

CHANGES TO DEPARTMENT STANDING RULES

(Approved 7/16/16 at 2016 Department Convention)

Page 81, Department and National Conventions, Executive Board Meetings and National Meetings

PRESENT READING

9. A living Past Department President shall be honored annually at the Department Convention and be the guest of the Department beginning Thursday noon to the conclusion of the Convention. Actual expenses shall be allowed, i.e. mileage, lodging and meals, as allowed by the Finance Committee annually. (Mileage for out-of-state resident will be calculated from her home Unit to the Convention City.) The Department Executive Secretary will make arrangements if the honored guest so requests.

PROPOSED READING

9. A living Past Department President shall be honored annually at the Department Convention and be the guest of the Department beginning Thursday noon to the conclusion of the Convention. Actual expenses shall be allowed, i.e. mileage, lodging and meals, as approved by the Finance Committee annually. Mileage for out-of-state resident will be calculated from her most recent Wisconsin home Unit to the Convention City. The Department Executive Secretary will make arrangements if the honored guest so requests.

Rationale: Clarification

Page 82, Elections and Campaigns

PROPOSED READING

Add a new #2 and renumber remaining sections.

2. In line with The American Legion Counsel General's opinion, any member may run for any office as a right of membership. While each experience as an officer or chairman helps to prepare the member for higher office, members have the right to pursue any office that is personally fulfilling without obligation to seek other offices.

Rationale: Suggested by Strategic Planning Committee

Page 83, Regional Fall Information Conferences

PRESENT READING

It is the policy of the Department that:

1. Up to six regional information conferences be held each fall at locations in Districts around the state.

PROPOSED READING

It is the policy of the Department that:

1. Up to six regional information conferences, to be known as "ALA In the Know", be held each fall at locations in Districts around the state.

Rationale: Add correct name of event

PRESENT READING

6. This change becomes effective in 2016

PROPOSED READING

Delete this section.

Rationale: no longer applicable

Page 88, Junior Activities

PRESENT READING

2. The Department Junior Activities Chairman and Vice Chairman complete satisfactory background checks prior to serving in their positions, the cost of the background check to be billed to the Junior Activities account.

PROPOSED READING

2. The Department Junior Activities Chairman and Vice Chairman complete satisfactory background checks prior to serving in their positions and every two years thereafter. The cost of the background check will be billed to the Junior Activities account.

Rationale: Recommended by Finance Committee

Pages 88-89, Membership

PRESENT READING

It is the policy of the Department that:

1. The procedure for disbanding a unit is as follows:
 - a. The unit having fewer than 10 members must solicit the help of the County, District and Department Membership Teams. These teams will meet with members to discuss the unit's options. The local Post will be included in this meeting.
 - b. Following this meeting a letter will be sent to every senior member explaining the reasons the unit is considering the option to disband. A meeting time will be set up to present options as suggested in the National UD&R document, to save the charter.
 - c. If all efforts have no positive result, then the unit with fewer than 10 members may request the District President to present to the Department Executive Board a motion to disband the unit and relinquish the charter.
 - d. The Department Executive Board and Department Convention body must adopt the motion to disband the unit and allow them to relinquish their charter.
 - e. If a motion to disband is adopted at the Department level, a motion to disband must be brought before the National Executive Committee.
 - f. If the National Executive Committee approves the motion to disband, the unit will be notified to surrender its charter, all records and funds, to Department Headquarters.
 - g. Documentation at every step must be dated and submitted to the department Executive Secretary for filing at headquarters.

PROPOSED READING

Delete entire Section 1 and replace with the following:

It is the policy of the Department that:

1. The procedure for disbanding a Unit is as follows:
 - a. NO Charter shall be considered for cancellation without the Unit first involving and working with the Department and/or District Membership Team.
 - i. Letters are to be sent to all senior members to inform them of the proposal to disband the Unit, and stating a specific date for members to discuss options with the Department and/or District Membership Team.
 - ii. The Post will also be invited to attend this meeting.
 - b. After the Revitalization Team has exhausted all means to save the Unit, the following will apply:
 - i. A Unit with fewer than 10 members requesting to relinquish their charter for cancellation must send an advance written notice to their membership.
 - ii. The Unit must vote to relinquish their charter for cancellation at a regular Unit meeting.
 - iii. The Unit with fewer than 10 members will request the District President present a motion to the Department Executive Board to disband the Unit and relinquish the charter.
 - iv. If a motion to disband is adopted at the Department level, a motion to disband must be brought before the National Executive Committee.

- v. If the National Executive Committee approves the motion to disband, the Unit will be notified to surrender its charter to Department Headquarters immediately.
 - vi. Financial accounts must be closed at an appropriate time by authorized individuals and balances forwarded to Department Headquarters immediately.
 - vii. Websites and social media pages are to be shut down as soon as possible.
 - viii. Documentation at every step must be dated and submitted to the Department Executive Secretary for filing at headquarters.
- c. The dissolution process must be conducted in accordance with regulations of the State of Wisconsin, as stated in the Wisconsin State Statutes 188.085.
- i. The Department of Wisconsin will file the appropriate documents signed by the department President and Executive Secretary with the State of Wisconsin, Department of Financial Institutions, stating the Unit has been dissolved.
 - ii. After the State of Wisconsin has accepted (filed) the dissolution, other applicable departments, Department of Revenue, Division of Gaming (raffle licenses), etc. shall be notified by the Unit by sending a letter enclosing the dissolution, as stamped “filed” and dated by the appropriate department.
 - iii. The Unit or its agent will notify the IRS by filing the IRS 990/990EZ/990N for the final fiscal year of the Unit’s operation by checking the “Final Return” box and sending a letter with the certificate of dissolution to the Internal Revenue Service.
- d. Note: This checklist is not a substitute for legal advice from a competent attorney licensed in Wisconsin. Obtaining legal advice concerning a Unit’s specific circumstances is highly recommended if the unit is considering dissolution.

Rationale: Updated per National policy

Page 93, Unit – County – District

PRESENT READING

21. Each District President shall make a written report of her year’s work to the Department Convention.

PROPOSED READING

21. Each District President shall write and submit an article for the *Wisconsin* detailing the activities of her district.

Rationale: Update to reflect current policy

PRESENT READING

23. Each District shall review their District Bylaws annually and submit a copy to Department for approval after each revision.

PROPOSED READING

23. Each District shall review their District Constitution and Bylaws and Standing Rules and submit a copy to the appropriate Chairman for approval after each revision. Upon approval the Chairman will forward a copy of the document to Department Headquarters to include in their file.

Rationale: Update to reflect current policy.

Page 94, Veterans Affairs & Rehabilitation

PRESENT READING

It is the policy of the Department that:

4. Christmas Gift Shop at Zablocki VA Medical Center
 - a. Donations to the Christmas Gift Shop are to be checks payable to ALA-Wisconsin or gift cards for stores, gas stations and restaurants of major national chains, and submitted to Department Headquarters only. No donations will be accepted at the Christmas Gift Shop. Gift cards will be used either as gifts or for the Gift Shop Supervisor to purchase needed items to send as gifts.
 - b. Gift Shop Supervisor will provide Department Headquarters with a detailed list of how gift cards were used no later than January 15th.
 - c. No material may be taken out of the Christmas Gift Shop without the consent of the Christmas Gift Shop Supervisor, Veterans Affairs & Rehabilitation Chairman or the Department President.
 - d. All Christmas Gift Shop items must be used for VAMC patients and their families or any allowed special project.
 - e. At the time of closing the Christmas Gift Shop for the season, the Christmas Gift Shop Supervisor is to inventory all items and provide complete inventory to Department Headquarters.
 - f. Excess items are to be donated to an Auxiliary approved facility to reduce onsite accumulations of items from year to year.
 - g. Any items left after the yearly inventory and mandatory donations are to be stored in plastic totes until the next season. Cost of the totes to be taken from VA&R budgeted expenses.

PROPOSED READING

Delete entire section and replace with the following:

It is the policy of the Department that:

4. Christmas Gift Shop
 - a. Donations to the Christmas Gift shop are to be checks payable to ALA-Wisconsin and submitted to Department Headquarters **ONLY**. No donations of any kind will be accepted at the Christmas Gift Shop.
 - b. Financial donations will be used to purchase gifts for VAMC patients' families
 - c. A list of specific items selected as gifts will be made available to volunteers who will accept orders from hospitalized veterans at a time and place arranged for this purpose.
 - d. Orders will be wrapped and prepared for shipment by volunteers on dates specified for this purpose.
 - e. At the end of the season, the Christmas Gift Shop Supervisor will submit a complete report of the year's activities to the Department Executive Secretary.

Rationale: Policy update

Page 95, American Legion Auxiliary Badger Girls State, Inc.

PRESENT READING

It is the policy of the Department that:

3. All ALABGS staff and guests who will be staying overnight at ALABGS complete satisfactory background checks prior to the beginning of the ALABGS session, the cost of the background check to be billed to the ALABGS account.

PROPOSED READING

3. All ALABGS staff and guests who will be staying overnight at ALABGS complete satisfactory background checks prior to serving in her position, and every two years thereafter. The cost of the background checks to be billed to the ALABGS account.

Rationale: Recommended by Finance Committee