



2025-2026

BLUE BOOK

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF IOWA
720 LYON STREET
DES MOINES, IOWA 50309-5417**

**PHONE - (515) 282-7987
FAX – (515) 282-7583**

E-mail – aladirector@ialegion.org

Website – www.iowaala.org

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
104th Annual Convention
Des Moines, Iowa
July 18-20, 2025



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/he wears and the membership card she/he carries gives her/him 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 percent Americanism;

TO preserve the memories and incidents of our associations in all 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.

******TABLE OF CONTENTS******

Department of Iowa Constitution and Bylaws.....	2
Department Standing Rules	
Department Officers.....	7
Ethical Conduct.....	7
Department Appointments and Committees.....	11
Department Subsidiary Organizations.....	13
Unit.....	14
Poppy Distribution.....	19
County.....	20
District.....	21
Department Meetings.....	23
Election Rules.....	24
Junior Camp.....	26
National Meetings.....	27
Department Finance.....	27
Department of Iowa Merit Awards.....	28
Iowa American Legion Auxiliary Girls State.....	30
Girls State Merit Awards.....	30
Amendments.....	30
Department Articles of Incorporation.....	30
Girls State Articles of Incorporation.....	31
Information Section.....	31
Unit Obligations and Contributions.....	32
Membership Information.....	33
Shipping/Delivering Packages to VA Facilities.....	34
National Officers.....	35
Past Department Presidents.....	35
Past Department Secretaries and Department Treasurers.....	38
Department Officers.....	39
District Presidents.....	40
Department Committee Members.....	41
Veterans Affairs and Rehabilitation Facilities/Representatives....	45
Junior Officers.....	46
American Legion Auxiliary Office Staff.....	48
Department of Iowa American Legion.....	48
Detachment of Iowa Sons of The American Legion.....	48

*****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 and men. Each member shall perform her/his duty as a citizen and according to their 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: Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. Membership in the American Legion Auxiliary shall be limited to the:

- a. Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- b. Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917, to November 11, 1918, and any time after December 7, 1941, who being a citizen 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 either eligibility periods and died in the line of duty or after honorable discharge;
- c. Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941, who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
- d. to those women who of their own right are eligible for membership in The American Legion. A woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether she is a

member of The American Legion. However, eligibility of her relatives (spouse, sister, mother, grandmother, daughter, and granddaughter) to join the American Legion Auxiliary depends upon her membership in The American Legion.

Section 2. The IRS regulation concerning veterans organization auxiliaries states in part that its members are spouses of veterans or related to a veteran within two degrees of consanguinity representing the most distant allowable relationships (for example, grandmother, mother, sister, daughter, granddaughter). This means that no great- or great-great-granddaughters can join the Auxiliary. Current members whose eligibility relationship is great-granddaughter, great-great-granddaughter or direct descendant can continue being a member, as long as their dues are kept current.

Section 3. There shall be two classes of membership, Senior and Junior.

- a. Senior membership shall be composed of members over the age of eighteen (18); provided, however, that a spouse under the age of eighteen (18) years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
- b. Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18) years, Junior members shall automatically be admitted into Senior membership with full privileges.
- c. Dues of both classes shall be paid annually or for life.

ARTICLE IV

Department Officers

Section 1. The elective officers of this Department shall be President, Vice President, Secretary/Treasurer, Chaplain, Historian and National Executive Committee Member.

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

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

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

Section 5. Election of the Department Secretary-Treasurer 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 Secretary/Treasurer 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 Secretary/Treasurer and the National Executive Committee Member 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 Director

The Department Executive Director shall be hired, disciplined, or terminated by a majority vote of the Executive Committee of the Department of Iowa, in accordance with the terms of employment established by the Department Executive Committee. Department Executive Director shall be evaluated yearly by the Human Resources Subcommittee of the Liaison Committee. In the event of a vacancy in the position of Department Executive Director, the Liaison Committee may name a person to serve in that capacity, with Department Executive Committee majority vote, until a new Executive Director is hired. The Department Executive Director must be a member of the American Legion Auxiliary.

ARTICLE VI

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 Programs 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 VII

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 VIII

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 IX

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 X

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

ARTICLE XI

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 Committee Member, 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/his District.

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

Section 3. The following may attend the National Convention at Department expense: Delegation Chairman (outgoing Department President), Department President (Incoming Department President), Incoming Department Vice President, Department Executive Director, nine (9) outgoing District Presidents, and the page(s). The outgoing National Executive Committee Member may receive funds to cover return home expense (if not covered under other categories). The incoming National Executive Committee Member may receive funds to cover expense to attend the National Convention (including attending transportation and per diem if not covered under other categories). 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 based on 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/his vote with the Department of Iowa at the National Convention.

ARTICLE XII
Ethical Conduct

All Department Leaders and Committee Members are expected to uphold and follow the governing documents of the American Legion Auxiliary: the National and Department of Iowa Constitutions, Bylaws, and Standing Rules, as well as all National and Department policies and procedures. Conduct that is suspected to be a violation of its governing documents or detrimental to the best interests of the organization may be referred to the Ethical Conduct Review Committee of the Department Liaison Committee.

ARTICLE XIII
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 XIV
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 Committee Member and the Department Secretary/Treasurer 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/his 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 Secretary/Treasurer shall take office immediately following her/his election by the Department Executive Committee.

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

1c. Should the National Executive Committee Member be unable to attend to her/his assignment through absence or illness, the Alternate National Executive Committee Member shall become the National Executive Committee Member until the next Department Convention, at which time there shall be an election for National Executive Committee Member for a full term. The Department President shall appoint a Past Department President to fill the unexpired term of the Alternate National Executive Committee Member. 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. The Department President 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. The Department President shall be an ex-officio member of all Department committees with voice and vote.

2b. The Department President shall have authority to call any member to meetings as she/he deems necessary.

2c. The Department President shall not waive her/his rights to any person.

2d. The Department President 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/his absence; and in case of resignation or death of the President, the Department Vice President shall become the President for the unexpired term. The Department Vice President 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/his 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/his office in a businesslike manner;
- care for the archives of the Department.

4a. The Department Executive Director 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. The Department Executive Director shall receive all money belonging to the Department and account for same. She/he 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. The Department Executive Director 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/his 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. The Department Chaplain shall:

5a. Conduct a Memorial Service at the Department Convention.

5b. Prepare an annual report for the Department Convention

5c. Report as requested to the National Chaplain and enter any contests offered by the National organization.

5d. Prepare a Book of Prayers for the Department President and present it to the Department President at the Mid-Winter Conference following her/his term.

5e. 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. The Department Historian shall:

6a. Prepare a Department History for National competition.

6b. Prepare an annual report for the Department Convention.

6c. Report as requested to the National Historian and enter any contests offered by the National organization.

6d. 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 the Department President at the Mid-Winter Conference following her/his term.

7. NATIONAL EXECUTIVE COMMITTEE MEMBER. It shall be the duty of the National Executive Committee Member to fulfil the responsibilities of the National Executive Committee and to articulate the organization's mission, goals and accomplishments to the public and to the Department. The National Executive Committee Member 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/his District and shall file a complete report in the Department office of the work accomplished during her/his 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. Be The One Chairman
 - d. Children and Youth Chairman
 - e. Community Service Chairman
 - f. Convention Committee – two (2) members. The Convention Committee Chairman shall supervise the Distinguished Guest Committee and the Pages.
 - g. Credentials Chairman who shall be appointed forty-five (45) days before the annual Department Convention
 - h. Distinguished Guest Committee – two (2) members, one of whom must be a Past Department President.
 - i. Education Chairman. In addition, two (2) members will be appointed to assist in judging merit awards.
 - j. Election Committee. The Department Election Committee shall consist of the Credentials Chairman, Parliamentarian, Department Executive Director, and a Life Member of the Department Executive Committee as appointed by the Department President forty five (45) days before the Department Convention. The Credentials Chairman will serve as Election Committee Chairman.
 - k. 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.
 - l. 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.
 - m. 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 the Director were a member of the Board.
 - n. 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.
- o. Junior Activities Chairman
 - p. Junior Camp 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) 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.
 - q. Junior Camp Director. The Junior Camp 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 Junior Camp Board. If selected from outside the Board membership, said Director shall have voice and vote on all matters coming before the Board as if the Director were a member of the Board.
 - r. Leadership Chairman
 - s. Legislative Chairman
 - t. Liaison Committee. This committee shall consist of the National Executive Committee Member who shall be the Chairman, the Department President, the Department Vice President, the Department Executive Director, the Alternate National Executive Committee Member, the Senior Life Member of the Department Executive Committee, a member at large appointed by the Department President, and the Department Parliamentarian (non-voting).
 - 1) Human Resources Subcommittee. This committee shall consist of the National Executive Committee Member who shall be the Chairman, the Department President, and the Department Vice President.
 - u. Marketing Committee. The Committee shall consist of the President, Executive Director (voting), and three (3) additional members, each serving a three-year term. One member shall be appointed annually by the incoming Department President. The Department President shall appoint one member as Chairman. Each appointee to the Marketing Committee shall serve a maximum of two (2) consecutive three (3) year terms and take a minimum of (1) year off the committee before being reappointed.
 - v. Membership Committee – Chairman plus two (2) members
 - w. National Security Chairman
 - x. Pages shall be appointed for the Mid-Winter Conference, Department Convention, and National Convention.
 - y. Parliamentarian – The Parliamentarian must be a Past Department President. The Department Parliamentarian shall have the privilege accorded a chairman and shall attend all Department Executive Committee meetings and the Department Convention.
 - z. Past Presidents Parley Chairman shall be the 2nd outgoing Past Department President.
 - aa. Poppy Chairman

- bb. Public Relations Chairman
- cc. Risk and Compliance Committee. This committee shall be three (3) members, each serving staggered three-year terms, one of whom shall be appointed each year by the Department President. The Department President shall appoint the chairman
- dd. 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).
- ee. 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. Each chairman shall also file a complete report of the work which has been accomplished during her/his appointed term, which shall be available for her/his 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/his assignment through absence or illness, the Department President shall be authorized to appoint someone to serve in her/his 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/he formerly belonged. No dues shall be transferred and her/his 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/he 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 American Legion Auxiliary Department of Iowa for record purposes. Typed signatures of officers will be accepted on governing documents sent via electronic mail (E-mail). Units shall be governed by their own Unit Constitution and/or Bylaws which shall not conflict with the National Constitution & Bylaws, National Standing

Rules, National rules and policies, Department Constitution and Bylaws, or Department of Iowa rules and policies.

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 or by ALAMIS shall be twenty eight dollars (\$28.00) for Senior members and four dollars, twenty-five cents (\$4.25) for Junior members, effective with the 2024-2025 administrative year.

22a. Each Unit may determine the Unit dues. A Unit's total dues amount for their membership for the membership year cannot total less than the sum of the National portion of dues plus the Department portion of dues.

22b. The Unit shall remit the names of paid members with their dues to the Department of Iowa or the National American Legion Auxiliary Management Information System (ALAMIS) in a timely manner. Units utilizing ALAMIS shall send membership applications for new members to the Department of Iowa quarterly.

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

amount totals over \$10.00. At the end of the fiscal year any funds remaining under \$10 will be credited on the August 1st obligation sheets provided to each Unit.

TRANSFER OF MEMBERSHIP

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

23a. A transfer granted by any Unit shall be reported to the Department of Iowa Headquarters on a member data form, by the 20th 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 of Iowa Headquarters. All other assets may be disposed of by the Unit.

POPPY DISTRIBUTION

28. Veteran made poppies may be ordered through the Department of Iowa, American Legion Auxiliary by October 20th of each year.

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

28b. Those Units who wish to make their own poppies may purchase Poppy kits from the Department of Iowa American Legion Auxiliary or The American Legion National Emblem Sales.

28c. 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.

28d. 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.

28e. The Poppy Proceeds report is due in the Department Office on June 20th with the Unit's check for one fourth (1/4) of the proceeds from the distribution of poppies.

28f. Proceeds are based on amount collected when poppies are distributed, less expenses which may include purchasing poppies or poppy kits; shipping of purchased poppies or poppy kits; and poppy supplies (poppy cans, etc.).

28g. A template for M. Myrton Skelley Certificates for those members who collected fifty dollars (\$50) or more is located on the Department of Iowa website..

28h. 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 the county.

29f. Counties shall hold a County Programs Workshop within two (2) weeks of the District Programs 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/he 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 American Legion Auxiliary Department of Iowa for record purposes. Typed signatures of officers will be accepted on governing documents sent via electronic mail (E-mail). County organizations shall be governed by their own Constitution and/or Bylaws which shall not conflict with the National Constitution & Bylaws, National Standing Rules, National rules and policies, Department Constitution and Bylaws, or Department of Iowa rules and policies.

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 #29i. and 29j.) 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 of Iowa Headquarters. 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/himself 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 1st, 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 American Legion Auxiliary Department of Iowa for record purposes. Typed signatures of officers will be accepted on governing documents sent via electronic mail (E-mail). District organizations shall be governed by their own Constitution and/or Bylaws which shall not conflict with the National Constitution & Bylaws, National Standing Rules, National rules and policies, Department Constitution and Bylaws, or Department of Iowa rules and policies.

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

37. Funds appropriated for the District Programs Workshop by the Department shall be four dollars (\$4.00) per active unit within said District as of July 31st.

DEPARTMENT MEETINGS

DEPARTMENT PROGRAMS WORKSHOP

38. The Department shall hold an annual Programs Workshop for District Presidents. Said Programs 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 Programs Workshop. The Department President shall have authority to call to said meeting such other officers or committee personnel as she/he may deem advisable. Any member may attend at her/his 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/his 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/his committee activities are under discussion, but does not have privilege of a vote, unless she/he 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/his nomination, each candidate for Department office shall be presented by the person who placed her/his name in nomination and may be granted two (2) minutes time for such remarks as she/he 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/his ballot. The ballot shall be voted and immediately placed in a ballot box.

48e. Any registered alternate entitled to delegate privileges shall have her/his 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/he shall immediately take certification to vote to her/his District Caucus and take her/his 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. American Legion Auxiliary 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 XI, Constitution and Bylaws)

58. The retiring Department President shall be the Chairman of the National Convention Delegation. She/he 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 XI, 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 of Iowa Headquarters, 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/his 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.

DEPARTMENT OF IOWA 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/his 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.

72. No applicant may receive more than one (1) Department of Iowa Merit Award.

IOWA AMERICAN LEGION AUXILIARY GIRLS STATE

73. Selecting a Candidate for ALA Girls State

- a. 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. In the event that a city/town does not have an active Unit, then The American Legion Post of that community may sponsor a citizen.
- b. Outside organizations cannot sponsor a citizen, however, they may make a donation to a Unit to help sponsor a citizen. That Unit accepting the donation will be the legal sponsoring organization.

74. Who is the ideal candidate to attend ALA Girls State?

- a. Candidates eligible to participate in the ALA Girls State/Girls Nation programs must have completed their junior year of high school and have at least one semester remaining, be a United States citizen or legal inhabitant of the United States as evidenced by a current and/or valid birth certificate, driver's license, visa, passport, Green Card, or other United States government-issued documentation verifying a legal presence in the United States for at least the duration of the ALA State/Girls Nation program. For any candidate to be eligible to take part in the ALA Girls Nation program, the candidate must be able to clear a background check by the United States government, the White House, and the U.S. Secret Service.
- b. A student who demonstrates leadership potential and maturity to benefit from a weeklong immersive learning experience in a shared living arrangement with strangers. It would be reasonable to assume that the following are not ideal candidates: a teenager who cannot commit to the time schedule and fundamental rules of an ALA Girls State program steeped in belief in God and country – the USA, a republic that practices democracy.
- c. A candidate who has demonstrated scholastic achievement. This is primarily evidenced by good grades in scholarly endeavors.

75. Merit Awards given at Girls State shall be disbursed according to the Policy Manual.

AMENDMENTS

76. 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, 2017, 2018, 2019, 2021, 2022, 2023, 2024 and 2025.

****IOWA AMERICAN LEGION AUXILIARY GIRLS STATE, INC.**
*****ARTICLES OF INCORPORATION*******

Iowa American Legion Auxiliary Girls State was incorporated in the State of Iowa on June 9, 1947. Adopted by Department Conventions: 1946, 1953, 1956, 1961, 1966, 1987, 1993, 1994, 1997, 1998, 1999, 2000, and 2018.

Documents pertaining to these Articles of Incorporation are available at the Department Headquarters.

=====

INFORMATION SECTION

Please note: All forms needed for the year were in the Packets distributed at the Department Programs Workshop. District or County Presidents will ensure that each Unit receives their packet.

Check out our website: Programs and form information will be found on the website.

The ALA Communique will not longer be published as a part of the Iowa Legionnaire. All members are urged to subscribe to our Electronic Newsletter which is published every two weeks. To subscribe, please go to the Iowa Auxiliary Website and register. www.iowaala.org.

Unit Narrative Awards- If you are applying for a National Unit Narrative Award, please follow the directions in the National Program Engagement Plan. <https://www.legion-aux.org/Member/Program-Engagement-Plans>

Important Information Regarding Monetary Contributions

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

All donations for Veterans Hospitals and the Iowa Veterans Home must be sent to the Department Office. Mark on the check which facility donation is for, and the 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 ALA Representative to let her/him know that you have donated to them, and the purpose for which you wish the donation to be used. The ALA Representative will then ask the Department for the funds.

2025-2026 UNIT OBLIGATIONS AND CONTRIBUTIONS FORMS

Unit Obligation Forms are in the Unit Packets distributed at the Programs 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 the 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 Communications.** The obligation is \$2.00 per Senior member and will be based on membership at the close of the previous year's Department books.
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 2025-2026 Blue Book at \$10.00.

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

County and District Obligations will be given to you at the Programs Workshop. The address for mailing will be included in 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 the appropriate cost and address to send subscription money.

2025-2026 UNIT OFFICER FORMS

Unit Officer Forms were in your Program Engagement packet. The due date was July 1, 2025. This information is used for the 2025-2026 District and County officer lists of names and addresses for office records, for the rosters of Unit Presidents and Secretaries. Complete information, including phone numbers and area codes, is necessary. Five-digit zip codes are also necessary. If there are changes during the year to 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.

MEMBERSHIP

The ensuing membership calendar year's dues are payable as of September 1st for all new members. Units should make it a priority to process membership weekly and transmit by ALAMIS or send it in each week. Dues should be sent on time so that the membership report can be current and reflect accurate membership numbers.

HONORARY LIFE MEMBERSHIP

1. Only a Unit can bestow Honorary Life Membership.
2. Honorary Life Memberships should be awarded only for the members' continued outstanding service to the Unit.
3. The Unit that awards an Honorary Life Membership assumes responsibility for payment of that member's National and Department dues per capita each year.
4. The Department Office will keep a roster of Life Members. If your Unit has been awarded such membership, send the name and date to the Department Office.
5. Honorary Life Memberships are valid only within the Unit bestowing the membership. If an Honorary Life Member transfers to another Unit or the Unit disbands, the Honorary Life Membership becomes void.
6. Because Life Membership is a Unit honor, these members still currently receive the regular dues renewal notices unless marked Honorary Life Member (HLM) by ALAMIS or the Department Office.

There are many ways to further honor a Life Member. Life Member pins and various cards are available in the National Emblem Sales catalog.

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 ensure 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 the National Headquarters, and each year, the National Headquarters sends the PUFL Member's Department and Unit dues back to the Department. Units with PUFL members will be issued a check or credit 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

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 the 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 copy for the new Unit files.
3. Send a 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@alaforveterans.org

**American Legion Auxiliary
3450 Founders Road
Indianapolis, IN 46268**

Phone : 317-569-4500

Fax : 317-569-4502

Email : alahq@alaforveterans.org

Website: www.alaforveterans.org

INSTRUCTIONS FOR ITEMS DELIVERED OR SHIPPED TO VA FACILITIES:

Each VA Facility has its donation form that can be found on the Iowa American Legion Auxiliary website. Fill out the form with items donated, the value of items, and the date of delivery.

Use a complete return address, including the Unit Name, Number, Town Name, and the name and address of the Unit member sending the package. Notify the VA Hospital Representative at the address shown at the back of this book.

2025-2026 NATIONAL OFFICERS

Will be published after the National Convention on the Department of Iowa website.

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.
- Nicole Clapp, Gladbrook, 2019-2021

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
- Ann Rehbein, Ames, 2022-2023

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 (Catcott) 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

Vesta Warren, Corydon, 1979-1980 *June 9, 2004
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
Audrienne Swedlund, Stratford, 1991-1992 *January 10, 2021
Betty "Tooter" Baker, West Des Moines, 1992-1993* April 21, 2024
Marylin Corso, Albia, 1993-1994 *July 2008
Patricia Renaud, Bondurant, 1994-1995 * October 9, 1998
JoAnn Miles, Charles City, 1997-1998 *June 4, 2001
Jeanne Carson, Troy Mills, 1998-1999 *January 14, 2021
Linda Sue Mullen, Keokuk, 2000-2001* March 30,2024
Sandra Heckstein, Osage, 2001-2002 * August 4, 2019

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

Carma Belz, 3440 Grand Ave, Room 612, Ames, IA 50010, 515-231-3090 (1989-1990)
Lillian McGivern, 1668 70th St, Keystone, IA 52249, 319-442-3486 (1995-1996)
EJMfarms@netins.net
Rosemarie "Rosie" Hall, 1955 Bluff Rd, Thurman, IA 51654, 712-374-2590 (1996-1997) hallrosie@live.com
Sandy Deacon, 3419 Polaris Dr, Ames, IA 50010, 515-450-1027 (1999-2000)
sdeacon818@msn.com
Bev Copple, 317 Alderson St. PO Box 67, Sloan, IA 51055, 712-420-0272 (2002-2003) sloancafe@aol.com
Rozena McVey, 611 Pershing St. Walker, IA 52352, 319-551-2334 (2003-2004)
rozenam@aol.com
Ann Rehbein, 1505 Douglas, Ames, IA 50010, 515-231-6198 (2004-2005)
amrehbein@msn.com
Mary Jo Berning, 302 Corning St., Arcadia, IA 51430, 712-830-4586 (2005-2006)
berningmaryjo@gmail.com
Jean Fritz, PO Box 126 Olds, IA 52647, 319-931-1946 (2006-2007)
jevalenefritz@gmail.com
Norma Hawkins, 3224 180th St., Lawler, IA 52154, 563-238-5921 (2007-2008)
nhawkins1948@gmail.com
Virginia Carter, 109 Church St, PO Box 136, Oxford Junction, IA 52323, 563-826-2324 (2008-2009) vmcarterva2@hotmail.com
Fran Kirk, 1600 First East St, Room 314, Independence, IA 50644, 515-238-0964 (2009-2010)
Marilyn Block 306 4th Ave NW, Pocahontas, IA 50574, 712-335-3374 (2010-2011)
meblock@outlook.com
Martha Travis, 510 Smith St, PO Box 900, Shellsburg, IA 52332, 319-436-2217 (2011-2012) marthatravis719@gmail.com

Mary Littrell, 3882 Locust Ridge Rd, North Liberty, IA 52317, 641-521-8576
 (2012-2013) mary.littrell@yahoo.com
Ann Crawford, 1307 Iowa Ave, Onawa, IA 51040, 712-420-0607 (2013-2014)
 anncraw11@gmail.com
Diana Shadduck, 3848 N Carnation Ln, Avondale, AZ 85392, 641-660-0860
 (2014-2015) dianashadduck@gmail.com
Tammy Wright 1521 Seneca Rd NW, Swisher, IA 52338, 319-310-5215 (2015-
 2016) tam4741@aol.com
Sharon Anderson, 709 3rd St SE, Altoona, IA 50009, 515-957-0803 (2016-2017)
 randsanderson@gmail.com
Vickie Klinkhammer, 1630 Cornell St, Dubuque, IA 52001, 563-663-0076 (2017-
 2018) vickieklinkhammer@outlook.com
Mary Sebben, 642 SE Williams Ct, Waukee, IA 50263, 515-250-1363 (2018-
 2019) mlsebben@aol.com
Kelly Elliott, PO Box 393, Shellsburg, IA 52332, 319-981-1195 (2019-2021)
 kellyelli26@gmail.com
Doris Jackson, 1032 Warbler Ave, Lorimor, IA 50149, 515-468-1274 (2021-2022)
 dannijackson408r@gmail.com
Jayne Soppe, 12228 Lynx Rd, West Union, IA 52175, 563-380-2906 (2022-2023)
 soppedj@hotmail.com
Mary Sypherd, PO Box 182, Ainsworth, IA 52201, 319-461-9338 (2023-2024)
 alaiowaproud_sypherd@yahoo.com
Verlinda Prior, 138 Orchard Ln, Columbus Junction, IA 52738, 563-260-0666
 (2024-2025) verlindaprior@yahoo.com

DEPARTMENT SECRETARIES/EXECUTIVE DIRECTORS

*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..... 1995-18
 Crystal Wright..... 2019-

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 the Secretary.)

2025-2026 DEPARTMENT OFFICERS

PRESIDENT:

Kim Dixon 2162 263rd Street, Oskaloosa, IA 52577	641-660-8220 alapresident@ialegion.org
---	---

VICE PRESIDENT:

Judy Ring 1016 N Walnut St, Glenwood, IA 51534	402-670-1082 judyring.auxiliary@outlook.com
---	--

EXECUTIVE DIRECTOR:

Crystal Wright 720 Lyon St, Des Moines, IA 50309	515-282-7987 aladirector@ialegion.org
---	--

CHAPLAIN :

Dawn Aberle 5958 Dix Rd, Coggon, IA 52218	319-213-1018 bdaberle@gmail.com
--	------------------------------------

HISTORIAN:

Alida Kolthoff 5825 Troy Mills Rd, Walker, IA 52352	319-213-4125 jakolthoff@hotmail.com
--	--

NATIONAL EXECUTIVE COMMITTEE WOMAN

Kelly Elliott PO Box 393, Shellsburg, IA 52332	319-981-1195 alanec@ialegion.org
---	-------------------------------------

LIFE MEMBERS OF DEPARTMENT EXECUTIVE COMMITTEE

Mary Jo Berning 302 Corning St., Arcadia, IA 51430	712-830-4586 berningmaryjo@gmail.com
---	---

Nicole Clapp 20725 Highway J5T, Moravia, IA 52571	608-778-0244 nclapp@chorus.net
--	-----------------------------------

Ann Rehbein 1505 Douglas Ave, Ames, IA 50010	515-231-6198 amrehbein@msn.com
---	-----------------------------------

2025-2026 DEPT EXECUTIVE COMMITTEE MEMBERS

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

Verlinda Prior PO Box 92, Columbus Junction, IA 52738	563-260-0666 verlindaprior@yahoo.com
Mary Sypherd PO Box 182, Ainsworth, IA 52201	319-461-9338 alaiowaproud_sypherd@yahoo.com
Jayne Soppe 12228 Lynx Rd, West Union, IA 52175	563-422-5092 soppedj@hotmail.com

2025-2026 DISTRICT PRESIDENTS

Julianne Jensen 227 N 6 th St, West Branch, IA 52358	<u>1st District President</u> 319-631-3412 alafirstdistrict@ialegion.org
Helen Hildebrand 25615 New Vienna Rd, Farley, IA 52046	<u>2nd District President</u> 563-542-3829 alaseconddistrict@ialegion.org
Veronica Daniel 1547 Marble Rd, Clemons, IA 50051	<u>3rd District President</u> 641-750-4285 alathirddistrict@ialegion.org
Susan Franzen PO Box 278, St Lucas, IA 52166	<u>4th District President</u> 563-581-9875 alafourthdistrict@ialegion.org
Kristi Bridges 1315 S 1 st St, Oskaloosa, IA 52577	<u>5th District President</u> 641-660-4105 alafifthdistrict@ialegion.org
Sharon Luellen 14785 Quinlan Ave, Bouton, IA 50039	<u>6th District President</u> 515-707-1711 alasisxthdistrict@ialegion.org
Penny Clair 503 Tinder St, Bedford, IA 50833	<u>7th District President</u> 712-828-2053 alaseventhdistrict@ialegion.org
Donna Jensen 5031 240 th St, Ringsted, IA 50578	<u>8th District President</u> 712-260-4748 alaeighthdistrict@ialegion.org
Marilyn Berke 2038 Highway 20, Lawton, IA 51030	<u>9th District President</u> 712-944-5204 alaninthdistrict@ialegion.org

2025-2026 DEPARTMENT COMMITTEES

AMERICANISM

Marlene Mertens
4000 Vista Rd, Ely, IA 52227

319-329-7356
marlenemerterns1234@gmail.com

AUXILIARY EMERGENCY FUND

Rosemary Lancaster
402 E Clark St, Montezuma, IA 50171

641-569-0329
rose.rosemaryd@gmail.com

BE THE ONE

Sherri Rosener
903 NE 45th St, Ankeny, IA 50021

310-595-4045
sherrirosener@gmail.com

CHAIRMAN OF PAGES AND ASSISTANT

Patti Rolf
1167 310th St, Northboro, IA 51647

712-215-2399
patti_rolf@hotmail.com

Regina Chock
1926 H Ave, Ogden, IA 50212

515-975-3145
regchock@gmail.com

CHILDREN & YOUTH

Lily Gobart
2474 Johnson Street Rd, Keokuk, IA 52632

319-501-6520
lilygobart@gmail.com

COMMUNITY SERVICE

Cheyenne McDaniel
140 SE Cherry Ave, Earlham, IA 50072

515-210-1363
12cmcdaniel@gmail.com

CONVENTION CHAIRMAN AND ASSISTANT

Ann Crawford
1307 Iowa Ave, Onawa, IA 51040

712-420-0607
anncraw11@gmail.com

Mary Jo McLaughlin
739 South S Ave, Nevada, IA 50201

515-291-3150
mary.j.mclaughlin.mj@gmail.com

DISTINGUISHED GUEST CHAIRMAN AND ASSISTANT

Michele Long
212 S Mechanic St., Macomb, IL 61455

309-255-1770
ccvettesml@macomb.com

Verlinda Prior
PO Box 92, Columbus Junction, IA 52738

563-260-0666
verlindaprior@yahoo.com

EDUCATION

Shelley Conover
216 S Hamburg St, Holstein, IA 51025

712-898-2858
shelleyconover@gmail.com

MERIT AWARD JUDGES

Randie Gist
418 N 10th St. Oskaloosa, IA 52577

641-660-0260
randie.dixon25@gmail.com

Kelly Elliott
PO Box 393, Shellsburg, IA 52332

319-981-1195
alanec@ialegion.org

FINANCE

Regina Chock (Chair) (1 year)
1926 H Ave, Ogden, IA 50212

515-975-3145
regchock@gmail.com

Patti Rolf (2 year)
1167 310th Street, Northboro, IA 51647

712-215-2399
patti_rolf@hotmail.com

Ann Crawford (3 year)
1307 Iowa Ave, Onawa, IA 51040

712-420-0607
anncraw11@gmail.com

GIRLS STATE

Bev Copple (Director)
317 Alderson St. PO Box 67, Sloan, IA 51055

712-420-0272
sloancafe@aol.com

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

515-231-6198
amrehbein@msn.com

Michele Long (2 Year)
212 S Mechanic St., Macomb, IL 61455

309-255-1770
ccvettesml@macomb.com

Danielle Propst (3 Year)
100 Jackson Ave Unit 412C, Des Moines, IA 50315

641-751-6756
dkpropst@gmail.com

GIRLS STATE GOVERNOR

Lily Carfrae

Urbandale

GOVERNING DOCUMENTS

Sandy Deacon
3419 Polaris Dr, Ames, IA 50010

515-450-1027
sdeacon818@msn.com

JUNIOR ACTIVITIES

Alyssa Sparrgrove
31695 Dogwood Ave, Strawberry Point, IA 52076

563-933-6235
sparrgrovejane@gmail.com

JUNIOR CAMP

Doris Jackson (Director)
1032 Warbler Ave, Lorimor, IA 50149

515-468-1274
danni.jackson408r@gmail.com

Vickie Klinkhammer (1 year)
1630 Cornell St, Dubuque, IA 52001

563-663-0076
vickieklinkhammer@outlook.com

Michelle Copple (2 years)
1400 280th St, Salix, IA 51052

712-420-0278
ourbusymom1400@aol.com

Elaine Brookins (3 years)
1017 8th St E, Cresco, IA 52136

563-203-0815
rebookins423@yahoo.com

LEADERSHIP

Judy Ring
1016 N Walnut St, Glenwood, IA 51534

402-670-1082
judyring.auxiliary@outlook.com

LEGISLATION

Rebecca Teed
521 Chautauqua Ave, Colfax, IA 50054

515-681-8708
rebeccajteed@gmail.com

LIAISON COMMITTEE

Kelly Elliott
PO Box 393, Shellsburg, IA 52332

319-981-1195
alanec@ialegion.org

Verlinda Prior
PO Box 92, Columbus Junction, IA 52738

563-260-0666
verlindaprior@yahoo.com

Mary Jo Berning
302 Corning St, Arcadia, IA 51430

712-689-2228
berningmaryjo@gmail.com

Nicole Clapp
20725 Highway J5T, Moravia, IA 52571

608-778-0244
nclapp@chorus.net

Mary Sypherd
PO Box 182, Ainsworth, IA 52201

319-461-9338
alaiowaproud_sypherd@yahoo.com

MARKETING

Jamie Barker (Chair) (1 Year)
803 Furman Dr, Ames, IA 50010

515-509-4609
jrehlander15@gmail.com

Teresa Shaw (2 Year)
1409 E Iowa Ave, Apt. 12, Indianola, IA 50125

641-840-1457
tshawvanvark@gmail.com

Carol Mooney (3 Year)
614 3rd Ave SE, Dyersville, IA 52040

563-590-9299
smileyface2105@yahoo.com

MEMBERSHIP

Jacki Bolen (Chair)
PO Box 92, Montezuma, IA 50171

641-295-3259
jacki_415@hotmail.com

Rhonda Russell
501 Illinois St, Bedford, IA 50833

712-427-0158
rhondarus21@gmail.com

Teresa Kramer
12742 Kramer Rd, Farley, IA 52046

563-542-4422
kramer27@iowatelecom.net

NATIONAL SECURITY

Paige Copple
4711 Balboa Dr. Wichita Falls, TX 76310

712-420-2986
paige.copple@aol.com

NOMINATING

Jackie Tyne (1 year)
1754 Huron Dr, Marion, IA 52302

319-551-9308
grandmajackie1736@gmail.com

Pam Clark (2 year)
1261 Humboldt Ave, Merville, IA 51039

712-870-1208
pclark@wiatel.net

Rhonda Russell (3 year)
501 Illinois ST, Bedford, IA 50833

712-427-0158
rhondarus21@gmail.com

PARLIAMENTARIAN

Sandy Deacon
3419 Polaris Dr, Ames, IA 50010

515-450-1027
sdeacon818@msn.com

PIANIST

Sue Schlitter
127 13th Ave NE, Oelwein, IA 50662

319-283-0129
suehonda@iowatelecom.net

POPPY

Linda Lux
PO Box 325, Alton, IA 51003

712-395-0129
kellylux@midlands.net

PUBLIC RELATIONS

Donna Flewelling
1241 Hancock Ave, Merville, IA 51039

712-870-1312
flewellingdj@gmail.com

RISK AND COMPLIANCE COMMITTEE

Jamie Barker (Chair) (1 Year)
803 Furman Dr, Ames, IA 50010

515-509-4609
jrehlander15@gmail.com

Verlinda Prior (2 Year)
PO Box 92, Columbus Junction, IA 52738

563-260-0666
verlindaprior@yahoo.com

Dawn Aberle (3 Year)
5958 Dix Rd, Coggon, IA 52218

319-213-1018
bdaberle@gmail.com

VETERANS AFFAIRS & REHABILITATION

Angela Blazek
1129 Walnut Ave, Creston, IA 50801

641-344-5895
angieblazek67@gmail.com

VETERANS AFFAIRS & REHABILITATION – SERVICE TO VETERANS

Stacey Bane
PO Box 711, State Center, IA 50247

641-750-3443
banestacy@gmail.com

VETERANS AFFAIRS AND REHABILITATION FACILITIES

VA CENTRAL IOWA HEALTH SYSTEM

3600 30th St.
Des Moines, IA 50310-5885

Voluntary services
515-699-5999 Ext 5818

ALA Representative

Doris Jackson
1032 Warbler Ave, Lorimor, IA 50149

515-468-1274
danni.jackson408r@gmail.com

VA MEDICAL CENTER, IOWA CITY

601 Hwy 6 West
Iowa City, IA 52246

Ronnie Cooke
319-338-0581, ext. 636281

ALA Representative

Mary Littrell
3882 Locust Ridge Rd, North Liberty, IA 52317

641-521-8576
mary.littrell@yahoo.com

VA MEDICAL CENTER, OMAHA

4101 Woolworth Ave.

Omaha, NE 68105
402-995-6981

ALA Representative:

Ann Crawford
1307 Iowa Ave, Onawa, IA 51040

712-420-0607
anncraw11@gmail.com

VA MEDICAL CENTER, SIOUX FALLS

P.O. Box 5046, 2501 W. 22nd St.
Sioux Falls, SD 57105

605-333-6851

ALA Representative :

Jean Brandes
749 4th Street Cir SE, Sioux Center, IA 51250

712-540-0828
how2hunt@mtcnet.net

IOWA VETERANS HOME, MARSHALLTOWN

1301 Summit Street
Marshalltown, IA 50158

Laurel Degelau
641-753-4406

ALA Representative

Wendy Riggie
1625 53rd St, La Porte City, IA 50651

319-269-1042
wrigg1_@hotmail.com

2025-2026 JUNIOR DEPARTMENT OFFICERS 2025-2026 DISTRICT JUNIOR PRESIDENTS

Will be available upon request for those authorized.

IOWA JUNIOR AUXILIARY PAST DEPARTMENT PRESIDENTS

1971-72	Nancy Boherstengel, Clutier, 3 rd District
1972-73	Barbara Belz, Slater, 6 th District
1973-74	Lisa Harmeyer, West Point, 1 st District
1974-75	Diana Kroeger, Persia, 7 th District
1975-76	Kathy Sullivan, Ottumwa, 5 th District
1976-77	Mary Winnike, West Point, 1 st District
1977-78	Diane Frerichs, Britt, 8 th District
1978-79	Jane Rhea, Sumner, 3 rd District
1979-80	Chris Crotty, Havelock, 8 th District
1980-81	Denise Schwarz, Walcott, 2 nd District
1981-82	Elisabeth Miller, Des Moines, 6 th District
1982-83	Jill Breeden, Newburg, 5 th District
1983-84	Heather Brown, Urbandale, 6 th District
1984-85	Kim Martin, Boone, 8 th District
1985-86	Mari Park, Oxford Junction, 2 nd District
1986-87	Darla Valentine, Bondurant, 6 th District
1987-88	Nicole Paustian, Gladbrook, 3 rd District
1988-89	Linda Kacmarynski, Linn Grove, 9 th District
1989-90	Michele Ronnfeldt, Miles, 2 nd District
1990-91	Laura Werner, Solon, 1 st District
1991-92	Aaron Brookins, Cresco, 4 th District
1992-93	Heather Hull, Charles City, 4 th District
1993-94	Jennifer Fahrenkrog, Linn Grove, 9 th District
1994-95	Denise Rasmussen, Britt, 8 th District
1995-96	Michelle Kobliska, New Hampton, 4 th District
1996-97	Amy Meyer, Calmar, 4 th District
1997-98	Erin McLaughlin, Mt. Auburn, 3 rd District
1998-99	Nicole Boehde, Miles, 2 nd District
1999-00	Malynda Mauer, Denver, 3 rd District
2000-01	Julia Bys, Swisher, 1 st District
2001-02	Kerrin Mauer, Denver, 3 rd District
2002-03	Emma Fleming, Glidden, 8 th District
2003-04	Tasha Wooff, Oelwein, 4 th District
2004-05	Dana Barnes, Iowa City, 1 st District
2005-06	Alicia Mauer, Denver, 3 rd District
2006-07	Chynna Frana, Calmar, 4 th District
2007-08	Nikki Seehusen, Pocahontas, 8 th District
2008-09	Raychael Garringer, Williamsburg, 1 st District
2009-10	Paige Nieland, Woodward, 6 th District
2010-11	Amber Conklin, Waverly, 3 rd District
2011-12	Michaela Garringer, Marengo, 1 st District
2012-13	Mikayla Houseman, Lorimor, 5 th District

2013-14	Maureen Dolan, Edgewood, 4 th District
2014-15	Paige Copple, Sloan, 9 th District
2015-16	Constance Schlitter, Swisher, 1 st District
2016-17	Josie Houseman, Lorimor, 5 th District
2017-18	Mary Stivers, Independence 4 th District
2018-19	Macie Framback, Swisher, 1 st District
2019-21	Ashley Thompson, Ankeny, 6 th District
2021-22	Emma Schnurstein, Story City, 6 th District
2022-23	Sadie Breyfogle, Gilbert, 6 th District
2023-24	Amara Edwards-Hinton, Oskaloosa, 5 th District
2024-25	Makenzie Banicky, Oskaloosa, 5 th District

IOWA JUNIOR AUXILIARY PAST NATIONAL PRESIDENTS

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

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

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

IOWA JUNIOR AUXILIARY PAST NATIONAL CHAPLAINS

1992-93	Stacie Porter, Mt. Auburn, 3 rd District
1996-97	Shawna McLaughlin, Mt. Auburn, 3 rd District
2000-01	Cheri Rolfes, Le Mars, 9 th District

**2025-2026 AMERICAN LEGION AUXILIARY
DEPARTMENT OFFICE STAFF**

Department Executive Director: Crystal Wright
aladirector@ialegion.org

Membership Clerk: Riley McLaughlin
alamembership@ialegion.org

**2025-2026 IOWA AMERICAN LEGION
DEPARTMENT OFFICERS**

Department Commander: Darrin Alderson
515-282-5068
commander@ialegion.org

Department Adjutant: John Derner
515-282-5068 or 800-365-8387
john@ialegion.org

Department Service Officer: Shane Pankonen
1033 Federal Building 210 Walnut
Des Moines, IA 50309
515-323-7532 or 800-944-2039

**2025-2026 IOWA SONS OF THE AMERICAN LEGION
DETACHMENT OFFICERS**

Detachment Commander: Doug Honse
720 Lyon Street,
Des Moines, IA 50309
515-282-5068

Detachment Adjutant: Brian Kessler
720 Lyon Street
Des Moines, IA 50309
515-282-5068