

ALA Department of Kansas

2026

Summary of Proposed Amendments to: Constitution, Bylaws and Standing Rules

Note: CA=Consequential Amendment. An Amendment to be presented in support of aligning with a proposed amendment. If proposed amendment passes, consequential amendments follow suit to align.

Page Number Packet	Proposal Number	Item Location	What is it? What's going on?	Required Vote to Pass	Notes
1	1	CONSTITUTION ARTICLE VI Department Executive Committee	Finance committee member of Executive committee	2/3	
2	2	Constitution Article VI Dept. Executive Committee Section 2	VP members of Executive board with voice no vote	2/3	
3	3	CONSTITUTION ARTICLE VIII Incorporation	Finance Chair represents the committee on the Corporation Board	2/3	
4	4	ByLaws Article VII Duties of Chairmen & Committees, Section 19	Past Presidents mentoring Dept Chairs	2/3	
5	5	ByLaws Article II Duties of Officers, Section 2	VP serve as co-chair to Membership Committee Work with VP holding quarterly meetings	2/3	
6	6	Standing Rule X, Section 1	Changes should be in correct format	majority	
7	7	Standing Rule VIII Finance 18	Changing chair per diem to refund of registration	majority	
8	8	Standing Rule 22	Increases the number of people on the Risk and Compliance Committee	majority	
9	9	Standing Rules VII Duties of Chairmen and Committees, Section 5	Changes the Presidents advisory committee to all Past Presidents	majority	

10	10	Standing Rules IX. Dues and Assessments; All Sections	Changes amount of dues Department keeps	majority	
11	10a	Standing Rules VIII. Finance; Section 2 Rules of the Finance Committee, subsections b, c, d, e	Changes how assessments are collected for Department and Districts. They become part of a member's dues.	majority	
12	11	Standing Rules IV Membership	Add to match Nationals wording. National changed to clarify wording.	majority	
13	12	Wording Change in all Documents	Change title to Child Well-Being Foundation	majority	
14		Policy Financial Document Storage	To create a policy to manage financial documents	majority	

Proposal #1 CONSTITUTION ARTICLE VI Department Executive Committee		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Section 1. The Administrative and Executive powers shall be vested in the Department Executive Committee, which shall be composed of the Department President, Department Vice President, Department Secretary/Treasurer, or a Department Secretary and a Department Treasurer, Department Chaplain, Department Historian, the President from each District, (or in the absence of a District President, the District Vice President shall act in behalf of the District President) the National Executive Committee person (in the absence of the National Executive Committee person, the Alternate National Executive Committee person shall act in behalf of the National Executive Committee person).</p> <p>All Past Department Presidents in good standing in their Units, who are members of the Department of Kansas and who served as President in the Department of Kansas, shall be members for life of the Department Executive Committee, with all rights (right to attend Department Executive Committee Meetings and those held in Executive Session) except the right to vote.</p>	<p>THE DEPARTMENT FINANCE COMMITTEE shall be members of the Department Executive Committee, with all rights (right to attend Department Executive Committee Meetings and those held in Executive Session) except the right to vote.</p>	<p>Section 1. The Administrative and Executive powers shall be vested in the Department Executive Committee, which shall be composed of the Department President, Department Vice President, Department Secretary/Treasurer, or a Department Secretary and a Department Treasurer, Department Chaplain, Department Historian, the President from each District, (or in the absence of a District President, the District Vice President shall act in behalf of the District President) the National Executive Committee person (in the absence of the National Executive Committee person, the Alternate National Executive Committee person shall act in behalf of the National Executive Committee person).</p> <p>All Past Department Presidents in good standing in their Units, who are members of the Department of Kansas and who served as President in the Department of Kansas, shall be members for life of the Department Executive Committee, with all rights (right to attend Department Executive Committee Meetings and those held in Executive Session) except the right to vote.</p> <p>THE DEPARTMENT FINANCE COMMITTEE shall be members of the Department Executive Committee, with all rights (right to attend Department Executive Committee Meetings and those held in Executive Session) except the right to vote.</p>

Proposed by: The Finance Committee

Rationale: Since the Finance Committee is part of the Corporation Board and the Corporation Board must approve all actions of the Department Executive Committee and at times minutes from the Executive Committee meetings do not include discussions which may be relevant to the decisions made, the Finance Committee feels that being included in the Department Executive Committee would be beneficial to the organization as a whole.

Proposal # 2 Constitution Article VI Dept. Executive Committee Section 2		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Section 2. The District Vice Presidents and the Alternate National Executive Committee person may attend for learning and awareness of current issues in the Auxiliary with a voice but no vote.</p>	<p>Section 2. The District Vice Presidents and the Alternate National Executive Committee person may attend for shall be members of the Department Executive Committee, with all rights (right to attend Department Executive Committee Meetings and those held in Executive Session) except the right to vote for learning and awareness of current issues in the Auxiliary. with a voice but no vote.</p>	<p>Section 2. The District Vice Presidents and the Alternate National Executive Committee person shall be members of the Department Executive Committee, with all rights (right to attend Department Executive Committee Meetings and those held in Executive Session) except the right to vote for learning and awareness of current issues in the Auxiliary.</p>

Proposed by: Marsha Weber and Kristy Ehart

Rationale: This will allow for informed decisions in the case that they have to step in for the President. It allows for an informed VP if they go on to become president the following year.

Proposal #3 CONSTITUTION ARTICLE VIII Incorporation		
Current Wording	Proposed Amendment	If Adopted, Will Read
The American Legion Auxiliary, Department of Kansas shall be incorporated. The corporation Board of Directors shall be: Department President, Department Vice President, Department Secretary/Treasurer, or a Department Secretary and a Department Treasurer, Department Chaplain, Department Historian, National Executive Committee person, the District Presidents and Department Finance Committee.	The American Legion Auxiliary, Department of Kansas shall be incorporated. The corporation Board of Directors shall be: Department President, Department Vice President, Department Secretary/Treasurer, or a Department Secretary and a Department Treasurer, Department Chaplain, Department Historian, National Executive Committee person, the District Presidents and Department Finance Committee Chairman .	The American Legion Auxiliary, Department of Kansas shall be incorporated. The corporation Board of Directors shall be: Department President, Department Vice President, Department Secretary/Treasurer, or a Department Secretary and a Department Treasurer, Department Chaplain, Department Historian, National Executive Committee person, the District Presidents and Department Finance Committee Chairman.

Proposed by: The Finance Committee

Rationale: The Department Finance Chairman is the representative of the Department Finance in approving the actions of the DEC.

Proposal # 4 ByLaws Article VII Duties of Chairmen & Committees, Section 19		
Current Wording	Proposed Amendment	If Adopted, Will Read
19. The Past Presidents Parley Chairman shall promote the Licensed Practical Nurse Scholarship project as well as other activities the group may choose.	19. The Past Presidents Parley Chairman shall: a) promote the Licensed Practical Nurse Scholarship project. as well as other activities the group may choose. b) Assign an ALA Program to Past Department Presidents who wish to participate on mentoring a Department Chair, with reporting, and scheduling one assigned monthly grassroots call.	19. The Past Presidents Parley Chairman shall: a) promote the Licensed Practical Nurse Scholarship project. as well as other activities the group may choose. b) Assign an ALA Program to Past Department Presidents who wish to participate on mentoring a Department Chair, with reporting, and scheduling one assigned monthly grassroots call.

Proposed by: Cheryl Eastep, Sharon Spiker, Tracy Kinnick

Rationale: This change will allow the PDP's to take an active role in the Department, utilizing their leadership and knowledge to mentor department chairmen with their roles and responsibilities in the organization in a structured atmosphere. This will bring the grassroots calls to members across the state of Kansas to continue gain a better understanding of the ALA's mission work. Also, allowing for the Department President to focus on their role in the Department and more time to work with the District Presidents, meeting planning, and other day to day activities that demand their time.

Proposal # 5 ByLaws Article II Duties of Officers, Section 2		
Current Wording	Proposed Amendment	M If Adopted, Will Read
<p>Section 2. It shall be the duty of the Department Vice President to:</p> <p>a) When called upon, assist the President, and in the President’s absence perform the President’s duties</p> <p>b) Assume other duties as are assigned by the Department President.</p> <p>c) May serve as the ALA Department Membership Chairman</p> <p>d) Through active participation in department activities, shall familiarize with the purpose, process, and the programs of the American Legion Auxiliary.</p> <p>e) Succeed the President in office in case of death, resignation, or removal.</p> <p>f) If having succeeded the President, still be eligible for election by regular process to the office of Department President</p> <p>g) Be invited to attend, without vote, the meetings of the Finance Committee and the Constitution and Bylaws Committee</p> <p>h) Shall collect a donation from each Department officer, Department Committee Chairman and Past Department President for the Department President’s gift to be presented at Department Convention</p>	<p>Section 2. It shall be the duty of the Department Vice President to:</p> <p>a) Serve as a co-chair to the Membership Committee, focusing on the Department Holding Unit.</p> <p>b) Work with District Vice Presidents holding quarterly meetings.</p> <p>c) When called upon, assist the President, and in the President’s absence perform the President’s duties</p> <p>d) Assume other duties as are assigned by the Department President.</p> <p>e) May serve as the ALA Department Membership Chairman</p> <p>f) Through active participation in department activities, shall familiarize with the purpose, process, and the programs of the American Legion Auxiliary.</p> <p>g) Succeed the President in office in case of death, resignation, or removal.</p> <p>h) If having succeeded the President, still be eligible for election by regular process to the office of Department President</p> <p>i) Be invited to attend, without vote, the meetings of the Finance Committee and the Constitution and Bylaws Committee</p> <p>j) Shall collect a donation from each Department officer, Department Committee Chairman and Past Department President for the Department President’s gift to be presented at Department Convention</p>	<p>Section 2. It shall be the duty of the Department Vice President to:</p> <p>a) Serve as a co-chair to the Membership Committee, focusing on the Department Holding unit.</p> <p>b) Work with District Vice Presidents holding quarterly meetings.</p> <p>c) When called upon, assist the President, and in the President’s absence perform the President’s duties.</p> <p>d) Assume other duties as are assigned by the Department President.</p> <p>e) May serve as the ALA Department Membership Chairman</p> <p>f) Through active participation in department activities, shall familiarize with the purpose, process, and the programs of the American Legion Auxiliary.</p> <p>g) Succeed the President in office in case of death, resignation, or removal.</p> <p>h) If having succeeded the President, still be eligible for election by regular process to the office of Department President</p> <p>i) Be invited to attend, without vote, the meetings of the Finance Committee and the Constitution and Bylaws Committee</p> <p>j) Shall collect a donation from each Department officer, Department Committee Chairman and Past Department President for the Department President’s gift to be presented at Department Convention</p>

Proposed by: Cheryl Eastep, Tracy Kinnick, Sharon Spiker

Rationale: This change gives the Department Vice President a meaningful role in to work closely with the District Vice Presidents they will oversee the following year. Quarterly meetings create space to address challenges, strengthen leadership and mentorship, and better prepare the Vice President for the role of Department President. Involvement with the holding unit further builds their understanding of membership operations and overall department management.

Proposed #6 Amendment to Standing Rule X, Section 1 page 27		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Section 1. Standing Rules that do not require action by the convention body, may be adopted at a Department Executive Committee Meeting or a Department Convention by a majority vote.</p>	<p>Amend by adding</p> <p>Section 1. Standing Rules that do not require action by the convention body, may be adopted at a Department Executive Committee Meeting or a Department Convention by a majority vote.</p> <p>Section 2. All amendments to the Constitution, By-laws, and Standing rules must be presented in a 3 column format (current wording, proposed amendment and if adopted, will read) and include the location (Heading with document, article and section) and rationale.</p>	<p>Section 1. Standing Rules that do not require action by the convention body, may be adopted at a Department Executive Committee Meeting or a Department Convention by a majority vote.</p> <p>Section 2. All amendments to Constitution, By-laws, and Standing rules must be presented in a 3 column format (current wording, proposed amendment and if adopted, will read) and include the location (Heading with document, article and section) and rationale.</p>

Proposed by: C & B Committee

Rationale: All changes should be presented in the same format. Digital documents will automatically update outline/list numbers. If changes are not correctly printed it can be difficult to confirm the correct change is being made. This will make it easier for voting members to know exactly what they are voting on and the correct wording. It will assist the Department Secretary with the exact wording.

Proposal #7 Standing Rule VIII Finance 18		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>18. Vouchers with receipts or proof of event are to be submitted for reimbursement from the American Legion Auxiliary, Department of Kansas. These must be presented to the Finance Director no later than forty-five (45) days following the event for which reimbursement is being submitted.</p>	<p>18. a. Vouchers with receipts or proof of event are to be submitted for reimbursement from the American Legion Auxiliary, Department of Kansas. These must be presented to the Finance Director no later than forty-five (45) days following the event for which reimbursement is being submitted.</p> <p>b. All committee chairmen presenting at a Department meeting are entitled to a per diem of (\$10) ten dollars. This will be in the form of a (\$10) ten dollar refund of their registration fee upon receipt of a voucher.</p>	<p>18. a. Vouchers with receipts or proof of event are to be submitted for reimbursement from the American Legion Auxiliary, Department of Kansas. These must be presented to the Finance Director no later than forty-five (45) days following the event for which reimbursement is being submitted.</p> <p>b. All committee chairmen presenting at a Department meeting are entitled to a per diem of (\$10) ten dollars. This will be in the form of a (\$10) ten dollar refund of their registration fee upon receipt of a voucher.</p>

Proposed by: The Finance Committee

Rationale: This would eliminate the need for printing checks and mailing them out, cutting down on printing costs and postage.

Proposal #8 Standing Rule 22		
Current Wording	Proposed Amendment	If Adopted, Will Read
22. The risk and Compliance Committee shall be a four (4) person committee comprised of a chairman, two (2) members and the Department Secretary/Treasurer.	22. The Risk & Compliance Committee shall be a six (6) person committee comprised of a chairman and one (1) other continuing member, three (3) other members and the Department Secretary / Treasurer.	22. The Risk & Compliance Committee shall be a six (6) person committee comprised of a chairman and one (1) other continuing member, three (3) other members and the Department Secretary / Treasurer.

Proposed by: The Finance Committee

Rationale: Increasing the number of members with the chairman and one (1) other member having served on the committee before allows for mentoring of new members. With the increase in the number of Districts in the Department having two more members on the committee will allow the audits to be done in a more timely manner.

Proposal # 9 Standing Rules VII Duties of Chairmen and Committees, Section 5		
Current Wording	Proposed Amendment	If Adopted, Will Read
5. The Advisory Committee shall consist of three (3) members whose responsibility shall be to mentor, support and advise the officers. At least one (1) member of the committee must be a Past Department President.	5. The Advisory Committee shall consist of three (3) Past Department Presidents , members whose responsibility shall be to mentor, support and advise the officers. At least one (1) member of the committee must be a Past Department President.	5. The advisory Committee Members shall consist of three (3) Past Department Presidents, whose responsibility shall be to mentor, support and advise the officers.

Proposed by: Cheryl Eastep, Sharon Spiker, Tracy Kinnick

Rationale: An advisor to the department president and officers should be someone who has previously served in that role, as firsthand experience is vital to providing effective guidance. Having managed the day-to-day operations, office workflow, staff oversight, meeting planning, and the range of challenges that arise, a former department president brings practical insight that cannot be replicated. Appointing three advisors with prior experience in the role would ensure knowledgeable, well-rounded support for the current president.

Proposal # 10 Standing Rules IX. Dues and Assessments; All Sections			
Current Wording	Proposed Amendment	If Adopted, Will Read	Rationale:
<p>Section 1. The Department per capita dues shall be ten (\$10.00) per annum for Senior members, and one dollar and twenty-five cents (\$1.25) per annum for Junior Members.*</p> <p>Section 2. As provided in the Department Bylaws, modification to the Department per Capita dues for Senior and Junior members shall require two-thirds vote in the affirmative by the Department Convention delegates.</p> <p>Section 3. Dues shall be payable annually for the succeeding calendar year or may be paid for life via a Paid Up for Life (PUFL) membership.</p>	<p>Section 1. The Department per capita membership dues shall be ten (\$10.00) twelve (\$12.00) per annum for Senior members, and one dollar and twenty-five cents (\$1.25) three dollars and twenty-five cents (\$3.25) per annum for Junior Members.*</p> <p>Section 2. As provided in the Department Bylaws, modification to the Department per Capita membership dues for Senior and Junior members shall require two-thirds vote in the affirmative by the Department Convention delegates.</p> <p>Section 3. Dues shall be payable annually for the succeeding calendar year or may be paid for life via a Paid Up for Life (PUFL) membership.</p>	<p>Section 1. The Department membership dues shall be twelve (\$12.00) per annum for Senior members, and three dollars and twenty-five cents (\$3.25) per annum for Junior Members.*</p> <p>Section 2. As provided in the Department Bylaws, modification to the Department membership dues for Senior and Junior members shall require two-thirds vote in the affirmative by the Department Convention delegates.</p> <p>Section 3. Dues shall be payable annually for the succeeding calendar year or may be paid for life via a Paid Up for Life (PUFL) membership.</p>	<p>Change in Department dues correction to membership from per capita for clarification. Due amounts increased to include the amounts that are typically billed later as Per Capita to collect as members pay their dues for efficient receipt of these taxes and dues.</p> <p>Changing per capita in section 2 to membership dues for clarification as correct a clerical error.</p> <p>This streamlines the process and increases collection of these dues and taxes from an annual average of 75% collection to a 100% collection that is needed for Department Operations financial obligations while reducing supply costs, processing/printing costs, postage costs and manpower resources for Departments, Districts and Units.</p>

Will be for recruitment and renewal period beginning July 2027 for 2028 membership year.

Proposed by: Finance Committee & Kristen Hensley

Rationale: Units receiving additional Per Capita twice a year is often confusing for units resulting in non-payment of one or both; one is from Department, and one is from District. Each unit should be setting their membership dues to account for the Per Capita costs to the unit. By adding the annual fees to department's dues removes the need to send out additional Per Capita bills to unit, reducing paper and ink waste, increased postage needing to be paid to mail to units that do not have emails, and postage paid by units to send the payments into Department or District. The adjustment in process and department portion of dues also ensures per capita is received, reducing manpower resources with follow-ups, tracking down unit contacts, and repetitive explanations to units on the need to collect. This saves units time and unnecessary expenses in the extra mailings, checks, and tracking of these fees that should be collected as members pay their dues.

Proposal #10a Standing Rules VIII. Finance; Section 2 Rules of the Finance Committee, subsections b, c, d, e

Current Wording	Proposed Amendment	If Adopted, Will Read	Rationale
<p>b) Conference and Convention Tax: A tax for Conference and Convention expenses shall be levied upon each Unit, based on the previous year's membership as of close of books on June 30th, according to the following classification: 10 to 50 members, inclusive \$2 51 to 100 members, inclusive \$4 101-150 members, inclusive \$6 151-200 members, inclusive \$8 201 members, or more \$10</p> <p>c) A per capita tax of twenty cents (\$.20) per member shall be levied upon each Unit, based on the previous year's membership as of close of books on June 30th .*</p> <p>d) Rehabilitation Tax: A Rehabilitation tax, of fifteen cents (\$.15) per member based on the previous year's membership as of June 30th.</p> <p>e) All obligations shall be due upon notification from the Department</p>	<p>b) Conference and Convention Tax: A tax for Conference and Convention expenses shall be levied upon each Unit, based on the previous year's membership as of close of books on June 30th, according to the following classification: 10 to 50 members, inclusive \$2 51 to 100 members, inclusive \$4 101-150 members, inclusive \$6 151-200 members, inclusive \$8 201 members, or more \$10 shall be allocated from membership dues paid during joining and renewals in the amount of twenty cents (\$.20) per paid membership per annum.</p> <p>c) A per capita tax of twenty cents (\$.20) per member shall be levied upon each Unit, based on the previous year's membership as of close of books on June 30th.* shall be allocated from membership dues paid during joining and renewals in the amount of twenty cents (\$.20) per paid membership per annum.</p> <p>d) Rehabilitation Tax: A Rehabilitation tax, of fifteen cents (\$.15) per member based on the previous year's membership as of June 30th. shall be allocated from membership dues paid during joining and renewals in the amount of fifteen cents (\$.15) per paid membership per annum.</p> <p>e) All obligations shall be due upon notification from the Department District per Capita Tax: A District per Capita tax shall be allocated to member's District in the amount of fifty cents (\$.50) per paid member to be distributed to the District annually based on the membership total as of June 30th to be distributed/postmarked no later than September 15 of each given year. (i.e. Membership total June 30, 2026: District per capita checks are printed and mailed to Districts postmarked on or before September 15, 2026).</p>	<p>b) Conference and Convention Tax: A tax for Conference and Convention expenses shall be allocated from membership dues paid during joining and renewals in the amount of twenty cents (\$.20) per paid membership per annum.</p> <p>c) A per capita tax shall be allocated from membership dues paid during joining and renewals in the amount of twenty cents (\$.20) per paid membership per annum.</p> <p>d) Rehabilitation Tax: A Rehabilitation tax shall be allocated from membership dues paid during joining and renewals in the amount of fifteen cents (\$.15) per paid membership per annum.</p> <p>e) District per Capita Tax: A District per Capita tax shall be allocated to member's District in the amount of fifty cents (\$.50) per paid member to be distributed to the District District annually based on the membership total as of June 30th to be distributed/postmarked no later than September 15 of each given year. (i.e. Membership total June 30, 2026: District per capita checks are printed and mailed to Districts postmarked on or before September 15, 2026).</p>	<p>This streamlines the process and increases collection of these dues and taxes from an annual average of 75% collection to a 100% collection that is needed for Department's and the District's Operations financial obligations while reducing supply costs, processing/printing costs, postage costs and manpower resources for Departments, Districts and Units.</p>

Will be for recruitment and renewal period beginning July 2027 for 2028 membership year.

Proposed by: Finance Committee & Kristen Hensley

Rationale: Units receiving additional Per Capita twice a year is often confusing for units resulting in non-payment of one or both; one is from Department, and one is from District. Each unit should be setting their membership dues to account for the Per Capita costs to the unit. By adding the annual fees to department's dues removes the need to send out additional Per Capita bills to unit, reducing paper and ink waste, increased postage needing to be paid to mail to units that do not have emails, and postage paid by units to send the payments into Department or District. The adjustment in process and department portion of dues also ensures per capita is received, reducing manpower resources with follow-ups, tracking down unit contacts, and repetitive explanations to units on the need to

collect. This saves units time and unnecessary expenses in the extra mailings, checks, and tracking of these fees that should be collected as members pay their dues.

Proposal # 11 Standing Rules IV Membership		
Current Wording	Proposed Amendment	If Adopted, Will Read
	<p>3. There are four membership categories: a.</p> <p>a. Current: Any member paid for the current or upcoming membership year. A member whose dues are current have all membership privileges. b.</p> <p>b. Delinquent: A member failing to pay annual dues by January 31 of the current membership year. Delinquent members are suspended from membership privileges. Membership privileges can be reinstated upon renewal of membership.</p> <p>c. Expired: Any member who fails to renew their membership for 2 consecutive years. Expired members may become a current member by renewal of current membership dues. Payment of back dues may be paid in order to keep continuous years of membership.</p> <p>d. Former: Any member who fails to renew their membership for 3 or more consecutive years. Former members may rejoin at any time in the future by:</p> <p>i. re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years the future by: 1. re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years of membership; or</p>	<p>3. There are four membership categories: a.</p> <p>e. Current: Any member paid for the current or upcoming membership year. A member whose dues are current have all membership privileges. b.</p> <p>f. Delinquent: A member failing to pay annual dues by January 31 of the current membership year. Delinquent members are suspended from membership privileges. Membership privileges can be reinstated upon renewal of membership.</p> <p>g. Expired: Any member who fails to renew their membership for 2 consecutive years. Expired members may become a current member by renewal of current membership dues. Payment of back dues may be paid in order to keep continuous years of membership.</p> <p>h. Former: Any member who fails to renew their membership for 3 or more consecutive years. Former members may rejoin at any time in the future by:</p> <p>i. re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years the future by: 1. re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years of membership; or</p>

	<p>ii. A former member may pay all back dues to establish continuous membership if they are unable to re-establish eligibility. Member applications and member reinstatements may also require Unit action if a Unit's governing documents so state.</p>	<p>ii. A former member may pay all back dues to establish continuous membership if they are unable to re-establish eligibility. Member applications and member reinstatements may also require Unit action if a Unit's governing documents so state.</p>
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Proposed by: National's update working

Rational: National updated wording to, "current wording was confusing and did not reflect up-to-date NHQ Membership Division operations. Added ALAMIS categories of members for clarity. "

Proposal # 12 Wording Change in all Documents		
Current Wording	Proposed Amendment	If Adopted, Will Read
Child Welfare Foundation	<p>Change to Child Well-Being Foundation</p> <p>In all places</p>	Child Well-Being Foundation

Proposed by: C & B Committee

Rational: National Changed name.

**American Legion Auxiliary
Department of Kansas
DEPARTMENT POLICY
Financial Document Storage**

Adopted By: Department Convention 2026 (Kansas)	Adopted Date:
Approving Body: Department Executive Committee (Kansas)	
Reviewing Body: Finance Committee(Kansas)	Next Review Date: 2030

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Kansas, to store Financial Documents based on National ALA recommendations.

The current year documents (year 1) will be kept as working files in the Department office. Previous year's Financial Documents (year 2) will be stored in the Department Office. Documents from the third year on will be moved in the designated storage area.

Procedures:

1. Current year (1) and previous year (2) are kept in the working office area.
2. Years 3 - 10 will be kept in the designated storage area on the shelves label by year in 2 categories.
 - a. Permanent Documents will be sorted and filed in the designated storage area file cabinets.
 - b. Short term Documents will be boxed and labeled and placed on the correct year shelf.
 - c. Years are filed by the fiscal year (July 1 - June 30) and labeled with the close of the books year.
3. Permanently kept documents - based on ALA National's chart
 - a. When documents move in the designated storage area in year 3
 - i. Attach a checklist to an expandable file and label.
 - ii. Place all listed documents into the file and fill in checklist
 - iii. Place the permanent document file in the **file cabinet** for storage of permanent documents by year in the designated storage area
4. Short Term Documents - All other financial documents
 - a. Remove year 10 box from its current shelf
 - b. Move all year boxes down one year (ex. Year 3 to 4, year 7 to 8)
 - c. Documents in the removed box (from year 10) need to be shredded and disposed of properly.
 - i. Colored hanging folders are saved and reused
 - d. Place year 2 documents from working area into a cardboard banker/storage box which now become new year 3 (reuse box from year 10)
 - i. Update the box label with correct year
 - e. Year 3 boxed documents stay in the working office area until all finance requirements are complete. Then it is stored in the designated storage area in the Year 3 slot.

Transfer Responsibility

The Finance Committee and the Treasurer shall ensure documents are correctly moved, stored and old documents shredded properly.

Date Revised	Description of Revision	Approved by

Submitted by: Sonia Wiley and Marsha Weber (The Basement Brigade)

Rational: Financial documents need a set procedure for handing and storage. There needs to be a plan for separating permanently kept documents and for disposal of no longer needed documents. We need to define the people responsible for overseeing the care and storage of Department Financial documents.