

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA
FINANCE RULES**

THE MEMBERS OF THE DEPARTMENT FINANCE COMMITTEE RESPECTFULLY SUBMIT THE FOLLOWING REPORT AND PROPOSED BUDGETS FOR CONSIDERATION AND ACTION OF THIS DEPARTMENT CONVENTION IN **CHANDLER, AZ, JUNE 26th-29th, 2025**

RULES

1. The Department Finance Committee shall oversee the general finance policy of the Department as prescribed by the Constitution and Bylaws and Policies & Procedures.
2. Special expenditures voted on by Convention action or as authorized by the Department Executive Committee shall be taken from revenue in the General Fund.
3. The Department Treasurer shall not overdraw any items budgeted, except on written permission of the Department Finance Committee.
4. **NO SOLICIATION SHALL BE MADE BY ANY OFFICER, CHAIRMAN, and OR MEMBER OF THE AMERICAN LEGION AUXILIARY** without written permission of the Department President and Department Finance Committee.
5. The Department Treasurer shall forward all National Dues to the National Treasurer within two (2) weeks of receipt.
6. **NO SOLICITATION SHALL BE PERMITTED BY VETERANS MEDICAL CENTERS DIRECTLY TO THE UNITS.**
7. All people receiving money from this Department for whole or partial expenses to Department or National Convention, Conference, or other meetings **MUST ATTEND ALL SESSIONS** and will represent no other organization.
8. Any Committee or person thereof who is handling monies to accomplish their programs shall have their books audited annually during-or-after Department Convention and on-or-before the date of the Officers and Chairmen meeting, i.e. VAVS Representative from each VA Hospital, the Representative from each AZ Veterans Home, all Gift Shop Chairmen, and any others as requested by the Finance Chairman. All checkbooks, bank statements, receipts, and ledgers of transactions will be presented for review. (2013)(2017)
Audits will be conducted by no less than 3 members of the Department Finance Committee. If the persons involved do not comply with this audit or make alternative arrangements with the Finance Chairman, then they will receive a letter requesting that all items be produced within 10 days of the Officers and Chairmen meeting. If they still do not respond, and the person is a current Department Chairman, the Department President will go through the process of having the Chairman replaced for improper handling of funds. (2013)
Audit and oversight of the Girls State accounts are addressed separately.
Chairmen handling funds through individual bank accounts may not close, change, or open a bank account for their Committee without action and approval by the Department Finance Committee. Accounts in effect on June 21, 2008, are the only accounts which may be used by the Chairmen unless the Finance Committee implements a change of any kind.
9. Upon adoption of this budget, the funds will be expended as needed.
10. Reimbursement for ground transportation may not exceed the lowest air fare available. The statement of air fare must accompany the mileage claim. Rate reimbursed per mile is determined by the Department Finance Committee on a yearly basis. (2008)
11. Funding for the Department Junior Delegate to the National Junior Meeting and their chaperone will be taken from Junior Funds per page 28 of the Department Policies and Procedures Manual. They will adhere to the guidelines as set forth by the Department of Arizona and the National organization for Junior Activities.

NATIONAL CONVENTION DELEGATES FUND RULES

1. We recommend that the National Convention Delegates fund for 2025, be divided equally among three (3) "Paid Delegates". There shall be (13) "Unpaid Delegates", and (4) Delegates by virtue of office, those being: The Retiring Department President, **Stacey Mayberry**; The Department President Elect, **Dolores Chavez**; Convention Secretary, **Penny Maklary**; National Executive Committeeman, **Rose Ficklin**

NOTE: THIS DISTRIBUTION MAY CHANGE DEPENDENT ON MEMBERSHIP NUMBERS AND SEATED NATIONAL CHAIRMEN.

2. Paid Delegates to the National Convention **must attend all sessions and all meetings of the Convention Committee as assigned by the Delegation Chairman** and report on only assigned meeting in writing to the Delegation Chairman within thirty (30) days after the National Convention. Copies of the report will be sent to the Department President and the Department Secretary for the files.

3. All persons (paid, unpaid delegates and alternates) receiving money from the Department for whole or partial expenses to National Convention **must attend all sessions**, representing the American Legion Auxiliary only. Any Delegate absent without permission of the Chairman will be asked to return the money given them by the Department.

4. No person shall serve twice as a paid delegate to National Convention.

5. Any candidate for National Office, and the Auxiliary Member of the Year representing the Department of Arizona will adhere to the same guidelines as Delegates to National Convention. Funding for the Auxiliary Member of the Year will be taken from the General Fund.

6. A refund of money paid by Department will be required of any Delegate/person who does not adhere to these rules.

REMINDER TO UNITS/DISTRICTS

We ask Units to refer to and review Unit Financial responsibilities and duties as stated in the Department Policy and Procedures Book.

MEMBERSHIP REMITTANCES MUST BE SENT TO DEPARTMENT WEEKLY.

ALL POPPY ORDERS MUST BE TO DEPARTMENT HEADQUARTERS BY SEPT. 30.

Each Unit holding a Poppy Distribution Function is **REQUIRED** to remit to Department **10% of NET POPPY PROCEEDS IMMEDIATELY FOLLOWING FUNCTION. POPPY FUNDS MUST BE USED ONLY IN DIRECT AID TO THE VETERAN AND THEIR IMMEDIATE FAMILIES. THEY MAY ALSO BE USED FOR CREATIVE ARTS.**

Department and District Per Capita and Bonding Fees **MUST BE PAID THIRTY (30) DAYS PRIOR TO DEPARTMENT CONVENTION AS PRESCRIBED IN THE DEPARTMENT POLICIES AND PROCEDURES.**

Districts are permitted to issue Membership Challenges with payoffs to any Auxiliary Program. All Units when issuing Membership Challenges to other Units may designate any Auxiliary Program as the payoff recipient.

MONETARY CHALLENGES SHALL BE SENT DIRECTLY TO THE WINNING UNIT/DISTRICT FOR THE DESIGNATED PROGRAM AND NOTIFICATION OF THE SAME SHALL BE SENT TO DEPARTMENT HEADQUARTERS.