

**Proposal #SR19 and Location in Constitution/Bylaws/Standing Rule
Standing Rule XIX Section 1 & 2**

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>1. The Department Executive Committee shall make the decision to hire a new Department Secretary the position will be advertised in the Legionette, Job Service, and through notices sent by the Department Secretary to the Units. Candidates must be a member or eligible and willing to become a member of American Legion Auxiliary. A hiring committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past Department Presidents, Department President, First Vice President, and the Finance Chairman, will consider the applications, interview the candidates and refer their selection to the Department Executive Committee for approval. The Department Secretary will be installed by the President; the Department Executive Committee may appoint a temporary Department Secretary to serve until the selection process is complete. There will be a two (2) year probation period, during which time a six (6) month and annual evaluation will be conducted by a review committee. The employee is eligible, after one year, for a raise. A review committee consisting of Department President, First Vice President, Second Vice President, Finance Chairman</p>	<p>The Department Executive Committee shall make the decision to hire a new Department Secretary and the position will be advertised in the Legionette, Job Service, and through notices sent by the Department Secretary to the Units. Candidates must be a member or eligible and willing to become a member of American Legion Auxiliary. A hiring committee elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past Department Presidents, Department President, First Vice President, and the Finance Chairman, will consider the applications, interview the candidates and refer their selection to the Department Executive Committee for approval. The Department Secretary will be installed by the President; the Department Executive Committee may appoint a temporary Department Secretary to serve until the selection process is complete. There will be a two (2) year probation period, during which time a six (6) month and annual evaluation will be conducted by a review committee. The employee is eligible, after one year, for a raise. A review committee consisting of Department President, First Vice President, Second Vice President, Finance</p>	<p>1. The Department Executive Committee shall make hiring decisions for Department Secretary, and Department Treasurer based on recommendations from the Human Resources Committee. a. The positions will be advertised in the Legionette, Job Service, and through notices sent by the Department Secretary to the Units. Candidates must be a member or eligible and willing to become a member of American Legion Auxiliary. 2. A Human Resources Committee will be elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past Department Presidents, Department President, First Vice President, Second Vice President and Finance Chairman. The Human Resources Committee will consider the applications, interview the candidates and refer their selection to the Department Executive Committee for approval. The Human Resources Committee will conduct employment evaluations for all paid employees. Employment evaluations will be conducted after six (6) months of employment and annually on the anniversary of their employment. c. The Human Resources Committee will recommend any wage increase</p>

<p>and two (2) District Presidents (nominated and selected by the Department Executive Committee) will conduct the evaluation. The final review committee will report to the PreConvention Department Executive Committee Meeting with their recommendation.</p> <p>After the probationary period an evaluation will be conducted at least once in a two (2) year period by at least two of the previous stated elected officers. After the completion of term of probation, the term of office for the Department Secretary shall be upon their resignation, or the Department Executive Committee determines the Department Secretary is negligent or is not fulfilling their duties, or twenty (20) percent of the units petition the Department Executive Committee, with reason stated, to hold a hearing to determine if they should be removed from office. The Department Executive Committee shall hold a hearing regarding any of these situations, and their decision will be final. (R2017)</p> <p>2. The Department Executive Committee shall make the decision to hire a new Executive Treasurer. (Henceforth will be referred to as Department Treasurer). The position will be advertised in the Legionette, Job Service, and through notices sent by the Department Secretary to the Units. Candidates must be a member or eligible and willing to become a member of The American Legion Auxiliary.</p> <p>A hiring committee elected by the Department Executive Committee,</p>	<p>Chairman and two (2) District Presidents (nominated and selected by the Department Executive Committee) will conduct the evaluation. The final review committee will report to the PreConvention Department Executive Committee Meeting with their recommendation.</p> <p>After the probationary period an evaluation will be conducted at least once in a two (2) year period by at least two of the previous stated elected officers. After the completion of term of probation, the term of office for the Department Secretary shall be upon their resignation, or the Department Executive Committee determines the Department Secretary is negligent or is not fulfilling their duties, or twenty (20) percent of the units petition the Department Executive Committee, with reason stated, to hold a hearing to determine if they should be removed from office. The Department Executive Committee shall hold a hearing regarding any of these situations, and their decision will be final.</p> <p>2. The Department Executive Committee shall make the decision to hire a new Executive Treasurer. (Henceforth will be referred to as Department Treasurer) based on recommendations from the Human Resources Committee.</p> <p>a. The position will be advertised in the Legionette, Job Service, and through notices sent by the Department Secretary to the Units. Candidates must be a member or</p>	<p>recommendations to the Department Executive Committee in closed session. Employees are eligible for a wage increase after the first year of employment. The Department Secretary and Department Treasurer will be installed by the President. The Department Executive Committee may appoint a temporary Department Secretary or Department Treasurer to serve until the selection process is complete.</p> <p>After the completion of term of probation, the term of office for the Department Secretary and Department Treasurer shall be upon their resignation, or the Department Executive Committee determines the Department Secretary or Department Treasurer is negligent or is not fulfilling their duties, or twenty (20) percent of the units petition the Department Executive Committee, with reason stated, to hold a hearing to determine if they should be removed from office. The Department Executive Committee shall hold a hearing regarding any of these situations, and their decision will be final.</p>
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<p>consisting of two (2) District Presidents, two (2) Past Department Presidents, Department President, First Vice President, and the Finance Chairman, will consider the applications, interview the candidates and refer their selection to the Department Executive Committee for approval. The Department Treasurer will be installed by the President; the Department Executive Committee may appoint a temporary Department Treasurer to serve until the selection process is complete. There will be a two (2) year probation period, during which time a six (6) month and annual evaluation will be conducted by a review committee. The employee is eligible, after one year, for a raise. A review committee consisting of Department President, First Vice President, Second Vice President, Finance Chairman and two (2) District Presidents (nominated and selected by the Department Executive Committee) will conduct the evaluation. The final review committee will report to the Preconvention Department Executive Committee Meeting with their recommendation.</p> <p>After the probationary period an evaluation will be conducted at least once in a two (2) year period by at least two of the previous stated elected officers. After the completion of term of probation, the term of office for the Department Treasurer shall be upon resignation, or the Department Executive Committee determines the Department Treasurer is negligent or is not fulfilling</p>	<p>eligible and willing to become a member of The American Legion Auxiliary.</p> <p>2. A hiring <i>Human Resources</i> Committee will be elected by the Department Executive Committee, consisting of two (2) District Presidents, two (2) Past Department Presidents, Department President, First Vice President, and the Finance Chairman. <i>The Human Resources Committee</i> will consider the applications, interview the candidates and refer their selection to the Department Executive Committee for approval. <i>The Human Resources Committee will conduct employment evaluations for all paid employees. Employment evaluations will be conducted after six (6) months of employment and annually on the anniversary of their employment. The Human Resources Committee will recommend any wage increase recommendations to the Department Executive Committee in closed session. Employees are eligible for a wage increase after the first year of employment.</i></p> <p>3. The Department Secretary and Department Treasurer will be installed by the President. The Department Executive Committee may appoint a temporary <i>Department Secretary or</i> Department Treasurer to serve until the selection process is complete. There will be a two (2) year probation period, during which time a six (6) month and annual evaluation will be conducted by a review committee. The employee is eligible, after one year, for a raise. A review committee consisting of</p>	
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<p>their duties, or twenty (20) percent of the units petition the Department Executive Committee, with reason stated, to hold a hearing to determine if they should be removed from office. The Department Executive Committee shall hold a hearing regarding any of these situations, and their decision will be final. (R2017)</p>	<p>Department President, First Vice President, Second Vice President, Finance Chairman and two (2) District Presidents (nominated and selected by the Department Executive Committee) will conduct the evaluation. The final review committee will report to the PreConvention Department Executive Committee Meeting with their recommendation.</p> <p>4. After the probationary period an evaluation will be conducted at least once in a two (2) year period by at least two of the previous stated elected officers. After the completion of term of probation, the term of office for the <i>Department Secretary or</i> Department Treasurer shall be upon resignation, or the Department Executive Committee determines the Department Secretary or Department Treasurer is negligent or is not fulfilling their duties, or twenty (20) percent of the units petition the Department Executive Committee, with reason stated, to hold a hearing to determine if they should be removed from office. The Department Executive Committee shall hold a hearing regarding any of these situations, and their decision will be final.</p>	
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Proposed by: Carol Edwards, Sturgis Unit #33; Patrice Sorensen, Piedmont Unit #311; Kayla Kennedy, Smith-Wright Unit #120, Isabel

Rationale: The current wording of the sections is redundant. To break out the minor details between the Department Secretary and Department Treasurer is trivial. The new wording combines the two sections and rearranges the sections differently for better flow. The new Section 2 creates the Human Resources Committee which will have the duties of the old “Hiring Committees” and “Review Committees”. In the past there have been separate committees for each position for hiring and separate committees for review. The only consistent members between the committees were the Department President, Department First Vice President, and Department Finance Chair. By combining the committees, it will better insure consistency when evaluating hiring and performance.