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# **STANDING RULES**

## **PREFACE**

These American Legion Auxiliary Standing Rules are duly adopted by the appropriate department governing body of the American Legion Auxiliary to provide guidance to the American Legion Auxiliary, Units, subsidiaries, and affiliated entities. Standing Rules have the same importance as the Department Constitution & Bylaws and may be amended as frequently as needed. Certain Standing Rules can only be amended or rescinded by action of the Department Convention delegates, as specified therein. Standing Rules that specifically state “As provided in the Department Bylaws” can only be amended by action of the Department Convention delegates. Except when otherwise specified in the Bylaws or these Standing Rules, a standing rule may be amended or rescinded by a two-thirds vote of the Department Executive Committee, or, if notice has been given, by a majority vote. In addition to these Standing Rules, supplementary department policies or rules may be adopted as they are needed from time to time by the Department Executive Committee or Department Convention.

## **CODE OF ETHICS**

American Legion Auxiliary members are expected to comply with the organization’s governing documents and comport themselves according to the following Code of Ethics adopted by the Department Executive Committee.

This Code of Ethics serves as a guide for conduct acceptable within the American Legion Auxiliary. As a matter of fundamental principle, the American Legion Auxiliary will adhere to the highest ethical standards to earn and protect the public’s trust in our performance to carry out the Auxiliary’s mission, uphold rigorous standards of conduct, and be good stewards of our resources.

The American Legion Auxiliary, as witnessed through the conduct of its department governing body, officers, staff, and volunteers, must earn the public’s trust every day and in every possible way. Department leaders are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility and respect.

In keeping with the best practices of high performing nonprofit organizations, it is the expectation of the American Legion Auxiliary that its department business standards, operations, and conduct conform to the following Code of Ethics.

### **Personal and Professional Integrity**

All members, volunteers, and staff of the American Legion Auxiliary shall act with honesty, integrity, and openness in all their communication, business, and transactions as representatives of the American Legion Auxiliary (organization). The organization promotes an environment that values fairness and commitment to the organization’s founding principles and demonstrates respect for others.

Department officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the organization’s mission and values, recognizing that their actions reflect upon the credibility and reputation of the American Legion Auxiliary.

Department officers, board members, staff, and volunteers shall work to positively influence their environment to build respect, credibility, and strategic importance of our organization to the public, our members, and the communities we serve.

### **Legal Compliance**

The American Legion Auxiliary shall be knowledgeable of and comply with all applicable federal, state and local laws and regulations, including but not limited to: complying with laws and regulations related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing.

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Department officers, board members, staff, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction.

Department officers, board members, staff, and volunteers shall recognize that compliance with applicable laws is a paramount standard.

### **Governance**

The American Legion Auxiliary's department governing body is responsible for setting the strategic direction of the organization and oversight of the finances, operations, policies, and programmatic performance.

The governing body of the American Legion Auxiliary shall:

- Ensure that the organization conducts all communication, business, and transactions with integrity and honesty.
- Ensure that policies of the organization are in writing, clearly articulated, and officially adopted.
- Ensure periodic review of the organization's structure, procedures, and programs to determine what is working well and what practices the organization might want to change in order to be more efficient, effective or responsible.
- Ensure that the resources of the organization are responsibly and prudently managed.
- Ensure that the organization has the capacity to carry out its programs effectively.

### **Responsible Stewardship**

The boards, officers, staff, and volunteers of the Auxiliary are responsible for managing and preserving the organization's assets. Officers, board members, staff, and volunteers are expected to understand their fiduciary responsibilities so that the charitable purposes of the organization are carried out and assets are properly safeguarded and managed.

Officers, board members, appropriate volunteer leaders and staff shall ensure that:

- Financial reports are created and maintained on a timely basis that accurately portray its financial status and activities.
- Internal financial statements are provided accurately and timely.
- Annual financial reports are made available to the public.
- Employees, department leaders, and members are provided a confidential means to report suspected financial impropriety or misuse of its resource.
- Written financial policies governing management and investment of assets and reserve accounts, internal control procedures, and purchasing practices are developed and implemented.

### **Openness and Disclosure**

The American Legion Auxiliary will provide comprehensive and timely information to the public, the media, and its members, and is responsive to reasonable requests for information. All information about the organizations will fully and honestly reflect the policies and the practices of the organizations.

### **Conflict of Interest**

The organization has the right to expect that the decisions made by the department boards, officers, staff, and volunteers of the Auxiliary are made objectively and in the best interest of the organization.

To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Auxiliary, the organization shall develop, adopt and implement a conflict-of-interest policy.

Such policy shall include requirements to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the organization.

### **Fundraising**

The organization shall take care to ensure that all means and materials for solicitation accurately and correctly reflect its mission and use of solicited funds. The American Legion Auxiliary shall respect the privacy concerns of individual donors and expend funds consistent with donor intent.

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To assure that donors and prospective donors can have full confidence in the organization and the causes they are asked to support, the Auxiliary will respect the following rights of donors:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statement and others on request.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing the American Legion Auxiliary will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

#### **Grant Making**

The American Legion Auxiliary shall have specific stated responsibilities in carrying out grant programs. These responsibilities include the following:

- A formal and consistent application process which includes defined eligibility.
- Fair and equitable selection criteria.
- Assurance of applicant privacy.
- Clear, timely and respectful communications throughout the application process.

#### **Inclusiveness and Diversity**

The organization recognizes the value of the diverse backgrounds and beliefs of its membership. The organization promotes an atmosphere of mutual respect for the worth and dignity of its members, those eligible to become members and those we serve.

#### **Ethics Violations**

Any member may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation. The organization considers all inquiries and complaints about actions of members to be strictly confidential.

Ethics Query – An ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member. The organization shall adopt a procedure to administer the ethics query process.

Ethics Complaint – An ethics complaint provides a process for receiving, investigating, and acting on a violation of the Code made against any member or staff and provides a process that is fair, responsible, confidential and consistent. The organization shall adopt a procedure to administer the complaint process.

#### **Whistleblower Protection**

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary shall establish and abide by policies to protect the Auxiliary.

Any member who acts maliciously by making known information she knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation. The organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate. Any member who believes she

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has been retaliated against for whistle blowing is expected to report it immediately. If the complaint is validated, the organization can impose disciplinary sanctions against the retaliating member including termination of membership in the organization.

## **DEPARTMENT OF OREGON**

### **A. ORGANIZATION FOUNDING DATE**

1. The American Legion Auxiliary designated the birth date of the National American Legion Auxiliary as November 10, 1919.
2. The American Legion Auxiliary designated the birth date of the American Legion Auxiliary, Department of Oregon, as June 13, 1922.

### **B. DEPARTMENT HANDBOOK, CONVENTION PROCEEDINGS AND POLICY BOOK**

1. The Department Handbook and Convention Proceedings shall be compiled with electronic copies to be distributed to the Units, Department Officers, District Presidents, Department Chairmen, and the Department Adjutant.

### **C. DUTIES OF DEPARTMENT OFFICERS**

In addition to the duties of the Department Officers as provided in the Department Constitution and Bylaws, the following officers shall abide by the following rules and regulations:

#### Department President

1. The Department President shall serve as chairman of the Department Executive Committee, and chairman of the Department convention.
2. The Department President may appoint, an Advisory Committee, three (3) to five (5) members, as approved by the Department Executive Committee.
3. The Department President has the responsibility to remove or replace a chairman or member of a committee. Ratification of replacement required by the Department Executive Committee.
4. The Department President may authorize the candidate(s) for Department President to make necessary plans for the coming administrative year and authorize such travel as may be necessary.
5. Should the Department President become incapacitated; the Department Secretary shall inform the Department Executive Committee.

#### Department Vice President

1. The Department President may authorize the Department Vice President to attend meetings on their behalf and attend such special meetings or official Unit visits as may be authorized.
2. When the Department President so directs, the Department Vice President shall serve in an advisory capacity to a specific Department Chairman to develop a program.

#### Department Secretary

1. The Department Secretary takes minutes at Department Executive Committee meetings, or designates a person for the task, and reviews and distributes the approved minutes.
2. The Department Secretary prepares and maintains board records, such as minutes and committee reports, and ensures the accuracy and security of the records.
3. The Department Secretary is prepared to assume the leadership role when the president and vice president are unavailable.

#### Department Treasurer

1. The Department Treasurer will chair the Department Finance Committee.
2. The Department Treasurer shall be custodian of all funds belonging to the Department and shall follow the approved financial policies and procedures. A report shall be made of the financial standing of the organization to the Finance Committee monthly and to the Department Executive Committee quarterly.

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Department Chaplain:

1. The Department Chaplain is responsible for all invocations and benedictions at official meetings.
2. The Department Chaplain will coordinate the official Memorial Service for any deceased Past Department President at the Department Convention.

Department Historian:

1. The Department Historian shall prepare a written account of the organization's administrative year.

#### **D. DEPARTMENT EXECUTIVE COMMITTEE:**

1. The fiduciary responsibility of the Department Executive Committee, as directors of the Department Organization, is as provided in the Department Bylaws.
2. The Department Executive Committee shall meet at least three (3) times a year, with notice, at the call of the Department President. Meetings of the Department Executive Committee shall be open except when the Department Executive Committee is meeting in executive session.
3. Chairmen of department committees who are not members of the Department Executive Committee shall have the privilege to make motions on behalf of the committee they chair.
4. Cancellation of charters may be presented at the Department Executive Committee meeting prior to the Department Convention or at a Department Executive Committee meeting called between Department Conventions. Cancellations approved by the National Executive Committee may become effective immediately following National Convention.
5. The Department Executive Committee shall make determinations regarding the election, eligibility, conduct, and capacity of department officers and of department committee members in executive session pursuant to the principles of due process and equal protection, and in consultation with Counsel General.
6. In the event the Department President, Department Vice President, National Executive Committee person or a District President becomes incapacitated or is otherwise unable to discharge the duties of Department President, Department Vice President, National Executive Committee person, or a District President, the Department Executive Committee may declare the position vacant.
7. In the event the Department Secretary or Department Treasurer becomes incapacitated or is otherwise unable to discharge the duties of their office, the Department Executive Committee may declare the position vacant only if the position is held by a person who is not an employee of Department Headquarters.
8. The Department Secretary, Department Treasurer, Department Chaplain, Department Historian, Department Parliamentarian, and Department Sgt.-at-Arms shall be members of the Department Executive Committee and shall serve with all rights except the right to vote.
9. Quorum: A majority of the voting Department Executive Committee members shall constitute a quorum of the Department Executive Committee.
10. Failure of any member of the Department Executive Committee to sign and submit a "Confidentially Agreement" will give up their right to attend any executive session of the Department Executive Committee. Failure of any member of the Department Executive Committee to sign and submit a "Conflict of Interest Disclosure" will give up their right to vote on matters brought before the Department Executive Committee.
11. Minutes of the previous Department Executive Committee or Convention and the budget will be sent out, via e-mail, to the voting members of the Department Executive Committee 30 days prior to the upcoming meeting.

#### **E. JUNIOR OFFICERS**

1. Any Junior elected to serve as an honorary Junior Officer must have paid dues as a Junior member for the membership year in which they are installed.
2. Honorary Department Junior offices carry courtesy titles bestowed by the American Legion Auxiliary, and the position of Honorary Junior Department President or any other honorary Junior officer elected is solely an honorary, courtesy position without any formal recognition and with no official or formal duties, and shall not include traveling as a representative of the Department or National American Legion Auxiliary or conducting fundraising for Junior election campaigns or related activities benefitting an honorary Junior officer or candidate.

#### **F. DEPARTMENT CHAIRMEN**

1. Department Chairmen are required to maintain records of their activities during their administrative year.

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2. All Department Chairmen shall deliver to the incoming Chairmen and/or Department Headquarters, materials pertinent to that committee, by July 1<sup>st</sup> of the current year.

#### **G. ANNUAL REPORTS**

1. Department Officers and Chairmen are required to provide an annual report, to Department Headquarters, Department Historian, and National Chairman.
2. The annual reports are to be prepared at Department Headquarters and distributed at Department Convention (1981).

#### **H. COMMITTEES**

1. The Department President shall appoint members of all Department Committees and in case of a vacancy in Committees the Department President shall appoint a member to fill the unexpired term. All appointments are subject to approval of the Department Executive Committee.
2. The Department President and Department Secretary are ex-officio members of all Committees without vote. No meeting shall be scheduled without the Department President's prior approval.
3. There shall be the following Mission Outreach Committees: ALA Oregon Girls State, Americanism; Children and Youth; Community Service; Junior Activities; Legislative; National Security; Poppy; Veterans Affairs & Rehabilitation-
4. There shall be the following Member Support Committees: Auxiliary Emergency Fund, History, Constitution & Bylaws, Leadership, Past Presidents Parley, and Public Relations.
5. There shall be the following special committees: Past Presidents Advisory; and Auxiliary Department Convention Chairman.
  - a. The Past Presidents Advisory Committee shall consist of three to five Past Department Presidents.
  - b. There shall be the following Administrative Committees: Administrative, Audit, and Finance.
6. If a member of a continuing Committee is elected to a Department office, their term of appointment shall end at the close of the current administration. Their position on the Committee will be considered vacant, to be filled by appointment with the next administration.
7. Committee Chairman are responsible for the certificate and framing of all awards.

#### **8. Department Administrative Committee**

- a. Department Administrative Committee shall consist of three (3) members. All appointees shall serve for a period of three (3) years unless appointed to fill the unexpired term of another member. The members of this committee may only serve 6 consecutive years and must take one year off before serving on the committee again. The Department President shall appoint a Chairman from the members of the committee.
- b. Department Administrative Committee will submit recommendations to the Finance Committee regarding salary increases for the paid staff, to submit requests for necessary equipment purchases to handle the daily office functions and to make recommendations for additional staff, if required.

#### **9. Department Audit Committee**

- a. Department Audit Committee shall consist of three (3) members. All appointees shall serve for a period of three (3) years unless appointed to fill the unexpired term of another member. The members of this committee may only serve 6 consecutive years and must take one year off before serving on the committee again. The Department President shall appoint a Chairman from the members of the committee.
- b. The committee responsibility is to ensure that the Department has appropriate governance policies and internal and financial reporting controls in place that mitigate the organization's exposure to financial reporting risks and other corporate level risks.
- c. The Audit Committee operates at arm's length from the ALA and reviews, evaluates, and monitors the organization's policies, standards, compliance, and potential risks.

#### **10. Department Constitution & Bylaws Committee**

Copies of all Unit Constitution & Bylaws shall be provided to the Department Constitution & Bylaws Chairman and to Department Headquarters.

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### **11. Department Finance Committee**

a. The Department Finance Committee shall consist of three (3) members. All appointees shall serve for a period of three (3) years unless appointed to fill the unexpired term of another member. The members of this committee may only serve 6 consecutive years and must take one year off before serving on the committee again.

b. The Department Finance Committee shall oversee the general financial policy of the organization, subject to the ratification of the Department Executive Committee. It shall be charged with the preparation of the annual budget and shall supervise the expenditures of funds under that budget. The budget shall be presented to the Department Executive Committee for approval.

c. The financial records of the Department of Oregon shall be audited annually, and the audit report shall be presented to the Department Executive Committee for review and the IRS 990 placed on the organization's website.

d. All persons handling funds of the Department shall be bonded by a reputable, solvent bonding and surety company and covered by fidelity-crime insurance in an adequate amount as determined by the Department Finance Committee and Department Executive Committee.

#### e. Dues Payment

	<u>STATE</u>	<u>NATIONAL</u>	<u>TOTAL</u>
Senior Renewal	\$18.00	\$12.00	\$30.00
Junior Renewal	\$2.00	\$2.50	\$4.50

When National per capita dues are increased, Department and Units shall automatically include this increase in the funds transmitted to Department and National Headquarters for the ensuing year or such subsequent year as may be adopted by the National Convention.

#### f. Restricted Funds:

1. Poppy revenue is considered "restricted" and may only be used for the purpose to assist veterans and their families and includes active duty military members and their families. "Restricted" using the IRS definition and regulations.

2. Funds derived from the Unit Poppy distribution shall be divided as follows: 60% to the Unit and 40% to the Department after the cost of Poppies has been deducted. (1959).

### **12. Department Girls State Committee**

a) The Department Girls State Committee shall consist of three (3) members. All appointees shall serve for a period of three (3) years unless appointed to fill the unexpired term of another member. The Department President shall appoint a Chairman from members of the committee.

b) The Girls State Committee complying with the National Girls Nation ruling shall set up the rules and regulations governing eligibility, method of selecting delegates, locations, health and medical examination, enrollment, and all other forms of procedure. These shall be presented to the Department Executive Committee for final approval.

c) The Girls State Committee shall prepare a suggested budget for inclusion into the annual Department budget to the Department Finance Committee by March 1st, of each year. The Finance Committee will prepare and present the Girls State budget as part of the Department budget to Department Executive Committee for action.

### **13. Department Membership Committee**

a. The Membership Committee shall be comprised of a Department Membership Chairman plus the District President from each District.

b. The purpose of membership committee is to promote the benefits of membership and to promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.

### **14. Department Poppy Program**

a. The Poppy Program was designed to promote and educate people about the history of the poppy, and to make them aware of the sacrifices of our veterans.

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b. The Poppy Chairman is charged with promoting the Poppy Program and increasing poppy revenue.

#### **15. Department Veterans Affairs and Rehabilitation Committee**

a. The Department Veterans Affairs and Rehabilitation Committee shall consist of four members.

b. One member of the Committee will serve as Department Veterans Affairs and Rehabilitation Chairman / VAVS and one member shall be assigned the Service to Veterans program, the other two are members of the committee.

c. The Department Veterans Affairs and Rehabilitation Committee will promote volunteerism and services to veterans by department members.

d. The Veterans Affairs and Rehabilitation Committee shall prepare a suggested VA&R budget for inclusion in the annual Department budget to the Department Finance Committee by March 1st of each year.

#### **I. UNIT INFORMATION**

1. A Unit in good standing must maintain 10 Senior members, hold at least one business meeting in person, virtual or conference call and work at least one program yearly.

2. Annual Program Reports

Units are encouraged to report their program activity results annually, to compete for awards and to provide the Department and National organizations with data to report to government and other agencies.

#### **J. DISTRICT INFORMATION**

1. District Officers

a. It shall be the duty of the District President to represent the District at all meetings of the Department Executive Committee, to make preparations for and preside at the District Caucus, to act as membership chairman in the District, to visit each Unit in the District and to perform such duties as shall be required by the Department Executive Committee. (Convention 2007)

b. The District President shall serve as installing officer when requested by the Units. It shall be the duty of the District President to do all in their power to promote and advance the work of the American Legion Auxiliary. (Convention 2007)

c. It shall be the duty of the District Vice President to act for the District President in their absence or inability to act. When the District Vice President is serving at the request, disability or resignation of the District President, any expense incurred by them while serving shall be paid from the sum allotted to the District President. It will also be the duty of the District Vice President to serve as District Veterans Affairs and Rehabilitation Chairman.

2. District Caucus Rules

a. District Caucuses shall be held within 45 days before Department Convention, except in the event it shall become necessary to conform to the call of The American Legion Caucus.

b. Roll call of the Units shall be taken to ascertain the representation of Units.

c. The nomination of the District President and the District Vice President shall be by ballot when more than one candidate has been nominated. Nominees will be elected during the Department Convention.

#### **K. DEPARTMENT CONVENTION**

1. The date and place of the Department Convention of the American Legion Auxiliary shall conform to that of The American Legion, Department of Oregon.

2. Representation at the Department Convention shall be by Units. Each Unit shall be entitled to two delegates and two alternates for their charter and one additional delegate and one additional alternate for each fifty members, or major fraction thereof, whose current Department and National dues have been paid and received by the Department 30 days prior to the holding of the Department Convention. Each Unit shall have as many votes as it is entitled to delegates.

3. In addition to the above, the Department President, Department Vice President, each District President, National Executive Committee person, Department Chaplain, Department Historian, Department Parliamentarian, Department Sgt.-at-Arms, Department Assistant Sgt.-at-Arms, each Past Department President, and each Department Chairman in good standing with their Unit shall be delegates-at-large with vote to be exercised with their respective Unit. A delegate-at-large must be present to cast their own ballot.

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4. Each delegate, alternate, and delegate-at-large shall pay the delegate fee set by American Legion Auxiliary.
5. Each delegate, alternate, and delegate-at-large shall pay the registration fee set by The American Legion Department Executive Committee for The American Legion and its Auxiliary Convention.
6. A quorum shall exist when 40% of the Units are represented by having paid their Department Convention delegates fees.
7. Any Unit owing money to Department Headquarters shall forfeit their right to vote at Department Convention if these fees are not remitted prior to voting at Convention. (Resolution 1998)
8. Each District shall be awarded preference seating in accordance with the dates of their successful attainment of membership. (1939)
9. There shall be the following named Department Convention committees. The general duties of the committees shall be to consider matters assigned to such committees, to consider matters specifically referred to them by the Department Convention, and to conduct other business as described in this section.
  - a. Committee on Credentials: The purpose of the Committee on Credentials is to receive and verify the credentials of the Units and to handle all matters pertaining to the contestation of delegates.
  - b. Committee on Rules: The purpose of the Committee on Rules is to propose the rules under which the Department Convention shall operate. The Rules shall provide for the orderly organization and operation of the Department Convention. The Department Convention Standing Rules shall be adopted by a majority vote of the Department Convention delegates with continuing power of revision.
  - c. Committee on Resolutions: The purpose of the Committee on Resolutions is to receive resolutions and insure they are formatted and worded succinctly and appropriately for consideration by the convention delegates.

#### **L. RESOLUTIONS**

- 1) All resolutions submitted for consideration shall be submitted to Department Headquarters 30 days prior to the Department Convention with the exception of resolutions emanating from a District Caucus less than 30 days prior to a Department Convention. All resolutions shall bear the signature of two persons and/or the Unit or District submitting them.
- 2) The Department Convention Resolutions Chairman shall, after all resolutions have been duly considered and acted upon by the Convention Resolutions Committee, present all resolutions to the Department body for final action.

#### **M. ELECTION OF DEPARTMENT OFFICERS**

1. Announcements of candidacy to Department and District Officers shall be identified to Department Headquarters staff by February 1st preceding the Department Convention.
2. Candidates may include experience and qualifications gained in organizations other than the American Legion Auxiliary (1950).
3. Department Candidates letters are to be distributed only to Department Officers, District Presidents, and the Department Secretary.
4. The consent of a candidate must be obtained before they are endorsed for Department or National office.

#### **N. NATIONAL CONVENTION**

1. Department delegates to the National Convention shall be elected in compliance with the National Constitution.
2. The Department President and Department Junior Past President shall automatically be the first two of the allotted delegates to the National Convention and may have expenses allowed per the budget.
3. The remaining delegates to the National Convention to which the Department is entitled shall be elected by the convention body, with delegate fees paid by Department, but no expenses are paid. Nominees shall have given their consent to placing their names in nomination.
4. It shall be the duty of the Junior Past Department President to act as Chairman of the Oregon Delegation at the National Convention and to represent the Oregon Delegation at the National Convention. If the Junior Past President does not attend the national convention, then the Department President will become the delegation chair. If neither attend the national convention, then the Junior Past President may appoint the delegation chair from the attending delegates.

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#### **O. NATIONAL CANDIDATES**

1. A Candidates Fund shall be established for any Oregon candidate for National Office, to be made available at the discretion of the Finance Committee.
2. Any prospective candidate shall be required to submit the request for funds along with projected budget in advance.
3. At the discretion of the Finance Committee, any remaining funds after expenses and election, donated by the American Legion Family to a National Candidates Fund, may be made available for a gift to the National Headquarters or retained in the National Candidates Fund.
4. In the event Oregon has a candidate for National President, a committee should be established to support the candidate and function until the conclusion of her term of office.

#### **P. SUBSIDIARY ORGANIZATIONS**

1. As required by United States trademark laws and the American Legion Auxiliary National Bylaws, all Department subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the Department governing bodies of the American Legion Auxiliary.
2. Subsidiary organizations are subordinate to the Department and shall comply with the following legally binding rules that ensure the constant and continuous control of the trademarks and trade names of the American Legion Auxiliary.
3. The five (5) Rules of a Subsidiary Organization to a Department are:
  - a. All officers, directors, trustees, etc., must be confirmed by the American Legion Auxiliary Department Executive Committee.
  - b. All vacancies in the subsidiary corporation must be filled in the same manner as provided in the organization's bylaws and confirmed by the Department Executive Committee.
  - c. The subsidiary corporation of the Department must report to the Department Executive Committee, and reports must include financial reports submitted no less frequently than monthly.
  - d. The American Legion Auxiliary Department Executive Committee shall approve the establishment of all Department subsidiary organizations and must approve the subsidiary's articles of incorporation, constitution and bylaws, and must approve all amendments thereto.
  - e. Subsidiary organizations of the American Legion Auxiliary Departments may not have dues that are higher than the Department dues of the American Legion Auxiliary. Subsidiary organizations shall provide all required reports and financial statements as directed by the American Legion Auxiliary.