

## **PREAMBLE**

*For God and Country, we associate ourselves together for the following purposes:*

*To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.*

# **CONSTITUTION OF THE AMERICAN LEGION AUXILIARY**

## **ARTICLE I NAME**

Section 1. The name of this organization shall be American Legion Auxiliary.

## **ARTICLE II NATURE**

Section 1. The American Legion Auxiliary is a civilian organization of women.

Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles, nor for any promotion of the candidacy of any person seeking public office or preferment.

## **ARTICLE III ELIGIBILITY**

Section 1. 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.

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

- (a) Senior membership shall be composed of members over the age of eighteen, provided, however, that a wife under the age of eighteen years, who is eligible under Section 1 of this article shall be classed as a Senior member.

- (b) 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 Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

#### **ARTICLE IV OFFICERS AND ELECTION**

Section 1. The Department Convention shall elect annually a President, First Vice President, Second Vice President, Chaplain and Historian. The Sergeant at Arms and Assistant Sergeant at Arms shall be appointed by the Department Executive Committee.

Section 2. The officers of the American Legion Auxiliary of Kentucky, except the Secretary and Treasurer, shall be elected at the annual Department Convention by a majority vote cast.

Section 3. Beginning with the 2020 Department Convention and at subsequent conventions held in even numbered years, the National Executive Committeewoman shall be elected by majority vote for a term of two years. The National Executive Committeewoman shall be eligible for re-election to a maximum of three (3) consecutive terms.

Each outgoing Department President shall serve as the Alternate National Executive Committeewoman for a term of one (1) year. In the event that the outgoing Department President is elected to serve as National Executive Committeewoman; the prior year's Alternate National Executive Committeewoman shall serve a second year.

Section 4. The Department Executive Committee at its first meeting shall elect a Department Secretary and Department Treasurer, who shall be nominated by the Department President. The Department Executive Committee by a majority vote may remove the Department Secretary or Department Treasurer.

#### **ARTICLE V DEPARTMENT CONVENTION**

Section 1. The legislative body of the American Legion Auxiliary of Kentucky shall be the Department Convention, to be held annually at the same time and place as the convention of The American Legion of Kentucky.

Section 2. Representation in said Convention shall be by Units with the exception of the Headquarters Unit which shall have no representation except in the case of a Past Department President with membership in the Headquarters Unit who shall be a delegate-at-large with vote. Each Unit shall be entitled to two delegates and two alternates and to one additional delegate and one additional alternate for each twenty-five (25) members or major fraction thereof, whose current dues have been received by the Department Treasurer at least fifteen (15) days prior to the first day of said Convention.

Section 3. The delegates and alternates shall be elected by their respective Units at their May meeting or not less than two (2) weeks before the Department Convention and notice of their election shall be forwarded immediately to the Department Secretary.

Section 4. Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from her Unit, or by a member in good standing in the absence of a delegate or alternate.

Section 5. All Past Department Presidents in good standing in their local Units shall be delegates-at-large to the Department Convention with vote to be exercised with their Units.

Section 6. Alternates at the Department Convention shall have the power to vote only in the absence of regular delegates.

Section 7. No Unit without members present at the Department Convention shall be voted by proxy.

## **ARTICLE VI AMENDMENTS**

Section 1. This Constitution may be amended at a Department Convention by a vote of two-thirds of the total authorized representation thereat, provided that all proposed amendments shall have been submitted through the Department Secretary to the Departments Officers, members of the Executive Committee, Current District Presidents and Past Department Presidents by mailing same to them thirty (30) days prior to the convening of the next Department Convention, and shall be read at a regular session of the Convention at least twelve (12) hours before the vote is taken.

Adopted this 30<sup>th</sup> day of June 2012, at Department Convention in Louisville, Kentucky.

# **BYLAWS OF THE AMERICAN LEGION AUXILIARY**

## **ARTICLE I ORGANIZATION**

Section 1. The American Legion Auxiliary, Department of Kentucky shall be organized into Districts and Units. The Districts shall be the same as those established by The American Legion of Kentucky.

## **ARTICLE II ELECTION AND TERMS OF OFFICERS**

Section 1. No person shall be eligible for re-election to the office of Department President, First Vice President, Second Vice Presidents, Chaplain or Historian.

Section 2. Such officers shall serve until the adjournment of the succeeding Convention or until their successors are chosen. Vacancies in these offices occurring between Department Conventions shall be filled by the Department Executive Committee.

Section 3. All Department Officers, members of the Department Executive Committee and members of all Standing Committees shall be in good standing in their local Units.

## **ARTICLE III DUTIES OF OFFICERS**

Section 1. Department President: It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled and the Department Executive Committee, to appoint members of constituted standing committees and create such other committees and appoint members thereon as she deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. She shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the office.

Section 2. Department First Vice President: In the absence of the President at a meeting of the organization, it shall be the duty of the Department First Vice President to assume the duties of the President. She shall act as Chairman of the Department Legislative Committee and shall serve as an ex-officio member of the Department Finance Committee and the Girls State committee. She shall assume such other duties as may be assigned to her by the Department President.

Section 3. Department Second Vice Presidents: It shall be the duty of the Department Second Vice Presidents to serve as Chairman of the Department Americanism Committee. She shall assume such other duties as may be assigned to her by the Department President.

Section 4. Department Chaplain: It shall be the duty of the Department Chaplain to offer prayer at the opening and closing of each day's business of the Department Conferences and Convention. She shall notify Department president and officers of the illness or death of an auxiliary member, upon being notified. She shall perform such other duties as the Department President may direct; i.e., sending cards, etc.

Section 5. Department Historian: It shall be the duty of the Department Historian to compile a written account of the year's activities for reference in the compilation of the historical records of the Department Organization, to send a copy to be judged at National and to make a report to the Department Convention.

Section 6. District Presidents: It shall be the duty of the District Presidents to act as the representative of the Department President on all matters referred to them by her; to be advisory heads of their respective districts, keeping in touch with all of the units, creating closer cooperation, keeping the Department Organization informed as to district activity and progress; reporting at Department Conferences and Convention, and to perform such other duties as are incident to their offices.

Section 7. District Vice Presidents: It shall be the duty of the District Vice Presidents to assist the District President and to perform such other duties as may be assigned to her. In the absence of the District President, she shall serve as a member of the Department Executive Committee.

Section 8. National Executive Committeewoman: It shall be the duty of the National Executive Committeewoman to serve as the Chairman of the National Security Committee. She shall be an ex-officio member of the Girls State Committee.

(a) In case of death, resignation or removal from her Department, the National Executive Committeewoman or alternate; her successor shall be chosen for the unexpired term as the Department Executive Committee shall determine.

Section 9. Department Secretary: It shall be the duty of the Department Secretary to record proceedings of the Department organization in the convention assembled; the Department Executive Committee meetings, and keep all record of the Department organization. She shall transmit reports and bulletins of all

Department and Standing Committees and send out all literature and calls of the meetings. In the event of the death or resignation of the Department President, the Department Secretary shall immediately summon the Department Executive Committee into session for the election of a successor. She shall be ex-officio member of the Girls State Committee.

Section 10. The Department Treasurer shall be the custodian of and account for the funds of the Department organization. She shall sign all checks in disbursing the funds of the organization and shall make reports upon the condition of the Department Treasury when called for by the Department President. The Treasurer shall give bond in such amount as the Department Executive Committee may direct. The premium for the aforesaid bond is to be paid by the Department. The books shall be closed and accounts audited by a CPA (certified public accountant) as of September 30, said audit to be completed two weeks before the Department Winter Convention. In the absence of the Department Treasurer, the Department President shall be authorized to sign check.

Section 11. Department Sergeant at Arms and Assistant Sergeant at Arms: It shall be the duty of the Department Sergeant at Arms and Assistant Sergeant at Arms to be responsible for order at all Department meetings, the advancement and retirement of the colors, courtesies to guests, and such other duties as may be assigned by the Department President.

#### **ARTICLE IV DEPARTMENT EXECUTIVE COMMITTEE**

Section 1. Between Conventions the administrative power of the Department shall be vested in the Executive Committee, composed of all elected officers, the District Presidents and the Past Department Presidents.

Section 2. The Executive Committee shall have general supervision and control over all property belonging to the Department.

Section 3. Meetings: The newly elected Department Executive Committee shall meet immediately following the adjournment of the Department Convention at the convention city and immediately preceding the Winter Conference. It shall also meet immediately preceding the holding of the succeeding Department Convention at the Convention City, at the call of the Department President. Special meetings may be held upon reasonable notice at the call of the Department President. The Department President shall call meeting of the Department Executive Committee upon written request of not less than seven (7) members.

Section 4. Eleven (11) members shall constitute a quorum to transact business.

Section 5. Vacancies occurring in any of the elective offices of the Department of Kentucky shall be filled by the Executive Committee.

**ARTICLE V  
DEPARTMENT DELEGATES TO THE NATIONAL CONVENTION**

Section 1. The Department Convention shall elect delegates to the Nation Convention each year.

Section 2. The Department shall be entitled to five delegates and one additional delegate for each 1500 members or major fraction thereof whose current dues have been received by the National Treasurer thirty (30) days prior to the meeting of said convention and to one alternate for each delegate.

Section 3. The Incoming and Outgoing President and the Secretary shall be ex-officio delegates to the National Convention.

**ARTICLE VI  
OATH OF OFFICE**

Section 1. All officers shall declare upon their honor that they will maintain the Constitution of the Department, conform to its Bylaws and Rules, and will use their best endeavor to promote its objective, advance its interest, and retain the closest cooperation with The American Legion.

**ARTICLE VII  
STANDING COMMITTEE**

Section 1. The Department President shall name such committees as she shall deem advisable subject to the ratification of the Department Executive Committee. In case of the death or resignation of any committee member(s), the Department President shall appoint a member to fill the unexpired term subject to ratification of the Department Executive Committee.

Section 2. There shall be the following Standing Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Girls State, Junior Activities, Leadership, Legislature, Membership, Music, National Security, Past Presidents Parley, Poppy, Public Relations, Student Loan Fund, Veterans Affairs and Rehabilitation.

Section 3. Of the Standing Committees named in Section 2, the following shall be continuing committees consisting of three (3) members serving rotation



terms, a member being appointed each year, Children and Youth, Finance, Girls State, Veterans Affairs and Rehabilitation.

Clause 1. For the continuing three (3) member standing committees listed in Section 3, the terms shall be named as follows: Of the three members first appointed, one (1) shall serve for one (1) year; one (1) shall serve for two (2) years; and one (1) for three (3) years. After the expiration of the first year and year thereafter, one (1) member shall be appointed by the Department President to serve for a three (3) year term.

Section 4. The Finance Committee shall meet prior to the Winter Conference and the Department Convention or at the call of the Department President. The Finance Committee shall oversee the general financial policy of the Department Organization, subject to the ratification of the Department Executive Committee. It shall be charged with preparation of the yearly budget and shall supervise the expenditures of funds under the budget. The Department First Vice President shall be an ex-officio member of the Finance Committee.

Section 5. Girls State is a committee of the American Legion Auxiliary and shall function as such. Under the supervision of the Department President, the Girls State Committee shall direct the Girls State Program and shall conduct the annual session of Kentucky Girls State.

- (a) The Girls State Committee shall consist of five (5) members. Of the first three members appointed, one shall serve for one (1) year, one (1) for two (2) years, and one for three (3) years. The fourth and fifth members appointed shall serve one year each. After the expiration of the first year, and every year thereafter, one member shall be appointed by the Department President to serve for a three (3) year term, and two (2) members shall be appointed to serve for a one (1) year term each.
- (b) Of the five (5) members, the Department President shall select the Chairman of the committee and the Director for Kentucky Girls State, who shall serve for a one (1) year term.
- (c) The Department President, the National Executive Committeewoman, the Department First Vice President, and the Department Secretary shall serve as ex-officio Members of the Girls State Committee. The Department Secretary shall serve as Secretary of the Girls State Committee.

Section 6. Duties of the committees not specifically outlined in these Bylaws shall be governed by the Unit Handbook of the American Legion Auxiliary and by Assignments given to them by the Department President.

Section 7. Healing Field: The Healing Field is the first permanent Healing Field in the Nation and was dedicated on November 16, 2007. It is a Memorial to pay tribute to all of Kentucky military that have paid the ultimate price for their country in the War on Terrorism. The land was donated by Anderson American Legion Post 34 of Kentucky.

~~Dedication of the First Permanent Healing Field in the Nation was Saturday, November 16, 2007. The land was donated by Anderson American Legion Post 34 of Kentucky.~~

~~The American Legion Auxiliary, Department of Kentucky accepted the responsibility for maintaining the Healing Field which will require ongoing maintenance.~~

~~The Kentucky Healing Field will become a permanent program of The American Legion Auxiliary, Department of Kentucky under the direction of the Americanism Chairman.~~

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Initially, The American Legion Auxiliary, Department of Kentucky accepted the responsibility for maintaining the Healing Field which will require ongoing maintenance. At that time, the Kentucky Healing Field became a permanent program of The American Legion Auxiliary, Department of Kentucky, under the direction of the Americanism Chairman.

On June 18, 2016, at the Department of Kentucky convention, it was voted to have the American Legion Auxiliary, Department of Kentucky, relinquish all ties and responsibilities for maintenance regarding the Kentucky Healing Field. The Kentucky Healing Field is no longer a program of the American Legion Auxiliary, Department of Kentucky.

## **ARTICLE VIII UNIT ORGANIZATION**

Section 1. Units shall be chartered by the National President and National Secretary upon receipt of the charter application properly executed and accompanied by the per capita dues and individual membership record forms.

Application for Unit Charters shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the unit is attached and said charter shall be closed thirty (30) days after the application has been signed by the Commander of said Legion Post.

Section 2. The minimum membership of a Unit shall be ten (10) senior members.

Section 3. A unit shall be given the name and number of The American Legion Post to which it is attached.

Section 4. Each Unit of The American Legion Auxiliary shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aims the overthrow of the United States Government by force or violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of The American Legion Auxiliary.

Section 5. When a Unit ceases to function, or its charter has been revoked or cancelled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters.

Section 6. No person may, at any time, be a member of more than one Unit.

Section 7. Any member in good standing in a Unit shall be entitled to a transfer to another Unit.

Section 8. Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer application by the new Unit, the Unit Secretary will complete the Certification of Transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

Section 9. A Unit member may withdraw providing her current dues are fully paid. Upon withdrawal, however, she shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said dues are paid. In the event a member wishes to remove her membership from one Unit to another during the current year, it shall be done by transfer and not by withdrawal.

Section 10. Unit members may be suspended or expelled from The American Legion Auxiliary only upon a proper showing of cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty and conduct unbecoming a member

of The American Legion Auxiliary. All charges must be made under oath in writing by the accuser(s), and no member in good standing shall lose her membership until given a trial by the Unit or Department in accordance with the Uniform Code of Procedure as prescribed by the Unit Handbook of The American Legion Auxiliary. A member expelled from her Unit **MUST** have permission from the expelling Unit before she can join another Unit.

Section 11. Units must hold at least nine (9) business meetings a year.

Section 12. The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant at Arms, and such other officers as the Unit may designate, to be elected by the majority of those present at a meeting of which all members have been notified that officers will be elected. The election and installation shall take place at least two (2) weeks prior to the Department Convention. The Retiring Unit President and the newly elected President shall be ex-officio delegates to the Department Convention.

Section 13. The duties of the Unit officers shall be as similar to the duties of the Department Officers as is practicable. It is the duty of the Unit President to provide copies of the Department Chairmen's bulletins to the unit chairmen.

Section 14. Each Unit may prescribe the dues, provided that a minimum fee covering State and National per capita dues for the Senior members and State and National per capita dues for Junior members is charged.

Section 15. The Department Headquarters Unit shall serve as a "holding" Unit for those members who wish to maintain their American Legion Auxiliary membership, but are not currently identified with a Unit. There shall be no minimum membership for the Unit. Such members shall not be included in any District quota.

- (a) The Headquarters Unit shall not be affiliated with any Department Headquarters Post of The American Legion.
- (b) The Headquarters Unit shall have no officers and there shall be no representative for the Unit at the Department Convention provided, however, that if a Past Department President is a member of the Headquarters Unit, she shall be allowed to vote as a Past Department President (See Constitution, Article V, Section 5.).
- (c) The annual dues of the Headquarters Unit shall consist of the Department and National per capita amounts plus \$1.00.

Section 16. The fiscal year of the Unit shall be from Oct. 1 to Sept. 30.

## **ARTICLE IX DISTRICT ORGANIZATION**

Section 1. The District Organization of The American Legion Auxiliary shall conform to the District Organization of The American Legion, Department of Kentucky.

Section 2. A District President and a Vice President shall be elected annually at a District Convention or at a meeting called by the Department President at the time of the annual Department Convention for this purpose. Representation at said District Convention shall be by Units.

Section 3. Each Unit shall be entitled to two (2) delegates and two (2) alternates and to one (1) additional delegate and one (1) additional alternate for each twenty-five (25) members or major fraction thereof. Each delegate shall be entitled to one (1) vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from her Unit, or a member in good standing in the absence of a delegate or alternate.

Section 4. A District President shall not serve longer than two (2) consecutive years.

Section 5. A District President shall not serve as a Department Chairman at the time she is serving as District President.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of **ROBERT'S RULES OF ORDER, NEWLY REVISED** shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the National and Department Constitution, Bylaws, Standing and Special Rules.

## **ARTICLE XI AMENDMENTS**

Section 1. These Bylaws may be amended at any Department Convention by a vote of two-thirds (2/3) of the total authorized representation thereat, provided that all proposed amendments shall be read at a regular session of the

Convention at least twelve (12) hours before the vote is taken thereon. See Article VI, Constitution, Section 1.

Section 2. An amendment not having been previously read or distributed as required in Section 1, may be adopted by the unanimous vote of the convention body.

## **ARTICLE XII AUTHORITY**

The authority under which all Units of The American Legion Auxiliary, Department of Kentucky shall function is vested in this Department Constitution and Bylaws and Standing Rules and in the Unit Handbook of The American Legion Auxiliary. Any provision of any Unit Constitution or Bylaws or any regulation of any Unit in conflict with the foregoing authority shall be void.

Adopted this 30<sup>th</sup> day of June 2012, at Department Convention in Louisville, Kentucky.

**STANDING RULES OF THE AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF KENTUCKY**

Standing Rules are rules and regulations for the guidance of an assembly which have been adopted, the same as ordinary resolutions, by a majority vote without previous notice.

A Standing Rule may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote. Standing Rules are usually adopted from time to time, as they are needed, in the form of resolution(s).

Supplementary rules and regulations may be adopted by the Department Executive Committee and shall be designated as Standing Rules. These shall include Standing Rules governing the Annual Convention, which may be supplemented by rules for each Annual Convention adopted by the Convention delegates at such a meeting.

**SECTION I**  
**DEPARTMENT ORGANIZATION**

1. The Department Headquarters of The American Legion Auxiliary shall be established in the location selected by the Executive Board.
2. Contact between The American Legion and The American Legion Auxiliary shall be maintained in all work which is similar and all relations with The American Legion shall be conducted to insure harmony.
3. Department charter fees should be in proportion to the current fee as set by The National Headquarters. (NC 1988)
  - (a) There shall be no charter fee for a Department Headquarters Unit. (NC 1986)

**SECTION II**  
**DEPARTMENT CONVENTION AND DEPARTMENT CONFERENCES**

1. The Department Convention and the Department Winter Conference shall be held at the same time and place as that of The American Legion, in accordance with Article V. Department Constitution.

2. The call for the Department Convention and Winter Conference shall be sent to the Units of the Department of Kentucky not later than sixty (60) days prior to the Convention or Conference.
3. The Department President shall notify the Units of the date and location of the Spring and Fall Conferences of The American Legion. The Units shall be notified when an informal meeting is planned by The American Legion Auxiliary (giving time and location) at least sixty (60) days prior to the Conference.
4. The Department President shall appoint the Department Convention Chairman and the Winter Conference Chairman who will have charge of the preliminary plans and local arrangements of the Department Convention/Winter Conference subject to consultation with and approval of the Department President. She shall cooperate with The American Legion Convention Corporation. The Department Secretary shall serve in an advisory capacity and shall serve as Treasurer for the Convention and Conference. The Department President shall appoint committees such as Distinguished Guest Committee, Credentials Committee, Rules Committee, Resolutions Committee, and Personal pages.
  - (a) The Chairman of the Department Convention and Winter Conference shall submit a final report to the Department President and Secretary-Treasurer not later than thirty (30) days following convention or conference.
5. A registration fee shall be charged each member attending a Department Convention or Department Conference. The registration fee shall be \$10.00 for Department Convention, and \$5.00 for each Department Conference. The President, National Executive Committeewoman, Secretary, National Guest, Convention or Conference Chairman, and Junior Members shall not be charged a registration fee.

### **SECTION III NATIONAL CONVENTION**

1. The outgoing Department President shall be Chairman of the Delegation. The Department Secretary shall be the Secretary of the Delegation
2. Delegates and Alternates to the National Convention shall be elected at the Department Convention as provided in the Department Constitution and Bylaws and the Department Convention Rules.



3. The Chairman of the Delegation shall be in charge of the States Dinner. Tickets must be ordered in advance from the Department Secretary in accordance with instructions given to delegates and alternates at the time of their election. The Department Commander, the National Executive Committeeman, and the Department Adjutant, shall be guest of the Department for the States Dinner and invitations shall be sent by the Department Secretary to these individuals.
4. The Chairman of the Delegation, the National Executive Committeewoman, the Incoming Department President, and the Department Secretary shall be authorized to be passengers in the car in the National Convention Parade. The driver shall be selected by the Chairman of the Delegation. The Chairman of the Delegation shall notify the official passengers of the time and place to report for transportation to the Parade Assembly Area. Information concerning the Parade shall be secured from the Department Adjutant.

#### **SECTION IV WASHINGTON DC CONFERENCE**

1. All American Legion Auxiliary members are urged to attend the Washington DC Conference which is held in Washington, D.C. However, attendance is at the individual's own expense with the exception of those persons authorized in the current budget, to include payment of registration fee.
2. The Department Secretary shall send notice of the Washington DC Conference to all Units and members of the Department Executive Committee giving dates, place, cost of functions, and date to make reservations. All reservations must be sent through the Department Headquarters.
3. Flowers shall be purchased by the individuals as authorized in the current budget. Each person shall be responsible for purchasing her own flowers.
4. The Department President shall serve as Chairman of the Delegation to the Washington DC Conference. She shall inform the members of the Delegation of any social events scheduled for all delegates.

#### **SECTION V DEPARTMENT CHAIRMEN**

1. The duties of the Department Chairmen shall be as outlined in the Department Constitution and Bylaws. No one shall hold Chairmanship of more than one committee at the same time. In addition, the Department Chairmen shall:
  - a) Maintain a file which shall contain bulletins, the Department Bulletins on the Chairmanship, any pertinent correspondence on the chairmanship and a copy of the report sent to the National Chairman and to the Department Headquarters. This file shall be returned to the Department Secretary at the Department Convention for the information of the incoming chairman. A page may be included containing any recommendations for the incoming chairman. A minimum of five (5) years record shall be retained in the chairman's file.
  - b) A list of Unit Presidents shall be provided upon request to each Department Chairman for use in official business only.
  - c) The Department Past Presidents Parley Chairman shall be responsible for planning such function(s) as outlined in the Convention Guide.
2. Department Chairmen shall be responsible for preparation of at least three (3) bulletins (with the exception of membership) to be sent to all Units. The copy of the bulletin shall be sent to the Department Secretary at least two (2) weeks before mailing date.
3. All Unit Reports, with the exception of the Poppy report, shall be due by May 1st to the Department Chairman. The Poppy report shall be due June 1.
4. Children and Youth Committee:
  - a) The Children and Youth Committee shall consist of three (3) members, appointed for a term of three (3) years each, on a rotating basis, in accordance with Article VII, Section 3, Clause 1, Department Bylaws. The Department President shall select the chairman, the vice chairman, and the member from the three (3) member committee.
  - b) The Chairman of the Children and Youth Committee shall be authorized to attend the Regional Conference. Expense shall be allowed as provided in the current budget.
    - 1) In the event that the chairman cannot attend, the vice chairman shall be authorized to attend. Further, if the chairman or vice chairman cannot attend, the member shall be authorized to attend the Conference.

- 2) The President shall be the authorizing individual for the replacement of persons to attend the conference.

5. Veterans Affairs and Rehabilitation Committee:

- a) The Veterans Affairs and Rehabilitation Committee shall consist of three (3) members, appointed for a term of three (3) years, on a rotating basis, in accordance with Article VII, Section 3, of the Department Bylaws. The Department President shall select the chairman, the vice chairman, and the member from the three (3) member committee. The Vice Chairman shall be in charge of the Hospital Volunteers. The member shall be in charge of the Field Service Volunteers. (See Guide for Volunteers)
- b) The Chairman of the Veterans Affairs and Rehabilitation Committee shall be authorized to attend the Regional Conference. Expenses shall be allowed as provided in the current budget.
  - 1) In the event that the Chairman or member in charge of Field Service Volunteers cannot attend, the vice chairman shall be authorized to attend.
  - 2) The President shall be the authorizing individual for the replacement of persons to attend the Conference.
- c) All requests for expenditures to be made by the VA & R Committee (to include VAVS and Field Service) shall be requested by official voucher obtained from the Department Office. Itemized reports shall be submitted annually and no later than August 1 of each year.

6. Finance Committee:

The Finance Committee shall function as provided in Article VII, Section 4, Department Bylaws.

- a) A copy of the proposed budget shall be provided to each member of the Executive committee prior to consideration of the proposed budget. A copy of the adopted budget shall be provided to all incoming members of the Executive Committee at the Post Convention Executive Committee meeting.
- b) All dividends from The American Legion and Auxiliary Insurance Program shall be used for the promotion of the Girls State program only.
- c) Fund Raising Activities: All Fundraising Activities designed to raise funds for Department use shall be approved by the Department Executive Committee before such activity is put into action. When authority is given,

that fund and accounting shall be through the Department Secretary-Treasurer. District and Unit fund raising activities may be conducted without securing consent of the Department Executive Committee.

- 1) AEF, CWF, C&Y, Special Olympics, President's Special Project, Juniors and Department Fund Raisers to pay each \$10.00 per table used.
- d) The expense of Department and District Officers, members of Department Committees (to include all Hospital Representatives) shall be allowed and check drawn only on presentation of itemized expense vouchers to the Department Secretary-Treasurer.
- e) The Department President shall be authorized to have a special fund raising project of her choice, if she so desires, promote such funds for any special project she is supporting.
- f) Department Operating Assessment: Effective with the 2012 administrative year (by resolution of the American Legion Auxiliary Department of Kentucky in Convention assembled June 3-4, 2011, in Louisville, KY) and each year thereafter, the Department shall establish an annual Department Operating Assessment of \$25.00 per Unit plus \$0.25 per senior member. This assessment shall be based on the number of senior members recorded on the Department books as of December 31 of each year, and the assessment shall be remitted to the Department by March 31 of the administrative year.
- g) Department Dues: Effective with the 2020 administrative year (by resolution of the American Legion Auxiliary Department of Kentucky in Convention assembled June 21, 2018, in Louisville, KY) the Department per capita dues shall increase to \$22.00 per senior member plus \$1.00 every third (3<sup>rd</sup>) year, and to \$5.00 per junior member.

## **SECTION VI AWARDS**

1. The Department Chairmen and Officers shall be authorized to give such awards as set forth by the current budget and the Department Awards Committee.
2. Department Chairmen and Officers shall be authorized to present other awards if such awards are authorized by their units or districts.

3. The Department President shall be authorized to give any award she may desire, such award to be paid by the Department President from her expense allowance.
4. There shall be no awards given from any individual, with the exception of the Department President.
5. All Assessments (\$30.00 for VAVS and \$ 0.15 per senior member) shall be paid by December 31 in order for a unit to be eligible for any department award.

**SECTION VII  
ANNOUNCEMENT OF CANDIDATES FOR DEPARTMENT OFFICE**

1. Eligibility for Department Office: All members in good standing in the American Legion Auxiliary, Department of Kentucky, shall be eligible for nomination and election to any Department Office.
2. Units that have endorsed a candidate for a Department Office shall notify the Department Headquarters of the endorsement, giving the name of the member endorsed, office and year for which endorsed, and date of endorsement. An endorsement shall be valid for only one year.
3. Units or individuals desiring to send announcements of candidacy may make written request for the official mailing list from Department Headquarters and the list will be provided.
4. Announcements will not be mailed from the Department Headquarters.
5. The courtesy of mailing the first announcement shall be that of the candidate(s) for Department President, and shall be mailed no later than March 1, and may then be followed by the mailing of announcements of the other candidates for Department on or after March 15.

**SECTION VIII  
NOMINATIONS AND ELECTION OF  
OFFICERS, DELEGATES AND ALTERNATES**

Election of Department Officers and Delegates and Alternates to the National Convention shall be in accordance with the current Department Convention Rules.

**SECTION IX  
NOTIFICATION OF DEATH OF  
NATIONAL AND DEPARTMENT OFFICERS**

1. Upon receipt of notification of the death of a current Department Elected or appointed Officer or a Past Department President, the Department Secretary shall make necessary arrangements to send flowers or a memorial gift. The Department Secretary may contact a member in the vicinity of the deceased member and request that individual to purchase flowers at a cost not to exceed \$55.00.
2. If the deceased is a Past National Officer, the National Headquarters shall be notified immediately. The following are Past National Officers:
  - a. Mrs. William D. Chester, Jr. (Mary Lou) deceased June 23, 2019  
National Chaplain 1969-1970  
Southern Division National Vice President 1975-1976
  - b. Mrs. Christine Christian deceased March 31, 2009  
Southern Division National Vice President 1989-1990
  - c. Mrs. Virginia Hobbs  
National President 1998-1999
  - d. Mrs. Ruth James  
Southern Division National Vice President 2003-2004
  - e. Mrs. Diane Spencer  
Southern Division National Vice President 2017-2018
3. In the event of the death of a Department Officer, Past Department President, District President, or Department Chairman, the Department Secretary shall notify the Department Executive Committee by first class mail. The Units shall be notified using the routine mailing list.
4. When notification is received from National Headquarter of the death of a National Officer or Past National Officer, the Department Secretary shall notify the current Department Officers and all Past Department Presidents by the next bulk mailing. She shall send a letter of sympathy (or sympathy card) to the family of the deceased on behalf of the Department of Kentucky.

**SECTION X  
DEPARTMENT EXECUTIVE COMMITTEE**

1. ALL Past Department Presidents in good standing in their local Units shall be members for life of the Department Executive Committee with vote (Article IV, Section 1, Department Bylaws).
2. Cancellation of charters shall be presented at the Department Executive Committee meeting prior to the Department Convention. Units that have not paid per capita dues for two (2) years prior to the current year shall be notified prior to the Department Convention that recommendation will be submitted for cancellation of said unit charter.

### **SECTION XI**

#### **RULES FOR MARY BARRETT MARSHALL STUDENT LOAN FUND**

1. The Mary Barrett Marshall Student Loan Fund is available to daughters, wives, sisters, widows, and grandchildren of veterans of World War I, World War II, The Korean Conflict, and Viet Nam who desire higher education.
2. The following specifications are those agreed upon by the Student Loan Committee and must be met when requesting a loan from the Mary Barrett Marshall Student Loan Fund.
  - a) The applicant must be a daughter, wife, sister, widow or granddaughter of a veteran (eligibility for membership in The American Legion), and there must be a need for financial assistance for higher education.
  - b) The applicant must submit a record of high school grades and must be a graduate before applying for a loan.
  - c) Four (4) letters from reputable and representative people (one from the principal or teacher of the high school of which she is a graduate; one from the unit sponsoring the applicant, and two persons well acquainted with the applicant and her family) must accompany the request for the loan.
  - d) Applicant and a parent or guardian must visit the Unit and ask for the loan. The Unit submitting the applicant's name must sponsor the applicant; keep in touch with her and know that she is applying herself in her chosen course. The Unit shall keep in touch with the applicant and see that she writes the Chairman of the Loan Fund on a periodic basis.
  - e) The loan for a semester shall not exceed four hundred dollars (\$400.00) with the exception of those individuals entering on a commercial training program where the school requires complete payment of one

year's tuition before entrance in which case the loan shall not exceed eight hundred dollars (\$800.00) per year.

- 1) The money from the loan is to be used for books, tuition, laboratory fees, etc., and not for room and board.
- f) Upon approval of application, a contract will be sent to the applicant and her sponsor for signature.
- g) Interest will be charged at the rate of six percent (6 %) to a recipient of a loan who after five (5) years from leaving school or graduation has not paid the loan in full.
- h) The money will be used for a college in Kentucky.

## **SECTION XII MARY BARRETT MARSHALL SCHOLARSHIP**

The Mary Barrett Marshall Scholarship is available to daughters, wives, sisters, widow, granddaughters or veterans eligible for membership in The American Legion.

1. The scholarship money is to be used for tuition, registration fees, laboratory fees, and books only.
2. The applicant must list all income including pensions, Social Security, grants, scholarships, trusts, interest, etc.
3. The applicant must be a high school or GED graduate and submit record of grades.
4. The applicant must visit the Unit when requesting the scholarship.
5. The applicant must be a five (5) year resident of Kentucky.
6. The scholarship must be used for colleges or schools (trade or business) in Kentucky.
7. Four (4) letters from reputable and representative people (one from the principal or teacher of the high school from which she is a graduate; one from the Unit sponsoring her; and two (2) from persons well acquainted with the applicant and her family) and must accompany the request for scholarship.
8. The scholarship recipient may reapply for the scholarship.



9. All applications must be sent to the Scholarship Committee by April 1 of each year. Winners will be notified by May 15.

10. Scholarship will be awarded at the Department Convention.

11. The Scholarship will be discontinued if the interest earned on the principle of the Mary Barrett Marshall Student Loan Fund is insufficient for both the Mary Barrett Marshall Student Loan Fund and the Scholarship.

a) At the time of approval, the amount available for disbursement will be awarded.

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**SECTION XIII**  
**THE LAURA BLACKBURN MEMORIAL SCHOLARSHIP**

1. Candidates for this award shall be child, grandchild, or great grandchild of a veteran who served in the Armed Forces during eligibility dates for membership in The American Legion.
  - a) April 6, 1917 to November 11, 1918 (WWI)
  - b) December 7, 1941 to December 31, 1946 (WWII)
  - c) June 25, 1950 to January 31, 1955 (Korea)
  - d) February 28, 1961 to May 7, 1975 (Vietnam)
  - e) August 24, 1982-to July 31, 1990 (Lebanon/Grenada)
  - f) December 20, 1989 to January 31, 1990 (Panama)
  - g) August 2, 1990 to date of cessation of hostilities (Persian Gulf)
2. Applicants must reside within the State of Kentucky and be in their senior year of an accredited high school.
3. Participation in this scholarship program shall be on a voluntary basis in all Units.
4. No Units may enter more than one (1) candidate for the scholarship.
5. The scholarship must be used within twelve months of the date the winner receives notification by Department Headquarters.
6. Applicants must present the completed application to the local American Legion Auxiliary Unit President on or before March 31.
7. The winning entry for each Unit shall be certified by the American Legion Auxiliary Unit President and mailed to the Department Education Chairman to be received on or before April 15.
8. Judging at all levels, shall be on the following basis:
  - a) Character                    20%
  - b) Americanism                20%
  - c) Leadership                   20%
  - d) Scholarship                 40%
9. Half the award will be paid directly to the school for the first semester upon notification from the school that the student has registered as a full-time student. The balance of the award will be paid to the school upon notification from the school that the student has registered as a full-time

student for the second semester. There shall be no money paid to the school for the second semester of school later than twelve (12) months following the awarding of the scholarship.

### **APPLICATION PACKAGE REQUIREMENTS**

1. Completed application form for Laura Blackburn Memorial Scholarship.
2. The following four (4) letters of recommendation.
  - a) One letter from either the principal or guidance counselor of the school from which the applicant will graduate and to include size of class and student's position in class and cumulative grade point average.
  - b) One letter from a clergy of the applicant's choice.
  - c) Two (2) letters from adult citizens, other than relatives, attesting to the applicant's character in regard to conduct, citizenship and leadership.
3. An original article consisting of no more than 1,000 words (typed, double-spaced) on how an education will contribute to my future patriotic spirit. The title of the article/essay will be, "THE VALUE OF EDUCATION IN A DEMOCRATIC SOCIETY."
4. A certified transcript or photocopy of the high school grades of the applicant.
5. A copy of ACT or SAT test scores.
6. A photocopy of Discharge Papers (DD 214) of veteran parent/grandparent.

### **SECTION XIV UNITS**

1. Units shall be governed by articles of The National Constitution and Bylaws, the Constitution and Bylaws and Standing Rules of the Department of Kentucky, and the Unit Constitution and Bylaws and Standing Rules
2. Units shall be guided by the Unit Handbook of The American Legion Auxiliary, the Manual of Ceremonies, and other publications of the National and Department organizations prepared for their information and guidance in the conduct of their programs and the administration of the Unit activities.

3. The Unit President shall have a copy of current publications available for immediate reference:

Unit Handbook of The American Legion Auxiliary (*current edition*)

Manual of Ceremonies

Junior Activities Handbook

Guide for Volunteers in Rehabilitation

National Constitution and Bylaws (*current edition*)

Department Constitution and Bylaws and Standing Rules

Department Publications and Bulletins

National News – a bi-monthly publication sent to each Senior member

Emblem Catalog published by The American Legion

Robert's Rules of Order Newly Revised (current edition)

4. All Unit Presidents, member of the Department Executive Committee and members of all Standing Committees shall receive a list of the elected and appointed Department Officers and members of Standing Committees immediately following the Department Convention as soon as all appointments are made.
5. All Unit Presidents, members of the Department Executive Committee, and members of all Standing Committees will receive a copy of all recommendations and resolutions adopted at each Department Convention immediately after the Convention.
6. It is the duty of each Unit President to advise all Unit Officers and Chairman of any changes.

#### **SECTION XV AUTHORITY TO EDIT AND PUBLISH**

The Constitution and Bylaws Committee of The American Legion Auxiliary is authorized to edit and have published the Department Constitution, Bylaws, and Standing Rules as amended and changes per the National Organization, for distribution to Units and Members.

**SECTION XVI**  
**JUNIOR DELEGATE TO NATIONAL CONVENTION**

1. Only the duly elected Junior Delegate shall be reimbursed for her attendance at the National Convention. In the event that the Junior Delegate does not attend, or receives reimbursement from the National Organization, the elected Alternate shall be reimbursed.
2. Only reimbursement as the Junior Delegate/Alternate be limited to one time. In the event that Junior Member is elected to an Honorary National Office, she may be reimbursed for attendance at the Convention at which she serves.
3. The segregation of Junior contributions not covered in the Department Budget shall receive prior approval by the Finance Committee.