

**CONSTITUTION & BYLAWS
OF THE
AMERICAN LEGION AUXILIARY
TENTH DISTRICT**

PREAMBLE

FOR GOD and Country, we associate ourselves together for the following purpose.

To up hold 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 association 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 good will on earth; to safeguard and transmit to posterity the principles of the freedom and democracy; to participate in and contribute to the accomplishments 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

The name of this organization shall be The American Legion Auxiliary, Tenth District, Department of West Virginia, Inc.

ARTICLE II -- OBJECT

Section 1. The object of The American Legion Auxiliary, Tenth District, Department of West Virginia, Inc. shall be as stated in the Preamble of the Constitution of The American Legion Auxiliary.

Section 2. The object of the Tenth District is to assist the units within the District and of The Department.

Section 3. The Tenth District shall adhere to the Constitution and Bylaws of the Department and shall automatically adhere to any changes of Department or of the National Organization of the American Legion Auxiliary.

BYLAWS

ARTICLE I -- DISTRICT ORGANIZATION

Section 1. Organization and administration of the Tenth District shall be in accordance with National and Department Constitution and Bylaws, and the uniform Standing Rules as prescribed by the Department.

Section 2. The District Conference shall be at the same time and place of the American Legion. (Spring Conference – Saturday; Fall Conference – Saturday).

Section 3. The Fall Conference must be for instructional and leadership training for the units. The Spring Conference shall be for the election of officers, Annual Unit Reports, and Memorial Service.

Section 4. District 10 Bylaws shall be reviewed every Three (3) years.

ARTICLE II -- ELECTION

Section 1. A District President and Vice President shall be elected at the Spring Conference and ratified by the Department Convention delegates.

Section 2. Any member aspiring to the office of District President or District Vice President should have the endorsement of her local unit, given at a regular Unit meeting, signed by the Unit President and Secretary, unless one of these officers is the candidate being endorsed, then the endorsement must be signed by another Unit Officer (Vice President, Treasurer or Chaplain). The signed endorsement shall be submitted to the District President, Department Secretary, and, Unit Presidents Thirty (30) days prior to the Spring Conference. All endorsements shall be sent to the Department President and all Past Department Presidents in her district. All Endorsements and nominations shall be called for and accepted from the floor prior to the holding of said election.

ARTICLE III -- DELEGATES

Section 1. The delegates and alternates to the District Conference shall be elected at a regular unit meeting. Alternates shall have priority in order of their election.

Section 2. Each Unit shall be entitled to two (2) delegates and (1) delegates for each fifty (50) members Or major fraction thereof.

Section 3. Delegates at large will consist of Past Department President, current Department Officers And current District President.

ARTICLE IV – REGISTRATION

Section 1. All members should have paid up membership cards for current year at the time of Registration at the District Conference.

Section 2. The District President shall send a credential form to the Unit President at least six (6) weeks before Conference. Alternates shall be filed with the District President at least two (2) weeks before a Conference.

Section 3. The number of members attending from the Unit which includes the delegates and alternates shall be sent to the Host Unit along with registration fees.

ARTICLE V – COMMITTEES

SECTION 1. The District President shall appoint a District Secretary/Treasurer, Chaplain, Parliamentarian and Standing Committees: Americanism, Children and Youth, National Security, VA&R, Constitution, Bylaws and Standing Rules Committee of Three (3). Membership Chairman shall be the District Vice President.

SECTION 2. The District President may create such other committees and appoint members thereon as she deems advisable. Committees should be ratified.

ARTICLE VI – AMENDMENTS

SECTION 1. These Constitutions and Bylaws may be amended by a two-third vote of the delegates at a regular Conference, provided the proposed amendments shall have been read at a previous meeting or submitted by a Unit to the District Constitution and Bylaws Chairman at least eight (8) weeks prior to Conference.

SECTION 2. Amendments not having been previously read may be adopted by the unanimous vote of delegates present.

TENTH DISTRICT
AMERICAN LEGION AUXILLIARY
DEPARTMENT OF WESTVIRGINIA
STANDING RULES

1. These Standing Rules shall be revised and re-adopted annually at the Spring Conference.
2. The Standing Rules proposed by the Standing Rules Committee shall be typed and copies made for each unit. All Standing Rules submitted to the committee must be signed with the Unit number and name, received two weeks before the Spring Conference, otherwise they will not be considered.
3. It shall be the responsibility of the District to pay general office expenses and phone calls for the District. An itemized accounting of the statement submitted shall be enclosed.
 - A. It shall be the responsibility of the District President to keep expenses to a minimum.
4. It shall be the responsibility of the District President to order the Past District President's Pin from District funds.
5. The District President shall not hold office more than two (2) years in succession although she may be re-elected after one-year absence. The same shall apply to the District Vice President.
6. The Department President, Secretary and District President shall be the guests of the Host Unit as a matter of courtesy.
7. The Host Unit shall open the Conference and present the gavel to the District President.
8. The District President shall be responsible for notifying the Department Officers and Chairman of the date, time and place of the District Conference in the Department Spirit.
9. It shall be the responsibility of the Host Unit to secure prizes for the Conference. The Host Unit may use their own discretion as to how many prizes are given.
10. The District Secretary/Treasurer shall be given the authority to purchase flowers or Memorial donations for deceased Past Department Presidents of this District and current elected District Officers and spouse, not to exceed \$40.00.

11. The District Chaplain shall send cards to sick, bereaved and family members of this District and Department Officers and their spouses. She shall receive reimbursement for her expenses with an itemized accounting for such, signed and submitted to the District President.
12. There will be no smoking, alcoholic beverages, active cell phones or pages used during the business session of the District.
13. Any Unit experiencing internal problems shall write to the District President requesting her presence at the next Unit meeting. Any three (3) members may make the request. The District President shall appointment a committee of two (2) known to have good judgment to assist in handling the units internal problems. The Unit will be liable for any expenses incurred by the District for such a visit. Any problems in the District should be kept within the District. If not resolved in the District, it should be sent to the Department President for final ruling by the Department Executive Committee.
14. The District President should visit all units within the District during her terms of Office.
15. The Secretary/Treasury should furnish a copy of each Conference minutes and detailed Treasurers report to the District President following the Conference.
16. It shall be the responsibility of the District President to send a report to the Department Secretary and the Department Historian at the end of each year.
17. Thirty days prior to the Conference, the District President shall forward to the Host Unit the agenda of the Conference Program for the purpose of having a program made. The Host Unit shall be responsible for the program cover.
 - A. The District Vice President shall be responsible for appointing Conference Committees prior to opening the Conference.
 - B. The District President shall give a report of the Conference in the Auxiliary Spirit following the Conference.
18. All bills shall be brought in front of the body and need to be authorized by the body before any bill is paid. All bills paid by the District shall contain itemized accounting and be signed by the District President, Vice President or Secretary. At least two (2) signatures are required. The itemized account shall be read at the Conference.
19. Raffles at District Conference may be conducted by the District President or a person appointed by the District President to defray direct expenses or by the Host Unit to defray their expenses for the Conference. No other raffles are permitted without the permission of the District President.

20. The District President, Secretary/Treasurer shall turn all records over to the incoming District President, Secretary/Treasurer within two weeks following Department Convention of each year.
21. At Spring Conference, the District President shall appoint an Audit Committee of three (3) members in good standing of the Tenth District, to meet and perform an audit of Secretary/Treasurer books at least six (6) weeks prior to Department Convention. The Audit Committee will send a signed, dated copy of the audit report to the District President and District Secretary/Treasurer.
22. The District President, Vice President and Secretary/Treasurer shall have three (3) names on the bank signature cards. All checks must be signed by two of these.
23. All points not covered by these Standing Rules shall be governed by the Department Constitutions and By-Laws, Standing Rules, Policy & Procedure and Roberts Rules of Order newly revised.

COMMITTEE CHAIRMAN Linda D. Ballard 11/19/2015
Date

Irene E. Weber 11/19/2015
Date

Kelli A. Immel 11/19/2015
Date

10th District President Sharon N. Glasford

Date Read: Oct. 17, 2015

Date Approved: Oct. 17, 2015

Date sent to Department for approval: April 15, 2015

Department Committee approving: Carla J. Wilfong
Susan Brown
Vicki Luttrell

Date Approved: 7-13-17

Department Headquarters received by: Patricia E. Anderson

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