

## **WHO GETS PAID FOR WHAT**

### **A Matter of Dollars and Sense**

Many questions have come up about who gets paid for what from ALA funds at the various levels of our Organization, so here are the facts as taken from the Department Budget, Bylaws, and Policies and Procedures.

#### **UNIT:**

Your Unit Bylaws and Budget govern the disbursements. Some specific items should be included.

1. An expense allowance and/or mileage should be provided for the Unit President (or their representative) to attend Fall Conference and Department Convention. If funds are available, you might also include an allowance for the Secretary or Membership Chairman, and registration fees for Delegates.
2. If the Department President is invited to visit your Unit or to a special function, or if the District President is invited, other than for the ONE official visit to the Unit, then it is the Unit's responsibility to pay the expenses. This includes room if one is needed. (Does not have to be a hotel. If an individual offers their own home this is acceptable.) It includes meals and round trip mileage from their home Unit location, NOT from the individual's home.
3. For the one official visit to the Unit, the Unit is only responsible for the District President's meals and room if needed. (Does not have to be a hotel. If an individual offers their own home this is acceptable.) They are not responsible for mileage as that is paid by the District.

Mileage allowance by Units and Districts shall not exceed what is allowed by the Department Finance Committee, which is currently .40 cents per mile. (2022-2023 Budget)

Other Department Officers and Chairman may be invited to your Unit or District meetings to present their programs, or for special events, without cost to that Unit or District. When Department Officers and Chairman are elected or appointed they accept the fact that there is no reimbursement for their expenses except as designated in the Department budget. However, they are obligated to present their programs—either in person, in writing, or have someone else represent them—whenever asked to do so by Units or Districts. If desired, the Unit does have the option of presenting a small love gift just to say thank you for attending.

#### **DISTRICT:**

The District President shall hold at least four official District meetings during the year in addition to making one official visit to each Unit in the District. The District is responsible for round trip mileage to these meetings, and any other expenses provided for in the District budges, such as necessary phone calls, stamps, etc.

The District is responsible for furnishing lodging, meals and roundtrip mileage from the Home Unit of the Department President for the official visit of the Department President to their District. This expense must be provided for in the Annual District budget.

The District Presidents are members of the Department Executive Committee. Therefore, they are allowed mileage by the Department Finance Committee to attend Department Conference and Convention, and for formation of New Units in their District. They must attend all Conference and Convention sessions, including the Executive meetings or no funds will be allowed by Department for attendance. In addition, any District President not holding four official meetings will not be allowed funds for Department Convention.

If the District Vice President will be taking the President's place, the Vice President will receive the funds, provided the Department President has been previously notified.

The incoming District President's expense to Department Convention shall be furnished by the District, and cannot exceed that allowed the outgoing District President.

### **DEPARTMENT:**

The Department President receives no salary, but is budgeted an expense fund, as well as, funds for Christmas cards and postage. An additional amount is budgeted for other postage the President needs. The Vice President and the Chaplain are budgeted funds for postage.

No funds are available for Department Chairman unless approved by the Department Finance Committee. If a Chairman wishes to have a "special program" they must have the Department President's consent and if it involves fund-raising, they must present the request to the Department Finance Committee in writing for approval.

Mileage is budgeted annually for the VAVS Representatives to attend the Regional VAVS meeting. By resolution passed at the 1993 Department Convention, mileage and lodging expense if needed, are provided in the Department budget for members of the New Units Committee and the Department Leadership Committee. The Department Membership Chairman is allowed funds for Unit Membership incentives.

Mileage is allowed all Department Officers for attending Fall Conference and Department Convention. Department pays for rooms for the Department President, Department Secretary/Treasurer and NEC. An allowance is provided by the Department Finance Committee for the Distinguished Guest Chairman for lodging and other expenses for themselves and the National President and Western Division National Vice President when they visit Arizona.

### **HONORARY JUNIOR PRESIDENT:**

The Department budget allows mileage for the Honorary Junior President to the Junior Conference and the Hostess Unit is responsible for the Honorary Junior President's registration and luncheon. Funds are budgeted by Department for the delegate and chaperone expenses to the National Junior meeting, which is held in conjunction with the National Convention. This includes airfare, ground transportation, registration, and three days per diem for each. These are from the Junior Activities Per Capita (JAPC) funds that is a Unit mandate.

### **NATIONAL AWARENESS ASSEMBLY:**

The NEC represents Arizona at the National Awareness Assembly as our National Security Chairman and as a member of the National Executive Committee. National pays for their transportation and one day per diem. Department pays three days per diem, the registration and luncheon. Department also pays transportation for the Department President to the Awareness Assembly, as well as, registration and luncheon and four days per diem.

### **DEPARTMENT LEADERSHIP NATIONAL CONFERENCE (PREVIOUSLY SEPARATE NATIONAL MEMBERSHIP WORKSHOP AND NATIONAL PRESIDENTS & SECRETARIES CONFERENCE) (2013) :**

National holds this annual Conference in Indianapolis recommending that the incoming Department President, incoming Department Membership Chairman, and Department Secretary attend to receive all vital information for the ensuing year. National allows the Department partial expenses for this meeting. The Department Finance Committee allows the rest of the expenses for these three people to attend.

### **GIRLS STATE:**

A National Girls State Directors meeting is held each year in Indianapolis. Expenses for the Arizona Girls State Director are split ½ from Department General funds and ½ from Department Girls State funds. Air and ground transportation and two days per diem are allowed.

### **NATIONAL CONVENTION:**

The outgoing Department President is the delegation chairman. Registration is paid by Department for all delegates, paid and unpaid. Alternates pay their own registration through the Department Secretary. Guests register and pay through the American Legion Department Adjutant.

Department pays air and ground transportation for the outgoing and incoming Presidents, Secretary/Treasurer, and Auxiliary Member of the Year. Per diem is paid as follows: Seven (7) days for the Department Secretary, Six (6) days for the outgoing and incoming Presidents, and Two (2) days for the Auxiliary Member of the Year.

Department guests at the States Dinner include the outgoing and incoming Department Presidents, NEC, Department Commander and spouse. The outgoing and incoming Department Presidents are also Department guests at the Arizona Party. The Auxiliary Member of the Year is our guest at the Past

Presidents luncheon. Corsages are purchased for these honored guests in accordance with Policies and Procedures.

The number of paid delegates to National Convention is determined each year by the Department Finance Committee and depends upon the amount of money in the Delegates Per Capita Fund (DPC) and location of National Convention. DPC is a mandate paid by all Units. The funds are to be divided equally among the paid delegates elected at Department Convention and a member may attend only once as a paid delegate.

**NATIONAL INFORMATION CONFERENCE:**

The Department President and the Department Chairmen whose programs will be covered at the conference are authorized delegates to the Region VII National Information conference.

The funds budgeted by Department for this meeting are to be divided equally among the authorized delegates. All paid delegates will send a written report to the Department President and copy to the Department Secretary within ten (10) days after the conference.