

POLICIES AND PROCEDURES  
OF THE  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF ARIZONA

Revised June 2019

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NOTE: All past adopted resolutions have been incorporated in this revision under the appropriate section.

## FORWARD

This book has been revised to assist those who are charged with the execution of the programs of the American Legion Auxiliary Department of Arizona in discharging their duties. It includes all mandates and policies adopted by Department Convention action and action of the Department Executive Committee which are still in effect. The policies are stated as briefly as possible but as completely as necessary in each instance.

It is hoped that this will aid those who have the responsibility of executing the programs to a better understanding of the real aim and purpose of this organization.

With this book of information, along with the National Constitution and Bylaws; the Department Constitution and Bylaws; the District Constitution and Bylaws; the Unit Constitution and Bylaws; Robert's Rules of Order, Current Edition; the Unit Guidebook; The Office Manual; and Parliamentary Points; effective Leadership is assured at any level of responsibility.

The Policies and Procedures Book contains policies of the Department under which we are now operating and shall be binding.

The Department Office and Employee Manual contains policy and procedures for the Department Headquarters office operation and policy guidelines for all employees, volunteers, and an addendum for Department President's responsibilities.

Revision as to future conduct or as to future policy shall be embodied in a separate resolution for consideration and action of either the Department Executive Committee or the Department Convention Body.

All new decisions shall be preserved in written form in a state of constant revision by the Department Secretary. These approved resolutions shall be made part of the Policies and Procedures Book of the American Legion Auxiliary, Department of Arizona, Inc.

A special committee composed of Adelene Smith, Velma Henson and Melva Kitchen completed the first Policies & Procedures book in 1978. Revised in 1981, 83, 89, 93, 97, and 99.

Revised: Department Convention 2000 and 2001  
Department Convention 2004  
National Convention 2004  
Department and National Convention 2005  
Department and National Convention 2006  
Department Convention 2007, 2008, 2009, 2010  
Department and National Convention 2011, 2012, 2013  
Department Convention 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

AMERICAN LEGION AUXILIARY  
Department of Arizona, Inc.

ORGANIZATION

The Department shall be divided into not less than five or more than twelve Districts. Boundaries to conform to those of The American Legion.

The Districts shall be divided into Units, the division of Units to conform to the Posts of The American Legion, if at all possible.

UNITS

The smallest administrative unit of the American Legion Auxiliary of the Department shall be termed a "Unit", which shall have a minimum membership of ten paid senior members. No Unit shall be received into this organization until it shall have applied for a Charter. A Unit desiring a Charter shall apply to the Auxiliary Department Headquarters, and upon completion of all organizational requirements the Charter will be issued by the National President and shall be countersigned by the Department President and the Department Secretary.

The Officers of the Unit shall be President, one or more Vice Presidents, Secretary, Treasurer, or Secretary-Treasurer, Historian, Chaplain, Sergeant-at-Arms, and such other officers as may from time to time be authorized.

Each Unit shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force of violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

All officers of the Unit shall be elected annually except Secretary, who may be appointed by the President.

All Units shall initially accept and sign a Constitution and Bylaws based on the example in the Unit Guidebook, before the initiation and installation of their first set of officers. (See example on page 49 of this manual.) The Unit Constitution and Bylaws may thereafter be amended by proper action of the Unit. (2010) It shall not conflict with that of National or Department.

Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit Officer and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred. (2006)

A member transferring shall be entitled to voting membership in the Unit to which she transfers until the expiration of her paid up dues.

The yearly dues of each Unit shall be left to the discretion of said Unit.

The non-functioning of the Legion Post does not cancel the Auxiliary attached thereto.

When a Unit ceases to function, or its charter has been revoked or canceled, the charter and all Unit records and funds shall be immediately forwarded to the Department Auxiliary Headquarters.

THE NATIONAL JUDGE ADVOCATE HAS RULED THAT A POST HAS NO POWER TO REGULATE A UNIT, NOR A DEPARTMENT OF THE LEGION TO REGULATE A DEPARTMENT OF THE AUXILIARY.

DISTRICTS

The District shall elect annually a District President and District Vice President, not from the same Unit. These two elected officers shall remain in different Units during the time that they serve together. (2015) These officers shall be elected at the annual spring meeting and shall be installed at the last District meeting as District Officers. The District Presidents shall be installed as members of the Department Executive Committee at the close of the Annual Department Convention. (80)

Each Unit in the District shall be entitled to one vote for each District office. All officers shall have no vote pertaining to any and all District elections, except by the one vote of their unit.

All District Presidents shall hold office until successors have been duly elected and installed.

District Presidents may serve only two consecutive terms.

The object of this organization shall be to unify the work of the District, to further the purposes of the American Legion Auxiliary as outlined in the Preamble, and to assist and cooperate with all plans and policies of the Department and National Organization and to encourage a closer cooperation with The American Legion.

The District shall hold at least four official meetings a year to coincide with The American Legion District, if feasible. Any District President not holding the required four official meetings per year shall be prohibited from receiving Department funds for the annual Convention. (81)

Each Unit shall have one undivided vote, said vote to be cast by the Unit President or representative of the Unit. Delegates from 1/3 of the Units within the District shall constitute a quorum at the official District meetings.

A copy of the minutes of each District meeting shall be sent to the Department President and copy sent to the Department Secretary no later than ten days following said meetings. (89)

DISTRICT OFFICERS

The District shall elect annually a District President and one District Vice President, not from the same Unit.

The Vice President shall succeed to a vacancy in the office of President between elections. It shall be mandatory that the officers elected be present at said meeting, unless for good and sufficient reason the candidate is unable to be present and has expressed in writing her willingness to serve as an officer.

The District Secretary-Treasurer shall be appointed by the District President, subject to the approval of the District Executive Committee.

The offices of Chaplain, Historian, and Sergeant-at-Arms may be appointed by the District President at each District meeting, or to serve for the full year.

### DISTRICT EXECUTIVE COMMITTEE

The District Executive Committee shall consist of all elected District Officers, the Junior Past District President, and the Unit President or Unit representative of the units within the District.

### DUTIES – DISTRICT PRESIDENT

It shall be the duty of the District President to instruct the Units in the programs of the Auxiliary and to encourage and promote in every way the growth, welfare, and accomplishments of the Units in the District. She shall be charged with the responsibility of coordinating the activities of the Units under the direction of the Department President. She shall preside at all District meetings during the year.

She shall be responsible for notifying, in advance, the Department President and the District Vice President of her absence at a Department called meeting. (Also see duties of Department officers in this book.)

### DISTRICT VICE PRESIDENT

It shall be the duty of the District Vice President to take charge of the membership work of the District, and any other duties as may be assigned by the District President.

### OTHER OFFICERS

It shall be the duty of the other District Officers to carry out the functions of their respective offices in accordance with parliamentary procedure, and to perform any other duties assigned by the District President.

### COMMITTEES

At the Fall District meeting the District President shall appoint a Constitution and Bylaws Committee and an Auditing Committee who shall audit the books of the District Treasurer within 30 days following the May District meeting (or last meeting of the fiscal year). The committee shall report on their findings to the District at its next regular meeting, before a budget can be adopted for the new year. (2007) She may appoint any other standing or special committees she may deem necessary to properly carry on the work of the District.

The District shall carry out ONLY the programs of the Department Chairmen. No collections shall be made for the established programs of the Auxiliary, or for special programs of the Department Chairmen, except in instances where the District receives permission from the Department Finance Committee. (2013)

The Districts do not appoint any Auxiliary program Chairmen except those stated.

The Districts should plan their year-round agenda and then invite the Department Chairmen or Officers to a particular meeting. The Department Chairman is then obligated to attend or send a report, or have someone to represent her.

The District President shall have no special project.

### DISTRICT FINANCES

The necessary revenue for the purpose of financing each District shall be derived from a per capita tax levied on all Units in the District. This shall be based on the membership of the previous year at close of Department books, and must be paid to the

District Secretary-Treasurer thirty days prior to Department Convention for voting privileges for current year. The Department Secretary-Treasurer must be notified at least thirty days prior to Department Convention that this per capita has been paid.

The Hostess Unit for the District meeting is responsible for the expenses of that particular meeting; therefore, to conform to the policy of the Department, only the Hostess Unit may hold a raffle or sell tickets on future raffles, unless special permission has been given to the District President by the Hostess Unit.

District President's expense shall include ONLY ONE VISIT to each Unit. (If she is invited to attend special events, the Unit must bear that expense.) Official visits to Units should be made before February 1 of each year, if possible. Units should schedule meetings with District Presidents to comply with this date.

Mileage allowance for District Presidents visits to District and Unit meetings should not exceed mileage as allowed by the Department Finance Committee, mileage is from the District President's Home Unit.

When making OFFICIAL visits to the Units by the District Presidents, the Units are ONLY responsible for her room and meals, not mileage.

The District will be responsible for furnishing lodging, meals and mileage from her home Unit for the official visit of the Department President to their respective District. The District MUST provide for this in their annual budget. Units may still invite the Department President to their meetings or special affairs but the Unit MUST bear the expense.

Each District shall have an operating Budget. Annually each District shall submit to the Department Finance Committee proof of having filed an IRS Form 990, 990EZ, or 990N. (2013)

The Department Finance Committee allows mileage to Department Fall Conference and to Convention for the seated District President. This will not be included in the District budget. (2013)

The District funds shall be administered as directed by an official District meeting or by the approval of the District Finance Committee.

## DEPARTMENT

The officers of this Department shall be a President, Vice President, Second Vice President, Historian, and Chaplain, all to be elected at each annual Department Convention. All officers shall hold office until their successors have been elected.

The Vice and Second Vice Presidents in order named, when called upon, will assist the President and in her absence perform her duties and shall succeed her in office in case of death, resignation or removal. (88)

Vacancies in any other office occurring between annual Conventions shall be filled by the Department Executive Committee.

All District Presidents shall serve on the Department Executive Committee with vote.

All of the above shall be classified as Department Officers.

Retiring Officers shall be given thirty days after the close of the Department Convention to close their books.

Any elected Department President, Vice President, Second Vice President, Historian, or Chaplain shall not succeed themselves in office. (93) District Presidents may serve two consecutive terms. (81)



## DEPARTMENT PRESIDENT

It shall be the duty of the Department President to preside at all meetings of the Department Fall Conference, Department Convention and Department Executive Committee, to appoint members of constituted committees and create such other committees and appoint members thereon as she deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee.

She shall be ex-officio member of all committees and shall be responsible for the agenda of the Fall Conference, Department Convention and for the visitations of the Western Division National Vice President and the National President. She will serve as the direct supervisor for all full time paid employees and/or counselor for part time employees when necessary and such other duties as are usually incident to the office or as outlined in the Department Constitution & Bylaws, the Department Policy & Procedure Book and the Office/Employee Manual. (98)

She shall serve until the adjournment of the succeeding Department Convention or until her successor is elected.

She must be a member in good standing in her local Unit.

She shall be delegate to the National Convention with vote to be exercised with her Department.

The retiring Department President shall be the National Convention Delegation Chairman.

If the District President must be absent at a Department called meeting, the Department President shall send notification to the District Vice President requesting her attendance.

For Emergency matters of business which cannot wait for a specially called or regularly convened meeting of the Executive Committee, the Department President has the privilege of having a vote of the Executive Committee by regular letter, by email, or by a combination of the two. Each member of the Executive Committee must be contacted and a "hard" copy of the response to the question is to be kept for the record. A written report of committee members' votes will be given at the next ensuing Executive Committee meeting and the results recorded in the meeting minutes. Only one item of business may be handled in each communication. (2016)

She shall be paid no salary but shall be paid the expense as allowed in the budget for this purpose.

As long as funds are available from the "Department President's Special Project Fund", the Department President is allowed \$500.00 for a special project, if she so desires.

## PRESIDENT'S BOOK (2011)

Special Permissions which are given to the employees by the Department President, eg) accepting gifts or taking work home to complete, will be kept in a special record in the Department President's briefcase. The outgoing Department President will go over all decisions recorded in this "Book" with the new Department President when administrations change after Convention. The new Department President will have to decide to continue these decisions or change them with clear communication to employees on her decisions. This documentation will become a permanent part of the Department President's briefcase, and documentation of Special Permissions will become a permanent part of the appropriate employee's Personnel File.

### DEPARTMENT VICE PRESIDENT

It shall be the duty of the Department Vice President to act as representative of the Department President in all matters referred to her by the Department President. By virtue of office, the incoming Department Vice President shall have first choice, if she so desires, to be Chairman of the Membership Committee. (2009) She shall serve as a member of the New Units Committee.

She shall serve until the adjournment of the succeeding Department Convention or until her successor is elected.

She must be a member in good standing in her local Unit.

She shall attend the Department Conference, be a delegate to the Department Convention, and a member of the Department Executive Committee with vote.

Expenses for attendance at the Department Conference and the Department Convention will be paid from funds budgeted for that purpose.

She shall be responsible for the collection of a monetary donation from the Department Officers, Department Chairmen and committee members for a gift for the retiring Department President. Said gift to be presented by the National Executive Committeeman at the Department Convention.

### DEPARTMENT SECOND VICE PRESIDENT

The Second Vice President shall share the above duties of the Vice President if called on by the Department President to do so.

She shall serve as Department Veterans Affairs and Rehabilitation Chairman.

### DEPARTMENT HISTORIAN

The Historian will record the activities and accomplishments of the Department. Three copies of the History Book will be made each year. The original copy in a binder provided by the Department to be given to the retiring Department President, a copy given to the Department Secretary for the records and a copy left in the Department Historian's file.

### DEPARTMENT CHAPLAIN

The Chaplain will be responsible for the Invocation and the Benediction at meetings, conduct the Memorial Service when such is needed in the Department and perform such other acts as come within her office as spiritual leader of the Department. She shall be responsible for the Auxiliary part in the Joint Memorial services. She shall serve as the liaison to the National Cemeteries and State Held Programs upon invitation.

### NATIONAL EXECUTIVE COMMITTEEMAN AND ALTERNATE NEC (2018)

The Junior Past Department President shall automatically become the National Executive Committeeman and the Department President shall become the Alternate National Executive Committeeman.

The term of office of the National Executive Committeeman shall commence immediately following the adjournment of the National Convention next ensuing, and shall end at the adjournment of the next succeeding National Convention.

The NEC shall by virtue of her office be a member of the Department Executive Committee, and in her absence her alternate shall act in her behalf.

The NEC shall be a delegate to the National Convention with vote to be exercised with her Department.

The NEC will serve on the Department Finance Committee as a voting member. (89)

The NEC functions as a National Officer representing her state, and she is given all the courtesy at meetings and social events accorded a National Officer. When a National Officer pays an official visit to a Department, the NEC shall be detailed as a special hostess with the Department President. If the NEC is unable to act in this capacity, the Department President may appoint someone to do so, preferably a Past Department President.

Expenses to Department Fall Conference and Department Convention shall be paid to the NEC from funds budgeted for that purpose.

Budgeting for attendance at the Mid-Year NEC Meeting will include 3 days per diem, registration and luncheon, and air fare/bag fee/ground for both the NEC and Department President.

### DISTRICT PRESIDENT

It shall be the duty of the District Presidents to act as representatives of the Department President and to be the advisory head of their respective Districts keeping in touch with all of the Units, creating a closer cooperation and keeping the Department President informed as to Unit activity and progress. She shall perform such other duties as are usually incident to her office.

She shall visit each unit in the District and hold at least four District meetings a year to coincide with The American Legion District meetings, if feasible.

She must be a member in good standing in her local Unit.

She shall offer assistance and help to all Units in her District with their Constitution & Bylaws, Budget and Auxiliary Programs. She shall not become involved in inner Unit disagreements nor Unit/Post problems.

She shall attend the Department Conference, be a delegate to the Department Convention, and shall serve on the Department Executive Committee with vote.

It shall be her duty to outline the programs of the American Legion Auxiliary to the Units in the District when making her visits and at the District meetings.

Mileage for attending Department Fall Conference, including Department Executive Meeting, will be paid from funds budgeted for that purpose. Mileage, as taken from the map guide, will be paid for the attendance of the seated District President only, at the Department Convention, including the pre-convention Department Executive Meeting, from funds budgeted for that purpose, provided the required four District meetings have been held. (2013)

Expenses for visiting the respective Units will be paid from funds budgeted by the District.

### DEPARTMENT SECRETARY-TREASURER

It shall be the duty of the Secretary to record the proceedings of meetings of the Department, to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as directed by the Department President; to conduct the correspondence of the Department; to keep on file copies of correspondence sent and received; and perform other duties as shall be required of her by the Department President, the Department Executive Committee and as outlined in the Office/Employee Manual.

The Department Treasurer shall receive all funds designated for National and/or the Department and to account for same. All funds must be channeled through the Department

Office. She shall pay all vouchers signed by the Finance Chairman and retain them as receipts.

She shall keep account of the revenues and the expenditures, make annual report thereon, and such other reports as may be deemed necessary by the Department Executive Committee, or Department Finance Committee. Her accounts shall be audited annually, and a financial statement sent out with the first bulletin after completion of audit. (95) She shall deliver to her successor all money, vouchers, books, and properties belonging to the Department.

She shall serve as a member of the Department Finance Committee without vote. She shall serve as a member of the Conference and Convention Committee (89), the Cavalcade of Memories Committee (92), and the Department Cash Raffle Committee (93). She is not a Department Officer.

She shall be responsible, in cooperation with the Department President, for the administration of Department Auxiliary affairs.

#### DEPARTMENT EXECUTIVE COMMITTEE – POWERS AND COMPOSITION

The administrative power shall be vested in the Department Executive Committee composed of the Department President; Department Vice President, Department Second Vice President, the President from each District or in her absence, the District Vice President, the National Executive Committeeman, Department Historian and Department Chaplain. The Department Secretary-Treasurer shall serve on the Executive Committee without vote. All Arizona Past National Presidents in good standing in the Units shall be members of the Department Executive Committee for life with vote.

All Arizona Past Department Presidents in good standing in their Units shall be members of the Department Executive Committee with vote, serving without expense to the Department.

A quorum of the Department Executive Committee shall consist of not less than fifty-one percent of the elected members of the committee. Past National Presidents and Past Department Presidents are considered toward determination of the quorum. No member shall have more than one vote.

The use of an absentee vote is in conflict with the idea of equality of members, which is one of our fundamental principles; therefore, no member of the Executive Committee shall vote at a regularly convened meeting of the Executive Committee, except in person. (2016)

The Department Executive Committee shall have power and authority in case of an emergency to call a Department Convention, provided that notice of at least thirty days prior thereto shall be given all Units thereof and reason stated for calling the Convention. Place of meeting upon such occasion shall be designated by the Department Executive Committee.

The Department Executive Committee shall have control over all property belonging to the Department, with the exception of donated items for the Cavalcade of Memories.

The Department Executive Committee will be the authority through which all paid employees will be hired or removed from the employment per Office/Employee Manual.

The Department Executive Committee shall be charged with the ratification, prior to Convention action, of the budget as presented by the Finance Committee.

All questions affecting the election, eligibility and conduct of the National Executive Committeeman or of the Department Officers or members of the Department Executive Committee shall be referred to and determined by the Department Executive Committee, which shall be the final authority.

The Department Executive Committee may revoke, cancel or suspend Unit Charters. Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or by rulings of Convention or Executive Committee or ceasing to function from one Department Convention to the next as an American Legion Auxiliary, or refusing to pay the per capita tax due District, Department and National Organizations, shall be suspended from all membership privileges. All unit records and funds shall immediately be forwarded to the Department Secretary-Treasurer.

Upon failure to surrender such Charter, immediate steps may be taken by the Department Executive Committee for the revocation of same.

The cancellation of a Unit Charter shall be in order where two or more Units merge, where a Unit ceases to function, or such other conditions as might make such action necessary within a Department. In the event a Unit Charter is canceled without the consent of such Unit, it shall have the right to appeal to the National Executive Committee under the rules as herein prescribed.

When a Unit Charter has been canceled three times, very serious consideration should be given by the Department Executive Committee to the matter of organizing the Unit again.

After a Unit's Charter has been canceled or revoked, a period of three years shall elapse before a new Charter Application can be submitted. (87)

#### DEPARTMENT CONVENTION

The Legislative body of the American Legion Auxiliary shall be the Department Convention to be held annually at the same time and place as The American Legion.

A Department Convention shall be called for the purpose of election of Officers, amending the Constitution and Bylaws, receiving reports of Officers and Chairmen, and the transaction of such other business as may come before it.

There will be an accurate, detailed, and permanent record kept in writing of all resolutions presented to the Department of Arizona for consideration whether or not they are approved by Committee, and of all Resolutions or Chairmen's Recommendations upon which Department Convention Delegates vote, and the outcome of those votes. (2005)

The Department of Arizona American Legion Auxiliary Convention has become a Department function and the responsibility of said Convention shall lie with the Department Executive Committee.

Expenses for attendance of the Department Executive Committee, the Department Parliamentarian, and the Department Honorary Jr. President shall be from funds budgeted for that purpose. No person may be reimbursed more than once for attendance, even if they hold multiple positions authorized for reimbursement, and they must attend all sessions. (2011)

Each Unit shall be entitled to the number of delegates and alternates as prescribed by the Department Constitution and Bylaws.

Units not having their current District, Department and National Mandates paid thirty days prior to Department Convention shall not be entitled to vote.

Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented shall be cast by the majority of the delegates present from her Unit, each Unit voting its full strength. No Unit unrepresented shall cast a vote by proxy.

Each member of the Department Executive Committee shall be an ex-officio delegate to the Department Convention with full voting power. The Secretary/Treasurer does not have an individual vote. (2000)(2006)

All Past Department Presidents in good standing in their local Units shall be life delegates to the Department Convention with vote.

A quorum of the Department Convention shall consist of the elected delegates or alternates of fifty-one percent of the Units in the Department.

Units are not allowed to sell tickets for raffles, etc., unless such Unit has the permission of the Department Finance Committee in writing to do so.

The Department Convention Chairman shall be appointed by the Department President. (See Conference & Convention Committee section in this book for more information.)

### RESOLUTIONS (2006) (2013)

One “hard” copy, signed by at least two (2) qualified delegates, and an unsigned “soft or electronic” copy of all resolutions are to be forwarded to the Department Secretary before Convention if possible. Resolutions originating at Convention need to be written as a “hard” copy with two delegate signatures, and a “soft or electronic” copy forwarded to the Department Secretary as soon as possible so that discussion and vote may take place. (2013) Resolutions presented by the vote of the Unit must be presented thirty days prior to the Department Convention.

All resolutions are submitted to the Department Secretary, who in turn sends them to the Resolutions Chairman and Committee. The three-member Resolutions Committee appointed by the Department President shall receive all resolutions, study, number them in logical sequence, eliminate duplication by combining, if necessary, making certain they are in correct form and refer them to the proper committee(s) for action. Input on the numbering and screening process will be provided by the Department Secretary and the Department Constitution and Bylaws Chairman.

Resolutions pertaining to Finance must be presented to the Finance Committee for their consideration; resolutions pertaining to Policy must be presented to the Department Executive Committee; and resolutions pertaining to the Constitution and Bylaws to the Department Constitution and Bylaws Committee before presentation to the Convention Body.

Resolutions requiring changes to the Department Constitution and Bylaws will be presented to the Convention Body by the Resolutions Committee and the Constitution and Bylaws Chairman, as they require two readings.

Resolutions involving only Policy and Procedure will be presented at the time of the appropriate Committee Report.

In the Department, with the exception of a few committees, only one person is appointed, therefore, it is unfair for that one person (the respective chairman) to have to decide the fate of a resolution or for a committee of three appointed to decide the outcome, therefore, all properly executed resolutions are presented, with the respective chairman’s comments.

### FALL CONFERENCE and DEPARTMENT EXECUTIVE COMMITTEE MEETING

All references in this document to Conference, Fall Conference, Department Conference, Department Fall Conference refer to the combined Fall Conference and Department Executive Committee Meeting. (2004)

Fall Conference is called for the purpose of giving instructions and/or work sessions of the Officers and Chairmen. Officers and Chairmen will at this time report on the

programs to be carried out by the Units concerning their respective offices or chairmanships. These are presented as outlined by the Department President.

The time and place of the conference shall conform with that of The American Legion.

The Executive Committee will meet prior to the conference for the purpose of transacting any necessary business.

Delegates are not elected to represent the Units at Conference as no official action can be taken by the Conference body. All members in attendance must be registered.

Expenses for attendance of the Department Executive Committee, the Department Parliamentarian, and the Department Honorary Jr. President shall be from funds budgeted for that purpose. No person may be reimbursed more than once for attendance, even if they hold multiple positions authorized for reimbursement, and they must attend all sessions. (2011)

The Conference Chairman shall be appointed by the Department President.

Visiting Units are not allowed to sell tickets for raffles, etc., unless such Unit has the permission of the Finance Committee and the Hostess Unit to do so in writing.

The Hostess Unit shall remit to the Department Secretary-Treasurer ½ of Registration fee for all registered participants. (2001) (See other information in Conference & Convention Committee section of book.)

#### DEPARTMENT OFFICERS AND CHAIRMEN MEETING

Arrangements and agenda for the Department Officers and Chairmen Meeting held at the beginning of the year are at the discretion of the Department President. No Department funds are budgeted for this function. (2008)

The Department Officers and Chairmen will annually set a uniform due date for submission of Department Reports and Award submissions at the Officers and Chairmen meeting at the beginning of the new program year. (2018)

#### NATIONAL CONVENTION

The Department shall be entitled to the number of delegates and alternates as specified by the National Organization. The membership of the Department determines the number of delegates.

The retiring (outgoing) Department President, Department President Elect, Department Secretary-Treasurer, any National Officer and any member having a National Chairmanship shall automatically be a delegate to the National Convention. Members of the National Executive Committee shall be delegates at large with vote to be exercised with their Department.

The Department Finance Committee shall include in its annual budget provision for the expense to the National Convention held following the Department Convention as follows: The outgoing Department President to receive airfare, ground transportation and receive her room paid in full while in attendance at the National Convention as well as all special functions now called for in the Constitution and Bylaws, Policy/Procedure Manual of the Department of Arizona. She will discontinue receiving per diem and any and all extra room charges for food, phone, or repairs will be the responsibility of the Department President. (2002) The incoming President shall receive airfare, ground transportation plus per diem while in attendance at the National Convention. The Department Secretary-Treasurer shall receive airfare, ground transportation and room paid in full while in attendance at the National Convention. (2004)

The retiring Department President shall serve as Chairman of the National Convention arrangements and Chairman of the delegation.

Should a delegate, paid or unpaid, fail to attend the National Convention, the delegates in attendance shall elect a replacement delegate from the alternates in attendance. (89)

The Chairman will assign each member registered to a pre-convention meeting with chairman named, so we might have as many as possible attend except when the room is small; in such case only the delegates and alternates attend. More than one person may be assigned to attend each meeting, so that roll call will be answered in case the chairman assigned is late in arriving at said meeting.

Following the Pre-Convention meetings the delegation will again meet at the call of the chairman for the purpose of reporting any resolutions that may have been acted upon and may be brought to the floor of the Convention for vote. Any awards or entries picked up at the pre-convention meetings are to be brought to the Secretary of the delegation at this meeting. The Chairman will report time and place of the receptions for National Candidates to be attended and the time and place of the Western Division Caucus.

A member of the American Legion Auxiliary can go to the National Convention as a PAID DELEGATE ONLY ONCE.

It is not required that all elected delegates be housed at Department Headquarters, but it shall be the obligation of all delegates to inform the Delegation Chairman where she is being housed, the address and telephone number. All delegates shall make themselves available to the Delegation

Chairman so they may be contacted by the delegation. If delegates are housed at Department Headquarters, arrangements must be made through the Department Adjutant of The American Legion.

Each delegate MUST send a written report of the pre-convention meetings she attended to the Department President, and one copy to the Department Secretary for the files. It is asked that the alternates also make these reports. These reports are due to the Department Secretary within thirty days after the National Convention.

Delegate is encouraged to attend the States Dinner, Past Presidents Luncheon, and the receptions for the National Officers.

The Delegation Chairman will appoint two National Convention Pages and Secretary of the delegation.

It is the responsibility of the Secretary to pick up registration packets, and any luncheon or dinner tickets ordered. All guest registration for the Auxiliary must be made through the Department Adjutant. The National Treasurer may not register guests. (84)

The Secretary will see that the courtesies are taken care of as allowed by the Department Finance Committee in the budget. The registration fee of the delegates will be taken care of by the Secretary from funds budgeted for National Convention.

The alternates must pay their own registration fee to the Department Secretary-Treasurer.

#### FINANCE RULES FOR NATIONAL CONVENTION

The number of paid delegates depends on the amount received in the delegates' fund and the location of the convention. The delegate fund shall be divided equally among the number of paid delegates. Delegates must attend all sessions and all meetings of the Pre-Convention Committee meetings assigned by the Delegation Chairman.



All persons receiving money for this purpose from the Department for whole or partial expense to National Convention, Conference or for other meetings must attend all sessions. Any delegate wishing to be absent from any meeting must make a written request to the Department Chairman of the Delegation, stating her reasons. Any delegate absent without permission of the Chairman will be asked to return the money given her by the Department.

Any person receiving money from the American Legion Auxiliary Department of Arizona, shall represent that organization ONLY during the National Convention.

A refund of the money paid to her will be required of any delegate who does not adhere to these rules. (Also see National Convention Procedures section in this book.)

#### DEPARTMENT COMMITTEE CHAIRMEN – GENERAL RULES

No person shall hold two chairmanships, and should not serve on more than two committees. All Department Chairmen planning a “Special Program” must have the approval of the Department President. Should this “Special Program” entail fund raising or expenditure of funds, it must have the approval of the Department Finance Committee as well.

There are no funds available for expenses for the Department Chairmen unless approved by the Department Finance Committee. Programs requiring expenditure of funds must obtain approval from the Department Finance Committee.

*Resolved: That the mileage and lodging expenses of the members of the New Units/UD&R Committee and the Leadership Committee be paid by the Department. (93)*

The Chairmen of the New Units/UD&R and Leadership Committees shall call upon qualified members in the area of the Unit and/or Leadership Seminar to assist at no expense to the Department. Funds for mileage and/or motels are only to be used if absolutely no one is available.

The Department Finance Committee members are authorized to receive reimbursement for 5 required meetings each year, these being at Department Convention, Department Conference, at the Officers and Chairmen Meeting where the auditing of committee checking accounts is done, in January, and in April. No person may be reimbursed more than once for attendance at any meeting, even if they hold multiple positions authorized for reimbursement. All persons receiving reimbursement must attend all sessions of the scheduled meeting. (2011)

Any Department Chairman receiving approved funds must submit a written financial report to the Department Secretary-Treasurer and Department Finance Chairman along with net proceeds following each event. (90)

All Department programs and activities shall be as outlined in the Unit Guidebook plus any additional programs of the respective chairmen provided they have the approval of the Department President who in turn will present the program to the Department Executive Committee and/or the Department Finance Committee.

Each Department Chairman should acquaint themselves with the duties entailed in their assigned program. A plan of action and method of accomplishment should be clearly in mind.

The Department Chairmen will include the programs of the National Chairmen as part of the year’s program.

The Secretary receives the available material for the Department Chairmen and upon receipt takes care of seeing that the respective Chairmen receive the information. She will

also distribute materials from Department Officers and Chairmen to the District Presidents and Units, each Unit to receive two copies.

All Department Chairmen must have their reports and report forms to the Department Secretary-Treasurer on or before the date required for the bulletins to the Units. It shall be the responsibility of all Department Chairmen to submit reports to the National organization as requested.

Each Department Chairman will provide a copy of the winning report at the Department Convention. (92)

Should a District President request a chairman to present her program at a District meeting, it is her responsibility to attend. If unable to attend at that time, a report must be sent to her for that meeting.

#### ADVISORY COMMITTEE

The two immediate Past Department Presidents, the Finance Chairman and two other Past Department Presidents, elected by the Executive Committee, plus all Arizona Past National Presidents shall constitute the Advisory Committee who shall advise the Department President on such matters as she may see fit to bring to their attention for consideration.

Per the Office/Employee Manual, the Advisory Committee shall be the final authority on employee grievances unable to be resolved. (2005)

#### AMERICANISM

The Chairman shall be responsible for the colors at Department Convention and Fall Conference, and for instruction of color bearers for both Joint and Auxiliary meetings.

The Chairman is encouraged to thoroughly read all correspondence and brochures received from National and encourage Unit participation in the National Essay Contest.

#### AUXILIARY EMERGENCY FUND

The Chairman should make all members aware of this program through Department Bulletins. An Auxiliary Emergency Fund application will be included in the first Department Bulletin each year.

The Auxiliary Emergency Fund (AEF) is an emergency assistance program for the members of the American Legion Auxiliary. Those eligible for this assistance are Senior Auxiliary members who have maintained their membership for the immediate three consecutive years, have paid their membership dues for the current year, have exhausted all other sources of financial aid, and whose need is deemed to be vital. Its purpose is to give assistance to American Legion Auxiliary members who suddenly find themselves in desperate need, alone, and have no place to turn for help. It was created as a stopgap source of emergency relief to provide immediate monetary assistance when all other sources of financial aid have been exhausted. The AEF Grant Committee meets to act upon the application the day it is received in National Headquarters when all the requirements have been met.

After the member applying for assistance has completed her portion of the application, she must submit it to the Unit President or Secretary so that an investigation into the circumstance of the emergency can be conducted. If requirements have been met, the form MUST be signed by at least two of the “Team of Three Officers/Members” – namely,

the Unit President, Unit Secretary, and the Unit Investigator (who is appointed by the Unit President). Those who sign cannot be the applicant or related to the applicant. (2004)

After this investigation is completed, the application is forwarded to the Department Secretary who determines whether the applicant has been a member for the immediate past three consecutive years and has her current year's dues paid. After the application is signed, the Department Secretary then forwards it to the National Secretary for action.

In 2006, the following three types of financial assistance were clarified at National Convention:

1. Emergency Grants—Temporary assistance to eligible members during time of financial crisis.
2. Disaster Grants—Temporary assistance to victims of weather related emergencies and natural disasters.
3. Educational Grants—Temporary assistance for educational training for members who have become the main source of support for their family.

In all cases, the assistance is meant to be short-term temporary assistance to assist members until other financial assistance can be secured. The maximum amount available for a grant will be determined by the National Organization. Applicants should make every effort to secure help from local, state, and federal agencies.

Before submitting an application for AEF assistance, the Unit should try everything possible to help their own members who might be down on their luck. Be sure that every member is aware of this program. It is important that the applications be processed completely, and above all, that all information involved be held in utmost confidence.

Contributions to the Auxiliary Emergency Fund are essential to maintain these two worthwhile programs for our members. Remember, Poppy funds CANNOT be used for AEF program. Applications for all types of AEF assistance may be secured from the Department Secretary.

#### CAVALCADE OF MEMORIES COMMITTEE

The Department Cavalcade of Memories Committee shall be appointed each year by the Department President with the Department Secretary serving as an ex-officio member. The committee shall accept appropriate items and articles for historical preservation and encourage units and members to support Department efforts in creating a well-planned and functional Cavalcade Area for the Auxiliary Headquarters Office. (2001)

The Department Finance Committee will provide funding in the yearly budget to maintain and support the efforts of the Cavalcade Committee.

All accepted items and memorabilia donated to the Department Cavalcade of Memories area shall be registered in Department records, and proper acknowledgements made to individual donors or Units. In the event that the Department of Arizona would no longer have a Headquarters Office with space for Cavalcade contribution, all such property will revert to donors, donor families, or Units. (92)

#### CHILDREN AND YOUTH COMMITTEE

- Goals: (1) The care and protection of children of Veterans  
(2) Improved conditions for all children.

The American Legion Auxiliary adopts the Child Welfare Resolutions and the Recommendations as adopted by The American Legion National Conventions.

Child Welfare is: Caring for family needs when a child or children are involved in a referral of a case which may include food, medical care, clothing, and shelter.

The Children and Youth and the Veterans Affairs and Rehabilitation Committees should work together in the best interest of the family.

The Chairman should be well informed about all of the public and private facilities established to help children of veterans in need. There are general welfare services, health services and school services. All of these facilities need to be utilized at times.

The American Legion Child Welfare program is a cooperative program and is not for meeting the needs of all of the children of veterans. The American Legion Auxiliary Child Welfare Program can give aid and service to children of veterans under certain circumstances, and the program has definite responsibility in seeing to it that the resources for aid and service to children in the communities and state are properly maintained. The Children and Youth Chairman is the liaison to the Department of Arizona American Legion Children and Youth Committee.

### COMMUNITY SERVICE

All areas of the National organization Community Service program should be emphasized and Units should be encouraged to participate in all areas of volunteer services, funds, etc. in their communities.

### CONFERENCE AND CONVENTION COMMITTEE

The Department President, the National Executive Committeeman and the Department Secretary-Treasurer will constitute this committee. The committee will meet with The American Legion Committee and the local committee at the Conference or Convention city to make sure the arrangements and facilities needed by the Auxiliary are available. The committee will visit the suggested Headquarters for the Auxiliary and the meeting room to be assured that the arrangements and facilities are adequate. The Committee will also meet with The American Legion Committee when the sites for Conference or Convention are discussed. See other information in the Finance Section of this book.

### CONSTITUTION & BYLAWS

The Constitution and Bylaws Chairman should assist any Unit, especially new Units, in the preparation of their Constitution and Bylaws. She should inform the Units of all current changes in the Department and National Constitution Bylaws and Policies & Procedures; review copies of Unit Constitutions & Bylaws on file in Department to ascertain current status and new updates; lead the American Legion Auxiliary preamble at Department Conference and Conventions; present Constitution & Bylaws resolutions and changes at Department Convention as authorized by the Department Executive Committee and calls for vote after second reading as required.

This Committee, as periodically requested by the Department Executive Committee, may be authorized to review and revise the Constitution and Bylaws and Policies & Procedures.

The Department Constitution & Bylaws Chairman and Committee will be responsible for compiling the record of all properly submitted Resolutions, Recommendations, or other motions voted upon by Convention Delegates, and they will also be responsible for placing this compilation in a permanent record at Department Headquarters. (2005)

## DEPARTMENT CASH RAFFLE

*Resolved: That the Department President, with Department Executive Committee approval, be allowed the option of having a cash raffle when needed. (97)*

## EDUCATION

All areas of the National Organization's education program should be emphasized and Units encouraged to participate.

The Department winners of the *Children of Warriors National Presidents Scholarship, Spirit of Youth Scholarship for Junior Members, and Non-Traditional Scholarship* will each receive a \$25 cash award, and these awards will be included in the annual Department budget as a separate line item. (2012)(2017)

The Department has established the Wilma Hoyal/Maxine Chilton Memorial Scholarship. (92) There are three scholarships awarded annually; one to Arizona State University, one to The University of Arizona, and one to Northern Arizona University.

This scholarship is renewable provided the student meets the outlined criteria. Recipient must file an application through the American Legion Auxiliary Department office. Applications for this scholarship may be secured by the student through the University office or the American Legion Auxiliary.

Recipient must be enrolled as a second year or an upper-division student in Political Science, Public Programs, or Special Education.

Rules and requirements for these scholarships will be provided with the application form.

Nursing Scholarships are awarded through the Past Presidents Parley Committee.

## FINANCE

The Department Finance Committee shall be set up as prescribed by the Constitution and Bylaws. They shall oversee the general finance policy of the Department and prepare the yearly budget. If they recommend that either Department dues or per capita be raised to produce a viable budget, both the old and new amounts are to be included in the Budget Proposal along with the bottom-line difference it will make in Income vs. Expenses for the coming fiscal year. Following ratification of a Budget by the Department Executive Committee and the Convention Delegates, the Finance Committee supervises the expenditures of the funds under the approved Budget. (2005)

With the advent of online dues payments to National it became necessary to develop a program whereby the Unit portion of those payments is returned to the Unit. Department receives these funds from National in a lump sum. Beginning in April 2016, the Department of Arizona started "reimbursing" this money to Units with a voucher system whereby membership dues credit slips are issued to Units which can be used in paying future membership transmittals. As of November 15, 2017, any credits which have been issued as a voucher to a Unit and are still unused, will revert to the Department General Fund. After November 15, 2017, on a yearly basis, any credits which have been issued as a voucher to a Unit and are unused by August 1 of the new year will revert to the Department General Fund. (2017)

Reimbursement for ground transportation may not exceed the lowest air fare available. 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)

They shall set up the General Fund Budget and the Welfare Fund Budget. The Welfare funds are to be kept in a separate “paper” account and will provide for both Veterans’ Rehabilitation and the Welfare of Veterans’ Families. They will establish and maintain a Department Property Inventory Ledger.

Family members may not serve on the Department Finance Committee at the same time. Family members will be defined as:

1. Daughter--Mother--all degrees of Grandmother
2. Sisters
3. Aunt-Niece-First Cousins
4. Step-relatives and In-laws of the degrees listed in Numbers 1 through 3.

Any other level of family relationship between members of the Finance Committee will be disclosed to the Department Executive Committee at the Post-Convention meeting where they approve appointments, and the Executive Committee will decide if they perceive a Conflict of Interest in the more distant relationship. In the event the Department Secretary/Treasurer (voice, but no vote, on the Finance Committee) has one of the defined family relationships to a President or National Executive Committeeman who serve by right of office on the Finance Committee, then the Secretary’s voice on the Finance Committee will be limited to matters dealing with office finances only. Any vacancies which may result on the Department Finance Committee because of family relationship will be filled by the Department Executive Committee. (2006)

Amounts voted by Convention action or as authorized by the Department Executive Committee which are special expenditures for the year, shall be taken from the revenue in the General Fund. The budget shall set forth an estimated yearly expenditure and the amount including the reserve shall not exceed the estimated amount of the yearly revenue.

The \$25 cash awards made to the Department winners of the *Children of Warriors National Presidents Scholarship*, *Spirit of Youth Scholarship for Junior Members*, and *Non-Traditional Scholarship* referred to under Education shall be a line item in the annual budget. (95)(2012)(2017)

Before any transfer of Reserve Funds to General Funds, the Department Secretary-Treasurer must notify the Finance Chairman or her representative.

The Department mailing of information packets will be available by subscription to any member of the American Legion Auxiliary in good standing. The subscription amount is to be determined by the Department Finance Committee at whatever fee they deem fair, reasonable and equitable.

The Department Finance Chairman shall sign checks only in the case of the inability of the Treasurer to do so.

NO SOLICITATION SHALL BE MADE BY ANY OFFICER, CHAIRMAN, OR MEMBER OF THE AMERICAN LEGION AUXILIARY, payable to the Department or person making request, without written permission of the Department President and the Department Finance Committee. Anyone asking a solicitation must state in the written request that permission has been granted by the Department President and the Department Finance Committee.

The Department Finance Chairman has many responsibilities which shall be found on an Addendum Sheet filed in the Department Headquarters and in the Finance Committee Chairman’s briefcase. (See Addendum #3 to Department Standing Rules.)

The Department Finance Chairman is responsible for securing the Girls State and Junior Department Meeting Budgets for approval by the Department Finance Committee.

The Department President and the National Executive Committeeman shall by virtue of office be members of the Department Finance Committee with vote. (89)

A Girls State Checking Account shall be established separate from the General Fund of the Department of Arizona American Legion Auxiliary with three signers to include the Girls State Director, the Department Secretary-Treasurer and one other appointed by the Director. A copy of the monthly account statement is to be sent to the Department Secretary-Treasurer and an audit shall be done on said Girls State books prior to the Fall Conference by the Department Finance Committee. The Girls State Bylaws and the Policy and Procedure book will be adjusted to reflect these changes. (2001)

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 in this section. (2008)

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. (2008)

The Finance Committee is responsible for recommending each year the cost to Units for purchasing poppies and the amount paid to Veterans per poppy assembled. These will be approved in the Department Budget at Convention. (See "Poppy Making" under "Veterans Affairs and Rehabilitation" this book.) (2005)

The Finance Committee is responsible for considering annually the pay scale for any and/or all paid Department Employees. This is their only authority in reference to said employee.

Any expenditures exceeding \$200.00 not provided for in the annual budget must have a written approval or rejection from the entire Executive Committee. (2004) In case of a financial emergency which cannot wait for a specially called or regularly convened meeting of the Executive Committee, the Department President has the privilege of having a vote of the Executive Committee by regular letter, by email, or by a combination of the two. Each member of the Executive Committee must be contacted and a "hard" copy of the response to the question is to be kept for the record. A written report of committee members' votes will be given at the next ensuing Executive Committee meeting and the results recorded in the meeting minutes. Only one item of business may be handled in each communication. (2016)

Any contract relative to the American Legion Auxiliary Department of Arizona whether it be for meeting rooms, meals, equipment or the like shall be signed by the

Department President and Department Finance Committee Chairman after approval of the entire Finance Committee. (2004)

All Department Officers or Employees handling the American Legion Auxiliary monies shall be properly bonded with a good and solvent bonding and surety company. (National 2005). The Districts will be bonded by a separate policy (held by the Department) at the Districts' expense. (2013)

Financial security within the Department is guaranteed by 3 elements working together very closely and providing checks and balances for each other.

1. Department Secretary/Treasurer who is responsible for the daily financial business of the Department.

2. Outside Paid Accountant and Payroll Service providing daily access to professional guidance and supervision of the Secretary/Treasurer's work. It is required that the chief liaisons of the outside accountant and payroll service are not members of the American Legion Auxiliary to prevent the perception of Conflict of Interest. In addition, the outside services are responsible for proper reporting of employee withholding taxes and IRS requirements. As with all "employees", the outside accountant is hired by the Department Executive Committee.

3. Department Finance Committee-This Committee is the point of contact for the Department membership on any matter which concerns the Department Finances. The Committee is responsible for preparation of the annual budget and supervises the expenditure of funds under the budget approved by Convention Delegates. The Finance Chairman and Department President receive monthly financial statements from the Secretary/Treasurer and outside accountant. The Finance Chairman and Committee are responsible for making sure yearly audits are conducted, and for recommending the hiring or contracting of an outside auditor to the Department Executive Committee if deemed necessary. (2006)

Vacant positions on the Department Finance Committee when members leave an unexpired three year term will be filled only at a regular or special meeting of the Department Executive Committee. (2006)

#### RESERVE FUND POLICY (2007)

The "Reserve Funds" are Capital Funds held in a long-term investment account to back the financial security of the Department of Arizona and do not include donations, ie donations are recorded and accounted for in the General Operational Checking Account and Girls State Checking Account.

On July 31, 2006, the Reserve Funds were reported as follows:

\$25,000.00 backing the Hoyal-Chilton Scholarship

\$10,000.00 backing the National Leadership Development Fund (2018)

\$100,000.00 backing Arizona Girls State

\$20,000.00 backing the Welfare Fund

\$56,252.00 (or the Balance) backing the General Fund

for a TOTAL of \$211,252.00.

The Department has a long-term goal of having an amount equal to one (1) year's General Expenses in the "Balance" portion of the Reserve Funds to back the General Fund. In 2007 dollars this would be a Balance of \$223,000.00 backing the General Fund and TOTAL projected Reserves of \$378,000.00.

The Department will strive to have balances in the General Operational Checking Account and the Girls State Checking Account which are sufficient to maintain cash flow for



budgeted expenses and to prevent the need for transfers from the Reserve Funds for budgeted expenses.

There will be no transfer of funds from the Reserve Funds to the General Operational Account or Girls State Checking Account to cover budgeted expenses without the prior knowledge of the Finance Chairman and the Department President.

Non-budgeted expenditures requiring the use of the Reserve Funds are proposed by the Department Finance Committee, approved by the Department Executive Committee, and reported to the membership at the Annual Convention. Transfer of these non-budgeted amounts will not be made before Executive Committee approval is received.

#### UNIT RELATED FINANCE POLICIES

Any Unit co-sponsoring a fund-raising event with another organization without tax-exempt status will receive and disburse all funds through said Unit's Treasury. The same policy is to be followed by an Auxiliary sponsored group, i.e., marching units, color guards, etc. ALSO a Unit should maintain control over individuals or other organizations seeking to solicit members, using Department Policy if necessary.

There are several mandated items the Units must send to Department. They are Unit Bonding Fee; Rehabilitation Senior Per Capita tax, Senior and Junior Delegate Per Capita Tax; Junior Activities Per Capita. District Per Capita Tax must be sent to the District Treasurer. Per Capita taxes are based on membership totals of previous year at Department close of books. All mandates must be paid for Unit voting privileges.

Unit Officers handling American Legion Auxiliary funds are bonded through the National organization, and pay a premium for this coverage annually. This premium is submitted to Department Headquarters. (2006)

#### UNIT CREDIT CARDS (2010)

The Department of Arizona encourages Units to operate WITHOUT Unit credit cards.

Each individual Unit of the Department of Arizona is responsible for the creation of the credit card guidelines and rules which will pertain to their Unit if they choose to have a credit card. Any guidelines and rules established by a Unit must comply with Federal and State Laws pertaining to such. Each Unit should document their individual credit card guidelines and rules within their respective Unit Constitution and Bylaws.

The Department of Arizona Executive and Finance Committees offer the following suggestions to the Units as possible internal controls of Unit credit cards:

1. Unit credit cards may be obtained only after receiving Unit permission as given in a vote at a General meeting of the Unit membership, and this permission must be documented in the minutes of said meeting and permanently kept on file in the Unit's financial records.
2. Unit members allowed to use the Unit credit card must give proof to the Unit that they have a personal credit card, thus insuring to the Unit that they have an adequate credit history.
3. The right and responsibility to use the Unit credit card is not tied to an office but is given to a member by vote of the Unit at a General meeting. The number of members with credit card rights should be very limited. The rights may not be transferred from one member to another without Unit vote at a General meeting.
4. Unit credit cards should be stored in a secure location, eg office safe or bank safe deposit box, and only carried by a member when needed for actual use.

5. Monthly credit card statements should be mailed to someone other than those authorized to make expenditures with the card.
6. Copies of the credit card statement separate from other financial reports should be provided to the membership at the monthly meeting.
7. A member making unapproved purchases with the Unit credit card may be held personally liable for payment of the bill. Personal purchases of any kind are prohibited.
8. Misuse of the Unit credit card will lead to strict discipline on the part of the Unit. Units should report inappropriate use of their credit card to local law enforcement and press criminal charges.

FINANCING: SPECIAL CONFERENCES AND DEPARTMENT EVENTS (Not to include Fall Conference and Department Convention.)

For registrations, luncheons, dinners, etc., check should be made payable to the hostess Unit and directed to designated person in charge of specified events. Registration fees or Special Events fees are set by the hostess Unit and Department Headquarters Office. The same fee applies for ALL members. ALSO, if it is necessary to sign contract, the Unit President and Unit Treasurer should do so on behalf of the hostess Unit. When sponsoring a Department function, the Unit assumes financial responsibility for the event. (The same procedures as stated above would apply to any Department sponsored functions or events.)

GIRLS STATE

This Committee shall be set up and function as per the Department Constitution and Bylaws, and the Articles of Incorporation of Arizona Girls State.

The Girls State Director will provide the Department Finance Chairman a copy of the Girls State Budget for the ensuing year prior to the Annual Fall Conference.

*Resolved: That the Articles of Incorporation of Arizona Girls State be changed to conform to the Department Constitution and Bylaws. (81)*

The fee per delegate to Girls State shall be determined by the recommendation of the Girls State Board of Directors and ratified by the Department Executive Committee and the Convention delegates.

If possible, the Girls State Director should attend the Annual Girls State Directors National Meeting. Funding shall be derived from ½ General Funds and ½ Girls State Funds.

In 2007 the delegates to Department Convention approved the creation of a Girls State Alumni Association. The Alumni Association is a branch of the American Legion Auxiliary Department of Arizona Girls State Program and control of the Alumni Association will be retained by the Department of Arizona. Approval of the details under which the Association operates will be the jurisdiction of the Girls State Board of Directors, the Department Finance Committee, and the Department Executive Committee. (2007)

JUNIOR ACTIVITIES

The committee shall function as outlined in the Unit Guidebook, Junior Activities Handbook and the Guidelines as set up by the Department.

The Juniors have two official Department meetings a year, namely the Fall Retreat and the Spring Conference as their “convention”. (2007)

The Spring Conference will be held in the month of April with the date being set by agreement of both the hosting Unit and the Department Junior Activities Chairman. (91)

The Junior Activities Chairman is responsible for setting up the programs for the Retreat and the Conference and for making arrangements for same with the approval of the Department President. Any funds or materials to be solicited from Units MUST have the approval of the Department Finance Committee.

*Resolved: That the Department Finance Committee allow mileage for the Junior President for attendance at the Spring Junior Conference and be it Further resolved, that the Hostess Unit for the Spring Junior Conference be responsible for registration and lunch for the Junior President. (81)*

Any advisor or chaperone attending these functions with the Juniors will be prohibited from drinking ANY alcoholic beverage or exposing these children to secondhand smoke during these sanctioned weekend activities. (2007)

The Juniors at their Spring Conference will elect a President and such other officers as they deem necessary as set forth in the Guidelines drawn up, subject to the approval of the American Legion Auxiliary Department of Arizona. The elected Honorary Department Jr. President and Honorary Department Jr. Vice President will be from different Units at the time of their election and for the time that they serve together. No Honorary Department Jr. Officer may succeed herself. (2016)

Voting for Department Offices will be the same as the District, each delegation shall have only one vote.

The outgoing Junior President will represent the Juniors from Arizona at the National Meetings as the Delegate. The Department and Unit Funds shall assist in her expenses. Should she be unable to attend, all funds would be available to the alternate.

In the event the outgoing Junior Department President is unable to attend the National Junior Meeting, her predecessor will be the primary alternate providing she has not reached the age of eighteen. If the primary alternate is eighteen years of age, the secondary alternate representative to the National Junior Meeting will be the newly elected Junior Department President.

In the event a current Honorary National Junior Officer (other than the President) is a member of the Department of Arizona, she will be entitled to \$250.00 from Department Junior Funds toward her travel expenses to the National Junior Meeting. (The Honorary National Junior President receives money from National.) There is no alternate to this position. The current Honorary National Junior Officer will be subject to the same Policies and Procedures for the Department of Arizona as any other Junior Delegate from Arizona to the National Junior Meeting. (2005)

The revenue from activities of a junior group should be carried as a separate item in the treasurer's book of the Senior group of which it is a part, so that it can be used by the junior group to further their program. All Junior projects requiring the expenditure of funds should first be approved by their Senior group. Upon completion of the approved project, the bill shall be presented to the Treasurer of the Senior group for payment, thus discharging the obligation.

The candidates for National Junior Offices MUST NOT BE 18 YEARS OF AGE BEFORE DECEMBER 31 of the year she is elected. All candidates for National Junior Offices must have paid their current year's Junior Membership dues and shall be in good standing in their local Unit.

## NATIONAL JUNIOR CONFERENCE CHAPERON GUIDELINES

1. Funding for the Junior Chaperon shall consist of transportation cost and per diem payable from Department Junior Funds.
2. The Department Junior Activities Chairman will serve as Chaperon for Junior delegates if possible.
3. If Junior Activities Chairman is unavailable, the Department President will appoint an Alternate who must be a Senior Auxiliary member, at least twenty-one years of age and a resident of Arizona.
4. Chaperon will be totally responsible for the Juniors assigned to her for a twenty-four hour period to include Junior delegate, candidate or Junior Officer; all of which will adhere to guidelines set for Junior Delegate and /or Senior guidelines. (See Finance Rules for National Convention Delegates section in this book.)
5. Chaperon will accompany Juniors assigned to her to and from all Junior meetings, ensuring that each arrive in the proper place at the proper time.
6. Chaperon will represent the American Legion Auxiliary only and will attend no other meetings while serving as Chaperon.
7. Chaperon will have on her person at all time the properly signed medical release and information forms including insurance if available of all Juniors assigned to her.

## LEADERSHIP (2016)

The Leadership Committee will consist of one (1) Department Leadership Chairman and three (3) Committee Members appointed by the President, with the Committee Members coming from different geographic areas of the Department. The Leadership Chairman and Committee members must be Certified Leadership Instructors.

The Leadership Chairman will be responsible for setting the time and place for AZ Mission Training. All courses will be eight (8) hours long.

Finance: Mileage and lodging expenses will be paid by the Department when Leadership Instructors are asked to assist with AZ Mission Training. Mileage will be paid from their "Post Home". The Chairman will call upon qualified members in the vicinity of the Host Unit or District to assist at NO EXPENSE TO THE DEPARTMENT. Funds for mileage and/or motels are only to be used if absolutely no one else is available who lives closer to the site of the training.

All materials for the year will be kept at Department Headquarters. All materials for participants and instructors are to be duplicated in the Department Office only. Outside printing is at their own personal expense.

There will be a yearly budget. Any funds spent over the yearly budget must have the approval of the Department President and Executive Committee prior to the expenditure.

## LEADERSHIP TRAINING COURSE (2016)

The American Legion Auxiliary, Department of Arizona, will title its Leadership Course as "AZ Mission Training". The Committee will use National and/or Department approved materials to teach the course. The "core" element of AZ Mission Training will be the manual titled *Knowledge is Power: American Legion Auxiliary Leadership Guide*. At the beginning of each program year, the Committee will meet and agree upon any supplemental materials which will be used in addition to the "core" manual. The Committee members will

all be knowledgeable on that year's materials and will not deviate from the program which they outline at the year's beginning.

Core Items defined as:

--Protocol; Parliamentary Procedures; Goodwill; How to conduct a meeting (Mock unit meeting); Constitution & Bylaws; Membership; Finance, to include Budgets/Who gets paid for What/IRS Reporting/Incorporation

--Break-out session (breaking into groups consisting of "First Time Attendees", "Intermediate" and "Advanced".) The sessions will center around the attendees questions (What they want to know).

--Each AZ Mission Training course will be individualized to meet the needs of the Unit/District members in attendance.

Prior to attending AZ Mission Training, a member must complete and submit a Registration Form to the Department office along with any fees. These will include the total Registration Fee as set by the Department Finance Committee, and the optional cost of a Leadership pin. Ten (10) days prior to a session of AZ Mission Training there must be ten (10) registered pre-paid participants attending or the class will be canceled. Walk-ins to the class will be accepted if there are ten pre-registrations. Walk-ins must pay registration at the time of the session, and the Leadership Chairman or Course Leader must submit these funds to Department within 10 days of the completion of the course. One (1) dollar of each Registration Fee will be returned to the hosting Unit or District BY DEPARTMENT after all fees have been received in the office.

Planning for the meal is the responsibility of the Host, and any potential cost payable by the participant the day of the course.

All members completing any 8-hour AZ Mission Training course will receive a card verifying completion of the course. It will be signed by the Department President and the Department Leadership Chairman. A participant will NOT receive a Leadership card for having completed the course unless they attend the full eight (8) hours. Any course less than 8 hours is considered a mini-course and does not entitle the participant taking the course to a card or pin.

#### CERTIFICATION OF LEADERSHIP INSTRUCTORS (2016)

Each year INSTRUCTOR CARDS will be issued to two (2) members, by vote of the Department President, Department Leadership Chairman, and the current year's Leadership Committee members. Members can be nominated by other members, themselves, or any of the above named individuals. The nominee does not need to belong to the same Unit or District, however must belong to the Department of Arizona, American Legion Auxiliary. If the nomination comes from anyone other than the Department President, Department Leadership Chairman, and the current year's Leadership Committee members, then a short narrative of the nominee's qualifications needs to be included by the person making the nomination.

Eligibility:

--Must have been active in the American Legion Auxiliary for at least five (5) years.

--Completed an 8-hour Leadership course, Arizona Mission Training, seminar, or school conducted by the Department, with topics and format outlined by the Department Leadership Committee.

--Knowledgeable of the American Legion Auxiliary

--Knowledge of parliamentary procedures

- Awareness of the programs of the American Legion Auxiliary
- Proven leadership capabilities beyond the Unit level
- Ability to represent the Department of Arizona American Legion Auxiliary in a professional manner

Not everyone who takes or graduates from a leadership course is automatically a qualified instructor. **ONLY MEMBERS WHO HAVE THE ABILITY AND TALENT TO TEACH SHOULD BE RECOMMENDED AS INSTRUCTORS.**

Refresher courses are encouraged for all members holding a Leadership Instructor card every 2 years. Ideally, this will be a “Train the Trainer” course geared to the Instructor Card holders.

The Department of Arizona, American Legion Auxiliary will retain a copy of the list of all Certified Leadership Instructors. The Department Leadership Chairman and Committee will be appointed from the list of Certified Leadership Instructors.

### LEADERSHIP INSTRUCTOR REFRESHER COURSE (2016)

A “Train the Trainer” session is to be set up by the current Department Leadership Chairman and Committee each year and the information sent out to all “Leadership Instructor” card holders. “Leadership Instructor” card holders should inform the Department Leadership Chairman in advance to ensure correct number of packets are available for all in attendance (if any). Current members holding a “Leadership Instructor” card will attend at least one (1) session every two (2) years to stay current on information pertaining to the organization.

The “Train the Trainer” session will include:

- Parliamentary Procedures
- Updates from National
- Updates to Programs
- Financial Updates to include any issues

Substitutions for “Train the Trainer” session:

- Attend National Mission Training
- Participate or instruct at an “AZ Mission Training” seminar

If substituting for a “Train the Trainer” session, Leadership Instructor card holder must inform the current Department Leadership Chairman or the Department Office to include date attended.

### LEGISLATIVE

The Chairman shall bear in mind in all matters of Legislation, the American Legion Auxiliary follows the action of The American Legion, never endorsing any measure until The American Legion has first endorsed it and never following a policy, which does not coincide exactly with The American Legion stand.

If a Unit is interested in securing or blocking some proposed piece of State or National Legislation, it should present the matter to its’ American Legion Post and secure its support. The Post may then carry the matter to the Department Convention for consideration of The American Legion Department of Arizona.

The Legislative Chairman or designated alternate shall attend the monthly Unified Arizona Veterans meeting if possible. The annual fee required for each Veterans organization will be paid to the Arizona Unified Veterans by the Department Auxiliary Headquarters.

## MEMBERSHIP

By virtue of office, the incoming Department Vice President shall have first choice, if she so desires, to be Chairman of the Membership Committee. The Membership Chairman shall submit an updated Unit standings report for the Department. She shall submit an updated Unit Standings report monthly for the Department Bulletins.

The Department Membership Chairman shall make herself available to the District Presidents as well as the Unit Presidents when they request updates or standings on membership.

The committee shall adopt the programs of the National Organization.

*Resolved: That Units issuing or accepting a challenge do so with the understanding that Unit funds not be used to reach or exceed their membership goals for the purpose of winning a challenge, trophy, or plaque, unless by mutual consent of the challenging Units.*

## MUSIC

The Department Music Chairman should urge participation of all Units in some type of music, whether it be songs sung at each meeting, music at special community functions, or choirs.

The Department Music Chairman should work with the Department President and Department Chaplain for music needed at the Department Fall Conference and Department Convention. The continuance of a joint Legion and Auxiliary Department Choir is urged.

## NATIONAL SECURITY

The National Security Chairman shall be appointed by the Department President. (2001) The National Program also will be part of the program. The Chairman will be responsible for a Department Awareness Assembly. It is the prerogative of the Department President and the Department National Security Chairman as to the time and place of the Department Awareness Assembly.

## NEW UNITS/UD&R

The purpose of the Committee is to organize and give orientation to prospective new Units. The Chairman should call a meeting of the committee for the purpose of assigning duties and responsibilities of each member of the committee. This could be done at the Department Officers and Chairmen meeting in the fall. Each member should be assigned a specific part of the Initiation and Installation Ceremonies for which she shall be responsible for the entire year. Each member should be assigned specific programs of the Organization which she will cover during the orientation. These could be as follows: Veterans Affairs and Rehabilitation and other related programs (Hospital, Service to Veterans, Poppies, Past Presidents Parley, etc); Children and Youth and related programs (Americanism, Education, Girls State, Junior Activities, etc.); Internal Affairs (Constitution & Bylaws, Finance, Communications/Public Relations, Leadership, Membership, National Security, etc.); Community Service and related programs (Music, Special Projects, etc.). The Chairman, with the approval of the Department President, shall appoint substitutes in the event any committee member cannot attend a particular meeting.

*Resolved: That the mileage and lodging expenses of the members of the New Units/UD&R Committee and the Leadership Committee be paid by the Department. (93)*

*Resolved: That new units be strongly urged to schedule a Leadership Seminar, shortly after they are organized and officers elected. (2004)*

This committee, with the assistance of the Department Executive Committee and Leadership Committee, will provide training and guidance when a Unit is in danger of losing their Charter or ceasing to function. Assistance from this Committee may be requested by any Unit or suggested by any Department Officer or Chairman. (2011)

PROCEDURES FOR COLONIZATION, UNIT CHARTERING, AND MAINTAINING THE UNIT'S LEGAL STATUS (2016)

1. A written request is received from the Post Commander of the proposed Unit. The Commander is provided with Membership Applications. Women interested in working this Charter may immediately join the Department Unit 100 or may be members-in-good-standing of another Unit. The Post Commander is responsible for submitting applications for Unit 100 members to Department Headquarters for processing. Department Headquarters will send membership cards to new Unit 100 members.

2. The Post submits to Department Headquarters a list of at least 10 women who are Sr. Members of another Unit or Department Unit 100. This group of women will be considered the COLONIZING GROUP.

3. The Colonizing Group and the New Units/UD&R team schedule an Orientation Meeting at which the following business is conducted:

- Initiation of new Unit 100 members
- Go over the Department Expectations for a New Unit
- Work out the details of a proposed Unit Constitution and Bylaws
- Charge the Colonizing Group with deciding to go forward with the Charter Application. Provide a Charter Application, Membership Applications, Unit Guidebook, EIN Application instructions, and Arizona Incorporation instructions.

--Schedule a Charter Meeting within the next 6 weeks. During the interim between Orientation and Charter Meetings, new memberships will still be processed into Unit 100.

4. At the Charter Meeting the following business is conducted:

- Initiation of any more new Unit 100 members
- Adopt the Unit Constitution and Bylaws
- Unit officers are elected and installed; Unit Chairmen are appointed
- The Charter Application is completed
- Members complete forms transferring them to the New Unit; future new members will be admitted to the New Unit, not Unit 100.

5. The Application for Unit Charter is submitted to Department Headquarters in triplicate. All copies must be signed by the Post Commander and Adjutant and at least 10 Sr. Members of the Auxiliary. The Charter fee is submitted. National must close the Charter within 30 days of the Post Commander's signature. An inscribed Charter Roll may be ordered and the fee submitted. (optional)

6. National issues Charter. AFTER the Charter has been issued by National, the Unit applies for an EIN (Employer Identification Number) from the IRS, using the Unit name exactly as it appears on the Charter: eg) American Legion Auxiliary, (name of veteran) Unit xyz, or American Legion Auxiliary, (name of city) Unit xyz. They must then report that EIN to Department and National using the Inclusion Letter Form to be "under the umbrella" of Group Exemption Number 0964. (2017)

7. Unit incorporates following the requirements of the Arizona Corporation Commission. Unit notifies Department and National when incorporation is complete. They may pay for a new charter with "Inc." included in the name, but this is not required.



8. Unit completes yearly tax reporting to IRS. (Form 990N, 990EZ, OR 990). THIS IS DUE ON THE 15<sup>TH</sup> DAY OF THE 5<sup>TH</sup> MONTH FOLLOWING THE END OF THE FISCAL YEAR. If gross revenue is less than \$50,000.00 the Unit needs to file Form 990N. If gross revenue is less than \$200,000.00 and total assets are less than \$500,000.00 the Unit needs to file Form 990EZ. If gross revenue is over \$200,000.00 or total assets are more than \$500,000.00 the Unit needs to file Form 990.

9. If Unit files 990EZ or 990, a copy of the completed form is sent to the Arizona Department of Revenue. Arizona does not currently require a copy of the 990N if that is the only form filed.

10. Unit completes yearly reporting to Arizona Corporation Commission with payment of fees. Due date varies and is determined by the Corporation Commission.

#### NEW UNITS' REQUIREMENTS FOR THE FIRST THREE YEARS (2016)

1. Charter Application process which involves the women who will be the members of the new Unit.
2. Leadership Course specifically for a New Unit
  - Help them get EIN and incorporation paperwork completed
  - Help them complete Constitution and Bylaws
  - Help them with their first election and install officers
  - Help them get their first bank account
  - Explain to the Post officers how the new Unit fits into the "scheme of things"
  - Go over what is available on the Department and National websites
  - Discuss the National programs
3. Hold monthly meetings.
4. Unit Representative at all District meetings
5. Unit Representative at Fall Conference and Department Convention
6. Learn about and complete Impact Report.
7. Learn about and submit individual annual Department Report forms.
8. Learn about Department Awards.
9. Learn how to process membership correctly.

#### DEPARTMENT MEDIATION POLICY AND PROCEDURE (2016)

1. Members and officers recognize a mission-threatening issue and start contacting the Department Office, Officers, or Chairmen. The issue may also be initially identified by the Department Office, an Officer, or a Chairman.
2. An appropriate Department Officer or Chairman provides advice and information, and the issue is resolved by the parties involved.

#### **If not resolved:**

3. The Department President requests a meeting with members involved in the issue. In the case of a Unit this would be the Unit President and at least one additional Unit member. In the case of a District this would be the District President and at least one additional District member. In the case of a Department Committee, this would be the Committee Chairman and at least one additional member. The Department President requests the presence of a Mediator at the meeting. The meeting is held on "neutral territory".
4. The problem is discussed with HONESTY at the meeting. The Department President and Mediator make suggestions and recommendations on appropriate actions to be taken. The presence of the Mediator at future Unit/District Executive Committee and General

Meetings or Department Committee Meetings is offered. If the representatives of the Unit, District, or Department Committee involved feel they can handle the situation on their own, they are encouraged to do so.

**If not resolved:**

5. The presence of a Mediator at future meetings is again offered to the Unit President, District President, or Department Committee Chairman.

**If the Mediator is refused and the Mission-Threatening Issue is not being resolved:**

6. The Department President requests that the Department Executive Committee authorize attendance of a Department Mediator at all Unit/District Executive Committee and General Meetings or Department Committee Meetings of the involved parties.

7. If after a reasonable length of time the Mission-Threatening Issue is not resolved, the Department Executive Committee will decide appropriate disciplinary action to be taken.

MISSION-THREATENING ISSUES (2016)

1. Theft from the organization.
2. Physical Violence between members.
3. Meetings-not-held in accordance with the Constitution and Bylaws: time, place, proper parliamentary procedure.
4. Elections-not-conducted in accordance with the Constitution and Bylaws.
5. Discipline against a member or officer not in accordance with the National, Department, and Unit Constitution and Bylaws.
6. Non-payment of Department and District mandates. In the case of a Unit-failure to renew at least 10 members each year.
7. No Unit or District member wishes to serve as the President.

MEDIATION GUIDELINES (2016)

1. All members and officers involved are allowed to maintain their dignity.
2. Mediators do not choose sides—they represent the rights and responsibilities of the organization as a whole.
3. Mediators do not do the “work” of the Unit, District, or Committee.
4. Mediators do not work alone—there is a team of at least 2 assigned to a problem.
5. If possible, all officers and chairmen involved in a problem will remain in their positions.
6. Mediators know the proper disciplinary procedure which can be used against a member and WHEN IT IS APPROPRIATE TO USE IT.
7. Mediators are comfortable working with a majority of the Department Executive Committee.
8. Document, Document, Document.
9. Mediators are knowledgeable on the policies of the American Legion and how they differ from the American Legion Auxiliary.

PAST PRESIDENTS PARLEY

The Past Presidents Parley Chairman will be appointed by the Department President and must be an Arizona Past Department President. (2001)

The program includes the care of Ex-Service women, membership, Nurses Scholarships and Health Related Scholarships. These scholarships are financed by the Units Past Presidents Parley dues and special contributions by the Units. A breakfast or luncheon

meeting at the Department Convention will be presided over by the Department Past President Parley Chairman where the business of this group is discussed.

#### PAST PRESIDENTS PARLEY NURSES SCHOLARSHIP

These scholarships are awarded annually to not less than a second year student who is enrolled in an accredited institution in Arizona awaiting a degree as a Registered Nurse. The immediate family members of a Veteran will be given first preference. Applicant must be a citizen of the United States and resident of Arizona for at least one year.

Scholarship applications are available from the Department Past President Parley Chairman or the Department Headquarters. Rules and Regulations concerning this scholarship will accompany application forms.

#### PAST PRESIDENTS PARLEY SCHOLARSHIP ASSISTANCE IN HEALTH OCCUPATIONS

The American Legion Auxiliary Department of Arizona will accept applications for assistance to students pursuing a career in Health Care Occupations.

Applicants must be enrolled/enrolling in an accredited tax-supported institution in Arizona which offers a certificate or degree program in Health Care Occupations (i.e., Nurses Assistance, Dental Assistant, LPN, Lab Technician, Physical Therapist, Inhalation Therapist, etc.). Applicant must be a citizen of the United States and a resident of Arizona for at least one year.

Scholarship applications along with rules, regulations, and procedures, may be obtained from the Past Presidents Parley Chairman or the Department Headquarters.

#### PAST DEPARTMENT PRESIDENT'S MEMORIAL FUND

Because the Department Presidents have served our Department with distinction, and each in her own way has guided the program to new heights, and in the years following have shown their interest and devotion by the continued activity, upon their death, a \$50.00 donation from the Past President's Memorial Fund shall go to the organization or project of the President's choice. (88)

The Department Secretary-Treasurer shall request this information from the newly elected Department President each year, as soon as possible after her election to the office and that this information be noted in permanent record card.

Voluntary contributions to this Memorial Fund will be accepted at any time. Units and members may send contributions to the Department Secretary-Treasurer, ear-marking it for the "Memorial Fund".

#### PRESIDENT'S SPECIAL PROJECT

The Committee shall function to educate the Department on the Special Project chosen by the current Department President and approved by the Finance Committee, offering suggestions to the Units on possible work or fundraising activities. They are responsible for reporting on the combined work of the whole Department on this project. (2005)

## POPPY

Because the poppy is our official memorial flower, the Poppy Chairman should emphasize Unit participation in all aspects of the National and Department programs. (Also see Poppy Making section in this book in the VA&R section.)

## PUBLIC RELATIONS

The program shall encompass all aspects of the National Public Relations Program .

The Chairman is responsible for preparing a Publicity Book which becomes the property of the Department President at the end of her year. The Publicity Book shall be forwarded to National for competition per the National Public Relations Rules.

## SCRAPBOOK

The Committee shall collect mementos and pictures from the members of the Department chronicling the Department President's visits and activities, compile them in a Scrapbook or Scrapbooks and present them to the Department President at her Department Convention. This Committee will be responsible for judging the Scrapbooks submitted by Units and Districts for competition according to approved Department Rules at the Department Convention. (2005)

## STRATEGIC PLANNING COMMITTEE (2014)

The Department of Arizona will form a Strategic Planning Committee that will function for the years (2014 – 2019) and the members of that committee will be:

By virtue of office or title:

the Department President, the Department Vice President, the Department Second Vice President, the Department Historian, the Department Chaplain, the National Executive Committeeman, the Department Secretary/Treasurer

By virtue of Presidential appointment to a 2 year term and Department Executive Committee approval:

2 additional Past Department Presidents

A “Unit Member of the Year”

A current Senior member who was a Junior member before age 18

This committee will be chaired by the Department President and set their own schedule of meetings. Any member of the organization may attend the committee meetings with voice but not vote.

During 2014-2015, this committee will review all materials coming from National pertaining to Strategic Planning and the Centennial Plan. They will recommend a “Plan” and subsequent “Initiatives” for the next 5 years for the Department of Arizona based on the National Plan. During this “first” year, any Plan or Initiative which the Strategic Planning Committee recommends be implemented before Department Convention 2015, will be reviewed and approved by the Department Executive Committee. Up to \$200.00 is authorized for implementation during 2014-2015. The complete 5 year Plan of Action and Initiatives will be presented and approved by Department Convention delegates in 2015, and reviewed and adjusted on a yearly basis at subsequent Department Conventions. At Department Convention 2019, the delegates will determine if another 5 year Strategic Planning Committee should be authorized for 2019-2024.

## TROPHIES AND AWARDS

The Committee will be responsible for follow-up with the appropriate Unit or District on any plaques or trophies which were not returned to the immediately previous Junior Conference or Department Convention. They will work in conjunction with the Department Secretary to accomplish the tasks of either finding or replacing the award and getting it to the new recipient or storing an unawarded plaque or trophy for the next year. They will be responsible for keeping track of the Junior plaques awarded at the Junior Conference.

Prior to the Junior Conference and the Department Convention the Committee gives the Units and Districts a list of the awards they are to return.

They will be responsible for collecting and inventorying plaques and trophies returned at the beginning of Department Convention. They will distribute plaques and trophies to the appropriate new recipients and make a written record of who signed the plaque out for the coming year. They will report any trophies not returned to the Convention Delegates, the Department Secretary, and the committee that succeeds them. (2005)

A Unit that is not incorporated at least 30 days prior to Department Convention is not eligible for Trophies and Awards excepting Membership Awards and Citations at Department Convention. (2010)

## VETERANS AFFAIRS AND REHABILITATION

The Department Second Vice President shall serve as Veterans Affairs and Rehabilitation Chairman. (81) The appointed Vice Chairman of VA&R shall serve as the Service to Veterans Chairman.

The Committee shall be set up as outlined in the Department Constitution and Bylaws. Working with the Committee will be the VA Hospital Representatives, Creative Arts Department Chairman, Poppy Chairman, and Representatives from each Arizona Veterans Home.

The program of the National Organization will become a part of our program.

Rehabilitation may include:

1. Securing proper hospital care.
2. Giving physical and mental cheer to veterans in hospitals.
3. Aiding the disabled Veterans to re-establish themselves in life after disabilities have been arrested or cured.
4. Securing just compensation for all disabled Veterans.

The Veterans Affairs and Rehabilitation and Children and Youth Committees should work in conjunction and cooperation on every Veterans problem in the operation of the home in the interest of the family.

Any VA&R subcommittee receiving funds will maintain accounting ledgers with separate checking accounts with 3 signers, one to be the Department Treasurer. Said books to be audited when called for by the Department Finance Chairman.

## HOSPITAL REPRESENTATIVE

The Department Veterans Affairs Voluntary Service Representative is in charge of the volunteer hospital workers program in her particular area, to include any Arizona Veterans Homes in her area. (2001)

All contacts from Hospital to organization must be through the Department VAWS Representative, then from Representative to Units.

VAVS Representatives and Deputies must be certified to the National President, through the Department Secretary; the National President then certifies them to the Hospital.

The term of appointment for any Hospital Representative or Deputy shall be from the time of election of the Department President until her successor is elected. Should the newly elected President re-appoint the Representative or a Deputy she need not be recertified by Department and National. Only the NEW appointments have to be certified.

She is in charge of planning and directing the hospital programs of the American Legion Auxiliary with the Hospital Director where she serves, and should have a thorough understanding of the hospital. She serves as the American Legion Auxiliary Representative on the Hospital VAVS Committee and attends their meetings. She shall keep records of volunteer workers, activities, hours, monies and be responsible for ordering volunteer pins, and uniforms through the Department Secretary.

She orders the hour bars, at no cost, for the volunteers direct from the National Secretary.

She shall help in recruiting volunteers and conducting orientation courses in the hospital.

She must report quarterly to the Department Rehabilitation Chairman, sending a full report on activities and financial status to the Department Rehabilitation Chairman and the Department Secretary-Treasurer at the end of the year. Her financial records shall be audited by the Finance Committee annually, usually at the Officers and Chairmen Meeting.

She is also required to send a report covering activities from January 1 through December 31 to the VAMC and to the Department Secretary-Treasurer covering activities from August 1 to July 31 each year.

The Annual Department Budget should include funds available for the Department VAMC Representative for hospital expenses such as volunteer pins, postage, etc. and veteran's family expenses for transportation, phone, and family needs, etc. Unit donations will cover social services, bingo, etc.

#### SERVICE TO VETERANS (Formerly separate Field Service and Home Service Programs) (2015)

This program Chairman will be appointed as outlined by the Department Constitution and Bylaws and serve as the VA&R Vice Chairman.

“Service to Veterans” volunteers provide service outside a VA Medical Center. *Providing these services to a member of the volunteer's family or a relative cannot be counted.* Volunteers conduct projects from their homes and in their communities, and work for active military, veterans and/or their families. Service to Veterans volunteers maintain their own record keeping of hours served and dollars spent, and report monthly to their Unit Chairman. The Unit Chairman, in turn, reports to the Department Chairman monthly, on the form which the Chairman has approved.

The Monthly Report Form will include: the name and number of the Unit; names of members and non-members reporting hours; hours of service; number of veterans served; type of service; dates; and cost of materials.

The Annual Report Form will include: the name and number of the Unit; address and name of the Unit Chairman; names of volunteers reporting hours; types of service; total number of veterans served; total hours served by each volunteer; total numbers of hours served by the Unit; and total cost of materials.

The records on the Unit report for each volunteer should agree with the individual records turned in to the Unit Chairman. The Unit Chairman should keep a copy of all individual records.

The Department Chairman is responsible for adding the number of hours served in the current year to any previously earned hours so the permanent record of each person shows the rewarding of pins and bars or the hours necessary for a pin or bar. The Unit or individual is responsible for the cost of the pin, but they are ordered through Department Headquarters, consequently the money should be sent to Department Headquarters. The individual report forms must be turned in to the Department Chairman with any request for Service to Veterans pins or bars.

Volunteers are recognized with bars when specific hour milestones are reached: 50, 100, 300, 500, and 1,000. After the first 1,000-hour bar is awarded, the next bar will be earned in 1,000 hour increments up to 20,000 hours. Hour bars are provided at no cost to Departments.

The Department Service to Veterans Chairman totals all numbers sent to her by the Units on their Annual Report Forms, and forwards the totals to the Department VA&R Chairman so it may be included in the VA&R report to National.

For further information, see the most recent version of *Veterans Affairs & Rehabilitation: A Guide for Volunteers*.

#### POPPY MAKING

All Unit Poppy Orders will be to the Department Secretary by September 30. Each order must be accompanied with a check to cover cost of supplies.

Poppies can be made by any Veteran; at home, at the Post Home, Nursing Home, in Senior Centers as long as it is the Veteran who receives the pay for making them. All payments to veterans for making poppies will be made from the main Department account and all accounting of such payments will be done by Department. (2017)

As of 2013, when demand exceeds what veterans can supply, anyone can make poppies. They may even be commercially produced, however, only veterans may be paid for making the poppies. If poppies are not made by veterans, the traditional tag must be altered or a new tag created so donors are not misinformed.

All Poppies MUST be made and in the Unit's possession no later than May 1. (2001)(2002)

*Resolved: That Poppy making materials be sent to the Poppy Making Chairman by December 15 in order to furnish poppies to the Units by February 15. (97)*

After the deadline (September 30), should a Unit want to order poppies, they should check with the Department Secretary-Treasurer as she will know if there are extra poppies, or if some can be secured for the Unit.

It is recommended by the National organization that "Poppy Week" beginning the Saturday preceding Memorial Day be the scheduled time for distribution with the exception of those Units who by reason of competition or other good reason cannot hold their distribution that week.

*Resolved: Cost of poppies will be determined each year by the Finance Committee and approved in the Department Budget at Convention. (97)*

*Resolved: Unless a Unit orders a minimum order of one hundred (100) poppies each year, it shall be eliminated from all competition for awards and citations for that year, exclusive of membership awards and citations. (81)*

Ten percent (10%) of NET Poppy proceeds will be sent to the Department Secretary-Treasurer as soon after Unit Poppy Distribution as possible.

#### ARIZONA STATE VETERANS HOME(S) (2001)

Each Arizona State Veterans Home will have its individual Volunteer Director who will report directly to the VAVS Representative closest to their Veterans Home; i.e. Phoenix to Carl T. Hayden's VAVS Representative, etc.

Each Director will oversee any Auxiliary Volunteers keeping a record of names, hours, activities and monies received and spent. She will give copies of this information to the assigned VAVS Representative as requested. Her financial books will be audited annually at the same time and place as designated for the VA Representative.

#### CREATIVE ARTS

The Creative Arts program is a sub-program under the VA&R Program and is Nationally recognized.

The purpose is the rehabilitation of Veteran inpatients or community based Veterans through the use of Art, Music or Dance.

The Goal is to hold local competitions in conjunction with other Veterans Organizations. This is sponsored by the local VA Medical center.

The result is, the winners of the local competitions will receive an all expense paid trip to the National Competition funded by the National Organization, VA Administration and individual monetary donations. All donations must go through the Department Office. The Department President will appoint the Department Creative Arts Chairman and the points of contact in each area. (2001)

#### MISCELLANEOUS INFORMATION

AUXILIARY EMBLEM: Charms, earrings, rings etc, with the Auxiliary Emblem are not classed as official Auxiliary pins, they are classed as costume jewelry and may be worn anytime. The Auxiliary Emblem is used in many different ways, such as decals, patches, stationary etc., but the user must have permission from Department and National to use it. For instance, National Emblem Sales must have permission from the National Organization to initiate a new item using the Auxiliary Emblem.

WEARING OF FLAG PIN: If a flag pin is worn, corsages should not be worn above the flag pin. The Flag pin should be worn on the left side of the blouse and may be worn with the pin of the current Auxiliary office held by the member with the Flag pin slightly above or even with the Auxiliary pin.

HONOR GUARDS: Honor guards may be given for continuous years of membership in the Auxiliary. In order to be eligible for one, membership DUES MUST HAVE BEEN PAID EACH YEAR WHEN DUE, otherwise membership is not considered continuous for an honor guard.

WEARING OF INSIGNIA: The American Legion Auxiliary pin should never be covered by a badge or a corsage. The American Legion Auxiliary pin shall be worn on the left side, over



the heart. All badges, (officers, delegates, alternates, guest, name tags or badges of other nature) may be placed on the right side or below the Emblem Pin, which is worn at all times. The Auxiliary Pin worn over your heart should be that of the highest office you have held or that of the office you currently hold.

SASH RIBBON: The Sash Ribbon as worn by the Department Officers, present and past, is worn at Conference, Conventions and at District meetings if the District President so desires. These ribbons are not to be worn at social gatherings and meals. The ribbons are to be passed on each year at the Installation of Department Officers. A Past Presidents Sash Ribbon approximately one and three quarter inches wide will be presented to the National Executive Committeewoman as a gift from the Department at the Installation Ceremony.

The Ribbon is worn over the right shoulder and under the left arm. No pins or decorations should be affixed to the ribbon. It should not be knotted at the left to fasten it, but should hang crossed and secured by an invisible fastening on the under-side. It is never worn over a topcoat of any kind, but may be worn over a suit coat.

UNIFORM TYPE HAT: While the American Legion Auxiliary does not have an official Auxiliary hat or uniform, there are two different styles of hats offered to our members through the National Emblem Sates catalog which Units often purchase for their marching units and installation teams. These hats are normally worn to compliment the “uniform look” i.e. jacket, skirt and blouse; or during the summer months, such marching units often wear the hat with a very tailored blouse and skirt. While the uniform look of jacket, skirt and blouse is strictly the choice of the Unit or Department, it is extremely important to remember that any time the name of the American Legion Auxiliary is used or the emblem is worn, you are not only representing yourself, but you also become the image of a million-member organization. The Auxiliary hat should not be laden with State pins – it was never intended for this purpose.

AWARDS: All new plaques must first be approved by the Department Executive Committee. Rules must be submitted in typed form.

The original name and rule of all trophies and plaques must remain the same when replaced.

District plaques shall be limited to two namely, Membership and Unit Activities Plaques.

The Department Officers and Chairmen will annually set a uniform due date for submission of Department Reports and Award Submissions at the Officers and Chairmen meeting at the beginning of the new program year. (2018)

CANDIDATES FOR DEPARTMENT OR NATIONAL OFFICE:

Candidates for Department President shall be permitted to entertain as she and the Unit so desire, timing for such functions to meet with the approval of the Department President. Should there be more than one candidate for office of Department President, each shall have the privilege of individual entertaining and/or receptions as already stated.

Only candidates for Department President shall be permitted to give favors and mementos to the delegates providing she and her Unit so desire.

Written announcements for candidates for a Department Office may be made by the US Postal Service and/or email only. There will be no announcements made by text,

Facebook, or any social media other than emailing. The courtesy of sending the first announcement shall be that of the candidate(s) for Department President and shall not be mailed earlier than February 1. Other announcements of the candidates for Department Officers may be mailed after February 15. (2019)

Arizona has a Western Division National Vice President every ten years. The rotation of Departments for candidates for the office of Western Division National Vice President is: Washington, Arizona, Alaska, California, Utah, Nevada, Hawaii, New Mexico, Oregon and Idaho. Arizona had its last Western Division National Vice President in 2013-2014.

This announcement will be made at the National Divisional Caucus just one year prior to the candidacy for that office. Any endorsement by a Department shall be sent to the announced candidate for National President for their information only – such endorsement shall not be a permanent record at National Headquarters.

*Resolved: That the two funds known as National Leadership Development Savings Account and the Premium Savings Account be known as the NATIONAL LEADERSHIP DEVELOPMENT FUND, to be used for courtesies for the Past National Presidents and for any Arizona member seeking office in the National American Legion Auxiliary. (80) (2018)*

HONORARY LIFE MEMBERSHIP: Recommendations as set up by the Life Membership Committee in 1974-75.

1. Minimum of fifteen years, not necessarily in the Unit that is considering her for 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 necessarily 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. A Unit desiring to give a Life Membership should submit qualifications to the Department Secretary as stated above. If extenuating circumstances exist, reasons must be so stated and recorded.

PUFL (PAID UP FOR LIFE) MEMBERSHIP--PREVIOUSLY VIM A PUFL membership is purchased with a lump sum payment making a paid up for life member of the American Legion Auxiliary. PUFL membership assures the member all benefits of membership for life with no additional payment. PUFL applications are available from Department Headquarters.

METHODS OF OBTAINING ADVICE: All requests for information from and ruling by the Counsel General must go through the Department Secretary to the National Secretary, and then referred to the Counsel General for his decision. Requests for information and rulings shall be in triplicate form, one copy to be retained by the applicant and two to be sent to the Department Secretary, who shall retain one copy and forward the other to the National Secretary.

It is the policy of the Department and the National Organization that National Officers, Department Officers, or Chairmen DO NOT get involved in Unit internal problems. The Unit, as an entity, is expected to govern itself and solve any problem that might exist.

National usually does not answer any Unit or any individual directly. All materials sent to National are, along with a cover letter, returned to the Department Secretary for proper handling.

DEPARTMENT CONFERENCE(S): The Department President appoints the following:

- General Conference Chairman
- Color Guards for Department Colors
- Sgt-at-Arms
- Timekeeper
- Courtesy Resolutions Committee (3)
- Personal Pages
- Distinguished Guest Chairman (National Executive Committeeman)
- All other personnel needed to conduct Conference business in an efficient manner

Needed will be a suitable meeting room for approximately 350. Also needed for Pre-Conference meetings, a room with 50 seats, a small head table, for only the day prior to opening session, from 12 noon to 5:00 p.m.

The Department Officers and the Department Colors shall be at a head table on a platform, if one is available, at the front of the room. District Presidents will be seated at tables directly in front of the other Officers if Officers are on a platform. If Officers are not on a platform, District Presidents should be seated at an angle to the Officers table. The remainder of the room should be set up theater style with a large center aisle.

Standing Rule 22 states: No smoking shall be allowed on the floor during Fall Conference and Department Convention, while the meetings are in session. (91)

At the formal opening of Conference, the General Chairman calls the meeting to order, and turns the gavel over to the Department President.

The Conference agenda is the responsibility of the Department President who is responsible for the operations and conduct of the Conference sessions. The administrative duties are handled by the Department Secretary-Treasurer, who must be notified of program book printing deadline.

Items needed for the meeting room include: Two reading stands- one for the main podium and one on the floor for the Chairmen, PA System-one microphone for the main podium and one on floor, and at least four tables in the room for various display materials.

Other needs, such as screen, tables, etc., should be requested by the Department Chairman requiring it.

The Conference General Chairman makes the following appointments:

- Registration Chairman
- Luncheon Chairman, if you plan one
- Decoration Chairman
- Courtesies Chairman
- Public Relations Chairman to assist Department PR Chairman
- Page Chairman
- Local Chairman to assist the Department Chairman if needed

Registration Chairman needs name tags, personnel, table, typewriter, pencils, pens, etc. No one should be allowed to register without a current membership card/certification

from her Unit Secretary. The Chairman will give reports on the floor Sunday including total number of Auxiliary members registered; number of Department Officers or Chairmen; number of Past Department Presidents; Unit Presidents and Unit Secretaries. A copy of the report is to be handed to the Department Secretary after the report is given. Pre-registration is suggested.

If a luncheon is held, the Chairman will secure location as convenient as possible to the meeting hall. Favors are optional unless a National guest is attending, then favors are requested. Tickets should be available at the registration desk and should be collected at the door or from table after seating. Pre-registrations are suggested.

Decorations Chairman should have suitable decorations in the meeting room and at the luncheon.

Courtesies Chairman will, if Unit funds permit, remember all Department Officers with a corsage for the opening of the Conference, and with suitable snacks at a designated place. The same courtesies are extended to a National guest if one attends. (A Past National President of our Department is considered an Officer.)

The Page Chairman will arrange for at least 4 pages for each day of the Conference. Pages will wear white business attire and white gloves. (2005) Ribbons will be obtained from the Department Secretary.

Should a banquet be given, the guest list for the Auxiliary should be furnished the conference city to do the inviting.

The guests should include the aforementioned distinguished Auxiliary members, Department Secretary and General Conference Chairman. Others can be invited if finances permit. (Distinguished guests at the banquet would have to be the guest of the Hostess Unit, since the Department of Arizona, American Legion Auxiliary has no funds for expenses of this nature.)

Rooms should be reserved for the Department President, Department Secretary-Treasurer and National Executive Committeeman at Headquarters Hotel/Motel. Any available courtesy rooms should be provided for these officers. These courtesy rooms are available from The American Legion as they so deem. If rooms are not provided complimentary by The American Legion, the Auxiliary Department will pay for these rooms. The Secretary's room should be as near the meeting hall as possible. Should we have a National Guest, a room for her should also be reserved. Suggested Courtesies at Conference and Convention to be extended to Arizona Past National President(s) including paying for a room reservation in Headquarters hotel, registration fee and luncheon ticket. (95)

The Department President will have an Executive Committee and a Board of Directors of Arizona Girls State meeting the day prior to the Conference. An appropriate meeting room should be arranged for these meetings, one to follow the other, seating approximately fifty people.

The Department President, Department Secretary, National Executive Committeeman, Past National Presidents and National guests should not be expected to pay registration fee or buy luncheon tickets.

Fifty per cent (50%) of each Auxiliary registration fee must be allocated to the Department, American Legion Auxiliary. (2001) It is the responsibility of the General Chairman to turn this in to the Department Secretary-Treasurer.

DEPARTMENT CONVENTION: The Department President appoints a General Convention Chairman.

The Department President also appoints the following:

- Credentials Committee (3 members)
- Resolutions Committee (3 members)
- Courtesy Resolutions Committee (3 members)
- Rules Committee (3 members)

-Personal Pages

-Two Color Guards for Department Colors

-Timekeeper

-Sgt-at-arms

-Distinguished Guests Chairman

(National Executive Committeeman)

-All other personnel needed to conduct the Convention business in an efficient manner

The Convention Agenda is the responsibility of the Department President, who is also responsible for the operation and conduct of the Convention sessions. The administrative duties are handled by the Department Secretary-Treasurer, who must be notified of the program book printing deadline.

Items needed for the meeting room include: Suitable room for approximately 400 people; two reading stands-one for the main podium and one for the floor for Chairmen's use; P-A system-one microphone at the main podium and one on the floor; at least five tables for various materials-one for credentials and four for display; other needs will be requested by the Department Chairman requiring it.

The Convention General Chairman makes the following appointments:

-Decorations

-Registration

-Courtesies

-Page Chairman

-Public Relations Chairman to assist the Department PR Chairman

-A local chairman to assist the Department Past Presidents Parley Chairman on the Past Presidents Breakfast/Luncheon, whichever is agreed to by the Department President

-A local chairman to assist the Department Chaplain, if needed, in arranging the Memorial Service

Registration chairman needs name tags, personnel, table, typewriter, pencils, pens, etc. No one should be allowed to register without a current membership card/certification from her Unit Secretary. The Chairman will give a report on the floor Sunday including total number of Auxiliary members registered; number of Past Department Presidents; Department Officers, National Officers or Chairmen; Unit Presidents and Unit Secretaries. A copy of the report is to be handed to the Department Secretary after the report is given. Pre-registration is suggested.

Decorations Chairman should have suitable decorations in the meeting room.

Courtesies Chairman will, if funds permit, remember all Department Officers with a corsage for the opening of the convention, and with suitable snacks at a designated place. The same courtesies are extended to a National Guest. (A Past National President of our Department is considered an Officer.)

The Page Chairman will arrange for at least 4 pages for each day of the Convention. Pages will wear white business attire and white gloves. (2005) Ribbons will be obtained from the Department Secretary.

The local Chairman assisting the Past President's Parley Chairman will secure a location as convenient as possible to the meeting room for the Past President's Parley breakfast or luncheon meeting. She should contact the Department Chairman concerning the arrangement (i.e. favors, decorations, etc.) Pre-reservations are suggested. This breakfast or luncheon will be presided over by the Department Past Presidents Parley Chairman where the business of this group is discussed.

The Department President, Department Secretary, National Executive Committeeman, Past National Presidents and National Guests should not be expected to pay registration fees or buy luncheon tickets. These should be compliments of the Department.

Rooms should be reserved for the Department President, Department Secretary-Treasurer and National Executive Committeeman at Headquarters Hotel/Motel. Any available courtesy rooms should be provided for these officers. These courtesy rooms are available from the American Legion as they so deem. If rooms are not provided complimentary by The American Legion, the Auxiliary Department will pay for these rooms. The Secretary's room should be as near the meeting room as possible. Should we have a National Guest, a room for her should also be reserved.

The Department President will have a Department Executive Committee and a Board of Directors of Arizona Girls State meeting the day prior to the opening of the Convention. An appropriate meeting room should be arranged for these meetings, one to follow the other, seating for fifty people.

Fifty percent (50%) of each delegate's registration fee will be returned to the Unit of the Host Post. In the event the Host Post does not have a Unit or the Unit incurs no expenses in the conduct of the Department Convention, the Department will retain all delegate registration fees. (2009)

#### NATIONAL GIRLS STATE DIRECTORS CONFERENCE

Annually, National holds a national Girls State Directors Conference in Indianapolis. Expenses for the Department Girls State Director to attend are split ½ from Department General Funds and ½ from Department Girls State Funds. Expenses include airfare, ground transportation, three days per diem (2011), and registration fees.

#### 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.

#### AMERICAN LEGION CHAPLAIN'S CONFERENCE

Beginning with the 2006-2007 American Legion Auxiliary Department Budget, the plane fare to the annual Chaplain's Conference hosted by the National organization of the American Legion will be provided for the Department Chaplain. (2006)

NATIONAL CONVENTION (These procedures subject to change.)

The outgoing Department President is the Delegation Chairman. The Delegation Secretary, shall be the Department Secretary. The outgoing Department President will appoint the Convention Pages (preferably not delegates).

The outgoing Department President will make pre-convention committee meeting assignments. The Department Secretary sends in Delegate and Alternate registrations. Registration for the Delegates will be paid for from funds budgeted for National Convention expense. Alternates will pay own registration, check to be sent to the Department Secretary who will see that they are registered on the Proper Form. Guests must register through the Department Adjutant.

The Department Secretary orders tickets, flowers, rental car, etc. needed for convention and arranges shipment or delivery of Department Colors. If the Departments are permitted to take their Colors to the opening, the Pages will be responsible for seeing that they are taken to the Flag room to be ready for the opening and when Convention is over and the Colors retired, they will be responsible for seeing that they are returned to the Secretary or the place where they will be picked up.

The Department Secretary will issue invitations to the following to be guests of the Department at the States Dinner:

- The Outgoing President
- The Incoming President
- The Auxiliary National Executive Committeeman
- The Department Commander or Legion Delegation Chairman

These individuals will be responsible for purchasing the dinner ticket for any guest they bring to the meal.

If the Auxiliary Member of the Year attends the convention, Department will purchase her Past Department Presidents Luncheon ticket. A corsage will be furnished her for the picture taking session and the luncheon when she is presented.

Corsages needed usually are:

Past National President(s) – two (1 for opening if not furnished by National and 1 for States Dinner. Flowers should be ordered for a PNP(s) room. These expenses to come from the National Leadership Development Fund.) (2018)

Outgoing President – two (1 for opening session and 1 for States Dinner.

National Executive Committeeman – 1 for States Dinner.

National Chairman – 1 for her report day.

Auxiliary Member of the Year – as stated above.

If there is an ARIZONA PARTY held, the following will be guests:

Past National President(s) and husbands (expense to come from National Leadership Development Fund) (2018)

Department President/Chairman of Delegation

Incoming President

A vehicle will be made available, if needed, for the outgoing President (Delegation Chairman), incoming President, NEC and Past National President(s) for the day of the convention parade ONLY. The outgoing President will also invite the other persons named to join her in the vehicle. Occupancy in the vehicle is limited to the defined Auxiliary

members only. The cost for rental is not to exceed \$100.00. Arrangements are to be made before leaving for National Convention. (2008)

NATIONAL PRESIDENT'S VISIT (Subject to change.)

The Department President appoints a Chairman for this visit. Usually it is a Past Department President living in the area where the affair will be held. It is the prerogative of the Department President to name the site.

The National Executive Committeeman serves as Distinguished Guests Chairman.

The Events Chairman, the Department President, and the Distinguished Guests Chairman make the necessary plans, and decide on gift. The NEC will present the gift and she is responsible for mailing other gifts to the National President's home after the affair is over.

The President and Distinguished Guests Chairman make plans for other entertainment for her, depending on how long she will be staying.

There is a budgeted amount allowed for this visit to cover all expenses including gift, corsage, and room. The price of the luncheon or dinner should be set to cover the expenses and pay for the invited guests. This does not include other expenditures for paid entertainment or music during or after dinner/luncheon without permission of Department President and Chairman of the Special Event. (If event is held at a Post Home, the Unit and/or Post will underwrite such expenses.) Net proceeds from this function are forwarded to Auxiliary Headquarters, along with final report, which will be the responsibility of the Special Event Chairman. (90)

Invitations are usually sent by the Department Secretary to the following: State of Arizona Governor, or Secretary of State; The National Guest of the American Legion Auxiliary; Arizona's Past National President(s) and their husbands; Department President; Department Commander; American Legion NEC; American Legion Auxiliary NEC; Junior Group President and the Luncheon Chairman.

After consulting the Department President, the Girls State Director invites the Girls State Governor and others in the program she desires. This expense to come from the Girls State Funds.

Checklists for these affairs are available at Department Headquarters, if requested.

NATIONAL WESTERN DIVISION VICE PRESIDENT'S VISIT (Subject to change)

Efforts should be made to have her visit at the Department Conference. Usually, a luncheon is planned in her honor by the Department President and the Conference Chairman and her Committees. These are funds budgeted for her visit to cover the room, corsage and gift.

The President and Distinguished Guests Chairman decide on how she will be entertained and on the gift. The Distinguished Guests Chairman takes care of buying the gift and presenting it. The Conference Chairman takes care of reservations for her at Auxiliary Headquarters.

Should she make her visit at a time other than Conference, other arrangements are made. These arrangements are similar to those for the National President's visit. In this instance, a special Chairman would be appointed.

**THE PRECEDING AFFAIRS ARE DEPARTMENT AFFAIRS NOT UNIT**



## SUGGESTED INSTALLATION CEREMONY FOR DEPARTMENT CONVENTION

The incoming President names her Installing Officer, who must be a Past Department President. Together they plan the Installation Ceremony consulting with the Department President on the arrangements.

This Ceremony is only suggested and may be changed – this is the prerogative of the Incoming President.

The Incoming President names those to serve as Chaplain, Sgt-at-Arms, etc., for the Installation Ceremony only.

## INSTALLATION CEREMONY

During a brief recess additional chairs for the new officers will be put in the front or on the stage, depending on the place and room available.

One rap of the gavel will again seat the members and the Installation will be held.

The Outgoing President will ask that the Installing Officer be escorted to the podium. The Installing Officer then asks for the advancement of the Incoming Officers except the President elect.

(The Outgoing President will be seated on one side of the stage, leaving the other side for new officers.) “Will the Pages escort the delegation from Ms \_\_\_\_\_ Unit and Post to the front.” (Have a number of rows of seats for seating of delegation.) “Will the Pages please escort Department President Ms. \_\_\_\_\_ to the Podium.”

INSTALLING OFFICER: “This is the place and the time where we publicly express and acknowledge our debit of gratitude to our retiring Department Officers for their faithful and successful leadership this past year. We would have them know that they have the respect and the appreciation of Auxiliary members throughout the state. Now is the time too, when we extend a warm and enthusiastic welcome to these newly elected officers who are gathered here to take their part in this Installation Ceremony.”

“Will the newly elected officers please rise.”

“Officers elect, you are standing on the threshold of an American Legion Auxiliary new year for you have been chosen to fill these Department Offices and to guide the activities of our organization for this next year. It is a high honor to be elected a Department Officer and this honor has come to you because the members as delegates have confidence in your ability, confidence in your loyalty and in your desire to promote the Auxiliary programs. But with this high honor comes duties and responsibilities, and in order to warrant the confidence and trust that has been reposed in you, you must at all times remember that the success and welfare of the American Legion Auxiliary will, to a great extent, depend upon you as you assume the duties of your office.”

“It will be your obligation to preserve the good name and the integrity of The American Legion and the American Legion Auxiliary, as it will be your duty to contribute in every way to the accomplishment of the aims and purposes of our organization. You must ever be alert to apply the teachings of the ideals of justice, freedom, democracy and loyalty and you must guard well these principles. The dignity and devotion with which you carry these obligations will serve as a pattern and a guide for your fellow members everywhere. Now, as you assume your new office, your thoughts will naturally turn to ways that our programs may progress and grow. Keep in mind, however, that the success of the American Legion Auxiliary cannot be measured alone by the money we are privileged to spend on all of worthwhile endeavors and projects nor can it be measured alone by our membership.

These two things are necessary, because we could not function properly without them. But the real success of the American Legion Auxiliary depends upon the success of our entire program and the success can only be accurately measured by the services we are able to render and by the aid we are able to give to those who look to us and depend upon us for assistance. So, it will be largely by your devotion to mutual helpfulness that it will be possible to increase our services as we face this new year and work together for our God and Country. With this goal uppermost in your hearts and minds today, will you raise your right hand and repeat after me, giving your name where I give mine?"

"I, \_\_\_\_\_, / do solemnly pledge / to perform faithfully and impartially / the duties of the office / I am about to assume." (Three raps of the gavel for all to rise.)

"The Chaplain will offer prayer."

CHAPLAIN: "Heavenly Father, we ask that Thou will give wisdom and understanding to these newly elected officers of the American Legion Auxiliary. Bless and encourage them in Thine own special way. Guide them as they lead us in our program of service. May they assume their offices with determined and loyal hearts to fulfill their obligations to our organization."

"We pray that the American Legion Auxiliary may be worthy of being used by Thee in giving moral and spiritual leadership to the great enterprise of building an organization that has for its purpose service To our fellowman and to Thee. In Thy Holy name we pray. Amen." (One rap of gavel to seat membership.)

INSTALLING OFFICER: "Will the outgoing Department Officers please present their successor, beginning with the District Presidents, with the Department Officers sash." (Each Outgoing President and Incoming President approach the Podium – one at time – the outgoing will introduce the incoming. NO SPEECHES. Remove the sash and place on the new officer.)

After all Department Officers have exchanged their sash – Chaplain, Historian, Second Vice President, Vice President, President, NEC – in like manner the Installing Officer says:

"It is with great pride that I present to you your Department Officers. I have charged them with a serious responsibility and in turn I charge you likewise. Will the members of the American Legion Auxiliary please rise and will you raise your right hand and repeat after me. "I solemnly promise / to renew my pledge of service / to the American Legion Auxiliary / and to give wholehearted support to these Department Officers." (One rap of gavel to seat membership.)

The Installing Officer presents the gavel to the newly installed President. The new President will at this time make her acceptance speech. She then introduces her husband and family. Either she or the Installing Officer will introduce the other guests who have come to pay tribute to the newly elected President. After all the introductions and so forth that go along with this part of the ceremony, the Installing Officer resumes the chair and announces that the Junior Past President will now receive her Past Presidents pin. Installing Officer makes a little speech in presenting her with the pin (such as knowing that she will always treasure it, wear it with pride, etc.). Also state that the outgoing President will be welcomed to the ranks of the Past Department Presidents wholeheartedly. The retiring President will at this time say all the little "Thanks You's" and anything else she has to say.

The New Department President will turn the gavel back to the Outgoing President for her to close her convention. The guests can then be asked if they would like to be excused. If they want to stay ask them to be seated, then proceed with whatever business is at hand.

Sometime during the morning the newly elected Department Commander is brought to our meeting. This part has to be played by ear – as you never know when they will arrive. Should it be during the Installation Ceremony, they will just have to wait until it is over before they can be presented.

The Outgoing President will then proceed with the adjournment of the Convention. She will ask for the Benediction by the retiring Chaplain and then for the retirement of the Colors.

The Unit colors retired first, then the District, then the Department Colors followed by the Outgoing Department President and her Officers. The newly installed Officers remain on the stage.

Thus the Convention is brought to a close.

**Sample Unit Constitution  
American Legion Auxiliary**

**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 during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity, the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of the American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

**Article I -- Name**

The name of this organization shall be American Legion Auxiliary,  
\_\_\_\_\_ Unit No. \_\_\_\_\_, Department of  
\_\_\_\_\_

**Article II -- Nature**

Section 1. The American Legion Auxiliary is a civilian organization of women.

**Article III -- Object**

Section 1. The object of the American Legion Auxiliary,  
\_\_\_\_\_  
Unit No. \_\_\_\_\_, Department of \_\_\_\_\_,  
shall be as stated in the Preamble of the Constitution.

**Article IV -- Eligibility**

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion. (2015)

Section 2. There shall be two classes of membership, Senior and Junior.

(a) Senior membership shall be composed of members over the age of eighteen years; provided, however, that a wife under the age of eighteen years, who is eligible under Section I of this article shall be classed as a Senior member.

- (b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

**Article V -- Unit Officers**

Section 1. The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian and Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided.

**Article VI -- Executive Committee**

Section 1. There shall be an Executive Committee which shall consist of the officers and \_\_\_\_\_ additional members-at-large elected by the Unit. The term of office for members of the Executive Committee shall be for one year.

**Article VII -- Amendments**

Section 1. This Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting.

Section 2. This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

**Suggested Unit Bylaws  
American Legion Auxiliary**

**Article I -- Executive Committee**

Section 1. Between meetings the government and management of the Unit shall be entrusted to the Executive Committee and all proceedings of said committee shall be presented to the Unit at the next meeting for approval.

Section 2. A vacancy existing in the Executive Committee, other than the Presidency, from any cause other than the expiration of a term shall be filled by a majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member she succeeds.

Section 3. One-third of the members of the Executive Committee shall constitute a quorum.

Section 4. Special meetings may be called by order of the President, or on written request of at least three members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency shall be given at least forty-eight hours in advance. At special meetings only business specified shall be transacted.

**Article II -- Duties and Powers of Officers**

Section 1. *Duties of the Unit President:* It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing committees; to create such other committees and appoint members thereof as she deems advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Section 2. *Duties of the Vice President:* The First and Second Vice President in the order named shall, when called upon, assist the President and in her absence, perform her duties, and shall succeed her in office in case of death, resignation or removal.

Section 3. *Duties of the Secretary:* It shall be the duty of the Secretary to record the proceedings and transactions of all the meetings of the Unit; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required of her by the President.

Section 4. *Duties of the Treasurer:* It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for them. She shall maintain two separate funds, namely a general and a Poppy fund. All Poppy donations shall be placed in the Poppy fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures, making a monthly report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor.

Section 5. *Duties of the Chaplain:* It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and to perform such other duties as the President may direct.

Section 6. *Duties of the Historian:* It shall be the duty of the Unit Historian to compile historical records of the Unit and to make a report to the Department.

Section 7. *Duties of the Sergeant-at-Arms:* It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit and to perform such other duties as may be requested by the President.

Section 8. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Section 9. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

### **Article III -- Dues**

Section 1. The annual membership dues of this Unit shall be \$\_\_\_\_\_, paid annually or for life, and shall include the Department and National per capita.

Section 2. A member failing to pay annual dues, including the Unit, State and National assessments, by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

### **Article IV -- Unit Meetings**

Section 1. The regular meetings of the \_\_\_\_\_ Auxiliary Unit shall be held on the \_\_\_\_\_ of each month, unless otherwise specified, and shall be called to order at \_\_\_\_\_ p.m.

Section 2. An Annual meeting of the Unit shall be held in the month of \_\_\_\_\_ each year for the purpose of electing officers and receiving annual reports.

Section 3. Special meetings of the Unit may be called by the President, by a majority of the Executive Committee, or upon written request of members of the Unit.

Section 4. \_\_\_\_\_ members shall constitute a quorum at any meeting of the Unit.

### **Article V -- Election**

Section 1. Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect.

Section 2. Delegates and alternates to Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

Section 3. All officers and executive board members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either elected or appointed according to the rules prescribed by the Department.

### **Article VI -- Committees**

Section 1. A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

Section 2. An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.

#### **Article VII -- Transfers**

Section 1. Transfer of membership from one Unit to another in the \_\_\_\_\_ Department shall be upon application of the member to, and acceptance by, the other Unit, in conformity with National and Department Constitutions and Bylaws.

#### **Article VIII -- Discipline**

Section 1. For any violation of the Unit, Department or National Constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been given at least fifteen days notice in writing by the Unit Secretary of the charges and the hearing thereon. Either party may have the right of appeal to the Department Executive Committee, and their action thereon shall be final. The expense of said appeal shall be borne by the appellant.

Section 2. Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of a Department Executive Committee.

Section 3. Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

#### **Article IX -- Parliamentary Authority**

Section 1. The Unit organization shall be governed by the current edition of "Robert's Rules of Order, Newly Revised," on all points not covered by this Constitution and Bylaws

#### **Article X -- Amendments**

Section 1. These Bylaws may be amended by a two-thirds vote of members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

Section 2. These Bylaws shall be automatically amended to conform to the National and Department Constitutions and Bylaws and standing rules of the American Legion Auxiliary.