideline

The Auxiliary believes in maintaining a strong national defense and endeavors to educate its members on all vital national security issues. In cooperation and coordination with The American Legion, Auxiliary members are briefed on a wide range of topics at local and national meetings and through publications and bulletins. Topics include national and civil defense; crime prevention; emergency and disaster preparedness; and environmental protection. The members clear understanding of the issues help to lay the groundwork for community-wide mobilization and support of various national security activities. National activities include the annual Washington D.C. conference, a legislative forum in Washington, D.C.; the Family Support Network for service families; ROTC and JROTC; local and worldwide support of the USO, and activities per the Plan of Action.

Guideline

A national defense strong enough to guarantee the security of America from any aggressor has always been a concern of The American Legion and American Legion Auxiliary.

Guideline

Units should acquaint all of their members with the existing situation in regard to national security by providing a study of the subject at Unit meetings. Every Unit should endeavor to give its members an understanding of the necessity of maintaining an adequate national security.

Guideline

The American Legion Auxiliary recognizes that natural disaster and crime can also threaten our national security. Therefore, the National Security Program was expanded to include emergency planning and crime prevention.

Guideline

While we cannot stop natural disasters from occurring, we can change the way America deals with them through Project Impact, a project of the Federal Emergency Management Agency (FEMA). The goal is to reduce the personal and economic costs of disasters in a community by planning and preparation.

Guideline

Crime prevention, neighborhood watch, support for police and fire departments help to strengthen our communities and contribute to national security.

Guideline

The American Legion Auxiliary annual Washington D.C. conference held in Washington, D.C. frequently has presentations of special interest to National Security issues. Attendance is open to all American Legion Auxiliary members and information can be obtained through Department Headquarters.

Guideline

Informative material on national security subjects can be obtained from Department Headquarters or the National Security Division of The American Legion, 1608 K. Street, NW, Washington, DC 20006. These materials include suggested talks on national security, pamphlets, and the program of national security activities recommended for the year, outlined annually by The American Legion National Convention. The National Security Program section of the *Plan of Action* is the source to be consulted for the manner in which the National Organization of the American Legion Auxiliary is supporting The American Legion program.

Guideline

Refer to the National *Plan of Action* National Security section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

PAST PRESIDENTS PARLEY

Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these Standing Rules for important additional information.

Standing Rule

The Past Presidents Parley is a committee as other standing Committees, with a Chairman, and is conducted as a committee.

Standing Rule

The purpose of the Past Presidents Parley is for continuation in active service to the Auxiliary.

Standing Rule

Its first objective is to care for disabled ex-service women. Remember them with cards, small gifts, visits and parties when possible.

Standing Rule

Attend Unit meetings, giving your Unit President support by your presence, but only give advice when called upon to do so.

Standing Rule

Make it your duty to collect as many Unit dues as possible.

Standing Rule

Support the Department Past Presidents Parley by your contributions to the Nurses Scholarship Fund.

Standing Rule

Bring cheer to members with cards or friendly notes when they are reported ill.

Standing Rule

Maintain your Parley more like a family affair than an organization. Take interest in each other.

Standing Rule

A meeting preceded by a supper is a good way to get the members out.

Standing Rule

Past Presidents Parley Scholarship applications, when completed, shall be returned to the PPP Chairman.

Standing Rule

The recipient of the PPP Scholarship will be selected by the PPP Chairman and two qualified judges. The PPP Chairman then sends the name and address of the recipient to the Department Secretary who then notifies the recipient.

Standing Rule

Department Past Presidents Parley dues are forwarded to the Department Secretary to record and forward to the Department Treasurer.

Guideline

Members who have served the Auxiliary as Unit, Department and/or National Presidents are a valuable resource to the organization. As members of the Past Presidents Parley, they put their experience to good use, offering guidance and/or counsel on any activity or problem requiring special support or emphasis.

Through the Past Presidents Parley Committee, the women who have served as Unit, Department and National President can continue active service in the Auxiliary. It has no special activities in its charge besides its objective, "The Care of Disabled Ex-Servicewomen," unless so assigned by the Unit, Department or National Organization, but gives its support to the entire American Legion Auxiliary program. The training and experience of Past Presidents can be highly useful in any activity needing special support or emphasis.

The Past Presidents Parley was considered a subsidiary organization of the American Legion Auxiliary until 1943, when its status was changed by National Convention action to that of a National Standing Committee.

Guideline

Rules pertaining to the Past Presidents Parley are as follows:

1. The Past Presidents Parley is a standing committee of the American Legion Auxiliary.
2. Its objective is the promotion of the activities of the Auxiliary, with special consideration given to ex-servicewomen.
3. Parleys may be organized at the Unit and Department level.
4. A member of the Past Presidents Parley must be a member in good standing in her own Unit.
5. Poppy Funds may be allocated to the Committee if such funds are used solely for the direct welfare of ex-servicewomen.

Guideline

Units are urged to continue to provide scholarships for student nurses. Our efforts in this area are important and help to relieve the nursing shortage as well as improve the quality of health care.

Guideline

Units of the American Legion Auxiliary all have hardworking, dedicated members who give of their time and talent to further the aims and purposes of our organization, but have no desire to serve beyond the Unit level. In order to recognize such dedicated service each Unit may select one candidate for Unit Member of the Year.

Guideline

Refer to the National *Plan of Action* Past Presidents Parley section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

POPPIES

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these **Standing Rules** for important additional information.

Standing Rule

The Department Secretary shall not accept any orders for supplies or poppies without a check to cover same. All Units are requested to send either checks or money orders made payable to the American Legion Auxiliary, Department of Maine. Cash or stamps are not acceptable.

Standing Rule

The Units may purchase Poppy promotional materials directly from National Emblem Sales.

Standing Rule

The excess poppies material, with labels removed, shall be left with the Poppy Chairman.

Standing Rule

Read all poppy material. Promote Poppy Programs, posters, window contests, special poppy creations and Miss Poppy.

Standing Rule

The Poppy Chairman shall distribute poppies to Units as ordered.

Standing Rule

The Department Secretary shall send all poppy orders to the Poppy Chairman upon receipt.

Standing Rule

Urge Units to order poppies early. One requirement for the VAVS award is that the poppy order is received by Department Secretary by November 11.

Standing Rule

Poppy orders will be honored after April 15th if poppies are still available.

Standing Rule

If poppies are distributed through the District Department Vice President to the Units, stress that the District Department Vice President **must** get the poppies to those Units **immediately**.

Standing Rule

AWARD

The Department Poppy Poster Awards, as per National Classifications, shall be awarded a first place prize of \$7.50.

Guideline

The revenue from the distribution of poppies should be carried as a separate item in the Treasurer's Book so that it can be used for the following activities **only**, per act of National Convention:

POPPY FUNDS

Per the American Legion Resolution 20, effective May 8th, 2013: Funds derived from distribution from the American Legion and the American Legion Auxiliary poppy shall be used for the following purposes only:

1. For the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6th, 1917;
2. For the welfare of the families of veterans of the above named period;
3. For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals;
4. For the welfare of veterans, active military personnel, and the family of veterans and active military personnel of the above named period where financial and medical need is evident.

Guideline

The first step necessary to assure success of Poppy Day(s) is the appointment of capable, enthusiastic members.

Guideline

Since the Unit's funds for Veterans Affairs and Rehabilitation and for the welfare of families of veterans are derived from the annual poppy distribution, it is essential that it be a success. Suggest to Units to pin the first on the Mayor or Town Official and ask him to issue a proclamation setting aside a day as Poppy Day, with an appeal to all citizens to observe the day by wearing a poppy.

Guideline

A special booklet giving detailed directions for the organization and promotion of a successful Poppy Day has been prepared by National Headquarters. The booklet outlines the steps necessary to organize the task force, secure newspaper publicity, win community cooperation, and handle the actual work on Poppy Day. Copies can be purchased at a nominal price from National Emblem Sales, American Legion Auxiliary.

Guideline

Because our poppy is an emblem of sacrifice, those who love it must make every effort to teach the public the true meaning of the flower. The success of the poppy distribution depends upon the advance publicity. If, in the season of Memorial Day, the poppy can make the indifferent public recall the sacrifices that have been made by the men and women who gave their lives that our country might be saved, the first and greatest mission of the poppy has been fulfilled.

The second mission is to win the confidence of the public through knowledge of the purposes to which The American Legion and American Legion Auxiliary expend the money derived from the poppy distribution. By means of publicity on the expenditure of the poppy proceeds, public confidence can be won. The public has the right to this information. Every Post and Unit should see that the poppy proceeds are so spent that publicity will bring honor and reward to our organization.

Guideline

The public should also be reminded that the disabled men and women in hospitals, and their families are assisted by our poppy funds. The public will then know that The American Legion and the American Legion Auxiliary are continuing to keep faith with those who gave their all for our freedom.

Guideline

Each year suggested publicity stories are prepared by National Headquarters and supplied without charge in sufficient quantity to Departments for distribution to the Units. The stories are designed to be localized by the insertion of local names or to be rewritten from a local angle. This publication is entitled "Poppy Preview."

Guideline

The following is a suggested outline of activities to precede Poppy Day: Start a campaign of newspaper publicity which will educate the public about the significance of the poppy and the purpose for which the money is spent; organize a Poppy Speakers Bureau through which speakers will be available for meetings of all community organizations to acquaint them with the value of the poppy program, both from the standpoint of therapeutic value to the maker of the poppy and to the community itself.

Guideline

Units should be encouraged to conduct a Poppy Poster Contest in the local schools and give attractive prizes to the winners. Feature a poppy window display. Window cards, windshield stickers, poppy stamps, poppy lapel streamers to identify The American Legion and Auxiliary workers, "Thank You For Caring" poppy leaflets, and offset printing reproduction sheets can be purchased through National Emblem Sales.

Guideline

Refer to the National *Plan of Action* Poppy section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

Guideline

Please refer to the **PROTOCOL AND GENERAL INFORMATION GUIDELINES FOR ALL** for further useful information about your program.

PRESIDENT'S ADVISORY COMMITTEE

Standing Rule

Defined: "This committee is composed of three (3) Past Department Presidents of the Department President's choosing, who advise the Department President on such matters as she sees fit to bring to their attention for consideration. This is a special committee, not a Standing Committee; therefore these members may serve in another capacity.

PUBLIC RELATIONS

Please refer to the **BUDGETS & FINANCE** and **COMMITTEE CHAIRMAN** sections of these Standing Rules for important additional information.

Standing Rule

Public Relations Chairman is responsible for purchasing and compiling a Department President's Scrapbook, to be presented to her at Department Convention.

Standing Rule

Public Relations Chairman **must** confer with the Department Secretary before purchase of scrapbook is made.

Standing Rule

Encourage Units to promote a special program, via the news media relative to National Officers' visitations.

Standing Rule

Take care of getting publicity into newspapers and to other media relative to National Officers' visitations.

Standing Rule

Gather newspaper clippings, snapshots, etc., for President's scrapbook.

Guideline

It is the responsibility of the Public Relations Chairman to work with the Department President and Department Secretary to promote publicity for all Department activities such as Conferences, Convention and National visitations.

Guideline

The Auxiliary's positive public image and excellent reputation in the community is no accident. The Public Relations program works to establish and maintain goodwill within the organization and with the general public and promotes the Auxiliary's many worthwhile programs, events, activities and accomplishments through every available medium. Public Relations perform a dual function. Doing things well and making sure that the public is aware of the efforts and the results ensures continued community support and awareness of Auxiliary programs. Good publicity augments and supports the Auxiliary's recruiting efforts by attracting interested, eligible women and motivating them to become members. A major communications vehicle is the Auxiliary's national magazine, National News. This publication is a primary source of information and means of communication between the local Unit members and the organization's national leadership.

Guideline

To provide maximum support to The American Legion, the Auxiliary must be well thought of in the community. It must have a reputation for worthwhile community endeavors. This can only be accomplished by telling the public about the work of the Auxiliary and its value to the community.

Guideline

Public Relations are simply a matter of establishing and maintaining goodwill. It is telling the general public of the value of the American Legion Auxiliary to the community and the country. Public Relations covers every kind of communication from personal contact in casual conversation, to speakers, to carefully prepared news releases for the media. It is not a complicated job, but it is a vitally important one. It is a job for every member of the Auxiliary as well as the Public Relations Committee.

Guideline

There is only one way to build a reputation for worthwhile work, and that is by doing things well and making the public aware of both the effort and the result. There are many ways to build goodwill, and an active Unit will take advantage of each of them, appointing a committee to make personal contact with newspapers, radio, and television stations, thus building a bridge from the Unit to the media. There is interesting and important information that can be given to the public about all the Auxiliary programs.

Guideline

There are many programs devoted to the local community that can provide an avenue for reaching the public. The local program schedule (published in the newspaper) can point out opportunities. Many radio and television stations provide airtime for public service announcements. There are locally produced talk shows and spots on human-interest stories. Community access television and community calendars are other options.

Guideline

The Unit Chairman should meet with the staff of all available electronic and print media to explain the Unit's objectives. Frankly asking suggestions from the station on how these programs can be promoted can encourage interest and provide solutions. The chairman should offer to provide information on veterans' affairs, community service and other matters to assist the media. The chairman can provide the opportunity and, at the same time, build an excellent rapport with the media that will be helpful in the future. If she asks for their professional assistance, they will usually be happy to help. Be sure to thank them for their cooperation.

Guideline

You have a wonderful story to tell - the story of the American Legion Auxiliary. If you use the right approach, know your program, and have established goodwill in the community and good rapport with the media, you can bring invaluable support to all program activities.

Guideline

The American Legion Auxiliary's National News is the official publication of the Organization. It is published by National Headquarters in Indianapolis, IN. Each Senior member automatically receives a subscription to the magazine when she joins the Auxiliary. The magazine contains information about the programs and direction of the National Organization, and gives general information of interest to members of the Auxiliary in relation to these programs. It is a direct link between the member and the National Organization through letters to the editor and National Committee Chairmen.

Accurate circulation information is absolutely necessary so that the magazine will arrive promptly at the home of each Senior member. The address for the mailing list is the same as is shown on the membership card. If there is an error on the membership card, it should be corrected by the Unit Secretary and forwarded to the Department Secretary.

Guideline

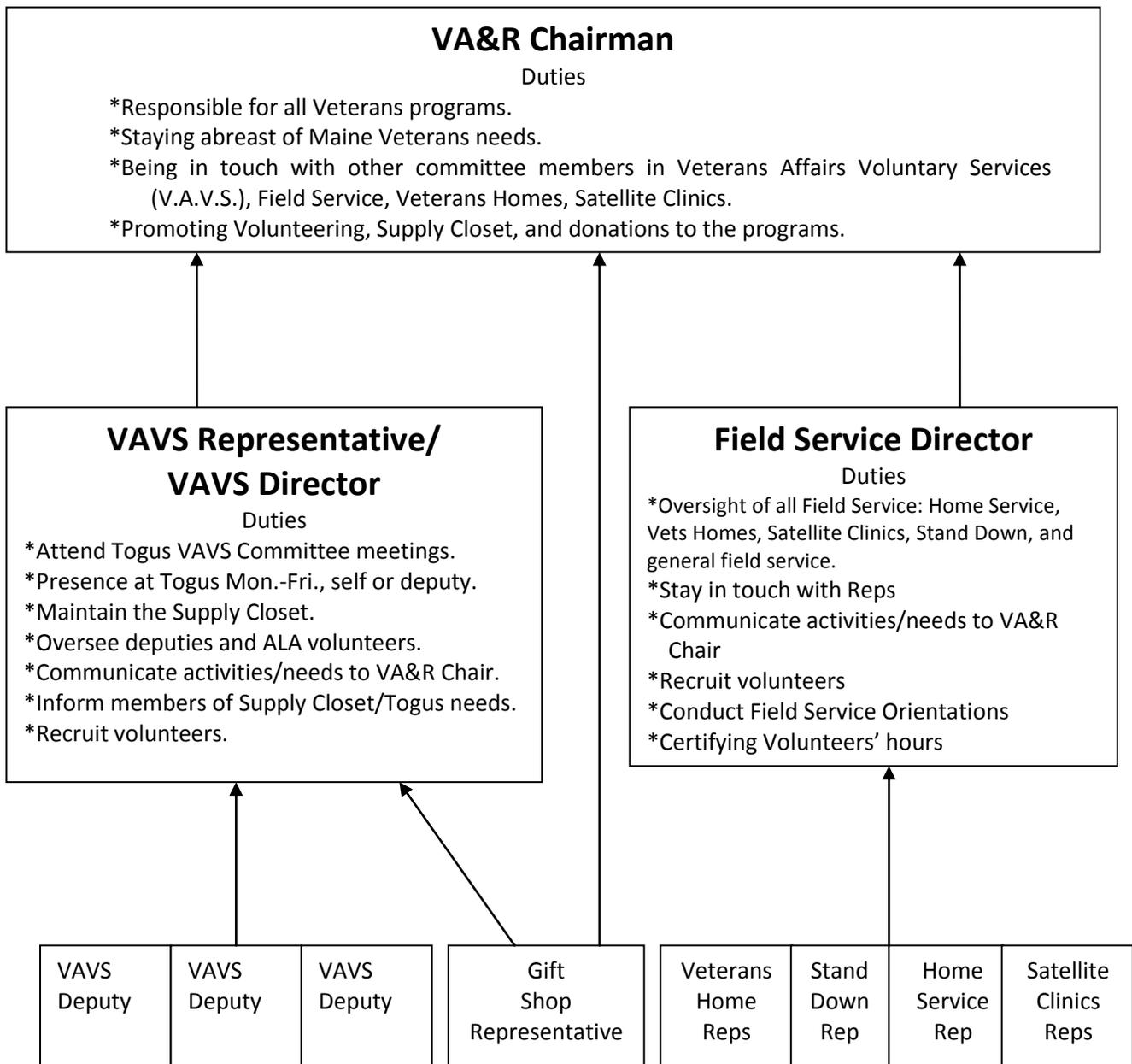
Refer to the National *Plan of Action* Public Relations section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

Guideline

Please refer to the **PROTOCOL AND GENERAL INFORMATION GUIDELINES FOR ALL** further useful information about your program.

VETERANS AFFAIRS AND REHABILITATION

Standing Rule



**Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these
Standing Rules for important additional information.**

Standing Rule

Those serving as members of the VA&R Committee each have specific duties, responsibilities, and reporting requirements as described above, in the following Standing Rules, and various National resources. As they carry out the responsibilities of their assignments, they will report to and be under the overall supervision of the VA&R Chairman. The VA&R Chairman is responsible for the total year-end reports to National for the VA&R program.

Standing Rule

The VA&R Chairman will assist in getting the word out to the membership for all the programs within that committee.

Standing Rule

Special Veterans Program emphasis may change on an annual basis and shall become the responsibility of the appropriate Director.

Standing Rule

The Veterans Affairs and Rehabilitation Chairman shall be in attendance at Togus at least once a week to determine the needs of the veterans. In lieu of attendance a report will be obtained from the VAVS Director.

Standing Rule

The VA&R Chairman is responsible for communicating with all committee members under the VA&R program (VAVS, Home Service, Field Service, Gift Shop, Veterans Homes, Representatives, Satellite Clinics, and other special committees as appointed by the Department President) at least once a month.

Standing Rule

The VA&R Chairman should have at least four (4) letters in the *Pine Tree News* to keep members abreast of Veterans' needs, with a monthly report to the Department President.

Guideline

The Auxiliary's Veterans Affairs and Rehabilitation program provides service and financial assistance to veterans and their families. In a single year, veterans' programs utilized the service of more than 100,000 hospital field and home services volunteers who donated millions of hours to assist veterans. The Auxiliary gift shops and holiday parties have become an essential part of the VA program. Members work with legislators and congressmen to pass legislation to increase government benefits and assistance for veterans. Members furnish job assistance, transportation, food, clothing and medicine to thousands of needy, handicapped and homeless veterans. The Auxiliary plays a necessary and important role in the life of America's veterans.

Guideline

Veterans Affairs and Rehabilitation means the complete restoration of the veterans and his family to normal function and adjustment, physically, mentally, socially, and vocationally for the fullest possible life, compatible with their abilities and disabilities.

Guideline

The Veteran Affairs and Rehabilitation work of the American Legion Auxiliary includes bringing physical comfort and mental cheer to veterans in hospitals, aiding the disabled to earn money for the support of themselves and their families, and helping them to reestablish themselves in life. The American Legion Auxiliary cooperates with The American Legion in all its endeavors on behalf of veterans.

Guideline

To carry out the Veterans Affairs and Rehabilitation work effectively, a complete organization extending from the Unit to the National Organization is necessary.

Guideline

Each Unit should have a Veteran's Affairs and Rehabilitation Committee to carry out the local work and their work is confined to service for veterans in hospitals, attention to veterans returning from the hospitals, in securing necessary hospitalization for disabled veterans, and such other aid as may be needed.

Guideline

Each Unit should contribute to the Department in the manner prescribed and all money should be sent to Department Headquarters for the purposes intended. Since the public has usually contributed generously, we are obligated to keep faith with the public in its expenditure.

Guideline

The National Veterans Affairs and Rehabilitation Fund is made up from annual contributions of fifteen cents per Senior member. A part of this fund is donated to The American Legion to assist in its work and the balance is used as Veterans Affairs and Rehabilitation and Children and Youth budgets of the American Legion Auxiliary.

Guideline

Suggestions for Units:

1. Units should contact the well- established and recognized social agencies whenever possible in dealing with issues related to assistance to veterans.
2. Units should recognize the efficient structure established by the National American Legion Veterans Affairs and Rehabilitation Commission, and the capability of their Service Officers. Questions regarding the rights of the veterans, compensation, insurance, and other questions of a technical nature should be referred to The American Legion for advance and guidance.

Guideline

The “Guide for Volunteers” contains rules, regulations, and duties for all volunteer groups in rehabilitation, and may be obtained through Department Headquarters. Every volunteer should have a copy available to her.

SUPPLY CLOSET

Standing Rule

The VAVS Director does all of the ordering to keep the closet supplied with all needs of the patients except Canteen books.

Standing Rule

There will be three (3) keys for the Supply Closet: one for the VA&R Chairman, one for the VAVS Director, and one for the VA Office.

Standing Rule

The VA&R Chairman, VAVS Director, and V.A. Voluntary Services Director or Assistant Director are the only personnel authorized to remove supplies from the closet.

GIFT SHOP

Standing Rule

The Department shall sponsor a Gift Shop at Togus with the help of donations from the Units.

Standing Rule

The purpose of the Gift Shop is to provide the inpatients at the Togus facility with the opportunity to “shop” at no expense to the patient for one Christmas gift each for; spouses, sons, daughters, or grandchildren under 18 years of age.

Standing Rule

The Gift Shop Representative has the responsibility of setting the Gift Shop dates with the approval of the VA&R office at Togus.

Standing Rule

Prior to the beginning of Gift Shop, the Gift Shop Representative, assisted by her volunteers, shall inventory all items indicating which are donated and which are purchased, with a copy provided to the Department President and Department Secretary. The inventory along with the store receipts, etc., will provide verification of the billing for items purchased.

Standing Rule

In order to insure that the Gift Shop Representative may purchase wisely, contributions of Gift Shop items should be received by the Representative prior to October 1st. After October 1st, Units wishing to contribute are encouraged to send contributions of money to defray the expense of wrapping, postage, and the purchase of gift items needed.

Standing Rule

Money contributions, earmarked for Gift Shop, shall be sent to the Department Secretary to be recorded and properly distributed for Gift Shop.

Standing Rule

The Gift Shop Representative and volunteers shall check all items received from the Units establishing value for proper credit to the Unit. The items will be purchased for Gift Shop, taking advantage of sales, not to exceed budget.

Standing Rule

Items not appropriate for Gift Shop, such as those with religious orientation, glass, sized clothing, used items, shall be used for Fair Table at Convention.

Standing Rule

No Articles are to be removed until after the close of the Gift Shop and then only with the authorization of the VA&R Chairman and the Department President. No other person has such authority.

Standing Rule

At the close of Gift Shop, the Gift Shop Representative and volunteers shall inventory all remaining items and shall provide the Department President and Department Secretary with a copy of this inventory as well as the location of these items. This information will be used to help budget and more efficiently plan the purchases for the following years' Gift Shop. This final inventory will include items donated to other causes so that the Department Secretary can see that the proper program area receives credit.

Standing Rule

Appropriate articles remaining in the Gift Shop inventory after three (3) years, shall first be donated to the Supply Closet to meet patient needs, and second to other programs under VA&R.

Standing Rule

Any Gift Shop items returned through the mail shall be placed in the Supply Closet.

Standing Rule

The Gift Shop Representative shall submit at least four (4) articles to the Pine Tree News, three prior to, and one final report to the membership after the Gift Shop closes. A final report, to include the remaining inventory and its disposition, must be sent to the VA&R Chairman, VAVS Director, Department President, and the Department Secretary no more than 30 days after the close of the program.

FIELD SERVICE DIRECTOR

Standing Rule

Keep well informed of volunteers' hours for pin recognition. The Department will purchase Field Service pins to be given in recognition of workers who have completed 50 hours of such service as required by National in the Volunteer Program.

Standing Rule

Seek out Veterans in the community, both at home and in nursing homes.

MAINE VETERANS HOMES REPRESENTATIVES

Standing Rule

The Department President shall appoint a representative to serve on the Volunteer Service Committee for each location of the Maine Veterans Homes. As these facilities are not connected in any way with the Veterans Administration, these Representatives shall serve under the Field Service Director.

Standing Rule

The Maine Veterans Home Representatives shall act as liaison between the Maine Veterans Homes they represent and the American Legion Auxiliary. The Representative is not to commit in any way the Auxiliary to any financial obligation. If finances are involved, she must consult the Department Secretary and the Finance Committee as appropriate.

Standing Rule

The primary financial obligation of the Auxiliary to the Maine Veterans Homes will be the Sponsorship of a Christmas Gift Shop operated according to the procedures established for the V.A. Gift Shop. Funds for the operation of these Gift Shops shall come from Unit contributions.

Standing Rule

Funds for other holiday observances, etc., at the various Maine Veterans Homes shall be allowed only as per budget. Representatives are encouraged to solicit items such as decorations, tray favors, etc... for these observances directly from Units in the area they serve.

Standing Rule

Whenever a Maine Veterans Home Representative requests a monetary advance to fund one of her approved projects, she must provide an itemized list of her intended purchases and their intended purpose.

Standing Rule

The programs of the Maine Veterans Home Representative shall be funded by contributions from the various Units. All Unit contributions are to be sent to the Department Secretary for recording and proper disbursement. Money is not to be given to the Maine Veterans Home Representatives directly. Groups outside the Auxiliary may contribute to such programs if they so desire. These contributions must also be sent to the Department Secretary for proper recording and disbursement.

Standing Rule

In order to prevent the possibility that any one of our Maine Veterans Home Representatives may be under funded for the completion of her program, all Unit contributions for the Maine Veterans Home will be handled by the Department Secretary as one account with equal access to the funds by each Representative according to her budget.

Standing Rule

If a Maine Veterans Home Representative determines through her work as liaison that special need items, etc... exists in her particular Maine Veterans Home funds to meet this need will not be allowed from her budget. After approval of the Department President such needs should be met through the direct solicitation of contributions from Units in her area. If funding from Department is requested, this project must receive the prior recommendation of the Finance Committee and approval of the Department Executive Committee.

Standing Rule

No funds are to be contributed directly to the Maine Veterans Home. If funds are solicited locally for any project, these funds will be used to purchase the needed item or service directly and that item or service contributed directly to the appropriate Maine Veterans Home designated from the American Legion Auxiliary.

Standing Rule

All Maine Veterans Home Representatives are charged with the responsibility of promoting their program to the Units in their area. Units should be encouraged to provide **goods and services** directly to their Maine Veterans Home as well as make financial contributions to the Department to cover the cost of programs operated by the Maine Veterans Home Representative as per budget. Make sure that all direct contributions of **goods and services** by Units are included in yearly reports.

Standing Rule

SUGGESTED GUIDE FOR MAINE VETERANS HOME REPRESENTATIVE

1. Read the American Legion Auxiliary Guide for Volunteers, especially the "Field Service" Section. All hours, by all volunteers are Field Service hours.
2. Set up a meeting with the activity director in your "home."
3. At this meeting, remind the activity director that the Christmas Gift Shop is an American Legion Auxiliary Project. American Legion Auxiliary volunteers will conduct and operate the Gift Shop with the assistance and cooperation of the "home."
4. Ask members of area Units to become "home" volunteers.
5. Send in by October 1 for your "home's" Christmas Gift Shop money, so you can take advantage of the sales. Please keep all records of your expenditures and receipts to submit to the Department Secretary.
6. Encourage area Units to supply decorations, tray favors, and items for the Christmas Gift Shop.
7. Area units can supply comfort items all year; large sizes are best for the nursing home.

8. Put the date for the "home's" Christmas Gift Shop in October and the November issues of the *Pine Tree News*.
9. Two to three weeks before the Gift Shop have your papers for each patient ready and have someone visit each patient to record the proper information.
10. Every patient should have a minimum of one present for every person on their list.
11. On Gift Shop Day have one volunteer checking off patients on a master list to insure every patient has the opportunity to partake in the program.
12. Volunteers must serve those patients unable to attend the Gift Shop; there is no reason to exclude any patient who wants to participate in the Gift Shop.
13. After the Gift Shop is over, list and box all items remaining to use as future gifts or prizes for special events or activities, such as; birthdays, bingo games or programs specific to your "home." These items were purchased or donated for your "home," and should go to your "veterans."
14. Keep a list of all Units donating items and thank them for their donation some way or another.
15. Reporting is important, record the number of patients served, the number of family members receiving gifts, the total money spent, the total items donated and the number of Units that donated to the Gift Shop. Report all hours donated at your "home" as Field Service hours. This report must go to the Field Service Director with a copy to the V.A. & R. Chairman.
16. Set next year's Christmas Gift Shop date immediately to prevent any other activity planned on the same day, as you want all patients at the Christmas Gift Shop each year.

Guideline

Refer to the National *Plan of Action* VA&R section, which may be obtained from the National website following National Convention, or from your Department Secretary, for information about any special projects of emphasis under your Program for the year. Use this information to plan your work in this Department.

WAYS AND MEANS

Please refer to the BUDGETS & FINANCE and COMMITTEE CHAIRMAN sections of these Standing Rules for important additional information.

Standing Rule

The purpose of this committee is to supplement the finances of the Department with a Fair Table and a Raffle at Department Convention. Any other funds raised must have the approval of the Finance Committee.

Standing Rule

Urge Units to send items for the Fair Table.

DEPARTMENT OFFICERS AND COMMITTEE CHAIRMEN TRAINING

Guideline

See ***Bylaws Article III, Section 14***, for further information.

Guideline

It is recommended that the Long Range Planning Committee, in collaboration with the Leadership Chairman, shall develop the materials to be presented at the Department Officers and Committee Chairmen Training.

FALL CONFERENCE

Please refer to the BUDGETS & FINANCE and VICE PRESIDENT sections of these Standing Rules for important additional information.

Guideline

The purpose of the Fall Conference is to provide the general membership of the Department with an opportunity to obtain information from the various Department Committee Chairman regarding the areas of emphasis for their programs for the current year. The Department Vice President should bear this purpose in mind when developing her agenda and promotional materials for this event.

Standing Rule

The Fall Conference is initiated by the American Legion Auxiliary with The American Legion, Department of Maine, invited to hold their annual fall meetings in conjunction with the Auxiliary.

Standing Rule

Planning the agenda of the Fall Conference is the responsibility of the Department Vice President / Membership Chairman, with the collaboration of, and final approval of the Department President and Department Secretary. The agenda shall be forwarded to the Department President and Department Secretary within reasonable time before the Conference.

Standing Rule

It is required that a wheelchair be present at the Fall Conference, the Mid-Winter Conference, and Department Convention, and that the facility be fully handicapped accessible.

Standing Rule

The American Legion Auxiliary, Department of Maine, shall call for the designating of a POW/MIA Empty Chair at all official Department meetings of The American Legion Auxiliary as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States; and that the American Legion Auxiliary Department of Maine encourage Units, Districts, and Counties to implement the Empty Chair Program at all official meetings as a continual physical symbol of the POW/MIAs and cause for which we stand, namely their return or full accounting; and that at each empty chair a POW/MIA Flag or chair drape be displayed.

MID-WINTER CONFERENCE

Please refer to the **BUDGETS & FINANCE** section of these Standing Rules for important additional information.

Standing Rule

The Mid-Winter Conference is initiated by The American Legion, Department of Maine, and the Auxiliary is invited to hold their annual winter meetings in conjunction with The American Legion.

Standing Rule

The location of the Mid-Winter Conference is determined by The American Legion.

Standing Rule

It is required that a wheelchair be present at the Fall Conference, the Mid-Winter Conference, and Department Convention, and that the facility be fully handicapped accessible.

Guideline

The Department President shall serve as Chairman of Mid-Winter Conference. As such, she is responsible for developing the agenda in consultation with the Department Secretary, inviting guests, and notifying Chairman and members who will be called upon for presentations. Consultation with the Department Commander or Adjutant to determine opportunities for joint sessions is recommended. The Department Secretary shall be notified of the plans for this Conference in ample time to allow for publication in *The Pine Tree News* and inclusion in the mailing of the Executive Committee meeting announcement.

Standing Rule

The skits for the annual membership program theme will be performed at Mid-Winter Conference.

Standing Rule

The Department Committees shall be allowed to raise funds at the Mid-Winter Conference, subject to the approval of the Finance Committee.

Standing Rule

The American Legion Auxiliary, Department of Maine, shall call for the designating of a POW/MIA Empty Chair at all official Department meetings of The American Legion Auxiliary as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States; and that the American Legion Auxiliary Department of Maine encourage Units, Districts, and Counties to implement the Empty Chair Program at all official meetings as a continual physical symbol of the POW/MIAs and cause for which we stand, namely their return or full accounting; and that at each empty chair a POW/MIA Flag or chair drape be displayed.

PRESIDENTS AND SECRETARIES CONFERENCE

Please refer to the BUDGETS & FINANCE section of these Standing Rules for important additional information.

Guideline

A conference of Department Presidents and Department Secretaries shall be held annually. (National Convention 1979) It is this Department expectation that the Department President and Department Secretary will attend this conference. See the Budget and Finance section of the Department Standing Rules for further information.

WASHINGTON D.C. CONFERENCE

Please refer to the BUDGETS & FINANCE section of these Standing Rules for important additional information.

Standing Rule

The Department Secretary shall furnish those wishing to attend the Washington D.C. conference such information as received from National. Each person planning to attend shall make their own banquet ticket and hotel reservations.

Guideline

The National Executive Committeewoman Alternate is the National Security Chairman. As such it is expected that she will attend the Washington D.C. conference in Washington, D.C. See the Budget and Finance section of the Standing Rules for further details.

NATIONAL GUESTS

Please refer to the BUDGETS & FINANCE section of these Standing Rules for important additional information.

Guideline

The Department membership should be advised of the arrival time and location of the National President, and any other National visitor, and are encouraged to join the Department President and National Executive Committeewoman as part of the welcoming committee.

NATIONAL PRESIDENT'S VISIT

Standing Rule

The Department President, Department Secretary and National Executive Committeewoman shall decide on the location of the National President's visit. When Units make an offer to host the National President's visit, this will be taken into consideration. The decision must be based on the time schedule of the National President.

Standing Rule

When hosting the National President in her District the District Department Vice President shall act as Mistress of Ceremonies. If she feels herself not capable, she may delegate someone more skilled in the performance of these duties.

Standing Rule

Department President introduces the National President at the banquet.

VISITATION OF EASTERN DIVISION NATIONAL VICE PRESIDENT

Standing Rule

The Department Secretary will confer with the National organization regarding the scheduling of the visitation of the Eastern Division National Vice President. Consideration shall be given for either Fall or Mid-Winter Conferences.

DEPARTMENT CONVENTION

Please refer to the BUDGETS & FINANCE section of these Standing Rules for additional important information.

Standing Rule

The Department President and Department Secretary shall be Co-Chairmen of the Department convention.

Standing Rule

Delegate and Alternate lists shall be submitted by May 1st to Department Secretary and Department President.

Standing Rule

All resolutions must be presented to the Department Secretary by 12:00 noon on April 15th to be printed in the *Pine Tree News*.

Standing Rule

The Distinguished Guest Committee for Department Convention shall consist of Past Department Presidents.

Standing Rule

The Department President appoints Convention Committees from Delegate lists from the Units.

Standing Rule

The Department President invites speakers and guests for Convention.

Guideline

The list of invited Guests for Convention typically includes Members of the Congressional Delegation, Governor of the State of Maine, Head of Government of the city hosting Convention, the Girls State Governor, La Chapeau Departmental 8 & 40, La Grande President La Femmes, the Department Presidents of the VFW, AmVets, DAV Auxiliaries, the Honorary Department President of the Junior Auxiliary, the Sons of The American Legion, Detachment Commander, and The American Legion Department Commander.

Standing Rule

The Department President, Vice President, Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, National Executive Committeewoman, and National Executive Committeewoman Alternate shall have portrait quality pictures taken for the Convention Booklet. The expense the picture is the responsibility of the individual.

Standing Rule

The Americanism Chairman will start the Pledge to the Flag; the Constitution and Bylaws Chairman starts the Preamble.

Standing Rule

Annual reports must be in to the Department Secretary's office by May 15th to be included in the "Book of Reports."

Standing Rule

All Department Officers and Committee Chairman must send a list of all awards to be presented on the convention floor to the Department Secretary two (2) weeks prior to Convention. The Department Secretary will read the awards and the appropriate committee chairman will present them on the floor in front of the podium.

Standing Rule

The Department Secretary will furnish the Department President an outline of the Convention program for her use in developing her agenda. The Department President will provide her final agenda to the Department Secretary as early as possible.

Standing Rule

All elected Department Officers are Delegates-at Large and shall have a Personal Page for Convention.

Standing Rule

All persons selected by the Department Officers to serve as their Pages must be elected delegates to Department Convention.

Standing Rule

In addition to her regular assigned duties, the Chairman of Pages shall act as Assistant to the Sergeant-at-Arms for Department Convention, with the Officer's Pages assisting under her direction.

Standing Rule

The Pages will receive their sashes from the Sgt.-at-Arms before the opening of Convention. The Pages sashes shall be returned to the Department Sgt.-at-Arms at the close of Department Convention.

Standing Rule

The Proposed Convention Rules shall be duplicated and a copy shall be included in the delegates "Book of Reports."

Standing Rule

Officers and Chairman are to be allowed one-half page, in the *Book of Reports*, for their annual reports to Department Convention, with the exception of the Department President, Department Secretary, and Department Treasurer, who will be allowed space as needed.

Standing Rule

A copy of the Department Convention transcript shall be provided to the Junior-Past Department President and the Department President, and filed in the Department Secretary's office.

Standing Rule

The Department shall recognize the Gold Star Mothers in some way at Department Convention.

Standing Rule

Bills for Department Convention expenses must be submitted for payment no later than June 30th: the only exception is the Department Historian.

DEPARTMENT CONVENTION PROTOCOL

Standing Rule

Officers shall be escorted into Department Convention in the following order: Past Department Presidents, District Department Vice Presidents, Department Historian, Department Chaplain, Department Treasurer, Department Secretary, Department Vice President, National Executive Committeewoman, Department President, and her personal Page, proceeded by her Department colors.

Standing Rule

Department Colors may be advanced by Department Sgt.-at-Arms and Chairman of Pages.

Standing Rule

The Finance Committees' proposed budgets will be included in the "Book of Reports".

Standing Rule

A vote of the Executive Committee requires that a wheelchair be present at the Fall Conference, the Mid-Winter Conference, and Department Convention, and that the facility be fully handicap accessible.

Standing Rule

The American Legion Auxiliary, Department of Maine, shall call for the designating of a POW/MIA Empty Chair at all official Department meetings of The American Legion Auxiliary as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States; and that the American Legion Auxiliary Department of Maine encourage Units, Districts, and Counties to implement the Empty Chair Program at all official meetings as a continual physical symbol of the POW/MIAs and cause for which we stand, namely their return or full accounting; and that at each empty chair a POW/MIA Flag or chair drape be displayed.

CONVENTION BANQUET

Standing Rule

Consideration will be taken each year by the Convention Chairmen to find a location to hold a Membership Social Hour on Friday evening, according to the Department's Convention budget.

Standing Rule

All District gifts to the Department President and to the District Department Vice Presidents are presented at this time. If others wish to exchange gifts it may be done at this time.

Standing Rule

Gifts may not be exchanged during Department Convention.

DEPARTMENT CONVENTION DRESS

Standing Rule

All Department Officers shall wear white, to the Friday session of Department Convention. Appropriate dress for the Saturday session of Department Convention shall be at the discretion of the Convention Co-Chairmen.

Standing Rule

The Department Convention Co-Chairmen shall determine the colors to be worn by all Pages to Department Convention, with the inclusion of blue sashes, to both sessions of Department Convention. At the discretion of the Department President and the Chairman of Pages, theme appropriate accessories may be included at the Saturday session of Department Convention only.

NATIONAL CONVENTION

Please refer to the **BUDGETS & FINANCE** section of these Standing Rules for important additional information, including registration and banquet arrangements.

Standing Rule

The Junior Past Department President at the time of National Convention and the newly elected and authorized Department Secretary shall be delegates to the National Convention. The Junior Past Department President shall be Chairman of the delegation. She appoints all delegates to Pre-Convention meetings. If she is unable to appoint delegates to Pre-Convention Committee meetings, the Department Secretary assumes this responsibility, after conferring with the Junior Past President for specifics.

Standing Rule

Following the appointment of the Junior Past Department President and Department Secretary and the election of all other Delegates and Alternates at Department Convention, if it becomes necessary for the Chairman of the Delegation to fill vacancies through appointment, priority will be given in the following manner:

- a. Other Incoming Officers
- b. National Appointments
- c. Past National Officers
- d. Outgoing Officers
- e. Past Department Presidents
- f. Any other members in good standing.

Standing Rule

The Department Secretary shall call a caucus of all National Convention Delegates in regard to:

- a. Assignments for Pre-Convention meetings;
- b. Voting for Candidates for National Office;
- c. Instructing Delegates to give Alternates their badges if unable to attend.

Standing Rule

As Chairman of the Convention Delegation, the Junior Past Department President should be expected to stay with Maine at the National Convention.

Guideline

Upon request by the National Organization, The Department President will provide the materials requested for inclusion in the National "Book of Reports."

DISTRICTS

Please refer to the following for further clarification.

Constitution Article V Organization; Section 1 and 2.

**Bylaws Article II Election of Officers; Section 4,
and Article VIII District Organization; Section 1 – 4.**

COUNTY COUNCILS

Please refer to the following for further clarification.
Constitution Article VII Organization; Section 1, 2 and 3.
Bylaws Article VIII District Organizations; Section 1 – 4;
and Article IX County Organization; Section 1 - 3.

Standing Rule

The Executive Committee goes on record as approving the organization of County Councils in this Department.

Standing Rule

The District Department Vice President is allowed expenses once for forming or attending each County Council in her District; this to be taken from her budget.

DEPARTMENT EXECUTIVE COMMITTEE

Please refer to the BUDGETS & FINANCE section of these Standing Rules for important additional information

Please refer to the following for further clarification.

**Constitution Article VIII Executive Committee; Sections 1 and 2,
By-Laws Article I Department Executive Committee; Sections 1- 4**

Standing Rule

All Standing and Special Committee Members are allowed to attend Department Executive Committee meetings at their own expense, and permitted to participate in discussion, but without a voice or vote. The Alternate District Department Vice Presidents are accorded the same courtesy in attending the Executive Committee meetings as the Standing Committee Members.

Standing Rule

Executive Committee meeting minutes of the Department of Maine, American Legion Auxiliary will be printed in the next issue of the *Pine Tree News*.

Standing Rule

The Department Secretary will send out notices at least two weeks in advance of the date of the Department Executive Committee meetings.

Standing Rule

The Department President cannot enter discussion while presiding at the Executive Committee meeting unless the Vice President assumes the chair. Once assuming the chair the Vice President shall remain in place until action on the motion is completed.

Standing Rule

The American Legion Auxiliary, Department of Maine, shall call for the designating of a POW/MIA Empty Chair at all official Department meetings of The American Legion Auxiliary as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States; and that the American Legion Auxiliary Department of Maine encourage Units, Districts, and Counties to implement the Empty Chair Program at all official meetings as a continual physical symbol of the POW/MIAs and cause for which we stand, namely their return or full accounting; and that at each empty chair a POW/MIA Flag or chair drape be displayed.

PINE TREE NEWS

Standing Rule

All Chairmen in submitting items to the *Pine Tree News* be as brief as possible in order to save expenses on postage, paper, etc. All articles must be received at the Department Secretary's office by the 15th of the month and all money donations and membership must be received at Department Secretary's office by the 10th of the month, except for the month of August, whose deadline will be August 10th.

Standing Rule

The Department Officers and Chairmen are encouraged to promote Auxiliary Programs through 4 brief and well-written messages in the *Pine Tree News*, as needed. Keep in mind that timely articles that update progress will promote interest and aid in the accomplishment of annual goals.

Standing Rule

The Department President, Department Commander and Editor of the *Maine Legionnaire*, shall receive complementary subscriptions to the *Pine Tree News*.

Standing Rule

The price of the *Pine Tree News* may increase from time to time as deemed necessary by action of the Executive Committee. Subscriptions will run from October to September. No issues are published in July or August.

Standing Rule

Deadline for subscriptions to the *Pine Tree News* is October 1. Payment for the *Pine Tree News* is to be paid to the Department Secretary, with name and address of subscriber provided.

UNIFORMS & EMBLEMS

Standing Rule

All members and/or Units must obtain the permission of the Department Secretary for the use of the American Legion Auxiliary Emblem.

Standing Rule

Pin – membership guards or shields are worn with basic membership pins or past Unit President pins and NOT worn with Past Department President pins.

PAST PRESIDENT PIN

Standing Rule

Any member having been duly elected as President is entitled to wear a Past President pin.

STANDING RULES

Standing Rule

We recommend these Standing Rules be updated as deemed necessary.

These Standing Rules were **updated and approved during the 2015-2016 administrative year.**

Guideline

Please refer to the Record of Changes attached to this document for specific information regarding the nature and location of all subsequent changes and updates.

RECORD OF CHANGES

Please make certain to verify that you are using the most current and complete information available. This section records the nature of any change made to this document, the page(s) affected, and the date of the change. At any time, you will be able to determine if your document is up-to-date by comparing the “Revision: Adopted date” at the bottom of each page, as well as the last change recorded in this section of your document with the official record of changes in the possession of the Department Secretary.

Date:	Topic:	Page #(s)
June 15, 2011	Bylaws	Page 4
June 15, 2011	Bylaws	Page 9
June 15, 2011	Standing Rules - Budget & Finance	Page 5-12
June 15, 2011	Standing Rules - Guideline – Oktoberfest	Page 19
June 15, 2011	Standing Rules - Overview Duties & Responsibilities	Page 22 & 28
June 15, 2011	Standing Rules - Overview Duties & Responsibilities	Page 39
June 15, 2011	Standing Rules - Overview Duties & Responsibilities	Page 47 & 48
June 15, 2011	Standing Rules - Overview Duties & Responsibilities	Page 53
June 15, 2011	Standing Rules - Overview Duties & Responsibilities	Page 59
June 15, 2011	Standing Rules - Overview Duties & Responsibilities	Page 66
June 15, 2011	Standing Rules - Overview Duties & Responsibilities	Page 78
June 15, 2011	Standing Rules - VA Maine Healthcare	Page 98
June 15, 2011	Standing Rules - Department Convention	Page 146
June 15, 2011	Standing Rules - Department Convention Dress	Page 148
September 18, 2011	Standing Rules - EIN Request – Unit Officers Form	Page 33
September 18, 2011	Standing Rules - IRS 990-N Filing Review	Page 44
September 18, 2011	Dept. Officer’s Social Hour	Pages 23, 29 & 41
September 18, 2011	Dept. Officer’s Social Hour	Pages 49, 55 & 60
September 18, 2011	Dept. Officer’s Social Hour	Pages 67, 75 & 79
September 18, 2011	Dept. Officer’s Social Hour	Pages 82 & 148
September 18, 2011	Annual Report Form	Pages 85 - 88
September 18, 2011	Skits at Mid-Winter Conference	Page 142
September 18, 2011	Department Convention - Awards Presentation	Pages 147 & 148
June 15, 2012	Washington D.C. Conference	Index, Pages 10, 19
June 15, 2012	Washington D.C. Conference	23, 25, 29, 40, & 48
June 15, 2012	Washington D.C. Conference	53, 59, 66, 69, & 79
June 15, 2012	Washington D.C. Conference	119, 120 & 144
June 15, 2012	Finance	Page 106
June 15, 2012	Convention Membership Social Hour	Pages 23, 29 & 41
June 15, 2012	Convention Membership Social Hour	Pages 49, 55 & 60
June 15, 2012	Convention Membership Social Hour	Pages 67, 75 & 79
June 15, 2012	Convention Membership Social Hour	Pages 82 & 148
June 15, 2012	Presidents and Secretaries Conference	Page 143
June 15, 2012	Districts	Page 151
June 16, 2012	Department Secretary	Pages 40 & 41
June 16, 2012	Dispatch	Pages 11, 32 & 37
June 16, 2012	Budgets & Finance	Page 7

September 16, 2012	Department President – Removed Standing Rule related to Maine Veterans Coordinating Committee	Page 18
September 16, 2012	Department Secretary – Removed Standing Rule related to Maine Veterans Coordinating Committee	Page 31
September 16, 2012	Mid-Winter Conference	Page 142
January 19, 2013	Budgets & Finance – Districts not allowed to have EIN	Pages 5-12
April 1, 2013	Department Leadership National Conference (DLNC)	Pages 25 & 29
April 1, 2013	Department Leadership National Conference (DLNC)	Pages 40 & 118
June 15, 2013	Constitution – Article VII - County Organization	Pages 1-6
June 15, 2013	Constitution – Articles VIII & IX changed District Presidents to District Department Vice Presidents	Pages 1-6
June 15, 2013	Bylaws – Article II, Unit Organization, Section 4	Pages 1-11
June 15, 2013	Bylaws – Articles II, III & VIII changed District Presidents to District Department Vice Presidents	Pages 1-11
June 15, 2013	Bylaws – Article IX, County Organization	Pages 1-11
June 15, 2013	Standing Rules – changed District President to District Department Vice President	Index, Pages 8, 14, 19, 20, 21, 22, 23, 25, 26, 28, 29, 36, 38, 40, 46, 47, 48, 52, 53, 54, 58, 59, 60, 65, 66, 67, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81 & 82
June 15, 2013	Standing Rules – changed Alternate District President to Alternate District Department Vice President	Index, Pages 81, 82, 83, 86, 89, 90, 125, 146, 149, 153 & 154
June 15, 2013	Standing Rules – Reference Article Number changes	Pages 5, 13, 69, 71, 82, 107, 152 & 154
June 15, 2013	Standing Rules-Budgets & Finance Convention Lodging	Pages 5-12
September 22, 2013	Standing Rules - Budget & Finance - Maine Veterans Home budgets	Page 12
January 19, 2014	Standing Rules - Elimination of the Special Rehabilitation Tax	Page 5
January 19, 2014	Standing Rules - Overview of the Duties & Responsibilities - Removed Rehabilitation Tax from Assessments.	Pages 38, 47, 53, 59, 66, & 79
January 19, 2014	Standing Rules-Convention Banquet - Social Hour dependent on budget	Page 158
January 19, 2014	Standing Rules - changed deposits to now be done by Department Secretary	Pages 38, 43, 50
March 8, 2014	Standing Rules - inserted pro-rated lodging and per -diem wording	Pages 11, 106, & 109
June 14, 2014	By Laws – Dept. Exec Committee Meetings	Page 1

Date:	Topic:	Page #(s)
June 14, 2014	Constitution – Executive Committee and Dept officers- NEC elected position	Page 3, 4
June 14, 2014	Bylaws -Election of Officers, Officers and Powers, NEC elected Position	Page 1, 2, 4
June 14, 2014	Standing Rules – Candidates for Office- Vice President does not automatically become President	Page 9
June 14, 2014	Standing Rules – Department Vice President- Vice President does not automatically become President	Page 31
June 15, 2014	Standing Rule – Budget and Finance – Ways and Means Chairman’s lodging at State Convention	Page 13
June 15, 2014	Standing Rule – Pine Tree News – Deadline change	Page 162
June 15, 2014	Standing Rule – Budget and Finance – National Functions Room Reimbursement	Page 16
June 15, 2014	Standing Rule – Budget and Finance – Parliamentarian’s Room Reimbursement	Page 13
June 15, 2014	Standing Rule – Budget and Finance – Dept Officer’s Room Reimbursement	Page 13
June 15, 2014	Standing Rule – Budget and Finance – Washington DC Conference Room Reimbursement	Page 17
June 15, 2014	Standing Rule – Junior Activities – Junior National Convention’s Room Reimbursements	Page 121
November 1, 2014	By Laws- Updated numerical error Article III, Section 3	Page 11
November 1, 2014	Standing Rules- Deleted SR that states two W&M Chairman	Page 148
November 1, 2014	Standing Rules- Washington DC Conf. and NEC	Page 17
November 1, 2014	Standing Rules-National Convention transportation wording	Page 16
November 1, 2014	Standing Rules – Update Ways & Means Prorated Lodging	Page 13
June 18, 2015	By Laws – Number of DEC Meetings Changed	Page 8
June 18, 2015	By Laws – Dept. Convention Committee Appointments Changed	Page 14
June 18, 2015	By Laws – DDVP-A on Dept. Committees	Page 11
June 18, 2015	By Laws – Dept. Finance Committee Terms	Page 12, 13
June 18, 2015	By Laws – DDVP Terms	Page 11, 12
June 18, 2015	By Laws – Department Training	Page 12
September 2015	Constitution - Eligibility	Page 4
June 17, 2016	Standing Rules - Empty POW/MIA Flag or chair draped displayed at all Department meetings.	Page 150, 151, 157 & 162
June 19, 2016	Cavalcade of Memories name changed to History Committee	Page 5 & 103
June 19, 2016	Reservations for All States Dinner at National Convention	Page 16
January 22, 2017	Department Convention Dress – Department Officers	Page 158
January 22, 2017	Department Convention Dress - Pages	Page 158
June 16, 2017	Standing Rules – Budgets & Finance – Dept. President	Page 14
June 16, 2017	Standing Rules – Pine Tree News	Page 163
June 16, 2017	Standing Rules – Junior Activities	Page 121

RECORD OF RESOLUTIONS ENACTED BY DEPARTMENT CONVENTION

Listed chronologically, beginning June 2001

June 2001

- The membership of this Department, as represented by the delegates at this convention, adopt the following Vision Statement as the official Vision Statement of this Department.
 - ***"The American Legion Auxiliary, Department of Maine, IS a Growing, Proud, Pro-active Organization dedicated to advocating for and meeting the countless needs of our veterans, their families, our community, state, and nation."***
 - This Vision Statement is to be posted at meetings and functions, as appropriate, to serve as an inspiration for our work and a guide to our deliberations.
 - The membership of this organization is encouraged to reproduce this Vision Statement for use on Auxiliary letterhead, newsletter banners, to post in their meeting place, and in any other manner that will serve as an inspiration to their membership and a positive message to the community at large.

June 2004

- The Department of Maine, American Legion Auxiliary, facing a loss in our audited finances for the year 2003-2004 and needing a transfer from the savings of \$18.00 for the year 2004-2005, and no increase of any substance in membership: Be it therefore resolved Department of Maine, American Legion Auxiliary, increase their dues effective September 1, 2004 to \$12.00 for Seniors and to \$3.00 for Juniors, starting with the 2005 dues.
- The Department of Maine, American Legion Auxiliary having a deficit of money pertaining to the poppies in the last several years: Be it therefore resolved that the expense of the poppy be raised to \$.10 each starting with 2004-2005 orders.
- *(By vote of the Department Executive Committee June 2010, due to recent increases in the cost of poppies, the expense of the poppy to the Unit was raised to \$.25 each starting with 2010-2011 orders.)*

June 2005

- The Department of Maine approves that National will print an Auxiliary Prayer Book and that an Auxiliary Prayer Book be adopted.

June 2009

- The Department of Maine does not approve a National dues increase at this time.

June 2011

The Department of Maine, American Legion Auxiliary, in June 2011 adopted the following:

- RESOLVED, that, by adoption of this resolution, the understanding of the dues structure of our organization be clarified as including separate amounts for Department and National dues, both of which are collected by the Units, along with whatever additional amount they may so decide, with the Department and National dues amounts collectively transmitted to the Department Secretary by the Units; and be it further
- RESOLVED, that, by adoption of this resolution, it is clarified that the amount of Department dues is, and has since 2004 been, \$7.00 per Senior member and \$1.75 per Junior member, the \$12.00 for Seniors and \$3.00 for Juniors submitted to the Department Secretary by the Units being inclusive of the current National dues rates; and be it further
- RESOLVED, that, by adoption of this resolution it is further clarified that, as the Department and National dues amounts are separately set by the respective convention bodies and this Department has no authority to take any action concerning the amount of National dues, any change in the amount of the National dues set by National Convention will automatically adjust the amount of dues to be submitted to Department by the Units for payment of dues to National, without the requirement of any action by a Department Convention.

June 2012

The Department of Maine, American Legion Auxiliary, in June 2012 adopted the following effective with the payment of the 2014 dues:

- **RESOLVED**, By the American Legion Auxiliary, Department of Maine assembled in State Convention in Bangor, Maine June 15-17, 2012, that the Department of Maine Senior Member dues be increased by three dollars (\$3.00) beginning with the Auxiliary dues year 2014 and be it further

- **RESOLVED**, The dues received for Department will continue to be allocated by the Department Finance Committee and with the approval of the Department Executive Committee, as required, to best meet the needs of the Department and be it finally
- **RESOLVED**, Dues forwarded by Units of the Auxiliary to the Department of Maine will be ten dollars (\$10.00) per Senior Member, plus whatever additional amount is assessed by National (\$9.00 for 2013 dues).

June 2013

The Department of Maine, American Legion Auxiliary, in June 2013 adopted:

- The Collection Management Policy for Cavalcade of Memories Archives.
- **CONSTITUTION; ARTICLE VII– COUNTY ORGANIZATION**
 - **Section 1.** Counties shall be chartered by the National President and National Secretary upon receipt of the charter application properly executed and signed by the signed by the Department Secretary. Said charter shall be closed thirty days after the application has been signed by the Commander of said American Legion Post.
 - **Section 2.** When a County ceases to function, or its charter has been revoked or canceled, the charter and all County records shall be immediately forwarded to Department Headquarters.
 - **Section 3.** The Department Executive Committee may recommend to the National Executive Committee the suspension or revocation of the charter of a County which violates the National Constitution and By-laws or the Department Constitution and By-laws or any specific action of the Department or National Convention or the Department or National Executive Committee.
- **BYLAWS; ARTICLE IX – COUNTY ORGANIZATION**
 - **Section 1.** The object of this organization shall be to promote acquaintance and good fellowship among members of the American Legion Auxiliary within the territory embraced by the Council and State: To conduct such legal business as might come under the jurisdiction of this Council and to coordinate the activities of local Auxiliary units through conferences and exchange of ideas.
 - **Section 2.** CHARTERS: In addition to the revocation as provided in the Constitution, charters may be canceled or suspended. The Department Executive Committee may order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department Convention, as a disciplinary measure, or pending action relative to final revocation. A cancellation shall be in order where a County voluntarily ceases to function, or under such other conditions as might make such action necessary within a Department.
 - **Section 3.** All monies collected will be submitted to the Department Secretary, who will, along with the Department Treasurer maintain a record of all monies

submitted and will be distributed at the County's discretion via voucher submitted to Department.

- **RESOLVED**, District Department Presidents shall be titled District Department Vice Presidents.

June 2014

The Department of Maine, American Legion Auxiliary, in June 2014 adopted:

- **CONSTITUTION: ARTICLE VIII – EXECUTIVE COMMITTEE.**

Section 1. The Department Executive Committee shall consist of the Department President, Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-At-Arms, National Executive Committeewomen or her alternate, a District President from each District or her alternate, and other such persons as are provided by the Standing Rules of the Department of Maine.

- **CONSTITUTION: ARTICLE IX – DEPARTMENT OFFICERS.**

Section 1. The Department Convention shall elect a President, a Vice President, a Secretary, a Treasurer, a Chaplain, an Historian, a Sergeant-at-Arms and, every two years, a National Executive Committeewoman, and shall ratify a National Executive Committeewoman Alternate, and a District Department Vice President from each District and an alternate; these District Department Vice Presidents to serve without seniority.

- **BY LAWS; ARTICLE 1, SECTION 3:**

- **RESOLVED**, that By-Laws Article I Department Executive Committee, Section 3. Meetings be revised as stated below to increase the number of regular meetings and clarify the procedure for special meetings which may still be required from time to time.
- **ARTICLE I – DEPARTMENT EXECUTIVE COMMITTEE, Section 3. MEETINGS:** The Department Executive Committee shall meet within twenty-four hours after the adjournment of the Department Convention, as soon as practicable after the National Convention, in November, January, April, and immediately preceding the following Department Convention upon reasonable notice thereof. The Department President may call a special meeting at any time with a specific agenda to be provided to the Department Secretary and sent by the Department Secretary to the members of the Department Executive Committee at least two weeks in advance of the meeting date selected. The Department President shall call a special meeting upon the written request of not less than seven members.

A specific agenda must be stated in that request. Notice, including the specific agenda, must be forwarded to the Department Secretary who will provide the agenda and notice of the meeting to the members of the Department Executive Committee at least two weeks in advance of the meeting date.

- **BY LAWS: ARTICLE II – ELECTION OF OFFICERS.**

Section 1. The election of the following officers shall be by secret ballot: Department President, Department Vice-President, Department Secretary, Department Treasurer, Department Chaplain, Department Historian, Department Sergeant-At-Arms, and National Executive Committeewoman. A majority of the votes cast shall be necessary to elect.

- **BY LAWS: ARTICLE III – OFFICERS AND POWERS.**

Section 2. NATIONAL EXECUTIVE COMMITTEEWOMAN: It shall be the duty of the National Executive Committeewoman to represent the Department at all meetings of the National Executive Committee. She shall report all actions of each meeting at the following Department Executive Committee Meeting.

Section 10. The District Department Vice Presidents and their Alternates are elected at the District Convention. Their terms of office shall be from the close of Department Convention immediately following their ratification to the close of the succeeding Department Convention, District Department Vice Presidents and their Alternates may serve two consecutive terms, or two years; District Department Vice Presidents and their Alternates may serve two additional non-consecutive one-year terms in this position, for a life time maximum of four elected terms, or four years in this capacity.

All officers provided for in ARTICLE IX of the Constitution, with the exception of the National Executive Committeewoman, shall be elected annually at the Department Convention and their terms of office shall be until the next Department Convention. The National Executive Committeewoman shall be elected biannually. Her term of office shall commence at the close of the National Convention immediately following her election and end at the National Convention two years hence. The term of the National Executive Committeewoman Alternate shall be from the close of the National Convention immediately following her ratification until the close of the succeeding National Convention.

Section 12. Elected Department Officers shall not be eligible for re-election to any office in which they have already been elected, with the exception of the Department Secretary, Department Treasurer, Department Sergeant-at-Arms, and the National Executive Committeewoman. The National Executive Committeewoman shall only be eligible for election to one additional non-

consecutive term of office. No Department Officer shall hold more than one Department Office at the same time, nor shall she be appointed to a Department Standing Committee with the exception of the Department Vice President and National Executive Committeewoman Alternate.

Section 15. The Junior Past Department President shall serve as National Executive Committeewoman Alternate and Chairman of the National Security Committee. As such, she is not eligible to run for the office of National Executive Committeewoman when the term of that office will overlap her service as National Executive Committeewoman Alternate. In her capacity as a Past Department President, she shall be a member of the Department Executive Committee with voice but no vote, unless acting in the capacity of the National Executive Committeewoman in her absence when she shall have the full privileges of committee membership including the vote.

- **STANDING RULES:**
 - **RESOLVED**, To correct the now numerically incorrect reference to the By-Laws cited following this rule in the present Officer's Handbook, and for the purpose of clearer understanding by any reader of this rule: Standing Rule, Except in the event of the resignation or death of the Department President, the Vice President DOES NOT AUTOMATICALLY become Department President. If she wishes to attain that office she must announce her candidacy as per rules encompassed in CANDIDATES FOR OFFICE. Please refer to the following for further information. By-Laws – Article III, Officers and Powers, Section 3.

June 2015

The Department of Maine, American Legion Auxiliary, in June 2015 adopted:

- **BY LAW; ARTICLE I, SECTION 3:**
- **RESOLVED**, that the number of mandatory Department Executive Committee meetings be decreased and the procedure for the Department President to call a regular or special meeting be clarified; and be it further
- **RESOLVED**, that By-Laws Article I, Department Executive Committee, Section 3 be amended as follows:
 - BYLAWS
 - ARTICLE I – DEPARTMENT EXECUTIVE COMMITTEE
 - Section 3. MEETINGS: The Department Executive Committee shall meet within twenty-four hours after the adjournment of the Department Convention, as soon as practicable after the National Convention, in January and immediately preceding the following Department Convention upon reasonable notice thereof. The Department President may call a regular OR special meeting at any time. A special meeting requires a specific agenda to be provided to the Department Secretary and sent by the Department Secretary

to the members of the Department Executive Committee at least two weeks in advance of the meeting date selected. The Department President shall call a special meeting upon the written request of not less than seven members. A specific agenda must be stated in that request. Notice, including the specific agenda, must be forwarded to the Department Secretary who will provide the agenda and notice of the meeting to the members of the Department Executive Committee at least two weeks in advance of the meeting date.

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- **BY LAW; ARTICLE IV, COMMITTEES, SECTION 2:**

RESOLVED, that members of the Department Finance Committee be prohibited from serving consecutive terms in this position, but may serve one additional non-consecutive three year term for a lifetime maximum of two appointed terms or six years in this capacity; and be it further

RESOLVED, that the Department Bylaws, Article IV – Committees, Section 2 be amended as follows to reflect these changes:

Bylaws

ARTICLE IV – COMMITTEES

Section 2. The Department President shall appoint, subject to the ratification of the Department Executive Committee, a Department Finance Committee composed of three members. Of the three members first appointed one shall serve for one year, one for two years, and one for three years. After the expiration of the first year and every year thereafter, one shall be appointed by the Department President to serve for the three-year term. Members of the Department Finance Committee are prohibited from serving consecutive terms in this position, but may serve one additional non-consecutive three year term for a lifetime maximum of two appointed terms or six years in this capacity. The Finance Committee shall meet when the Department Executive Committee is called, or at the call of the Department President, and as necessary to carry out its responsibilities.

The Department Finance Committee shall oversee the general policy of the Department organization, subject to the approval of the Department Executive Committee. It shall be charged with the preparation of the yearly budget, and shall supervise the expenditures of funds under the budget.

- **BY LAW; ARTICLE III, OFFICERS AND POWERS, SECTION 12:**

RESOLVED, that the National Executive Committeewoman be allowed to serve on a Department Committee; and be it further

RESOLVED, that the Department Bylaws, Article III – Officers and Powers, Section 12 be amended as follows to reflect these changes:

BYLAWS

ARTICLE III – OFFICERS AND POWERS

Section 12. Elected Department Officers shall not be eligible for re-election to any office in which they have already been elected, with the exception of the Department Secretary, Department Treasurer, Department Sergeant-at-Arms, and the National Executive Committeewoman. The National Executive Committeewoman shall only be eligible for election to one additional non-consecutive term of office. No Department Officer shall hold more than one Department Office at the same time, nor shall she be appointed to a Department Standing Committee with the exception of the Department Vice President, National Executive Committeewoman and National Executive Committeewoman Alternate.

- **BY LAW; ARTICLE V, DEPARTMENT CONVENTION, SECTION 7, 8 AND 9:**

RESOLVED, that the Department Bylaws, ARTICLE V – DEPARTMENT CONVENTION, **Section 7** be deleted, and Section 8 and Section 9 be renumbered to read Section 7 and Section 8, and be it further

RESOLVED, that the Department Bylaws be amended as follows to reflect these changes:

Present Reading:

BYLAWS

ARTICLE V – DEPARTMENT CONVENTION

Section 7.

The Department President shall, at least fourteen days prior to the date of the annual Department Convention, appoint Convention Committees chosen from the elected delegates as follows: Chairman of Pages; Constitution and Bylaws/Resolutions Committee – 5 members; Rules – 1 member; Parliamentarian; Music – 1 member; Distinguished Guests Committee – 4 members; Ways and Means – 5 members; Balloting Chairman, Co-Chairman and 6-10 tellers (based on the number of delegates registered).

Section 8. The Department Secretary shall furnish the Credentials Committee with a certified copy of the list of such delegates as her records show each Unit entitled to prior to the opening of the Convention. The Credentials Committee shall prepare a report of the registered delegates, alternates, and guests to be given at the time specified in Order of Business.

Section 9. All Resolutions shall be presented to the Resolutions Committee for their consideration.

- **BY LAW; ARTICLE III, OFFICERS AND POWERS, SECTION 12:**

RESOLVED, that Alternate District Department Vice Presidents be allowed to serve on a Department Committee; and be it further

RESOLVED, that the Department Bylaws, Article III – Officers and Powers, Section 12 be amended as follows to reflect these changes:

Present Reading:

BYLAWS

ARTICLE III – OFFICERS AND POWERS

Section 12. Elected Department Officers shall not be eligible for re-election to any office in which they have already been elected, with the exception of the Department Secretary, Department Treasurer, Department Sergeant-at-Arms, and the National Executive Committeewoman. The National Executive Committeewoman shall only be eligible for election to one additional non-consecutive term of office. No Department Officer shall hold more than one Department Office at the same time, nor shall she be appointed to a Department Standing Committee with the exception of the Department Vice President, National Executive Committeewoman Alternate and Alternate District Department Vice Presidents.

- **BY LAW; ARTICLE III, OFFICERS AND POWERS, SECTION 14:**

RESOLVED, that Department Bylaws, Article III – Officers and Powers, Section 14 read as follows:

Section 14. It shall be the duty of all newly elected Department Officers, including Alternate District Department Vice Presidents, and newly appointed Department Committee Chairmen, to attend the Officers and Committee Chairmen Training to be held annually as soon as practicable following Department Convention and prior to National Convention.

- **BY LAW; ARTICLE III, OFFICERS AND POWERS, SECTION 10, 12:**

RESOLVED, that effective with the 2015 Department Convention, the Department of Maine allows District Department Vice Presidents and Alternates to serve two consecutive terms, or two years; and be it further

RESOLVED, that District Department Vice Presidents and Alternates may serve two additional non-consecutive one-year terms in this position, for a life time maximum of four elected terms, or four years in this capacity; and be it further

RESOLVED, that the Department Bylaws, Article III – Officers and Powers, Section 10 Department Bylaws, Article III – Officers and Powers, Section 12 be amended as follows to reflect these changes:

Present Reading:

BYLAWS

ARTICLE III – OFFICERS AND POWERS

Section 10. The District Department Vice Presidents and their Alternates are elected at the District Convention. Their terms of office shall be from the close of Department Convention immediately following their ratification to the close of the succeeding Department Convention. District Department Vice Presidents and their Alternates may serve two consecutive terms, or two years; District Department Vice Presidents and their Alternates may serve two additional non-consecutive one-year terms in this position, for a life time maximum of four elected terms, or four years in this capacity.

All officers provided for in ARTICLE IX of the Constitution, with the exception of the National Executive Committeewoman, shall be elected annually at the Department Convention and their terms of office shall be until the next Department Convention. The National Executive Committeewoman shall be elected biannually. Her term of office shall commence at the close of the National Convention immediately following her election and end at the National Convention two years hence. The term of the National Executive Committeewoman Alternate shall be from the close of the National Convention immediately following her ratification until the close of the succeeding National Convention.

Present Reading:

BYLAWS

ARTICLE III – OFFICERS AND POWERS

Section 12. Elected Department Officers shall not be eligible for re-election to any office in which they have already been elected, with the exception of the Department Secretary, Department Treasurer, Department Sergeant-at-Arms, the National Executive Committeewoman and District Department Vice Presidents and their Alternates. The National Executive Committeewoman shall only be eligible for election to one additional non-consecutive term of office. No Department Officer shall hold more than one Department Office at the same time, nor shall she be appointed to a Department Standing Committee with the exception of the Department Vice President and National Executive Committeewoman Alternate.

RECORD OF RESOLUTIONS/CHANGES AT NATIONAL LEVEL THAT AFFECT DEPARTMENT CONSTITUTION/BY LAWS/STANDING RULES

Listed chronologically, beginning September 2014

September 2014

- **CONSTITUTION:**

- The American Legion 2014 National Convention body did not address requested changes to the ALA Constitution wording on eligibility due to an inadvertent omission in placing it on the appropriate agenda for their 2014 National Convention. The ALA's membership eligibility wording, therefore, officially remains listed as proviso wording in the ALA National Constitution, Article III – Eligibility. Departments revising their C&B's should include both the new wording and the current wording exactly as it is in the ALA National Constitution – listing the current wording along with the new wording as a proviso. Officially, then, governing documents should still include the ALA National Constitution wording on membership eligibility exactly as follows:

- American Legion Auxiliary National Constitution, ARTICLE III, Eligibility Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

[Note: The wording above for Article III, Section 1. was adopted at the August 2013 National Convention under a proviso that delays enactment upon the Legion's adoption of corresponding changes to its governing documents. Until the American Legion enacts this wording, the previous wording remains in effect, as follows: Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, granddaughters, great-granddaughters, and grandmothers of members of The American Legion, and to the mothers, wives, daughters, sisters,

granddaughters, great-granddaughters, and grandmothers of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.]

The Department Constitution and Bylaws were amended to reflect the above changes.

September 2015

- **CONSTITUTION:**

American Legion Auxiliary National Constitution 2015 Update, ARTICLE III, Eligibility Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

Section 2. There shall be two classes of membership, Senior and Junior.

- (a) Senior membership shall be composed of members age eighteen (18) and older; provided however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually, or for life.

The Department Constitution and Bylaws were amended to reflect the above changes.