

#1

DEPARTMENT OF WASHINGTON AMERICAN LEGION AUXILIARY  
RESOLUTION

CHANGE TO STANDING RULES

SUBJECT OF RESOLUTION: Poppy Manufacturing Reports  
ARTICLE NUMBER VI  
SECTION NUMBER 11

**WHEREAS** The Department Treasurer is responsible for receiving Poppy revenue, depositing into Department's account and properly tracking revenue and expenditures under the budget; and


**WHEREAS** The Poppy Manufacturing Representatives request funds as needed from the Department Treasurer; and The Department Treasurer deposits said money into the various American Legion Auxiliary Poppy Accounts, and

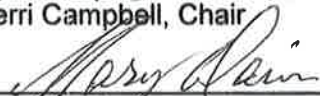
**WHEREAS** The Poppy Manufacturing Representatives disburse funds for postage, packing material, paying Veterans and other related expenses: and

**WHEREAS** The books of the Poppy Production Chairman are included in the department annual audit.; now, therefore be it

**RESOLVED** That (b) Poppy Manufacturing Representatives shall submit an accounting of all monthly expenditures along with a copy of the respective bank statements to the Department Treasurer by the 20<sup>th</sup> of each month following.

The Finance Committee

  
\_\_\_\_\_  
Terri Campbell, Chair

  
\_\_\_\_\_  
Mary Davis

  
\_\_\_\_\_  
Sue Steele

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JUN - 7 2016  
DEPT. OF WA

#2

DEPARTMENT OF WASHINGTON AMERICAN LEGION AUXILIARY

RESOLUTION

CHANGE TO DEPARTMENT STANDING RULES

SUBJECT OF RESOLUTION: DUES INCREASE

ARTICLE NUMBER III

SECTION NUMBER 7 (a)

WHEREAS, In the last eight years, The American Legion Department of Washington has suffered a dramatic decline in membership due a lack of membership renewals, reinstatements, and insignificant recruiting of new members resulting in an unhealthy drop in membership revenue; and

WHEREAS, A lack of revenue would cause the scaling back and/or elimination of many programs and services of The American Legion Department of Washington, and would prevent The Department's ability to meet its obligation to its employees as well as the community, state, and nation as articulated in the Preamble of The American Legion Constitution; and

WHEREAS, The Department membership in 2008 was 9881, and 2016 membership now stands at 6,010 - a difference of approximately 3,871 members resulting in a significant loss of revenue since 2008; and

WHEREAS, in 2013 there was an increase of Department annual dues for Senior members of Four Dollars (\$4) but this increase covered only the National Per Capita increase of Four Dollars (\$4) which took effect 2012-2013 fiscal year and there was no increase in our Department's net revenue; and

WHEREAS, The Department Senior Member per capita dues have remained constant at \$15.00 since 2008 despite the decreasing revenues and increasing expenses, now, therefore, be it

RESOLVED, By the American Legion Department of Washington in that the Senior Member annual per capita dues of The Department of Washington be increased by an amount no greater than Five Dollars (\$5) but no less than Two Dollars (\$2); and be it further

RESOLVED, That the amount of increase to be recommended by the Finance Committee at the Department of Washington 2017 Mid-Winter Conference, based on the Actual Income and Expenditures reported at that Conference, and the amount of increase be approved by the membership at that time.

FINALLY RESOLVED, That this Senior Member per capita dues increase will take effect on August 1, 2017.

The Finance Committee  
  
Terri Campbell, Chair  
  
Mary Davis  


Sue Steele

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#3

DEPARTMENT OF WASHINGTON AMERICAN LEGION AUXILIARY  
RESOLUTION

CHANGE TO STANDING RULES

SUBJECT OF RESOLUTION: ONLINE ACCOUNT ACCESS  
ARTICLE NUMBER V  
SECTION NUMBER 4 (b)

**WHEREAS** *The ability to view "real time" financial transactions online provides the opportunity to address any errors and/or inconsistencies as they appear rather than having to schedule a meeting at Department headquarters to view the same statements; and*

**WHEREAS** *The ability to view "real time" financial transactions online negates the need for additional reports to be sent on a monthly basis; and*

**WHEREAS** *the ability to view "real time" financial transactions online gives financial relief to the travel budget to view these statement; now, therefore be it*

**RESOLVED** *Add (b) to Article V, Section 4 of the Department of Washington Standing Rules: The Department Treasurer will assign the Finance Committee Chairperson online "view only" access to all Department banking accounts.*

The Finance Committee

  
\_\_\_\_\_  
Terri Campbell, Chair

  
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Mary Davis

  
\_\_\_\_\_  
Sue Steele

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#4

DEPARTMENT OF WASHINGTON AMERICAN LEGION AUXILIARY  
RESOLUTION

CHANGE TO STANDING RULES

SUBJECT OF RESOLUTION: Americanism Budget  
ARTICLE NUMBER III  
SECTION NUMBER 8 (f)

**WHEREAS** The Americanism Budget is currently set at \$500 with no stipulation as to how the funds are to be use; and

**WHEREAS** The American Legion Department of Washington Policies and Procedures Manual states that the Americanism Chairperson is responsible for holding the annual Department Americanism Essay Contest; and

**WHEREAS** National also conducts an Americanism Essay Contest which all students should be urged to enter; and

**WHEREAS** The Department of Washington is experiencing a period of decreasing revenues and the priority should be to keep all Americanism monetary awards within the state; now, therefore be it

**RESOLVED** That Section (f) shall be amended to read: Americanism - \$300 to be used for Americanism Essay awards within the State of Washington.

The Finance Committee

  
\_\_\_\_\_  
Terri Campbell, Chair

  
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Mary Davis

  
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Sue Steele

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#5

DEPARTMENT OF WASHINGTON AMERICAN LEGION AUXILIARY  
RESOLUTION

CHANGE TO STANDING RULES

SUBJECT OF RESOLUTION: Medical Center Reps  
ARTICLE NUMBER III  
SECTION NUMBER 8 (h)

**WHEREAS** The Medical Center Representatives have been budgeted at \$25 per month reimbursement per representative for out of pocket expenses which is an annual total of \$2,400 budgeted; and

**WHEREAS** The Medical Center Representatives actual out of pocket expenses submitted have only totaled \$50 in 2014, \$0 in 2015 and \$250 in 2016; and

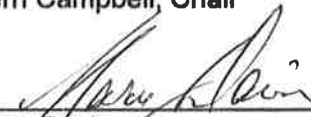
**WHEREAS** The \$2400 for Medical Center Representatives is a restricted budget mandated by the Standing Rules therefore the funds cannot be allocated elsewhere; and

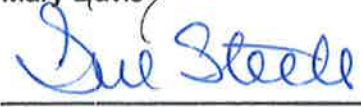
**WHEREAS** The Department of Washington is experiencing a period of decreasing revenues and must budget according to need; now, therefore be it

**RESOLVED** That Section (h) shall read: Each Medical Center Representative shall be reimbursed on the basis of an itemized statement, submitted periodically to the Department Secretary for their out of pocket expenses for Rehabilitation work, not to exceed One Hundred Dollars (\$100) per fiscal year per representative.

The Finance Committee

  
\_\_\_\_\_  
Terri Campbell, Chair

  
\_\_\_\_\_  
Mary Davis

  
\_\_\_\_\_  
Sue Steele

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#6

DEPARTMENT OF WASHINGTON AMERICAN LEGION AUXILIARY  
RESOLUTION

CHANGE TO STANDING RULES

SUBJECT OF RESOLUTION: Ward Supplies Budget  
ARTICLE NUMBER III  
SECTION NUMBER 8 (f)

**WHEREAS** *The Veterans Affairs and Rehabilitation Ward Supplies have been budgeted \$1600 annually; and*

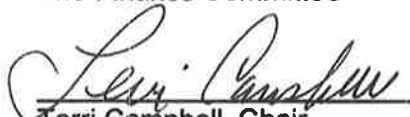
**WHEREAS** *The Veterans Affairs and Rehabilitation Ward Supplies actual funding used have only totaled \$0 in 2015 and \$600 in 2016; and*


**WHEREAS** *The \$1600 for Veterans Affairs and Rehabilitation Ward Supplies is a restricted budget mandated by the Standing Rules therefore the funds cannot be allocated elsewhere; and*

**WHEREAS** *The Department of Washington is experiencing a period of decreasing revenues and must budget according to need; now, therefore be it*

**RESOLVED** *That Section (f) shall be amended to read: Veterans Affairs and Rehabilitation Ward Supplies - \$800 distributed in accordance with Standing Rules, Article II, Section 6.*

The Finance Committee

  
\_\_\_\_\_  
Terri Campbell, Chair

  
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Mary Davis

  
\_\_\_\_\_  
Sue Steele

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#7

AMERICAN LEGION AUXILIARY, DEPARTMENT OF WASHINGTON  
RESOLUTION

Changes to Department:

- Constitution
- Bylaws
- Standing Rules

Subject of Resolution: Girls State  
 Section number: 9  
 Page number: 37

Whereas: Our current Department Standing Rule Section 9 Girls State (j) reads: The Director shall have full administrative authority over the functional aspects of the program; administer the details of the program as prescribed by the Girls State Committee, submit a tentative budget five (5) days prior to Department Convention for the ensuing year, to the Department Finance committee; prepare all working materials as will be required for the teaching and practice of the city, county and state governmental functions, prepare a program and time schedule for Girls State, make arrangements for housing, feeding, medical care; provide recreational facilities; provide such equipment and material as are required for identification, recognition or awards for Girls State Citizens; select qualified personal under the policies laid down by and with the approval of the Girls State committee. The staff is to include all members of the rotating Girls State committee.

Whereas: A budget for the Evergreen Girls State has to be prepared and presented to Executive Committee

Whereas: Department Standing Rule Article VI, Section 9 Girls State (j) was discussed at Feb. 2016 Committee Meeting

Whereas: Standing Rule states that to submit a tentative budget 5 days prior to Department Convention, which is not always possible because not all the bills will have been paid.

Whereas: By deleting the remainder of the Standing Rule detailing the responsibilities of Director is covered shall have full administrative authority and more of a procedure policy.

Now therefore be it resolved that: Department Standing Rules Section 9: Girls State (j) read: The Director shall have full administrative and financial authority over the functioned aspects of the program; she is to prepare and submit budget by Feb. 1 of the ensuing year to Department Finance Committee and Executive Committee.

And be it further resolved that: Standing Rule Article VI, Section 9 be re-lettered as necessary;

And be it further resolved that this become effective immediately follow close of Department Convention 2016

This resolution is presented by the Department Girls State Committee and was passed unanimously on June 10, 2016

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*Andrea Dobson*

Evergreen Director

*Barbara Rutherford*

Committee Member

*Patty J. Pelt*

Committee Member

*Rebecca Bastwick*

Committee Member

*Kimberly Cully*

Committee Member

*Cathy Mulhall*

Committee Member



#8

AMERICAN LEGION AUXILIARY, DEPARTMENT OF WASHINGTON  
RESOLUTION

CHANGE TO DEPARTMENT 3.

- Constitution
- Bylaws
- Standing Rules

Subject of Resolution: Girls State  
 Section number: 9  
 Page number: 36 & 37

WHEREAS: The Evergreen Girls State committee met in Feb. 2016 to plan for 2016 Girls State Session

WHEREAS: The following was brought up about the rotation of the Girls State Committee members.

WHEREAS: To add consistency into the rotation of Committee members as it is sometimes difficult to find members to participate on the committee.

WHEREAS: Our current Department Standing Rules, Article VI, Section 9-Girls State (a) states; This Girls State program shall be governed by the Girls State Committee.

NOW THEREFORE BE IT RESOLVED THAT: Our current Department Standing Rules, Section 9 Girls State currently reads (a) The Girls State program shall be governed by a Girls State Committee composed of: 1. The Department President 2. A rotating committee of five (5) members selected from the membership at large, one (1) or more to be appointed by Department President, for a term of three (3) years, plus a Director who is appointed by the Department President as stated in Article VI, Section 9 (c)

(b) The director will oversee and coordinate the activities of the Girls State Committee. She must have served a minimum of one (1) year on the rotating committee. The five (5) rotating members may not be appointed for more than two (2) consecutive terms. There shall be no time limit to the length of office the Girls State Director, subject to the appointment of the Department President.

(c) The Department President shall annually designate an individual from the membership at large as Director of Girls State for that year.

(d) Vacancies in the committee shall be filled by the Department President with the approval of the Department Executive Committee.

Now Therefore be it resolved that: Department Standing Rules Article VI, Section 9-Girls State (a) reads: The Girls State program shall be governed by the Girls State Committee composed of 1. The Department President 2. A rotating committee of five (5) members plus a Director who is appointed by the Department President as stated in Standing Rule Article VI, Section 9 (c) The selection of the Girls State committee is from the membership at large, for a term of five (5) years. One (1) member rotating off the committee each year and now one appointed each year by Department President. After a committee member has served five (5) years on the committee she must stay off the Girls State Committee for one (1) year before being eligible for reappointment to the committee. The staff at Girls State will include the members of the Girls State Rotating Committee.

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(b) The Department President shall annually designate an individual from the membership at large as Director of Girls State for that year. The Director will oversee and coordinate the activities of the Girls State Committee. She must have served a minimum of one (1) year as on the Evergreen Girls State Committee rotation committee. There shall be no time limit to the length of office of the Girls State Director, subject to the appointment of the Department President.

(c) Vacancies in the committee shall be filled by the Department with the approval of Department Executive Committee. If a vacancy occurs in the rotation committee the person appointed to fill the vacancy will finish out the vacant term on the Girls State Committee.

AND BE IT FURTHER RESOLVED THAT THE: Department Standing Rules Article VI, Section 9 Girls State be re-lettered as necessary , and become effective immediately following the close of Department Convention 216.

This resolution is presented by the Evergreen Girls State Committee and was passed unanimously by the Evergreen Girls State Committee on June 10 2016

Andrea Dobson

Evergreen Girls State Director

Barbara Rutledge

Committee Member

Patty Duffell

Committee Member

Renee E. Bestwick

Committee Member

Lewi Sun Powell

Committee Member

Cathy Mulhall

Committee Members

RESOLUTION

CHANGE TO DEPARTMENT  
 Constitution  
 Bylaws  
 Standing Rules

Subject of resolution: Audit Committee  
 Article number and name: Article VI; Department Chairman  
 Section number: Section 1, (a)  
 Page number: Page 33

WHEREAS, Article VI, Section 1, (a) currently reads "An Audit Committee of three (3) people shall be appointed by the President to conduct an annual audit. The committee shall be allowed to meet with up to \$50.00 (fifty dollars) a day plus mileage, on presentation of completed voucher with attached receipts."

WHEREAS, having three new Audit Committee members appointed each year makes it difficult to have the continuity that is needed from year to year when reviewing our Department procedures and accounting.

WHEREAS, having a rotating committee will ensure that corporate knowledge of the Auxiliary policies and procedures are retained resulting in a more comprehensive audit.

NOW THEREFORE BE IT RESOLVED THAT, Article VI, Section 1, (a) and add (b) shall read

(a) "The Audit Committee shall be composed of three (3) members who shall serve for a three (3) year term, on a rotating basis, one new member to be appointed by the Department President each year. The member occupying the senior position shall be the Chairman. The Department Secretary and the Treasurer shall serve as advisory member without vote, on call.

(b) The committee shall be allowed to meet with up to \$50.00 (fifty dollars) a day plus mileage, on presentation of completed voucher with attached receipts."

This resolution is presented by the Audit Committee and signed during a special meeting held on June 15<sup>th</sup>, 2016.

Karen Schultz, Karen Schultz Chairman  
Barbara Pettinger, Barbara Pettinger Member  
Karen Grundler, Karen Grundler Member

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#10

# RESOLUTION

CHANGE TO DEPARTMENT	
<input type="checkbox"/>	Constitution
<input type="checkbox"/>	Bylaws
<input checked="" type="checkbox"/>	Standing Rules

Subject of resolution: <u>Scholarships</u>
Article number and name: <u>Article VI; Department Chairman</u>
Section number: <u>Section 5</u>
Page number: <u>Page 35</u>

WHEREAS, the Audit Committee in 2012/2013 and in 2015/2016 recommended to have an expiration date placed on the scholarship funds awarded to each recipient.

WHEREAS, scholarship monies that have been awarded are kept in the General Fund until they are paid out creating a false amount of monies available.

THEREFORE BE IT RESOLVED THAT, Article VI, Section 5, (g) shall read:

(g) "Scholarships that have been awarded shall be transferred into a restricted account. Funds will be retained for five (5) years. If unclaimed within that time, the funds shall revert back the appropriate account."

THEREFORE BE IT FURTHER RESOLVED THAT, an expiration date of five (5) years from the date of the award be added to the Scholarship Payment Form notifying students, with the new fiscal year.

This resolution is presented by the Audit Committee and signed during a special meeting held on June 15<sup>th</sup>, 2016.

Karen Schultz, Karen Schultz Chairman

Barbara Pettinger, Barbara Pettinger Member

Karen Grundler, Karen Grundler Member

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DEPT. OF WA