

AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION

SUBMITTED BY: Marge Christianson
SUBJECT: Nursing and Health Occupations Scholarships-PPP
DATE: April 10, 2025

Resolution No. 1
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm, PPP
Submitted by: Name and Signature Marge Christianson
Submitted by: Name and Signature Debra M. Allen-Munchbach
Submitted by: Name and Signature _____
Finance 6-26 Approved ☒ Rejected _____ Revised _____
E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

WHEREAS, Arizona ranks 9th in the country for having the most health care shortage areas—65% of areas are considered underserved;*

WHEREAS, by 2032 Arizona is expected to be short 4,679 registered nurses and 412 nurse practitioners;*

WHEREAS, the cost of college education has increased by 28% since 2014 at public colleges;

WHEREAS, the cost of books has doubled since 2014;

WHEREAS, the Department of Arizona regularly receives donations for health care scholarships and has sufficient resources accumulated to increase the amount of these scholarships; now therefore be it

RESOLVED,

- the ALA Department of Arizona PPP (2nd Year) Nurses Scholarship be raised from \$600 to \$1000;
- the ALA Department of Arizona PPP Scholarship Assistance in Health Care Occupations be raised from \$500 to \$1000;
- that no other changes are made to these scholarship criteria, process, availability, etc
- up to a total of 10 qualifying awards between the 2 scholarships may be given in any fiscal year (\$10,000 total awarded)-- dependent upon sufficient allocated funds for these scholarships being available,
- that this change be effective for scholarship applications received and awarded in the 2026 fiscal year.

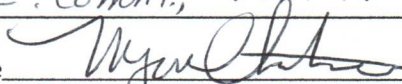
**according to "AZ Health Workforce"*

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Marge Christianson and Yolanda Bonilla
SUBJECT: VA&R Finance Policy
DATE: April 15, 2025

Resolution No. 2
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., VA & R
Submitted by: Name and Signature 
Submitted by: Name and Signature Yolanda Bonilla
Submitted by: Name and Signature _____
Finance 6-26 Approved ☒ ^{changes} Rejected _____ Revised _____
E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

Convention Action: Approved 6-27 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

WHEREAS, The Department of Arizona has been in the process of updating all financial policies for inclusion in the Department Policies and Procedures Manual; now therefore be it

RESOLVED, That the following policy for VA&R Chairmen who have control of an individual bank account for their program be formally adopted and placed as a new sub-section under FINANCE in the Department Policies and Procedures Manual titled "Finance Policy and Procedures for VA&R Chairmen". This new sub-section will be placed between the current sub-sections titled "Disbursal of Funds from Department Banking Accounts" and "Audits".

Finance Policy and Procedures-VA&R Chairmen

OVERVIEW

The following VA&R Chairmen each receive funds, through the Department, to carry out the mission of the Department of Arizona American Legion Auxiliary:

- Veteran Affairs Voluntary Services (VAVS) Representatives for each Arizona Veterans Affairs Medical Center (VAMC) including some funds specifically designated for the local Creative Arts Festival,
- Gift Shop Chairmen for each VAMC
- Arizona State Veterans Home Chairmen for each Arizona State Veterans Home

Budgeted and donated funds are periodically received from and designated to VA&R programs by Units, Districts and/or Department. These funds are distributed to the responsible individual chairmen accounts by the Department Secretary on a monthly basis. At the time of funds distribution, the Secretary will send an email outlining the donating entity and donation amount by to each individual chairman whose account receives funds. Chairmen are responsible to acknowledge the donation to the sending Unit or individual.

Separately, the Department maintains the following VA&R funds:

WELFARE PLEDGE: Units and VA&R Chairman may request funds from Department for direct aid to veterans.

CHRISTMAS PLEDGE: VAMC Reps may request funds to place dollar bills in Christmas Cards for VAMC hospitalized veterans.

CARE & DILIGENCE

All chairmen must use and manage funds with care and diligence. This includes:

- ensuring all purchases support the priorities of the entity they are serving,
- looking for alternate sources of funding as available,
- researching spending requests thoroughly,
- ensuring that funds are available to complete the project,
- ensuring that expenditures fall within authorized use of funds outlined here.

Prior to purchase, all expenditures exceeding \$2500 require:

- 3 bids (or purchase options) as feasible
- Authorization by the Department Finance Chairman

AUTHORIZED USE OF FUNDS

VAVS funds may be used for:

- ALA Volunteer recognition;
- Misc supplies, printing, postage, including expenses related to promoting the ALA, etc;
- Creative Arts supplies or Festival expenses including display expenses or refreshments/food;
- Annual \$2.00/patient Christmas pledge (which ^{may} ~~can~~ be reimbursed from Department by request);
- Specific expenses of families of veterans in need during a veteran's hospital stay or visit such as transportation, lodging if not alternately available;
- Expenditures *directly* connected to the comfort or mental well-being of patients and approved by the VAMC, such as social gatherings, decorations, games, books, etc.
- Funds may not be used for building infrastructure, medical equipment etc. or for direct aid to individual veterans.

Gift Shop Funds may be used for:

- Misc supplies, printing, postage, including expenses related to promoting the ALA, etc;
- Transportation of Veterans to/from the Gift Shop as applicable;
- Gifts approved by VAMC;
- Refreshments/food for veterans, their families and volunteers;

Arizona State Veterans Home funds may be used for:

- Expenses related to resident activities and/or supplies such as bingo, parties, chapel, external trips or activities;
- Expenditures *directly* connected to the comfort or mental well-being of residents, such as social gatherings, decorations, games, books, gifts, common area furniture, etc.
- Funds may not be used for building infrastructure, medical equipment etc. or direct aid to individual veterans.

FUNDS MANAGEMENT

In addition to maintaining overall account financial records, Chairmen are responsible for maintaining financial records to "sub programs" to which each donation may have been designated (e.g., Creative Arts, bingo etc.) and utilizing those funds accordingly. Chairmen may not accept donations directly for their program. All donations must go through Department.

Monthly Banking Report

Chairmen are responsible to provide the Finance Chairman a Monthly Banking Report each month:

- Forms and instructions are available on the Department website
- Activity on the form is for the current month and due ~~at the end of that month~~ *on the 2nd day of the following month.*
- Activity generated by Department does not need to be included on the form
- Form submission is not required if there has been no account activity for a given month
- Receipts are not required monthly, but an explanation of each expense item is required

Account Reconciliation

Chairmen are responsible for reconciling the account each month:

- Review all transactions ensuring you have receipts for all transactions with an explanation of the expense
- Ensure that deposits made to the account are documented and acknowledged to donor.
- Ensure that any "sub-programs", such as Creative Arts, bingo, are in balance to overall account balance.

Annual Audit

Chairman are responsible to provide the Finance Chairman with required material to conduct an annual audit of their program account. **These material are due at the Department Convention.**

- A chronological list of all transactions since the last audit
- Scanned or printed receipt copies of all expenditures
- Explanation of each expenditure to include what the expense was for
- Copies of any warranties or service guarantees.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Marge Christianson and Deb Munchbach

SUBJECT: Emergency Procedures

DATE: April 22, 2025

Resolution No. 3
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., C+B-1, C+B-2

Submitted by: Name and Signature [Signature]

Submitted by: Name and Signature Debra M. Allen-Munchbach

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

1st reading 6-27 Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

WHEREAS, Emergency Procedures used during the COVID pandemic should be formalized for any future needs; now therefore be it

RESOLVED, To add the following Section 8 to the American Legion Auxiliary Department of Arizona Constitution, Article VIII Convention:

Sec. 8 The following Section was added as the result of the COVID pandemic 2020-2021.

In any future emergency situations, the American Legion Auxiliary Department of Arizona will operate as follows:

A. During any adversity, meetings of any Department Committee (including the Executive Committee) may be held electronically/virtually. If such a meeting is called, all rules of the Department of Arizona will apply.

B. At such times of emergency, the Department may move away from the established Constitution and Bylaws in order to accomplish successful business. Proper documentation of all adjustments is required at all times.

C. During emergency situations with the scope of the COVID pandemic, it may be necessary to cancel a Department Convention.

1. If a Convention is canceled, and the emergency is ended within 3 months of that canceled Convention, according to Constitution Article VII Powers, Section 6, the Department Executive Committee has the option of calling an "Emergency Convention" to hold their election.

2. If a Convention is canceled, the Department also has the option of waiting to hold a Convention until the next scheduled time set by the American Legion. *(In the case of COVID, this was one year from the canceled Convention.)*

3. If a Convention is not held, according to Constitution Article VI Officers, Section 1, all officers shall hold office until their successors are elected. All Department Chairmen will remain in their appointed roles. Should any officer or chairman resign, they will be replaced by the procedure outlined elsewhere in this Constitution.

4. If a Convention is canceled, the Department Executive Committee has the power to create and implement a Budget for the next fiscal year. Once approved by the Executive Committee, the new Budget will be distributed to all Officers, Chairmen, and Units by electronic means. The Executive Committee will record and address any objections sent in writing to the Department to items in the Budget. They will respond to any objection in writing. Any decision they make as to the objection is final as long as proper documentation is kept by the Executive Committee.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Yolanda Bonilla, Barbara White, and Rose Ficklin

SUBJECT: Department Credit Card

DATE: May 19, 2025

Resolution No. 4
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., Finance

Submitted by: Name and Signature Yolanda Bonilla

Submitted by: Name and Signature Barbara White

Submitted by: Name and Signature _____

Finance 6-26 Approved _____ Rejected _____ Revised _____

E. Comm. 6-26 Approved _____ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, Current Finance Policy in the Department Policies and Procedures states under **Plastic and Electronic Payments**, **"The Department of Arizona acknowledges that debit card or electronic payments can be made from any level of the Department organization. The Department of Arizona still discourages the use of cards with a Line of Credit. Wherever included in the Department Ruling Documents "checks" or "payments" will be understood to include checks, debit cards, and electronic payments.";** and

Whereas, Chase Bank offers Business Rewards Line of Credit Programs where \$750 Cash Bonus Rewards are earned after spending \$6,000 within the first 3 months of issuance and thereafter earn 1.5% on every purchase; and

Whereas, Other banking institutions offer similar privileges that benefit holders of accounts linked to a Credit Card; now therefore be it

Resolved, That the Department of Arizona will follow banking procedures to obtain a Credit Card with a Line of Credit attached to the main business checking account from a program that offers purchase incentives on every purchase with reasonable percentage to the Department of Arizona; and be it further

Resolved, That the Department of Arizona will implement safety procedures to ensure that closing balances are paid in full at the end of each banking cycle, ensuring that all payments are made on a timely basis; and be it further

Resolved, To amend the Plastic and Electronic Payments Policy quoted above to the following:
"The Department of Arizona acknowledges that debit card or electronic payments can be made from any level of the Department organization. The Department of Arizona still discourages the use of cards with a Line of Credit by Districts and Units.
The Department of Arizona may have a Credit Card with a line of credit attached to their main business checking account with proper oversight and safety procedures. The credit card will be stored securely at the Department office and used only by the Key Executives described previously in this policy.
Wherever included in the Department Ruling Documents and describing Department banking, "checks" or "payments" will be understood to include checks, debit cards, credit cards, and electronic payments."; and be it further

Resolved, To amend the Section titled **Disbursal of Funds from Department Banking Accounts** under the Finance Policy by adding the following paragraph:
"Any credit card payment issued from the Department office accounts by a Key Executive will be documented in writing with Transaction IDs recorded and receipts or invoices attached. The Department Finance Chairman will review and validate all credit card payments from the office accounts. If the Finance Chairman is the Payer then another Key Executive must validate the transaction."

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Yolanda Bonilla, Barbara White, and Rose Ficklin

SUBJECT: Job Title Department Secretary-Treasurer

DATE: May 19, 2025

Resolution No. 5

(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., C+B-1, C+B-2

Submitted by: Name and Signature Yolanda Bonilla

Submitted by: Name and Signature Barbara White

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

First Reading 6-27 Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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Whereas, The Department of Arizona has a paid position called the Department Secretary-Treasurer; and

Whereas, In the Department Policies and Procedures it states, “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 by the Department President, the Department Executive Committee and as outlined in the Office/Employee Manual”; and

Whereas, “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. The Department Treasurer shall pay all vouchers signed by the Finance Chairman and retain them as receipts. The Department Treasurer shall keep account of the revenues and the expenditure, make annual report thereon, and such other reports as may be deemed necessary by the Department Executive Committee or Department Finance Committee. Accounts shall be audited annually, and a financial statement sent out with the first bulletin after completion of audit”; and

Whereas, “The Department Treasurer shall deliver to a successor all money, vouchers, books, and properties belonging to the Department. The Department Treasurer shall serve as a member of the Department Finance Committee without vote. The Department Treasurer 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). The Department Treasurer is not a Department Officer. The Department Treasurer shall be responsible, in cooperation with the Department President, for the administration of Department Auxiliary affairs”; and

Whereas, In the 21st century the term Secretary-Treasurer to the “Outside” or “non-Legion Family” world means someone who answers the phone and makes copies; and

Whereas, The increased technological, organizational, and leadership skills required to perform the job of Secretary-Treasurer in the modern setting better fit the definition of an Executive Director of Operations, that definition being: “An executive responsible for overseeing and managing an organization's employees, volunteers, programs, and day-to-day operations. They are part of strategic planning, performance monitoring, process improvement, budget management, team leadership, collaboration, policy and procedure development, risk management, communication and reporting”; now therefore be it

Resolved, That the title Secretary-Treasurer shall be changed to Executive Director of Operations, with the same duties and responsibilities currently listed in all Governing Documents and the Employee Manual of the Department of Arizona for Secretary-Treasurer, with the

inclusion of the job description of an Executive Director of Operations written immediately above; and be it further

Resolved, That this change of title will be applied to all governing documents of the American Legion Auxiliary Department of Arizona and become effective immediately following close of NATIONAL Convention 2025; and be it further

Resolved, That the immediate supervisor of the Executive Director of Operations is the Department President, and the Department Executive Committee is the final authority through which all paid employees are hired or removed from employment per all Department governing documents and the Office/Employee Manual.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin

SUBJECT: Membership Processor Title Change

DATE: June 11, 2025

Resolution No. 5-2

(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., Sat.

Submitted by: Name and Signature Lysandra Bonilla

Submitted by: Name and Signature Barbara White

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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Whereas the Membership Processor at Department has taken on more duties than just membership and

Whereas terminology in the workforce has changed over the past twenty-five years, now be it

Resolved the Membership Processor title will be changed to Office Coordinator. All governing documents and employee documents will be updated as soon as possible, and become effective immediately following close of NATIONAL Convention 2025 and be it further

Resolved To include a description of the Office Coordinator's job in the Department Policies and Procedures Manual as a sub-paragraph of the Executive Director of Operations job description as follows:

"The Office Coordinator shall be an hourly paid part-time or salaried full-time employee of the Department of Arizona, American Legion Auxiliary. She will not be considered a Department Officer nor a member of the committees the Department Secretary/ Treasurer is assigned per Policy and Procedures. The Office Coordinator shall be trained in all aspects of the administration and financial structure of the Department of Arizona, and shall substitute for the Executive Director of Operations in the event of and during absences from the Headquarters Office."

Resolved That the immediate supervisor of the Office Coordinator is the Executive Director of Operations, and the Department Executive Committee is the final authority through which all paid employees are hired or removed from employment per all Department governing documents and the Office/Employee Manual.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Barbara White
SUBJECT: DEC Meeting Attend Virtually
DATE: May 27, 2025

Resolution No. 6
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: E. Comm., C+B-1, C+B-2
Submitted by: Name and Signature Barbara White
Submitted by: Name and Signature Debra M. Allen Murchlock
Submitted by: Name and Signature E. Comm. 6-26 (WITHDRAWN)

Approved _____ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Convention Action: Approved _____ Rejected _____ Date _____

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WHEREAS 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 their 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.....no member of the Executive Committee shall vote at a regularly convened meeting of the Executive Committee except in person (Constitution Article VII) and

WHEREAS the Department Executive Committee meets twice a year at the Department Fall Conference and the Department Convention. And

WHEREAS Department Executive Committee members attending Fall Conference and/or Department Convention must register to attend and

WHEREAS due to unforeseen circumstances, the Department Executive Committee member(s) might not be able to attend Fall Conference and/or Department Convention.

RESOLVED Department Executive Committee members registered to attend Fall Conference and/or Department Convention and unable to attend due to unforeseen circumstances, may attend the Department Executive Committee meeting telephonic or by a virtual meeting.; and be it further

RESOLVED member(s) must notify the Department President, in writing, they will be unable to attend the meeting due to unforeseen circumstances. And the member is available to attend telephonically or by a virtual meeting.

RESOLVED it will be the responsibility of the Executive Committee member and Department President how the member will attend the meeting, telephonically or by a virtual meeting.; and let it be further

RESOLVED Executive Committee member(s) attending telephonically or virtual meeting will have the right to discuss agenda and vote on agenda items.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin and Debra Munchbach

SUBJECT: Confidentiality and Conflict-of-Interest Policies

DATE: June 18, 2025

Resolution No. 7

(Assigned by Resolutions Committee)

WHEREAS, The Department of Arizona has always complied with the National Confidentiality and Conflict-of-Interest Policies, having Officers, Executive Committee Members, Program Chairmen and Committee Members, Volunteers, and Staff sign agreements on an annual basis; and WHEREAS, These policies needs to be officially added to the Department Policies and Procedures Manual; now therefore be it
RESOLVED, To add the attached policies and forms to the Department Policies and Procedures Manual immediately following the "Forward".

Routing: E. Comm., 1 reading

Submitted by: Name and Signature *Rose Ficklin*

Submitted by: Name and Signature *Debra M. Allen-Munchbach*

Submitted by: Name and Signature _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-27 Rejected _____ Date _____

American Legion Auxiliary
DEPARTMENT OF ARIZONA POLICY
Confidentiality

Policy Statement

It is the policy of the American Legion Auxiliary Department of Arizona to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the governance and management of the organization in order to foster a culture for good decision making and to protect the organization from harm.

Policy

In the course of their duties, department volunteers and department staff will have access to information that, if disclosed, could harm the organization, its business relationships, or an individual.

Officers, Executive Committee members, program chairmen and committee members, volunteers, and staff with the American Legion Auxiliary Department of Arizona shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Officers, Executive Committee members, program chairmen and committee members, volunteers, and staff shall not disclose information about donors and donations without express permission, nor disclose information concerning personnel, sensitive business matters, and legal matters that may directly or inadvertently become known to the officers, Executive Committee members, program chairmen and committee members, volunteers, and staff.

Department volunteers and staff shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Department officers, Executive Committee members, program chairmen and committee members, volunteers and staff shall be required to sign the confidentiality compliance statement. This policy is not intended to prevent disclosure when disclosure is required by law or a court of law.



American Legion Auxiliary

In the Spirit of Service Not Self for Veterans, God and Country

CONFIDENTIALITY AGREEMENT

It is the policy of the American Legion Auxiliary to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.

Department Officers, Executive Committee members, program chairmen and committee members, volunteers and staff members with the American Legion Auxiliary Department of Arizona shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Department officers, Executive Committee members, program chairmen and committee members, volunteers and staff members shall not disclose information about donors and donations without express permission, or information concerning personnel, sensitive business and legal matters that may directly or inadvertently become known to the Department officers, Executive Committee members, program chairmen and committee members, volunteers and staff.

As a Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member, I recognize that certain written and verbal information provided to me in my capacity as an Auxiliary leader is intended only for my confidential use in my official capacity as an Auxiliary leader and is not to be disclosed, copied, distributed, made available, or communicated to others. I will exercise caution and care in the handling of documents and material that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality and agree to abide by this policy at all times.

(Signature)

(Date)

(Name Printed)

American Legion Auxiliary
DEPARTMENT OF ARIZONA POLICY
Conflict of Interest

Policy Statement

It is the policy of the American Legion Auxiliary Department of Arizona (ALA), a public benefit 501 (c)(19) not-for-profit Veterans Service Organization, National Headquarters, Indianapolis, Indiana, and Department Headquarters, Phoenix, Arizona, to protect the American Legion Auxiliary's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of Department Officers, Executive Committee members, program chairmen and committee members, volunteers and staff members, or that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Policy Definitions

Interested Person: An interested person is any Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member who has a direct or indirect financial interest, as defined below.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. an ownership or investment interest in any entity with which the ALA has a transaction or arrangement,
- b. a compensation arrangement with the ALA or with any entity or individual with which the ALA has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the ALA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under the American Legion Auxiliary Department of Arizona Conflict of Interest Procedures, a person with a financial interest may have a conflict of interest only if the Executive Committee so determines.

Policies

1. Records of Proceedings

The minutes of the Executive Committee shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the committee's decision as to whether a conflict of interest in fact exists.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

2. Compensation

A voting member of the Executive Committee who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the Executive committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ALA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

3. Annual Statements

Each Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understood the policy,
- c. Has agreed to comply with the policy, and
- d. Has understood that the ALA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

4. Periodic Reviews

To ensure the ALA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the ALA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

5. Use of External Expertise

When conducting the periodic reviews as provided for in Section 4, the ALA may consult or engage persons or businesses with professional expertise. Use of external expertise does not relieve the Executive Committee of its responsibility for ensuring said periodic reviews are conducted.



**AMERICAN LEGION AUXILIARY DEPARTMENT OF ARIZONA
CONFLICT OF INTEREST COMPLIANCE STATEMENT**

It is the policy of the American Legion Auxiliary that no Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member shall gain financially from any decision or matter brought before the organization.

It is the policy of the American Legion Auxiliary that all Department Officers, Executive Committee members, program chairmen or committee members, volunteers or staff members shall disclose and avoid any conflict of interest pertaining to any decision or matter brought before the organization in which a member of his or her immediate family has an interest, financial or otherwise.

It is the policy of the American Legion Auxiliary that no Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member shall utilize his or her position with the American Legion Auxiliary to disclose donor or financial information or any decision or matter brought before the organization which causes another civic, charitable, or not-for-profit organization to which the member, officer or staff member has an employment or leadership relationship to gain financially.

No Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member may participate in any discussion of any matter before the organization when such matter would result in a conflict of interest or financial gain or loss to the Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member; to a member of his or her immediate family; or to another civic, charitable, or not-for-profit organization to which the member, officer or staff member has an employment or leadership relationship. Such matters would include, but not be limited to, contracts to furnish goods and services, lease or purchase agreements of real or personal property, solicitation of donations, or such like matters which would result in conflict of interest or a financial gain or loss.

Upon learning that a matter before the organization would create a conflict of interest, the member must make a full disclosure of his or her interest in such matter to the Executive Committee, and the member shall not further participate in any discussion of or decision on such matter. The failure of a member to make a disclosure as described in this policy may result in the voidance of such agreement, contract, lease or matter at the discretion of the Executive Committee, and may result in removal action for the member.

For purposes of this policy, the term "immediate family" shall mean the spouse, child(ren), grandchild(ren), and the brothers, sisters, parents, grandparents, nieces or nephews of a member, or the spouses of any immediate family member.

I have read and understand this Conflict of Interest Policy Statement and will comply with each point as stated herein. I will complete the Conflict of Interest Disclosure Form as appropriate.

(Signature)

(Date)

(Name Printed)

(Auxiliary Department)

AMERICAN LEGION AUXILIARY

CONFLICT OF INTEREST DISCLOSURE FORM

(To be completed when applicable by Department Officers, Executive Committee members, program chairmen or committee members, volunteers or staff members)

1. Do you or any family members receive compensation from or have a material financial interest in any entity that furnishes goods or services to the American Legion Auxiliary Department of Arizona? *(Example: Do you or a family member work for a company that sells a product that you know has been or may be purchased by the American Legion Auxiliary Department of Arizona or the Girls State Foundation?)*

YES_____ NO_____

If you answered "yes," please complete the following:

Company/organization with which you or family members are involved:

Company Name:_____

Company Address: _____

Nature of Business: _____

Type(s) of product(s) or service(s): _____

Your job title or affiliation with this company: _____

What was the value of the product or service provided over the past year? \$_____

2. To the best of your knowledge, are there any other relationships or circumstances that would result in a conflict of interest in your relationship with the American Legion Auxiliary Department of Arizona ?

YES_____ NO_____

If you answered "yes," please explain: _____

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify the American Legion Auxiliary Department of Arizona immediately.

Printed Name:_____ Position Held:_____

Signature:_____ Date:_____

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin


SUBJECT: Campaigning Resolution

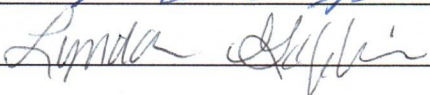
DATE: May 27, 2025

Resolution No. 8
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: E. Comm., Fri (or) Sat.

Submitted by: Name and Signature 

Submitted by: Name and Signature 

Submitted by: Name and Signature _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, in the American Legion Auxiliary Department of Arizona Policy and Procedures it states, 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) and,

Whereas it has been a long time custom that no one running for office on any level, Unit, District, or Department, may campaign, and

Whereas the reason for this custom has been to ensure fairness and conduct becoming an American Legion Auxiliary member, and to keep elections from becoming disorderly therefore, be it

Resolved that no member may post or hand out flyers, advertise in newsletters, post on any social media platforms, be it American Legion Auxiliary or Personal platform, call members under the ruse of a buddy check or otherwise campaign for office, with the exception of those running for Department Office who may still send out announcements to Units, Districts, and PDP's by Postal Service and/or email only.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin
SUBJECT: Discipline of a Member
DATE: May 28, 2025

Resolution No. 9
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

E. Comm., C+B-1, C+B-2
Routing: _____
Submitted by: Name and Signature [Signature]
Submitted by: Name and Signature [Signature]
Submitted by: Name and Signature _____
E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____
First Reading 6-27 Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, In the American Legion Auxiliary, Department of Arizona Bylaws, Department section, Article V it states,

Sec. 1 For any violation of the State or National Constitution or for conduct improper and detrimental to the welfare of the Auxiliary of The American Legion, any member may be suspended or expelled from membership; or any officer removed from office by a two-thirds vote at a Unit meeting called for this purpose. Said suspension, expulsion, or removal from office shall be binding only in the event said member or officer shall have been given fifteen days' notice in writing by the Unit Executive Committee of the charges and hearing thereon. (2012)

Either party may have the right to appeal to the Department Executive Committee and its action thereon shall be final. The expenses of said appeal shall be borne by the appellant.

Sec. 2 A member subject to suspension or membership revocation is no longer a member in good standing and cannot transfer to another unit. (23) and,

Whereas, in the American Legion Auxiliary Unit Guidebook revised October 2024, chapter 8 talks of how to resolve most conflicts with a private conversation and,

Whereas should the individuals and unit exhaust all other avenues of conflict resolution and conversations, the unit may choose to pursue disciplinary action. The unit has the responsibility for the discipline of its members. A department may discipline a Unit for failure to discipline a member. All disciplinary actions must be fundamentally fair, and

Whereas A member disciplined by the unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. Disciplinary actions against members, however, are not appealable to the National Organization, and

Whereas the unit should follow its governing documents on member discipline. It is strongly recommended that a unit consult a professional parliamentarian or an attorney. If a unit has a defined disciplinary process in its governing documents, it should be followed, and

Whereas according to the ALA National Constitution, Bylaws and Standing Rules, a member subject to suspension or membership revocation is no longer a member in good standing and cannot transfer to another unit. In other words, expulsion from a unit of the ALA is expulsion from the organization, and

Whereas only members of the Accused's post home, Unit, Squadron, Post may bring charges against an ALA member,

Resolved, The first step in the process of all actions of suspension or expulsion against a member of the ALA in good standing shall be filing with the Unit Secretary written charges, properly verified by an affidavit of the accuser or accusers, along with any witness statements. It shall be the duty of the Unit Secretary to forward all paperwork to the Unit President, who shall call an executive Committee meeting, expressly for the purpose of moving forward with a trial or a

written warning. It shall be the duty of the Unit Executive Committee to determine if the Unit needs to retain legal counsel.

Resolved the Unit Secretary shall deliver to the accused member, by registered mail, process server or in person, one copy of the charges and a written notice to appear at a specific time and place to show cause why the accused, should not be suspended or expelled. These items shall be delivered to the accused at least fifteen days in advance of the scheduled appearance. The Secretary shall cause note to be made of the delivery of charges and notice.

Resolved the accuser/accusers must be members of the same Unit as the accused, and she/he shall set forth the charges of disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of the American Legion Auxiliary in terms of simplicity and understanding in order that the accused may properly prepare a defense. The accused may defend themselves or employ legal counsel for her/his defense,

Resolved If the accused member fails to answer the charges in the manner and form stated, the charges and matters therein stated shall be taken as confessed, and the suspension or expulsion granted.

Resolved the Unit Counsel/President or President of a different Unit shall preside at the trial, shall have relevancy of all evidence presented, and shall have general power to prescribe necessary rules and regulations for the orderly procedure of said trial, except that no rule or regulation in violation of these rules shall be permitted.

Resolved members in good standing (must be prepared to show current membership card, and no renewals or replacement cards will be issued the day of the trial) of the Unit shall act as jurors under the guidance of the presiding officer to ascertain the truth of the charges preferred. Their province is strictly limited to questions of fact, and within the province they are still further restricted to the exclusive consideration of matters that have been proven by the evidence introduced in the course of the trial.

Resolved the Unit Secretary shall take an accurate record of the proceedings and supply the accused with a transcript of the trial no later than twenty days after the trial has ended,

Resolved at the conclusion of the evidence, the accused will leave the room and the members of the Unit in attendance so acting as jurors shall determine by ballot (two-thirds vote) whether or not the accused is guilty as charged, and shall produce their decision in writing, signed by one of their number as chairman, and return same to the Unit Secretary who shall enter same into the Unit records.

Resolved neither the Accused or the Accuser, nor their Counsel/Presiding Officer, shall be permitted to sit as jurors.

Resolved, that a member who has been suspended or expelled by a unit will have thirty (30) days to appeal in writing to the Department Executive Committee provided that said appeal must be taken by the preparation of a transcript of the proceedings within twenty days after the judgement of expulsion or suspension, and be it further,

Resolved, that such transcript shall contain a copy of the charges, the notices to the accused, and a record and copies of all other actions or pleadings introduced, together with a statement of the evidence in substance to be prepared by the party appealing, and be it further

Resolved, that when an appeal is taken, as herein provided, to the Department, it shall be the duty of the Department Secretary to notify all parties of the date, exact time, and place of the next Department Executive Committee meeting, or specially called meeting to hear said appeal, provided at least ten days' notice shall be given, and be it further

Resolved, evidence may not be introduced before the Executive Committee, though arguments may be heard, and the evidence as shown by the transcript shall be the only evidence considered by the Executive Committee. The Department President shall preside at the trial, unless the Department Executive Committee unanimously agrees to hire special counsel, the cost of which would be borne by the party appealing, and be it further,

Resolved, the decision of the Department Executive Committee shall be final, and if the decision of the unit is overturned, the suspended/expelled member automatically becomes a member in good standing of said Unit, and it is mandatory that the Unit reinstates the member upon the Unit Membership Roll.

Resolved, this Discipline procedure shall be added to the Department of Arizona Policies and Procedures Manual under the heading "Discipline of a Member" immediately following "Mediation Guidelines" and before "Past Presidents Parley", and this new "Discipline of a Member" section will be referenced in the Department of Arizona Bylaws, Department section, Article V.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin


SUBJECT: Penalties

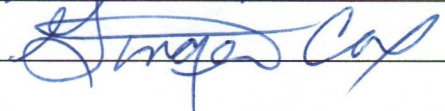
DATE: May 28, 2025

Resolution No. 10
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: E. Comm., Sat.

Submitted by: Name and Signature 

Submitted by: Name and Signature 

Submitted by: Name and Signature _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, Members of the American Legion Auxiliary strive to work the mission of our organization; and

Whereas, The ALA believes in peace and goodwill toward others and is saddened that we must include discipline/reprimands action in our Policies and Procedures, and we ask that all members take the time to reflect on their public behavior, and that the actions of a few members can tarnish the good that we do; and

Whereas, Membership is our key to survival of the ALA, we ask our members to be courteous of others, and practice the golden rule of "Do unto others, as you would have others do unto you", some members don't always follow this practice, and

Whereas, Even though a private conversation can be difficult, it should be the first course of action whenever possible to correct a behavior; and

Whereas, Member's actions sometimes must be addressed and discipline/reprimands may be the only course of action; and

Whereas, Incident reports on members can be written by other members of the same Post Home; and

Whereas, Determining appropriate reprimand/discipline requires the same degree of care as is used in the initial inquiry into the offense; and

Whereas, The decision on what reprimand/discipline is appropriate for a particular offense should be made considering the nature of the offense and if it was committed maliciously or frequently repeated, past disciplinary action, consistency of the penalty with those imposed upon other incidents for the same or similar offenses in like or similar circumstances; and

Whereas, If the offense is for violence, threatening or inflicting of bodily harm, sexual assault, or financial malfeasance, a report is filed not only with the Unit but also with local law enforcement; and

Whereas, Members of the American Legion Auxiliary are guests in the Post Home and must follow the rules set forth by the Post with the Unit President working with the Post Commander if necessary; and

Whereas, The following consequences are merely suggestions for Units to follow; now therefore be it

Resolved, Indecent or immoral conduct on Post premises First offense: 60-day suspension of member privileges; Second offense 120-day suspension; Third Offense 1 year suspension; and be it further

Resolved, Loss, damage, unauthorized use of Unit/Post property: First Offense Written Reprimand to 30-day suspension; Second Offense 60-day suspension; Third Offense 1 year suspension; and be it further

Resolved; Financial malfeasance, theft, fighting, threatening or inflicting bodily harm, sexual assault, assault, assault with a deadly weapon: First offense, 1-year suspension to revocation of membership; Second Offense, Revocation of membership; and be it further

Resolved, Abusive/offensive language, horseplay, interference of employees/members rights: First Offense Written Reprimand to 30-day suspension; Second Offense 60 to 120-day suspension; Third Offense, 1-year suspension; and be it further

Resolved, These suggestions for consequences will be added to the Department of Arizona Policies and Procedures Manual following the section to be titled "Discipline of a Member".

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Marge Christianson
SUBJECT: VA&R Committee Members
DATE: May 28, 2025

Resolution No. 11-1
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

E. Comm., C+B-1 C+B-2
Routing: _____
Submitted by: Name and Signature *[Signature]*
Submitted by: Name and Signature *Debra M. Allen-Munchback*
Submitted by: Name and Signature _____
E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____
First Reading 6-27 *(changes) error DM* Approved _____ Rejected _____ Revised _____

Convention Action: Approved *6-28* Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

WHEREAS, The committee for VA&R has grown to include more committee members, and this needs to be reflected in the Department of Arizona Bylaws; now therefore be it

RESOLVED, To amend the Department of Arizona Bylaws, Department Section, Article II, Sec 3(b) as follows (**bold indicates change**):

Article II, Sec 3(b):

By virtue of office, the Department Second Vice President shall serve as Veterans Affairs and Rehabilitation Chairman. This Committee shall be composed of the Chairman, the Service to Veterans Chairman as Vice Chairman (2015), one **Chairman** from each State **Veterans Home**, **one Gift Shop Chairman from each VA Medical Center**, **Certified VAVS Representatives and Deputies**, the **overall Creative Arts Chairman and one local Creative Arts Chairman from each VA Medical Center**.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Marge Christianson
SUBJECT: VAMC Gift Shop
DATE: May 28, 2025

Resolution No. 11-2
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., VA & R
Submitted by: Name and Signature [Signature]
Submitted by: Name and Signature Debra M. Allen-Munelbach
Submitted by: Name and Signature _____
Finance 6-26 Approved ☒ Rejected _____ Revised _____
E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____
_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-27 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, The VAMC Holiday Gift Shop has become an annual event at each VA Hospital, it should be incorporated into the governing documents of the Department of Arizona; now therefore be it

Resolved, The following addition titled "VAMC Holiday Gift Shops" is proposed for the Department of Arizona Policies and Procedures Manual following the "Creative Arts" section on the current page 41:

Each VA Medical Center will have a Gift Shop Chairman. Chairmen will work with their hospital to determine appropriate venue and process for providing Hospital approved gifts for veterans and their families during December holidays. Chairmen are responsible for purchasing gifts in compliance with Department Finance policy, recruiting volunteers, promoting event and providing reporting or other activities as requested by VA&R Chair.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Marge Christianson

SUBJECT: VA&R Housekeeping

DATE: May 28, 2025

Resolution No. 11-3
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Finance, E. Comm., VA&R
Routing: _____

Submitted by: Name and Signature *[Signature]*

Submitted by: Name and Signature *Debra M. Alb-Munckhad*

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved *6-27* *changes* Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, It is good to periodically do a deep dive into the more "complicated programs" of the American Legion Auxiliary, like VA&R, to examine compliance across the governing documents and with previous National and Department changes and actual practices; now therefore be it

Resolved, To do the following "housekeeping" in the Department of Arizona governing documents.

Policies and Procedures Manual

Poppy

- Page 37 Remove statement (Also see Poppy Making section in this book in the VA&R section) as the Poppy Making section will be moved to immediately after Poppy. In the Poppy section add the following statement (Refer to National Poppy Program Guide).

Veterans Affairs and Rehabilitation

- Page 38 paragraph 2- Update the Committee (subject to approval of attached Resolution 11-1): This Committee shall be composed of the VA&R Chairman, the Service to Veterans Chairman as Vice Chairman (2015), one **Chairman** from each State **Veterans Home**, **one Gift Shop Chairman from each VA Medical Center, Certified VAVS Representatives and Deputies**, the **overall Creative Arts Chairman and one Creative Arts Chairman from each VA Medical Center**.

Veterans Affairs and Rehabilitation-Hospital Representative

- Page 39, Paragraph 1 (also page 41): Remove all references to the VAVS Representative in relation to the State Home in their area.
- Page 39: Paragraph 4: Update to coincide with National policy-Certified VAVS Representatives and Deputies remain in their respective position except for reasons of non-performance or resignation.
- Page 39 Paragraphs 5 and 6: Change verbiage to reflect that Certified VAVS Representatives, Deputies and all other VA&R volunteers should report their hours to their Unit. Units are responsible for submitting hours to the Service to Veterans Chairman for hour bar recognition and impact reporting. *or department Chairman as individuals*
- Page 39 Paragraph 9: Change verbiage to reflect that Certified VAVS Representatives will conduct Annual Joint Reviews with their respective VA Medical Center as outlined by National Policy and provide other reporting as requested by the Department VA&R Chairman.

VA&R - Poppy Making

- Page 40: Move to its own section following the description of the Poppy program on the current page 37.

Arizona State Veterans Homes

- Page 41, Arizona State Veterans Home(s), replace section with: State Veteran Home Chairmen will report to the VA&R Chairman. Chairmen will work with their respective State Home to determine needs and work to fulfill those needs in compliance with Department Finance policy.

Chairmen will engage Units/members in fulfilling those needs as appropriate. Chairmen and volunteer hours are reported to their Unit.

Add: Gift Shop--(subject to approval of attached Resolution 11-2)

- Each VA Medical Center will have an individual Gift Shop Chairman. Chairmen will work with their hospital to determine appropriate venue and process for providing Hospital approved gifts for veterans and their families during December holidays. Chairmen are responsible for purchasing gifts in compliance with Department Finance policy, recruiting volunteers, promoting event and providing reporting or other activities as requested by VA&R Chair.

Standing Rules Addendum 3- Finance Rules Poppy Proceeds

Update Poppy Funds Policy to reflect National Policy:

POPPY FUNDS MUST BE USED ONLY IN DIRECT AID TO THE VETERAN AND THEIR IMMEDIATE FAMILY OR AN ACTIVE DUTY MILITARY MEMBER AND THEIR IMMEDIATE FAMILY, INCLUDING ALA-SPONSORED DEPARTMENT OR NATIONAL VETERAN CREATIVE ARTS FESTIVALS.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin

SUBJECT: Membership Dues

DATE: June 11, 2025

Resolution No. 12
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., Finance

Submitted by: Name and Signature Rose Ficklin

Submitted by: Name and Signature Yolanda Bonilla

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas the Department of Arizona has not had a dues rate increase in over ten years and,

Whereas the price of goods and services has gone up significantly and,

Whereas the budget for the last few years has been in the negative therefore be it

Resolved that for the Membership year 2026-2027 department dues will increase \$5.00 for a total of \$ 12.00 being kept by the Department of Arizona, and be it further

Resolved Units will then send to Department \$30.00 to cover Department dues (\$12) and National dues (\$18).

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin

SUBJECT: Department Investments

DATE: June 12, 2025

Resolution No. 13
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., Finance

Submitted by: Name and Signature Yolanda Bonilla

Submitted by: Name and Signature [Signature]

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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Whereas the Department of Arizona has had investment accounts for over twenty-five years and,

Whereas the funds in these accounts are the Department Reserve funds and,

Whereas we have been with Oppenheimer Investments and

Whereas these funds are in Government bonds and

Whereas Government bonds are the safest yet have the least amount of return on our money and

Whereas Wells Fargo has a local fiduciary and offers incentives to increase our investments and

Whereas the Department needs to upgrade our portfolio to get the best return on investment,

Resolved the Department will move the investment portfolio to Wells Fargo and,

Resolved upgrade no more than two levels of risk from where we are currently,

Resolved the Finance Committee will report to the membership first quarter fiscal year 2026
returns and compare with the past two quarters of earnings/losses at Fall conference and

Conventions going forward.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin
SUBJECT: Hoyal-Chilton Scholarship
DATE: June 12, 2025

Resolution No. 14
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm. Education

Submitted by: Name and Signature Penny Maloney

Submitted by: Name and Signature Debra M. Allen-Munchbach

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-27 Rejected _____ Date _____

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 a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, The Wilma Hoyal – Maxine Chilton Memorial Scholarship is an annual scholarship, and

Whereas, The current rules state that \$1000.00 will be given to the winners from Arizona's three Universities: ASU, U of A, and NAU, and

Whereas, Money is held on a line item and added to every fiscal year and,

Whereas, Over many years of no applicants or only one applicant this money rolls over and creates a surplus of funds,

Resolved, Along with ASU, U of A, and NAU. Grand Canyon University be added to the Hoyal-Chilton Scholarship, and

Resolved, That the amount awarded be increased to \$3000.00 per school, per year, beginning with awards made in June 2026, and all criteria will remain the same.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Marge Christianson and Debra Munchbach

SUBJECT: Document Housekeeping

DATE: June 13, 2025

Resolution No. 15
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Finance, E. Comm., C+B-1, Sat.
Routing: _____

Submitted by: Name and Signature *[Signature]*

Submitted by: Name and Signature *Debra M. Allen-Munchbach*

Submitted by: Name and Signature _____

Finance 6-26 *E addition* Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

First Reading 6-27 Approved _____ Rejected _____ Revised _____

Convention Action: Approved *6-28* Rejected _____ Date _____

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Constitution Article VIII "Convention" Sec. 6

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

ADDED FOR CLARIFICATION. WILL APPLY TO ALL GOVERNING DOCUMENTS.

Department Bylaws-Article I of Department Section

Sec. 2 The annual National dues, as determined by the National Convention each year, shall be collected by the Units and paid through Department Headquarters to the National Treasurer whenever the same becomes due and payable. *Dues may also be paid by the individual online, or by phone*

WILL UPDATE THIS AND ALL OTHER REFERENCES TO FORWARDING OF DUES PAYMENTS TO NATIONAL TREASURER TO INCLUDE ONLINE PAYMENTS BY INDIVIDUAL MEMBERS.

Department Bylaws-Article V of District Section

Sec. 5 The District Secretary-Treasurer (*or separate District Secretary and District Treasurer in accordance with the District's Bylaws*) shall be appointed by the District President, subject to the approval of the District Executive Committee.

WILL UPDATE THIS AND ALL OTHER REFERENCES TO A DISTRICT SECRETARY-TREASURER IN THE GOVERNING DOCUMENTS TO REFLECT POSSIBLE SEPARATE OFFICERS.

Department Bylaws-Article IX of District Section

Sec. 5 District funds shall be administered as directed by an official District meeting or ~~by the District Executive Committee~~ in accordance with an approved District Budget.

WORDING UPDATED FOR CLARIFICATION.

Department Bylaws-Article I, Sec. 3 of Unit Section

A member failing to pay such annual dues by January thirty-first of the current membership year shall be delinquent and suspended from membership privileges.

A member deemed delinquent for failing to pay dues by December 31 of the current membership year shall be classified as expired. Such expired member may rejoin as an active member under the member's original join date without interruption of continuous years of membership, and membership privileges reinstated, by payment of all past dues.

A member deemed expired for failing to pay dues by December 31 of the current membership year may rejoin, with a new join date, at any time in the future by re-establishing eligibility and making application as a new member. Membership cards will reflect the most recent join date.

Member applications and member reinstatements may also require Unit action if a Unit's governing documents so state.

WORDING WILL BE UPDATED TO REFLECT NATIONAL STANDING RULES. ALL REFERENCES TO THIS TOPIC IN ARIZONA GOVERNING DOCUMENTS WILL BE UPDATED.

Department Policies and Procedures Manual pages 17-18

AUXILIARY EMERGENCY FUND

The purpose of the national Auxiliary Emergency Fund Committee is to raise funds for the Auxiliary Emergency Fund (AEF), to promote knowledge about the program, and to send information to members about the application process. The Auxiliary Emergency Fund was created to help members who have suffered a significant financial setback as the result of an act of nature or other personal crisis when no other source of aid is readily available.

Key Program Statements:

- The Auxiliary Emergency Fund (AEF) is a national grant assistance program that provides hardship and disaster emergency assistance to eligible members of the American Legion Auxiliary up to \$3,000 as the result of an act of nature or other personal crisis.*
- DISASTER GRANT APPLICATION: Disaster funds may be awarded for damage to the interior/exterior of the vital livable portion of the member's primary structure, contents and/or for essential emergency expenses after the disaster based on proper documentation provided.*
- AEF HARDSHIP ASSISTANCE APPLICATION: Hardship funds may only be awarded for over/past due primary shelter expenses, basic household utilities and/or loss of income based on proper documentation provided.*
- Members of the American Legion Auxiliary whose dues are current and who have maintained annual membership for three consecutive years (the current year in which the application is submitted and immediate past two years) and have not been awarded an AEF grant (disaster or hardship) in the previous twelve months are eligible to apply for a grant.*
- Applications for disaster assistance must be received within three months of a disaster event. One grant (disaster or hardship) per grantee will be awarded within a 12-month period.*

The applications can be found on the ALA website at www.ALAforVeterans.org/AEF. The applications on the National Organization's website are the only applications accepted for processing. Applications formerly available through ALA departments and units are no longer applicable.

Does an ALA unit have to approve the AEF application prior to submission?
In the past, this was the procedure, but it is no longer required. All eligible ALA members can complete the applicable AEF application from www.ALAforVeterans.org/AEF provide the required documentation, and submit it directly to www.ALAforVeterans.org/AEF.

WORDING WILL BE UPDATED TO REFLECT NATIONAL POLICY. ALL REFERENCES TO THIS TOPIC IN ARIZONA GOVERNING DOCUMENTS WILL BE UPDATED.

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Rose Ficklin and Debra Munchbach

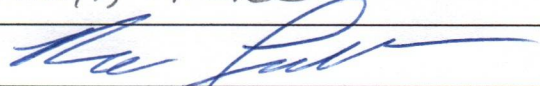
SUBJECT: Department Leadership National Conference (DLNC)

DATE: June 13, 2025

Resolution No. 16
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: Finance, E. Comm., Finance

Submitted by: Name and Signature 

Submitted by: Name and Signature Debra M. Allen-Munchbach

Submitted by: Name and Signature _____

Finance 6-26 Approved ☒ Rejected _____ Revised _____

E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-28 Rejected _____ Date _____

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Whereas the DEPARTMENT LEADERSHIP NATIONAL CONFERENCE or DLNC (PREVIOUSLY SEPARATE NATIONAL MEMBERSHIP WORKSHOP AND NATIONAL PRESIDENTS & SECRETARIES CONFERENCE)* is sponsored by National every Spring in Indianapolis, and

Whereas National pays the airfare, baggage fees, hotel (double occupancy), and per diem for only two people to attend, and

Whereas the Department of Arizona feels that 3 people should attend, those being the Incoming Department President, the Incoming Department Membership Chairman and the Department Secretary-Treasurer, and

Whereas those in attendance learn valuable information for the upcoming administrative year,

Resolved the Department of Arizona will pay the airfare, baggage fee, hotel (if rooms cannot be shared), and reimbursement for meals with receipts, for a third person to attend the DLNC, and

Resolved Department will pay for the registration fee those 3 members are charged.

AMERICAN LEGION AUXILIARY DEPARTMENT OF ARIZONA
CONVENTION JUNE 26-29, 2025
RESOLUTION

SUBMITTED BY: Viki Jackson and Cindy Queen
SUBJECT: Office Policy and Employee Manual 2025
DATE: June 16, 2025

Resolution No. 17
(Assigned by Resolutions Committee)

**WHEREAS, It is has been 13 years since the last in-depth review of the Office Policy and Employee Manual; now therefore be it
RESOLVED, To accept the accompanying 2025 edition of the Office Policy and Employee Manual.**

Routing: Finance, E. Comm., Sat.
Submitted by: Name and Signature 
Submitted by: Name and Signature 
Submitted by: Name and Signature _____
Finance 6-26 Approved ☒ Rejected _____ Revised _____
E. Comm. 6-26 Approved ☒ Rejected _____ Revised _____

Approved _____ Rejected _____ Revised _____

Convention Action: Approved 6-27 Rejected _____ Date _____

*Final Document will have small
wording changes throughout for clarity.*