

AMERICAN LEGION AUXILIARY

**Department of
Wyoming**

STANDING RULES

2025

TABLE OF CONTENTS.....	2-4
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I. ORGANIZATION

A. Department of Wyoming.....	5
1. Member.....	5
2. Department Membership Dues.....	5
a. Per Capita Dues.....	5
3. Chairman.....	6
4. Unit.....	6
B. Juniors/Minors.....	6
C. Meetings/Gifts/Flowers.....	6
D. Voting.....	7
E. Candidate Endorsements.....	7

II. DEPARTMENT OFFICERS

A. Department President.....	8
B. Department Vice President.....	8
C. Department Historian.....	9
D. Department Chaplain.....	9
E. National Executive Committee Person.....	9
F. Department Executive Secretary-Treasurer.....	9

III. DEPARTMENT EXECUTIVE COMMITTEE

IV. DISTRICT

A. District Presidents.....	10
B. District Vice Presidents.....	11
C. District Funds.....	11
D. District Conference.....	11

V. DEPARTMENT CHAIRMEN

A. Americanism.....	13
B. Children and Youth.....	13
C. Community Service.....	13
D. Constitution and Bylaws.....	13
E. Education.....	14
F. Finance.....	14
1. Committee.....	14
2. Budget.....	15
3. Duties of Finance Committee.....	15
4. Audit Committee.....	15

G. Junior Activities.....	16
H. Leadership.....	16
I. Legislative.....	16
J. Membership.....	17
K. National Security.....	17
L. Past Presidents Parley.....	17
M. Poppy.....	18
N. Public Relations.....	18
O. Veterans Affairs and Rehabilitation.....	18
1. Sheridan VAMC/VAVS Representative.....	18
2. Cheyenne VAMC/VAVS Representative.....	18
3. Wyoming Veterans in Buffalo Representative.....	19
4. Service to Veterans.....	19

VI. AWARDS

A. Americanism.....	20
B. Chaplain.....	20
C. Children and Youth.....	21
D. Community Service.....	21
E. Constitution and Bylaws.....	21
F. History.....	21
G. Juniors.....	22
H. Leadership.....	22
1. Unit Member of the Year.....	22
I. Membership.....	22
J. National Security.....	23
K. Past Presidents Parley.....	23
L. Poppy.....	23
1. Poppy Posters.....	23
M. Public Relations.....	23
N. Veterans Affairs and Rehabilitation.....	23

VII. DEPARTMENT CONVENTION

A. Standing Rules Governing Convention.....	24
B. Delegates.....	24
C. Delegates and Alternates to National Convention.....	25
D. Badges.....	25
E. Receptions.....	25
F. Sergeant-at-Arms.....	26
G. Voting.....	26
H. Department Officers/Election Judges.....	27
I. Credentials.....	28

J. Delegates and Alternates.....	28
K. Credentials Committee.....	29
L. Allowable Expenses.....	29
M. Exceptions.....	30
N. Department President’s Convention Responsibilities.....	30
O. Unit Convention Committee’s Responsibilities.....	31

VIII. UNIT PRESIDENT AND SECRETARY/TREASURER

A. Unit President.....	31
B. Unit Secretary/Treasurer.....	32

IX. GIRLS STATE

A. Committee.....	32
B. Director.....	33
C. Co-Director.....	33
D. Staff.....	34
E. Finance.....	34
F. Files.....	34
G. Location.....	34
H. Delegates.....	35

X. EMERGENCY SITUATIONS 35

XI. HOUSEKEEPING 36

XII. AMENDMENTS 36

I. ORGANIZATION

A. Department of Wyoming

1. The American Legion Auxiliary shall operate as a separate organization, cooperating but not affiliating with any other organization.
2. Until such a time as the Department of Wyoming, American Legion Auxiliary, has a headquarters building; awards and citations won by Department Chairmen, Officers, or members should be given to the individual for their enjoyment.
3. When the American Legion Auxiliary National Organization raises their per capita dues, that amount will be automatically be passed onto Junior and Senior members in the Department of Wyoming. If the Department of Wyoming needs a per capita increase, a resolution will be written, presented, and voted on by members on the Department Convention floor.
4. All questions regarding Department policy, National mandates, or their interpretation shall be made to the Department President and the Department Executive Secretary-Treasurer, or to the Department Executive Committee.

1. Member

- a. No member of the American Legion Auxiliary shall use the name of the American Legion Auxiliary on any personal checking account.
- b. A member shall be appointed to serve as Chairman for more than one, but not more than two standing committees annually.
- c. No member will be approved for an appointment after resigning from a previous appointment within the same year or the following year unless the resignation is due to illness or serious family difficulty.
- d. All senior members of the Department of Wyoming, American Legion Auxiliary, are eligible to vote on all issues addressed on the Department Convention floor as long as they are a member in good standing, i.e. have paid the current year's dues and have not been expelled from their Unit or the Department.

2. Department Membership Dues

a. Per Capita Dues

- i. The per capita dues of Senior members shall be \$31.00 per year.
This includes
The Department per capita dues.....\$13.00
The National per capita dues.....\$18.00
A subscription to the American Legion Auxiliary National News
- ii. The per capita dues of Junior members shall be \$5.25 per year. This includes
The Department per capita dues.....\$2.75
The National per capita dues.....\$2.50.

3. Chairman

- a. No Department Committee Chairman shall solicit funds from the Units without the consent of the Department Executive Committee.
- b. A Chairman who, in the opinion of the Department President, is not fulfilling the obligations of the position will be asked to resign and a new appointment will be made with the approval of the Department Executive Committee.
- c. Department Chairman shall be instructed and directed by the Department President to follow the bulletins and assignments from the Department Executive Secretary-Treasurer as well as those from National Chairmen, National Officers, and the National Organization.

4. Unit

- a. No Unit shall solicit funds at any District or Department function unless approved by the Department Executive Committee.
- b. E- Units are acceptable in the Department of Wyoming.
- c. Units should work on at least four programs annually.

A. Juniors/Minors

Minors, that is a member under eighteen years of age, participating in any American Legion Auxiliary Department of Wyoming function on the Unit, District, Department, or National level:

1. Must have a release signed by a parent or guardian.
2. This release is to avoid legal action due to accidents, unavoidable circumstances, or disregard of authority.
3. This release would also give permission for the minor to be treated by a doctor or hospital, if necessary, with cost being assumed by parent or guardian.
4. Units will assume responsibility for releases pertaining to Unit activity and will establish guidelines for activities and functions where there are minors involved.

B. Meetings/Gifts/Flowers

1. No smoking, vaping, electronic cigarette use, or alcoholic beverage consumption will be allowed at any official meeting of the American Legion Auxiliary.
2. An invitation will be extended to the National President and the National Northwestern Division Vice President to attend a Department sponsored event by the incoming Department President with assistance of the Department Executive Secretary-Treasurer, and the two should not be invited to the same meeting.
3. A registration fee for Fall Workshop may be charged not to exceed \$20.00; to be used to cover Fall Workshop expenses. All remaining

funds will be deposited in the Department General Fund.

4. Gifts to National Officers by the Department should be native to Wyoming. The National President's gift should not exceed \$35; other National officer's gifts should not exceed \$30.
5. No gifts to National Chairmen will be provided at Department expense, although the Department President or the Convention Committee may choose to give a gift at their own expense.
6. Fresh flower corsages will not be provided at the Department expense for Fall Workshop, Mid-Winter Conference, or Commanders Banquet unless a National Officer is in attendance, then only for that officer.

C. Voting

1. Electronic Voting is an acceptable alternative in the Department of Wyoming.
 - a. The Department President asks for a motion.
 - b. Motion is made by email from a Department Executive Committee Member.
 - c. Motion seconded by email by a Department Executive Committee Member
 - d. Once a second is received, an official electronic vote with time frame is emailed to the Department Executive Committee with a respond date and email.
2. Conference Calls are allowed in the Department of Wyoming.

D. Candidate Endorsements

1. Department Candidate Endorsements
 - a. All endorsements and qualifications of each candidate for election to Department office should be published in the official publication "The Auxiliare", thus eliminating individual candidate letters.
2. National Candidate Endorsements
 - a. Any Wyoming member who is currently active and retains their membership within the Department and wishes to be endorsed for the office of National Historian, National Chaplain, the National Northwestern Division Vice President, or the National President may have their name and the year they wish to run presented to the Department Convention for endorsement, providing there is no other name for endorsement pending on the records for any other National Office. A secret ballot will be taken to determine the will of the Department with a two-thirds vote endorsing, if only one candidate is presented. If more than one candidate is presented, a secret ballot will be taken with a majority vote endorsing.
 - b. A candidate should not be endorsed more than two years before they wish to run for an office.

- c. Notice of endorsement of a candidate for National office will not be submitted to National until the year prior to their candidacy.
- d. Requests for funds in relation to a National Candidacy should be submitted to the Finance Committee for approval prior to the Department Convention of the year when the funds will be used.
 - i. Expenses may include, but are not limited to, candidacy brochures (printing and mailing) and reception expenses if one is held, as well as travel and lodging expenses to the National Convention when candidacy will be announced as well as the year of election, not to exceed \$1000 per year.
 - ii. Funds should only be requested for expenses not already covered by the Department or the National Organization.

II. DEPARTMENT OFFICERS

Any Department Officer who is responsible for money shall keep a record of receipts and disbursements, and shall submit an annual financial statement to the Department Executive Secretary-Treasurer and the Department Finance Committee prior to the pre-Convention Finance meeting.

A. Department President

1. The incoming Department President shall be an automatic delegate from the Department to the National Convention.
2. Any member, officer, or chairman wishing to speak to or before The American Legion at a Department function must first declare intent and content to the Department President who will decide authorization for their appearance.
3. The Department President shall keep in mind the offices and standing committees and members from each Unit and the Districts when making their appointments and distribute them equally in an equitable manner.
4. If possible, when visiting Units where a Veteran Administration Hospital or other veteran related housing are located, the Department President shall visit as a representative of the Department of Wyoming, American Legion Auxiliary.
5. The Department President may choose a person to chair the President's Special Project, a position which will not interfere with another Department Chairmanship.
6. Monetary Allowance - Travel \$1500.00, National Convention \$1000.00, and a roll of stamps.
7. Department Convention responsibility and allowable expenses for the President listed under the Department Convention section.

B. Department Vice President

1. Should they have to succeed the Department President in case of death,

resignation or removal, they shall assume all duties listed in A. Department President.

2. Monetary Allowance - Travel \$150.00.
3. Department Convention responsibility and allowable expenses for the Vice President listed under the Department Convention section.

C. Department Historian

1. The unit chairmen send their annual reports to the Department chairman who compile the information and send to the Department Historian.
2. The Department Historian shall compile the reports, sending one to National, one to Department, and placing one in the Department History Notebook.
3. Monetary Allowance - Travel \$150.00.
4. Department Convention responsibility and allowable expenses for the Historian listed under the Department Convention section.

D. Department Chaplain

1. They will do the judging for the Unit Prayer Books at the Department Convention.
2. Monetary Allowance - Travel \$150.00,
3. Department Convention responsibility and allowable expenses for the Chaplain listed under the Department Convention section.
4. They will be reimbursed for the purchase of cards and stamps.

E. National Executive Committeeperson

1. The National Executive Committeeperson shall serve as the Chairman of the Department Distinguished Guest Committee.
2. Department Convention responsibility and allowable expenses for the National Executive Committeeperson are listed under the Department Convention section.

F. Department Executive Secretary-Treasurer

1. The Department Executive Secretary-Treasurer automatically assumes the responsibility of editor for the Department of Wyoming Auxiliare.
2. The Department Executive Secretary-Treasurer shall record all Department Executive and Finance Committee meetings. Recordings are destroyed after the minutes/ proceedings are approved.
3. The Department Executive Secretary-Treasurer shall send minutes from the Department Executive and Finance Committee meetings to the members of the Department Executive Committee.
4. Upon the death of a Department Officer, Department Chairman, or Past Department President of Wyoming, a memorial contribution of \$10 may be made to an Auxiliary or American Legion related program.
5. The Department Executive Secretary-Treasurer will make copies of District

financial statements available to members of the Finance Committee prior to the pre-convention Finance meeting for their consideration.

6. Monetary Allowance - Travel \$1000.00, National Convention \$1000.00.
7. Department Convention responsibility and allowable expenses for the Department Executive Secretary-Treasurer listed under Department Convention section.
8. Department Convention Listed in Convention Allowable Expenses.
9. To expedite the audit, the Department Executive Secretary-Treasurer will have ready: all deposit stubs, a copy of the receipt books (computer printout), a printout of all check registers, all bank statements, all copies of tax filings, and anything else the Audit Committee requests.

III. DEPARTMENT EXECUTIVE COMMITTEE

1. Department Executive Committee shall be a dedicated, loyal and interested guiding force and power of the Department.
2. Department policy must be decided by the Department Convention as the official governing body.
3. In an emergency situation between Conventions, policy shall be determined temporarily by the action of the Department Executive Committee until the Department Convention can determine permanent policy.
4. The Department Executive Committee may recommend to the Convention body their opinion as to a "favorable" or "non-favorable" ("pass" or "do not pass") on recommendations or resolutions. All resolutions must be submitted to the Convention body for their consideration as the governing body of the Department of Wyoming, American Legion Auxiliary.

IV. DISTRICT

A. District President

1. The District President shall be the District Membership Chairman.
2. The District President is responsible for the promotion of Department programs within their District.
3. The District President should keep in close contact with their Units, writing in September or before to express their willingness to visit the Unit, and to offer help and cooperation.
4. Frequently during the year, they should encourage use of the Chairmen and Officers' bulletins, the Auxiliare, the National News and other publications of the National Organization.
5. The District President should establish competitions and awards for their District, understanding that each District is different.
6. The District President is responsible for writing a concise monthly report from their Units for printing in the Auxiliare. They must edit the Unit reports to

delete unnecessary content and to meet length requirements to create a complete District report. The District President shall encourage their Units to send in monthly reports, so they can write a concise report to be printed in the Auxiliare.

7. Prior to the Spring Conference, the District President shall contact their Units to secure nominations for the following year's District President and District Vice-President. Units should submit names placed in nomination prior to the Spring Conference.

B. District Vice-Presidents

1. District Vice-Presidents, at the request of the District President, are responsible for the receiving and judging entries for awards. Judging committees should be appointed.
2. Rules shall be made available to the Units early in the Auxiliary year and must be enforced by the judges.

C. District Funds

1. The District receives a per capita assessment from each Unit based on the previous year's senior membership. Units will be billed by the Department Office. Any balance left after the District Conference expenses have been paid may be used at the discretion of the District. If there is still a balance at the conclusion of the District Conference, those funds will become part of the Department General Fund. If significant, the District should consider voting to lower the Unit Assessment to lessen the burden on the Units.
2. No District funds may be used to purchase personal gifts.
3. District membership challenges cannot be taken from the District assessment money.
4. No travel expense shall be allowed for any Department Officer or Chairman attending a Spring Conference other than the Department President. The assessment funds are meant to defray the District Conference expenses, including pay for District awards, pay for the Department President's lunch, pay for the District President's pin, and cover the District Conference postage expense. Also, \$25 will be sent to the Department President to help defray lodging costs for the District Conference.
5. The District President is responsible for two financial statements; one for expense reimbursement up to \$250 and one recording income and expenses for the District Conference from the Unit assessments. Both must be submitted to the Department Executive Secretary-Treasurer by June 1st along with a copy of the District Conference minutes. A copy of the District Conference minutes should also be placed in the District notebook.

D. District Conference

1. District Conference is held for the Units within the District to report their

- accomplishments and to receive awards.
2. Presentation of the Unit reports should receive top priority as this is the only time during which the Units may present a comprehensive report of their activities.
 3. District President shall place copies of minutes, financial statements and awards in the District Presidents notebook.
 4. As many awards as possible should be given, within the parameters of Auxiliary programs and activities.
 5. The District President is responsible for forwarding winning entries to the corresponding Department Chairman or Officer, but a Unit can assure itself of proper entry by doing the forwarding itself.
 6. Time allowed for guests and speakers should be closely monitored and kept to a minimum.
 7. A District President is nominated at Conference and elected at Department Convention.
 8. A District Vice-President is nominated and elected at District Conference.
 9. Both are installed at Department Convention

V. Department Chairmen

1. Any Department Chairman who is responsible for money should turn it in monthly, must keep a record of receipts and disbursements, and must submit an annual financial statement to the Department Executive Secretary-Treasurer and the Department Finance Committee prior to the pre-Convention Finance meeting.
2. If a Department Chairman has incurred pre-approved expenses and wishes reimbursement at Department Convention, a statement shall be submitted to the Department Finance Committee and the Department Executive Secretary-Treasurer prior to the pre-Convention Finance meeting.
3. The Department Chairmen shall receive Unit reports annually in order to prepare and submit reports and articles as directed by the Department President and/or the National Chairmen.
4. The Department Chairmen will receive notification when the National Program Engagement Plans are available on the National website. The Department Chairmen may download their Chairmanship program or request it be sent via email from the Department Office.
5. The Department Chairmen shall provide a Department of Wyoming Program Engagement Plan for their Chairmanship using the National Program Engagement Plans as a guideline, to the Units no later than Fall Workshop. A report form is included in the National Program Engagement Plans; however, the Department Chairmen may add their own items of emphasis to this report form.
6. The Department Chairmen are asked to submit an article for publication in the

Auxiliary newspaper/newsletter during the month allotted for their respective Chairmanship or when they have pertinent information for the Units.

7. Bulletins may be sent to the Department Executive Secretary-Treasurer for distribution or publication at any time.
8. The Department Chairmen should strive for 100% reporting, stressing the importance of carrying out as much of their program as possible. However, Units are not required to participate in all Auxiliary programs.
9. Year-end reports are due to the Department Chairmen by April 15th and should cover all events from April 1st of the previous year to March 31st of the current year.
10. Unit Impact Reports are due to the District Presidents by April 15th and should cover all events from April 1st of the previous year to March 31st of the current year.
11. District Impact Reports are due to the Department Historian by April 30th and should cover all events from April 1st of the previous year to March 31st of the current year.

A. Americanism

1. The Department Americanism Chairmen is responsible for submission and judging of all Department Americanism and National Americanism awards. It is their responsibility to encourage National Competition and to forward Unit, District and Department entries to national for judging.
2. The Americanism Chairmen will lead the Pledge to the Flag at all Department functions.

B. Children and Youth

1. The Department Children and Youth Chairmen are responsible for fostering and carrying out all mandated projects in keeping with the yearly Department plan- of work.
2. The Department Children and Youth Chairmen are responsible for judging any Department Children and Youth Awards and for submitting entries to National for competition on Divisional or National levels.
3. The Department Children and Youth Chairmen are authorized by National to follow all changes in the American Legion Children and Youth program.
4. Memorials and donations to the American Legion child welfare foundation shall be encouraged.

c. Community Service

1. The Department Community Service Chairmen is responsible for judging Community Service awards.
2. They are responsible for notifying the Units of National mandates as well as changes or additions to the Community Service program.

D. Constitution and Bylaws

1. Any policy adopted in the Department by motion, recommendation, or resolution shall be a mandate during the year of its adoption and thereafter, shall continue as Department policy unless changed by Convention action.
2. The Department Constitution & Bylaws Chairman must review the Department Constitution, Bylaws, and Standing Rules annually.
3. Resolutions, amendments, or housekeeping revisions should be submitted to the Department Executive Committee and the Units, so they are received at least 30 days prior to the Department Convention.
4. Resolutions, amendments, or housekeeping revisions may be submitted by any member in good standing, any Unit, or any chairman/committee of the Department of Wyoming.
5. The Department Constitution & Bylaws Chairman should encourage each Unit to submit a copy of their revised Unit Constitution & Bylaws to the Department Constitution & Bylaws Chairman, so it can be maintained on file for the Department's records.
6. It is the responsibility of the Department Constitution & Bylaws Chairman to ensure updating of Department Constitution & Bylaws, and Standing Rules annually, which will be posted on the Department webpage. A printed copy of the Department Constitution & Bylaws, and Standing Rules, will be provided to a Unit by the Department office upon their written request; however, this will only be once every four years.

E. Education

1. The Department Education Chairmen is to follow all directives and mandates from the National American Legion and American Legion Auxiliary committees.
2. The Department Education Chairmen is responsible for judging Department awards and submitting winners for National competition, awards, and scholarships.
3. The Department Education Chairmen should encourage Units to contact school systems in their areas regarding availability of assistance by The American Legion and Auxiliary education programs. They should encourage Units to sponsor speakers, present awards, offer scholarships, provide information, and to participate in contests.

F. Finance

1. Committee

- a. The Finance Committee is comprised of 5 voting members.
- b. Three of the members will be appointed in a yearly rotation and will be appointed from the Past Department Presidents. If there are no Past Department Presidents willing to take the position, a member in good standing shall be appointed to replace the outgoing committee member.

- c. The appointments will be for a three-year term with vote.
- d. Should any of the three immediate Past Department Presidents refuse, or be unable, to serve on the Department Finance Committee, the Department President will appoint an active Past Department President as their replacement.
- e. The senior member of the committee will serve as Chairman with vote.
- f. The second member will be the next senior member with vote.
- g. The third member will be the next senior member with vote.
- h. The fourth member will be the Department President with vote
- i. The fifth member will be the Department Vice President with vote.
- j. The sixth member of the Committee will be the Department Executive Secretary-Treasurer without vote.

2. Budget

- a. The Department Finance Chairman will assist the Department Executive Secretary-Treasurer in preparing an annual budget to be submitted to the Units and the Department Executive Committee in April for consideration prior to the Department Convention.
- b. The budget as adopted at Department Convention must govern all monies for the year. In the event of an emergency, the Department Executive Committee may mandate the Finance Committee for temporary change.
- c. All accounts for the Department Chairmen and the Department Officers should be regulated and approved by jurisdiction of the Finance Committee.
- d. The Girls State Director shall prepare the Girls State Budget to present to the Finance Committee at Fall Workshop. The Finance Committee shall review and approve the Girls State budget and make a recommendation to the Department Executive Committee.

3. Duties of Finance Committee

- a. The Finance Committee is to compare the monthly reconciliation reports from the Department office with the monthly bank statement.
- b. The Finance Chairman will be one of the signatures on the bank signature card.
- c. Check to make sure that taxes have been filed and on time.
- d. Check to be certain that the accountant or bookkeeper finalizes the complete audit on time.
- e. At Department Convention, the Finance Committee will meet to see the year to date expenses and how the budget has been handled.
- f. They review the books from the Sheridan VA Hospital, the Cheyenne VA Hospital, Wyoming Veterans Home in Buffalo, and Poppy account.
- g. Check to ensure all savings accounts are listed to the program for which they are intended.
- h. Review all payments made and all submitted expenses by Department Office, Department Chairmen and District Presidents to see that proper receipts are included to cover all expenditures.
- i. The Finance Committee shall meet prior to all official Department meetings.

4. Audit Committee

- a. There will be a three-member audit committee that will be a subdivision, included in the Finance Committee appointed annually by the Department President without vote.
- b. The Audit Committee will be a check and balance group working to assure all monies are in their proper place and all funds accounted for.
- c. They will review and audit all funds of the Department, incoming and outgoing, as well as savings.
- d. They shall submit an Audit Report prior to Fall Workshop. The report will be printed in the Auxiliare and filed with the Department 990.
- e. An audit shall be conducted no later than 15 days after the Department Executive Secretary-Treasurer has received the July bank statement.
- f. Report of the Audit will be given at Fall Workshop and printed in the Auxiliare.

G. Junior Activities

1. The Department Junior Activities Chairman shall follow the direction of all National mandates and encourage the active participation of the Units in establishing active junior groups.
2. They should encourage the Unit Chairmen to follow the directives within the Unit Handbook and the use of the Junior Activities Handbook.
3. Use of the graduation ceremony should be encouraged.
4. The Department Junior Activities Chairman should establish close contact with all active junior groups, receiving reports of their activities and submitting articles for publication in the Auxiliare whenever desirable.
5. They need to inform Junior groups of upcoming contests and encourage their participation in those contests and the submission of materials for District and Department judging.
6. The Department Junior Activities Chairman will be responsible for judging submitted materials; they will ensure that rules are available to the junior groups, and then strictly observed during judging.
7. The Junior Activities Committee should plan at least one annual Conference. Other junior meetings may be held at their discretion and should follow procedures outlined in the Junior Guide.

H. Leadership

1. The Department Leadership Committee shall be responsible for a program of training for members, Chairmen, and Officers of the American Legion Auxiliary within the Department on Unit, District, and Department levels.
2. Consideration should be given as to the possibility of a training program for teenage junior members as they are our future leaders.

I. Legislative

1. The Department Legislative Committee shall be responsible for following all directives from National and be prepared to contact Units on short notice to inform them of pertinent issues needing immediate attention.
2. The Department Legislative Committee should work with Unit Chairmen to encourage letter writing to legislators on pertinent local, state, and national issues. Copies of the replies should be forwarded to the Department Legislative Committee.
3. Legislative action by the Auxiliary is identical to and mandated by that of The American Legion, as it is a joint program representative of both organizations.

J. Membership

1. The Department Membership Committee should begin their campaign as early in the Auxiliary year as possible, encouraging goal membership by competition and other incentives. Everyone should be involved in their program.
2. Mandates and directives from National should be followed.
3. Units should be encouraged to participate in all awards established by the District, Department, and National.
4. All challenges made at Department American Legion Auxiliary meetings will comply with the following:
 - a. All challenges must include a deadline date to reach the Department office on or before the deadline date or a postmark date.
 - b. No challenge can be made to a person or persons representing Offices or Chairmanships who are not in attendance at the meeting where the challenges are made.
 - c. No challenge can be accepted on behalf of any individual representing an Office or Chairmanship or a personal challenge unless the person accepting has written permission to accept that challenge from a particular person, Officer, or Chairman.
5. The District Presidents are members of the Membership Committee under the Department Committee.

K. National Security

1. Through National publications and bulletins, both The American Legion and Auxiliary, the Department National Security Chairman shall endeavor to keep the Department informed of all National Security problems considered by Congress, all phases of our national defense, leadership in National Security activities, and safety issues.
2. Competition and other incentives should be used to further the program.
3. Mandates from National should be followed.

4. Units should be encouraged to participate as much as possible at every level.
5. The Department National Security Chairman shall present to the Units the directives in the National program.
6. If awards are given, it shall be their responsibility to receive all Unit entries, provide judging, and forward winners to National.

L. Past Presidents Parley

1. Dissolved at the Department Convention in 2021.

M. Poppy

1. A Unit not ordering poppies will be assessed the amount of its last poppy order or a minimum of \$15.00.
2. The use of the Memorial Poppy for decoration or for promotion of The American Legion or the American Legion Auxiliary should be a primary concern of the Department Poppy Chairman.
3. The Poppy story as well as the success of the Poppy program should be the concern of the Department Poppy Chairman. They should convey to the Units' Poppy Chairmen the proper uses of Poppy funds.
4. The Department Poppy Chairman should distribute the rules for the Poppy Poster contest to the Units and District Vice Presidents at Fall Workshop.
5. Districts are encouraged to sponsor a Poppy Poster Contest at their District Conference. Each District is responsible for judging the Unit posters and submitting the first and second place posters in each class to the Department Poppy Chairman.
6. Poppy Poster judging shall be done by a committee with strict adherence to National rules on the Unit, District, and Department Levels.

N. Public Relations

1. The Department Public Relations Chairmen is responsible for all Department public relations through the press, radio, or television all media available. They are also responsible for publicity of the Department President, the National Officers, Chairmen or other representatives of the National organization, should these visitors be functioning in an official capacity.
2. They should send out Department Press Releases.
3. They are responsible for compiling the Department Publicity book for historical purposes within the Department.

O. Veterans Affairs and Rehabilitation

1. The guides published by National, together with information from the Unit Guide, should be used and the programs within should be carried out as completely as Department funds allow.
2. It is the mandated duty of the Department VA & R Chairman, Representative of the Wyoming Veterans Home in Buffalo, and Representatives of the VAMC facilities to promote the Department's plan of rehabilitation and the

National program, and carry it out successfully.

1. Sheridan VAMC Representative

- a. Be the ambassador between the VAMC and the Department.
- b. Submit reports of what is needed as well as assistance provided to the VA & R Chairman and to the Department.
- c. Responsible for dispensing Unit donations as directed at their facility
- d. Provide receipts for all monies dispensed.

2. Cheyenne VAMC Representative

- a. Be the ambassador between the VAMC and the Department.
- b. Submit reports of what is needed as well as assistance provided to the VA & R Chairman and to the Department.
- c. Responsible for dispensing Unit donations as directed at their facility
- d. Provide receipts for all monies dispensed.

3. Wyoming Veterans Home in Buffalo Representative

- a. Be the ambassador between the Home and the Department.
- b. Submit reports of what is needed as well as assistance provided to the VA & R Chairman and to the Department.
- c. Responsible for dispensing Unit donations as directed at their facility.
- d. Provide receipts for all monies dispensed.

4. Service to Veterans

- a. Service to Veterans is the hours that you do anything for Veterans in your or their home, community, local hospitals and/or nursing homes/care centers/hospice facilities.
- b. The Department of Wyoming VA & R Chairman is responsible for recording all Department Service to Veterans hours, and the number of volunteers and to include them in the overall VA&R report to Department and National. They are responsible for ordering the Service to Veterans Hour bars and distributing them annually.

P. AD HOC

1. An Ad Hoc Chairman for National and Department programs may be appointed whenever necessary.

VI. AWARDS

1. The Department of Wyoming has awards available for all Units' participation in each chairmanship.
2. The Department will provide a list of rules and guidelines for Department contests, with due dates, to help establish an annual schedule for Unit Chairmen in each category.
3. Any additions or corrections instituted by the National Organization in rules, dates, or guidelines will be printed in the Auxiliare.
4. Any Chairman is allowed to establish personal awards or competitions for the purpose of creating an interest within their program at their expense,

5. Specified amounts of money for awards are allowed by the Department Executive Committee for recognition of Department achievement.
6. District or Department Chairman shall give monetary awards not exceeding the amount that Department gives in any specific category.
7. All awards shall be listed in the Auxiliare.
8. National awards are subject to change annually and the Department Chairmen should inform Units of these changes so they can submit entries for competition.
9. If competing for more than one award in the same program, separate entries must be submitted.
10. National and Department are no longer using binders for submission.
11. The District President is responsible for forwarding winning entries to the corresponding Department Chairman or Officer.
12. The National Presidents Award for Excellence and any entry for National competition must be sent by the Department Chairman, as directed by National.

A. Americanism

1. Armitage Award

- a. Best all-around Americanism program.
- b. It must be a factual narrative of Unit accomplishments in Americanism for the entire year and should be simple and concise.
- c. Press notices and pictures pertinent to the entry may be inserted in a separate section following the narrative, but should not be part of the main narrative body.
- d. \$10.00 first place; \$7.00 second place; \$5.00 third place.

2. Bender Award

- a. Most outstanding Unit Americanism program conducted within the schools.
- b. Narrative report may be substantiated by publicity clippings.
- c. \$10.00 first place; \$7.00 second place; \$5.00 third place.

Note:

- a. Both are to be in narrative form, using double spacing and one-inch margins on 8 ½ by 11-inch paper, using one side of the sheet.
- b. No loose-leaf binders. No decorations or computer graphics should be used.

3. Americanism Essay Contests

- a. The Department contest must include the National mandates to qualify for National judging.
- b. The Department Chairman may also set up separate contests to further their program for Department only.
- c. First and second place Unit entries in each class must be sent to the Department Chairman for judging.

- d. Department monetary awards per class - \$10.00 first place; \$7.00 second place; \$5.00 third place.

B. Chaplain

- 1. Book of Prayers
- 2. Juniors, first place, second place, and third place - \$10.00 first place; \$7.00 second place; \$5.00 third place.
- 3. Seniors, first place, second place, and third place - \$10.00 first place; \$7.00 second place; \$5.00 third place.

c. Children and Youth

1. Alice Norfleet Memorial Children and Youth Award

Requirements:

- a. Report must be for the outstanding year's activities with Children and Youth that contains any/all activities including the child/children of any Veteran or Active/Non Active Military personnel.
 - i. Report must be at least 650 words.
 - ii. Cover pages to include: Date, Name, Address and Unit number of Chairman, Department Chairman, and Department President.
 - iii. The Department Children and Youth Chairman to decide the winner and the ALA National Award Cover.
- b. \$10.00 first place; \$7.00 second place; \$5.00 third place.
- 2. Award for the best and most complete Children and Youth Program Department wide.
 - a. Department monetary awards:
 - i. Unit with up to 50 members - \$10.00 first place; \$7.00 second place; \$5.00 third place.
 - ii. Unit with 51-125 members - \$10.00 first place; \$7.00 second place; \$5.00 third place.
 - iii. Unit with 126 + members - \$10.00 first place; \$7.00 second place; \$5.00 third place.

D. Community Service

1. Best Community Service Report Department

a. Department monetary awards:

- i. Unit with up to 50 members - \$10.00 first place; \$7.00 second place; \$5.00 third place.
- ii. Unit with 51-125 members - \$10.00 first place; \$7.00 second place; \$5.00 third place.
- iii. Unit with 126 + members - \$10.00 first place; \$7.00 second place; \$5.00 third place.

E. Constitution and Bylaws

1. **Boam Award** - For the best Unit Chairman narrative report on the study of Department and/or Unit Constitution and Bylaws.
2. Department monetary awards - \$10.00 first place; \$7.00 second place; \$5.00 third place.

F. **History**

1. Citations to all Units submitting their annual histories to the Department Historian.
2. Juniors - must be written by a Junior member and first place only is given.
3. Seniors -
 - a. Department monetary awards - \$10.00 first place; \$7.00 second place; \$5.00 third place.

G. **Junior Activities**

1. Americanism - listed under Americanism.
2. Junior History awards - rules sent to Unit President, listed under History.
3. Memory Book - Junior Scrapbook - first and second place awards.
4. Handwork - as directed in the Junior Handbook as printed by National.
5. The National directives and Department Chairman's directives must be followed.
6. The handwork must be submitted to the District Vice-President for judging.
7. Awards are made to the first place in each class and in each contest.
8. Citation for the best Americanism program conducted in a Junior Unit during the year.
9. **Andrews Memorial Award** - Best all-around Junior Activity Report.
 - a. Department monetary awards - \$10.00 first place; \$7.00 second place; \$5.00 third place.

H. **Leadership**

1. **Unit Member of the Year** - The Unit Member of the Year award recognizes members serving at the Unit level who exemplify the values and ideals of the American Legion Auxiliary and whose accomplishments significantly impact the program work in their units.
 - a. The Unit Member of the Year will be recognized at the Department convention with an engraved award.
 - b. Their name will be forwarded to National for additional recognition.

I. **Membership**

1. Entries will be judged by the Department President, the Department Executive Secretary-Treasurer, and the Department Membership Chairman.
2. All awards with monetary award of \$10.00.

- a. **Van Dyke Cup** - First District to reach goal.
- b. **Whiteaway** – Unit with the greatest percentage over goal for the previous year; to be calculated May 31st.
- c. **Earl Wright Memorial** – Unit having reached goal describing the method used in a letter, goal by January 31st, of how dues were collected.
- d. **Leda White Memorial** – Largest percent of increase in Junior membership.
- 3. **Department Citations** - To all Units having reached goal by December 31st.
- 4. **National President's Citation** - To all Units having reached goal by January 31st.

J. National Security

- 1. Personal award established by the Department Chairman.

K. Past Presidents Parley

- 1. Dissolved at 2021 Department Convention.

L. Poppy

1. Poppy Posters

- a. The first and second place poppy posters in each class from the Unit are sent to the District Vice Presidents for judging, or hand carried to the Spring Conference, if directed by the District President.
- b. Rules are the same as the National Poppy Poster rules.
- c. District poster awards in each of the classes - first, second, and third places.
- d. First place entries in each class are sent to the Department Poppy Chairman.
- e. District first place posters in each class will be judged at the Department Level.
- f. The first place poster in each class will be sent to the Northwestern Division Chairman.
- g. Posters submitted to National will not be returned to students.
- h. Department monetary awards - \$10.00 first place; \$7.00 second place; \$5.00 third place.

M. Public Relations

- 1. Articles for Publicity Books should be taken from only one (the same) newspaper for the entire year of publicity.
- 2. Unit entries for Publicity Books are to be sent to the District Vice-President for judging at the Spring Conference.
- 3. Public Relations Chairman receives the first place winner from each District.
- 4. Department monetary awards -
 - a. Daily newspaper - \$10.00 first place; \$7.00 second place; \$5.00 third place.
 - b. Semi-weekly newspaper - \$10.00 first place; \$7.00 second place; \$5.00 third place.
 - c. Weekly newspaper - \$10.00 first place; \$7.00 second place; \$5.00 third place.

N. Veterans Affairs and Rehabilitation

1. Best Year-End Report –

a. Department monetary awards:

- i. Unit with up to 50 members - \$10.00 first place; \$7.00 second place; \$5.00 third place.
- ii. Unit with 51-125 members - \$10.00 first place; \$7.00 second place; \$5.00 third place.
- iii. Unit with 126 + members - \$10.00 first place; \$7.00 second place; \$5.00 third place.

VII. DEPARTMENT CONVENTION

A. Standing Rules Governing Convention

1. All sessions of Convention shall be called to order promptly.
2. No one shall enter or leave the hall while a speaker has the floor.
3. No smoking, vaping, or electronic cigarette use is permitted in the convention hall. Smoking allowed in designated areas only.
4. Only members of the Department and qualified delegates shall have the privilege of the floor.
5. A member desiring the floor shall rise, address the Chair, give their name and Unit, and wait to be acknowledged by the Chair.
6. If requested, all motions shall be handed to the Chair in writing.
7. The maker of a motion shall be permitted to open and close debate on that motion.
8. Each person, except the maker of a motion, shall speak but once on a motion with a time limit of three minutes. No District shall be permitted to speak on a motion a second time unless another District has spoken on the motion.
9. No Unit shall be allowed to yield its prior position to any other Unit for the purpose of nomination.
10. Voting shall be by voice or show of hands except when a roll call or ballot vote is demanded by the Chairman of at least three Districts and except in the election of Department Officers, in which case it shall be as outlined in the Department Constitution & Bylaws.
11. Each delegate is entitled to one vote. The votes of any delegate absent and not represented by an alternate, shall be cast with the majority vote of the delegates present from their Unit.
12. Each Unit represented shall be entitled to vote its entire strength, the absent vote being cast with the majority vote of the said Unit. In case of a tie vote, the vote shall be equally divided between those tying.
13. Members of the Department Executive Committee in attendance are entitled to an additional vote and shall cast their votes separately, in

response to roll call, or with their delegation, in which case their votes shall be added to the number to which their Unit is already entitled. If apart or aside from their Unit, it shall be added to the Department voting total.

14. The number of votes to which each Unit is entitled shall be the same as recorded in the final report of the Credentials Committee.
15. All votes shall be announced by the Chairman of the Delegation.
16. When an acclamation vote is uncertain, a standing vote will be taken.

B. Delegates

- a. Delegates to Department Convention must attend all sessions of the Convention or relinquish badge and position to an alternate when not in attendance

C. Delegates and Alternates to National Convention

1. The Department National Executive Committeewoman, the outgoing Department President, the incoming Department President and the Department Executive Secretary-Treasurer, by virtue of their offices, are automatically elected delegates to the National Convention and the outgoing President shall serve as the Delegation Chairperson.
2. National Convention delegates shall be nominated from the registered delegates at the Department Convention, from the floor of said convention, following the nomination of the Department Officers and at least twenty-four (24) hours prior to election of National Convention delegates and alternates.
3. Voting for National Convention delegates and alternates shall be held after the election of the Department Officers.
4. A ballot listing of the nominees shall be distributed to each registered delegate on the Department Convention floor who shall be entitled to vote for the required number of delegates, minus the four (4) automatically elected, according to the membership count. (National allows one vote per 1,200 members.)
5. The National Convention delegates shall be elected, in order, by the number of legal votes received by each candidate. The highest votes being first, etc., until all delegate positions are filled, with remaining candidates filing the alternate positions based on the number of votes received until the list is complete.
6. A plurality shall elect. When votes have been tabulated by the Election Committee, the results shall be taken to the Department President by the Election Judge.
7. National Convention delegates must attend all sessions of the convention when not attending meetings of the National Convention committees.
8. National Convention alternates should attend sessions when requested to do so by a delegate or the Delegation Chairperson.
9. National Convention delegates, who attend all sessions of the session unless

excused by the Delegation Chairperson as well as any assigned National Convention Committee meeting(s) and submit a report to the National Executive Committee person summarizing their assigned National Convention Committee meeting(s) by September 1st, shall receive a stipend of \$300 upon submission of receipts to the Department Executive Secretary/Treasurer.

D. Badges

1. Convention badges must distinguish the voting delegates from alternates and guests.

E. Receptions

1. Receptions for candidates for Department Office are undesirable except that of the newly elected Department President.
2. That reception should be held immediately before or after their installation as the Department President and should be sponsored by their Unit.

F. Sergeant-At-Arms

1. The Department Sergeant-at-Arms is in charge of the Department colors from before opening ceremonies until the closing ceremonies, ending Department Convention.
2. They are in charge of the Department sashes worn by themselves, the Assistant Sergeant-at-Arms, and all pages.
3. Sashes should be returned at the end of each day and handed out at the beginning of each day.
4. They must return the sashes to the Department Executive Secretary-Treasurer at the end of Department Convention.
5. The Department Sergeant-at-Arms and the Assistant Sergeant-at-Arms will advance and retire the Department Colors each day of Convention or as instructed by the Department President.
6. The Sergeant-at-Arms must be stationed inside the door leading to the Convention Hall. They must not allow anyone to enter while a speaker is addressing the Convention.
7. If guests arrive during the time that the group is being addressed, they must step outside and inform the guests that there will be a short wait.
8. When the speaker has finished, they should open the door and invite the guests to be seated.
9. They must inform the Department President that guests have arrived and they and the Assistant Sergeant-at-Arms will escort the guests to the platform, unless the Department President has instructed them differently.
10. It is the responsibility of the Sergeant-at-Arms to ensure that delegates are registered and wearing the proper identification for voting purposes.
11. All members and guests must have some sort of identification.
12. Sergeant-at-Arms and the Assistant Sergeant-at-Arms are to wear white

blouses (long or short sleeved, but not sleeveless), navy blue skirts or navy blue slacks (no jeans).

G. Voting

1. The Department President shall appoint an Election Committee consisting of one Election Judge and two Tellers.
2. The doors will be closed by the Sergeant-at-Arms and no one is to be allowed to leave or enter during voting.
3. All Senior members of the Department of Wyoming, American Legion Auxiliary, are eligible to vote on all issues addressed on the Department Convention floor as long as they are in good standing, i.e., have paid the current year's dues and have not been expelled from their Unit or the Department.

H. Department Officers/Election Judge

In voting for Department Officers the following directions are to be followed:

1. Nominations shall be submitted by the Unit Delegate Chairman of the Units having announced candidates.
2. In the case of more than one candidate, ballot envelopes shall be provided to each Unit.
3. The number of votes will be certified by the Credentials Committee Chairman.
4. Placed inside each envelope shall be the following: the number of ballots to be cast by each Unit and one tally sheet which shall have the number of votes to be cast written in the upper right-hand corner.
5. Ballot envelopes shall be distributed to the Chairman of the Delegation.
6. When all ballot envelopes have been distributed, a fifteen-minute recess will be called.
7. Each Delegation Chairman shall appoint two delegates to assist in counting the number of votes cast.
8. The Delegation Chairman shall give a ballot to each voting delegate.
9. Each delegate (or the alternate replacing them) must be registered and display their badge where it may be seen easily; they shall be entitled to one vote.
10. No vote may be divided into parts.
11. The voting strength of that Unit will be cast by the delegates present.
12. The vote of any absentee delegate shall be cast with the majority.
13. If the voting delegates present should cast an equal amount of votes for each side and there are remaining votes to be cast, those votes shall be divided equally.
14. If there is one vote remaining, the Delegation Chairman will call for a coin toss to determine for which side the remaining vote will be cast.

15. The vote of each Department of Wyoming Past Department President shall be cast with or aside from their Unit.
16. The same applies to each Department Officer who has their own vote.
17. The Chairman shall enter the tally sheet with the total number of votes cast plus the absentee votes witnessed by assistants, plus all the ballots, in the ballot envelope.
18. The Chairman shall return the ballot envelope to the Election Judge.
19. When all ballot envelopes have been returned to the Election Judge, or the fifteen-minute recess is over, the Department President shall declare the voting closed.
20. When the votes have been tabulated by the Election Committee, the certification sheets shall be signed by all three Election Officials and taken to the Department President by the Election Judge.
21. A majority vote shall elect.
22. No candidate, officer, or individual will be allowed to circulate during voting and must remain seated.
23. The Election Judge shall read the complete report of the Election Committee, including numbers of votes.
24. The certification sheet must be signed by all three Election Committee members
25. The Department President will then acknowledge the candidate elected.

I. Credentials

1. The Credentials Committee of three members will be seated at a table in the Convention hall at all times unless one is excused.
2. They will receive the credential lists from the Units that were mailed to the Department Executive Secretary-Treasurer.
3. If any names are added or changed that are not on the Department Executive Secretary-Treasurer's list, the credentials are not legal and will be invalidated.
4. If a Unit has not sent credentials to the Department Executive Secretary-Treasurer, if those mailed or emailed credentials do not meet the stated deadline, or if the Unit does not bring a copy of the Unit credentials to Convention to present to the Credentials Committee, the Unit cannot vote.

J. Delegates and Alternates

1. Delegates and alternates to the Department Convention are elected by a majority vote of those present at a Unit meeting. The credential sheet is due to the department office 15 days prior to the Department Convention.
2. This list must be complete to receive the full voting strength. If, for

- instance, a Unit has ten votes, but only seven names on its credentials list, only seven votes will be allowed.
3. The delegates and alternates lists must be complete to assure full voting strength.
 4. Credentials must be properly signed with the Unit officers' signatures required.
 5. A Unit having the Department President, other Department/District Officers, or Past Department Presidents of Wyoming planning to attend the Department Convention should nominate and elect those members as Unit delegates.
 6. Besides exercising their vote as part of the Unit's voting strength, they also have their own votes due to their position, and those votes may be cast with or aside from their Unit.
 7. If exercised with the Unit, this vote will be added to the Unit strength. For example, a Unit has ten votes and two Past Department Presidents of Wyoming wish to vote with the Unit, thus giving the Unit twelve votes total.
 8. The voting strength of that Unit will be cast by the delegates present.
 9. The Unit President is the delegate at large from their Unit. If a Unit has ten votes, it would elect nine delegates plus the delegate at large or ten delegates total.
 10. The number of alternates elected is the same as the delegates.

K. Credential Committee

1. At the credential table there will be a list of each District with its Units and the number of votes each Unit is allotted, depending on membership.
2. All Department Officers and Past Department Presidents receive their own vote to cast as they wish, with or aside from their Unit. These members will be listed on the Department list.
3. At different times during Convention, the Credentials Chairman will be asked to report.
4. When giving the first report, they will call the Unit and number of votes that Unit will have.
5. Then they will call Department Officers and Past Department Presidents of Wyoming to ascertain whether they wish to cast their own votes with or aside from their Units.
6. If voting with the Unit, that vote will be added to the Unit total vote.
7. When finished, the Credentials Chairman will give the total Unit vote.
8. If balloting is required for election of Officers, the Credentials Chairman will have to give a final full report just prior to election.
9. If a member with an extra vote is not present, their vote is not counted.
10. At other times during Convention, the Credentials Chairman will be asked to read the names of the Units that have not yet submitted credentials

to the Credentials Committee.

11. When ballots are required for voting, the Credentials Committee must check the accuracy of votes allowed as well as the Units privileged to vote.

L. Allowable Expenses

1. The Department of Wyoming will pay for the rooms of the National President and their aide, or the National Officer representing the National President and their companion.
2. Meals for the National President and their aide, or the National Officer representing the National President and their companion, will be paid for by the Department from the Distinguished Guest Fund.
3. Should the Department Chaplain be required to stay over on Saturday to participate in a Sunday morning inspirational service, they will receive an additional \$25 stipend.
4. Convention Committee shall provide the Department with six registrations and six Commander's Banquet tickets.
5. These tickets are to be used for the Department President, National Executive Committeeperson, Department Vice President, Department Executive Secretary-Treasurer, Department Chaplain, and Department Historian attending the Convention.
6. The Department of Wyoming will allow a \$25 per diem per day during Convention for:
 - a. Department President
 - b. National Executive Committeewoman
 - c. Vice President
 - d. Executive Secretary-Treasurer
 - e. Chaplain
 - f. Historian
 - g. Sergeant-at-Arms
 - h. Assistant Sergeant-at-Arms
 - i. 6 District Presidents or the District Vice President if standing in President's stead.

M. Exceptions

1. Exceptions being if they already hold a position that dictates the Department allow them a sum for other duties or office held during Convention (Wednesday, Thursday, Friday, and Saturday)
2. If a distance of 200 miles or more hinders a return home on Saturday, unless the Convention city Unit can arrange for complimentary rooms.
3. If the Convention city is the home of the Department President or any of the other Officers so mentioned, no per diem allowance will be provided by

Department.

N. Department President's Convention Responsibilities

1. Have the complete Convention program finished and sent to the Convention Chairman and the Department Executive Secretary-Treasurer.
2. Select the members who will give the welcome and the response.
3. Select the following Convention Committees:
4. Credentials,
5. Distinguished Guests,
6. Courtesy Resolutions and Rules,
7. Elections.
8. Select Convention speakers, if any.
9. Select seating arrangements for the head tables at luncheons and other official meals. This information must be given to the Protocol Chairman who must be familiar with head table seating and will arrange place cards and notify guests.
10. Together with the Convention Chairman, decide on motel or hotel for Department Headquarters lodging.
11. Whenever possible, Legion and Auxiliary should be at the same location.
12. Provide music and/or musicians if desired.

O. Unit Convention Committee's Responsibilities

1. Local Chairmen of the Convention must be paid-up members.
2. The Convention Chairman may appoint the following committees:
 - a. Banquet,
 - b. Housing,
 - c. Parade,
 - d. Registration,
 - e. Protocol Chairman,
 - f. Publicity,
 - g. Executive Committee,
 - h. Convention Finance Committee.
3. The Department President and Department Executive Secretary-Treasurer should try to attend all Convention Committee meetings.
4. A report containing the number in attendance, costs, and other pertinent facts will be given to the next Convention city Unit as soon as possible after the conclusion of the Convention.
5. Official Convention Program books are to be provided.
6. Convention badges are provided.
7. Suitable space for the Convention meetings, luncheons and other functions is provided.
8. Refreshments may be provided for coffee breaks.
9. Tote or ditty bags may be provided for everyone at time of registration.

VIII. THE UNIT PRESIDENT AND SECRETARY/TREASURER

A. Unit President

1. All Chairmen should be appointed as early as possible.
2. Have an Executive meeting of your Unit Officers and Chairmen and any Past Presidents who might wish to attend and plan your year's work early.
3. The Unit President will be mailed all bulletins and questionnaires. They are responsible for distribution of materials to the Unit Chairmen and to see that the questionnaires are returned by the deadline. Bring all Department, National, and local correspondence and bulletins to the Unit meetings to bring to the attention of the members. Remember, a well-informed member is an interested one.
4. Units should work on at least four programs of standing committees annually.
5. Chairmen should strive for 100% reporting, stressing the importance of carrying out as much of their program as possible.
6. The Department President's schedule is constructed to meet all obligations and it is the Unit's responsibility to meet with the Department President at the established date and time. It is well to remember that these Department Officers have only a small expense allowance and the Department of Wyoming is a large one to cover. They are entitled to all the hospitality and amenities the Unit can extend to them (meals, lodging without cost, and someone to be responsible for meeting them and escorting them to the meeting place). It is particularly desirable that they be made to feel welcome as that spirit makes for a more profitable meeting.
7. Spring Conference is called for year-end reports of the Units, for presentation of District awards and the nomination of a District President and the election of a District Vice-President. Make every effort to choose a well-informed and interested member so that the District will have capable and enthusiastic leadership.
8. Every Unit should have the Unit Standing Rules as well as the Policy and Procedures printed with the Unit Constitution and Bylaws for reference for officers, chairmen, and members for the Unit.
9. Every unit should have a Department and National Constitution & Bylaws, Standing Rules, and Job Descriptions as well as Policy and Procedures on hand, to keep the Unit Constitution & Bylaws up to date and on file with the Department Constitution & Bylaws Chairman.

B. Unit Secretary/Treasurer

1. Membership is to be sent into the Department Office at any time and should be sent once a week even if only one member has paid their dues.
2. Units may have a membership chairman.
3. Early in the year, the Unit Secretary should send an invitation to the District President to visit the Unit.
4. The District President does not need an invitation to visit the Unit, but timely response to their published visiting information is appreciated.

5. An assessment (based on the previous year's senior membership) is required to fund the District's Spring Conference. The Department Executive Secretary-Treasurer will send a statement showing what the Units owe for District Assessment (based on the previous year's senior membership) for District Conference expenses. Units are to submit their District Assessment to the Department Office by the date listed on the statement. If it is not paid, the Executive Committee will take action against the Units in violation.
6. Unit Secretaries must fill out the Unit activity sheet following each meeting and mail it to the District President, so that the reports of the Unit's activities will appear regularly in the Auxiliare.

IX. GIRLS STATE

A. Committee

1. Policy, guides, and procedure for the operation of Girls State, because it is a Department Committee, must be changed or altered by the approval of the Department Convention delegate vote or, in an emergency between Department Conventions, by the Department Executive Committee, pending final decision at Department Convention.
2. The Girls State Committee will establish the rules governing Girls State, subject to review by the Department President and the Department Executive Committee. These rules should be reviewed thoroughly every two or three years to update.
3. Girls State is a Committee of the American Legion Auxiliary and must function as such under the guidance of the Department Constitution and Bylaws and the Department Executive Committee.
4. Therefore, all staff members should be members of the American Legion Auxiliary, with Junior Counselors serving only one year unless membership is established, at which time a Junior Counselor can become a senior staff member.
5. The Department President will be advised on all Girls State Committee action and will have a part in all decisions of the Committee.
6. All rules governing the Department Committees shall apply to the Department Presidents appointment as the Girls State Director.
7. The Department President may receive recommendations from the Girls State Committee and staff as to their preference for a Girls State Director. The Department President will not be bound by this recommendation when making their appointment.
8. The Girls State Committee shall be comprised of five members, three members of which are to be appointed for one-, two- and three-year terms.
9. After the expiration of the first year and every year thereafter, one member shall be appointed by the Department President to serve the three-year term.
10. No member may succeed their self after completion of a full three-year term.

11. Whenever possible, two years' service on Girls State staff shall constitute consideration for committee appointment.
12. The remaining two members of the Girls State Committee will be the Director and the Assistant Director of Girls State.
13. The three-year rotating committee is separate and apart from the automatic position on the Girls State Committee of the Director and Assistant Director and will have no bearing if the Director is asked by the Department President to continue another year as Director or if the Assistant Director is asked to repeat as Assistant Director or to become Director.

B. Director - Because the Girls State Director is responsible for the Girls State program, they will be, when called upon, the representative to the Executive Committee, without vote unless otherwise entitled, to communicate the business of Girls State.

C. Co-Director - The Assistant (or Co-Director) Director should be aware of all action pertaining to the Girls State session and, in case of the absence, death or removal of the Girls State Director, must be prepared to assume their duties.

D. Staff - Department Officers should be considered for service on Girls State staff, but not as part of their official duties, to insure familiarization with the program. For this reason, the Department Vice-President should be considered for staff. The Department Chaplain and the Department Americanism Chairman should be considered for staff due to their level of expertise which could add greatly to these aspects of the Girls State experience.

E. Finance

1. A proposed operating budget for Girls State must be submitted to the Finance Committee prior to Fall Workshop, at which time the current year's Girls State tuition will be set.
2. A financial statement of the actual expenditures and receipts must be submitted to the Department Finance Committee by August 1st, if all bills are paid, but no later than September 1st.
3. A sum of at least \$2,000 should be kept in reserve for the explicit purpose of meeting Girls State emergency obligations before, during, and after a Girls State session.
4. The profit or loss of the Girls State program shall be recorded separately allowing all monies gathered for Girls State to be accounted for and used for Girls State exclusively, allowing a constant knowledge of where the Girls State program stands financially.
5. No money submitted for Girls State shall be used elsewhere without a vote taken during the Department Convention permitting its use.

- F. Files** - All records, guides and pertinent information shall be kept in a file for three years for the use of the incoming Director as well as for historical purposes.
1. A Girls State History, the brochure, and newspaper for each year must be kept on file at the Department Headquarters.
 2. Copies of all information involving Girls State business (bids and responses, letters to and from schools, letters to and from colleges and all matters pertinent to Girls State) should be on file in the Department office for three years.

G. Location

1. The location of Girls State is determined by bids received from the Wyoming community colleges and the University of Wyoming.
2. Bids must be received by a deadline date to enable them to be presented on the floor at the Department Convention.
3. Length of bids is variable, but is usually three years; a contract should be signed annually.
4. The acceptance of a specific bid is decided after discussion from the floor at the Department Convention, covering all areas of concern, by a roll call vote of Unit strength represented by delegates present and registered.

H. Delegates

1. The American Legion Auxiliary National Organization has selection criteria for a Girls State Delegate. To be eligible, young women must:
 - a. Be a legal inhabitant of the United States. Participants must provide a copy of their U.S. birth certificate or their U.S. government-issues documentation verifying they are in the United States legally, e.g. green card or visa.
 - b. Have completed their junior year in high school and have at least one more semester remaining before graduation.
 - c. Be keenly interested in government and current events.
 - d. Have high moral character.
 - e. Show strong leadership abilities.
 - f. Demonstrate above-average scholastic achievement.
2. Selection as a Girls State Delegate is determined by the local American Legion Auxiliary Units, following the National Organization's selection criteria.
3. In the event the Girls State session cannot be held as scheduled, with the approval of the Department Executive Committee, the young women who would have been eligible to attend the cancelled session will be offered the opportunity to attend the next Girls State session along with the young women who are eligible for upcoming session, e.g. those who have completed their senior year just prior to the Girls State session as well as those who have finished their junior year in high school and have at least one more semester remaining before graduation.
4. Being selected as a Delegate for the cancelled Girls State session does not

mean automatic selection to the next/upcoming Girls State session. All interested young women must apply and be selected as a Delegate by their local American Legion Auxiliary Unit.

5. Selection as a Girls Nation Senator will follow the National Organization's selection criteria.
6. Junior Counselors for the next Girls State session will be selected at the discretion of the Girls State Committee regardless of the Delegates' graduation status; the exception being the two Girls Nation Senators and the elected Girls State Governor who are automatically asked to serve as Junior Counselors at the next Girls State session in order to take advantage of the additional knowledge gained during their Girls Nation attendance.

X. EMERGENCY SITUATIONS

1. All Department, District, and Unit officers shall serve until their successor has been elected and installed.
2. Resignation of any office shall be in writing.

XI. HOUSEKEEPING

All spelling and grammar errors may be corrected automatically by the Constitution & Bylaws chairman.

XII. AMENDMENTS

1. These Standing Rules may be amended or rescinded permanently by a two-thirds vote of those members in good standing present at the Department Convention, provided that the proposed amendment shall have been read at a regular Convention session at least four (4) hours prior to the vote being taken.
 - a. Written copies are to be provided to members, if requested.
 - b. Should be any question as to passage or failure, a second vote is to be taken by ballot.
2. These Standing Rules may be amended or rescinded by a majority vote, provided that the proposed amendment shall have been submitted through the Department Executive Secretary/Treasurer to all units and members of the Department Executive Committee via email or by mail at least thirty (30) days prior to the convening of the next Department Convention.
3. Members in good standing may propose amendments.
4. Units may propose amendments, provided that the proposed amendment has been officially approved by said Unit at a regular meeting.

5. All proposed amendments to be offered for consideration at a Department Convention shall be submitted in writing to the Department Constitution & Bylaws Chairman for review of appropriateness and wording prior to being read on the Department Convention floor.
6. These Standing Rules shall be automatically amended to conform to the National Constitution, Bylaws, and Standing Rules of the American Legion Auxiliary.