

**CONSTITUTION OF THE
AMERICAN LEGION AUXILIARY
GEORGE WASHINGTON UNIT NO. 1
DEPARTMENT OF THE DISTRICT OF COLUMBIA**

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 the Great 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

Article I – Name

Section 1. The name of this organization shall be American Legion Auxiliary, George Washington Unit No. 1, Department of the District of Columbia.

Section 2. American Legion Auxiliary, George Washington Unit No. 1, Department of the District of Columbia shall do business as American Legion Auxiliary Unit 1 in DC.

Article II – Nature

Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women that supports the mission of The American Legion.

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

*[Note: The wording above for Article III, Section 1. was adopted at the August 2013 National Convention under a proviso that delays enactment upon the Legion's adoption of corresponding changes to its governing documents. Until The American Legion enacts this working, the previous wording remains in effect, as follows: Membership in the American Legion Auxiliary shall be limited to the **wives, mothers, grandmothers, daughters, granddaughters and great-granddaughters of members of The American Legion, and to the wives, sisters, mothers, grandmothers, daughters, granddaughters and great-granddaughters** 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 (18) years; provided, however, that a wife under the age of eighteen (18) 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 (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18) 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.

Section 3. No person who is the member of an organization which has for its aim 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.

Article IV – Unit Officers

Section 1. This Unit shall have the following officers: President, Vice President, Secretary, Treasurer, Chaplain, and Historian.

Section 2. The Unit shall elect annually a President, Vice President, Chaplain, and Historian who shall serve until their successors are duly installed or as otherwise provided.

Section 3. The President shall appoint annually a Secretary, Treasurer, and Sergeant-at-Arms who will serve until their successors are duly installed or as otherwise provided and shall be confirmed by members present at the annual meeting.

Section 4. All officers shall be in good standing at the time of installation.

Section 5. Any vacancies occurring in any elected office other than President may be filled by appointment of the President and confirmation at any regular meeting or special meeting called for that purpose. A vacancy in the office of President shall be filled by the Vice President, and she shall immediately assume the duties and authority of the office.

Article V – Executive Board

Section 1. Between meetings, the Executive Board shall serve as the governing and managing body of this Unit. All proceedings of said board shall be presented to the Unit at the next meeting for approval. The Executive Board is responsible for the Unit's adherence to legal standards and ethical norms.

Section 2. The Executive Board shall be comprised of the President, Vice President, Secretary, Treasurer, Chaplain, and Historian. All past Presidents in good standing shall be members for life of the Executive Board, with all rights except the right to vote.

Section 3. The President and Vice President shall serve as Chairman and Vice Chairman of the Executive Board respectively.

Article V – Annual Meeting

Section 1. An annual meeting of this Unit shall be held in the month of April each year for the purpose of electing and installing officers, as well as receiving annual reports.

Article VI – Amendments

Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting or distributed by email to all members at least fourteen (14) days prior to the meeting.

Section 2. An amendment not having been previously read or distributed as required in Section 1 hereof, may be adopted by the unanimous vote of the members present at a regular Unit meeting.

Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitution, Bylaws, and Standing Rules of the American Legion Auxiliary.

Date Ratified: December 17, 2012

Date Revised: October 14, 2014

**BYLAWS OF THE
AMERICAN LEGION AUXILIARY
GEORGE WASHINGTON UNIT NO. 1
DEPARTMENT OF THE DISTRICT OF COLUMBIA**

Article I – Election of Officers

Section 1. The election of the following officers shall be by secret ballot: President, Vice President, Chaplain, and Historian. A majority of the votes cast shall be necessary to elect. When there is but one (1) candidate for an office, the nominee may be elected by voice vote.

Section 2. There shall be a Secretary, Treasurer, and Sergeant-at-Arms appointed by the President and confirmed by members present at the annual meeting.

Section 3. All officers shall be elected or appointed annually at a meeting duly called for that purpose in the month of April.

Section 4. All officers shall be in good standing when elected or appointed.

Article II – Duties of Officers

Section 1. *Duties of the President:* It shall be the duty of the President to preside at all meetings of the Unit and Executive Board; to enforce strict observance of the Constitution, Bylaws, and Standing Rules; to appoint members of the standing committees; to create such other committees and appoint members thereof as she deems advisable to further the mission of this Unit; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. The President shall serve as an ex-officio member of all committees, and shall perform other duties as are usually incident to the office. She shall serve on the Department Executive Committee as the Unit's representative with a vote.

Section 2. In the event the President becomes incapacitated or is otherwise unable to discharge the duties of the President, the Executive Board may declare the position vacant.

In the event there is a vacancy in the office of the President, the Vice President shall become President and shall assume the duties and authority of the office.

Section 3. *Duties of the Vice President:* It shall be the duty of the Vice President to oversee the coordination of all service projects of the Unit. She shall, when called upon, assist the

President and in her absence, perform her duties, and shall succeed her in office in case of death, resignation, or removal.

In the event the Vice President thus assumes the office of the President, she shall fill the office of Vice President by appointment to be confirmed at any regular meeting or special meeting called for that purpose.

Section 4. In the absence of both the President and Vice President, a chairman pro tempore, aside from the Secretary, shall be elected by members present to conduct a meeting.

Section 5. Duties of the Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all the meetings of the Unit; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required of her by the President.

Section 6. Duties of the Treasurer: It shall be the duty of the Treasurer to receive and account for all money belonging to the Unit. She shall draft an annual budget for the Unit's approval. She shall process all membership. She shall be bonded. She shall keep an accounting of her receipts and expenditures, making a monthly report thereon, and such other reports as may be deemed necessary by the Executive Board. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor.

Section 7. Duties of the Chaplain: It shall be the duty of the Chaplain to offer prayer and to perform such divine and nonsectarian service as may be necessary, adhering to such ceremonial rituals as may be recommended by the President, and to perform other duties as assigned by the President.

Section 8. Duties of the Historian: It shall be the duty of the Historian to compile a historical record of the Unit's administrative year in which she serves and to make a report to the Department. She shall also perform other duties as assigned by the President.

Section 9. Duties of the Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit and to perform such other duties as assigned by the President.

Section 10. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer".

Section 11. It shall be the duty of each officer to fulfill the responsibilities of her office, and to articulate the Unit's mission, accomplishments, and goals to the public and Unit.

Article III – Executive Board

Section 1. Between meetings, the Executive Board shall serve as the governing and managing body of this Unit. All proceedings of said board shall be presented to the Unit at the next meeting for approval. The Executive Board is responsible for the Unit's adherence to legal standards and ethical norms.

Section 2. Meetings may be called by order of the President, as needed, or on written request of at least three (3) members of the Executive Board. Uniform notice of such special meeting shall be given to all members of the Executive Board; and, except in extreme emergency, shall be given at least forty-eight (48) hours in advance. At special meetings only business specified shall be transacted.

Article VI – Committees

Section 1. Pursuant to the Article of Duties and Powers of Officers, the President may appoint committees as she deems advisable to further the mission of the Unit.

Section 2. In accordance with the National Bylaws, there shall be the following core Standing Committees: Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, Audit, and such other mission and member/organizational support committees as provided in the Standing Rules.

Section 3. The composition, terms, and purpose of the Standing Committees and all other Committees shall be provided in the Standing Rules.

Article VII – Finance

Section 1. The revenue of this Unit shall be derived from annual membership dues in a per capita amount established by this Unit, accommodating for the per capita amount to cover by the National and Department per capita dues, and from such other sources as may be approved the Unit membership. Modifications to the per capita dues for members shall require a majority vote in the affirmative at a regular scheduled meeting. Dues shall be payable in amounts as provided in the Standing Rules. A member's status is dependent upon timely payment of dues as provided in the Standing Rules.

Section 2. The fiduciary responsibility of the membership shall include adoption of the Unit's budget, and review and acceptance of financial reports and the annual audit.

Section 3. The Executive Board shall ensure that all persons handling funds of the Unit shall be bonded in accordance with the National Organization's specifications.

Section 4. There shall be no salaried officers or members of the Executive Board. Necessary expenses incurred by any member in the exercise of Unit activities may be paid from Unit funds when authorized by the annual budget or a vote at a regular meeting that predates the expense.

Article VIII – Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this Unit in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, this Constitution, Bylaws, and Standing Rules.

Article IX – Amendments

Section 1. The Bylaws may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting or distributed by email to all members at least fourteen (14) days prior to the meeting.

Section 2. An amendment not having been previously read or distributed as required in Section 1 hereof, may be adopted by the unanimous vote of the members present at a regular Unit meeting.

Section 3. These Bylaws shall be automatically amended to conform to the National and Department Constitutions, Bylaws, and Standing Rules of the American Legion Auxiliary.

Date Ratified: December 17, 2012

Date Revised: October 14, 2014

STANDING RULES OF THE AMERICAN LEGION AUXILIARY GEORGE WASHINGTON UNIT NO. 1 DEPARTMENT OF THE DISTRICT OF COLUMBIA

PREFACE

The Standing Rules of this Unit are duly adopted by the membership to provide guidance to this Unit's activities. Standing Rules have the same importance as the Constitution and Bylaws and may be amended as frequently as needed.

CODE OF ETHICS

All American Legion Auxiliary members are expected to comply with the National Organization's governing documents and conduct themselves according to the Code of Ethics adopted by the National Executive Committee, as described in the National Standing Rules. Topics covered include personal and professional integrity, legal compliance, governance, responsible stewardship, openness and disclosure, conflict of interest, fundraising, grant making, inclusiveness and diversity, ethics violations, and whistleblower protection.

STANDING RULES

General

1. When a Post 1 or Unit 1 member is deployed for 90 days or more with the U.S. military, the Unit will support the member's family in one of the following ways: *(Revised 8/12/2014.)*
 - a. With dependents (married): The Unit will send a gift at the value of \$25 per dependent, not to exceed \$100, to the Post 1 or Unit 1 member's family.
 - b. Without dependents (single): The Unit will send a gift at the value of \$25 to the person of the Post 1 or Unit 1 member's choice.
2. New members shall be given an American Legion Auxiliary membership pin when initiated.
3. All funds transmitted to Department and any check of \$100 or more sent by postal mail must include tracking.
4. In the absence of a permanent address, the Unit will maintain a P.O. Box.
5. Postage shall be provided by the Unit for the President, Secretary, and Chaplain for Unit business. It is the responsibility of the Treasurer to secure necessary postage stamps.
6. Any request for Auxiliary Emergency Fund (AEF) assistance directly from a member must be brought directly to the Treasurer (AEF Committee Chairman), who shall immediately

work with the President to ensure timely action on the completion of the application for the national fund.

- a. Any assistance approved by the Unit, shall be paid directly to a creditor(s).
7. Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two (2) weeks prior to the convention. Alternates shall have priority in the order of their election.
8. No monies for travel will be allocated to any member for official Auxiliary business.

Membership and Dues

1. Any person meeting the eligibly outlined in the Constitution may apply for membership, but eligibility does not constitute acceptability.
2. The annual membership dues of this Unit shall be \$30.00 for Seniors and \$15.00 for Juniors to be paid annually or for life, and includes the National and Department per capita.
3. New members do not have to be voted upon; a vote is required on members wishing to transfer into this Unit.
4. No woman may, at any time, be a member of more than one Unit.
5. Any member in good standing shall be entitled to transfer in or out of this Unit.
 - a. Any member in good standing wishing to transfer into this Unit must present her current membership card. Upon acceptance of the transfer applicant by the Unit, the Secretary will complete the Certification of Transfer. The member shall then be entitled to active membership in this Unit, in conformity with the National and Department Constitutions, Bylaws, and Standing Rules.
 - b. Any member that is delinquent wishing to transfer into this Unit must submit her renewal dues along with her request to transfer. Upon acceptance of the transfer application by the Unit, the Secretary will complete the Certification of Transfer. The member shall then be entitled to active membership in this Unit, in conformity with the National and Department Constitutions, Bylaws, and Standing Rules.
 - c. Any member in good standing may withdraw her membership from this Unit. 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 the Unit to another during the current year, it shall be done by transfer and not by withdrawal.
6. A member failing to pay such annual dues by January 31 of the current membership year, shall be classed as delinquent and be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Alternatively, the member may rejoin with a loss of continuous years. Any member delinquent by December 31 of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.
7. Based on need, the Unit can, at its discretion, elect to pay a member's dues for the current year with a majority vote of the general membership.

8. When dues are paid by check, if the check bounces, the member will be asked to pay their dues, including the service fee(s), in cash or by credit card.
9. In an effort to not charge members different rates, for years where National and/or Department waives their per capita dues for new female veterans, the Unit will keep the dues at the full rate, however the dues portion to be waived will be transferred from general funds to poppy funds. *(Adopted 5/13/2014.)*
10. Annually Final Salute, Inc. hosts an annual competition (Ms. Veteran America) to select a female veteran to serve as an advocate for homeless female veterans. In the event the winner of the Ms. Veteran America pageant is not a member of the Auxiliary, the Unit will gift one year of membership to her. *(Adopted 3/12/2013.)*
11. In order to maintain the Unit's charter, the minimum membership of this Unit shall be ten (10) Senior Members.

Expectations of All Members

1. Complete monthly requests for impact report numbers.
2. Promote the American Legion Auxiliary and the Unit's programs.
3. Make every effort to attend meetings.
4. Be attentive during meetings and offer friendly assistance to new members and be loyal to the Unit at all times.
5. Be responsible for recruiting new members.
6. No member or group of members shall subject this Unit to liability without authorization of the Unit.
7. Notify the Secretary of any address or contact information change promptly.
8. No member shall make the membership list available to any group or person not associated with the American Legion Auxiliary, including but not limited to any prospective candidate for public office.
9. Any member in good standing may run for office and it is recommended that they run for one office at a time.
10. No member should accept a nomination for office or accept a chairmanship if she knowingly cannot attend meetings regularly or fulfill all obligations required for her office or chairmanship.
11. If a member is recommended by the Nominating Committee or nominated from the floor, she must agree to serve before being placed in nomination. If she is recommended by the Nominating Committee but not in attendance on the night of the election, she must submit a letter agreeing to serve in the office for which she was recommended to the Secretary at least forty-eight (48) hours before the election.
12. All new members and members who have not previously been initiated shall be asked to attend an initiation ceremony.
13. Initiation of members will be held annually or as needed.

Unit Meetings

1. The regular meetings of the Unit shall be held on the second Tuesday of each month, unless otherwise specified, and shall be called to order at 6:30 p.m. Eastern Time.
 - a. If a regularly scheduled meeting falls on a holiday or special function, the meeting will automatically be postponed to the following business day or a later date upon proper notification to the members.
 - b. All regular meetings will be in-person meetings.
 - c. A regular meeting can only be held by Google+ Hangout in the event of severe weather when a meeting cannot be cancelled due to action needed on business items.
 - d. Three (3) members shall constitute a quorum at any regular meeting.
2. Executive Board meetings have no restriction on being held by Google+ Hangout.
 - a. One-third (1/3) of the members of the Executive Board shall constitute a quorum.
3. Members participating electronically shall count towards the Unit's quorum requirement.
4. Members participating electronically will be able to cast voice votes on any issue before the membership.
5. Members not in-person or participating electronically cannot send their vote by proxy or absentee ballot.
6. If a quorum isn't present, business may go on but there may be no voting on any item; only recommendations.
7. An annual meeting of this Unit shall be held in the month of April each year for the purpose of electing and installing officers, as well as receiving annual reports.
 - a. The annual meeting will be broadcast by Google+ Hangout for the participation of members who are not local.
8. Special meetings of this Unit may be called by the President, by a majority of the Executive Board, or upon written request of three (3) members of the Unit.

Finances

1. No reimbursements will be issued without a reimbursement form and original receipts.
2. All monies collected must be deposited within seventy-two (72) hours of receipt.
 - a. Dues dollars for new members will be considered collected when accompanied by a completed application.
3. Any and all donations received by the Unit for a specific project or event shall be made accessible to the appropriate chairman, with no vote required by the general membership or the Executive Board.
4. There shall be no raising of funds, nor any project involving the raising of funds, for charitable contributions by any member without prior approval of the Executive Board.
5. Registration fees for the Department Convention Delegates are to be paid by the Unit.
6. For all the Unit bank account(s), the President, Vice President, and Treasurer shall serve as a signatory.

- a. The Treasurer shall be the only one authorized to have a credit/bank card attached to the Unit. This privilege can be revoked by an immediate vote of an emergency Executive Board meeting, if funds are found to be used fraudulently or if someone other than the Treasurer is found to be using the credit card.
7. For any American Legion Family member that requests a donation, said member shall be required to help raise funds for said donation.
8. In the event that a check needs to be reissued to any party, the a) payee must produce the original check or b) a unanimous vote by a general membership meeting must occur.
9. Donations to the Department President's Special Project shall be made at the sum of \$1 for each member projected in the current membership year in the annual budget.
10. Donations to the National Auxiliary Emergency Fund and National Presidents Scholarship Fund shall be made at the sum of \$ for each current member for the membership year for each fund. The Treasurer shall send the donations directly to American Legion Auxiliary National Headquarters, in accordance with an approved budget.
11. No chairman or officer has the authority to exceed monies allotted for her project(s) without the approval of the Executive Board or the membership.
12. No Unit funds shall be used to purchase alcohol.

Reimbursements and Pre-Approved Expenses

1. All expenditures must be pre-approved without exception, and must have a monetary cap. Any vote approving an open-ended expense will be considered null and void. If a cap is exceeded, the Unit will consider the overage as a donation.
2. Any expenses submitted by a member for reimbursement without first being pre-approved by a general membership vote or an emergency vote of the Executive Board will be denied without further discussion and will be considered a donation by the member(s).
3. All requests for reimbursements must be submitted to the Treasurer within 60 days of the expenditure, and must include any and all receipts attached to a completed and signed Unit reimbursement form. Reimbursements not turned in within 60 days will be considered a donation and a donation acknowledgment will be provided.
4. No reimbursements will be issued without a reimbursement form and original receipts.
5. Unit items must be purchased separately from personal items.

Relationship Between the Unit and Post

1. The American Legion Post 1 and American Legion Auxiliary Unit 1 are related but independent organizations. The relationship between the two organizations is one of cooperation rather than regulation.
2. The Legion Post has no authority to regulate the Unit and vice versa.
3. The Unit regards the connection with the Post as a distinct honor.
4. All jointly held functions by the Post and Unit will share equally the expenses and profits. Any budgets and expectations for the event shall be outlined by the Unit's President and Treasurer and Post's Commander and Finance Officer prior to marketing of the event.

5. The official communication with The American Legion Post 1 shall be through the President of the Auxiliary and Commander of the Post.

Duties of Officers

In addition to the duties of the Unit officers provided in the Constitution & Bylaws, the following officers shall also abide by following rules and regulations:

Duties of the President

1. Preside at all meetings of the Unit and Executive Board. She will have a voice at each meeting, but have no vote, unless her vote is necessary to break a tie.
2. Prepare the agenda for all meetings of the Unit and Executive Board.
3. Serve as a signatory on all the Unit bank account(s).
4. Enforce strict observance of the Constitution, Bylaws, Standing Rules, and Parliamentary Procedures.
5. Represent the Unit in external meetings with collaborators.
6. Appoint a Secretary, Treasurer, and Sergeant-at-Arms.
7. Appoint members of the standing committees, and create such other committees and appoint members, as needed, to further the mission of the Unit.
 - a. Serve as an ex-officio member of all committees.
8. Appoint vacancies in officers and/or chairmanships for confirmation.
9. Supervise the duties of all officers and chairmen of the Unit.
10. Ensure that Unit business is attended to as briefly as possible during Unit and Executive Board meetings, and committee reports shall be brief and to the point.
11. Plan, with the Executive Board, Unit operations, programs, and calendar of events for the upcoming year.
12. Serve on the Department Executive Committee as the Unit's representative with a vote.
13. Attend all Department Executive Committee meetings, and report at Unit meetings of what transpired at the Department Executive Committee meeting.
14. In the absence of a Chaplain, mail cards of congratulations and condolences to members for major life events like marriage, a new baby, a new job, a military promotion, the death of a loved one, etc.
15. In the absence of a Sergeant-at-Arms, reserve all meeting space, with the exception of meetings held by Google+ Hangout.
16. Assist in completing AEF applications and appoint a Unit investigator.
 - a. In the event a member applies for AEF consideration be related to the Treasurer, serve as the AEF Chairmen.
17. May appoint a parliamentarian.
 - a. Whose duties are to be familiar with the Constitution, Bylaws, and Standing Rules of this Unit, the Department, and National Headquarters, as well as parliamentary procedures. She shall advise the President when needed.

18. In the absence of a membership chairmen focused on recruitment and engagement, develop new member initiatives to attract prospective members and engage new members in Unit activities.
19. Maintain a key to the P.O. Box and serve as a secondary party responsible for checking the P.O. Box.
20. In the event a member is deceased, work with the Chaplain to contact the deceased member's family regarding any supportive assistance they may need, and then shall work together to contact Unit members to try to fulfill their needs.
21. It is the duty of the President, at the close of her/each administration year, to see that all officers and chairmen turn their files and materials over to their successors.
22. The outgoing President shall be responsible for organizing the installation program for newly elected officer and identifying installation officer.
23. In the rare event the Unit has its charter suspended, canceled, or revoked without the Unit's consent, lead the appeal of the Department's action to the National Executive Committee within sixty (60) days of receipt of notice of the Department's action. Reference the National Standing Rules for the process.

Duties of the Vice President

1. Serve as a signatory on all the Unit bank account(s).
2. Oversee the coordination of all service projects of the Unit, as chairman of the Community Service Committee.
 - a. A minimum of one mission-focused service project a month shall be coordinated.
3. Issue all post-service surveys to participants following community service activities.
4. Perform the duties of the President in her absence, to include assuming the office of President if the position is declared vacant.
5. Represent the Unit in an official capacity at meetings and events when asked to do so by the President.
6. In the absence of a Sergeant-at-Arms, assume these duties, with the exception of reserving all in-person meeting spaces.

Duties of the Secretary

1. Maintain accurate records for all Unit and Executive Board meetings.
2. Maintain custody of all Unit records.
3. For all meetings held by Google+ Hangout, establish the link on the Unit's Google+ page.
4. Receive, and through the President, reply to all correspondence and mailings.
5. Draft and send the Unit's monthly newsletter.
6. Send monthly impact report surveys to all members.
7. With the help of committee chairmen, ensure that the Unit submits committee reports at the mid-year (by December 1) and year-end report time (by April 15) to Department Headquarters.
8. Issue all membership cards, on notification of the Treasurer of receipt of dues of each member.

9. Maintain a key to the P.O. Box and serve as the primary party responsible for checking the P.O. Box.
10. Serve as a clearing house for all questions concerning Unit activities.
11. Aid in creating all event registrations.
12. Issue official Unit email addresses to officers and chairmen.
13. Maintain access to the general inquiry email account.
14. Serve as the AEF Committee Chairman.
15. Serve as the Constitution & Bylaws Committee Chairman.
16. Oversee management of current members, to include promoting member benefits, working with the Treasurer to process membership transmittals, etc.
17. Provide a monthly update on membership numbers at each meeting.
18. Maintain access to ALAMIS for membership management and processing.
19. Update Unit officers and chairmen in ALAMIS within seven (7) days of their election or appointment.
20. Coordinate holiday card mailing.
21. In the rare event the Unit ceases to function or its charter is revoked or canceled, forward all Unit books to Department Headquarters.

Duties of the Treasurer

1. Serve as a signatory on all the Unit bank account(s).
2. Be issued a credit/bank card attached to the Unit.
3. Maintain accountability for the receipt, deposing, and disbursing of all Unit funds.
 - a. Maintaining a separate accounting for both general and poppy funds.
4. Provide a monthly report accounting for all receipts and expenditures at each meeting.
5. Maintain accuracy of information with the Unit's credit card processing service.
6. Pay all bills of the Unit, with proper documentation, in a timely manner.
7. Coordinate with all vendors that are in need of a W-9 to issue the Unit a check (i.e. fundraising efforts). Additionally, collect W-9 from necessary vendors before issuing a check.
8. Serve on all fundraising committees, with a vote.
9. Serve as the Finance Committee Chairman.
10. With the Finance Committee, draft an annual budget for the Unit's approval at the first regular meeting of the programming year.
11. Submit an IRS Form 990 in October of each year.
12. Distribute donor acknowledgement letters within thirty (30) days of receipt of donation(s).
13. Remit the National and Department per capita dues to the Department within thirty (30) days of receipt.
14. Be bonded through the process outlined by Department and National Headquarters.
15. Ensure all current bills are paid before transferring all funds, books, and papers belonging to the Unit to her successor.
 - a. Successor will immediately complete an IRS Form 8822-B in order to change the responsible party of record with the IRS.

16. In the rare event the Unit ceases to function or its charter is revoked or canceled, all Unit books and funds shall be forwarded to Department Headquarters.

Duties of the Chaplain

1. Offer prayer and perform such divine and nonsectarian services as may be necessary.
2. When known, mail cards of congratulations or condolences to members in the event of death, serious illness or injury, birth, and other important life events, as well as condolence cards to the family of a deceased member.
3. Conduct memorial services and all funeral and graveside services.
4. In the event a member is deceased, work with the President to contact the deceased member's family regarding any supportive assistance they may need, and then shall work together to contact Unit members to try to fulfill their needs.
5. Drape the Charter upon notification of the death of a member. The Charter shall remain draped during a period of mourning for a period of thirty (30) days.

Duties of the Historian

1. Compile a historical record of the Unit's administrative year.
2. Serve as the Cavalcade of Memories Committee Chairman.
3. Make a report for the Department, to submit to the Department Historian.
4. In the absence of a Public Relations Committee Chairman, she shall assume these duties.
5. Serve as a primary photographer for all Unit events.

Duties of the Sergeant-at-Arms

1. Reserve all meeting space for Unit and Executive Board meetings, with the exception of meetings held by Google+ Hangout.
2. Assist the President in all preliminary arrangements for in-person meetings.
3. Arrange the meeting location in preparation for all in-person meetings.
4. Preserve order at the meetings of the Unit and Executive Board.
5. Serve as the custodian of the Colors and should be in charge of the Color Detail during the presentation and retirement of the Colors.
6. Ensure the Unit is observing proper flag etiquette at all times.
7. Oversee POW/MIA recognition.
8. Act as the Chair of the Welcome Committee.
9. When called upon by the President at a meeting, escort all guests to the President for introduction to the Unit, as well as escort new members to the Initiating Officer or Installing Officer to be sworn in.

Honorary Junior Officers

1. Honorary Junior officers should mimic that of the Unit's officers.

2. Any Junior elected to serve as an honorary Junior officer must be paying dues as a Junior member for the membership year in which installed.
3. Honorary Junior officers carry courtesy titles bestowed by the Unit. It is solely an honorary, courtesy position without any formal recognition and with no official or formal duties.
4. No money shall be raised or spent by honorary Junior officers or any Junior member, without the oversight of the Junior Activities Committee and the Treasurer.

Committees

As provided in the Bylaws, in addition to the core Standing Committees – Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, and Audit – there shall be the following committees: Auxiliary Emergency Fund, Cavalcade of Memories, Community Service, Education, American Legion Auxiliary Girls Nation, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.

As provided in the Bylaws, the chairmen and committee members of all committees shall be appointed by the President. When a vacancy occurs on a committee, the President shall appoint a member to serve the unexpired term. All appointments must be confirmed by the membership. Chairmen and committee members serve until their successors are appointed. Unless otherwise specified, no committee should have a specific size, but the President shall appoint enough committee members to fulfill the purpose of the committee. The President shall be considered an ex-officio member, additionally, of all committees.

As provided in the Bylaws, the President may appoint other special or ad hoc committees necessary for the good of the Unit during an administrative year. Special Committees shall be appointed subject to confirmation and ratification by the membership. Limited, specific purpose ad hoc committees may be appointed at the discretion of the President.

Core Standing Committees

- **Veterans Affairs & Rehabilitation:** To promote programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives.
- **Children & Youth:** To work collaboratively with The American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans.
- **Americanism:** To promote patriotism and responsible citizenship.
- **National Security:** To promote a strong national defense, with a focus on supporting current servicemembers and their families.
- **Membership:** To promote the benefits of membership and to promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.
 - This committee shall be broken into two subcommittees:

1. Developing new member initiatives to attract prospective members and engage new members in Unit activities.
 2. Management of current members, to include promoting member benefits, working with the Treasurer to process membership transmittals, etc. The Secretary shall serve as the chairman of this component.
- **Constitution & Bylaws:** To ensure governing documents are current and up-to-date.
 - The Secretary shall serve as the chairman.
 - **Finance:** To oversee the development and implementation of an annual budget for approval by the general membership, general financial policy subject to approval or ratification by the Executive Board, and to provide oversight of budgeted funds in the budget and report any significant variance to the Executive Board.
 - The committee shall be composed of three (3) members, and should contain at least one member not on the Executive Board.
 - The Treasurer shall serve as the chairman.
 - **Audit:** To provide oversight assistance to the membership in fulfilling its responsibilities regarding accounting and reporting practices, reliable systems of internal control, the corporate responsibility program, and the quality and integrity of the Unit's financial reporting.
 - The committee shall be composed of three (3) members.
 - Committee members shall be financially literate, and the ideal chairman shall have the necessary background to be considered an "audit committee financial expert" in matters of accounting and auditing.
 1. No member of the Finance Committee shall serve on this committee.
 - The Treasurer's accounts shall be audited at the close of each term, with a report being made to the Unit.
 - In the absence of a committee of members, an independent committee of non-members can be appointed.

Mission Outreach Committees

- **Education:** To fosters learning for children in our own community, with a focus on the children of our servicemembers and veterans
- **Junior Activities:** To prepare members under the age of 18 to become active adult members of the Auxiliary.
- **Legislative:** To become grassroots advocates for veterans, servicemembers and their families through supporting the legislative agenda and initiatives of The American Legion.
- **Poppy:** To elevate community awareness and respect for our veterans by educating the public about the poppy's significance.
- **Community Service:** To engage our members and the community in service with and for veterans, servicemembers and their families.
 - A minimum of one mission-focused service project a month shall be coordinated.
 - The Vice President shall serve as the chairman.

Member/Organizational Support Committees

- **Auxiliary Emergency Fund:** To provide grants to American Legion Auxiliary members who qualify for specific types of emergency assistance.
 - The Treasurer shall serve as the chairman.
- **Cavalcade of Memories:** To preserve, display, and share the history of the Unit.
 - The Historian shall serve as the chairman.
- **Leadership:** To develop and prepare knowledgeable and capable leaders to carry on the growth and success of this Unit.
- **Nominating:** To present a slate of Unit officers for the ensuring year.
 - The committee shall be composed of three (3) members.
 - The committee shall be appointed in February and meet in March to prepare a slate of officers.
 - It is recommended that no member of the Nominating Committee be listed on the slate of officer submitted by the committee. A member of the committee, however, may be nominated from the floor for any office.
 - The President shall not serve on this committee.
- **Past Presidents Parley:** To engage past presidents as ambassadors for the organization to ensure a strong future for the Auxiliary and this Unit.
 - Shall be comprised solely of members in good standing that have served as past Unit Presidents, regardless of what Auxiliary Unit.
- **Public Relations:** To promote who we are, what we do and why we matter.
 - Ideally, the Historian shall serve as the chairman, however a different chairman may be appointed.
 - Oversee weekly updating of the Unit website.

Expectations of All Officers and Chairmen

1. At all times, conduct themselves properly, representing our organization with dignity.
2. Maintain records of their activities during the administrative year and share their records with their successors and the appropriate officers.
3. Support the Unit with time, talent and treasure.
 - a. Time: Attend meetings and service projects.
 - b. Talent: Contribute to the administrative functions of the Unit.
 - c. Treasure: Donate to sustain the Unit, even if this means contributing to a donation drive.
4. Attend all regular scheduled Unit meetings and Executive Board meetings, unless properly excused by the President.
 - a. Notify the President of an absence from a Unit or Executive Board meeting no less than seventy-two (72) hours before the meeting.
 - b. If an officer has three (3) unexcused absences from Unit or Executive Board meetings, she is automatically removed from office and her successor will be named by the President and confirmed at the next general meeting.

5. All elected or appointed officers and chairmen will maintain her membership in good standing at this Unit during her time in office. Anyone whose membership becomes delinquent while in office shall be considered as having vacated her office or chairmanship, and her successor shall be elected or appointed at the next regular Unit meeting.
6. In the event there is honorary Junior officer/chairman for their office, she shall include the honorary Junior officer/chairman in programming and tutor her to prepare the next generation.
7. Maintain accounts with the systems the Unit uses, including but not necessarily limited to file sharing, task management and event registration.
 - a. The President, Vice President, and Secretary, as well as for any other officer or chairman necessary, shall maintain access to the Unit's Google Voice account and utilize this phone number for all Unit communications.
8. Upon termination or resignation of any officer or chairman, access to the systems the Unit uses will be revoked.
9. Each outgoing officer and chairman shall transfer to her successor all records in her possession which relate to her official position, including but not limited to written, digital, and/or electronic form, no later than the successor's effective date of duty via the Unit's file sharing service or a physical hand off.
10. All Unit business and general correspondence shall be sent to the Unit's official mailing address.
11. All Unit e-mail correspondence should be directed through e-mail accounts issued to officers and chairmen.
 - a. These email boxes should be checked no less than every forty-eight (48) hours.
12. Members who demonstrate a failure or inability to fulfill responsibilities regarding elected or appointed positions will not be considered for said position in the future.
13. Any officer pins issued by the Unit are "traveling pins" and will be returned when the officer's duties end.
14. Resignation of any officer or chairman must be in written form stating the reason(s) of resignation. This shall be presented to the President, and all resignations shall be automatically accepted.
15. All chairmen shall make recommendations for the annual budget to the Treasurer no less than seven (7) days before the annual budget is presented to the membership for review.
16. Committee chairmen are not granted independent authority for decisions affecting the Unit. Any decisions pertaining to the Unit must receive the prior approval of the Executive Board or the majority of the members present at a general membership meeting.

Programming Year and Reporting

1. The programming year of this Unit shall run from the April meeting to the April meeting of the following year.
2. Members are expected to complete monthly impact report summaries.
3. With the help of committee chairmen, the Secretary shall ensure that the Unit submits committee reports at the mid-year (by December 1) and year-end report time (by April 15).

Candidacy for Department Officers

1. A candidate for any Department office shall be an active member.
2. Letters of endorsement for Department Officers shall be signed by the President and Secretary and forwarded to the Department Secretary by registered mail or email, giving the date of the Unit meeting at which the endorsement was made.
 - a. In the event the candidate is the President or Secretary, the endorsement letter should be signed and forwarded to the Department Secretary by the Vice President or Treasurer respectively.

Discipline

1. For any violation of the Unit, Department or National Constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds (2/3) vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given at least fifteen (15) days notice in writing by the Secretary of the charges and the hearing thereon. Either party may have the right of appeal to the Department Executive Committee, and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.
2. Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of a Department Executive Committee.

Amendments

1. These Standing Rules may be amended by a two-thirds (2/3) vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting or distributed by email to all members at least fourteen (14) days prior to the meeting.
2. An amendment not having been previously read or distributed as required in Number 1 hereof, may be adopted by the unanimous vote of the members present at a regular Unit meeting.
3. These Standing Rules shall be automatically amended to conform to the National and Department Constitutions, Bylaws, and Standing Rules of the American Legion Auxiliary.

Date Ratified: October 14, 2014

**CONSTITUTION, BYLAWS AND STANDING RULES
CERTIFICATION OF THE
AMERICAN LEGION AUXILIARY
GEORGE WASHINGTON UNIT NO. 1
DEPARTMENT OF THE DISTRICT OF COLUMBIA**

The following signatures certify the last revision dates each of the governing documents for American Legion Auxiliary, George Washington Unit No. 1, Department of the District of Columbia were read and voted on a regularly scheduled meeting on the date listed below.

Constitution

Date Ratified: December 17, 2012

Date Last Revised: October 14, 2014

Bylaws

Date Ratified: December 17, 2012

Date Last Revised: October 14, 2014

Standing Rules

Date Ratified: October 14, 2014



Victoria Pridemore
President



Sharon Riegsecker
Secretary
Constitution & Bylaws Chairman