



**2018-2019**

**BLUE BOOK**

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF IOWA  
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# American Legion Auxiliary Department of Iowa

**AMERICANISM** is the spirit which dominates our entire program of activity.

Our Services in **CHILD WELFARE, EDUCATION** and **REHABILITATION** are our basic activities.

Interest in our **COMMUNITIES** is essential to Progress.

**MEMBERSHIP** is fundamental for fulfilling the obligation we pledge to **GOD** and **COUNTRY**.

The promotion of **NATIONAL SECURITY** is vital.

**POPPY ORDERS** give disabled veterans occupational therapy, and through Poppy distribution we carry on our Service for the veterans.

Adopted at the  
98<sup>th</sup> Annual Convention  
Waterloo, Iowa  
July 13-15, 2018



## OUR EMBLEM

*The emblem of the American Legion Auxiliary is a badge of distinction and honor. It stands for God and Country and the highest rights of man. It consists of several parts and each part has a meaning.*

*The rays of sun that form the background stand for the principles of the American Legion Auxiliary, for Loyalty, Justice, Freedom and Democracy, dispelling the darkness of violence, strife and evil. Unity and Loyalty are represented by the unbroken circle of blue. The field of white exemplifies the hope of Freedom. The star of blue is the emblem of service in war; it is no less the emblem of service in time of peace.*

*The emblem of the American Legion Auxiliary is the emblem of Americanism. Americanism is unity of love, singleness of allegiance, practicality of purpose, care of the distressed, education of children, all directed to the promotion of a common good. It is the spirit of Americanism which shall ever preserve our land from stagnation, which is the death of peoples. As members of the American Legion Auxiliary, we must preach and teach the religion of Americanism.*

*We must not forget our obligations. In the emblem of the American Legion Auxiliary, there is a great prophesy. It is the promise of the defenders of the Republic bespeaking the fullest good for each in the betterment of all.*

*Each member takes pride that the emblem she wears and the membership card she carries gives her privileges in the Unit, County, District, Department and the National organization.*

**Preamble to the Constitution  
of the  
American Legion Auxiliary**

***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 per cent 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 good will 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.*

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**\*\*\*\*DEPARTMENT OF IOWA CONSTITUTION AND  
BYLAWS\*\*\*\***

**ARTICLE I  
Name**

Section 1. The name of this organization shall be the American Legion Auxiliary, Department of Iowa.

**ARTICLE II  
Nature**

Section 1. The American Legion Auxiliary is a civilian organization of women. Each member shall perform her duty as a citizen and according to her conscience and understanding and according to the Constitution of the United States of America.

Section 2. This organization shall be absolutely non-political and shall not be used for dissemination of partisan principles, or for the promotion of the candidacy of any person seeking public office or preferment.

Section 3. The object of this organization shall be as stated in the Preamble to the Constitution.

**ARTICLE III  
Eligibility**

Section 1. Membership in the American Legion Auxiliary shall be limited to:

- a) The grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion;
- b) 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 the line of duty or after honorable discharge.
- c) And to those women who of their own right are eligible to membership in The American Legion.

Section 2. There shall be two classes of membership, Senior and Junior.

- Senior membership shall be composed of members over the age of eighteen (18); 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.
- 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.
- Dues of both classes shall be paid annually or for life.

## **ARTICLE IV Department Officers**

Section 1. The elective officers of this Department shall be President, Vice President, Chaplain, Historian and National Executive Committeewoman.

Section 2. The Department Vice President shall automatically become President at the beginning of the succeeding year.

Section 3. The National Executive Committeewoman shall be elected for a three (3) year term. She may seek re-election for one additional term.

Section 4. The Alternate National Executive Committeewoman will be the Immediate Past Department President. In the event that the Immediate Past Department President is elected to the position of National Executive Committeewoman, the Alternate National Executive Committeewoman position will be filled as determined by the Department Standing Rules concerning vacancies. The Alternate National Executive Committeewoman will serve for a term of one year.

Section 5. Election of the Department Executive Director/Secretary-Treasurer (hereinafter known as Department Executive Director) shall be held at the Post Convention Department Executive Committee meeting. The name of the incumbent Department Executive Director shall automatically be placed in nomination. Any other nomination shall be by the Department President. The Department Executive Director must be a member of the American Legion Auxiliary.

Section 6. These officers shall have power and duties usually associated with their offices under parliamentary law and usages or as they shall be prescribed by the Department Executive Committee.

Section 7. No Department officer except the Department Executive Director and the National Executive Committeewoman is eligible for re-election to the same office. A member who served as Vice President prior to the 2015-2016 administrative year may be re-elected to that office.

## **ARTICLE V**

### **Department Executive Committee**

Section 1. The administrative and executive power shall be vested in the Department Executive Committee, which shall be composed of the Department officers, the three (3) immediate Past Department Presidents and one (1) District President from each District. Past National officers shall serve as Life Members of the Department Executive Committee immediately upon completion of their National term.

Section 2. The Department Executive Committee shall have full power to appoint sub-committees to act on matters delegated to said Executive Committee and shall have such other powers as are hereinafter specified.

Section 3. The Department Executive Committee shall meet just prior to each Department Convention and Mid-Winter Conference; within twenty-four (24) hours after the adjournment of each Department Convention; at the Department Leadership Workshop, and at the call of the Department President.

Section 4. Ten (10) members shall constitute a quorum of the Department Executive Committee. Six (6) members shall have power to call a Department Executive Committee meeting, with due notice of time and purpose being given.

## **ARTICLE VI**

### **Bonds**

Section 1. Every member holding funds of this Department or of any District, County, or Unit thereof shall be bonded by a blanket Fidelity Bond available through National Headquarters. The cost of the bond shall be paid by the Unit.

Section 2. Before any funds of this Department are deposited with any financial institution, such institution shall be approved by the Department Executive Committee.

Section 3. The FDIC regulations must be applied up to the limit of coverage to ensure against loss of funds deposited.

## **ARTICLE VII**

### **Organization**

Section 1. The Department shall be divided into Districts coinciding with the Districts as set up in the Constitution of The American Legion, Department of Iowa.

Section 2. These Districts shall be subdivided into County organizations to coincide with civil counties in their respective Districts. The County organization shall be the coordinating body between the Units and the District.

Section 3. The smallest administrative body of the American Legion Auxiliary of this Department shall be termed the "Unit," which shall have a minimum membership of ten (10) senior members whose dues are paid for the current year.



## **ARTICLE VIII**

### **Department Convention**

Section 1. The Department Executive Committee shall have authority to call a Department Convention provided that notice thereof and the reason for calling such convention shall be given the Units at least thirty (30) days prior thereto. The place of meeting shall be designated by the Department Executive Committee.

Section 2. Each Unit shall be entitled to elect one (1) delegate and one (1) alternate, and one (1) additional delegate and one (1) additional alternate for each fifty (50) members or major fraction thereof, provided their current dues have been received by the Department Executive Director by May 15 of the current year. No alternate shall be entitled to vote unless seated as a delegate.

Section 3. Members of the Department Executive Committee, all Past Department Presidents, District Presidents-Elect, and incoming County Presidents, all of whom are in good standing in their local Units, shall be delegates at large to the Department Convention.

Section 4. Election of officers shall be held according to the Department Standing Rules. No member shall have more than one (1) vote.

Section 5. The Legislative body of this Department shall be the delegates to the Department Convention to be held each year not less than two (2) weeks prior to the National Convention.

Section 6. A quorum of the Department Convention shall consist of fifty percent (50%) of the duly registered delegates.

## **ARTICLE IX**

### **Dues**

Section 1. Dues shall be payable annually for the succeeding calendar year or for life. A member failing to pay such annual dues by January 31 shall be classed as "delinquent" and shall be suspended from all membership privileges. Payment of back dues after suspension shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall automatically be dropped from the rolls and may not thereafter be reinstated without payment of all past dues, or by re-establishing eligibility and making application as a new member.

Section 2. Each Unit shall be required to remit to the Department Executive Director all dues collected and necessary forms on a timely basis. Dues should not be held for any reason.

Section 3. The membership year of this Department shall be from January 1 to December 31.

## **ARTICLE X**

### **National Convention**

Section 1. Department delegates-at-large to the National Convention shall be the retiring Department President (who shall be the Delegation Chairman), incoming Department President, National Executive Committeewoman, Department Vice President, Department Executive Director and any member serving as a National Chairman. The outgoing District President shall be the first delegate from her District.

Section 2. The Department alternates-at-large shall be the Department Chaplain, Department Historian, Department Parliamentarian, and the appointed page(s) to the National Convention.

Section 3. The following may attend the National Convention at Department expense: Delegation Chairman, Department President, Department Vice President, Department Executive Director, nine (9) outgoing District Presidents, and the page(s). Expenses are recommended by the Finance Committee and approved by the Department Executive Committee.

Section 4. Registration fee for all National Convention delegates from Iowa shall be paid by the delegate.

Section 5. The number of delegates for Districts shall be on the basis of paid-up membership from each District and in compliance with instructions from the National organization. District delegates to the National Convention shall be ratified at the Department Convention following election by their respective Districts.

Section 6. Any Iowa member who is a National delegate-at-large shall exercise her vote with the Department of Iowa at the National Convention.

## **ARTICLE XI**

### **Parliamentary Authority**

Section 1. The rules of procedure of the Department of Iowa shall be those set forth in Robert's Rules of Order, Newly Revised (current edition), unless otherwise provided for in the Constitution and Bylaws or Standing Rules and must be consistent with the National Governing Documents.

## **ARTICLE XII**

### **Amendments**

Section 1. This Constitution and Bylaws may be amended at a Department Convention by a vote of two-thirds (2/3) of the total registered delegates. The proposed amendment(s) must be read at the convention at a previous meeting before action is taken, and will become operative at the close of the convention at which they were adopted, unless otherwise stated.

Section 2. The Department of Iowa, American Legion Auxiliary, may adopt Standing Rules and Policies which are consistent with this Constitution and Bylaws.

## **\*\*\*\*DEPARTMENT OF IOWA STANDING RULES\*\*\*\***

### **DEPARTMENT OFFICERS**

1. The officers of the American Legion Auxiliary, Department of Iowa, with the exception of the Alternate National Executive Committeewoman and the Department Executive Director shall be elected by ballot at the Annual Convention, in accordance with the Department Election Rules. In case of only one (1) nominee for office, her election shall be by acclamation. Such officers shall enter upon the duties of their respective offices at the close of the Department Convention.

1a. The Department Executive Director shall take office immediately following her election by the Department Executive Committee.

1b. Should any officer be unable to attend to the duties of her office through absence or illness, the Department President shall be authorized to appoint someone to serve in her place unless otherwise provided for by the Constitution & Bylaws or Standing Rules. All such appointments shall be ratified by the Department Executive Committee.

1c. Should the National Executive Committeewoman be unable to attend to her assignment through absence or illness, the Alternate National Executive Committeewoman shall become the National Executive Committeewoman until the next Department Convention, at which time there shall be an election for National Executive Committeewoman for a full term. The Department President shall appoint a Past Department President to fill the unexpired term of the Alternate National Executive Committeewoman. This appointment shall be ratified by the Department Executive Committee.

### **DUTIES OF DEPARTMENT OFFICERS**

2. DEPARTMENT PRESIDENT. It shall be the duty of the Department President to preside at all Department meetings and meetings of the Department Executive Committee. She shall:

- enforce strict observance of the Constitution and Bylaws and Standing Rules;
- assign specific duties to the Vice President;
- appoint members of committees, and Veterans Affairs and Rehabilitation Hospital Representatives, subject to the approval of the Department Executive Committee; and
- perform such other duties as custom and parliamentary usage require.

2a. She shall be an ex-officio member of all Department committees with voice and vote.

2b. She shall have authority to call any member to meetings as she deems necessary.

2c. She shall not waive her rights to any person.

2d. She shall prepare an annual report for the Department Convention, and such other reports as requested by the National Organization.

3. DEPARTMENT VICE PRESIDENT. It shall be the duty of the Department Vice President to perform the duties of the President in her absence; and in case of resignation or death of the President, she shall become the President for the unexpired term. She shall perform such other duties as may be assigned by the President.

4. DEPARTMENT EXECUTIVE DIRECTOR. It shall be the duty of the Department Executive Director to:

- record the proceedings of the Department in convention assembled;
- keep all books that are needed to successfully carry on the work of her office;
- receive and answer all official correspondence;
- send and give due notice of all meetings;
- serve as Secretary of the Department Executive Committee and all Standing Committees when requested;
- conduct her office in a businesslike manner;
- care for the archives of the Department.

4a. She shall be an ex-officio member of all Department committees with voice and vote.

4b. The Department Executive Director shall serve as the Director of the Poppy Industry and shall sign all checks in connection with said Poppy Industry, properly accounting for same.

4c. She shall receive all money belonging to the Department and account for same. She shall pay all bills in accordance with the budget. All non-ordinary expenses shall be approved by the Department President and the Department Executive Committee.

4d. All financial records shall be retained in accordance with the Department Retention Policies. She shall keep account of receipts and expenditures, making monthly reports thereof, and such other reports as may be deemed necessary by the Department Executive Committee.

4e. All properties shall be relinquished to her successor under the supervision of the Department President.

5. DEPARTMENT CHAPLAIN. It shall be the duty of the Department Chaplain to offer prayer at Department meetings and perform such other duties as assigned by the Department President.

- 5a. She shall conduct a Memorial Service at the Department Convention.
- 5b. She shall prepare an annual report for the Department Convention
- 5c. She shall report as requested to the National Chaplain and enter any contests offered by the National organization.
- 5d. She shall prepare a Book of Prayers for the Department President and present it to her at the Mid-Winter Conference following her term.
- 5e. She shall assist The American Legion with religious services as requested.
6. DEPARTMENT HISTORIAN. It shall be the duty of the Department Historian to prepare for posterity the records of the Department.
- 6a. She shall prepare a Department History for National competition.
- 6b. She shall prepare an annual report for the Department Convention.
- 6c. She shall report as requested to the National Historian and enter any contests offered by the National organization.
- 6d. She shall prepare a scrapbook of the year's activities, from the Department Installation to the adjournment of the National Convention for the Department President and present it to her at the Mid-Winter Conference following her term.
- 6e. She shall also serve as the Department of Iowa History Chairman.
7. NATIONAL EXECUTIVE COMMITTEEWOMAN. It shall be the duty of the National Executive Committeewoman to fulfil the responsibilities of the National Executive Committee and to articulate the organization's mission, goals and accomplishments to the public and to her Department. She shall serve as Chairman of the Department Liaison Committee.
8. DEPARTMENT EXECUTIVE COMMITTEE. The Department Executive Committee shall have general supervision and control over all property belonging to the Department and shall exercise the power given to it in the Constitution and Bylaws.
9. DISTRICT PRESIDENT. The District President shall be the organizing officer of her District, and shall file a complete report in the Department office of the work accomplished during her term of office.
- 9a. Any District President shall not hold a Department committee appointment.

### **OATH OF OFFICE**

10. All Department officers shall declare upon their honor that they will maintain the Constitution of the Department of Iowa, conform to its parliamentary authority, use their best endeavors to promote the objectives of the organization, advance its interests, and retain the closest cooperation with The American Legion.

## DEPARTMENT APPOINTMENTS

(Refer to Department Policies for specific duties.)

11. The following may be appointed by the Department President:
  - a. Americanism Chairman
  - b. Auxiliary Emergency Fund Chairman
  - c. Children and Youth Chairman
  - d. Community Service Chairman
  - e. Convention Committee – two (2) members. The Convention Committee Chairman shall supervise the Distinguished Guest Committee and the Pages.
  - f. Credentials. This committee shall consist of one (1) member appointed forty-five (45) days before the annual Department Convention
  - g. Distinguished Guest Committee – two (2) members, one of whom must be a Past Department President.
  - h. Education Chairman. In addition, two (2) members will be appointed to assist in judging merit awards.
  - i. Election Committee. The Department Election Committee shall consist of the members of the Credentials Committee, Parliamentarian, Department Executive Director and the Department President. The Credentials Committee Chairman will serve as Election Committee Chairman.
  - j. Finance Committee. This committee shall consist of three (3) members, one (1) of whom shall be a Past Department President, each serving a three (3) year term. One (1) member shall be appointed annually by the incoming Department President. The Department President shall appoint one (1) member as Chairman. Each appointee to the Finance Committee may serve a maximum of two (2) consecutive three (3) year terms and must take a minimum of one (1) year off the committee before being reappointed.
  - k. Girls State Board. This board shall consist of five (5) members: the Department President, who shall be the President of the Board; the Department Executive Director, who shall be the Secretary of the Board; and three (3) appointed members, each of whom shall serve a term of three (3) years. One (1) member shall be appointed annually by the Department President. Any vacancy which shall occur at any time shall be filled by the Department President.
  - l. Girls State Director. The Girls State Director shall be appointed from the membership of the American Legion Auxiliary, Department of Iowa. The Director may or may not be a member of the Girls State Board. If selected from outside the Board membership, said Director shall have voice and vote on all matters coming before the Board as if she were a member of the Board.
  - m. Governing Documents Committee (formerly Constitution/Bylaws/Policy Committee). This committee shall consist of all Past Department Presidents who retain their membership in the Department of Iowa. All recommendations and resolutions, including proposed changes to the Governing Documents shall be referred to said committee for consideration. The Chairman shall be appointed by the Department President.

- n. History Chairman. The Department Historian shall serve as History Chairman
- o. Junior Activities Chairman
- p. Junior Camp Board. This Board shall consist of five (5) members: the Camp Director, who shall serve as Chairman; the Assistant Camp Director who shall serve as the Programs Director; the Junior Activities Chairman, the Department President and the Department Executive Director.
- q. Leadership Chairman
- r. Legislative Chairman
- s. Liaison Committee. This committee shall consist of the National Executive Committeewoman who shall be the Chairman, the Department President, the Department Vice President, the Department Executive Director, the Alternate National Executive Committeewoman, the Senior Life Member of the Department Executive Committee, a member of the Finance Committee, and the Department Parliamentarian (non-voting).
- t. Membership Committee – Chairman plus two (2) members
- u. National Security Chairman
- v. Pages shall be appointed for the Mid-Winter Conference, Department Convention, and National Convention.
- w. Parliamentarian – The Parliamentarian must be a Past Department President. She shall have the privilege accorded a chairman and shall attend all Department Executive Committee meetings and the Department Convention.
- x. Past Presidents Parley Chairman, shall be the 2<sup>nd</sup> outgoing Past Department President.
- y. Poppy Chairman
- z. Public Relations Chairman
- aa. Strategic Planning Committee. This committee shall consist of a Chairman appointed by the Department President, a Past Department President, the Department President, the Department Vice President, the Department Executive Director, a Membership Committee representative, two (2) Members at Large, and the Department Parliamentarian (non-voting).
- bb. Veterans Affairs and Rehabilitation. This committee shall be two (2) members. The Chairman shall be in charge of Hospital Service, and the other member shall be in charge of Service to Veterans (formerly Home Service and Field Service).
- cc. Veterans Affairs and Rehabilitation Representatives, Deputies, and Associates to the veteran's facilities may be appointed.

12. Each Department Chairman shall send a mid-year and annual report to the National Chairman with a copy to the Department Executive Director. She shall also file a complete report of the work which has been accomplished during her appointed term, which shall be available for her successor.

13. Each Department Chairman or member of a Department committee shall submit all official correspondence to the Department Executive Director for approval by the Department President and the Department Executive Director before the correspondence is distributed.

14. All Department Chairmen and Department Committee appointments shall be ratified by the Department Executive Committee at the Post Convention Department Executive Committee Meeting.

15. Should any committee personnel or appointee be unable to attend to her assignment through absence or illness, the Department President shall be authorized to appoint someone to serve in her place unless otherwise provided by Constitution and Bylaws or Standing Rules. All such appointments shall be ratified by the Department Executive Committee.

16. The Nominating Committee shall be composed of three (3) members from different Districts, elected at the Department Convention. Each member shall serve three years with rotating terms. The Chairman of the Nominating Committee shall be the senior member.

## **DEPARTMENT OF IOWA SUBSIDIARY ORGANIZATIONS**

17. Proposals for Subsidiary Organizations of the Department of Iowa, American Legion Auxiliary must be submitted to the Governing Documents Committee. The Governing Documents Committee will recommend approval or denial to the Department Executive Committee. If approved by the Department Executive Committee, the proposal will be forwarded to the Convention Delegates.

17a. Subsidiary Organizations of the Department of Iowa, American Legion Auxiliary must be approved by the Convention Delegates at a regularly called Department Convention.

17b. All Department of Iowa subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the department governing bodies of the American Legion Auxiliary.

17c. Subsidiary organizations must have governing documents which comply with the American Legion Auxiliary National Constitution, Bylaws, and Standing Rules and the Department of Iowa Constitution, Bylaws, and Standing Rules.

17d. Subsidiary organizations are subordinate to the Department Organization and shall comply with the following rules that ensure the constant and continuous control of the trademarks and trade names of the National Organization.

17e. Rules of a Subsidiary Organization are:

- 1) All officers, directors, trustees, etc., must be confirmed by the American Legion Auxiliary Department Executive Committee.
- 2) All vacancies in the subsidiary corporation must be filled in the same manner as provided in the organization's bylaws and confirmed by the Department Executive Committee.
- 3) The subsidiary corporation must report to the Department Executive Committee, and reports must include financial reports submitted no less frequently than monthly.
- 4) The American Legion Auxiliary Department Executive Director must be a signatory on all accounts of the subsidiary.



- 5) The American Legion Auxiliary Department Executive Committee shall approve the establishment of all subsidiary organizations and must approve the subsidiary's articles of incorporation, constitution and bylaws, and must approve all amendments thereto.
- 6) Subsidiary organizations of the American Legion Auxiliary may not have dues that are higher than the dues of the American Legion Auxiliary.
- 7) Subsidiary organizations shall provide all required reports and financial statements as directed by the American Legion Auxiliary Department of Iowa.

**\*UNIT\***

**UNIT CHARTERS AND FORMATION**

18. The smallest administrative unit of the American Legion Auxiliary of this Department shall be termed the "Unit," which shall have a minimum membership of **ten (10) senior members** whose dues are paid for the current year.

18a. A Unit may be formed and a charter issued by the authority of the National President and National Secretary upon receipt of the application properly executed by the charter members and accompanied by the per capita tax and individual membership forms, signed by the Commander and Adjutant of the American Legion Post to which the Unit is attached, and the Department President. No Unit shall be recognized by the members of The American Legion or the American Legion Auxiliary unless acting under the legal and unrevoked charter.

18b. Charter fees as established by National shall be paid by the Unit to the Department.

18c. In any new Unit, all members joining within thirty (30) days after the charter application has been signed by the Commander and the Adjutant of The American Legion Post to which the Unit is attached, shall be considered charter members.

18d. If a charter is being written for a new Unit, a member in good standing of another Unit may become a charter member of the new Unit, provided said member has requested transfer of membership from the Unit to which she formerly belonged. No dues shall be transferred and her membership privileges in the former Unit shall be cancelled and transferred to the newly chartered Unit.

18e. When a charter has been lost or destroyed, a duplicate may be secured on application to the Department Executive Director. Duplicate charter rolls can be obtained by the same procedure. Costs are established by National.

18f. A Unit cannot be reinstated under a charter which has been cancelled or revoked. It may, however, reorganize and apply for a new charter following the procedure outlined for the organization of a new Unit. The revocation of a Post charter does not invalidate the charter of its Auxiliary Unit. A Unit may continue to operate, bearing the name and number of the Post to which it was attached.

18g. A reorganized Unit shall proceed as a newly chartered Unit.

18h. New Units may function under temporary officers during interim between application and receipt of a charter which shall be presented by authorized Department representatives. This charter must be preserved. After receipt of charter, permanent officers shall be elected and installed.

## **UNIT OFFICERS AND COMMITTEES**

19. The elective officers of the Unit shall be a President, one (1) or more Vice Presidents, Secretary, Treasurer (the offices of Secretary and Treasurer may be combined), Chaplain, Historian, and Sergeant-at-Arms. Additional officers and Executive Board members may be elected at the annual meeting of the Unit.

19a. The duties of Unit officers shall be similar to the duties of the corresponding Department officers as listed in the Department Standing Rules or the current Unit Handbook.

19b. The President of the Unit shall appoint committees as she may deem advisable, or as authorized by the Unit Governing Documents.

19c. All elective officers of the Units shall be elected annually, and all appointive officers shall be appointed annually.

## **UNIT OPERATION**

20. All Units shall be governed by the Department Constitution and Bylaws. Each Unit may make Standing Rules consistent with the National and Department Constitution and Bylaws and the Department Standing Rules.

20a. A Unit shall be given the name and number of The American Legion Post to which it is an Auxiliary.

20b. Any member in good standing may be the Installing Officer. The choice of an installing officer is an honor conferred by the Unit at its discretion.

20c. Each Unit shall have the standardized individual application forms for membership and all applicants for membership shall fill out said form. These must be countersigned by the Post Adjutant or Post Officer, certifying the eligibility of the applicant and affiliation to The American Legion member.

20d. Units should hold at least one (1) business meeting each month except in case of emergency.

20e. The Unit President shall see that the following are accomplished:

- 1) Appoint chairmen of standing committees
- 2) Distribute appropriate pages from the Program Action Plan to officers and committee chairmen
- 3) Maintain a separate accounting of general and welfare funds
- 4) Conduct an annual audit
- 5) Ensure that IRS Form 990 is filed annually
- 6) Pay County and District obligations

- 7) Pay mandatory Department obligations as listed on the annual Unit Obligations Form received from the Department Executive Director. Failure to pay mandatory obligations may result in suspension, revocation or cancellation of the Unit Charter.

20f. Unit delegates to the annual Department Convention shall be elected by a majority vote of those present at a regular or called meeting; those names shall be recorded on the forms provided by the Department office for that purpose.

20g. The rules of procedure at meetings of the American Legion Auxiliary shall be those set forth in Robert's Rules of Order, Newly Revised, (current edition) unless otherwise provided for in the Constitution and Bylaws.

20h. No Unit in this Department or any member thereof shall circularize any other Unit, or any member thereof, without the consent of the Department.

20i. All changes to the Unit Governing Documents shall be submitted to the Department Parliamentarian for review and recommendation before they become operative. Typed signatures of officers will be accepted on governing documents sent via electronic mail (E-mail).

## **UNIT MEMBERSHIP**

21. Each Unit shall be a judge of its own membership. The National Counsel General has ruled that "eligibility does not constitute acceptability and a Post or a Unit shall be the judge of whom it will admit to membership." (See National Handbook, "The Auxiliary Member", also the National Constitution.)

21a. No person may, at any time, be a member of more than one (1) Unit.

21b. A Unit may expel from membership any member for violation of the Department or National Constitution or for conduct improper or prejudicial to the welfare of the American Legion Auxiliary or The American Legion.

21c. Any officer may be removed from office by two-thirds (2/3) vote at a Unit meeting duly called for that purpose.

21d. Said expulsion or removal shall be binding only in the event said member or officer shall have been given thirty (30) days' notice in writing by the Unit Executive Board on the charges and the hearing thereon. Either party may have the right to appeal to the Unit Executive Board and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

21e. Expulsion from one (1) Unit does not prevent a member from applying for membership in any other Unit.

21f. Full explanation for expulsion or suspension of a member may be found in the current Unit Handbook.

## **UNIT DUES**

22. The annual dues to be collected by the Unit and transmitted to Department Headquarters shall be twenty dollars (\$20.00) for Senior members and four dollars, twenty-five cents (\$4.25) for Junior members, effective with the 2018-2019 administrative year. When a National increase becomes effective Units shall automatically remit to the Department said increase, effective same date.

22a. Each Unit may determine the Unit dues.

22b. The Unit shall remit the names of paid members with their dues to the Department Executive Director in a timely manner.

22c. Units with Paid Up For Life (PUFL) members will be issued a check from the Department for the Unit portion of the member's dues.

## **TRANSFER OF MEMBERSHIP**

23. No member is entitled to transfer her membership until all dues for the current calendar year are paid.

23a. A transfer granted by any Unit shall be reported to the Department Executive Director on a member data form, by the 20<sup>th</sup> of the month.

## **UNIT SUSPENSION, REVOCATION AND CANCELLATION**

24. Suspension. A Unit failing to meet all obligations imposed upon it by the Department Constitution and Bylaws, Standing Rules, or by ruling of Convention or the Department Executive Committee may, upon order of the Department Executive Committee, be suspended. Said action leading to suspension shall not be instituted until the Commander and the Adjutant of the Post to which the Unit is attached have been notified.

25. Revocation. The Department Executive Committee may, after notice and a hearing, revoke the charter of a Unit which violates or fails to comply with the Department Constitution and Bylaws, or which fails to adequately discipline any of its members for such violation, and may provide for the governing and administration of such Unit during such suspension or upon such revocation.

26. Cancellation. No Charter should be considered for cancellation or disbanding without the Unit first involving and working with the County/District/Department Membership Team. The Post should also be notified.

26a. Charter cancellation is in order when two (2) or more Units merge, or when a Unit voluntarily ceases to function.

26b. If the Unit cannot be revitalized, members are encouraged to transfer to another Unit before the Unit cancels the Charter.

26c. If a Unit cannot be revitalized, the following procedures MUST be followed:

- 1) Thirty (30) days advance written notice must be sent to all Unit members indicating that a vote will be taken at a regular meeting of the Unit to cancel the Charter (disband the Unit). Date, time and place of the meeting must be included in the notice.
- 2) Only those members in attendance may vote. Absentee votes will not be counted.
- 3) Notification MUST be given to the Department Executive Director. The Unit Charter Cancellation will be voted on by the Department Executive Committee, and forwarded to the National Headquarters for vote by the National Executive Committee.

27. When a Unit ceases to function or its Charter has been revoked or cancelled, the Charter and ALL FUNDS must be forwarded immediately to the Department Executive Director. All other assets may be disposed of by the Unit.

### **POPPY DISTRIBUTION**

28. All poppies must be ordered from the Department of Iowa, American Legion Auxiliary by October 20<sup>th</sup> of each year.

28a. All Units shall maintain a separate accounting of their Poppy funds.

28b. Effective May 9, 2013, by resolution of The American Legion, funds derived from the distribution of The American Legion and the American Legion Auxiliary Poppy shall be used for the following purposes only:

- 1) For the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917;
- 2) For the welfare of the families of veterans of the above named period;
- 3) For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals;
- 4) For the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.

28c. All funds collected prior to May 9, 2013, shall be solely used for the intent and purpose of prior resolutions of The American Legion, and not for active duty service members or families. New funds collected after approval of this resolution may be used for active duty military and families as outlined above.

28d. The Poppy Proceeds report is due in the Department Office on June 5<sup>th</sup> with the Unit's check for one fourth (1/4) of the proceeds from the distribution of poppies.

28e. On the Poppy Proceeds Report, indicate those members who collected fifty dollars (\$50.00) or more during distribution. M. Myrton Skelley Certificates for these members will be distributed during the District Caucus at the Department Convention.

28f. Units failing to send one-fourth (1/4) of their net Poppy proceeds to the Department Executive Director by June 5 shall be prohibited from placing future poppy orders until this obligation is met.

28g. The official memorial poppy may be used in floral arrangements and memorial tributes to deceased Auxiliary members.

## **\*COUNTY\***

### **COUNTY ORGANIZATION**

29. At least one (1) Fall County Meeting and one (1) Spring County Meeting shall be held annually by the Units within each county. It is recommended that County Meetings be held prior to the Fall District Conferences and the Spring District Conferences.

29a. At the Spring County meeting the delegates shall elect a County President, Vice President, Secretary and Treasurer. The office of County Secretary and Treasurer may be combined by action of the delegates. Such officers may be installed following their election, and shall assume the duties of their office immediately prior to adjournment of the next Department Convention and shall serve until their successors are duly elected and qualified.

29b. Any member in good standing may be the Installing Officer. The choice of an installing officer is an honor conferred by the County at its discretion.

29c. Vacancies occurring in said County offices provided for in this section shall be filled by the County Executive Board. Said Board shall determine when a vacancy exists.

29d. The County officers and Unit Presidents shall constitute a County Executive Board.

29e. The County President shall serve as liaison officer between the District President and the Units and shall be responsible for the Units within her county.

29f. Counties shall hold a County Leadership Workshop within two (2) weeks of the District Leadership Workshop.

29g. Counties with but one (1) Unit may have a County organization or may opt to join with another county.

29h. Each Unit shall pay County dues as determined by the County Governing Documents, based on the Unit's membership at the previous year's close of National books.

29i. Each Unit shall be entitled to elect for County meetings, three (3) delegates; and one (1) additional delegate for each twenty-five (25) members or major fraction thereof.

29j. Delegates-at-large shall be all incumbent District and County officers, past County Presidents, and past and present Department officers (which includes past and present District Presidents) whose membership is maintained in the County in which she served.

29k. Any member may have the privilege of the floor, but only delegates have the right to vote.

29l. The voting in County meetings shall be cast by delegates present. Absentee votes are not counted.

29m. A County quorum shall be determined by County Governing Documents.

29n. All County Governing Documents shall be submitted to the Department Parliamentarian for review and recommendation before they become operative. Typed signatures of officers will be accepted on governing documents sent via electronic mail (E-mail).

## **CANCELLATION OF THE COUNTY ORGANIZATION**

30. No County Organization should consider cancellation without first involving and working with the District/Department Membership Team.

30a. If a County Organization cannot be revitalized, the following procedures MUST be followed:

- 1) Forty-Five (45) days advance written notice must be sent to the President and Secretary of all Units within the County, that a vote will be taken at a regular or special meeting, to disband the County Organization. Date, time and place of the meeting shall be included in the notice.
- 2) Only those delegates duly elected by the Units will be allowed to vote. (See Department Standing Rules #27i. and 27j.) Absentee votes will not be counted.
- 3) Notification MUST be given to the Department Executive Director to be presented to the Department Executive Committee.
- 4) All County funds must be forwarded immediately to the Department Executive Director. All other assets may be disposed of by the County organization.

30b. Units of cancelled County Organizations may join other County Organizations, with the approval of that County Organization.

## **\*DISTRICT\***

### **DISTRICT ORGANIZATION**

31. Each District shall hold a Spring District Conference and a Fall District Conference each year.

31a. At the Spring Conference, the District President and one (1) or more Vice Presidents shall be elected subject to ratification at the following Department Convention. A District President may succeed herself for one (1) year only.

31b. Other officers to be elected at the Spring District Conference shall be a District Secretary and District Treasurer. The office of District Secretary and District Treasurer may be combined by the action of the delegates. Additional District Officers may be elected or appointed according to the District Governing Documents.

31c. Should any said District officer fail to qualify at the time of the Department Convention the District delegates at said Convention shall caucus and elect by majority vote of delegates present, said officers.

31d. All questions affecting the election, eligibility or conduct of District Officers shall be referred to and determined by the District Executive Board.

31e. District officers provided for in this section, and the County Presidents, shall constitute the District Executive Board and shall take office immediately prior to the adjournment of the Department Convention and shall hold office until their successors have been duly elected and qualified.

31f. Vacancies occurring in said District offices, unless otherwise provided for, shall be filled by the District Executive Board. Said Board shall determine when a vacancy exists. In case of a vacancy in the office of the District President same shall be filled by the District Executive Board, subject to ratification by the Department Executive Committee.

## **DISTRICT DELEGATES AND VOTING**

32. Each Unit, irrespective of size, shall be entitled to elect one (1) delegate for the Fall District Conference. Each Unit shall be entitled to elect one (1) additional delegate for each twenty-five (25) members or major fraction thereof, based on the membership of the Unit at the time of the Department Convention.

32a. Each Unit, irrespective of size, shall be entitled to elect one (1) delegate for the Spring District Conference. Each Unit shall be entitled to elect one (1) additional delegate for each twenty-five (25) members or major fraction thereof, based on the membership dues received in the Department Headquarters by March 1<sup>st</sup>, and whose District dues are paid.

32b. All elective District officers, incumbent County Presidents, past or present Department Officers (which includes past and present District Presidents) whose membership is maintained in the District shall be delegates at large to the District Conferences. Their votes, if present, shall be cast with their respective Units. No member shall have more than one (1) vote.

32c. Voting at said District Conferences shall be cast by delegates present. Absentee votes are not counted. In case of only one (1) candidate for District office, the vote shall be by acclamation.



32d. A District Quorum shall be determined by the District Governing Documents.

## **DISTRICT OPERATION**

33. Each Unit shall pay District dues as determined by the District Governing Documents, based on the Unit's membership at the previous year's close of National books.

34. A copy of the minutes of all District Conferences shall be filed in the Department office within two (2) weeks following each District Conference.

35. All District Governing Documents shall be submitted to the Department Parliamentarian for review and recommendation before they become operative. Typed signatures of officers will be accepted on governing documents sent via electronic mail (E-mail).

36. The time of the District Leadership Workshop shall be designated by the District President and shall be within two (2) weeks following the Department Leadership Workshop.

37. Funds appropriated for the District Leadership Workshop by the Department shall be fifteen dollars (\$15.00) per active County within said District.

## **\*DEPARTMENT MEETINGS\***

### **DEPARTMENT LEADERSHIP WORKSHOP**

38. The Department shall hold an annual Leadership Workshop for District Presidents. Said Leadership Workshop shall be held at the call of the Department President at the earliest possible date following the Department Convention. The Department Officers shall attend the Leadership Workshop. The Department President shall have authority to call to said meeting such other officers or committee personnel as she may deem advisable. Any member may attend at her own expense.

### **MID-WINTER CONFERENCE**

39. The Department President, with the approval of the Department Executive Committee, shall have the authority to call a Mid-Winter Conference of the Department of Iowa American Legion Auxiliary for the purpose of receiving reports and disseminating information.

39a. A registration fee of ten dollars (\$10.00) shall be charged all persons attending the Mid-Winter Conference. There will be no fee for Junior members.

## **DEPARTMENT CONVENTION**

(See also, Article VIII of the Constitution and Bylaws)

40. The order of business at the Annual Department Convention shall contain the following;

- Call to order
- Call to Convention
- Report of Credentials Committee
- Report of Officers
- Report of Committees
- Election of Officers
- Election of Nominating Committee member
- Call for National Convention
- Election of Delegates to National Convention
- Adjournment

41. It shall be the duty of the Parliamentarian to advise the President on all questions pertaining to rules of procedure.

42. District Caucuses at Department Convention shall be held at the time designated by the Department President, and publicized in the annual Call to Convention for the purpose of:

- Election of Department Officers
- Confirming District Delegates and Alternates to the National Convention
- Presentation of awards

43. No Unit delegate shall be seated in the Department Convention except by authority of her Unit, same to be properly verified by written certification of the Unit President or Secretary and presented to the Department Credentials or Registration Committee.

44. A Committee Chairman shall have the privilege of the floor when her committee activities are under discussion, but does not have privilege of a vote, unless she is a delegate.

45. The Department Convention shall have a registration fee of ten dollars (\$10.00) for delegates, alternates and visitors. There will be no fee for Junior members.

46. Two (2) District Pages to the Department Convention shall be selected by each of the respective District Presidents. All pages and assistant pages shall be American Legion Auxiliary members.

## **ELECTION RULES**

47. Nominations for elected Department Officers shall be made on the first day of the Department Convention.

47a. Nomination of officers shall be made from the floor by any duly accredited delegate, on roll call of each of the nine (9) Districts. Nomination speeches shall not exceed five (5) minutes in length. There shall be no seconding of nominations. A delegate may yield to a Junior member in good standing for the purpose of presenting a nomination or endorsement.

47b. Immediately following her nomination, each candidate for Department office shall be presented by the person who placed her name in nomination and may be

granted two (2) minutes time for such remarks as she may wish to make. The candidate(s) for Department Vice President may be granted five (5) minutes for remarks.

47c. Any delegate nominating a candidate for office must do so with the consent of the nominee.

48. Election shall be held at the District Caucuses as designated by the Department President and publicized in the annual Call to Convention. Voting for officers shall be by ballot except when there is but one (1) nominee for an office, in which case, the nominee shall be elected by acclamation. In case of more than one (1) nominee for the office, the ballot shall be prepared by the Department Election Committee and distributed to the Districts' polling places. Time and place for voting shall be announced from the platform.

48a. The District President shall appoint a District Election Committee of three (3) members, who shall be in charge of the voting by their respective District delegates, and who shall also serve as tellers for said District. No candidate for Department office shall serve on this committee. In case the District has more than one (1) candidate for the same Department office, each candidate within the District may be represented on the District Election Committee.

48b. Ballots carrying the names of all candidates, and equal to the voting strength of the District, shall be given to each District President immediately prior to election. All ballots shall be duly accounted for, both used and unused, and returned to the Department Election Committee.

48c. Only names placed in nomination at the time of the official nomination of Department Officers shall be placed on official ballots.

48d. At the hour designated for the polls to open, the Credentials Committee shall give each District President a list of the accredited delegates. The names on the list shall be checked by the District Election Committee as the delegate reports to vote. The delegate shall sign the delegate list and receive her ballot. The ballot shall be voted and immediately placed in a ballot box.

48e. Any registered alternate entitled to delegate privileges shall have her credentials changed at the credentials desk prior to the time designated for polls to open. Any delegate or alternate registering as a delegate after the opening of the polls shall be certified by the Credentials Committee. She shall immediately take certification to vote to her District Caucus and take her place in line at the District polling place.

48f. "X" or "✓" shall be placed in the square opposite the name of the candidate for which the delegate is voting.

48g. The polls shall open and close at a time specified by the Department President. Any registered delegate in line shall be entitled to vote. The polling place shall then be cleared and the ballots counted by the District Election Committee.

48h. The District Election Committee shall fill out an election report furnished by the Department Executive Director, giving the result of the ballots. Said election report shall be signed by all three (3) members of the District Election Committee, and together with the used and unused ballots, shall be returned by the District President to the Department Election Committee for final tabulation.

49. Thirty-five percent (35%) of ballots cast shall be necessary to elect. The candidate receiving the greatest number of votes above thirty five percent (35%) shall be elected.

50. The Department Executive Director and one other member of the Department Election Committee shall immediately notify the candidates of the results of the election.

51. The Department Executive Director shall announce to the Convention the results of the balloting as certified by the Department Election Committee. The President shall wait a few minutes to allow time for any protest and then shall declare the officers duly elected.

52. Final authority in the protest of any District vote shall be vested in the Department Election Committee.

### **\* JUNIOR CAMP\***

53. Iowa American Legion Auxiliary Junior Camp is an educational program which provides community living for Junior members. In camp, Juniors will live together in small units, learning about the programs of the American Legion Auxiliary. Campers will experience fellowship, build self-esteem, learn leadership skills and have fun.

54. Junior members age eight (8) to eighteen (18) may attend Junior Camp. If a member attains the age of eighteen (18) before camp is held, she may still attend for that year.

55. Junior Department Convention will be held at the conclusion of Junior Camp.

### **\*NATIONAL\***

#### **NATIONAL MEETINGS**

56. The Department President shall be permitted to attend all National Meetings at which the Department is entitled to representation.

57. Other Department Officers and Committee personnel may attend as authorized by the Department President. Expenses will be determined by the Department Finance Committee and approved by the Department Executive Committee.

#### **NATIONAL CONVENTION**

(See also Article X, Constitution and Bylaws)

58. The retiring Department President shall be the Chairman of the National Convention Delegation. She shall
- a. Have the privilege of naming the Department Page(s) to serve Iowa at the National Convention.
  - b. Assign delegates to the pre-convention meetings.
  - c. Chair the Iowa Caucus.
59. Vacancies in the National Delegation shall be filled in the following order:
- a. Alternates from their respective Districts.
  - b. Alternates-at-large.
  - c. Alternates from other Districts.
  - d. Any vacancy then existing may be filled by the Delegation Chairman and the Department Executive Director.
60. Only those authorized according to Article X, Section 3 of the Constitution and Bylaws may collect expenses from the Department. No substitutions.

### **\*DEPARTMENT OF IOWA FINANCE\***

61. The revenue of this Department shall be derived from annual dues of members, and by such other means as may be determined by the Department Executive Committee.
- 61a. No bill shall be paid unless it is completely itemized. A financial report shall be sent to the Department President and Finance Committee once a month.
- 61b. Department funds raised through the American Legion Auxiliary shall not be given or contributed to groups or organizations outside of the American Legion Auxiliary unless approved by the Department Executive Committee. The Department Executive Committee has the power to determine in what organization(s) the American Legion Auxiliary shall have membership.
- 61c. New programs shall be reviewed by the Department Finance Committee and approved by the Department Executive Committee before the expenditure of Department funds,
- 61d. The accounts shall be audited by a public accountant, said audit to be completed within thirty (30) days following the close of the fiscal year which ends July 31.
- 61e. At the end of the administrative year, all unused balances collected for special purposes shall be carried forward to next year's budget, in accordance with their original purposes.
62. Units shall send to the Department Executive Director, sixty cents (\$.60) per capita, based on last year's membership at the close of National Books. Distribution of funds will be made according to the budget and in accordance with National requirements.

63. The one-fourth (1/4) net proceeds from the distribution of small and large poppies sent from the Units to the Department shall go directly into the Department Welfare Fund.

64. The payment to the hospitalized veteran by the Department for making poppies shall be taken from the Welfare Fund.

## **COMPENSATION**

65. No officer, except the Department Executive Director shall receive any compensation for her services.

66. The compensation of the Department Executive Director shall be fixed by the Department Executive Committee upon recommendation of the Department Finance Committee. The Department Executive Director shall not vote in the consideration of this matter.

67. The Veterans Affairs and Rehabilitation Facility Representatives shall be appointed by the Department President, subject to ratification by the Department Executive Committee. They may receive a stipend.

68. All salaries, wages and stipends shall be approved by the Department Executive Committee upon recommendation of the Department Finance Committee.

## **MERIT AWARDS**

69. These awards are given to assist Iowa residents in obtaining a college, university, professional, nursing, trade school, commercial or vocational education in an accredited school operated within the State of Iowa. All recipients shall be chosen by the Department Education Chairman and Merit Award Judges, from the applications received by the given date, based on the required qualifications listed.

70. The Iowa American Legion Auxiliary offers the following Merit Awards:

- a. A five hundred dollar (\$500) medical training merit award in memory of Mary Virginia Macrae who served as the first Department President of Iowa.
- b. A five hundred-dollar (\$500) educator training merit award in memory of Harriet Hoffman who established the education and merit award program in the Department of Iowa.
- c. There shall be ten (10) merit awards of five hundred dollars (\$500) each. No applicant shall receive this award more than twice. Upon the death of a Past Department President, one (1) of these merit awards will be given in her honor and shall be for the period of one (1) year only.
- d. The number of five hundred-dollar (\$500) Past President Merit Awards will be determined by the contributions received each year by the Past Presidents Merit Award Fund.

71. Eligibility Rules for all Merit Awards:

- a. The applicant must be a veteran or parent, spouse, widow, direct or adopted descendant of a veteran, and a resident of the State of Iowa.

- b. The Department of Iowa American Legion Auxiliary Merit Award application form must be used to apply for all merit awards. The application form may be obtained online and must be postmarked by June 1.
- c. The applicant must be a high school graduate. Graduating seniors shall submit a transcript of high school grades, and composite score on a standardized test. Applicants who are currently college students need to submit only applicable college records. Applicants who have been out of school for four (4) or more years may submit any of the above information or two (2) additional personal references.
- d. The applicant must submit an original essay consisting of not more than six hundred fifty (650) words which will give insight into one's personality and express the qualities one wants to be known and be remembered by in one's chosen field.
- e. The applicant shall submit three (3) letters of recommendation: one (1) from a Unit or Post verifying the applicant's eligibility; one (1) from his/her school; and one (1) from a business or professional person, clergy or community leader indicating the applicant's character, patriotism, leadership, etc.

**\*AMENDMENTS\***

72. These Department of Iowa Standing Rules may be amended at a Department Convention by a majority of the votes cast. Department Standing Rules shall become operative at the close of the convention at which they are adopted, unless otherwise stated.

**\*\*\*DEPARTMENT OF IOWA\*\*\*  
\*\*\*ARTICLES OF INCORPORATION\*\*\*\***

The Department of Iowa, American Legion Auxiliary was incorporated in the State of Iowa on August 11, 1939. Documents pertaining to the Articles of Incorporation are available at the Department Headquarters.

Standing Rules Amended by Department Conventions: 1991, 1992, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2018.

**IOWA AMERICAN LEGION AUXILIARY GIRLS STATE, INC.**

**ARTICLES OF INCORPORATION**

Adopted by Department Conventions: 1946, 1953, 1956, 1961, 1966, 1987, 1993, 1994, 1997, 1998, 1999, 2000 and 2018.

**KNOW ALL MEN BY THESE PRESENT**

That we, the undersigned natural persons of lawful age and citizens of the State of Iowa, under and by virtue of the provisions of Chapter 504 of the current Code of the State of Iowa relating to corporations not for pecuniary profit, for ourselves, associates and successors, do hereby associate ourselves and all other persons

who may hereafter become associated with us and our successors in the corporation hereby created as a body corporate assuming the powers, rights and privileges granted corporations not for pecuniary profit, and all the duties and obligations imposed by the said chapter, and do adopt and accept the following Articles of Incorporation.

## ARTICLE I

The name of this corporation shall be IOWA AMERICAN LEGION AUXILIARY GIRLS STATE, INC, and its principal place of business shall be at the Department Office, American Legion Auxiliary Headquarters, in the City of Des Moines, State of Iowa. The duration of this corporation shall be perpetual.

## ARTICLE II

The purpose for which this corporation is formed shall be to teach the youth of Iowa the fundamental principles of the Republican form of Democratic Government. The number of girls attending each session of Iowa American Legion Auxiliary Girls State shall be determined by the Girls State Board with space and available counselors to be the determining factors.

## ARTICLE III

Eligibility is limited to high school girls who are in their junior year or who will be seniors the year following the Girls State session. Each girl must return home and give a report to her sponsoring Unit on her experiences at Girls State. The girl must reside in Iowa and be sponsored by a Unit of the American Legion Auxiliary. In the event that a city/town does not have an active Unit, then The American Legion Post of that community may sponsor a girl. Outside organizations cannot sponsor a girl, however, they may make a donation to a Unit to help sponsor a girl. That Unit accepting the donation will be the legal sponsoring organization. In selecting a girl to attend Girls State, Units should use the following criteria in their selection process:

1. Be in her Junior or third (3) year of Senior High School, regardless of whether that year ends in June or February (mandatory). Be at least sixteen (16) years of age on September 15<sup>th</sup> prior to her attending Girls State. Each girl is encouraged to return home and furnish leadership in her school and community.
2. The girl must rank in the upper half of her class.
3. She must exhibit and display outstanding leadership and good character.
4. The girl must be a legal inhabitant of the United States, either a US citizen or have a valid US government ID and be willing to salute and show respect to the American Flag.
5. She must not be a member of a subversive and/or militant group opposed to our form of government.
6. She must attend the entire session and be in good health.

All Girls State applicants must be selected by an American Legion Auxiliary Unit. Local schools may provide names to the Unit, but it is the responsibility of the individual Units to make their own selections.



#### ARTICLE IV

The members of this corporation shall be the members of the American Legion Auxiliary, Department of Iowa, duly admitted thereto from time to time as shown by the records thereof.

#### ARTICLE V

The business affairs of this corporation shall be conducted by a Board of Directors of five (5) members: the Department President of the American Legion Auxiliary shall be the President of the Board; the Department Executive Director shall be the Secretary-Treasurer, and three (3) appointed members, each of whom shall serve for a term of three (3) years. One (1) member shall be appointed annually by the Department President. Any vacancy which shall occur at any time, shall be filled by the Department President.

#### ARTICLE VI

The meetings of the Board of Directors of this corporation shall be held at the call of the Department President and three members of the Board. The first meeting shall be held prior to or at Mid-Winter Conference.

#### ARTICLE VII

The Board of Directors shall have the authority to plan and direct the program for the current year.

#### ARTICLE VIII

The Board of Directors shall present such rules as shall be necessary from time to time, for action by the Department Convention.

#### ARTICLE IX

The private property of the members of this corporation shall be exempt from the debts of the corporation and from all liability therefore, and this Article shall not be subject to change or amendment.

#### ARTICLE X

These Articles, except Article IX, may be amended at any annual convention of the American Legion Auxiliary, Department of Iowa.

**NOTE:** IOWA GIRLS STATE ALUMNAE ASSOCIATION was incorporated as a nonprofit corporation effective August 5, 1993, and went on inactive status June 20, 1997. The Iowa Girls State Alumnae Association assumed an active status effective July 17, 2004.

# INFORMATION SECTION

## CALENDAR OF ACTIVITIES AND EVENTS 2018-2019

### AUGUST

- 4 Department Leadership Workshop
- 24-29 National Convention, Minneapolis, MN

### SEPTEMBER

- 3 Labor Day – Department Headquarters Office closed
- 20 Membership Due in the Department Office

### OCTOBER

- 1 Girls State information will be on website
- 1 Unit Impact Reports will be on website under forms
- 8 Columbus Day - Department Headquarters Office Closed
- 20 Gold Club Membership Renewals are due in the Department Office
- 20 Unit Obligation form and check due in the Department Office
- 20 Poppy Orders due in the Department Office
- NO LATE ORDERS WILL BE ACCEPTED

### NOVEMBER

- 11 Veterans Day
- 12 Department Office closed
- 17 Membership Rally- Location TBD
- 22-23 Thanksgiving – Department Headquarters Office closed

### DECEMBER

- 1 Girls State Registration Forms & Check (\$400.00) from Units due to Department Office
- 25-26 Christmas – Department Office closed

### JANUARY 2019

- 1 New Year's Day – Department Office closed
- 21 Martin Luther King Day – Department Office closed
- 31 Membership is delinquent – (loss of continuous years if turned in after this date to the National Office)

### FEBRUARY

- 1-3 Mid-Winter Conference, Airport Holiday Inn, Des Moines
- 4 Department Office closed
- 18 Presidents' Day – Department Office closed

### MARCH

- 15 National Scholarship Applications are due in the Department Office

### APRIL

- 1 Junior Camp fee and application (\$150.00) due in office
- 30 2018-2019 District, County, and Junior Officers forms due in the Department Office

- 30 Impact Reports due to County President.  
NOTE: All Unit Narrative Reports must be sent to the appropriate Department Chairman for their reports and awards. These reports must be sent in to the appropriate Chairman, with a cover sheet by the deadline or they WILL NOT be considered for judging. DO NOT send narratives to the Department Office.
- 30 Deadline for requests for refunds for Girls State and Junior Camp. Form is on website under forms. No refunds after this date.

MAY

- 20 Department Convention Delegates/Alternates Form, Unit Officer Form, and other material needed to begin the new administrative year mailed to Unit Presidents from the Department Office
- 27 Memorial Day, Department Office closed

JUNE

- 1 Iowa Merit Award application packets due to the Department Education Chairman.
- 2-7 Junior Auxiliary Camp, Christian Conference Center, Newton, IA
- 5 Poppy Proceeds check and report due in the Department Office
- 7 Department Junior Convention, Christian Conference Center Newton, IA
- 15 National Convention Delegates/Alternates/Guests/Hotel forms due in Department Office
- 15 Top three top narratives chosen by Department Chairmen due to Department President
- 15 Suggested Governing Document changes due to Sandy Deacon. Copies of suggestions are to be sent to the Department Office attention Marlene Valentine
- 16-21 Iowa Girls State, Drake University, Des Moines, IA
- 21 Girls State Inauguration, Drake University, Des Moines, IA

JULY

- 1 Department Convention Delegates/Alternates forms due in Department Office
- 1 2019-2020 Unit Officers form due in the Department Office
- 4 Department Office closed
- 19-21 Department Convention, Airport Holiday Inn, Des Moines

**Important Information Regarding Monetary Contributions**

All checks sent to the Department Office should be made payable to: American Legion Auxiliary, Department of Iowa. DO NOT combine membership dues or Girls State Registration fees with any other payments. Other than membership and Girls State, payment for multiple assessments and donations may be combined on one check. Make note on the check what it is for and fill out accompanying forms completely.

**All donations must be sent to the Department Office.** Mark on check which facility donation is for, and specific purpose if applicable. Please make copies of all forms and correspondence sent to the Department office for your records. Send a note to the facility to let them know that you have made a donation for them, and

the purpose for which you wish the donation to be used. The facility will then ask the Department for the funds.

### **2018-2019 UNIT OBLIGATIONS AND CONTRIBUTIONS FORMS**

Unit Obligation Forms are included in the Unit Packets distributed at Leadership Workshop. These are obligations a Unit must pay to remain in good standing.

1. **Veterans Facility Fund** This assessment is based on membership at the close of the previous year's Department books. Payment for this obligation may be taken from Unit Welfare Fund.
2. **Blanket Fidelity Bond** of \$5.75 per Unit is required. Counties and Districts do not pay a bonding fee because the Units pay the \$5.75 fee each year to cover every one of their Unit members.
3. **ALA Communique** subscriptions. The obligation is \$1.00 per Senior member and will be based on the membership at the close of the previous year's Department books. There is no *ALA Communique* subscription charge for Junior members.
4. **Per Capita**, as determined by the Department Executive Committee, is \$.60 per member, based on membership at the close of the previous year's National books. Of this assessment, \$.15 per member may be taken from the Welfare Fund, and \$.45 may be taken from the General Fund; or the entire \$.60 can be taken from the General Fund.
5. **Veterans Assistance Fund**. This assessment is \$.10 per member, based on the membership at the close of the previous year's National books.
6. **Blue Book**. Each Unit is required to purchase one 2018-2019 Blue Book at a cost of \$5.00.

Units are required to pay the above obligations. All may be combined on one check from your General Fund, one check from your Welfare Fund, and must be mailed to the Department Office by October 20<sup>th</sup>.

County and District Obligations will be given to you at Leadership Workshop. Address for mailing will be included on each form. Do not send County and District Obligations to the Department Office.

If your District has a District Newsletter, that information will be provided in your Unit Packet, with appropriate cost and address to send subscription money.

### **2018-2019 UNIT OFFICER FORMS**

Unit Officer Forms were sent in May. The due date was July 1, 2018. This information is used for the 2018-2019 District and County officer lists of names and addresses for office records, for the rosters of Unit Presidents and Secretaries; and the *ALA Communique* mailing lists. Complete information, including phone numbers and area codes is necessary. The nine-digit zip codes are also necessary. If there are changes during the year of any information on this form, please inform the Department Office immediately, clearly indicating the Unit number and the Unit town name. These are online, fillable forms. Fill out and email to the Department office – [alamembership@ialegion.org](mailto:alamembership@ialegion.org).

## MEMBERSHIP

Dues are due and payable September 20<sup>th</sup> for the ensuing calendar year. Units should make it a priority to process membership weekly and send it in each week. Dues should be sent in early so the Unit is not a “goose egg” on the first membership report.

### LIFE MEMBERSHIP

1. Life Memberships can be conferred only by vote of the Unit.
2. Life Memberships should be awarded only for the member's continued outstanding service to the Unit.
3. The Unit that awards a Life Membership assumes responsibility for payment of that member's National and Department dues and per capita each year during the life of the member. This applies even though the Life Member moves to another city or Department. No Unit can bind another Unit to pay dues for any member.
4. The Department Office will keep a roster of Life Members. If your Unit has awarded such a membership, send name and date to the Department Office.
5. A Life Membership shall be passed upon at a regular Unit meeting and signed by the Unit President or Secretary

There are many ways to further honor a Life Member. Life Member pins and various cards are available in the National Emblem Sales catalog. Provide all information and have your order approved by the Department Executive Director. Missing information or approval will delay your order.

Because Life Membership is a Unit honor, these members still currently receive the regular dues renewal notices. One way a Unit may decide to pay Life Membership dues is by purchasing a Paid Up For Life (PUFL) Membership.

### PUFL MEMBERSHIP

PUFL Membership is a paid-up-for-life membership plan. PUFL stands for “Paid Up For Life”. A PUFL membership can be purchased by any Junior or Senior member whose current year's dues are paid. This one-time payment will assure the member will never have to pay dues again.

PUFL brochures and application forms are available from the Department Office. The PUFL payment is sent to National Headquarters, and each year, National Headquarters sends the PUFL Member's Department and Unit dues back to the Department. Units with PUFL members will be issued a check from the Department for the Unit portion of the member's dues.

PUFL members should NOT get dues renewal notices from National.

### TRANSFER OF MEMBERSHIP

In order to transfer membership to another Unit, the member's current year's dues must be paid to the old Unit.

The "Unit Transfer" section of the Member Data Form must be completed. To transfer membership the following steps should be taken:

1. Present membership card to the **new** Unit.
2. Sign the "Unit Transfer" section of the Member Data Form.
3. Give the Member Data Form to the **new** Unit Secretary.

The **new** Unit Secretary, after seeing the paid-up membership card:

1. Signs the "Unit Transfer" section of the Member Data Form.
2. Retains the pink copy for the new Unit files.
3. Sends the remaining copy to the Department Office.
4. Should notify the previous Unit of the member's transfer.

### **NATIONAL EMBLEM SALES**

You may order supply items from National Emblem Sales. Order your supplies early to allow sufficient time. Contact Emblem Sales for a free catalog.

**AMERICAN LEGION FLAG & EMBLEM  
PO BOX 36460  
INDIANAPOLIS, IN 46236**

**Phone: 888-453-4466**

**Fax: 317-630-1381**

**Email: [emblem@legion.org](mailto:emblem@legion.org)**

### **AMERICAN LEGION AUXILIARY NATIONAL HEADQUARTERS OFFICE:**

**American Legion Auxiliary  
8945 N. Meridian St – Suite 200  
Indianapolis, IN 46260**

**Phone: 317-569-4500**

**Fax: 317-569-4502**

**Email: [alahq@alaforveterans.org](mailto:alahq@alaforveterans.org)**

**Website: [www.alaforveterans.org](http://www.alaforveterans.org)**

### **GENERAL INSTRUCTIONS FOR SHIPPING PACKAGES OF ARTICLES**

Itemize and evaluate each item on a file card and on a stamped postcard addressed to your Unit. The postcard will be returned to your Unit by the Hospital Representative to acknowledge receipt of your package. Be sure to add postage costs to the total contribution.

Write out two valuations lists

1. One on a file card for use in your Unit to record contribution
2. One on a postcard addressed to your Unit, to be signed, dated and returned by the Hospital Representative to acknowledge receipt of your package.

**NOTE: Do NOT send cards to the Department Office.**

Enclose the lists in an envelope and tape the envelope to the top of the package. Address the envelope with the name of the Auxiliary Hospital Representative and the address of the facility. Be sure to identify the American Legion Auxiliary. Use a complete return address, including the Unit Name, Number, Town Name, and the name and address of the Unit member sending the package. Send directly to the VA Hospital Representative at the address shown in the back of this book.

## **2018-2019 NATIONAL OFFICERS**

National President:	Kathy Dungan (MS)
National Vice President:	Nichole Clapp (IA)
National Secretary:	Mary "Dubbie" Buckler (IN)
National Treasurer:	Sara Riegel (IN)
Central Division National Vice President:	Teresa Isensee (WI)

## **PAST NATIONAL OFFICERS DEPARTMENT OF IOWA**

### **Past National Presidents:**

- \*Mary Virginia Macrae, Council Bluffs, 1929-1930
- \*Bess Lainson, Council Bluffs, 1954-1955
- \*Opal Glynn Hanes, West Des Moines, 1965-1966
- \*Sherry McLaughlin, Mt. Auburn, 2001-2002.

### **Past Central Division National Vice Presidents:**

- \*Mary Virginia Macrae, Council Bluffs, 1922-1923
- \*Harriett Hoffman, Des Moines, 1925-1926
- \*Blanche Allbee Norland, Marshalltown, 1932-1933
- \*Grace Gilbert King, West Union, 1941-1942
- \*Bess Lainson, Council Bluffs, 1950-1951
- \*Frances Hakes, Laurens, 1958-1959
- \*Jacqueline (Dr.) Hultquist, Olds, 1967-1968
- \*Alberta Rhea, Crawfordsville, 1976-1977
- \*Dorothy Gezel, Pella, 1985-1986
- \*Florence Long, Donnellson, 1994-1995
- Jeanne Carson, Coggon, 2003-2004
- Mary Jo Berning, Arcadia, 2012-2013.

### **Past National Secretary:**

- \*Gwendolyn Wiggin MacDowell, Story City, 1928-1951.

### **Past National Historians:**

- \*Grace Gilbert King, West Union, 1942-1944
- \*Opal Glynn Hanes, West Des Moines, 1960-1961
- \*Jean Owen, Coon Rapids, 1979-1980
- Betty "Tooter" Baker, Linn Grove, 1996-1997.

### **Past National Chaplain:**

- \*M. Myrton Skelley, Des Moines, 1947-1948.

**\*\*\*\*PAST DEPARTMENT PRESIDENTS DECEASED\*\*\*\***

Mary Virginia Macrae, Council Bluffs, 1921-1923 \*February 8, 1945  
Carrie Gorrell Hunter, Newton, 1923-1924 \*January 4, 1950  
Harriet Hoffman, Des Moines, 1924-1925 \*January 13, 1970  
Margaret Hinderman, Washington, 1925-1927 \*November 16, 1965  
Virginia Bedell, Spirit Lake, 1927-1928 \*May 8, 1975  
Blanche Allbee Norland, Marshalltown, 1928- 1929 \*January 30, 1991  
Grace Gilbert King, West Union, 1929-1930 \*May 7, 1955  
Minnie Dubbert, Cedar Falls, 1930-1931 \*November 24, 1948  
Jane Prichard, Onawa, 1931-1932 \*October, 1982  
Esther Thompson, Dallas Center, 1932-1933 \*July 22, 1940  
Winnifred Niggemeyer, Fort Madison, 1933-1934 \*December 2, 1972  
Leona Ladehoff, Clinton, 1934-1935 \*October 2, 1966  
Eleanor Williams, Eldora, 1935-1936 \*March 5, 1944  
Bess Lainson, Council Bluffs, 1936-1937 \*May 21, 1966  
Mary Northup, Des Moines, 1937-1938 \*November 15, 1990  
Clara Hanson, Sioux City, 1938-1939 \*July 3, 1983  
Celia Sawyer, Winterset, 1939-1940 \*October 9, 1965  
Wilma Briggs, Lisbon, 1940-1941 \*April 9, 1975  
Frances Hakes, Laurens, 1941-1942 \*December 26, 1988.  
Mabel K. Tracey, Manchester, 1942-1943 \*January 30, 1989  
Billie Lutz, Marshalltown, 1943-1944 \*September, 1984  
Doris Laird, Rockwell City, 1944-1945 \*December 17, 1970  
Margaret Carr, Des Moines, 1945-1946 \*July 1, 1978  
Alice Brown, Whiting; 1946-1947 \*September 16, 1993  
E. Kathinka Hanson, Decorah, 1947-1948 \*December 1, 1996  
Sue Stringer, Iowa Falls, 1948-1949 \*July, 1984  
Helene Jacobson, Boone; 1949-1950 \*January 15, 1990  
Cora Abraham, Mount Pleasant, 1950-1951 \*March 12, 1974  
Lucile Monk, Sheldon, 1951-1952 \*June 3, 1995  
Bernice Williams, Marion, 1952-1953 \*November 11, 1979  
Edith Young, Marshalltown, 1953-1954 \*August 12, 1973  
Katherine Walter, Lennox, 1954-1955 \*December 27, 1991  
Opal Glynn Hanes, West Des Moines, 1955-1956 \*December 28, 2005  
Katherine (Cattott) Sisak, Keosauqua, 1956-1957 \*August 18, 1980  
Gladys Bouma, Pocahontas, 1957-1958 \*May 3, 1999  
Eva Curtis, Chariton, 1958-1959 \*September 15, 1990  
Dr. Jacqueline Hultquist, Olds, 1959-1960 \*January 20, 2014  
Mattie Harper, West Grove, 1960-1961 \*April 22, 1977  
Zonona Wheat, Waukon, 1961-1962 \*November 2, 1988  
Faith Bolks, Hull, 1962-1963 \*July 17, 1986  
Violet Willey, Clinton, 1963-1964 \*April 12, 1999  
June Kundel, Minden, 1964-1965 \*December 16, 1986  
Jean Owen, Coon Rapids, 1965-1966 \*October 14, 1990  
Marvel Baird, Marshalltown, 1966-1967 \*July 17, 1977  
Dorothy Christensen, Council Bluffs, 1967-1968 \*April 4, 1997  
Alberta Rhea, Crawfordsville, 1968-1969 \*May 15, 1998  
Eleanor Wood, Ames, 1969-1970 \*July 19, 1997  
Bonnie Schmitz, Arcadia, 1970-1971 \*March 30, 2002



Doris Gibbons, Sioux City, 1971-1972 \*April 19, 1983  
 Harriett Lovstad, Tama, 1972-1973 \*June 5, 2005  
 Norma Bolton, Coralville, 1973-1974 \*October 28, 1977  
 Dorothy Spooner, Cedar Rapids, 1974-1975 \*December 4, 1992  
 Muriel Bochart, Greenfield, 1975-1976 \*August 24, 1993  
 Dorothy Gezel, Pella, 1976-1977 \*September 4, 2004  
 Kay MacVey, Ames, 1977-1978 \*May 28, 2018  
 Florence Long, Donnellson, 1978-1979 \*April 20, 2015  
 Jean Redinbaugh, Neola, 1980-1981 \*August 21, 2014  
 Patricia Miller, Denison, 1981-1982 \*May 18, 1992  
 Mary Husak, Polk City, 1982-1983 \*October 9, 2002  
 Bernice Hauer, West Union, 1983-1984 \*July 10, 1992  
 Ruby Simerman, Grinnell, 1984-1985 \*June 2002  
 Sherry McLaughlin, Mount Auburn, 1985-1986 \*November 3, 2010  
 Bonnie Perrin, Persia, 1986-1987 \*May 18, 2002  
 Marvella Brus, Blue Grass, 1987-1988 \*September 23, 2000  
 Rhoda Kaiser, Spencer, 1988-1989 \*December 4, 2016  
 Lucile Davis, New Hampton, 1990-1991 \*September, 29, 2011  
 Marylin Corso, Albia, 1993-1994 \*July, 2008  
 Patricia Renaud, Bondurant, 1994-1995 \*October 9, 1998  
 JoAnn Miles, Charles City, 1997-1998 \*June 4, 2001

**\*\*\*\*PAST DEPARTMENT PRESIDENTS\*\*\*\***

Carma Belz, 1517 Little Bluestem Ct. #3, Ames, IA 50014, 515-231-6527 (1989-1990)  
Audrienne Swedlund, 3648 Stagecoach Road, Stratford, IA 50249, 515-838-2227 (1991-1992)  
Betty "Tooter" Baker, 927 Ashworth Rd Apt 109, West Des Moines, IA 50265, 515-868-7162 (1992-1993)  
Lillian McGivern, 1668 70<sup>th</sup> St, Keystone, IA 52249, 319-442-3486 (1995-1996)  
Rosemarie "Rosie" Hall, 1955 Bluff Rd, Thurman, IA 51654, 712-374-2590 (1996-1997)  
Jeanne Carson, PO Box 134, Troy Mills, IA 52344, 319-224-3343 (1998-1999)  
Sandy Deacon, 3419 Polaris Dr, Ames, IA 50010, 515-450-1027 (1999-2000)  
Linda Sue Mullen, 111 So 2<sup>nd</sup> Street #610, Keokuk, IA 52632, 319-524-6860 (2000-2001)  
Sandra Heckstein, 2021 385<sup>th</sup> Street, Osage, IA 50461, 641-732-4138. Winter Address: Emerald Grove Resort, 8989 W. Business 83, Harlingen, TX 78552 (2001-2002)  
Bev Copple, 1400 280<sup>th</sup> Street, Salix, IA 51052, 712-946-5923 (2002-2003)  
Rozena McVey, 611 Pershing St., PO Box 272, Walker, IA 52352, 319-448-4473 Winter Address: 1717 Waldron Rd, Corpus Christi, TX 78418 (2003-2004)  
Ann Rehbein, 1505 Douglas, Ames, IA 50010, 515-232-9299 (2004-2005)  
Mary Jo Berning, 302 Corning St., Arcadia, IA 51430, 712-689-2228 (2005-2006)  
Jean Fritz, 821 S. 2<sup>nd</sup> St., Columbus Junction, IA 52738, 319-931-1946 (2006-2007)  
Norma Hawkins, 3224 180<sup>th</sup> St., Lawler, IA 52154, 563-238-5921 (2007-2008)  
Virginia Carter, 109 Church St, PO Box 136, Oxford Junction, IA 52323, 563-826-2324 (2008-2009)

Fran Kirk, 555 Walnut Blvd Apt 1, Pleasant Hill, IA 50377, 515-238-0964 (2009-2010)  
Marilyn Block 306 4<sup>th</sup> Ave NW, Pocahontas, IA 50574, 712-335-3374 (2010-2011)  
Martha Travis, 510 Smith St, PO Box 900 Shellsburg, IA 52332, 319-436-2217 (2011-2012)  
Mary Littrell, 3882 Locust Ridge Rd, North Liberty, IA 52317, 319-351-4065 (2012-2013)  
Ann Crawford, 1307 Iowa Ave, Onawa, IA 51040, 712-423-2096 (2013-2014)  
Diana Shaddock, 1205 E Ave E, Oskaloosa, IA 52577, 641-673-3227 (2014-2015)  
Tammy Wright 1521 Seneca Rd NW, Swisher, IA 52338, 319-310-5215 (2015-2016)  
Sharon Anderson, 709 3<sup>rd</sup> St SE, Altoona, IA 50009, 515-957-0803 (2016-2017)  
Vickie Klinkhammer, 1630 Cornell St, Dubuque, IA 52001, 563-556-2125 (2017-2018)

## DEPARTMENT SECRETARIES

\*M. Myrton Skelley..... 1921-23  
 \*Esther Kennedy..... 1923-24  
 \*Gwendolyn Wiggin MacDowell..... 1924-28  
 \*M. Myrton Skelley..... 1928-47  
 \*Billie Pell Lutz..... 1947-49  
 \*Blanche Allbee Norland..... 1949-54  
 \*Lucile Monk..... 1954-63  
 \*Ardelle Owen..... 1963-87  
 Aleta Jary..... 1987-94  
 Kim Busby..... 1994-95  
 Marlene Valentine..... 1995-

## DEPARTMENT TREASURERS

\*Mrs. Henry Glenn..... 1921-23  
 \*Mrs. G.W. MacDowel..... 1923-24  
 \*Mrs. F.H. Cooney..... 1924-28  
 \*Eleanor Steinberg..... 1928-30  
 \*Mrs. Ralph J. Williams..... 1930-31  
 \*Virginia Bedell..... 1931-32  
 \*Josephine Joens..... 1932-33  
 \*Mrs. L.E. Gallaher..... 1933-35  
 \*Mrs. Olaf J. Hanson..... 1935-37  
 \*Mrs. Forest Tomlinson..... 1937-39  
 \*Doris Laird..... 1939-40  
 \*Veneta Flynn..... 1940-41  
 \*Alice Brown..... 1941-42  
 \*Margaret Carr..... 1942-43  
 \*Ida Flanagan..... 1943-44  
 \*Helen Higbee..... 1944-46  
 \*Sue Stringer..... 1946-47  
 \*Helene Jacobson..... 1947-48  
 \*Clara Schloz..... 1948-49

\*Betty Koons..... 1949-50  
(In 1950, the Office of Department Treasurer was combined with Department Executive Secretary.)

## 2018-2019 DEPARTMENT OFFICERS

### **PRESIDENT:**

Mary Sebben 515-978-6339  
642 SE Williams Ct, Waukee, IA 50263 mlsebben@aol.com

### **VICE PRESIDENT:**

Kelly Elliott 319-981-1195  
PO Box 393, Shellsburg, IA 52332 kellyelli26@gmail.com

### **EXECUTIVE DIRECTOR:**

Marlene Valentine 515-282-7987  
720 Lyon St, Des Moines, IA 50309 alasectreas@ialegion.org

### **CHAPLAIN:**

Jan Schaffer 712-282-4284  
1747 Orchard Ave, Galva, IA 51020 justus@schallertel.net

### **HISTORIAN:**

Doris Jackson 563-564-3908  
1032 Warbler Ave, Lorimor, IA 50149 515-468-1274  
mrsj@grm.net

### **NATIONAL EXECUTIVE COMMITTEEWOMAN**

Ann Crawford 712-423-2096  
1307 Iowa Ave, Onawa, IA 51040 acrawford@longlines.com

## **LIFE MEMBERS OF DEPARTMENT EXECUTIVE COMMITTEE**

Jeanne Carson 319-224-3343  
PO Box 134, Troy Mills, IA 52344 carson.jeanne@yahoo.com

Betty "Tooter" Baker 515-868-7162  
927 Ashworth Rd #109, West Des Moines, IA 50265 tooter\_bak@yahoo.com

Mary Jo Berning 712-689-2228  
302 Corning St., Arcadia, IA 51430 berning0506@netins.net

## **2018-2019 DEPT EXECUTIVE COMMITTEE MEMBERS**

(In addition to Department Officers, District Presidents and Life Members)

Vickie Klinkhammer 563-556-2125  
1630 Cornell St, Dubuque, IA 52001 vickieklinkhammer@outlook.com

Sharon Anderson 515-957-0803  
709 3<sup>rd</sup> St SE, Altoona, IA 50009 randsanderson@gmail.com

Tammy Wright  
1521 Seneca Rd NW, Swisher, IA 52338

319-310-5215  
tam4741@aol.com

## 2018-2019 DISTRICT PRESIDENTS

Kay Calkins 1<sup>st</sup> District President  
1522 Rochester Ave, Iowa City, IA 52245

319-338-6432  
kizmick05@yahoo.com

Helen Hildebrand 2<sup>nd</sup> District President  
25615 New Vienna Rd, Farley, IA 52046

563-542-3829  
helen52046@aol.com

Shirley Warnke 3<sup>rd</sup> District President  
513 Sweetbriar Dr, Norway, IA 52318

319-210-0431  
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Mary Mooberry 4<sup>th</sup> District President  
1200 Court St, Charles City, IA 50616

641-228-4573  
m\_mooberry@yahoo.com

Kathy Harding 5<sup>th</sup> District President  
207 N 9<sup>th</sup> St, Eddyville, IA 52553

641-969-5506  
kathyeddyvl@aol.com

Elizabeth Mitchell 6<sup>th</sup> District President  
142 Paine St SE, Bondurant, IA 50035

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Rose Schoening 7<sup>th</sup> District President  
PO Box 8, Silver City, IA 51571

712-525-1170  
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Julie Rosenboom 8<sup>th</sup> District President  
PO Box 131, Palmer, IA 50571

712-359-2430  
rjr@palmerone.com

Marjorie Brunsting 9<sup>th</sup> District President  
322 1<sup>st</sup> Ave NE, Sioux Center, IA 51250

712-722-3851  
roorda@hotmail.com

## 2018-2019 DEPARTMENT COMMITTEES

### AMERICANISM

Connie Wagner  
3548 Orchard Rd, Osage, IA 50461

641-732-4492  
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### AUXILIARY EMERGENCY FUND

Kim Dixon  
2162 263<sup>rd</sup> St., Oskaloosa, IA 52577

641-673-0220  
kjdixon@mahaska.org

### CENTENNIAL

Diana Shaddock (Chairman)  
1205 E Ave E, Oskaloosa, IA 52577

641-673-3227  
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Mary Sebben  
642 SE Williams Ct, Waukee, IA 50263

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Judy Ring  
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Marlene Valentine  
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Nicole Clapp  
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Vickie Klinkhammer  
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563-556-2125  
vickieklinkhammer@outlook.com

**CHAIRMAN OF PAGES AND ASSISTANT**

Melinda Habben  
PO Box 97, Palmer, IA 50571

712-359-2443  
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Michelle Long  
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309-836-8297  
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**CHILDREN & YOUTH**

Alida Kolthoff  
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jakolthoff@hotmail.com

**COMMUNITY SERVICE**

Jackie Westover  
1437 Osceola Ave, Correctionville, IA 51016

712-372-4069  
jwestove@msn.com

**CONVENTION CHAIRMAN AND ASSISTANT**

Darla Davidson  
509 Mallard Point Dr NW, Bondurant, IA 50035

515-210-7873  
scottndarlad@yahoo.com

Lu Rolfes  
35568 240<sup>th</sup> St, Le Mars, IA 51031

712-546-8398  
jimlu@frontiernet.net

**DISTINGUISHED GUEST CHAIRMAN AND ASSISTANT**

Mary Littrell  
3882 Locust Ridge Rd., North Liberty, IA 52517

319-351-4065  
mary.littrell@yahoo.com

Jayne Soppe  
12228 Lynx Rd, West Union, IA 52175

563-422-5092  
soppedj@hotmail.com

**EDUCATION**

Jean Brandes  
749 4<sup>th</sup> St Circle SE, Sioux Center, IA 51250

712-722-3340  
how2hunt@mtcnet.net

**MERIT AWARD JUDGES**

Mary Bryan  
74 Division St NE, Swisher, IA 52204

319-981-1265  
mvb9855@aol.com

Mikayla Wicker  
101 S 5<sup>th</sup> Ave, Winterset, IA 50273

515-468-5217  
kayla396@hotmail.com

**FINANCE**

Mary Jo Berning (1 year) (Chairman)  
302 Corning St, Arcadia, IA 51430

712-689-2228  
berning0506@netins.net

Dawn Aberle (2 year)  
5958 Dix Rd, Coggan, IA 52218

319-213-1018  
wvnme2@msn.com

Linda Sue Mullen (3 year)  
111 S 2<sup>nd</sup> St #610, Keokuk, IA 52632

319-524-6860  
lindasue39@mchsi.com

**GIRLS STATE**

Mary Andersen (2 year) (Director)  
3002 Adams Ln Apt D, Fairfield, IA 52556

641-919-0752  
andersma9678@gmail.com

Ann Rehbein (1 year)  
1505 Douglas Ave, Ames, IA 50010

515-232-9299  
amrehbein@msn.com

Bev Copple (3 year)  
1400 280<sup>th</sup> St, Salix, IA 51052

712-946-5923  
sloancafe@aol.com

**GIRLS STATE GOVERNOR**

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7<sup>th</sup> District (No officers elected)

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## IOWA JUNIOR AUXILIARY PAST DEPARTMENT PRESIDENTS

1971-72 Nancy Bohenstengel, Clutier, 3<sup>rd</sup> District  
1972-73 Barbara Belz, Slater, 6<sup>th</sup> District  
1973-74 Lisa Harmeyer, West Point, 1<sup>st</sup> District  
1974-75 Diana Kroeger, Persia, 7<sup>th</sup> District  
1975-76 Kathy Sullivan, Ottumwa, 5<sup>th</sup> District  
1976-77 Mary Winnike, West Point, 1<sup>st</sup> District  
1977-78 Diane Frerichs, Britt, 8<sup>th</sup> District  
1978-79 Jane Rhea, Sumner, 3<sup>rd</sup> District  
1979-80 Chris Crotty, Havelock, 8<sup>th</sup> District  
1980-81 Denise Schwarz, Walcott, 2<sup>nd</sup> District  
1981-82 Elisabeth Miller, Des Moines, 6<sup>th</sup> District  
1982-83 Jill Breeden, Newburg, 5<sup>th</sup> District  
1983-84 Heather Brown, Urbandale, 6<sup>th</sup> District  
1984-85 Kim Martin, Boone, 8<sup>th</sup> District  
1985-86 Mari Park, Oxford Junction, 2<sup>nd</sup> District  
1986-87 Darla Valentine, Bondurant, 6<sup>th</sup> District  
1987-88 Nicole Paustian, Gladbrook, 3<sup>rd</sup> District  
1988-89 Linda Kacmarynski, Linn Grove, 9<sup>th</sup> District  
1989-90 Michele Ronnfeldt, Miles, 2<sup>nd</sup> District  
1990-91 Laura Werner, Solon, 1<sup>st</sup> District  
1991-92 Aaron Brookins, Cresco, 4<sup>th</sup> District  
1992-93 Heather Hull, Charles City, 4<sup>th</sup> District  
1993-94 Jennifer Fahrenkrog, Linn Grove, 9<sup>th</sup> District  
1994-95 Denise Rasmussen, Britt, 8<sup>th</sup> District  
1995-96 Michelle Kobliska, New Hampton, 4<sup>th</sup> District  
1996-97 Amy Meyer, Calmar, 4<sup>th</sup> District  
1997-98 Erin McLaughlin, Mt. Auburn, 3<sup>rd</sup> District  
1998-99 Nicole Boehde, Miles, 2<sup>nd</sup> District  
1999-00 Malynda Mauer, Denver, 3<sup>rd</sup> District  
2000-01 Julia Bys, Swisher, 1<sup>st</sup> District  
2001-02 Kerrin Mauer, Denver, 3<sup>rd</sup> District  
2002-03 Emma Fleming, Glidden, 8<sup>th</sup> District  
2003-04 Tasha Wooff, Oelwein, 4<sup>th</sup> District  
2004-05 Dana Barnes, Iowa City, 1<sup>st</sup> District  
2005-06 Alicia Mauer, Denver, 3<sup>rd</sup> District  
2006-07 Chynna Frana, Calmar, 4<sup>th</sup> District  
2007-08 Nikki Seehusen, Pocahontas, 8<sup>th</sup> District  
2008-09 Raychael Garringer, Williamsburg, 1<sup>st</sup> District  
2009-10 Paige Nieland, Woodward, 6<sup>th</sup> District  
2010-11 Amber Conklin, Waverly, 3<sup>rd</sup> District  
2011-12 Michaella Garringer, Marengo, 1<sup>st</sup> District

2012-13	Mikayla Houseman, Lorimor, 5 <sup>th</sup> District
2013-14	Maureen Dolan, Edgewood, 4 <sup>th</sup> District
2014-15	Paige Copple, Sloan, 9 <sup>th</sup> District
2015-16	Constance Schlitter, Swisher, 1 <sup>st</sup> District
2016-17	Josie Houseman, Lorimor, 5 <sup>th</sup> District
2017-18	Mary Stivers, Independence 4 <sup>th</sup> District

### **IOWA JUNIOR AUXILIARY PAST NATIONAL PRESIDENTS**

1987-88	Nicole Paustian, Gladbrook, 3 <sup>rd</sup> District
1998-99	Amy Meyer, Calmar, 4 <sup>th</sup> District

### **IOWA JUNIOR AUXILIARY PAST CENTRAL DIVISION NATIONAL VICE PRESIDENTS**

1984-85	Kim Martin, Boone, 8 <sup>th</sup> District
1985-86	Mari Park, Oxford Junction, 2 <sup>nd</sup> District
1990-91	Laura Werner, Solon, 1 <sup>st</sup> District
1994-95	Denise Rasmussen, Britt, 8 <sup>th</sup> District
1997-98	Amy Meyer, Calmar, 4 <sup>th</sup> District
1998-99	Erin McLaughlin, Mt. Auburn, 3 <sup>rd</sup> District
1999-00	Nicole Boehde, Miles, 2 <sup>nd</sup> District
2000-01	Ellen Strabala, Walker, 2 <sup>nd</sup> District
2003-04	Emma Flemmig, Glidden, 8 <sup>th</sup> District
2004-05	Dana Barnes, Iowa City, 1 <sup>st</sup> District
2005-06	Alicia Mauer, Denver, 3 <sup>rd</sup> District
2006-07	Chynna Frana, Calmar 4 <sup>th</sup> District
2010-11	Paige Nieland, Polk City, 6 <sup>th</sup> District

### **IOWA JUNIOR AUXILIARY PAST NATIONAL CHAPLAINS**

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1996-97	Shawna McLaughlin, Mt. Auburn, 3 <sup>rd</sup> District
2000-01	Cheri Rolfes, Le Mars, 9 <sup>th</sup> District

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