

THE AMERICAN LEGION  
DEPARTMENT OF WISCONSIN



WISCONSIN HISTORIANS ASSOCIATION  
CONSTITUTION AND BYLAWS

**PREVIOUS EDITIONS**

(Formerly the District Commander/Department Officers Guide  
& The Master Outline on Department Committees and Commissions)

Revised.....23 January 1960  
Revised.....July 2012  
Revised .....July 2019

INDEX

CONSTITUTION

ARTICLE

- I Name
- II Headquarters
- III Nature
- IV Membership
- V Organization
- VI Finance
- VII Committees
- VIII Quorum
- IX Limitations of Power
- X Amendments
- XI Ratification

This Constitution and Bylaws herein contained are the same as when written and adopted on 23 January 1960 and as amended at different subsequent dates and is not in conflict with National or Department Constitution.

The date of rewriting this Constitution and By-laws is January 2012. Upon ratification, this Constitution and By-laws shall become effective as of July 2012 and all prior versions shall be rendered null and void.

PREAMBLE

"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 the great wars; 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 consecrate and sanctify our comradeship by our devotion to mutual helpfulness; and to mold the Wisconsin Historians Association into a working unit for the greater realization of the foregoing purposes."

ARTICLE I - NAME

SECTION 1 - The name of this organization shall be "The Wisconsin Historians Association, The American Legion."

ARTICLE II - HEADQUARTERS

SECTION 1 - The headquarters of this Association shall be The Department of Wisconsin.

### ARTICLE III- NATURE

SECTION 1 - This Association is a constituent part of and subordinate to The American Legion, Department of Wisconsin and The American Legion, a Federal Corporation organized by an Act of Congress.

SECTION 2 - This Association is a voluntary union of Department, District, County, Post, Forty et Eight Voiture, Twenty and Four Echelon, American Legion Auxiliary and Sons of the American Legion Historians desiring to give and gain mutual aid in the collecting from year to year records and data of value and interest to the American Legion, in the compilation during their respective terms of office, complete histories of the year's activities; for the assistance of all historians in coordinating and unifying their work in accordance with National rules governing compilation of American Legion histories; for the stimulation of interest in the preparation of all American Legion histories at all levels; and the increase of appreciation of the importance and responsibility of the office of Historian.

### ARTICLE IV - MEMBERSHIP

SECTION 1 - Any past or current American Legion member of the Department, District, County, Post, Forty et Eight Voiture, Twenty and Four Echelon, Sons of the American Legion, and American Legion Auxiliary are eligible for membership in the Association upon subscribing to its By-Laws and paying of annual or Historian Paid Up For Life dues (HPUFL).

### ARTICLE V - ORGANIZATION

SECTION 1 - The Association shall elect a President, Vice President & Secretary/Treasurer, every other year at its annual Historians meeting at the Department Convention for a term of two (2) years. These officers will be the executive committee. Installation of officers will take place at the Annual Historians Meeting at the Department Convention.

SECTION 2 - Officers shall perform such duties and have authority as are usually imposed upon in similar officers of parliament bodies, and as assigned by the Executive Director (the Department Historians) and the President.

SECTION 3 - The Department Historian shall be the Executive Director of this Association and shall be the liaison officer with higher echelons.

SECTION 4 - Officers may concurrently hold offices in any of the following levels of the American Legion the office of Historian of the Department District, County, Post, Forty et Eight Voiture, Twenty and Four Echelon, American Legion Auxiliary, or Sons of The American Legion.

SECTION 5 - Vacancies in elective offices shall be filled by appointment by the Executive Committee until the following Department Convention meeting.

SECTION 6 - A temporary vacancy-in the office of President shall be filled by the Vice President assuming the duties of President.

SECTION 7 - Every member shall furnish to the Secretary/Treasurer a mailing address to which all notices and documents will be sent.

#### ARTICLE VI· FINANCE

SECTION 1 • The revenues of this Association shall be derived from membership dues and from such other sources as may be approved by the members.

SECTION 2 • The Secretary/Treasurer shall deposit the Association funds in a financial institution convenient to the Secretary/Treasurer providing such institution meets approval of the Executive Committee.

#### ARTICLE VII· COMMITTEES

SECTION 1 • The only mandated committee of this Association is the Executive Committee. Other committees may be established when and as needed.

SECTION 2 • To serve on a committee, a person must be a member of good standing in this Association.

#### ARTICLE VIII· QUORUM

SECTION 1 • A minimum of least (6) six members, including at least (2) two officers shall constitute a quorum of this Association at a regular or special meeting for the transaction of business.

SECTION 2 • A quorum of any committee shall be a majority of the members of the committee, unless otherwise provided for in the Constitution and Bylaws.

#### ARTICLE IX· LIMITATION OF POWERS

SECTION 1 • Roberts Rules of Order, Revised shall be the Association's parliamentary guide and authority in all matters not herein provided for.

SECTION 2 • No article of this Constitution or Bylaws shall conflict with the Constitution & Bylaws of The American Legion National Organization or the Constitution and Bylaws of the American Legion of Wisconsin.

#### ARTICLE X• AMENDMENTS

SECTION 1 • This Constitution may be amended, at any regular or special meeting of the Wisconsin Historians Association, provided the intended amendment has been given in writing to the Executive Board for approval.

SECTION 2 – The Association /Treasurer will prepare the necessary information/instructions, ballot's and otherwise supervise the vote upon the proposed amendment at the next regularly scheduled or special meeting of the Association.

SECTION 3 • Written notice shall have been sent or given to all members at least twenty-one (21) days in advance of the date when such amendment is to be voted upon, or published in the Badger Legionnaire to all members in the call of the meeting. Notifying the members that at such meeting there would be a proposal to amend this Constitution.

SECTION 4 -The amendment may be approved at any regular or special meeting by a two-thirds vote of the members present, or, upon a two-thirds vote of all members of the Association taken by mail ballot.

## ARTICLE XI - RATIFICATION

SECTION 1 - This Constitution shall go into effect immediately following its adoption by a two-thirds vote of the members present at a regular or special meeting of the Association.

SECTION 2 - The Secretary/Treasurer shall make the necessary notation herein, indicating the number of members present and the number voting for and against the adoption.

## INDEX

## BY-LAWS

### ARTICLE

- I Meetings
- II Dues
- III Responsibilities of Officers
- IV Committees and Appointments
- V Notices
- VI Memorials and Trusts
- VII Awards
- VIII Amendments
- IX Ratifications
- X Rules of Order

## ARTICLE I - MEETINGS

SECTION 1 - The Association shall meet biannually at the Department Convention of the American Legion, and the Department Midwinter Conference of The American Legion. At such meetings each member in good standing shall be entitled to (1) one vote. The President and/or The Executive Director (Department Historian) may convene additional meetings during the year.



SECTION 2 - A minimum of at least (6) six members of this Association, including at Least (2) two officers, shall constitute a quorum for the transaction of business.

## ARTICLE II - DUES

SECTION 1 - Regular Membership: Shall be (\$2.00) Two Dollars per year, which shall be paid to the Secretary/Treasurer at the July Department Convention (Payable to the Wisconsin Historians Association). Members whose dues are not paid at the STATE DEPARTMENT CONVENTION will be dropped from the mailing lists.

SECTION 2 - Paid Up For Life (HPUFL): Shall be on a scale as per age at the time of application as follows:

Age 39 years and younger= \$30.00

Ages 40 - 49 = \$25.00

Ages 50 -59 = \$20.00

Ages 60 -69 =\$15.00

Ages 70 and older \$10.00.

Payable to the Wisconsin Historians Association.

## ARTICLE III - RESPONSIBILITIES OF OFFICERS

SECTION 1 - President: Shall preside over all meetings and the Executive Board; appoint committees on a need basis; place their signature on all orders, contracts, and proceedings; exercise leadership of policies and programs; speak for and on behalf of the organization; have no voice vote.

SECTION 2 - Vice President: Shall preside at all meetings and Executive Board in the absence of the president; assist the president in fulfilling their duties and responsibilities. In the event of a vacancy in the presidency, the vice president will assume the duties of the president until election.

### SECTION 3 – Secretary/Treasurer

- a Keep accurate proceeding of all meetings and executive board meetings.
- b Maintain a record of minutes and the constitution and by-laws, with amendments.
- c Keep a file of all documents belonging to the organization?
- d Have a current record book on hand at every meeting.
- e Notify President of special meetings.
- f One copy of minutes shall be forwarded to all officers before next meeting.
- g Have a current list of all members of the Association.
- h Send a newsletter twice a year (June and December) to all dues paying members.
- i Remind regular members that their dues are due at State Historians meeting at State Legion Convention.
- j In absence of pres. and v. p., call the meeting to order and preside over its proceeding's. Collect and have custody of all funds, disburse as directed by the members of the Executive Board; collect dues; Keep accurate records of all financial transactions; Submit a financial report of all receipts and disbursements at each scheduled meeting; maintain a current membership list; funds shall be deposited in a financial institution that is convenient and approved by the board executive committee.

SECTION 4 - Executive Director: Will be the current Department Historian for the State of Wisconsin. Special meetings as deemed necessary may be called to order by the Executive Director.

SECTION 5 - All officers, upon retiring from office, shall deliver all accounts, records and property belonging to the Association to their successors within (30) thirty days after taking office.

#### ARTICLE IV - COMMITTEES AND APPOINTMENTS

SECTION 1 - Between annual meetings, the administrative power of this Association shall be vested in the Executive Committee which composed of the Association President, Executive Director, Vice President & Secretary/Treasurer.

SECTION 2 - Vacancies in office shall be filled via appointment by the Executive Committee until the following Department Convention meeting.

SECTION 3 - All members appointed to committees must be members in good standing.

#### ARTICLE V - NOTICES

SECTION 1 - Every member shall furnish to the Secretary/Treasurer an address to which all notices and documents may be sent and the same shall be held to have been duly sent to or served upon a member when mailed to their address so furnished.

#### ARTICLE VI- MEMORIALS AND TRUSTS

SECTION 1 - Any proposed change to this Article must be submitted to the President of the Association in writing and then printed in the State Historian's Newsletter or by some means of correspondence in advance of the date when such amendment or amendments are to be voted upon, provided that the Historians Association membership has been notified in advance of the final date of the meeting where the proposed amendment (s) to this Article are voted upon. No amendment is necessary when a person or friend may wish to add money to the principal which can be done at any time.

#### ARTICLE VII - AWARDS

SECTION 1-The Martha Marlowe Distinguished Historian's Award:

- a The interest from the \$2,000.00 Certificate of Deposit Martha Marlowe Fund, along with interest from the savings account and monies from additional funds set aside for additional awards are combined into one \$4,000.00 C.D., from which the interest is to pay for all awards not supported by other means.
- b The \$2,000.00 C.D. will be held permanently as the Martha Marlowe Fund.
- c A historian who enhances the cause of the American Legion, who has exceptional Humanitarian qualities, makes known the patriotic and memorial exploits of good American citizenship will be considered for this award.
- d The price range for this award will be up to \$150.00. The winner's name is added to the name plate on a plaque at State Legion Headquarters. Winner will receive an Individual



- plaque under the name of "Martha Marlowe Distinguished Historian's Award"
- e The award can only be awarded once to an individual and is given annually unless there are no qualified candidates.
  - f The award will be presented at "The Wisconsin American Legion State Convention".
  - g Nominations for the next year will be at the "Department Convention Historian Association's" meeting with the final selection being made at the "Department Mid-Winter Conference Historian Association" meeting.

SECTION 2 - Narrative and Yearbook Award:

- a Outline taken from Officer's Guide.
- b Judging standards are per National (Officer's Guide).

ARTICLE VIII - AMENDMENTS

SECTION 1 - These By-Laws may be amended at any regular or special meeting of the Wisconsin Historians Association, provided the intended By-Law amendment has been given in writing to the Executive Board for approval.

SECTION 2 - If approved, the Association Secretary/Treasurer will prepare the necessary information, instructions; ballot's and otherwise supervise the vote upon the proposed amendment at the next regularly scheduled or special meeting of the Association.

SECTION 3 - Written notice shall have been sent or given to all members at least (21) twenty-one days in advance of date when such amendment is to be voted upon, or published in the Badger Legionnaire to all members in the call of the meeting.

SECTION 4 - The amendment may be approved at any regular or special meeting by a two-thirds vote of the members present, or, upon a two-thirds vote of all members of the Association taken by a mail ballot.

ARTICLE IX- RATIFICATION

SECTION 1 - These By-Laws shall go into effect immediately following its adoption by a two-thirds vote of the members present at a regular or special meeting of the Association.

SECTION 2 - The Secretary/Treasurer shall make the necessary notation herein, indicating the number of members present and the number voting for and against the adoption.

ARTICLE X - RULES OF ORDER

SECTION 1 - Roberts Rules of Order, Revised, shall be the Association's primary guide and authority in matters not herein provided for.