

AMERICAN LEGION AUXILIARY
DEPARTMENT OF WASHINGTON

POLICIES AND PROCEDURES

A guide for Department officers and chairmen

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DEPARTMENT POLICY INTRODUCTION

Purpose of the Department Policies

To have a guideline available for each officer and chairman to better plan, organize and implement their responsibilities and programs.

Establishing Policy

The Policy Chairman is authorized to make "housekeeping" corrections. These would include grammar, spelling, and punctuation. The format may be corrected, but not to the extent that it changes the intent. These shall be made with the Department President's approval.

Distribution of Department Policies

1. A complete copy of the Department Policy shall be furnished to the Department Officers, Department Chairmen/Committee members, and District Presidents and upon request, to the Past Department Presidents.
2. With the exception of the Department President and Vice Presidents Policies Book, ALL OTHER Policy Books must be passed on to the new chairman, no later than Department Convention.
3. Revised policy pages will be typed, each page dated and electronically distributed to Officers and Chairman by the Department Secretary.
4. Each office/chairmanship of the manual will be dated with the latest revision date.

General Information

A member may serve as chairman of a committee, and/or office, on more than one level simultaneously; i.e., Unit, District or Department, except for a member of the Department Executive Committee may not also be a member of the Department Finance Committee. It will be at the discretion of the incoming Department President to select her chairmen.

DEPARTMENT PRESIDENT

1. The Department President's policy is to be retained by the Department President. All updated material will continue to be incorporated.
2. The itinerary of the Department President and her bio shall be shared with the Units Public Relations Chairman so they can send a picture and article to the local newspapers.
3. When a National Officer visits our Department, in the absence of the Distinguished Guests Chairman, the National Executive Committeewoman often acts as a special hostess along with the Department President. It is the responsibility of the Department President to introduce the National Officer at Department functions. If a National Officer is visiting during a Department Convention or a Department Executive Committee meeting and is to be introduced on the Legion side, it is perfectly permissible to ask the N.E.C. to escort and introduce the National Officer; this will relieve the Department President from interrupting or leaving her Convention or Department Executive Committee meeting.

ALTERNATE NATIONAL EXECUTIVE COMMITTEEWOMAN

The second year past Department President is the alternate National Executive Committeewoman.

DELEGATION CHAIRMAN NATIONAL CONVENTION

1. The outgoing Department President (or new Junior Past) is the delegation Chairman of National Convention and shall arrange for and preside at the Washington caucus. She shall also make the Convention Committee appointments and serve as Washington's official hostess.
2. If the outgoing or Junior Past Department President cannot attend the National Convention her duties shall be assumed by the newly installed Department President.

DEPARTMENT CONVENTION

1. Expenses for attendance at the Department Convention shall be authorized as per the budget.
2. The Department President shall appoint a Resolutions, Credentials, and Elections Chairman for the Department Convention. Expenses shall be allowed as per the approval of the Department President and the budget.
3. All Candidates for an elective Department Office shall be given the privilege and courtesy of being housed in the Department Headquarters Hotel.

DEPARTMENT EXECUTIVE COMMITTEE

Expenses are allowed as per the Constitution, Bylaws and budget. The Department President may authorize expenses for a specific chairman if they are needed for that Department Executive Committee meeting.

DEPARTMENT VICE PRESIDENTS

It is suggested that the Department Vice Presidents be invited to attend all Committee meetings as an observer, without vote and expenses.

EX OFFICIO

The Department President and Secretary are ex officio members of all committees and shall attend meetings as time permits. All meetings must have the Department President's prior approval.

FINANCES

1. The Department President shall be the final authority on payment of all expenditures as provided in the department budge to stay in compliance with National policies.
2. The Finance Committee will report at each D.E.C. the fiscal status of all department funds.
3. Items not budgeted should be presented to the Finance Committee who in turn will present the item(s) to the D.E.C. for action with their recommendation.

4. All Department Presidents' Project funds must be dispensed not later than the close of books the year following that President's term of office.

PROPERTY FROM DEFUNCT UNITS

Usable properties such as flags, banners, bells and gavels from Units who have surrendered their charters may be made available to the Units at the discretion of the Department President. Other items of no value may be destroyed with the Department President's approval, while all monies turned in go to the designated restricted funds or to general fund.

COURTESIES AT DEPARTMENT FUNCTION

1. The VA&R Chairman and Children and Youth Chairman, on behalf of the Department President, shall send invitations to the Chiefs of Staff and the Director of Volunteer Services of the Seattle, American Lake, Vancouver, Spokane and Walla Walla V.A. facilities for the Hospital Volunteers Luncheon during Department Convention. The invitation shall also include an invitation to visit the convention meeting.
2. All VA & R Awards and Trophies, as well as volunteer hour recognition will be given out during the convention session.

DISTRICT CONFERENCES

She shall be present and a guest at all district conferences, both Fall and Spring. She shall bring information to the units present on all programs and projects of the department that do not have a representative at the conference. While it is not mandatory for her to be a speaker at a district meeting, it is generally expected for her to be the main speaker.

VISITATIONS

1. She shall make every attempt to visit every unit in the Department of Washington. She will do this by making arrangements with the district president, who will serve as her hostess during her visits.
2. Planning these visits as early in the fall as possible to promote our programs and projects is preferential.
3. When contacting the district president she shall give her several date choices for that visitation so that adequate arrangements are made. She informs the district president of her expectations and needs i.e.; a driver to the meetings and preference of housing arrangements; in a private home or a hotel/motel. She shall be prepared to spend several days in each district to complete the task.

OTHER NATIONAL MEETINGS; DC MEETING, EXECUTIVE COMMITTEE MEETING

Washington Conference
Department Leadership National Conference
National President's Homecoming

SECRETARY OR SECRETARY/TREASURER

The primary and basic function of the Department Secretary, Treasurer or Secretary/Treasurer is to carry out the day to day business of the department office as the headquarters or the pivotal point for the various members, officers and chairmen. She works under the direction of the Department President and Department Executive Committee in an effort to make the business of the department run as smoothly as possible. She shall follow the office guide in an effort to complete her daily, weekly, monthly and annual responsibilities as well the following guidelines:

1. The Department Secretary or Secretary/Treasurer is a salaried exempt position and shall be appointed by, ratified by the Executive Committee and work under the direct supervision of the Department President.

2. The Department Secretary or Secretary/Treasurer is an ex-officio member of all committees. This is to ensure continuity between programs and the department and National offices.
3. An article of a pertinent topic shall be prepared for each issue of the Evergreen News.
4. Office management decisions may be made by the Department Secretary or Secretary/Treasurer. Those concerning significant financial or policy impact will be reviewed with the Department President. Auxiliary program decisions may be made by the appropriate Department Chairman or Officer after recommendations and/or review with the Department President and Secretary or Secretary/Treasurer.
5. Visitation activities to Units and/or Districts made during business hours shall have pre-authorization from the Department President.
6. Meetings, facilities coordination and agenda development will be done at the direction of the Department President.
7. Travel arrangements will be coordinated by the Department Secretary /Treasurer and expense vouchers submitted in accordance with the department budget.
8. The department office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday and will be staffed by paid employees during that period unless on approved official leave, either vacation or sick leave. Exceptions are official paid holidays and during the Department Convention. Also, since Department Executive Committee meetings are held on weekends and it is necessary for the Department Secretary or Secretary/Treasurer to be in attendance and as compensatory time off is not a practical solution, the Department Office shall be closed on the Monday after the Department Executive Committee meetings. In the event that Monday is a holiday, the office will be closed on Tuesday.
9. Holidays shall be recognized and paid for at the regular rate of pay.

VACATIONS

1. Vacations must be approved by the Department President. Using the fiscal year as August 1 to July 31, vacations may accrue as follows: After 12 full month's employment: 1-5 years = 10 days 10 years up = 15 days. It is noted that vacation leave is granted expressly to give an employee a chance to rest and to be away from the daily work routine, the maximum accrual shall be completed each year and there shall be no carryover.
2. No person employed other than full time shall accrue annual vacation leave.

SICK LEAVE

1. Sick Leave is an authorized absence from duty, with pay, granted to an employee who is unable to work because of personal illness or injury, disability resulting from pregnancy, necessity for medical or dental care, and attendance upon members of the employee's immediate family where the employee's presence is required because of illness or death in the immediate family.
2. Accumulation of Sick Leave shall be as follows:
Full time employees shall be allowed sick leave at a rate of 10 days per year. No employee shall be paid for sick leave not taken or used.

DAILY EMPLOYMENT RECORD

1. A daily work record shall be kept for each pay period by each department employee. This record shall include days worked, days absent due to vacation, sick leave, etc. and days accrued for vacation and sick leave carried on from month to month in a continuing record.
2. The Department Secretary or Secretary/Treasurer shall be responsible for purchase of all office supplies and maintenance of office equipment. Office equipment shall be purchased after consideration by the Department Finance Committee and approval of the Department President.
3. Distribution of all reports, D.E.C. minutes and proceedings of the state and national conventions shall be made as expeditiously as possible.
4. Weekly, monthly and annual reports shall be made to State and National Officers as required.

5. It is the responsibility of the Department Secretary or Secretary/Treasurer to ascertain that all materials of the Department Officers, District Presidents and Department Chairmen from the current year be given to their successors.
6. The Department Secretary or Secretary/Treasurer has the responsibility of investing American Legion Auxiliary funds wisely and expending funds as per the budget and direction of the Department President and the D.E.C.
7. Please read "Department Policy All Chairmen" as many are applicable to your area.
8. The Department Secretary or Secretary/Treasurer shall spend the hours necessary to complete deposits, reconcile bank statements, post the general ledger, issue checks as per the budget, prepare quarterly financial statements, complete payroll tax reports and other related bookkeeping duties.
9. The Department Secretary or Secretary/Treasurer is authorized to transfer funds from various bank accounts to special savings account wherever practical and with notification to the Department President.
10. The Department Secretary or Secretary/Treasurer shall bill Units who have not paid the bonding fee as needed. She will also prepare a list, detailing amount due the department per unit, to distribute to each District President.
11. The Department Secretary or Secretary/Treasurer shall instruct officers and district presidents in the use of expense money and proper filing of expense forms.
12. In the event an officer or chairman exceeds the budgeted amount for a particular expense, payment - or non-payment- of the amount shall be approved by the Department President and the Department Executive Committee and forwarded to the finance committee for their information.
13. It is the responsibility of the Department Secretary or Secretary/Treasurer to ascertain that all materials of Department Officers, District Presidents and Department Chairmen from the current year be given to their successors.
14. The Department Books shall audit annually at the close of books.
15. The Secretary or Secretary/Treasurer will be responsible for updating the officers and units on the new year's membership program and for mailing all new paperwork and information to the units.
16. The Secretary or Secretary/Treasurer will be responsible for all aspects of membership processing:
 - a. Processing transmittals from the Units, writing receipts for the checks, and posting entries into the Unit's sheets in annual membership book.
 - b. Entering member information into the ALA MIS computer program, entering new members address and name changes for existing members, entering members who transfer and changes to PUFLs. A volunteer member shall be selected, by the Department Secretary with approval of the Department President, and trained by Department Secretary to keep the membership updated in the event the Department Secretary is unavailable for work for an extended period due to either vacation or illness. This is a non-paid volunteer member.
 - c. Entering dues payment process into the ALA MIS computer program and printing receipt from the program with one copy for membership files and one copy for the banking records.
 - d. In the event the Department Secretary or Department Secretary/Treasurer is unavailable for work prior training for a back up of 30 days in case of extended illness, vacation or leaving employment.
17. The Secretary or Secretary/Treasurer will work with the department membership chairman on goals for each year.
18. The Secretary or Secretary/Treasurer will prepare a timely updated membership report throughout the year, with combined district listings, and a separate listing for each district with all units listed in that district. Each should have a column for goal number, dues last report, plus new membership in, total into department, needed for goal, percent of goal and position based on percentage and she shall immediately forward the report to the membership chairman and Department President.
19. All updated membership reports shall be immediately posted to the Department Website.

DEPARTMENT CONVENTION:

1. Send out mailings
 - a. Blanks for delegates and alternate certification

- b. Reservation forms for functions- the convention committee should do their own mailing of forms and printing of same. They get registration fees and this is part of what it is for. They will secure and pay for a copy machine and piano or organ.
 - d. Instructions regarding colors
 - c. Brief agenda
 - d. Bulletins from chairmen and/or Department President
 - e. Prepare materials as requested by Department Chairmen
 - f. Letters of instruction to Department and District Officers.
 - g. Registration blanks to officers, chairmen, and parliamentarian, marked with expenses paid.
 - h. Invitations to the Past Department Presidents to the Thursday banquet reminding them that their meal and registration in free.
 - i. Instructions to special convention appointees (Resolution Committee, Credential Committee, Chairmen of Page, Sgt-at-arms, etc.)
2. Prepare copy (agenda) for official printed program
 3. Secure pictures of Department and District Officers for official program and/or book of reports. (These are usually to be in to Department in December or January.)
 4. Bring necessary equipment and supplies
 - a. Check on set-up just prior to each meeting.
 5. Take minutes. Transcribe minutes. (also record minutes) Have minutes for next meeting available in case of inquiries.
 6. Make up agenda in detail for Department President.
 7. Give copy of agenda to Chairman of Pages and/or Sgt at-arms.
 8. Make up a list of awards and winners. Arrange to have any plaques made.
 9. Notify National headquarters of new officers and chairmen.
 10. Prepare materials for incoming Department chairmen's meeting with the new Dept. President
 11. Prepare materials for the incoming District President's meeting with the new Dept President
 12. Be prepared to work with the Organization, Policy and Advisory Committee and the Finance Committee. You are a member of the Finance Committee, without vote and on call. It is easy to forget that you work here, but you really are. Additional time worked will be taken off later.
 13. Have your financial reports ready for the committee to use to write the new budget. Get copies to the committee in advance of Convention, if at all possible. They need the exact membership numbers to complete all aspects of their budget.
 14. Plan to attend all sessions of the department convention, including social (meals, etc.) You are usually invited to attend the American Legion Banquet on Saturday night; we pay for your ticket, as well. You usually have a place at the head table or lower head table. Department Convention funds will pay your expenses.
 15. By tradition, The American Legion usually sends flowers for the rostrum for convention.
 16. Send letters of invitation to guests to bring greetings at the opening of the convention for the Department President. (The American Legion VFW, DAV, etc. and any personal invites. The Committee shall invite the local mayor and any other local dignitaries.) Have introduction cards ready for them to give to the President for their introduction.
 17. Have all resolutions numbered and copied and sent to the units, officers and chairmen prior to convention. It's a good idea to have extra copies for those who misplace them.
 18. Make sure all endorsements for Department and District Officers are in the office and on file. Have copies with you for reference.
 19. Have the Department Membership Chairman assist with the "goal" ribbons for the goal Units and Districts. Arrange for their printing. This is paid for out of the Department Convention budget.
 20. Pre-convention Department Executive Committee meeting minutes are to be prepared and distributed, appropriately, directly after the meeting to ensure they are approved by the appointed committee prior to Department Convention.

NATIONAL CONVENTION

1. Send list of delegates and alternates to national headquarters.
2. Make up lists of delegates and alternates for National Convention (Secretary needs one, Department President (incoming and outgoing) each need one)
3. Send out information regarding the National Convention to delegates and alternates. Include their committee assignments (get those from the Chairman of Delegation, the out-going Department President) and meeting schedules, copies of the national resolutions etc.
4. Make reservations and collect money for tickets to the National States dinner. The two Department Presidents are the guests of the Department, as well as the Department Secretary. All other guests make and pay for their own reservations. All reservations are made through the Department Secretary. Our department is usually allotted 25 tickets, and the Chairman of the Delegation is in charge of selection of attendees and distribution. The Chairman usually wants to make sure all delegates and delegates at large receive priority in distribution, including National officers, National Committee chairmen and members.
5. Make housing reservations, as required, with the American Legion, for our headquarters hotel. Housing headquarter hotels are determined by the American Legion National office using the membership standing of the individual American Legion Departments. The higher the percentage, the better the location in regard to its location near the convention sight. National officer's, chairmen and committee members are usually given the opportunity to stay at the National Headquarters Hotel, but normally choose to stay with their Department. Some members interested in moving up in the National Organization may stay at the National hotel.
6. Attn: National Convention as a delegate; you are expected to be at all meetings of the convention, including the Western Division Caucus, etc. Remember you are there to work, not on vacation. However, there is absolutely no reason that you cannot sight see.
7. Pick up packets from the National Convention Committee and distribute to the delegates and alternates.
8. Compile reports from the delegates, for the committee meeting they attended, in order to facilitate printing in the Evergreen News.

DEPARTMENT LEADERSHIP NATIONAL CONFERENCE AND NATIONAL PRESIDENT'S HOMECOMING

(Formerly PRESIDENTS & SECRETARIES CONFERENCE AND NATIONAL MEMBERSHIP MEETING)

1. Attend the Conference scheduled, usually in the Spring, with the incoming Department President and Membership Chairman. This is a mandatory meeting to keep our Department apprised of all up-coming changes happening at the National Headquarters that would require changes in the way we do business.
2. Although it is not required, it is helpful if you can attend the National President's Homecoming. It is usually scheduled following the above conference in her Department. It can be added to your return home airfare at minimal cost. It is important to the Department image that all attend this. The social events are not paid by National or Department. Reservations are a must.
3. In the first year of employment, the secretary shall plan to attend this social event.

VACATIONS

1. Vacations must be approved by the Department President. Using the fiscal year as August 1 to July 31, vacations may accrue as follows: After 12 full month's employment: 1-5 years = 10 days 10 years up = 15 days. It is noted that vacation leave is granted expressly to give an employee a chance to rest and to be away from the daily work routine, the maximum accrual shall be completed each year and there shall be no carryover.
2. No person employed other than full time shall accrue annual vacation leave.
3. No vacations shall be requested or scheduled during important, regularly scheduled or special, American Legion Auxiliary meetings, both Department and National.

NATIONAL PRESIDENT'S VISIT

1. Send out informational bulletins and reservation blanks in mailing/via computer. If via computer, they shall be fillable forms.
2. Send out invitations to American Legion officers
3. Bring or send biographical sketch of the National President for both the Department President, for introductions, and the mistress of ceremonies.
4. The Publicity Chairman needs a BIO, as well, so she can hand out the information when she arranges media coverage and press conferences for the event. This is done well in advance of the event.
5. Bring colors, gavel, bell, etc. to the dinner(s) etc.
6. Prepare an "order of business" as requested
7. Make Department reservations for the dinner for the secretary, Department President, the National President and her guests, and any other department members that request it of you. Make housing arrangements, for the above, if needed.
8. Coordinate the procurement of a gift with the Department President which will be given from the Department. The card should be signed from the Department of Washington and not any one personally. Others must buy and give their own gifts.
9. Make sure the arrangements that are made conform to the information that is on the biographical sketch.
10. Coordinate the airport logistics for picking up guests at the airport with the distinguished guest chairman, Department President, etc.
11. Pay the bills for the visitation.
12. Remind the committee, before time, to get corsages for both the Department and National Presidents, if the American Legion does not.
13. In the first year of employment, the secretary shall plan to attend this social event.

MID WINTER EXECUTIVE COMMITTEE MEETINGS AND OTHER D.E.C. MEETINGS

1. Send informational letters to officers and chairmen
2. Produce reservation blanks for housing meals. Coordinate with the President if she wishes to arrange a chairman for this mid-winter meeting who will take care of decorations, if desired.
3. Make reservations for housing and meals for the Department President and Parliamentarian. (Often the Parliamentarian is hired under contract.)
4. Check on set up of meeting rooms
5. Record and take minutes
6. Transcribe minutes
7. Make up agenda (Order of business) in detail for the Department President
Include a bio on the Western division Vice President, who usually visits during the Mid-Winter meeting.
8. Send invitations to head table and Past Department Presidents for the luncheon. Check with the Children and Youth Chairman to see if she is having guests for her luncheon.
9. Provide Legion Banquet and/or Legislative Reception information to the Units, Officers, and embers.
10. See if the Finance Committee and/or Organization Policy and Advisory Committee need to meet with the Treasurer. Bring financial information needed for your report. Get the information to the Chairman of the Fiancé Committee in advance of this meeting for her report.

DISTRICT CONFERENCES

1. The Secretary is not required to attend the Fall or Spring Conferences. No funding is provided in the budget. The Secretary may, however, attend as many District Conferences as you may want to attend on your own. The first year of employment, the secretary shall plan to attend these meetings (one of each).
2. Send information about the conferences in the mailings and in the Evergreen News. The Secretary will probably need to work with the American Legion to complete listings of conferences, but do see that the District Presidents each get the forms to fill out for information about food, place and time of the meetings.
3. Make reservations required for meals and housing for the Department President and any other officers and/or chairman (those chairmen required to attend) or as requested. The housing is usually taken care of

by the Department Adjutant, but we must notify him of our requests. Contact him to put these people in the same hotels/motels. It really helps to keep it in a “family affair” especially for those Auxiliary members traveling alone.

4. Get membership information to the District President, Vice President, Department President and Department Membership Chairman weekly, so it is available for each conference.
5. Send extra credential blanks the District Presidents and Department President.

BOOK OF REPORTS

1. Notify Officers and Chairmen of requirements for the Book of Reports and deadlines. This is to be done in November and December, so they could redesign their report form when necessary.
2. Collect pictures, as needed for the Book of Reports. (Department and District Officers)
3. Send copy to printer or arrange for it to be typed in the office. Never let any report go to print without being proofread and/or edited.
4. Proofread copy again. Try ‘new set eyes’ to help you find any mistakes.
5. Send a copy of all the material to the Department President and Historian as it comes in for their benefit in making their reports.
6. Distribute Books of Report at the Department Convention through the Credentials Committee.
7. Mail books to those Department Chairmen and Past Department Presidents not attending the convention.

FINANCE COMMITTEE

1. During the Department Convention, be available to work with the Organization, Policy and Advisory Committee and the Finance Committee. You are a member of the Finance Committee, without vote and on call. It is easy to forget that you are at work here, but you really are. Additional time worked will be taken off later.
2. Have your financial reports ready for the committee to use to write the new budget. Get copies to the committee in advance of the Convention if at all possible. They need the exact membership count to complete all aspects of their budget.
3. During the Mid-Winter Executive Committee Meeting, see if the Finance Committee and/or Organization Policy and Advisory Committee need to meet with you. Bring financial information needed for the committee to look at. Get this information to the Chairman of Finance in advance of the meetings for her report.
4. Remember to spend only budgeted amounts for any given line item. For special needs and purchases, of anyone, get the information to the Department President for her to get the vote of the Department Executive Committee. Pass on the result to the Finance Committee for them to find the funds. According to the Bylaws, the Executive Committee has the final vote and say on all expenditures.
5. If anyone has a request of an up-to-date report on the budget, including the Finance Committee, be prepared to give them the information at any time.
6. The Financial records are to be made ready for an audit committee and delivered to an approved auditor as soon after the close of books as possible

THE WASHINGTON (DC) CONFERENCE

1. Distribute information concerning this to members of the Department of Washington who may wish to attend this meeting. Generally, the NEC, Department President, any National Committee Members, National Officers, National Chairmen, and Past National Officers, etc.
2. Plan to attend with your expenses paid your first year of hire only. You may attend other years, but on your own time and at your own expense.

DEPARTMENT CHAIRMEN AND OFFICERS

1. All published documents must be presented to the membership in a professional state. The Secretary needs to proof-read edit and correct all materials they send in. (Please don't let them make a fool out of themselves and the Department of Washington in their written materials and articles). Remember they

are not professionals. They are not paid. They are volunteers. If it seems like baby-sitting, perhaps it is, but we have our entire membership is watching over and we all need to put our best foot forward.

2. The Secretary does not have to like everyone she will have to work with, but she does have to work with all of our volunteer employees. Treat everyone as you would like to be treated.
3. The Secretary is the eyes, ears, and teacher in many cases, to the Department chairmen. Please treat them with respect, even when the occasion arises that you are busy. They only serve one year and will move on.

UNITS AND THE IRS

Unit EIN List

List of Units that do not have EIN numbers from IRS will be sent out to each department within the next month. It was last sent in May 2007.

Donor tax-exempt letter

A letter for potential donors explaining the IRS tax exempt status of the American Legion Auxiliary, a 501c19 nonprofit, compared to other nonprofits that are 501c3 will also be re-issued and distributed to departments within the next month.

IRS 990 Filing Requirements

Beginning in 2008, the Internal Revenue Service (IRS) began requiring small charities, many of which previously were not required to file tax returns, to submit an annual electronic notice.

The new Form 990-N, entitled the *Electronic Notice for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ* (and also known as the e-Postcard) will be required of charities whose **annual gross receipts are \$25,000 or less**. This annual electronic notice is due by the 15th day of the fifth month after the close of your tax period.

The Pension Protection Act requires the IRS to **revoke the tax-exempt status** of any organization that fails to meet its annual filing requirement for three consecutive years. This requirement applies to small tax-exempt organizations and the new e-Postcard. Visit www.irs.gov, and look under Charities and Non-profit menu for complete and up-to-date information on the process.

Each department will need to make a written, DEC adopted, policy decision on how Units will be monitored and what, if any, sanctions will be applied to Units that do not comply.

Some departments are planning to have the electronic filings done by the department headquarters staff for Units who may not have apparent access to a computer. While that may be a viable solution, each department will need to determine their legal liability risks and the added work load on staffs that may already be over loaded.

You can expect to have public disclosure of nonprofit status revocations appearing in local media starting in 2011. Will your department be able to weather negative publicity if there are multiple Units on that list? This is an opportunity to get ahead of potentially negative publicity, so act soon.

PART-TIME OFFICE CLERK

1. The part-time office clerk will be an hourly paid position, with the amount not to exceed the approved budgeted amount. This will be a part-time position with hours not to exceed 12 hours per week, except when covering for the absence of the Department Secretary/Treasurer. This position is hired by the Department Secretary with the approval of the Department President and will work under the supervision of the Department Secretary/Treasurer. Days and hours to be worked set by the Department Secretary/Treasurer.

2. As Office Clerk, she shall work under the direction of the Department Secretary/Treasurer and assume such duties which will assist in the effective administration of the department office and cover the office when the Department Secretary/Treasurer is out.

FIRST VICE PRESIDENT

This year is a learning time which should be used for you to develop your ideas and plans for the upcoming year.

Be supportive of the Department President. Always advise her where and when you're going to ensure maximum coverage of events throughout the state. When asked to represent the Department President, speak in her behalf covering her project and any special programs she has for the year.

Department 1st Vice President will also hold the chairmanship for Veterans Affairs and Rehabilitation. (see Veterans Affairs and Rehabilitation policy section)

CANDIDATES

- (a) Announcements of candidacy to Department and District Offices shall not be made before March 15th preceding the Department Convention.
- (b) Candidates may include experience and qualifications gained in organizations other than the American Legion Auxiliary.
- (c) Department candidate's letters are to be mailed only to Department Officers, District Presidents and the Department Secretary for inclusion in the Evergreen News and printed as submitted.
- (d) Any members in good standing may be elected to any office within the Department of Washington, American Legion Auxiliary.

ADVISORY COMMITTEE

1. It is suggested that the Vice President appoint a Committee of Past Department Presidents (traditionally three) to advise her in program development, chairmen and committee appointments and other matters she chooses. Selection should be of those Past Presidents that have long range vision for the organization and will provide honest and open feedback with confidentiality. The appointments should be made to facilitate a meeting at the spring D.E.C. prior to installation.
2. The incoming President should come prepared with plan and program outlines for the ensuing year. In depth budget needs should be projected to support the plans.
3. Prior to the first Advisory Committee meeting, it is suggested that the incoming President meet with the incoming Department Commander to plan joint programs and meeting schedules and agendas for the entire year.

BUDGET

Prior to the annual budget meeting in the spring, the Vice President needs to have developed her programs and plans for the ensuing year with a budget requirement she will need to support these plans. Items to consider are what meetings she will have and who will be attending and receiving expenses.

INSTALLATION

1. If you wish to have the appointive officers installed at the same time as you are, you must call a special meeting of the District Presidents elect and officers and ask for ratification of the appointive officers. This only takes a few moments and can usually be done immediately following a session.
2. Installation planned and prepared will need the following: Installing Officer, Sergeant at Arms, Chaplain and Pianist and if you have a vocalist. Let all participants know what is expected of them: (dress, seating, etc.)

PICTURES

The incoming president will need approximately 4 pictures; 1 for National, 1 for the Evergreen News, and 1 for the Convention Book and the last one will be displayed at the Department office. An electronic version of your picture will need to be emailed to Department for any required distribution to the Units, as needed, for publicity.

POST CONVENTION D.E.C.

1. Chairmen and Officers should have been appointed so they can be ratified at the Post Convention D.E.C.
2. Have a hand out listing of Officers and Chairmen to distribute at this D.E.C. if possible.
3. Plan to have a District Presidents school of instruction during the Department Convention.
4. Have a meeting with the incoming Department chairmen and officers and out-going Department Chairmen and officers for exchange of materials. Have the new materials available to give to the new chairmen. Dismiss the out-going chairmen before the final remarks to the new chairmen.
5. The Department Secretary Treasurer should help with the coordination of these materials: copying, printing, collating and disbursing. Department shall pay for these materials.

SECOND VICE PRESIDENT

CANDIDATES

1. Announcements of candidacy to Department and District Offices shall not be made before March 15th preceding the Department Convention.
2. Candidates may include experience and qualifications gained in organizations other than the American Legion Auxiliary
3. Department candidate's letters are to be mailed only to Department Officers, District Presidents and the Department Secretary for distribution in the Evergreen News and will be printed as submitted.
4. Any member in good standing, with the endorsement of her Unit, may be elected to any office within the Department of Washington, American Legion Auxiliary.
5. The Department 2nd Vice President will also hold the chairmanship for Children and Youth. (see Children and Youth policy section)

CHAPLAIN

As the Department Chaplain, you are responsible for the spiritual leadership of this Department. You will work closely with the Department President offering spiritual assistance wherever needed.

Please read the "Department Policies All Chairmen" as the information is also applicable to your area.

CHAPEL OF THE FOUR CHAPLAINS

The Chapel was built to honor the Four Chaplains who gave their lives when the SS Dorchester went down during World War II.

Units are encouraged to send annual contributions to the 4 Chaplains.

DEPARTMENT CONVENTION

1. The Memorial Service at the Department Convention is an Auxiliary function assisted by the American Legion.
2. The Auxiliary Chaplain will coordinate plans with the Legion Chaplain.
3. The cost of the Memorial Service to be paid from the Convention expense Budget.

GRACE CARDS

1. Can be purchased through Emblem Sales.
2. Grace Cards contain Catholic, Jewish, and Protestant graces for meals.
3. Urge units to purchase and place in restaurants.

JUDGING

The Department Chaplain shall judge the Department Chaplain's Prayer Book entries.

MEMORIALS

1. Encourage Units to conduct a Memorial Service, including draping Charter.
2. Units may wish to honor their deceased members by contributing to the Chapel of the Four Chaplains.

WASHINGTON EVERGREEN NEWS

1. The Department Chaplain is to submit a prayer for each issue of the Washington Evergreen News.
2. The Department Chaplain will send sympathy cards at the request of Units and to the surviving families of deceased Past Department Presidents.

PRAYER BOOKS

1. To ensure greater participation, frequent requests to members to submit a copy of prayers for the Department President's Prayer Book should be accomplished through various mediums.
2. Set your own rules for Senior and Junior Prayer Books. Suggest they be brief and simple to ensure greater participation.

UNITS- ideas for participation

1. Encourage Units to have Prayers for the opening and closing of each meeting.
2. To have a Memorial Service.
3. Drape their Charter.
4. Send sympathy cards and get well cards to members.
5. Visit those in Nursing Homes.
6. Purchase Grace Cards.
7. Send memorials for deceased members.

HISTORIAN

1. As the Department Historian you are responsible for recording the activities and accomplishments of the Department during the term of office.
2. The writing of a history is a very important assignment. Remember, upon the unit record the department history is written and upon the department record the national history is written.
3. Record these events with accuracy, be concise and write in an interesting manner. Each year is but another chapter in the history of the American Legion Auxiliary and you will have but one chance to add a great chapter.
4. Please read the "Department Policies All Chairmen" as the information is also applicable to your area. Expenses for History Book are allowed in department budget.
5. As there is no competition for unit histories on the National level, and to ensure greater participation, Department Rules should be simple and brief.
6. Encourage ALL Units and Junior groups to submit a history.
7. Department History will be sent to Department not later than the close of National Convention. Also, a copy of the Department History shall be prepared and sent to the Department President.

NATIONAL EXECUTIVE COMMITTEEWOMAN

1. As the immediate Past Department President, you serve as the National Executive Committeewoman and you are Washington's representative on the National level as a member of the N.E.C.
2. The Department Second Past President is the Alternate N.E.C. woman and will take the N.E.C.'s place at any function in which the N.E.C. is unavailable to attend; if either the N.E.C. or Alternate N.E.C. is unavailable to attend then the N.E.C. chair remains vacant.
3. The first duty as the new N.E.C. is to attend the post convention N.E.C. meeting and the second duty is to report to Washington members through the Evergreen News the happenings and awards won at the National Convention.
4. On the National level you will attend N.E.C. meetings and any other events requested by the National Organization.
5. Anything new or of an emergency nature learned as N.E.C. should be published in a bulletin, with the Department President's approval.
6. You should report at the D.E.C.'s pertinent information and happenings.
7. You will be a delegate-at-large to the National Convention at the close of your term of office.
8. When the NEC travels to the NEC meeting in Washington, DC, she is also expected to attend the Washington Conference as Washington's representative and report back to the membership.
9. Your chairmanship is that of "National Security." See National Security POA and "Department Policies All Chairman" information.

PARLIAMENTARIAN

1. When called upon by the Department President, the Parliamentarian shall instruct D.E.C. members and convention delegates.
2. Please read "Department Policies All Chairmen" for the information is also applicable to your area.
3. The Parliamentarian should always discuss inquiries with the Department President (other than the routine questions from Units) prior to replying to the inquiry. The Parliamentarian shall send the Department President and Department office copies of responses to hard copy or electronic inquiries.
4. The Department Parliamentarian does not rule. She gives an opinion and the Department President then makes the ruling (or decision).
5. The Department Parliamentarian shall be an ex-officio advisor to the Convention Resolutions and balloting committees.
6. The Parliamentarian shall be furnished a copy of Robert's' Rules of Order, Newly Revised book by Department Headquarters.
7. The Parliamentarian shall have her expenses paid to all official DEC meetings and Department Convention from their budgeted accounts as per the Bylaws of the Department of Washington.

*This may be a contracted position appointee/ and or hired by the Department President.

SERGEANT AT ARMS

DUTIES

1. As the Department Sergeant at Arms you work behind the scenes assisting the Department President, and fulfilling all duties assigned to you.
2. Expectations vary from year to year - meet with the Department President as early as possible to determine what she expects and wants you to do and what the dress code will be.
3. Please read "Department Policies All Chairmen" as it is also applicable to your area.
4. Will coordinate the convention procession at the opening of the Department Convention.

COLORS

1. Events where colors are carried: Convention, and any other time requested by the Department President.
 2. The Department President must be contacted PRIOR to the event to determine if both (Department and National) sets of colors are to be used.
- Sergeant-at-Arms continued

CONVENTION

1. Be alert to the Department Convention rules regarding areas for which you are responsible.
2. Make guests feel welcome.
3. Be attentive - assist the Department President whenever needed.

GUESTS

1. When a distinguished guest enters, you address the chair as soon as the one speaking is finished, saying "Madam Department President, we have a guest".
2. The Distinguished Guest Chairman and the guest are then escorted to the podium by you, the Sergeant at Arms. Make certain if the guest is unknown to the Department President, their name and organization are printed on a piece of paper and handed to the Department President. If the Distinguished Guest Chairman is not present you will introduce the guest to the Department President, giving the name and organization.

ALL CHAIRMEN

The Department President has asked you to be part of her team serving as a Department President. The Department President has the authority to replace or to remove any chairman. Your appointment by the Department President as a Department Chairman has been ratified by the Department Executive Committee and you are now an integral part of the current administration. By your acceptance of this appointment, you have committed yourself to carrying out the duties of your chairmanship, which include writing bulletins, reports, Evergreen News articles and reports to the Executive Committee at Mid Winter and convention. Units are an important part of the American Legion Auxiliary. Their involvement in YOUR program is needed to ensure success. Your enthusiasm, to a great degree, will influence this involvement. Provide the tools with enthusiasm and the year end reports will not only give you satisfaction and joy; but also the information you will need for necessary to reports to Department and National.

THE FOLLOWING GENERAL INFORMATION IS PERTINENT TO ALL CHAIRMEN. SPECIFIC MATERIAL PERTAINING TO A PARTICULAR PROGRAM OR COMMITTEE IS DETAILED IN THE INDIVIDUAL CHAIRMAN'S SECTION.

CHAIRMAN REQUIREMENTS

Department Chairman will prepare a program specific Plan of Action based on the National Plan of Action with contacts and deadlines adjusted accordingly.
This Department Plan of Action will be distributed to each Unit within the Department within the month of August.

BULLETINS

1. Chairmen are to prepare one or more Department bulletins each year. Bulletins are the main contact with the Units and should include information received from the National Chairman, special programs or programs of emphasis by the Department President and any personal awards you wish to present. DO NOT merely make a copy of the National Bulletin as this is written for you, the Department Chairman. The Unit chairmen need your information, helpful hints and contact information in order to successfully run their program.

2. List all Department trophies or awards and the requirements for winning each; i.e. writing a supplemental report, etc. Bulletins should NOT include National awards that go to the Department Chairman.
3. Make your bulletins precise and concise, easy to read and understand. As you prepare for the year, pretend you are a new chairman and this is your first contact with the program. Write what a new chairman may need to know to get the program up and running for the year and to accomplish the aims of the program.
4. Send or email a copy of a typed bulletin to the Department Headquarters for processing.
5. You will receive bulletins from the National and/or Divisional Chairman during the year. These might be of an emergency nature, if needed the Department Secretary can forward an email of the new information to the members on her group listing or do a mass mailing to the Units.

BUDGET

1. All chairmanships that have a budget shall submit an anticipated Budget to the Finance Committee by prior to the preparation of the budget for the next year.
2. Any proposed finance recommendations to be presented at the Department Convention by any chairman must have signed approval of the Department Executive Committee. However, if the proposal is "Not Approved" this does not "Kill" the recommendation, it can still be brought to the convention floor.

DEPARTMENT CONVENTION

1. Be certain that all awards to be presented are prepared prior to convention for distribution.
2. Expenses for convention are as allowed in the Budget recommendation sheets.
3. The Department President may request that select chairman conduct a program training session at convention. Meeting time and place will be decided by the Department President.
4. You should be prepared to give a verbal report on the convention floor. This is in addition to the report published in the convention 'Book of Reports'. The verbal report should highlight activities that units have accomplished during the year.
5. Although the time of your report is given in the convention agenda, be prepared to give it at any time when called. The Department President may alter the agenda and only call for updates from that printed in the book of reports.

AWARDS

1. Awards shall be presented annually by each program chairman and shall be listed in the chairman's Plan of Action.
2. The Department Chairman, or a Committee she selects, shall judge all entries.
3. In the event of a tie in a contest where cash awards are given, a duplicate award shall be made only with approval of the finance committee. If not approved then another means must be made to make a determination.
4. Non budgeted awards may be presented but at the expense of the chairman.

DEPARTMENT EXECUTIVE COMMITTEE

1. Reimbursement for attendance at Executive Committee meetings shall be made to authorized persons as governed by the Bylaws and upon call of the Department President.
2. Department Chairmen are not given the floor at a D.E.C. unless called upon by the Department President.

EXPENSES

1. Expenses are as allowed in the Department Budget.
2. While encouraged to attend District Conferences and Department functions, there are no expenses allowed except as outlined in the budget, or upon call of Department President.

COPIES OF YOUR NATIONAL YEAR END REPORT AND A SIGNED VERIFICATION THAT YOU HAVE PASSED ON YOUR FILES TO THE NEW CHAIRMAN MUST ACCOMPANY

YOU'RE CONVENTION EXPENSE REQUEST.

MEETINGS

The Department President is an ex officio member of all committees and shall be invited to meetings as her schedule allows. **All meetings must have the Department President's prior approval.**

POSTAGE

Postage for chairmen shall be taken from the postage allowance as per the budget.

WASHINGTON EVERGREEN NEWS

1. A specific Program(s) is highlighted each month. (Example: February is Americanism Month) Each Chairman will be required to write at least one article for the Washington Evergreen News during the membership year. The article shall be emailed (or if the chairman does not have computer accessibility, mailed) to the Evergreen News Editor. The Editor will then respond that the article was received. If the chairman does not receive, within a reasonable time, a response then she should contact the editor to verify the correct address for sending the article.
2. The Evergreen News Editor will also advise Department Chairmen the due date for each program article. The Editor-in-chief shall have a stock-pile of articles to use as filler in the event not enough articles have been submitted to fill our center section (four pages) of the News.
3. The Auxiliary has four members on the American Legion News Commission, they are: The Editor-in-chief, the Department Secretary, two auxiliary members appointed by the Department President each year, as well as, the Department President as an ex-officio member per our Constitution and Bylaws,
4. The Department Public Relations Chairmen will have radio, TV and/or newspaper articles to promote the American Legion Auxiliary's involvement in any particular program.

CONSOLIDATED UNIT REPORTS

National requests all reporting will be accomplished through a Consolidated Unit Report. The Consolidated report requires numbers from specific programs. The Units will fill out one report and send to their District President. The District President will add together the entire Unit's information onto one report and send to the Department Secretary. The Department Secretary will take the reports, add them together, and forward to each appropriate Department Chairman.

**The consolidated Unit reports are not to be a replacement for a written report for the Department Chairman. Each chairman is encouraged to advise units to write a report on projects they accomplish during the year, pictures of projects are encouraged. These reports are the basis for the chairman's report to the Divisional or National Chairman at mid-year and again for end of year reporting.

RECORDS

Keep a copy of bulletins, correspondence, Consolidated Reports and all pertinent material to give to your successor. Your records (or files) must be given to the new Department Chairman prior to receiving expenses for Department Convention.

CONVENTION REPORTS

A short report for the Convention Book of Reports is required on or before the due date given by the Department Secretary. Report should briefly describe the work accomplished by you and the Units. Two copies of the report must be mailed, or e-mailed to the Department Secretary. Department Secretary will then send a copy to the Department Historian. Make a copy for your files and/or for use at a Convention.

MID YEAR REPORT TO NATIONAL

It is important to keep in contact with Units around the state. Learn what they are doing. The National chairman will set a deadline for a mid-year report. Plan to send a narrative to the Western Division/National Chairman concerning what you are doing to promote your specific program. Also, include any information concerning projects Units are working or have completed.

YEAR END REPORT TO NATIONAL

1. Submit your narrative report in time to meet the National deadline.
2. Report on all objectives as outlined in National Chairmen's Plan of Action.
3. Include narrative stories and pictures of projects accomplished by units.
4. For Awards, follow the rules as set forth by your National Chairman.
5. A copy of all reports sent to National must be sent to the Department Secretary.

DISTRICT PRESIDENT

The District President is the liaison officer between the Units of her district and the Department. The District President is to pass on information to the Units that you receive from DEC or mailings from Department. In turn any information from your Units that you deem is important for the President or Department to know should be passed on. You have a report that needs to be filled out after every visit with a Unit and one for the Unit President to fill out for you. One copy for the President and one copy for Department files. You will find representing the Department President and visiting your Units most enjoyable. The District President is also the **membership chairman** for her district. Always be helpful and encouraging, offering suggestions and different ways of approaching getting new members or renewals.

1. Have one color and one black and white picture of yourself for Department Convention Program Book by Spring conference.
2. The District President will fill out a District Presidents Visitation report after visiting each of her Units and give the Unit a report to fill out on your visitation and mail to Department. Your report should tell how the Unit is doing, if they are having any problems that the President should know about, if they need any special attention or help.
3. The District President, not the hosting Unit President, is the presiding officer over the District meetings and the District Caucus.
4. It is important that your District Vice President be kept informed, should she have to assume your office.
5. The Constitution and Bylaws are the rules of the American Legion Auxiliary. You will find basic help in reading them. KNOW YOUR ANSWER –DO NOT GUESS. You can always say you will get back to them with the answer if you are not sure.
6. You should remind your Units when reports, poppy order, bonding fees, etc. are due to the department office or to department chairman, and be able to answer questions on the bulletins.

DEPARTMENT EXECUTIVE COMMITTEE MEETINGS

1. You shall limit your report to your visits of your Units. You will tell about "YOUR" activities in doing your job, not your unit activities. (3-5 minutes) You will give an oral report of those activities as well as turn into the Department President a written report of those same activities. This is what the basis of your funding is on. Be thorough. Do not forget to turn in a voucher and claim your expense account.
2. Be attentive - you are encouraged to ask questions and participate.
3. Department Officers and 12 District Presidents vote on the issues brought before the D.E.C.
4. Privilege of the floor is given to members of the D.E.C. and Past Department Presidents only. This excludes auxiliary members who are guests.

MEMBERSHIP

1. You regularly will receive a department membership report. Units shall be notified of their standings on a regular basis. Encourage your units to attain goal plus. Keep them informed by emails, telephone, letters, copies of the membership reports, and your visits.
2. You may wish to give personal awards, perhaps for the first to reach goal, largest percent of increase, etc.
3. Be enthusiastic! Personal notes to Unit Presidents are much appreciated.

UNITS

1. You can assist units with program procedure information when asked, not personal affairs.
2. If you are unable to resolve a question, refer to the proper department officer or chairman.
3. Keep the Department President abreast of what is going on in your district. Alert her to problems.

VISITATIONS

1. The District President shall visit all units within her district at least once during the year, for which expenses are allowed as stated in the budget.
2. Be on time - determine the attire and dress accordingly.
3. Be prepared to give a timely message. Stress membership, but remember, encourage and compliment, don't scold.
4. Including the "Did You Know" sheet in your notebook will assist you when asked "When is the Poppy money due?" etc.
5. Encourage units to read the department chairmen's bulletins as received for specific information on each program for this visit.

INSTALLATION - UNITS

1. When asked by the unit, the district president may serve as installing officer.
2. Complete and return the installation form provided by department for department records.
3. It might be helpful to familiarize yourself with the long and short installation ceremonies, found in the Manual of Ceremonies, prior to installation.

MONTHLY SUGGESTIONS/DUTIES

1. Send your visitation report to the Department President, using the form provided by the Department Secretary, is a must! This assists the Department President when she visits the Units and apprises her of pertinent information in your District.
2. A section of this code titled "Did You Know" details monthly programs of the American Legion Auxiliary, due dates for various items and other information. Useful tools to assist you during your year.

DISTRICT CAUCUS

1. The Department Secretary will send you a recommended agenda and form(s) which must be completed and returned.
2. Further information can be found in the Department Constitution Article V, Section 8 and Department Bylaws Article V, section 1 & 2.

EXPENSES

1. District expenses will be paid as allowed in the budget under your district line item.
2. Department Convention expenses will be paid as allowed in the budget under the Convention line item.
3. DEC expenses will be paid as allowed in the budget under the DEC line item.

PROTOCOL

1. Members always rise when the Department Commander and/or President are presented and when they approach or leave the podium.

2. Invitations to department officers and chairmen should include attire (long dresses, informal affair, etc.), and if they may bring a guest, husband, etc.; also if they are to bring greetings or be the main speaker. They are always the guests of the Unit or District.
3. When guests arrive, it is helpful to have someone greet them and show them where they are to be seated.
4. Before the dinner or meeting, it is well to have someone make a list of all distinguished guests, with their titles, so they may be properly introduced.
5. When the District Commander visits a district meeting or caucus, have members rise when he approaches the podium and as he leaves.
6. Be on time - Be prepared. Start all events on time.
7. Don't be hesitant to ask the Department President for assistance.
8. Any district or unit, desiring to entertain the National President and having the necessary facilities and accommodations, shall petition the Department President for her consideration, as soon as possible once confirmation of dates has been received by the National Organization.
9. District presidents will wear the American Legion Auxiliary office ribbon sash at all official visitations and meetings.
10. All Auxiliary meetings should be considered "business attire" during most sessions, unless otherwise give instructions. The banquets are usually more formal. This includes District Conferences. Blue jeans are rarely acceptable, unless you are holding a car wash.
11. The District President shall act as the official hostess to the Department President when she visits her district, dates for such visits to be determined by the Department President. That means that they will contact you with the dates of visitation, you will arrange housing, private when possible, transportation, schedule and invite them to attend. Sometimes it is necessary to meet at breakfast, then again at noon and again at dinner, and maybe for several days. But it is your responsibility to make those arrangements and see that she gets to those meetings once she arrives in your district. If possible, give her a schedule prior to arrival. (Remember, the Department President, is a volunteer too, and our way of showing her our appreciation is by doing all of the above.)
12. If you follow through with the study of the American Legion Auxiliary you will see that each step up you have in leadership, you will notice that it is all based on what is done at the National Headquarters with their chairmen and officers. The key is in identity of who we are equal to but on a smaller scale. Example: National=National President, Department=Department President, District=District President, Unit=Unit President. All have similar responsibilities, just on a different level and, of course, on a different scale of responsibility.
13. If you request the Department President to attend a special function in your district, you must follow all of the same protocol. She is our very most important leader.
14. When the Department President arrives at your Fall and Spring Conferences, escort her to her chair so she may place any items down and then visit with other people. Make personal introductions during the social hour, if possible. A corsage should be presented prior to the beginning of the meal and conference. She shall be seated next to you at the head table. She will be introduced last. (So her remarks are the ones remembered.) The introductions will be repeated at your meeting. (Some members may not attend the meal, so introductions are a must.) Make sure your introductions give a little information about your president; i.e. where she is from, her background, if known, just saying "I would like to introduce you to the Department President" is not enough. Don't be long winded, but be thorough. If you do not have the information needed, feel free to ask her prior to that introduction. If a processional is done, she is escorted in last. If no one is speaking prior to dinner, she is introduced first to bring her short greeting and you will tell the audience that she will be speaking after the meal or when she is speaking.
15. Courtesy and honor to our Past National Officers and Past Department Presidents are always in order.
16. At some time during a program, credit and recognition should be given to the chairman and the committee responsible for the arrangements for the dinner and meeting.
17. Seating – The presiding officer is always at the center of the head table or right off-center first place(left side of the podium facing the audience) The guest of honor is always seated at the right of the presiding officer and takes precedence over any other dignitary. Other guests may be seated right, left, right, etc. of

the presiding officer, and according to rank; or all guests of honor may be seated to the right of the presiding officer and other dignitaries to her left. If a special chairman is to present a portion of the meeting, this person is usually seated at the left of the presiding officer when there is an honored guest at the presiding officer's left.

18. If a number of honored guests is a large one, it is often more graceful to arrange for two head tables. But, under all circumstances, the guest of honor should be kept at the presiding offer's right.
19. Corsages – corsages for women guests is a nice gesture, but if the treasury is low, forget them. If you do present them, do this before the meeting and designate one person to handle this. White is always acceptable in flowers, and it is well to present colored corsages only if you know that the color will harmonize. The presiding officer does not wear a corsage unless the guest of honor also wears a corsage.
20. Introductions – when you introduce guests of honor and rise and bow only, you introduce the highest ranking guest first and go down the list. If your guests are each to say a few words of greeting or congratulations, then start with the guest of the lowest rank and go up the list so that the last expressions heard come from the highest ranking officer or guest. DO NOT ASK ALL TO BE BRIEF in front of the body; this should be done prior to the event.
21. Guests of honor are always introduced by the President, especially when they are National Officers.
22. In making introduction, generally, it is good general rule to introduce all elected officers before introducing appointed officers. In introducing the speaker, be brief, be factual, be gracious, give the full name and titles of the speaker, announce the subject and present the speaker. Every speaker should have advance information regarding time, place, type of meeting, manner of dress and most importantly a time limit for the speech.
23. Reception line – Each President or Chairman, usually preceded by one hostess who announces each person, heads the reception line. The guest of honor is next to the President, at her left, and with other guests following according to rank. A reception line should never be too long or progress will be delayed. Each person in a line repeats to the person next in line the name of the person just greeted. If this is not done, those going down the line give their names to each one in line, in turn.

THE EMBLEM, RIBBON SASH, AND PINS

1. The emblem should always be accorded the place of honor. It represents the organization.
2. Use of the emblem must receive the approval of the National Secretary.
3. The sash ribbon is worn by various officers on all levels, present and past and is always worn at all formal occasions and official meetings. NEVER worn over a topcoat of any kind, but may be worn over a suit coat.
4. The ribbon is worn over the right should, 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 fastener on the underside
5. Members are encouraged to wear the pin of the current office in which they are serving or have just completed or the highest office held by the member.
6. Corsages may be worn on the left side, over the Auxiliary pin, as a corsage is considered part of the dress once it is pinned in place.
7. If a flag pin is worn, the flag pin should be worn on the left side of the blouse and maybe worn with the pin of the current Auxiliary office held by the member, with the flag pin above or even with, the pin denoting office held.

RULES REGARDING THE WEARING OF AUXILIARY UNIFORMS

1. Members in good standing in their units may wear Auxiliary uniforms.
2. Owning and wearing Auxiliary uniforms shall be optional with each member in the Department of Washington.
3. Uniforms may be worn only:
 - a. Unit meetings
 - b. Poppy days
 - c. Memorial Day

- d. When participating in parades or carrying colors in public
 - e. When presenting the unit in post and community activities
4. Uniforms may not be worn, except at the specified times stated above.
 5. The unit is to be responsible of the conduct of members appearing in public while wearing the Auxiliary uniform.
 6. Misuse of the uniform or misconduct of the wearer shall be reported to the unit and upon sufficient evidence of misuse, the emblems shall be recalled by the unit.
 7. Drinking while in uniform is considered gross misconduct.
 8. The Auxiliary emblem is to be attached to the center front of the hat and left sleeve of blouse or jacket.
 9. Hats may be lettered with name and/or number of unit on the left side, in gold, if desired.
 10. No more than five pins may be placed on the approved Auxiliary hat. These pins should be of the American Legion family to include pins depicting awards received from the American Legion family. Placement should be on the right side of the 'Scotty' hat and in the back of the "Wave" hat.

You may be told what you and your District Vice President shall wear at particular meetings, i.e.; the annual meeting during Department Convention. It is perfectly common for you to be told and please do your best to comply. White is usually worn at Department Installation Ceremonies. Sometimes a blue skirt and white top are required during the sessions for the District Pages (District Vice President).

THINGS TO REMEMBER AS DISTRICT PRESIDENT (DID YOU KNOW)

July

Unit President and Secretary Report due

August

Unit Report of Installation of Officers due

Unit List of new Chairman due

September

Music Month

Learn the American Legion Auxiliary song.

Americanism Essay Contest rules in schools.

Junior Activities Month

Juniors are tomorrow's leaders.

Junior Convention in May.

Continue Membership Drive

October

Education Month

Send contributions for Department Scholarships,

Participate in Education Week during November.

Continue Membership Drive

Gifts and donations for VA Hospital Gift Shops

November

Membership Month

Goal by November 11th.

Poppy order due November 1st to Department Secretary.

Gifts and donations for VA Hospital Gift Shops

Continue Membership Drive

December

Veterans Affairs and Rehabilitation

Remember Veterans in private hospitals, Nursing homes and confined in home.

January

Legislative Month

Write your Congressman. Dispatch ordered?

National Security Month

Hold National Security Forums - remember, if in uniform, it's National Security.

February

Americanism Month

Present flags and flag etiquette to youth groups.

Sponsor Americanism Essays in schools, giving Savings Bonds for awards.

March

Community Service Month

Volunteer your time to help your Community.

Select Girls State Citizens.

April

Girls State registration & fees due to department by April 15th

Children and Youth Month

Schedule a Children and Youth program focusing on the areas detailed in Department Chairman's Bulletins.

Make plans for District meeting.

May

Poppy Month

Distribute Poppies, publicize our Poppy program. Veterans are paid for making Poppies; all monies received must be spent for Veterans and families only.

Consolidated Unit Reports due May 1st - to District Presidents

Consolidated Unit Reports due May 10th to Department Secretary

Consolidated Unit Reports due May 15th to Department Chairman

Poppy report due June 1st.

District meeting to be held.

Elect new officers

Appoint new chairman

June

Install new officers before first meeting

Attend Department Convention

Use Book of Reports (distributed at Convention) to find last year's accomplishments.

To update, read current Chairman's Bulletin.

DISTRICT VICE PRESIDENT

1. A District Vice President shall assume the duties of the District President due to disability or resignation of the District President.
2. The District Vice President is also the membership chairman for her district. Always be helpful and encouraging, offering suggestions and different ways of approaching getting new members or renewals.
3. She shall attend the Department Executive Committee meeting, with expenses as per the budget, when the District President is unable to attend.
4. Although expenses are not allowed, you are encouraged to attend Unit visitation meetings and Department Executive Committee meetings as a visiting member.
5. The District Vice President is the District Page during Department Convention. You may be asked to wear a particular uniform during the convention, comply to the best of your ability.
6. The District Vice President will thank the hostess unit for the hosting the conferences during the opening ceremonies at the District Conference.

AUDIT

Audit Committee

From an article by the National Council of Nonprofit Associations, www.ncna.org: “When the Sarbanes-Oxley Act was signed on July 30, 2002, significant changes to financial practices and governance regulations were introduced. Although not directly applicable to the nonprofit sector, these are some common sense applications that can be adopted by nonprofits.

Notably, the Act instructs corporations to establish an audit committee, a process for electing audit committee members, and a method for maintaining adequate reporting procedures. In addition, the Act calls for regulations relating to document destruction and whistle-blower protection.

While many organizations may already have a finance committee in place, it is important to remember that an audit committee has different responsibilities. While the finance committee reviews investment policies and monitors the funds of the organization on a regular basis, the audit committee provides independent oversight into the organization’s accounting and financial reporting and oversees the organization’s annual audits (both external and internal). The audit committee may oversee a broad range of areas under the blanket of this primary purpose. These areas include:

- Governance
- Ethics
- Adequacy of internal controls (i.e. review of accounting or fiscal operations manual).
- Compensatory reviews of executive level staff.
- Accuracy of records and reports presented to the board of directors.
- Proper authorization of activities and expenditures.
- Review of the tax-exempt status and identification of activities that could jeopardize this status.
- Protection of employees raising concerns about serious accounting or auditing irregularities.”

The National Finance Committee is currently reviewing specific committee roles and responsibilities tailored to the ALA and will be presenting a recommendation to the NEC to endorse a constitution and bylaws change to add an Audit Committee as a standing committee. Each department will need to evaluate their risk situation with their external auditor to determine if the department needs to establish an audit committee.

Internal Controls and Financial Accountability for Not-for-Profit Boards

Taken from document issued by Attorney General ELIOT SPITZER, Charities Bureau, New York, NY

The information in this booklet is designed to provide guidance to fiduciaries of charitable assets. It is not a substitute for advice from a qualified lawyer, independent public accountant or other professional.

Charitable organizations contribute substantially to our society. They educate our children, care for the sick, preserve our literature, art and music for us and future generations, house the homeless, protect the environment and much more. The boards and officers of those charitable organizations are responsible for managing and preserving the charitable assets that benefit all of us. The following guidelines are designed to assist board members and others in carrying out their oversight of these assets.

Whatever their mission or size, all organizations should have policies and procedures established so that

- (1) boards and officers understand their fiduciary responsibilities,
- (2) assets are managed properly and
- (3) the charitable purposes of the organization are carried out.

A failure to meet these obligations is a breach of fiduciary duty and can result in financial and other liability for the board of directors and the officers. Effective internal controls will help to protect an organization’s assets and assist in their proper management.

I. INTERNAL CONTROLS

A primary responsibility of directors and officers is to ensure that the organization is accountable for its programs and finances to its contributors, members, the public and government regulators. Accountability requires that the organization:

- comply with all applicable laws and ethical standards;
- adhere to the organization's mission;
- create and adhere to conflict of interest, ethics, personnel and accounting policies;
- protect the rights of members;
- prepare and file its annual financial report with the Internal Revenue Service and appropriate state regulatory authorities and make the report available to all members of the board and any member of the public who requests it.

The development and maintenance of the organization's internal controls will help to ensure accountability.

What are Internal Controls?

Internal controls are systems of policies and procedures that protect the assets of an organization, create reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems are not only related to accounting and reporting but also relate to the organization's communication processes, internally and externally, and include procedures for

- (1) handling funds received and expended by the organization,
- (2) preparing appropriate and timely financial reporting to board members and officers,
- (3) conducting the annual audit of the organization's financial statements,
- (4) evaluating staff and programs,
- (5) maintaining inventory records of real and personal property and their whereabouts and
- (6) implementing personnel and conflicts of interest policies.

II. IMPLEMENTATION AND MONITORING OF INTERNAL FINANCIAL CONTROLS

A. Procedures for Monitoring Assets

Every organization should have procedures to monitor and record assets received, held and expended. These financial controls should be described in an accounting policies and procedures manual. The manual should be reviewed with and given to all directors and officers, trustees, employees and volunteers. It should include procedures for:

- Preparing an annual income and expense budget and periodic reports - at least quarterly, preferably monthly - comparing actual receipts and expenditures to the budget with timely variance explanations.
- Writing and signing checks or vouchers and receiving, recording, securing and depositing cash and other receipts. Such procedures should ensure that no single individual is responsible for receiving, recording and depositing funds or writing and signing checks. Checks and balances are essential to make embezzlement more difficult.
- Ensuring that contributions received are properly recorded and restrictions on the use of such funds, such as contributions given for a restricted purpose (*e.g.* building fund, scholarships) and prohibitions on the use of the principal of an endowment, are obeyed.
- Requisitioning, authorizing, verifying, recording and monitoring all expenditures, including payment of invoices, petty cash and other expenditures. Such procedures should ensure that no single individual is permitted to request, authorize, verify and record expenditures. For example, the same person should not be responsible for cash disbursements and bank reconciliations. These functions should be assigned to different individuals.
- Accessing, inputting and changing electronic data maintained by the organization. Preserving electronic records and ensuring data compatibility when systems change and creating an appropriate records retention policy are part of this process.
- Providing for regular oversight by an audit committee or, if there is no audit committee, by the executive committee or by the board of directors itself.
- Reporting to the audit committee or board by employees and volunteers of allegations of fraud or financial improprieties.
- Ensuring that timely and appropriate financial reports are distributed to all directors and officers and reviewed by them, as well as the president, chief executive officer, treasurer and chief financial officer.
- Providing procedures for approving contracts to which the organization is a party, including securing competitive bids from vendors.
- Making clear the responsibilities of all individuals involved with the organization, including the board of directors and officers, employees, volunteers and consultants, maintaining an organizational chart and updating such information as necessary.
- Preparing for the annual audit process in a timely manner.
- Developing a prudent investment strategy and providing proper oversight of the investment assets.
- Complying with governmental and other reporting requirements, including watchdog agencies.
- Complying with obligations to members, employees and the public, including their right to a copy of the organization's annual financial report.

B. Various Roles in the Organization

There should be written job descriptions for directors, officers and trustees, employees, volunteers and consultants. The work of the organization will be more easily accomplished and problems will be avoided if all involved understand what is expected of them and the limits of their authority. A comprehensive description of the chief executive officer's job should make clear his or her responsibilities in the day-to-day activities of the organization and set forth exactly what information is expected by the board and when it must be communicated. For example, if the board expects monthly financial reports and bi-monthly programmatic

reports, making those expectations clear from the beginning will avoid ambiguity and will clarify the responsibility for accountability to the board.

Likewise, all other employees should have written job descriptions and be advised of what is expected of them. Volunteers are no exception. They should be given job descriptions that clearly describe what is expected of them. For many organizations, volunteers are the only people who conduct programs and have contact with the public. If they do not understand their responsibilities or do not act professionally, the organization could be at risk.

C. Personnel Policies

Personnel policies, including vacation and sick leave, health insurance and other benefits, evaluations, ordinary and overtime compensation, conflicts of interest and code of ethics, and grievance procedures (including protections for “whistle blowers”) should be in writing and given to all employees prior to hiring, with changes in policies communicated on a regular basis.

D. Training

Appropriate training should be arranged for all involved. New directors, officers, employees and volunteers should be trained by those who are familiar with the organization and its operations. There are many organizations that provide free or low-cost training for board members and others within the organization, and there are numerous resources that provide guidance in developing training.¹ For all involved, familiarity with the organization’s internal controls is essential. Training is a wise investment!

E. Conflicts of Interest Policies and Code of Ethics

Directors, officers, trustees and others who serve a nonprofit organization should not have any personal or business interest that may conflict with their responsibilities to the organization. To avoid such conflicts, it is wise to have a “conflicts of interest policy” that clearly states the procedures to be followed if a board member’s personal or financial interests may be advanced by an action of the board. The conflicts of interest policy should require an individual to fully disclose any interest the individual and/or the individual’s family has in any entity that does business with the organization and that any change in the information concerning potential conflicts should be provided to the organization immediately. The policy may be set forth in the organization’s by-laws. The policy must require that such individual may not participate in any decision to approve doing business with the individual or any entity in which the individual has an interest, and such decision must be made by a disinterested majority of the board of directors or trustees.

The organization should also have a code of ethics addressing issues such as transparency, disclosure in fundraising solicitations, integrity in governance and diversity. There are many examples of written policies regarding conflicts of interest and other ethical matters available. Consult the resources cited in this booklet to assist you in drafting your organization’s ethics and conflict of interest policies. The policies should be discussed with the organization’s attorneys and auditors prior to adoption. All board members, employees, volunteers and consultants should be given copies of both policies and sign a statement acknowledging that they have read them.

F. The Audit Committee

Crucial to the governance of a not-for-profit organization is the establishment of an audit committee. Typically, an audit committee is composed of members of the board of directors who are independent of any financial interest in the organization and at least one of whom has expertise in accounting. The audit committee acts as a liaison to the organization’s independent external auditor who is a certified public accountant (“CPA”) or firm of CPAs. (See section G for a discussion of the role of the CPA.) The audit committee’s responsibilities should include the following:

- Selection and review of the independent external auditors and review of the annual fees to be paid for services rendered by them and each proposed audit plan developed by management and the external auditors.
- Review with the independent external auditors the organization's annual financial statements and reports. Consider whether they are complete and consistent with information understood by the committee members.
- Review and evaluate the management letter received from the independent external auditors and discuss recommendations for any changes necessary to remedy problems identified in the letter.
- Maintain communication between the board and independent external auditors by meeting on a regularly scheduled basis with an opportunity for the auditors and the audit committee to meet without management present. At the completion of the audit, review the audit fieldwork process with the auditors. Obtain an understanding of their evaluation of management and whether they encountered any difficulties or had any disagreements with management during their audit. Review all journal entries proposed by the auditors.

Audits are a factor in providing proper financial management oversight of an organization. The audit committee should interact with management to implement and monitor the internal control structure and to take steps that insure that the possible risks of fraud or embezzlement are mitigated. In order for an audit committee to function properly, it should be made up of people who are independent of the day-to-day management of the organization. For example, no paid CEO, executive director, chief financial officer or other employee should be on the committee. In addition to the audit committee's role in the preparation of the audit, its responsibilities include the following:

- Ensure that proper federal and state tax filings are completed timely, including payroll taxes, sales taxes and unrelated business income taxes.
- Understand the organization's internal controls and have policies in place to update them as needed.
- Periodically review the organization's insurance coverage and determine its adequacy.
- Make recommendations necessary to improve the organization's efficiency and/or remedy problems identified by the committee or others.
- Identify and monitor related party transactions and review the conflict of interest, ethics and related party disclosure policies periodically and update as needed.
- Monitor any legal matters that could impact the financial health and reporting of the organization.
- Institute and oversee any special investigatory work as needed.

In organizations with small boards, the entire board may serve the function of the audit committee. For larger organizations, it is more appropriate to create a separate audit committee that can devote its attention to this area. Whatever form the audit committee takes, at least one member should have an understanding of financial matters and should be comfortable reviewing financial reports and other financial records. No member of the audit committee should ever be involved in any conflict of interest transaction, and no member of the audit committee should be compensated in any manner by the organization other than director's fees paid generally to all directors, if any. The audit committee should be familiar with the organization's internal controls and report to the board as appropriate the adequacy of the internal controls and any concerns raised by the staff or outside auditors.

G. Independent Certified Public Accountants

In New York, nonprofit organizations that are required to register with the Attorney General's Charities Bureau because they solicit contributions for the public and have gross receipts over \$250,000 must file with the Attorney General's Charities Bureau an annual audit report certified by a CPA. Such reports may also have to be filed with other governmental agencies and other funders.

It is important that the organization have procedures in place to ensure that the CPA it engages has a good reputation in the marketplace, is qualified to perform the necessary work, commits to appropriate

timeliness and offers a competitive fee. Before engaging a CPA, an organization should ask for a list of the CPA's clients and contact some of them for references. The organization should find out whether the firm offers training and provides information to its clients on issues and events of importance to not-for-profit organizations. In addition, the organization should request a copy of the CPA firm's peer review report.

The organization's CPA should be a resource for assistance with concerns about financial and other matters that arise during the year, not just during the audit fieldwork. The organization should make sure that its engagement with the CPA includes an expectation that the CPA may be called upon to provide such service.

The audit committee or the board should communicate regularly with the CPA firm, making it aware of any problems and/or concerns with regard to the management of the organization or its assets, whether there are steps that should be taken to ensure compliance with the existing the internal control structure, or creation of new controls.

In addition to certifying the financial statements as part of the audit process, the CPA prepares a management letter to be sent to the board, which discusses internal controls or other issues identified during the audit that concern the financial management of the organization. Since the management letter is not a comprehensive evaluation and opinion on the internal controls (but rather just a by-product of the audit process), the board must decide whether further outside evaluation of the systems and procedures is warranted, and if so, by whom. It is also important that issues arising from prior year's management letters be revisited to make sure they have been addressed to the CPA's satisfaction.

Before releasing the opinion on the financial statements, a CPA will request a signed management representation letter (typically signed by both a board officer, such as the chair or the treasurer, and the chief executive officer or the chief financial officer). This letter describes the responsibility to provided financial information that is assumed by the organization. Before signing the letter, officers should be comfortable with the representations it contains.

In many circumstances the CPA also prepares the tax filings for the organization based on information provided by management. The IRS Form 990 is a public document, and as much of the information disclosed is not a result of the audit process, but rather informational in nature, care must be taken to ensure that the filing truly represents the organization appropriately. These documents should be carefully reviewed before they are signed by management.

H. Review of the Organization's Governance Structure, Procedures and Programs

Periodic review of an organization's structure, procedures and programs will assist board members in determining what is working well and what practices the organization might want to change in order to be more efficient, effective or responsible. BoardSource, Inc. makes it possible to conduct such a review on line or on paper. The self-evaluation is available at <http://boardsource.org/landingpage.asp?ID=34>.

III. MAKE USE OF AVAILABLE RESOURCES

In carrying out their responsibilities, board members should realize that they need not do it alone. There are many resources available to assist not-for-profit organizations in fulfilling their fiduciary duties. Following are some of those resources:

NASCO.net.org - www.nasconet.org - This site is maintained by the National Association of State Charity Officials (NASCO). NASCO members are employees of state agencies that regulate not-for-profit organizations and their fund raisers. The site provides information concerning the registration and reporting requirements applicable to not-for-profits that conduct activities and/or raise funds in the various states.

The Internal Revenue Service - www.irs.gov - posts all of its forms and instructions and many brochures drafted to assist not-for-profit boards in completing their annual financial filings with the IRS and in carrying out their other responsibilities. If you can't find the information that you want on the IRS web site, call its toll-free number - 1-877-829-5500 - set up especially for those who have questions about tax-exemption and tax-exempt organizations.

Alliance for NonProfit Governance (ANG) - <http://www.angonline.org> - ANG is an organization whose purpose is to encourage and promote good governance in the nonprofit sector. Its web site posts information on good governance, links to other sites of interest to not-for-profit boards and information about courses and conferences for nonprofit board members.

Alliance for Nonprofit Management - www.allianceonline.org - The Alliance for Nonprofit Management is a professional association of individuals and organizations whose mission is improve the management and governance capacity of nonprofits. Its web site includes information about resources available to not-for-profit organizations.

American Institute of Certified Public Accountants (AICPA) - www.aicpa.org - The AICPA's web site has extensive information on accounting standards and procedures. It is a valuable source of a wide variety of information on accounting issues for board members.

Board Café - www.compasspoint.org - Board Café is an electronic newsletter for members of nonprofit boards of directors. Board Café offers a menu of ideas, information, opinion, news, and resources to help board members in carrying out the responsibilities of their board service.

BoardSource, Inc. - www.boardsource.org - has a wide range of material designed to assist board members in carrying out their duties. Its nine pamphlet "Governance Series", beginning with *Ten Basic Responsibilities of Nonprofit Boards*, is a source of basic information for board members and includes other suggested resources.

Council on Foundations - www.cof.org - The Council on Foundations is a membership organization of more than 2,000 grant making foundations and giving programs worldwide. It provides leadership expertise, legal services and networking opportunities, among other services, to its members and to the general public. Its web site contains information of interest to not-for-profit boards.

The Foundation Center - fdncenter.org - The Foundation Center's mission is to strengthen the nonprofit sector by advancing knowledge about U.S. philanthropy. It collects, organizes and communicates information on U.S. philanthropy, conducts and facilitates research on trends in the field, provides education and training on the grant seeking process and promotes public access to information and services through its web site and print and electronic publications and five library/learning centers.

GuideStar - www.guidestar.org - GuideStar is a national database of that posts financial reports and other information on over 850,000 tax-exempt U.S. charitable organizations on its web site. It is a source of information about the operations and finances of nonprofit organizations.

Independent Sector (IS) - www.independentsector.org - is a national coalition of nonprofit organizations of all sizes as well as Fortune 500 corporations with commitments to community involvement. IS advocates on behalf of and provides educational services to the nonprofit sector.

Lawyers Alliance of New York (LANY) - www.lany.org - LANY is a not-for-profit corporation whose staff attorneys and 650 volunteer lawyers from private firms and corporations provide *pro bono* legal services to nonprofit organizations. LANY's publications provide guidance for organizations in drafting by-laws, applying for tax exempt status, securing fiscal management and other aspects of nonprofit governance.

The Minnesota Council on NonProfits (MCN) - MCN is a membership association of over 1300 Minnesota nonprofit organizations that shares information, services and research to educate its members and the community. The "Info Central" section of its web site - www.mncn.org/infocentral.htm - contains information of interest to not-for-profit organizations regardless of their state of formation or location.

The Urban Institute - www.urban.org - The Urban Institute is a nonprofit nonpartisan policy research and educational organization established to examine the social, economic, and governance problems facing the nation. It provides information and analysis to public and private decision makers to help them address these challenges. It maintains extensive databases of information on the not-for-profit sector.

Volunteer Consulting Group (VCG) - www.boardnetUSA.org - VCG is a nonprofit organization whose mission is to strengthen the governing and management capability of nonprofit boards of directors by bringing qualified leadership into service as board members. VCG assists boards in defining their board recruitment objectives and then conducting a targeted search for business, professional and community leaders with the desired expertise, diversity of perspective and resources. VCG's web site is a resource designed to enable potential board members--and nonprofit boards needing leadership--to find each other.

May 2004

AUXILIARY EMERGENCY FUND

The Auxiliary Emergency Fund (A.E.F.) was established by a legacy from an American Legion Auxiliary member. The fund is maintained at National Headquarters and is to assist Auxiliary members who, through no fault of their own, are in need of temporary financial assistance. The Auxiliary Emergency Fund is supported by contributions from Units and individuals.

CHAIRMAN REQUIREMENT

Department Chairman will prepare a Plan of Action based on the national Plan of Action with contacts and deadlines adjusted accordingly.

This Department Plan of Action will be distributed to each Unit within the Department within the month of August.

FUND PROCESS AMOUNT AVAILABLE

A maximum of \$400.00 per month for up to three months can be authorized; however, the amount and time will be determined by the need of each individual.

APPLICATION

1. Upon request by Unit Secretary, the Department Secretary will mail application.
2. Unit President and Secretary (Secretary/Treasurer or Treasurer) must sign application after it has been completed.

3. A completed application must be mailed to the Department Secretary who will forward it to National Headquarters after she has attested to the continuous membership.

ELIGIBILITY

Any Senior member of the American Legion Auxiliary who has been a continuous member for more than the immediate past five consecutive years and is in need of temporary financial assistance is eligible.

HOW LONG TO PROCESS

A three member Commission at National Headquarters acts upon the application and advises Department Headquarters within three days of receipt of application.

PAYBACK OF MONEY

The American Legion Auxiliary member is not expected to pay back the funds.

REQUIREMENTS FOR APPLICATION

Exhaustive efforts must have been made locally to secure financial aid prior to submitting application.

UNITS

1. Encourage Unit to send contributions for the Auxiliary Emergency Fund to Department Headquarters.
2. Suggest the Auxiliary Emergency Fund for Memorials.

AMERICANISM

ESSAY CONTEST

1. The Department shall sponsor an Americanism Essay Contest. You, as the Department Americanism Chairman, are responsible for this contest.
2. Urge Units to participate in the National Essay contest.
3. Schools must be contacted by Unit Chairman as early in the year as possible, enabling the schools to include the essay contest in their curriculum. Teachers must be supplied with a copy of the rules and the subject matter title.
4. Rules will be provided by the outgoing Americanism Chairman, to the Incoming District Presidents, for distribution to their Units.
5. Encourage Units to award U.S. Savings Bonds from the unit to winners.
6. Department Essay awards should include certificates for those students participating.
7. The Department Chairman or a committee selected by her, shall judge all essay entries.
8. Notification shall be sent to the prize winners and sponsoring Unit as soon as possible after the judging is completed.
9. Announce winners to the press, send to T.V. and radio stations - hopefully the winning essays can be published in local newspapers. Be sure to include the sponsoring Units' name and American Legion Auxiliary.
10. Send winning essays to Washington Evergreen News Editor; include sponsoring Unit name and number and pictures of the presentation ceremony.
11. Essay contest to end in schools on or before April 15th or as requested in the National Plan of Action.
12. To stimulate participation in this contest, a personal award could be given to the Unit chairman who has the most essay entries.
13. Units should be encouraged to present a Certificate of Appreciation to teachers and/or entrants.

UNITS- Ideas for promotion

1. Urge Units to present flags and flag etiquette information to schools and other youth groups. See national web site for printable flyers and brochures.
2. Participate in Americanism month by having a special Americanism program joint with their Post.

3. Have a tea or reception for new citizens.
4. Participate in parades - carry Unit colors. Promote "Fly Your Flag" on all holidays.
5. Sponsor Flag Disposal ceremony (by burning).
6. Promote America and promote respect and courtesy to the flag.
7. Stress Americanism Essay Contest; presenting flags and flag etiquette to youth and adult groups; ways Americans can dispose of flags that no longer can be used'; Americanism Month; sending contributions to projects and programs on which National and/or the Department President have placed special emphasis.

CHILDREN & YOUTH

1. The Department Children & Youth Chairman is in direct charge of financial assistance to veteran's children.
2. The Department Chairman shall send an annual supplementary report to national on all Children & Youth activities in her Department. This report is to reach the Western Division Chairman before the deadline as set by the Western Division Chairman. The Department chairman will compile the Consolidated Unit report numbers plus prepare any unit narratives with pictures, if available as well as compiling a department narrative, with pictures.
3. Contests: all cash awards shall be allocated in the Children & Youth budget.
4. Children & Youth awards shall be awarded annually.
5. The Department Children & Youth Chairman shall not start a Children & Youth project without the approval of the Department President.

TEMPORARY ASSISTANCE GUIDELINES

Units will be made aware of The American Legion program under the umbrella of the children and youth program for help with families who are in jeopardy of utility or housing termination and specific medical needs. The program is called Temporary Financial Assistance (TFA). Coordination will be made with the American Legion Post Service Officer.

DISTRICT CHAIRMAN

1. District Chairmen should submit a report of their activities periodically to the Department Chairman.
2. District Chairmen are encouraged to attend District meetings and report on the years' projects and program progress.

COMMUNITY SERVICE

1. Community Service is involvement in activities which improve conditions and help build stronger communities.
2. Each community has its own individual needs and units should be encouraged to work with their post and local authorities to determine what the specific needs are in their area. The unit should then decide which project (s) they will support and to what extent.
3. Initiate, cooperate, but do not duplicate is the watchword of the American Legion Auxiliary in Community Service. Urge units to cooperate with other groups but never duplicate the efforts of others.

PROJECTS

If the Department President and/or National Chairman do not select a specific Community Service Project, projects could be undertaken by the Units in any of the following areas:

BEAUTIFY AMERICA --Clean up, paint, plant trees, and shrubs

BLOOD DRIVES--Have Blood Donor Day at post homes

FUND DRIVES--Assist with fund drives by unit members volunteering to help in offices, etc. Purchase needed hospital equipment. Purchase invalid equipment for loan.

RECREATIONAL ACTIVITIES FOR YOUTH-- Halloween parties, Youth Centers

SAFETY-- In our homes - streets – neighborhoods, use seat belts

SENIOR CITIZENS-- Visit those in nursing homes, sponsor parties on special days, adopt someone in a nursing home who has no one - remember them on special days.

HABITAT FOR HUMANITY-- Volunteer labor and donate construction supplies

UNITS - ideas for participation

1. Encourage Unit members to submit the hours of Community Service & monies contributed for yearend reports.
2. Encourage Units to complete at least one Community Service project each year.
3. Units should be encouraged to publicize their Community Service work; to let others know.

CONSTITUTION & BYLAWS

1. The first and one of the most important functions of your chairmanship is ascertaining that all Convention and Executive Committee actions, pertaining to the Constitution, Bylaws and/or Standing Rules, have been printed and posted for the membership. The "Summary of Proceedings" from the immediate preceding convention has all of the resolutions, Constitution & Bylaw changes acted upon at the convention. Changes to the Standing Rules usually come before a Department Executive Committee and would be included in the previous year's minutes, available upon request from Department Headquarters.

STANDING RULES

1. The Standing Rules are to be updated annually by the Department Constitution & Bylaws Chairman.
2. Changes to the Standing Rules can be acted on by the Executive Committee. Proposed changes should be typed with a copy to the Department President for prior approval, copy to Department Parliamentarian for her information and a copy to Department Secretary for her files.

UNITS- ideas for participation

1. Encourage units to update their Constitution & Bylaws.
2. Include Department and National changes in your Department Bulletin.
3. Units should send revised copy of Constitution & Bylaws to Department Headquarters and you, the Department Chairman.
4. Encourage members to memorize the preamble.
5. Encourage Units and members to study the Department and Unit Constitution & Bylaws.

NATIONAL CONVENTION

1. You will receive a listing of resolutions and amendments affecting the Constitution & Bylaws enacted at National Convention. Any that affect the Department Constitution or Bylaws should be announced at the Mid Year meeting.
2. These changes should be typed and emailed to the Department Secretary for the next years printing of the Constitution & Bylaws.
3. Changes to the Unit Constitution & Bylaws should be handled in the same manner.
4. Amendments to the Constitution and Bylaws acted upon by the National Convention delegates are automatic; they do NOT require approval of the Department Convention delegates.

CONVENTION COMMITTEE

PART I

1. Following the announcement by the American Legion of time and place for the Department Convention, the Auxiliary Department Chairman will be appointed by the Department President. The appointment is subject to ratification at the Convention Post Executive Committee meeting. The Auxiliary Convention Chair will work closely with the Legion Convention Chair and the Department President.
2. The Department Convention will be the 'one and only' for the Department President. It is the culmination of "her year" every detail for "her Convention" should be planned with this in mind.
3. The Convention Chairman should appoint a Vice Chair (usually the Unit President but not limited to), a Secretary, Treasurer, and 2 to 4 additional members.
4. The Convention Chairman & Vice Chairman will have regular meetings with Committee Chairman to ensure everything is running smoothly and all areas are covered, keeping the Department President and Secretary abreast of what is happening and the planned meetings in advance so she has to option to attend.
5. The Department Convention Chairman shall file a report of all activities within 60 days of the Department Convention to be sent to Department Headquarters C/O Department Secretary.

PART II

Unit Delegate Registration

1. Forms will be sent to the Units by Department Headquarters; to include convention registration, meals, convention tournaments, hotel information, etc.
2. The convention registration form will contain the cost for convention registration as well as full delegate strength; this form will be mailed back to Department Headquarters with a check from the units. The form will ask for names of delegates that have paid the convention registration to be passed on to the convention committee.
 - a. Department Headquarters will send the hosting convention committee names of the paid delegates, listed by district and by unit, for purposes of receiving their packets along with a check covering the cost of all delegates signed up to attend convention. From this list they will supply and make name tags.

Committees

Convention Hall Set up

1. Seating (200-250) – Theatre style and a room or space that can be secured.
2. Head table/covering/seating (9) privacy screen, podium
3. Exhibit tables (poppy entry's) returned reports etc. back of the room
4. Trophy's & Awards (near the front of the Hall) 2- tables, 2- chairs
5. (3-4) Committee meeting rooms (areas) a list should be provided to Secretary & President of room number & location of said rooms.
6. Water (bottled or otherwise) available to attendees in the back of the room and at the head table.
7. First aid kit/first aid person emergency information available
8. Credentials registration table and chairs for (3) persons
9. District Basket Raffle area, if needed
10. Emblem Sales Table (Check with Sec.)
11. District isle markers shall be placed on the center isle by order of membership standings. There shall be a seat for each delegate and a seat for each alternate behind them. There will be two extra chairs at the beginning of each section, first for the district page (usually the district vice president) and the second for the district president.
12. Flag and banner stands shall be in place for the opening ceremonies and throughout the convention.

REGISTRATION

Pre-Convention set up and organization: Auxiliary members work with the American Legion for time and place of registration to hand out packets and general information

1. Packet stuffing and organization are to be ready for registration. Coordinate with the Department Secretary a location for delivery of programs and information for delegates
2. Department will print the programs which will be added to packets

3. Badges will be added to packets
4. Free samples from local merchants etc. are a nice touch for these packets. (pens, notepads, tote bags, calendars, candies, etc. received from local or area business as their promotions)
5. If using tote bags, make sure they are big enough for what is needed to be added for the delegates.

HOSPITALITY-SUGGESTED

1. Small welcome memento (flowers, goodies) can be fun & creative but not too expensive; prepare enough for all officers and past department presidents in attendance.
2. Those persons working as part of the convention help/staff should wear badges, caps or scarves something to help them stand out to the convention body.

BANQUET

1. Convention Chairman will work closely with the Department President to develop plans for set up, seating arrangements, decorations/theme, menu, entertainment,
2. Check previous year attendance to determine approximate number of attendees.
3. Two complimentary tickets each for the President and Commander.
4. If not provided by the American Legion, present the Department President with a corsage prior to the banquet.

SPECIAL LUNCHEONS

VA&R VOLUNTEER LUNCH OR OTHER

1. The chairman should contact the Veterans Affairs and Rehabilitation chairman or substitute to coordinate the luncheon.
2. The time, place, menu, and decorations should be coordinated.
3. The Department Secretary may pay for specific lunches as per the budget and will advise chairman how many individuals will be in attendance for planning purposes.
4. Table favors and decorations are a nice addition

CHILDREN AND YOUTH LUNCH OR OTHER

1. The chairman should be in contact with the Children and Youth Chairman or substitute to coordinate the luncheon
2. The time, place, menu, and decorations should be coordinated.
3. The Department may pay for specific lunches as per the budget and will advise the chairman the number of individuals who will be in attendance for planning purposes.
4. Table favors and decorations are a nice addition

PUBLICITY

The Post and Auxiliary should work together to assure ample coverage on the local radio, Newspaper and TV stations. Arrange for interviews with the President, and Vice President.

PART III (DEPARTMENT PRESIDENT)

PAGES

1. Department President shall appoint two Personal Pages
2. Each district president should appoint a page for her district, usually district vice president. If the District Vice President is unable to attend, the President may appoint another member from her district who shall be required to wear the uniform of the day.
3. Pages' attire shall be at the call of the President
4. Page Ribbons shall be worn at all times

5. Pages are to pass out information as given out by chairman and President; run errands pass messages and act as an aid to her district.

MEMORIAL SERVICE

1. The President shall coordinate her plans with the Auxiliary Chaplain and the Auxiliary Chaplain shall in return coordinate with the Legion Chaplain and submit the plan to the President for her final approval.
2. The District Presidents & Commanders, Sons of the American Legion and Junior Auxiliary should be included in this service, if possible.
3. The Auxiliary attire for the service is at the call of the President

PAST DEPARTMENT PRESIDENT'S MEETING- At the discretion of the Past Department President's.

CANDIDATES RECEPTION- Is coordinated at the discretion of the candidates running for department offices.

DISTINGUISHED GUEST CHAIRMAN

1. The Distinguished Guest Chairman shall work under the direct supervision of the Department President.
2. Letters arranging dates of visitation shall be written by the Department Secretary. When dates are established, further correspondence will be the responsibility of the Distinguished Guest Chairman.
3. If authorized by the President, duties of the distinguished Guest Chairman may include:
 - a) Arrange for the order of a corsage and that it has been delivered.
 - b) Assist National President and/or National Divisional Vice President in cataloging gifts.
 - c) The mailing and insuring of gifts for National Officers is the responsibility of the Department Headquarters. However, the distinguished guest chairman may assume this duty, if requested.
 - f) Coordinate with the decorating committee for the banquet.
 - g) Work with the Public Relations Chairman to arrange a room for press interviews and coordinate with Public Relations Chairman.
 - h) Arrange transportation to and from airport for guests.
 - i) Arrange for greeting at airport of American Legion Auxiliary members living in the vicinity.
 - j) Shall have expenses paid
 - k) Shall see that the National guest is never left alone to fend for themselves at meal times or when no activities are planned, unless they request time to be left alone.
 - l) Shall see that the special guest is on time for all events.
 - m) Shall escort distinguished guests to all meals or activities that are not scheduled, with prior approval of the guest and at times requested by the guest.
 - n) She shall see that all rest periods are strictly adhered to for the guest.

EDUCATION & SCHOLARSHIP

SCHOLARSHIP PROGRAM

Refer to the current year's Constitution and Bylaws for available scholarships.

APPLICATIONS

1. Rules are to be made available to the units early in the Fall along with application.
2. Units should be reminded that each application must be signed by the Unit President or the Unit Chairman to be eligible for judging.

3. Applications received after the deadline established by the department chairman cannot be judged.
4. Those handling the processing of the scholarship applications should be reminded to consider all information pertaining to an applicant as confidential unless written permission is granted to release.
5. Notification of Results - Each applicant and sponsoring unit will be notified of results within two weeks of decisions. This gives the sponsoring unit an opportunity to honor and recognize the winners and perhaps allows the unit to present their own scholarships to those not selected.
6. All applications shall be ranked by qualifications and ranking be put on each in case of future need and kept on file for one year.
7. Department chairman will forward a list of the winners to the department office.

FUNDS

1. Units should be encouraged to make regular and special donations to the scholarship program.
2. No student is eligible to win more than one scholarship from the department.
3. Winning students are to be instructed to notify their school of their intent to start classes and request payment in writing from the school be sent to the department office.
4. Department Secretary will send the scholarship amount to the school immediately after receiving the request from the school.

STUDENT INFORMATION BOOKLETS

"A Guide for Parents and Students" may be ordered through American Legion Emblem Sales, or through the internet on the Legion site

FINANCE

As a budget is the summary of probable income and expenditures for a given period, the Finance Committee is also charged with the responsibility of monitoring the expenditure of funds during the year.

1. The Department President shall be the final authority on payment of all expenditures as provided in the budget.
2. Washington hospitality, for visiting guests (i.e., Nat'l Pres., Western Division Vice President) shall be under the direction of the Department President with expenditures as per the budget under Distinguished Guests.
3. All expenditures of whatever nature shall be supported by vouchers and receipts or as stated in the Constitution, Bylaws and Standing Rules.
4. The Department Treasurer is authorized to transfer funds from various bank accounts to special savings accounts wherever practical.
5. All bookkeeping records of the Department Treasurer shall be available to the finance committee.
6. Check vouchers with receipts shall be available for review at all times.
7. The final accounting of the year's expense accounts for all officers, district presidents and department chairmen shall be filed by July 31st or no expenses will be allowed.
8. The Finance Committee shall meet prior and during to the Department Convention to prepare the yearly budget with the Department President, Vice Presidents, Secretary, Treasurer invited to attend.
9. The books of the VA&R Hospital Representatives shall be audited annually at each Medical Center by two (2) members of the American Legion Auxiliary. This audit shall be conducted at the close of books for the year, (in the Fall) with completion and audit report due by the Mid-Winter D.E.C. The Finance Chairman will appoint one member of the Finance Committee to serve on each Audit Committee. The Department

President at the end of her term will appoint one Auxiliary member (living near the facility) to serve on this audit committee. A copy of the audit shall be presented to the outgoing President, Current President, 1st Vice President, 2nd Vice President, VA&R Chairman, Department Secretary/Treasurer, and members of the Finance Committee at the Mid-Winter D.E.C. Finance Meeting. There will be no expenses allowed for the audit. The audit will be done on a volunteer basis. A public auditor shall not be hired. Cancelled checks and receipts must be held at the hospital representative's office and poppy production office, in each respective facility for five (5) years, and then destroyed by shredding.

10. The Finance Committee and/or the Department Veteran's Affairs and Rehabilitation Chairman shall be available to assist the Department Treasurer in the accountability for VA&R quarterly expense reports, final accounting of all expenses, copies of receipts, along with the annual audit of completed ledger books, reconciled checks and bank statements for each medical center facility.
11. The Finance Committee and/or The Department Veteran's Affairs and Rehabilitation Chairman, at the time of the annual audit, shall be responsible for training Hospital Representatives and Deputies on keeping accurate and up-to-date financial records, submitting timely expense reports, and assisting with the record keeping of funds that flow through the Department budget.
12. The Finance Committee will evaluate general and restricted monthly budgets prepared by the department treasurer and study them for variances. If needed, the Department President and D.E.C. shall be notified for immediate course correction to steer clear of financial trouble. Only financial statements shall be sent through emails for security purposes.
13. No member of the Department Executive Committee shall be a member on the Finance Committee. It is unethical to vote on a budget from which a dual committee member may receive benefit.
14. Because it is a conflict of interest to meet and be paid to prepare a budget from which you may be a beneficiary, the budget will be written at a time and place by call of the Department President including Mid-Winter Executive Committee Meeting and the Department Convention. (See call of the President) **The Call of the President shall not be governed by the Finance Committee.**
15. Since the budget is written according to the rules as laid out in the Constitution, Bylaws Committee for their information prior to the Post Convention Executive Committee Meeting and following their election. This budget will include all action taken at the current Department convention.
16. Although, the budget is available to all members, it is the sole fiscal, financial and legal responsibility of the Department President and her Executive Committee. If there is an audit by the IRS, the Washington State Gaming Commission, or any other public entity, they are the ones to be held responsible for its content and administration. Therefore, concerned members must address the Department Executive Committee for resolution. Because the officers voting on this new budget are not elected and/or reaffirmed until the Saturday of the Department Convention, it will be made available to them and the delegation at that time. (As per the National Secretary of the American Legion Auxiliary in September of 2012.)
17. The budget is an annual budget. If at any time during the administration of the annual budget, it is necessary to make changes because of need, and because the treasurer should be following this budget closely, she shall notify the Department President, who shall bring it before the DEC as new business, and the money found by the Finance Committee, by either seeking donations, having a fund raising event or transferring funds from a portion of the budget that is not in need of their allocation.
18. If a member or a group of members requests to see the official financial records of the American Legion Auxiliary, Department of Washington they shall be allowed to see them at the American Legion Auxiliary, Department of Washington main offices after an appointment made for the reason has been received. They may view financial statements only, but not any personnel records or other Department records (checkbooks, cancelled checks, etc.) that shows social security numbers, account numbers, or any other private information. They must request these and/or be able view our annual 990 reports to the Internal Revenue Service at our primary offices, only during regular business hours. (As per the ruling from the National Judge Advocate of the Legion in December of 2012.)
19. The Finance Committee may review the year end reports before they go to an approved accountant for audit. They cannot, however, audit their own work.
20. The Finance Committee will monitor the organization's financial health and performance

throughout the fiscal year and target operational changes for the good of the Auxiliary. These meetings require the Department President with vote, Department Secretary/Treasurer without vote, and the following non-voting members in attendance: Department Vice Presidents without vote. These meetings may take place during the review of the vouchers at their bi-annual meetings for that purpose of the Finance Committee and/or at the Call of the President.

GIRLS STATE

The American Legion Auxiliary Girls State program changes lives by bringing together dynamic young women for an intense week of leadership, patriotism and community. The Girls State program is a proven leadership laboratory. Girls State is a program of the American Legion Auxiliary.

APPLICATION

1. The American Legion Auxiliary stands for God and Country!
2. Honoring and saluting the flag are essential. This agreement should be made prior to being accepted to a Girls State session.
3. Each application must have the signature of the candidate, the Unit Girls State Chairman (or her representative), her parent (s) and the school representative. If two or more Units sponsor one candidate, only one application shall be sent to the Department Headquarters. The Unit responsible for processing the application shall sign the application, and the co-sponsoring Unit (s) shall attach their name (s), number and signature (s) on a separate sheet so that proper credit may be given.

DISTRICTS

1. An orientation should be held prior to a Girls State session (preferably in May). This would give the girls an opportunity to ask questions and get answers. Refreshments may be served.
2. Speakers with knowledge of Girls State would acquaint the girls with first hand information and describe the events that will take place.

ELIGIBILITY

1. Eligibility is limited to any girl, 15 years or older and is an 11th grade student in a public school, home schooled or private school. Every candidate must plan to re-enter school and attend one or more semesters immediately following the Girls State session.
2. Girls may not have participated in a previous session of Girls State.
3. Candidates shall be selected on the basis of outstanding leadership, scholarship, interest in community and government, character, honesty, truthfulness and cooperativeness.
4. If a handicapped student is selected who needs assistance to fully participate, that student's contributing organization must furnish a full time female aide, over 21 years of age to assist that student at the expense of the contributing organization.
5. Material submitted to the school shall include the following information describing the basis of selection as a guide to the faculty so that the most qualified girl, according to eligibility requirements, will be selected.
 - A. She must have outstanding qualities of leadership.
 - B. She must be of excellent character and citizenship.
 - C. She should be able to get along with others.
 - D. The candidate and/or her alternate shall be informed that final acceptance for attendance is dependent upon all papers being in order and all eligibility requirements having been met.

GIRLS STATE CITIZEN

Each candidate shall be accepted with the specific understanding that she will remain for the entire session of Girls State (barring emergencies) and that she cannot be excused from the session for personal reasons. The parent's release form, which the parent will sign, affirms that the candidate will remain for the entire session.

RELEASE FORM is the Girls State Application! When the girls are chosen, make a copy, then mail the original to the Department Headquarters with full amount of cost –Unit check and delegate’s registration fees and payment form.

SELECTION

1. Material containing necessary information relative to the qualifications and method of selection shall be presented to the school representative by the unit chairman or her representative. The unit shall reserve the right of approval of the recommendation. Previous years Girls State Citizen can give guidance in the selection of the upcoming year’s candidates and may be included in the selection committee when interviews are held.
2. When the Unit has approved the selection of the candidate, the original application shall be mailed immediately to the American Legion Auxiliary Department Headquarters.
3. Publicity may be released indicating that the candidate has been nominated as soon as the papers have been received from the school, accepted by the Unit and forwarded to the American Legion Auxiliary Department Headquarters.
4. Publicity should stress that this is one of the highest honors which can come to a junior in high school and that this program of youth in government is sponsored by the American Legion Auxiliary.
5. The name of the alternate should be revealed with the understanding that she will only be allowed to attend Girls State if the funds are secured for her to attend and she pays her (non refundable) registration fee.

UNITS

1. **Units must follow instructions as issued.**
2. They must not instruct candidate politically.
3. **They must comply with the rules relative to the selection of the girls.**
4. They must arrange for the candidate to speak before the Unit at the close of the session and arrange for as many other appearances as possible. They should encourage the school to present the girl at an assembly or other school functions.
5. **It shall be the responsibility of the Unit Chairman to carefully check parent’s release, application and check to be sure that all questions are completely answered and that all signatures have been obtained before forwarding papers to the Girls State Director.**
6. Units may participate as joint sponsors; the Unit selects the candidate though.
7. A Unit and/or Units of the American Legion Auxiliary shall be the sponsor of a citizen to Girls State.
8. Units may seek contributions from other organizations and may obtain, at own expense, prepare a Certificate of Appreciation to present to each contributing organization. Each girl should be expected to appear before such contributing organization.

GENERAL INFORMATION

1. Funds will be budgeted for staff meals one day prior to opening for Girls State session.
2. There should be an appointed person (staff member) to greet guests.
3. The Girls State session shall be held on a college campus or other suitable available facility; time and place to be decided by the Girls State Committee.
4. Date for closing registration shall be determined by the Girls State Committee at the regular meeting called by the Department President and Girls State Chairman prior to November 15th of each year.
5. Refunds will be given only up to 30 days prior to the opening of Girls State Session.
6. It shall be the responsibility of the Director and committee to select staff, alternate staff, Nurse, secure counselors and personnel needed for the proper functioning of the session.
7. Any changes in the eligibility requirements for Girls State Citizenship, when made by National, shall automatically amend the requirements as herein set forth.

8. Girls State Funds will be administered by the department treasurer upon written authorization and presentation of itemized bills reviewed by the Girls State Committee.
9. The Girls State Yearly Work Plan should be used as a guideline, updated yearly and given to succeeding Girls State Director and a copy to Department Headquarters.
10. All drafts of bulletins and instructions being sent to Girls State delegates shall be provided to the Department President for her approval. Copy-ready originals of bulletins, instructions to Units and Candidates, and all other material to be sent to Units and candidates shall be emailed to Department Headquarters for copying and mailing.

JUNIOR ACTIVITIES

1. Junior members are tomorrow's leaders and the future of the American Legion Auxiliary. Juniors must be kept active and interested and units should be encouraged to appoint a capable, enthusiastic Junior chairman who works well with children.
2. Juniors should be encouraged and helped to participate in programs of the American Legion Auxiliary. Their originality, ability and enthusiasm is unlimited and we have only to ask for their support and participation.

CONTESTS

1. The Department of Washington shall participate in all contests for Junior members as sponsored by National. Winning entries shall be forwarded to the appropriate National contact person for competition as stated in the National Plan of Action.
2. The rules for all contests shall conform to the National rules and units shall be notified of due dates.
3. Department shall assume no responsibility for returning any entries.

JUNIOR ACTIVITIES HANDBOOK

1. Units should be encouraged to use the Junior Activities Handbook as a guide for conducting activities for Juniors of all ages.
2. The handbook can be ordered from Emblem Sales.

JUNIOR STATE CONFERENCE

1. Units should be encouraged to host the Junior State Convention. Requests should be sent to the department chairman early in the year as plans need to be finalized. All pertinent information relating to the Junior State Convention should be mailed to all Units by February 1st.
2. Location site shall be decided by the Department Chairman with the approval of the Department Executive Committee.
3. The Junior State Convention will be held within 45 days prior to department convention.
4. No expenses shall be budgeted for this purpose from the parent organization. The National Organization has said that Junior members may not do fund raising for their events and that funding should be from parents of their sponsoring units.
5. To conform to national guidelines, in order to have proper training and preparation to become active, productive, Senior members, it is essential that they be instructed in the correct way to conduct a meeting, nominate and elect officers, and the responsibilities of each office. Therefore, the officers of the Department Junior State Convention shall be elected and the newly-elected Honorary Department Junior Officers shall preside at the Junior State Convention the year following. When elected, a Junior officer must be paying dues as a Junior for the ensuing year in which she will serve.
6. Junior members will take the online National Junior Leadership Correspondence Course.
7. The outgoing Honorary Department Junior President shall be the delegate to the National Junior Meeting.

8. Participation in the Junior State Convention is vital to the growth of the American Legion Auxiliary. Voting encourages participation and attendance at the Department Junior State Convention. Each Junior member attending the Department Junior State Convention shall have one (1) vote.
9. Each Honorary Department Junior officer shall be considered a Delegate-at-Large and shall have one vote; except for the Honorary Junior President who shall only vote to break a tie. Each nomination of an officer shall be followed by a ballot vote. If there is only one nomination, that person will take office by acclamation.
10. In the event two (2) or more candidates are running for the same position, the candidate must be elected by a majority vote. Voting must continue until there is a majority.
11. The Department Chairman shall appoint 3 judges to judge Junior entries for the various awards. An area should be provided for the judges to perform their duties with some degree of privacy and quiet. The judges shall be provided with a copy of the rules for each category being judged. The judges will write notes on all entries so that the Junior girls know how they can improve for the next year.
12. Names of the winners of the various categories shall be given to the Department Chairman in order for awards to be presented.
13. Although it certainly isn't mandatory, it is nice to ask the Department President to be the Installing Officer.
14. Units should be reminded to bring a flag, an Auxiliary pin and a copy of their Unit Constitution and Bylaws for each Junior initiate.

JUNIOR PROGRAMS

1. Juniors shall be encouraged to participate in all programs of the American Legion Auxiliary.
2. They shall be encouraged to make tray favors, scrapbooks, poppy corsages, place cards, nut/candy cups and other hand craft.

MEMBERSHIP

1. The Department Junior Activities Chairman shall encourage Junior membership enrollment.
2. The Department Membership Chairman shall provide the Department Junior Activities Chairman a year end membership report.

TROPHIES AND AWARDS

1. SEE JUNIOR HANDBOOK FOR ADDITIONAL INFORMATION.

LEADERSHIP

1. To prepare for your responsibilities you should review current National and Department Constitution and Bylaws and Standing Rules, National Leadership Correspondence Course, National Policies and Procedures Manual, and National Chairman's Plan of Action.
2. Develop course outline and material based on the National Chairman's Plan of Action. This should include a course for Senior members and one specific course for the Juniors.
3. Encourage all Senior to take the National Leadership Correspondence Course and all Junior members the National Junior Leadership Correspondence Course. The courses are developed to be taken singly or as a group. They can be found on the National Web Site.
4. Discuss course schedule for the year with the Department President and Department Secretary. The Department President may wish to have special indoctrination for new officers and chairmen at the beginning of the year.
5. Write bulletin for distribution to Units with Leadership "how to" information and, listing course schedules and your availability for the year.
6. Contact District Presidents and offer your services for District sponsored Leadership Courses (this should include an opportunity for Junior specific courses also). This should be done by October 1st to ensure adequate planning and publicity time is available.

7. Write articles for July Evergreen News issue to offer 'Leadership Tips' for all Unit members.
8. National Leadership Correspondence Course completion cards are coordinated with the Department Secretary. Ensure that Leadership cards are available for presentation to members completing the National Correspondence Course. The Department Secretary will print the cards. You are responsible for giving her a list of all those completing a course within five days of course completion.
9. Keep a record of members completing the course in order to have an accurate count for mid-year and end of year reporting to the National Divisional Chairman.

LEADERSHIP TRAINING CERTIFICATION

1. A white leadership card is available for all who complete the National Leadership course taken on line, given by the Leadership Chairman or taken during a Unit meeting. Anyone completing the course independently or as a Unit should report the name/names to the Department Leadership Chairman.
2. Leadership pins are available to those individuals holding a Leadership Card. They must be purchased through the National Emblem Sales.
3. The Leadership Chairman may prepare a Department training completion cards, however, the local course is not a substitute for the National Leadership Correspondence course and any completion cards must be different from the National completion cards.
4. The Department Chairman will coordinate with Department Secretary to complete and prepare Department Leadership cards.

LEGISLATIVE

The American Legion Auxiliary works side by side with the American Legion as a team in the support of legislative action affecting our Veterans' programs and our American way of life. The American Legion's Legislative policy is determined through resolutions adopted at National Convention or National Executive Committee meetings. These resolutions then became mandates to the National American Legion Legislative Commission, who in turn represents us before Congress.

AMERICAN LEGION

1. The American Legion Auxiliary Legislative program and policies are those of the American Legion.
2. In ALL matters pertaining to legislation, we follow the action of the American Legion.
3. NEVER ENDORSE A MEASURE UNTIL The American Legion has first endorsed it.
4. NEVER follow a policy which does not coincide exactly with the stand of the American Legion.

UNITS

1. Encourage Unit members to write letters to elected representatives. Answers received should be included in yearend report.
2. Encourage Units to order The Dispatch for legislative and rehabilitation chairmen, gifts for schools, libraries and other public places.
3. Encourage Units to set up Legislative Booths at Community or County Fairs and Shopping Malls.

VOTING

1. Unit members volunteer to baby-sit while parents vote.
2. Provide transportation for those not able to drive, or without a car.
3. Telephone committee urging members to vote.
4. Promote to 18 year olds their right to exercise their right to vote.

MEMBERSHIP

1. Will serve as the Department Membership Chairman until immediately following the National Convention.
2. It is suggested the membership chairman select a theme that enhances the National and Department President's theme.
3. There are presently no rules or guidelines for setting District and/or goals for new units.
4. Once the National deadline date has passed for dues, a final membership report should be compiled by the outgoing membership chairman and sent to the new chairman and to Department Headquarters.
5. A membership article shall be included in each issue of the Washington Evergreen News and the membership standings as space permits.
6. During the month of August a membership report and cover letter shall be mailed to each District President giving the new membership theme and the new goals based on the department goals given the department.
7. During the membership year, a weekly membership standing shall be sent to each District President and Vice President via email. This list should be sent every Friday. If a District President/Vice President does not have email, the membership chairman will print a copy and send to said president.
8. Report form format can be obtained from the Department Office.
9. A membership promotion fund shall be included in the annual budget.
10. Membership banners and monetary membership awards for presentation at the Department Convention shall be paid from this promotion fund.
11. Copies of all correspondence and membership standing reports generated by membership chairman shall be sent to Department Headquarters, and Department President.

NATIONAL SECURITY

Questions arise as to what is included in National Security - remember - if in uniform, it is National Security.

DISASTER PREPAREDNESS - EMERGENCY PLANNING

1. Preparation for earthquakes, fires, floods etc. are all part of the overall National Security program.
2. How would/could we cope should a major disaster strike?
3. Include in Mid-Year report to the National Division Chairman by a deadline set by National.
4. Contact Federal Emergency Management Agency for information (FEMA), PO Box #70274, Washington, DC 20024.

UNITS

1. Encourage units to order THE DISPATCH.
2. Submit reports for department and national awards.
3. Participate in all phases of the National Security program.
4. Award U. S. Savings Bonds to Americanism Essay contest winners
5. Complete and return Consolidated Unit Report.
6. Support the U.S.O. Send donations to Department office.
7. Prepare narrative with pictures of activities for National Convention. Send to National as requested in National Plan Of Action.

U.S. SAVINGS BONDS

1. Purchase a share of your future.
2. Give Savings bonds as awards.

3. Buy Savings Bonds for educational purposes. They can be tax exempt. For information contact local financial institutions or write: Office of Public Affairs, U. S. Savings Bond Division, 800 K St NW St #800, Washington, D.C. 20226.

POW/MIA AWARENESS

1. Draw awareness to the fact a multitude of questions remain unanswered on the fate of some 2,200 Vietnam Veterans.
2. Keep this issue alive. Support The American Legion's stand against normalizing relations with the Vietnamese and lifting the economic embargo. Write those in office.
3. Drape an empty chair with a POW/MIA flag.
4. Observe National POW/MIA Recognition Day.

VISITATIONS

1. Advise the Department President of invitations to speak.
2. Be prepared - stress the importance of: Purchasing US. Savings Bonds, Emergency Preparedness, Crime Prevention, POW/MIA

Defense of our nation and any other projects or programs National and/or the Department President have placed special emphasis on.

ORGANIZATION POLICY AND ADVISORY COMMITTEE

The Organization Policy and Advisory committee is charged with the guidance of all process, protocol and policies of the American Legion Auxiliary, Department of Washington.

The committee shall be a rotating committee and consist of the following members:

Past National officers, including Past National Presidents

Current National chairmen and/or officers

Current Department President

Three Past Department Presidents service a three year term: one appointed each year by the
Department President with the senior PDP serving as chairman

A District President from each side of the state, one east side, one west side who is appointed by
the Department President.

This committee shall meet at least twice annually; prior to the Department Convention and at the Department Executive Committee. If they are called in early for these meetings, they shall be compensated with per-diem and mileage.

The primary duties are:

1. Assure mandates of the National Organization of all programs and projects of the American Legion Auxiliary are being met by our Department Chairmen and their activities.
2. When the need arises, audit the committee processes. Since some of the information gathered at these meetings could be hearsay and rumor, these meetings will remain confidential at all times and not divulged until a full report has been given and accepted. The Chairman shall be the spokesperson for this committee.
3. Assure all resolutions presented to the Department are not in conflict with any of the National Organization's Policies and Procedures and the Constitution and Bylaws, and if in compliance, recommend that resolution for adoption. If not in compliance recommend that this resolution be "rejected" stating the reason.
4. Assure the resolutions adopted have been applied to the most current Constitution, Bylaws and Standing Rules and are on file.
5. Serve as an advisory committee to the Department President.
6. Maintaining the Policy and Procedure Manual.

PAST PRESIDENTS PARLEY

PAST PRESIDENTS - DEPARTMENT CONVENTION

Respectfully initiates new Junior Past into Past Department Presidents.

PAST PRESIDENTS PARLEY – UNITS

1. The Unit's President appoints the Parley chairman.
 2. Past Presidents should assist the President whenever and however asked.
 3. Enroll new members into the Unit and welcome them.
 4. Help collect dues.
 5. Remember Women Veterans in VA facilities and nursing homes.
 6. Have fund raising projects for Nurses Scholarships.
 7. No dues may be charged to belong to a Parley.
- URGE UNITS TO ORGANIZE A PAST PRESIDENTS PARLEY, IF THEY DO NOT ALREADY HAVE ONE.

POPPY

The little red Memorial Poppy, an emblem of sacrifice, serves a three-fold purpose; it is an expression of gratitude of this country to those who fought to keep America free. Disabled Veterans treated at VA facilities are paid to make the Poppies. Monies received from the distribution of Poppies are placed in Restricted Funds to be used only in assisting Veterans and their families and military recuperating in hospital.

COST OF POPPIES

1. Large Poppies are available from other states. Contact Department Secretary for contact information.
2. Patients at poppy manufacturing are paid \$.15 for making a Poppy.
3. Cost of Poppies to Units is \$.18 per poppy.

POPPY DISTRIBUTION

1. Dates to distribute for contributions are 2 weeks around Veterans Day, and/or Memorial Day and/or a designated community day.
2. May is Poppy Month.
3. Have Poppy Distribution publicized.
4. Encourage Junior members Post and S.A.L. members to assist in Poppy Distribution.
5. Those distributing Poppies should be instructed. Those distributing Poppies do NOT make any money - ALL ARE VOLUNTEERS.
6. All of the funds received are placed in Restricted Funds and used solely for the purpose of assisting Veterans, their families and military recuperating in hospital.

POPPY GIRL (MISS POPPY)

1. Encourage Units to sponsor Miss Poppy and compete on national level.
2. Miss Poppy must be from 6 - 10 years of age and Miss Senior Poppy ages 11 - 18.
3. She must be a Junior Auxiliary member.
4. Department chairman will determine the method for selecting Miss Poppy on the department level.
5. Funds for Miss Poppy to attend Department Convention would be as allowed by the Department President and budget.
6. Units having a Miss Poppy should be encouraged to have her represent the American Legion Auxiliary at community functions.

POPPY POSTER CONTEST

1. Rules and groups for this contest shall be the same as National and this information shall be sent to the Units as soon as received from National.
2. Schools shall be contacted as soon as possible so posters can be incorporated in year's activities.
3. The Unit chairman shall select the winning poster and send to the department chairman. The department chairman then judges the entries and forwards the winners to National. Prizes for department winners will be presented at Department Convention.
4. Units should present their awards before the end of the school year.
5. The department chairman should stress the need to follow the rules, or the entry could be disqualified.

POPPY PRODUCTION

1. The Poppy manufacturing chairman and Poppy chairman should work closely together, assisting each other to ensure a successful Poppy year.
2. Information regarding Poppy Production is detailed in a separate section entitled Poppy Manufacturing.
3. Poppy Manufacturing Chairman will send the Poppy Chairman a copy of the inventory at the close of Poppy manufacturing.

PUBLICITY

1. Invite media to all ceremonies.
2. Encourage Units to visit their local Mayor with Unit Miss Poppy in order to open "Poppy Distribution".
3. Publicize Poppy Distribution – talk about the American Legion Auxiliary Poppy program.
4. Department Poppy Chairman should work closely with the Department Public Relations Chairman for better publicity on a state wide basis.
5. The department chairman, or her representative, is to present the Poppy Story at the Girls State session.

UNITS

1. Offer to provide Poppy arrangements for community affairs.
2. Present Poppy Corsages to guests in lieu of "live" flowers.
3. Use Poppies in some way for each function during the year.
4. Poppy orders due at Department Headquarters by November 1st.
5. Units should consider increasing Poppy orders every year.

POPPY PRODUCTION

AUDIT

The books of the Poppy Production Chairman are included in the department annual audit.

INVENTORY

1. At the close of the Poppy manufacturing, the production chairman is responsible for preparing an inventory in triplicate of all Poppy material on hand.
2. One copy to be sent to Department Headquarters, one to Poppy Chairman and one to the Hospital Representative.

MONIES FOR POPPY ACCOUNT

1. The Chairman will request funds as needed from department headquarters; said money to be deposited in a checking account in the name of American Legion Auxiliary Poppy Account. Funds should be disbursed for postage, packing material, paying Veterans for making Poppies and other related expenses. Additional funds may be requested as needed.
2. At the end of the Poppy making year, any sum over \$100 shall be returned to Department Headquarters.

3. A balance of \$100 shall be retained thus eliminating reprinting checks the following year.

ORDERING POPPY MATERIAL

1. Poppy Production Chairman shall recommend to the Department Secretary all material needed for the year.
2. Department Secretary shall order through National and have items shipped directly to the agreed upon site.
3. The Department Secretary shall also order a supply of labels to be sent at the same time as the other order.

POPPY PRODUCTION

1. Patients are paid \$.15 for making Poppies. Any change in amount to be made by vote of executive committee.
2. Poppy Production may start at the discretion of the Poppy Production Chairman. It is suggested that it should be as soon as possible to allow sufficient time.
3. The Department Secretary shall provide a list of Poppy orders no later than November 10th. List to include name and address to whom Poppies should be shipped.
4. Poppies will be shipped at lowest cost, whenever possible.

PUBLIC RELATIONS

1. The Department Public Relations Chairman shall work with the Unit Public Relations Chairman in a coordinated effort to enhance the image of the American Legion Auxiliary.
2. The Department Public Relations Chairman's responsibility shall be Public Relations. When applicable, she shall arrange news conferences for the Auxiliary dignitary's publicity for newspapers, radio and television and e-mail. Each Unit Public Relations Chairman shall submit a report to the Department Chairman for her report to National.
3. The itinerary of the Department President shall be shared with the Unit Public Relations Chairmen so they can send a picture and article to the local newspapers.
4. She shall prepare a "Press Book" to be presented to the Department President showing all of her work accomplished that year. (Newspaper, Newsletter, etc.)

CERTIFICATES OF APPRECIATION

Certificates of Appreciation shall be presented to the newspapers, Radio and Television Stations as requested by the annual questionnaires.

UNITS

1. The Department Chairman shall keep units informed as to the availability of scripts or other material for the promotion of the programs through the media of newspapers, radio, television and computer media. Information should include instructions as to where and how it can be obtained.
2. The Department Chairman shall help units who wish to establish a web site to publicize the activities of their unit.
2. THE DEPARTMENT PUBLIC RELATIONS CHAIRMAN SHALL FUNCTION THROUGH DEPARTMENT CONVENTION WITH PUBLICITY FOR INCOMING OFFICERS AND CHAIRMEN TO BE SENT TO CONVENTION CITY PAPER AND HOME TOWN PAPERS OF THE PRESIDENT AND VICE PRESIDENT.

RESOLUTIONS COMMITTEE

The goal of the Resolutions Committee is to facilitate the process by which Units or members prepare Resolutions so that the final products which are discussed at Convention are free of typographical errors or

errors in content or format. The Resolutions Committee is responsible for screening all resolutions to amend the Department Constitution, Bylaws or Standing Rules submitted by members for consideration at Department Convention. The Resolutions Committee shall consult with the Department Constitution and Bylaws Chair and/or the Parliamentarian at any time as it carries out its duties.

Members will submit resolutions to the Department Secretary/Treasurer at any time, on or before May 1 of any year. Within 5 days of receipt, the resolutions will be numbered and dated, and forwarded to the Resolutions Committee. The Resolutions Committee will review and process the resolutions, and return them to the Department Secretary/Treasurer as soon as possible. She will mail them to each local Unit in the Department and to the members of Resolutions Committee continued

the Department Executive Committee, at least thirty days prior to the annual Department Convention.

If resolutions are received after the May 1 date, there may be insufficient time for mailing out for Unit and Executive Committee consideration. If not mailed out, they will be distributed to Convention delegates after review and processing by the Resolutions Committee.

Specific responsibilities and duties of the Resolutions Committee are to:

1. Educate members on the process of writing resolutions.
2. Verify resolutions are in proper form and ready for consideration at Convention.
 - a. Eliminate duplication where similar resolutions are offered.
 - b. Ensure that all resolutions relating to a specific subject will be offered in a logical sequence.
 - c. Refer any resolution involving the expenditure or appropriation of money to the Finance Committee, which will return it to the Resolutions Committee with its recommendation about the Resolution.
 - d. Refer resolutions to Committee Chairs, if and when appropriate, and ask the Committee Chairs to return them to the Resolutions Committee with comments and opinions.
 - e. Coordinate with the resolution author if any questions are raised during the review process, asking for clarification or for revision of the resolution.
 - f. Ensure that any resolution or recommendation to be referred to the National American Legion Auxiliary or the American Legion is acted upon by the convention body.
3. Hold an open meeting before the first day of Department Convention at which time all resolutions received to that point will be distributed to those attending, and the resolved clauses read. Those writing the resolutions will be especially invited and encouraged to discuss the reasons that the resolutions were written. Attendees can ask questions, but no general pro and con discussion will be in order.
4. Report all resolutions to the Department Convention.
5. At the appropriate time at Department, members of the Committee will read each resolution either once or twice, as required. After the final reading, the resolutions will be reported as recommended to the Convention body for discussion and action.
6. The Resolutions Committee will not make any recommendation as a Committee about any resolution.

AWARDS (FORMERLY TROPHES AND AWARDS)

1. The chairman shall be in charge of display and delivery of all awards given at the Department Convention.
2. She shall gather all awards from the Department Officers and Chairmen and have them in a central location in the main meeting room of the Department Convention. She shall check to make sure that all the appropriate signatures are in place, and if not, return to the chairmen to be completed.
3. She shall see that a table is set for the display of these awards.

4. She shall see that all awards to be given to the Units and Districts shall be delivered promptly when awarded. She shall deliver them to the Unit winning, if present, or to the District Page who will deliver to that Unit. If that Unit is not in attendance, the awards will be delivered to the District President for delivery. The District President shall turn those awards over to the in-coming District President at the close of the convention.
5. She shall gather signatures for each recipient receiving an award as verification that they were delivered.
6. Any awards not delivered, for whatever reason, shall be returned to the awarding officer or chairman.
7. She shall prepare a report for the book of reports. This report is also to be given orally and shall consist of the awards to be given, by committee, count and the number of recipients, including scholarships. No actual names shall be used of recipients in this report.

UNIT DEVELOPMENT AND REVITALIZATION

MEMBERSHIP

1. The purpose of this Chairman/Committee is better communication with new members.
2. To help struggling Units get back on their feet.
3. To charter new units.
4. Mentor new and struggling units.
5. The District Vice President in each district will be the Member/UD& R Chairman for her District. She will appoint a team to help within her District.

BULLETINS

The Department Chairman will write a bulletin for distribution to Units and the District Presidents.

YEAR END REPORT

The Consolidated Unit report is important; the sum total of work done in Washington is the basis for our being recognized by Congress as a spokesman for our Veterans.

BUDGET

As stated in the department budget passed at the Department Convention.

AWARDS

Awards presented annually as listed in the Department Membership Guide. The Department chairman or a committee she selects shall judge all entries. National awards are listed in the Plan of Action.

VETERANS AFFAIRS AND REHABILITATION

1. The Veterans Affairs and Rehabilitation Committee shall consist of one hospital representative/chairman from each VA facility and state veterans homes, and one as Field Service Director as designated by the Department President.
2. The Department Veterans Affairs and Rehabilitation Committee shall have direct charge and supervision over all rehabilitation activities of the Department and shall be charged with carrying out the Veterans Affairs and Rehabilitation mandates of the Department Convention, National organization and the Veterans Affairs.
3. The Veterans Affairs and Rehabilitation Chairman shall propose an annual budget for the Department President and the Finance Chairman.
4. All Unit contributions may be sent directly to Department Headquarters for a specific VAMC.
5. The Veterans Affairs and Rehabilitation Committee shall meet with the Department President and Secretary annually to plan the year's program.

6. Hospital Representative and Deputies shall be appointed by the Department President, ratified by the D.E.C. and certified by the Department Secretary to the Veterans Administration Voluntary Services, they shall serve until the Department Convention.
7. Records and procedure books shall be kept by all members of this committee and shall be given to the Department Secretary during the Department Convention prior to receiving any budgeted convention expense money.

DUTIES OF THE VETERANS AFFAIRS & REHABILITATION COMMITTEE MEMBERS:

DEPARTMENT CHAIRMAN

1. She shall coordinate the duties of this committee.
2. She shall prepare the department bulletin as soon as the National Bulletin is received.
3. She shall attend District Conferences at the request of the Department President, Mid-Year D.E.C., Leadership Workshop and Department Convention.
4. She shall attend hospital functions and programs under the direction of the Hospital Representative.
5. She shall be responsible for compiling reports and presides over judging of the Department Veterans Affairs & Rehabilitation Awards.
6. She shall compile a summary for the Book of Reports.

HOSPITAL CHAIRMAN

1. She shall coordinate the activities between the Veterans Affairs, Department and Hospital.
2. She shall make an official visit to all facilities and submit a report to the Department President and other members of the committee, including, in the report, any suggestion by the Veterans Affairs Director of Volunteers that would make our program more effective.
3. She shall, at the Department President's request, schedule the President's official visit with the Chief of Staff at each facility.
4. She shall attend the Gift Shop and other Hospital functions and programs as her schedule permits and the budget provides.
5. She shall substitute for the Field Service Director when necessary.
6. She shall compile the Gift Shop and "Hospital Needs" list and send to the Department Headquarters in time for distribution at the annual Convention.
7. She shall send a list to the Washington Evergreen News Auxiliary Editor regularly.
8. She shall coordinate with the local Auxiliary Convention Chairman, the VA&R Luncheon. The Department Secretary at the direction of the Department President shall send invitations to the National guest, the Chief of Staff and Chief of Volunteer Services, the volunteer from the Auxiliary, Legion and Junior having the most certified hours as reported on the annual questionnaire.
9. She shall prepare a Department Bulletin as soon as national bulletin is received.
10. She shall compile a summary for the Book of Reports and also send a copy of her report Chairman by May 10th.

FIELD SERVICE DIRECTOR

1. She must have completed the American Legion Auxiliary Field Service Orientation course.
2. She shall hold Field Service Courses as requested throughout the Department.
3. She shall compile a summary for the Book of Reports and send a copy of all her reports to the Department Veterans Affairs and Rehabilitation Chairman no later than May 10th.
4. Using the Convention memorial list, she shall pull the cards of deceased members from the file.

HOSPITAL REPRESENTATIVES AND DEPUTIES

1. HOURS: The Hospital Representatives file reports, schedule volunteers and plan programs for their respective stations.

2. Representative and Deputies are charged with overseeing patient needs, continuing projects, volunteers (coffee servers), donations of handmade items (i.e. slippers, ditty bags, etc.), VAVA meetings, etc., Vancouver Liver/Kidney Transplant Unit with food supplies, and Christmas Gift Shop; ledger entry to proper fund for all activity of the Hospital check book (i.e. Gift Shop, patient needs, etc.), the banking, check disbursement, bank reconciliation, etc. A voucher system will be set in place to control all monies and only by issue of a receipt. An advance to the Representative or a Deputy could be made by voucher. However, if no receipts are provided for that advance, then no more advances will be issued. This is due to the need to cover all spending and be accountable.
3. Mail/email current monthly reports to the Department President, Vice Presidents, Secretary, Veterans Affairs and Rehabilitation Chairman, Hospital Director and Finance Committee chairman by the 10th of each month. These reports shall include income and expenditure breakdown, monetary and material contributions by Unit.
4. Volunteer hours listing individual regular hours and total occasional hours per month, shall be sent quarterly to the same people, except for the finance committee chairman.

GIFT SHOP

Christmas Gift Shops shall be under the department direction and shall be held at the each VA and State hospital and veteran's home. The Department President will appoint a Gift Shop Chairman and Vice Chairman to carry out the Gift Shop activities. The Department Officers of the American Legion and American Legion Auxiliary and other committee members shall be sent invitations for the opening of Gift Shop. The Representative or Master of Ceremonies should introduce the Department Commander and President first. This can be done before or at the time of ribbon cutting. REMEMBER THIS IS AN AMERICAN LEGION AUXILIARY ACTIVITY, AFTER THE DEPARTMENT COMMANDER, PRESIDENT AND V.A. & R. COMMITTEE HAVE BEEN INTRODUCED, INTRODUCE THE HOSPITAL STAFF AND OTHER LEGION AND AUXILIARY GUESTS. Only carefully selected NEW items shall be sent to the Representatives for the Gift Shop. Representatives may re-evaluate the gifts. Hospital Representatives may be authorized to purchase additional gifts for the Gift Shop when needed. Left over articles may be used for Bingo or other prizes in various Hospital programs. An itemization shall be made of all items contributed to outside organizations or facilities. The Representative or Gift Shop Chairman should appoint volunteers to man the various stations, including refreshments. A report covering the activities will be submitted to the Department President and V.A. & R. Chairman by January 15th.

CONTRIBUTIONS RECEIVED FROM UNITS AND VALUE

1. Give credit for cash sent for canteen books. Use American Legion Auxiliary credit sheets for valuation when possible if packages are not accompanied by a slip from Units. Use your judgment for items. If the name of the person to whom the 2-fold card is to be sent is not enclosed, send to the secretary of the unit. Each Hospital Representative is furnished a confidential list from the Department Secretary. 2-fold cards should be enclosed with the contributions sent to the Hospitals to ensure proper credit for the Unit.
2. The Hospital Deputy should be scheduled on the days the Representative is not there and she could send the 2-fold cards also.

NUMBER OF HOSPITAL HOURS AND ACTIVITIES

1. Report annually by May 1st the volunteers and volunteers who have earned pins and bars. Pins and bars can be ordered from this list. The list will be kept as a permanent record at Department Headquarters.
2. List of 50 hour pins and bars with Volunteer's name as they are ordered and record on card for file at stations.
3. Maintain a complete list of credits received and value given the Units to be included in the year-end report.
4. Minutes of the VAVS meetings are to be sent to the Department President, Vice-Presidents, 3 Committee members, National President, and National VAVS. Representative to provide the Veterans Affairs at each station with a current listing of those mentioned so they can receive copies.

5. The Representative or Deputy shall see that a copy of the daily program and activities by the Veterans Affairs are posted in each station.
6. The Department expects the Representative and Deputies to attend all VAVS meetings. The Deputies have a voice, but no vote.

DRESS

American Legion Auxiliary emblems should be worn by all Volunteers at all stations. They may choose to wear VA smocks if provided by the VA facility.

EXPENSES

Representative shall be paid \$25.00 per month for expenses. Any change in amount to be made by vote of executive committee.

ANNUAL REPORT

Annual reports shall be compiled by the Hospital Representative and sent to the Hospital Director and Veterans Affairs & Rehabilitation Chairman no later than May 1st.

AUDIT

The books of the VA&R Hospital Representatives shall be audited annually at each Medical Center by 2 members of the American Legion Auxiliary. This audit shall be conducted at the close of books for the year, (July 31st) with completion and audit report due by the Mid-winter D.E.C.

The Finance Chairman will appoint one member of the Finance Committee to serve on each Audit Committee. The Department President at the end of her term of office will appoint one Auxiliary member (living near the facility) to serve on this audit committee. A copy of the audit shall be presented to the outgoing Department President, current Department President, 1st Vice President, 2nd Vice President, VA&R Chairman, Department Secretary/ Department Treasurer, and members of the Finance Committee at the Mid-Winter D.E.C. finance meeting. There will be no expenses allowed for the audit. It will be done on a volunteer basis. A public auditor shall not be hired. Cancelled checks and receipts must be held at the Rep's office in the respective facility for 5 years, and then destroyed by shredding.