

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF MASSACHUSETTS
STANDING RULES**

1. The Department of Massachusetts American Legion Auxiliary will send all correspondence, notices, bulletins, and written voting requests to its Officers, Past Department Presidents and Members who wish to receive it. The Department Secretary will maintain a current Department mailing list. Any member requesting copies of Department Mailings shall pay \$25.00 per year for printed copies, which will include a cover page stating contents. In an effort to reduce expenses, electronic distribution is preferred and may be requested via email or through the Department web site, which will post current documents for downloading. (www.masslegion-aux.org).
2. The Department Office will charge a fee of \$25.00 over the Bank charge for any returned check.
3. Units may destroy bulletins of no permanent value after two (2) years; checks may be destroyed after seven (7) years.
4. The National Publication called the "Dispatch" of the American Legion is available electronically at, <http://www.legion.org/dispatch>. The Department President and the Department Legislative Chairperson should view this document on line for information on The American Legion and their current programs. (DEC 4/2018)
5. A copy of the duties of the District Directors shall be given to the newly elected District Directors, immediately following their installation so that they may proceed with the responsibility of their office, instructed and informed. It is the responsibility of the incoming President to provide these copies.
6. When a Department Executive Committee Meeting is held, no travel checks will be issued for less than \$3.00. Entitled to travel reimbursements are Department Executive Committee and any Chairperson that are invited to attend for the purpose of presenting a report on the activities of their Chairpersonship. The amount allowed per mile shall be stated in the yearly budget. Only one person per car is reimbursed. (Dept. Exec. Comm 4/1/23)
7. The District Senior-Vice Director and Past Department Presidents shall be invited to attend the Department Executive Committee Meetings, as guests and at their own expense. Past Department Presidents will have voice but no vote at these meetings. (Dept. Exec. Comm 8/6/11)
8. The American Legion Auxiliary, Department of Massachusetts, shall hold an Annual Fall Conference. The Department President with the approval of the Executive Committee will make plans. The **Department Secretary** shall have a table at the Fall Conference for supplies and literature needed by the membership. Questions regarding general membership are to be addressed by the Membership Chair. Questions regarding

payment of dues or other membership financial concerns are to be addressed by the Department Treasurer. (Dept. Exec. Comm 4/1/23)

9. Registration Fee for the Fall Conference and Department Convention shall be \$20.⁰⁰ per person, per event, if registered by Department deadline and \$25.⁰⁰ thereafter. The Department Office will set deadline. No Delegate, Alternate or Guest will be allowed into the convention hall without appropriate credentials.

10. Due to the allotted time frame of Fall Conference and Department Convention only Four (4) tables shall be permitted for Raffles. They are as follows: CHILDREN & YOUTH, EDUCATION, JUNIORS, and WAYS & MEANS. Every table will be limited to ten (10) gifts (valued at \$5.00 or more). The gifts are to be obtained by the Chairperson, by private donations or through asking each District for a donation. Chairperson should notify Districts of their expectations in advance. All other Chairperson must have special permission from the Department Executive Committee to have a raffle or raffle table. (DEC 8/6/16)

11. All Department projects shall have a deadline date for all monies to be sent to the Department Treasurer, date to be set at the time of the acceptance of the project. In the event of raffle project tables, which are generally Fall Conference and Convention of the Department, all monies are to be totaled and transmitted to the Department Treasurer immediately following the completion of the raffle project, including any bills incurred.

12. The Chaplain will be allowed an amount determined by the yearly budget (not to exceed \$75.00) to conduct the Department Memorial Program at Department Convention. Any amount over the budgeted amount will be at the Chaplain's own expense.

13. All Educational Award Applications are to be sent from Unit to District Chairperson for review of completion before being forwarded to the Department Chairperson.

14. All Department Educational Awards will be distributed directly to the student upon verification of acceptance to a higher educational facility. The Department President's Award will be \$750.00, and the District Awards will be \$200.00. Each District will be assessed \$50.00 to help defray the cost. Districts not in compliance with the \$50.00 assessment will not be considered for awards and the award cannot be given to another district. The Department Secretary would notify the Department Chairperson if any district is not in compliance. All disbursements shall be completed by the end of August. (Dept. Exec. Comm 4/1/23)

15. Each Unit shall contribute \$30.00 annually for Department obligations, which will be carried in the General Fund to be allocated as follows; Bonding-\$6.00, Veterans Affairs & Rehabilitation-\$5.00, President's Assistance Program -\$4.00, Children & Youth-\$5.00, Education-\$10.00. Units not in compliance with the \$30.00 assessment will not be considered for Awards. The Department Secretary would notify the Department Chairperson if any Unit is not in compliance. Department obligation funds will not be used for a Department Chairman's or Department President's project. (Dept. Exec. Comm 4/1/23)

16. No letters of endorsement on Department or District Candidates for Office shall be sent to Units or individual members. Department Headquarters shall issue a list of declared Department candidates to all Units, in advance of Convention.

17. All candidates for District or Unit office shall be listed alphabetically at County or Unit annual meetings.

18. No District Caucuses for the purpose of candidates' presentation shall be held at Department Convention.

19. The April DEC meeting is traditionally the meeting that honors all Past Department Presidents. Those Past Department Presidents of Massachusetts attending this luncheon will be guest of the Department having their luncheon paid for by the Department. (DEC 1-5-19)

20. President's Assistance Program (P.A.P.) a onetime grant in the amount of \$300.00 to provide temporary assistance (not pay accumulated debt) will be given upon the approval of the P.A.P. Committee to Members of the Department of Massachusetts American Legion Auxiliary whose current dues are paid and have been a member for five (5) consecutive years (total-six consecutive years dues). The P.A.P. committee will be comprised of Department President, Department Secretary and two (2) appointed members of the Department President's choice. (Dept. Convention 2022)

21. Districts shall submit to Department Headquarters a copy of all Standing Rules for approval before adoption. (Adopted Dept. Convention 1994) (Dept. Exec. Comm 4/1/23)

22. To permit continuity in all programs of the Auxiliary, it shall be the policy of this Department to request all Chairpersons to carry through their programs through Department Convention, until the new Department President has announced the new chairpersons' appointments.

23. The Department President shall appoint a VA & R Chairperson, VAVS and MVS Representatives, and Deputies who shall supervise hospital activities in cooperation with Unit and District Chairperson. The VA & R Chairperson, VAVS, and MVS Representatives will coordinate Christmas Gift Shops.

They shall represent the Auxiliary on the Advisory Committee in every VA Medical Center and every Massachusetts Soldiers' Homes. This Hospital Representative shall assist in arranging for Volunteer Hospital Workers under the supervision of the Facility Director of Volunteer Services. Such Hospital Representative shall present a report four times per year to the Department Chairperson regarding the program of the Volunteer Hospital Workers. (Aug. Jan. Mid-year report and convention)

Rules governing Volunteer Hospital Workers in VA Medical Centers and Massachusetts Soldiers' Homes shall also apply to all hospitals where Auxiliary members shall work as Volunteer Hospital Workers.

24. The VAVS or MVS Hospital Representatives and their Deputies, along with the Christmas Gift Shop Chairperson, shall coordinate the Christmas Gift Shop in the VA Medical Centers, Massachusetts Soldiers' Homes and Satellite Stations. The policy of the Department of Massachusetts shall be:

- a.** Gifts being donated for the Christmas Gift Shop are to be delivered to the facilities according to the instructions of their local Chairperson.
- b.** Surplus gifts shall be transferred from one facility to another.
- c.** Remaining surplus gifts will then be distributed to Satellite Stations.
- d.** No Surplus Gifts Shall be sold or raffled. (Adopted Convention June 3, 2000)

25. The retiring Department President shall serve annually at the Department Convention as the Installing Officer. (Adopt 1941)

26. Endorsements of candidates for National Office shall be made from the floor at the Department Convention. If there is more than one candidate for an Office, voting shall be by Australian Ballot. A plurality vote shall elect. Names shall be placed on the ballot in alphabetical order.

27. Any endorsement by this Department of a candidate for National Office shall be sent to announce the candidates to the National President for their information only - such endorsements shall not be a permanent record for National Headquarters.

28. Endorsement of Massachusetts's candidate for National Vice President of the Eastern Division shall not be voted upon until the Department Convention just preceding the Division Caucus held at National Convention at which the name of the nominee will be presented to the Eastern Division. (Adopted DEC April 4, 1972)

29. The Department of Massachusetts shall have a fund established to be used for the candidacy of the Eastern Division National Vice President from the Department. The amount set aside each year will be \$100.00 and that the fund be accumulated so that when our Department has a candidate for the Eastern Division National Vice President. (DEC 4/2022)

30. The Director or Directors with the lowest percentage of membership as of June 30th will be Alternate Delegates to the National Convention, and to be allowed a stipend from their District. A Director not attending from her District can only be represented by the senior vice director of that district and will automatically be an alternate.

31. Past Department Presidents attending National Conventions shall be delegates or alternates, as appointed by the Delegation Chairperson, without expense to the Department.

32. The Travel allowance voted by the Department Executive Committee, for the Department Officers to attend the National Convention include an amount listed in the

annual budget for the selected Department Member of the Year. (Dept. Exec. Comm 4/1/23)

33. The Department Stipend for National Convention will consist of the going airfare, ½ rooms for 6 nights at the Massachusetts Hotel room rate, Registration fee, one ticket to Member of the Year Luncheon and one to the States Dinner. This Stipend is available for the outgoing and incoming Department President. Stipends will only be awarded if the persons listed above attends the National Convention.

34. The minutes of all Department Executive Committee meetings and Department Convention must be mailed within 3 weeks of the meeting

35. The revenue of the American Legion Auxiliary shall be derived from the membership dues of Senior and Junior members and from such other sources as may be determined by the Department Executive Committee. The annual per-capita sent to Department for Senior Members is \$26.00, of which \$18.00 is sent to National. The annual per-capita for Junior Members is \$6.00, of which \$2.50 is sent to National. (DEC 5/23)

36. Monies raised by the following committees; *JUNIORS*, *LEADERSHIP* and *PRESIDENT'S ASSISTANCE PROGRAM* should be maintained in their respective committees accounts from year to year.

37. The Fall Conference- Convention Committee shall be a revolving Committee. To begin the Committee the appointment will be: 1 member for 1 year, appointed by the Department President, 1 member for 2 years, appointed by the First Vice President, 1 member for 3 years, appointed by the Second Vice President. Following the conclusion of the first year, the incoming Second Vice President will appoint one Committee member for 3 years to continue the process. This ensures that incoming president will have a chairperson of her choice to plan the Fall Conference and Convention. (Adopted Department Convention 2016)

38. The three (3) members of the Convention/Fall Conference Committee shall review, and make changes as necessary, to all Convention and Fall Conference contracts. The contract will then be presented to the Department Secretary for signature approval. (Dept. Convention June 2022)

39. The Department of Massachusetts shall maintain a Human Resources Committee. The Committee will be a revolving committee, consisting of three (3) members, serving on alternating terms. A maximum of two (2) consecutive 3-year terms will be allowed for members. The incoming Second Vice President will annually appoint a member to the Committee, upon election as the Department officer. The Committee Chairperson will serve with the Department President, who originally appointed the member during their term of office as Second Vice President. The department officer that appointed the member to the Human Resources Committee will select a replacement, if for any reason the person they selected leaves the committee. The responsibilities of the HR Committee will be:

- a) Revise job description and responsibilities, in conjunction with the Department Finance Committee, Department President, and Department Executive Committee
- b) Advertise and post Department Secretary and Department Treasurer position as

necessary

- c) Select candidate for the Department Secretary and Department Treasurer positions.
- d) Recommend hiring of selected candidate to the Department Executive Committee
- e) Conduct an evaluation within 90 days of hire (1st year)
- f) Conduct an annual evaluation
- g) Recommend rehire or discharge of the employee at the April Department Executive Committee (Dept. Convention June 2022)

40. The term of office for Department Officers is one year. There are no term limits on Department Officers. (DEC 11/4/16)

41. In case of emergency, meetings of the Department Executive Committee, Department Committees, Districts and Units may be held virtually. Minutes of the meetings will be taken. Virtual meetings will be conducted in the same manner as a regular meeting and have the same authority. An emergency can be determined by the president, majority of the officers, or by a declaration of the federal government, or state government. (DEC 1-2-2021)

42. In order for Units to be in good standing and have representation at department convention, their department obligations must be received at Department thirty (30) days prior to Department Convention. (Dept. Convention 6-4-2021)

43. Social Media Policy

In addition to the policies and procedures set forth by our National Organization the following will be required of any Department Officer or chairman wishing to create or continue social media posts, videos, pages or websites representing the American Legion Auxiliary Department of Massachusetts.

- a) Must be approved by the Department of Massachusetts Executive Committee with an outline of proposed content
- b) Must have two administrators, one of which shall be the Department Secretary.
- c) Each administrator shall have a username and password, and these must be kept in Department records to ensure if there are changes of administrators they may be changed.
- d) Content of these pages and sites should only include ALA mission-related programming events, fundraising event activities, and or fundraisers that benefit the American Legion Auxiliary.
- e) All content of these pages, sites cannot divulge private information about an individual, including person's contact information or medical information without express permission. Content cannot be used in support of political parties, political candidates or sectarian viewpoints.
- f) Each Department administrator of social media pages or sites shall receive a copy of/ or access to the National American Legion Auxiliary and Department Social Media policy as well as the American Legion Branding Guide to ensure adherence to all policies concerning social media. (DEC Aug 5, 2022)

44. The Department receives reimbursement from the National Office for all PUFL/VIM dues and for any dues that a member pays on-line. The Department Treasurer will issue to the appropriate Unit any funds received from National for these payments. No checks will be issued for less than \$10.00 but will have a voucher (credit) issued to the Unit instead. These

vouchers may be used for future membership payments or any other payments due to the Department. (i.e., obligations, registrations) These vouchers will expire at the end of the membership year. (December 31) (Dept. Exec. Comm 4/1/23)

- 45.** No Units will have their membership managed by the Department Office. It is the responsibility of each Unit to have the management of their Unit. (Dept. Exec. Comm 4/1/23)
- 46.** All requests for the American Legion Auxiliary Management Information Systems (ALAMIS) for Unit level access shall have the signature of the Unit President before submitting a request to the Department Secretary. (Dept. Exec. Comm 4/1/23)
- 47.** Any Unit that is to have their charter pulled needs to have the minutes of the District meeting recommending this action to the Department Executive Committee. (Dept. Exec. Comm 4/1/23)