



**American Legion Auxiliary
DEPARTMENT OF ARIZONA**

GUIDELINES

FOR

PRESIDENTS

SECRETARIES

TREASURERS

Revised 2012

GUIDELINES FOR PRESIDENTS, SECRETARIES, AND TREASURERS

Make All Checks Payable to:

American Legion Auxiliary, Dept. of Arizona Inc.

Make sure that you include either a separate sheet of paper, itemized as to what is in the check or ear-mark the check in the "memo" area as to what and where these funds are to be used.

DUES:

To ALWAYS be sent on a check by itself with the appropriate paperwork.

Senior Dues - \$16.00 per member

Junior Dues - \$ 4.00 per member

PULF MEMBERSHIP GET SENT DIRECTLY TO THE NATIONAL TREASURER and are figured by a persons age at the amount set by the National Organization.

SPECIAL NOTE: If you collect dues and do not send them into Department, we can both get in a lot of trouble. This money is NOT yours to keep, nor is it the Departments to keep—part of it belongs to National.

**OUR DEPARTMENT POLICY & PROCEDURES
CALLS FOR MEMBERSHIP TO BE SENT INTO
DEPARTMENT HEADQUARTERS WEEKLY EVEN
IF YOUR UNIT ONLY HAS ONE (1) MEMBER.**

MANDATES:

All Mandates are based on the ACTUAL NUMBER OF MEMBERS YOUR UNIT HAS INTO DEPARTMENT AT CLOSE OF BOOKS – JULY 31, _____. The Unit mandate figures for the ensuing year will then be computed using the above stated figures.

Rehabilitation Per Capita (RPC) Twenty cents (.20) Per **Senior Member**

Delegates Per Capita (DPC) Twenty Cents (.20) Per **Senior Member**

Jr. Delegate Per Capita (JDPC) Twenty Cents (.20) Per **Jr. Member**

Jr. Activities Per Capita (JAPC) Twenty Cents (.20) Per **Senior and Jr. Members-**

Unit Bond Fee Five dollars and fifty cents (\$5.50) **Flat Fee**

WE ASK THAT YOUR UNIT REMEMBER TO ALSO SEND 10% OF

"NET" POPPY PROCEEDS INTO DEPARTMENT AS SOON AS

YOUR UNIT HAS HELD THEIR DISTRIBUTION, EITHER ON THE STREETS,

VIA THE MAIL, OR ANY OTHER WAY MONEY IS REALIZED.

SPECIAL NOTE:

If your Unit has not paid these Mandates 30 days prior to the Annual Convention, usually held in JUNE, your Unit will NOT HAVE A VOTE.

ALL DISTRICT MANDATES ARE TO BE PAID DIRECTLY TO THE DISTRICT, DO NOT SEND THESE TO THE DEPARTMENT HEADQUARTERS.

Poppies:

Any Unit wishing to enter for any Department Awards, MUST order at least 100 Poppies. The only awards this rule DOES NOT apply to is in the membership awards. We ask that each Unit use the provided Poppy Order form sent in the bulletin from Department Headquarters, and place the order on or before the due date stated annually by the Department Headquarters and in the Department Policy & Procedures. The Poppy Order form **MUST BE FILLED OUT COMPLETELY AND RETURNED WITH A UNIT CHECK EAR-MARKED POPPY ORDER.** Cost of the Poppies are:

\$120.00 per thousand or \$12.00 per 100

Girls State: All questions and Fees are to be sent directly to the Girls State Director.

Other Program Donations: All donations must be sent to Department Headquarters, ear-marked for the program they are to go to.

Please DO NOT SEND DONATIONS TO THE INDIVIDUAL COMMITTEE CHAIRMAN, THEY MUST FIRST GO THROUGH THE DEPARTMENT BOOKS FOR PROPER CREDIT. Once credit is given to the Unit, then the Department Secretary/Treasurer will draft a Department Check to send to the chairman or she will inform the chairman of the donation received.

National Emblem Sales:

Orders for National Emblem sales do not have to go through the Department Secretary, **EXCEPT ITEMS WHICH MUST HAVE APPROVAL OF THE DEPARTMENT BEFORE NATIONAL WILL HONOR THE ORDER:** These items are such things as, Honor Guards, Life Membership Pins, Life Membership Cards, Leadership Cards, Hospital Pins, Year Pins, and the Auxiliary Patches. Along with the order for patches, there must be a letter explaining the use of the emblem, as the use of these are restricted to certain things.

Inner Unit/ Post Problems:

By our Policy & Procedure/Constitution & Bylaws, neither the District Officers or the Department Officers or Headquarters may intervene on any matter unless the guidelines are followed as outlined in the Auxiliary Handbook. So stands true of our National Organization. Any Unit member going directly to the National Organization either through the use of mail, e-mail, or phone, the National Secretary will forward it directly to our Department Headquarters and tell us to handle it. If the Department cannot handle "it", then they may get advice from the National Level, but the Department **MUST** be the one to ask for it. Any issues with a hint of legal substance will be placed back at the doorstep of the Unit experiencing difficulty. The Unit is the Judge of their own membership. Any problems taking place within a Post Home, the Auxiliary are their guest and by virtue of this fact, the Legion has the final say within their walls. The Legion however may not tell any Unit how to run their Unit, their programs, or be privy to any of the Units financial affairs. A Legion may not take a Units Charter for any reason.

The following pages is simply helpful hints and expectations of the officers this book is devised to assist within a Unit:

All of the activities of the Unit revolve around the Unit Secretary. She must be well informed on all phases of the Unit, Department and National Activities and requirements; be capable of giving authentic information on organization matters.

The Secretary makes a record of all business transacted at each meeting, and of the Executive Committee meetings, and presents them for approval. You should make it your responsibility to prepare a statement of unfinished business for the President's use; be sure you have on hand for reference at each meeting a list of names and addresses of members of all committees, the minutes of the previous meetings, and correspondence sorted for reading. The Secretary will share all information from the Department Headquarters with all members present, and all committee chairmen. This information is sent to each Unit Secretary and President through the Department Bulletins. Disperse one of the bulletin packs, retain the other set in the Secretaries files.

Essential to the smooth functioning of the Unit is the Unit Treasurer. She handles all funds and makes all remittances to the Department Headquarters as called for by the Department Secretary/Treasurer. You should be aware of what can and cannot be expended from your Rehabilitation and Child Welfare Fund and what must come from other funds. Always remember that the Unit should adhere to the budget or proposed expenditures they have approved and ALL AUTHORIZED BILLS ARE TO BE PAID, RECEIPTED AND KEPT FOR AUDITING.

Unit President:

Each Unit needs a leader, that's you. A good leader is no better than her worst member, so that means, you as President are to walk with your members, not above them. There is no rank among us. The Unit President takes on all of the responsibility of her Unit in the wrongs and the rights. She is to oversee all workings of the Unit and its financial affairs in the good of the members' interest. She is the friend, and the enemy. The Unit President must have knowledge of all the workings of the American Legion Auxiliary and should have knowledge of the workings of the Department and National Levels. The Unit President IS NOT THE BOSS, SHE DOES NOT INFRINGE ON THE RIGHTS OF HER MEMBERS. The Unit Presidents' job is one that is under the watchful eye of all levels of our organization and at times may find herself answering to one or more of those levels. She is the example by which the common member will learn. She is also responsible to act as the contact person between the Unit, the District, and the Department.

Membership Applications:

Every application for membership, in the Auxiliary, MUST BE FILLED OUT COMPLETELY by the individual seeking membership. This application serves as proof of her eligibility. The Unit membership chairman should check to make sure all lines and boxes are filled in correctly and ALL appropriate signatures are in the right places. She should then make a copy of the application before sending it to Department. Once all paperwork is done, the membership chairman will present the application to the body. Some Units vote on their new members, some do not, it is according to your Unit Constitution & Bylaws. Once the application has been accepted for membership, it is then forwarded to Department Headquarters with the appropriate dues and transmittal. It is not mandatory that a new member be initiated before receiving their Auxiliary Pin. A receipt given for money received is that "a receipt for to money" it does not imply membership. Each Unit is responsible for their membership, eligibility does not imply acceptability. Be sure that all applications are legible, either printed or typewritten preferably in black or blue ink. Any member or officer that is dealing with the membership program in any way should attend the membership workshop held annually at the Department Convention. The workshop is usually 15 minutes to 30 minutes and answers a lot of questions before Department sends back your mistakes, holding up your membership.

Transfers:

Remember, a person can only be transferred if she is a member in good standing in the Unit she is transferring from. The Unit receiving the transfer should notify the Unit losing the member of her transfer. All transfer forms **MUST BE SIGNED BY THE MEMBER TRANSFERING**. Remember to use the "Data Change" forms for transfers as well as any and all other changes, **FILL THEM OUT COMPLETELY**. Keep a copy in your Unit files and send to Department for the final processing.

Unit Membership Records:

Each Unit handles their membership records in whatever manner is appropriate for them. Remember, the history of a Unit member is the Units job. Suggested is a card file or a computer program with each member listed by last name, first name, middle initial, the date she joined, eligibility, and each year when her dues are paid. Show the date paid and list the card number. This helps if there is a problem with the records showing either from National or Department Levels. This also helps when ordering year honor guards, you must have the card numbers and the dates the dues were paid in order to place an order for an honor guard for a member through Department Headquarters.

Correspondence:

National offers correspondence to each paid Senior member through the National News magazine. Department offers the monthly bulletins. Please share the information at a meeting to keep all members aware of the happenings of the programs. Information is also shared by the Department Chairmen when asked to give a presentation at Unit and District meetings, at the annual Fall Conference, and the annual Convention. Over and above these areas, many of the Chairmen and Department Officers, offer various workshops in the three areas throughout the year, which is usually free to the member and open to anyone wishing to attend. On the National level, there are many workshops offered throughout the nation all year round. Any member may contact their Department Headquarters for the information on a given activity from National and the information will be passed to them. It is encouraged that the three top officers in any Unit or District attend as many of the in state workshops as they can to enhance their knowledge to be shared with their Unit members. On the Post side, the Legion puts out a monthly "All Post" mailing and the Arizona Legionnaire. The National Legion offers information through the National Magazine as well.

Reminders:

Anyone holding a National Office, whether on an official visit or not, should be extended every courtesy. All courtesies that are extended to the Department Officers at Conference, Convention, both Department and National; Luncheons and banquets are in order. She should always be considered a guest. She should always be recognized during introductions.

All Department Officers and Chairmen should be recognized during introductions starting with the highest office in attendance, unless they are to speak. In this case, the highest office, usually Department President would be brought forward last and no one would speak after her.

Always introduce Past Department Presidents in attendance, even if they are from your own Unit. (We tend to forget our own)

The Units and Districts should request the Department President to make her official visit as early as they can. Place this request in writing and always offer at least two (2) dates. When she makes her official visit, it is the responsibility of the Unit/District to provide room and meals if needed. Mileage is to be paid from her home Unit to where she is visiting, figured at the rate not to exceed that of Department. You may phone the Department Headquarters for

the correct mileage prior to the visit so you know what you are to pay. You are only responsible for the Department President, if she brings someone with her, the Unit and/or District are not responsible for room, or meals unless they choose to do so.

The Department President has the responsibility of making her visits to the Units and Districts throughout the state, for planning a constructive Conference and Convention, and must be informed of all Auxiliary happenings (Department wise) before they are publicized.

The District Presidents should also receive the same courtesies for Conference and Convention and all her official visits to her Units. Units are responsible for their meals and room if they stay overnight. As with the Department President, we ask that the Units plan early, offering at least two (2) dates in writing to the District President. We also ask that their visit be planned for a regular meeting time so she may bring her message to the Unit members. The District President is the "Contact" person between the Units and the Department. The District Presidents are asked to make all their visits by a certain time each year and that can only be done with the Units' help. They have many other responsibilities and obligations connected with their office, as they do serve as members of the Department Executive Committee, and should have a very good grasp on all Auxiliary programs and functions at all levels.

Life Membership Guidelines:

The following page was found from a draft in 1974-75, written by the "Guidelines for Life Membership Committee". The Committee consisted of: Naomi Speth, Chairman

Members:	Helen Kitts	Sylvia Gose	Joan West
	Vera Ladico	Adelene Smith	Velma Henson
	Lola Dunbar	Adene Steffen	

These ladies represent many years of knowledge, and if these guidelines were used in their day, this Department saw no reason to change them for today's members.....

As a Life Membership is the greatest honor a Unit can bestow on a member, these following guidelines for Units have been established:

Recommendations for Life Membership:

1. Minimum of 15 consecutive years, not necessarily in the Unit that is considering her for a life membership
2. A participating and loyal member for the majority of her membership years.
3. Member will have held three elective offices in the organization, not necessary as Unit President.
4. Member will have held a minimum of three chairmanships in the American Legion Auxiliary serving with dedication, making a definite contribution to the organization.
5. Being a charter member would not automatically be a qualification for consideration of a Life Membership.
6. Units desiring to give a life membership should submit qualifications to Department Secretary as state above. If extenuating circumstances exist reasons must be so stated and recorded.