

AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALASKA



Policy and Procedure Manual

2023

POLICIES AND PROCEDURES

DEPARTMENT ORGANIZATION

AMERICAN LEGION AUXILIARY

DEPARTMENT OF ALASKA

Adopted 2008

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PREFACE

Policies and Procedures are rules and regulations for the guidance of an assembly, which have been adopted, the same as ordinary resolutions, by a majority vote without previous notice.

A Policy or Procedure may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote. Policies and Procedures are usually adopted, as they are needed, in the form of resolutions.

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I. National Organization

1. The proper name of our organization is American Legion Auxiliary, ‘NOT’ Ladies Auxiliary or Women’s Auxiliary. It is often noticed that Department and Post Officers of The American Legion refer to the American Legion Auxiliary improperly at public functions and various other occasions.
2. After consultation with The American Legion, the birth date of the American Legion Auxiliary has been designated as November 10, 1919.
3. Contact between The American Legion and the American Legion Auxiliary shall be maintained in all work, which is similar, and relations with The American Legion shall be conducted to ensure harmony.
4. The Judge Advocate of The American Legion shall be the Counsel General of The American Legion Auxiliary on all matters pertaining to the Constitution and Bylaws and shall perform such other duties as are usually incident to the office.
 - A. All requests for information from and opinions by the Counsel General MUST come through the Department President or Department Secretary to the National Secretary, and then to the Counsel General for their ruling, and said ruling will be sent by the National Secretary to the Department Office.

II. National Convention

1. The date and place of the National Convention of the American Legion Auxiliary shall conform to that of The American Legion.
2. Each Convention has a Committee on Rules. Said rules are adopted at the beginning of each National Convention.
3. At National Convention the Standing Committees and the Convention Committees hold Pre-Convention meetings as scheduled by the National President.

4. Guidelines for delegates, alternates and pages to National Convention.
 - A. Selection of delegates and alternates: The National Executive Committee Member and National Officers are delegates-at-large by virtue of their offices. Delegates and alternates shall be chosen from those present at Department Convention indicating they will be attending National Convention and those notifying the Department Secretary prior to Department Convention they will be attending.
 - B. It is appropriate to give priority to the following: Department President, Department Secretary, Department Treasurer, National Committee Chairs, National Committee members and other Department Officers.
 - C. Duties of Delegates and Alternates: Delegates are expected to be present at all Convention sessions and seated in the Delegates' Section. A member who does not plan to attend sessions or will not be present for the entire Convention shall not accept nomination as delegate or alternate.

If it is necessary for a Delegate to be away from the Convention floor, it is their responsibility to give their delegate's badge to the Delegation Chair or Secretary so that it may be worn by an alternate. Each delegate and alternate will be expected to attend the Pre-Convention Committee Meetings as assigned by the Department Secretary. Delegates and alternates are also expected to attend the Western Division Caucus. Others are encouraged to attend. These meetings are held at a date and time set by National Headquarters before the convention convenes on Monday.

- D. Fees: Registration fees for delegates and alternates will be paid by the Department. Registration fees for others must be paid to the Department Adjutant prior to the deadline established by The American Legion, Department of Alaska. Packets for delegates and alternates will be available from the Department Secretary. Packets for others will be available from the Department Adjutant.

If the American Legion Auxiliary, Department of Alaska pays the registration fee, and you cannot attend, you must notify the Department Secretary two weeks prior to the National Convention so that a replacement can be found or you will reimburse for the cost of the registration fee.

- E. Pages: Pages will be chosen by the Department President. They must be registered for Convention, but are not required to be a delegate or alternate. Dress for Pages will be as instructed by National Headquarters. Pages will be expected to attend meetings as called by the National Chair of Pages. Both pages must be seated with the delegation during Convention sessions. If it is necessary for a page to leave the delegation, it is essential that one page be left with the delegation. Pages are responsible for packing the flags at the close of Convention and arranging for the shipment of flags if appropriate.
- F. The President-Elect will stay with the Department delegation during National Convention. The Department Secretary shall request special housing considerations for members who require the same.

III. Department Convention

- 1. The date and place of the Department Convention of the American Legion Auxiliary, Department of Alaska, shall conform to that of The American Legion.
- 2. **Call to Convention**
 - A. The following forms are enclosed with the Call to Convention (which includes the call to Pre-Convention and Post-Convention DEC meetings):
 - 1) Special Memorandum
 - 2) Delegates and Alternates
 - 3) Certification of Delegates and Alternates
 - 4) Unit Officers/Positions contact information
 - B. List delegates and alternates in spaces provided on the Certification form. Each Unit is entitled to one delegate-at-large plus one delegate for each ten members or major fraction thereof whose current dues have been received at Department Headquarters thirty (30) days prior to the Convention. Election of delegates and alternates is to be held not less than two weeks before convention. Department Chairs, Department Officers, Past Department Presidents need not be listed as regularly elected delegates as they each have a vote in their own right.

These votes are cast with their Unit and are in addition to the Unit votes.

- C. Send the original of the completed Certification of Delegates and Alternates to the Department Secretary immediately following their election. Certification must be properly signed. The Chair of the delegation shall hand carry a second copy to the Convention in case the original does not reach the Department Secretary. A third copy shall be kept in the Unit files.
- D. Notice shall be given that the Pre-Convention Department Executive Committee meeting will be held prior to the combined opening and must be included with the Call to Convention.

3. **Endorsement of Department Officers**

- A. The Convention Nominating Committee will need Unit recommendations and endorsements. In addition to completing the Endorsement form, letters of endorsement shall be written by each Unit presenting a candidate for Department Offices. These letters, presenting the candidate's qualifications, shall be sent to each Unit in the Department. Permission must be requested from the Department Secretary before letters of endorsement are circulated to Units.
- B. It is always desirable to have as many Units as possible represented by the Department Officers and Chairs each year. However, because of the lack of recommendations from Units, it is often difficult to maintain this balance. Units are urged to endorse candidates for Department Offices and also submit recommendations for Department Chairs.
- C. All Candidates for elected offices are expected to be present unless excused. Request to be excused is made in writing, or in case of emergency, an individual may be excused by the Executive Committee. Candidates must physically reside in the State of Alaska.

4. **Convention Appointments by Department President**

- A. Credentials Committee ----- Department Secretary is the Chair and two additional members will be appointed
- B. Rules Committee ----- One member
- C. Constitution and Bylaws Committee ----- Department Chair of Constitution/Bylaws and two additional members appointed
- D. Resolution Committee ----- Three members
- E. Finance Committee ----- Department Finance Committee
- F. Nominations Committee --- appoint a Past Department President Chair (if possible), the Unit President or one delegate from each Unit in attendance
- G. Parliamentarian ----- One member
- H. Distinguished Guest Committee ----- Department Chair plus two additional members. It is important they reside in the town where the convention is being held
- I. Audit Committee ----- Department Convention Audit Committee

(A through I shall be appointed at least two weeks prior to Department Convention.)

- J. History and Scrapbook ----- Department History Chair shall appoint three members to judge from Units without submissions
- Poppy Contest ----- Department Poppy Chair from Units without candidates plus two additional members ‘= from Units without submissions
- K. Chaplain’s Prayer Book ----- Department Chaplain shall appoint three members to judge from Units without submissions
- L. Balloting ----- Three members appointed at Department Convention from Units without candidates

5. Duties of the Convention Committee:

Convention committees must report to the assembly and are not committees with power. The first member appointed to a Convention Committee will chair the committee. Convention Committee reports to the Convention shall include the following:

1. Guidelines by which the Committee proceeded.
2. Information obtained.
3. Findings or conclusions.
4. Resolution or recommendation.

Suggested wording for reporting findings

- a. “The _____ Committee wishes to report
....., this concludes the report of the Committee.”
- b. “The _____ Committee recommends.....”
Or “The _____ Committee recommends the
adoption of the following resolution,
Whereas,..... ”, follow the reading of the
resolution with “Madam President, the Committee moves the
adoption of this resolution.”

A. Credentials Committee

The Credentials Committee is appointed by the Department President. It is customary for the Department Secretary to be appointed Chair.

The duties of the Committee are to check credentials presented by Units present and to ascertain they are in order and properly signed. In addition the Committee will determine the voting strength of each Unit and tabulate the number of at-large delegates of each Unit present. Voting strength is determined by the Unit membership received by Department Headquarters thirty days prior to the Department Convention. At-large delegates are Department Officers, Chairs of Standing Committees and Past Department Presidents in attendance.

When credentials have been checked and tabulated, the Chair will verify a quorum is present. A quorum exists when 30% of the Units are represented.

When a paper ballot is cast, it is necessary for the Credentials Committee to meet and determine the voting strength of the Convention at that time.

B. Rules Committee - Convention Rules

1. All meetings of this Convention shall be called to order at the designated time, or as soon thereafter as a quorum is present.
2. The Chair may deviate from the printed program when necessary or expedient.
3. The Credentials Committee shall report at such time as directed by the Chair.
4. The audience shall remain seated during the business of the Convention. Delegates will not be allowed to enter or leave the meeting room during reports, balloting or while speakers have the floor.
5. The Chair of each delegation is charged with the responsibility of seeing that each member is carrying a valid membership card.
6. A member wishing to address the Convention shall rise, address the Chair, give their name and Unit and wait to be recognized by the Chair.
7. Debate on any question shall be limited to two minutes for each speaker. No person shall speak on the same question more than twice without the consent of the Convention.
8. Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from their Unit.

9. Ten minutes shall be allowed for the reading of reports of officers and Committees, except for that of the Department President.
10. All resolutions presented shall be in writing and signed by two qualified delegates or by action of a Unit.
11. Any resolution or recommendation involving the expenditure or appropriation of money shall be referred to the Finance Committee before being considered.
12. All resolutions shall be presented by the Resolution Committee and shall be voted upon individually as presented, with the exception of courtesy resolutions.
13. The Resolutions Committee shall report as directed by the Department President. Courtesy resolutions shall be presented as one of the last items of business of the Convention. Resolutions requiring action by The American Legion shall be given preference.
14. Resolutions may be presented from the floor when there is no pending business before the Convention. Any resolution rejected by the Resolutions Committee shall be brought to the Convention body for a vote with the knowledge that the Resolutions Committee rejected the resolution.
15. Report of the Nominating Committee shall be read once for information only. The second reading places the candidate's name in nomination, followed by nominations from the floor and balloting.
16. When there is but one candidate for any office, the balloting may be dispensed with and nominee elected by acclamation. When there is more than one candidate for any office the election shall be by secret ballot.
17. These rules may be amended during the Convention by a two-thirds vote.

18. Robert's Rules of Order, Newly Revised shall be the parliamentary authority on all points not covered by these Convention rules, the National Constitution and Bylaws and the Department Constitution and Bylaws and Standing Rules.

C. Constitution and Bylaws Committee

1. Time is important
 - a. The importance of time to this committee cannot be stressed enough.
 - b. All suggested changes shall be given to this Committee as soon as possible for consideration and rewrite.
 - c. This Committee is responsible for presenting at the proper time all proposed changes to the Constitution and Bylaws.
 - d. This Committee shall retire as soon as it receives information from the Resolutions Committee as to any proposed changes to Constitution and Bylaws in order to review and rewrite in proper form for presentation to the delegates.
 - e. All changes shall be read on the floor the second morning of the Convention to allow time for second reading and vote.
 - f. If a resolution regarding a change to the Constitution or Bylaws is read at a prior session, it can be passed with a unanimous vote.
2. Review
 - a. This Committee must review all of the items given to it, prior to presentation on the floor, and must confirm that changes are not in conflict with National Constitution or Bylaws.

- b. Amendments to National Constitution and Bylaws requiring amendments to Department Constitution and Bylaws are read for information only and do not require a vote.

3. Rewrite

- a. This Committee is responsible for preparing proposed changes to Constitution and Bylaws and/or Standing Rules in proper form.

Example: Proposed change as follows ----- Now reads, Article V, Section 2. Term of office of the Committee will be July 1 through June 30.

Will read,
Article V, Section 2. Term of office of the Committee will be January 1 through December 31.

- b. The Chair shall make note of the source of the change requested and report the recommendation of the Constitution and Bylaws Committee.

Example: "This proposed change was submitted by _____ through the Resolutions Committee. We recommend the adoption of this amendment."

- c. Second reading of amendments shall be followed by, "I move the adoption of the previously read amendment."

4. Reading on the Floor

- a. The Chair or member of the Committee reads the proposed changes to the Department Constitution first, followed by the proposed changes to the Bylaws and Standing Rules.
- b. The first reading of proposed changes is for information only and is not voted on at this time.

- c. The second reading of the proposed changes are read one at a time and voted on following the motion by the Committee Chair or other Committee Member reading the amendment.
- d. Following the vote, if the amendment passes, the new change is effective immediately unless otherwise stipulated in the amendment.
- e. When all amendments have been considered, the Chair will state, “Madam/Mister President, this concludes the report of the Constitution and Bylaws Committee.” All amendments and other materials must be given to the Department Secretary at this time.

5. Amendment Procedures

- a. Department Constitution - Article VIII Amendments
- b. Department Bylaws - Article X Amendments
- c. Department Standing Rules – Preface
- d. Unit Constitution - Article VII
- e. Unit Bylaws - Article X

D. Resolutions Committee

- 1. The Chair of the Resolutions Committee requests that Units and delegates submit any resolutions to be considered.
- 2. The Resolutions Committee meets immediately to review all resolutions. Any resolution pertaining to Finance or Constitution and Bylaws are turned over to that Committee for consideration. This shall be done immediately.
- 3. The Resolutions Committee drafts courtesy resolutions and presents all resolutions to the Convention. Courtesy resolutions shall be presented as one of the last items of business.
- 4. It is the responsibility of the Resolutions Committee to rewrite resolutions in proper form before presenting to the Convention for action.

5. The Resolutions Committee may be instructed to prepare resolutions for presentation by the President.
6. All resolutions are read on the floor only once and a vote is taken immediately. Any resolution rejected by the Resolutions Committee shall be brought to the Convention body for a vote with the knowledge that the Resolutions Committee rejected the resolution.
7. All resolutions in final form must be given to the Department Secretary at the close of Convention.
8. All resolutions shall be signed by two members of the Resolutions Committee. Action taken, whether passed or rejected, and the date must be recorded.
9. Any resolution needing action by The American Legion shall be read and voted on first and taken to The American Legion for action.

E. Convention Finance Committee

1. The Department Finance Committee is also the Convention Finance Committee. They review all resolutions concerning expenditures of Department funds and determine whether funds are available. They will make any necessary changes and recommendations for or against any expenditure.
2. All resolutions concerning finance are signed with a recommendation for rejection or approval of the Finance Committee. Resolutions will be returned to the Resolution Committee for proper action.

F. Nominating Committee

1. The Department President appoints the Chair of the Nominating Committee (who should be a past Department President if possible) and the President (if present) or a member of each Unit attending the Convention.

2. The Committee receives all letters of endorsement and reviews them to determine eligibility for office.
3. The Committee brings a slate of officers to the assembly. Each candidate endorsed by their Unit will appear on the slate of officers.
4. The members of the Nominating Committee may be nominated for any office without resigning from the Nominating Committee.
5. The Chair of the Nominating Committee reads the slate starting with President, First Vice President, Second Vice President, Historian, Chaplain, Secretary, Treasurer, Sergeant-at-Arms and two Executive Committee members. As each candidate's name is read, on the first reading only, the letter of endorsement is read to the assembly.
6. The first reading of the report of the Nominating Committee is for information only. The second reading of the report of the Committee places candidates' names in nomination and balloting follows.
7. Following the election of officers all letters of endorsement and other materials are given to the Department Secretary.

G. Parliamentarian

1. The Parliamentarian is a consultant who advises the President, other Officers, Committees and Members on matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely an advisory and consultative one. Only the Chair has the power to rule on questions of order or to answer parliamentary inquiries.
2. It is the duty of the Parliamentarian, as inconspicuously as possible, to call the attention of the Chair to any error in proceedings that may affect the substantive rights of any member or may otherwise do harm.

3. The Parliamentarian shall be seated to the right of the Chair. After the Parliamentarian has expressed an opinion on a point, the Chair makes the final ruling, and in doing so, has the right to follow the advice of the Parliamentarian or to disregard it.
4. The Parliamentarian shall have at hand at least the following:
 - a. National Constitution and Bylaws
 - b. Department Constitution and Bylaws
 - c. Unit Constitution “Template”
 - d. Unit Guide
 - e. Roberts Rules of Order, Newly Revised

H. Distinguished Guest Committee

1. The Convention Distinguished Guest Committee Chair is the Department Standing Committee Chair. The Chair’s duties include coordination of accommodations, approve housing, arrange media coverage, local transportation (including proper escort), complimentary dining tickets and corsage or gift to be presented. The Chair shall inform the Department President of any titles or pertinent information about the guest to be used in introductions. The Chair shall receive expense money or gratuity, placing it in an envelope for presentation before guest leaves the premises. The Chair acts as the official hostess (with the exception of those guests who are the responsibility of the National Executive Committee Person) scheduling activities, giving the guest an opportunity to decide participation and informing the Department President of such decision.
2. The Committee may be called upon to provide information about time and site of various functions, information on local stores, hotels, restaurants, museums and medical facilities, etc. This committee may be called on for special services, such as providing transportation for handicapped and securing any special equipment needed.

3. The purpose of the Distinguished Guest Committee is to assist Convention delegates. The most important function is seeing that everyone is comfortable, feels welcome and is part of the group and not left out.

I. Audit

The Department Audit Committee is also the Convention Audit Committee. The Committee is to audit receipts and expenses of the Finance Committee, Department Convention receipts and expenses, and reconcile all accounts with the Finance Committee report. They will give an oral and written report to the Convention. All books/papers must be given to the Department Treasurer.

J. History and Scrapbook Judges

Judges will consider all entries, choosing one winner in each contest by following rules of the related category as stated in the convention guide. A score sheet is to be returned with each entry. Junior scrapbooks are to be judged by their rules.

1. Winners will be announced when judging is complete. The chair may wish to announce names of runner-up or honorable mention if there are several entries.
2. The Department will give a \$25.00 first place award for the History and Scrapbook contests. The Junior scrapbook first place winner will receive a \$10.00 award from the Junior funds

K. Poppy Contest Judges

1. Judges will consider all entries, choosing one winner in each contest. Judging will follow Department rules and provide a score sheet for each entry.
2. Winners will be announced and if there are several entries, the runner up and honorable mention may be announced.
3. There is a \$25.00 Department cash award for each contest winner.

L. Chaplains Prayer Book Judges

Judges will consider all entries, choosing one winner. All entries will receive a score sheet. If there are several entrants the runner-up and honorable mention may be announced. There is a \$25.00 Department award for first place.

M. National Officers' Visits

1. The Department President will present the gifts to the National Officers.
2. The Department pays for the accommodations during the visit of the National President and the Division Vice President unless other arrangements are made.

IV. DUTIES OF OFFICERS

Stationary is available for all Officers and Chairs through the Department Secretary. In addition to the duties of the Department Officers as outlined in the Department Constitution and Bylaws, they will be governed by the following:

1. Department President:

- A. The Department President prepares the agenda for Department Convention sessions, presides at the Convention and Department Executive Committee meetings. The President appoints Standing Committee Chairs, any Special Committees, and oversees the business of the Department during the President's term of office. The President appoints all Convention Committees. The President is the ex-officio Chair of all Committees. The President has the authority to replace any Department Chair who has not functioned by November 1st. The Finance Committee, Audit Committee and Constitution and Bylaws Chairs are to be appointed as the Convention Committee Chairs. A Past Department President shall be appointed Chair of the Nominating Committee, with each Unit represented with a member on the Committee.

- B. The Department President's signature will be placed on file at the bank as one of two required signatures. The President's picture is to be made available to the Alaska Legionnaire, the Department's website and National. The President is expected to prepare a column for the Alaska Legionnaire based on its publication schedule, which must be submitted by the deadline as directed by TAL (The American Legion) Department Headquarters. The President's presence is authorized by National Headquarters at the Department Leadership National Conference with transportation and per diem paid by National. A written report of the Conference shall be prepared and sent to the Units and the Alaska Legionnaire. If the Department President does not attend, the Department First Vice President is the alternate.
- C. Travel, registration and half of the hotel for the President to attend the Department Convention are paid by Department. The President has an allowance for inter-Alaska travel to make an official visit to each Unit. Every Unit in the Department is entitled to an official visit. Only extreme circumstances shall preclude any Unit of not receiving an official visit. The Unit is responsible to provide housing for the period of the official visit. The President shall encourage Units in their participation of Auxiliary programs. The President shall appoint members from as many Units as possible to serve on Department Committees.
- D. If for reasons of illness or emergency a Department Officer or Chair cannot fulfill their duties, they shall advise the Department President so these duties may be assigned to someone during the period of illness or emergency.

2. Department First Vice President

- A. The Department First Vice President is authorized as the official representative of the Department President in the event the President is unable to make official visits to Units. The First Vice President is traditionally the chair of the Veterans Affairs and Rehabilitation Committee. There are three (3) sub-committees; Service to Veterans, Veterans Affairs Voluntary Service (VAVS), and American Legion Auxiliary Veterans' Christmas Project report under this Chair.

- B. The Department First Vice President is responsible for seeing that every Unit participates in all Veterans programs, and assumes other duties as directed by the Department President.

3. Department Second Vice President

The Department Second Vice President traditionally serves as the Department Membership Chair and attends the Department Leadership National Conference held in May. National provides funding toward transportation and hotel; Department funds the balance. The Second Vice President performs other duties as assigned by the Department President. If elected, as the incoming Membership Chair, the Second Vice President will present a membership program for the next year at Fall Conference.

4. Department Secretary

- A. The Department Secretary shall record all proceedings of the Department Convention and Department Executive Committee meetings. The Secretary shall mail information, calls to meetings and issue invitations to distinguished guests at the request of the Department President. The Secretary shall make necessary reservations and all arrangements for payment of housing, corsages and meals. The Secretary shall keep records, maintain the office and perform other duties incident to that office. The Secretary is bonded by a local bonding company, as are all members who handle funds. The Secretary shall attend National Convention. In the event there is a change of Department Secretary, both the former and the new Secretary will attend National Convention to allow the new Secretary to be introduced to the system.
- B. Travel, registration and half of the hotel for the Department Secretary to attend Department Convention are paid by Department.

5. Department Treasurer

- A. The Department Treasurer shall be custodian of the funds for the Department and shall account for the same. The Treasurer shall make reports upon the condition of the Department Treasury when called for by the President and Finance Committee. The Treasurer is bonded by a bonding company, as are all members who handle funds. The Treasurer shall attend National Convention. In the event there is a change of Department Treasurer, both the former and the new Treasurer will attend National Convention to allow the new Treasurer to be introduced to the system.
- B. Travel, registration and half of the hotel for the Department Treasurer to attend Department Convention are paid by Department.

6. Department Historian

The Department Historian is responsible for compiling and sending to Units the History competition rules and also responsible for compiling the Department History, which is sent to the National Historian at both mid-year and year-end. The Historian shall encourage Units to collect and write their history, sending reminders throughout the year about the importance of writing a history.

7. Department Chaplain

The Department Chaplain will compile a list of deceased members by Unit and participate in the Memorial Service (Post Everlasting) at the Department Convention. The Chaplain shall promote the submission of Chaplain Prayer Books for competition during Department Convention. It shall be the objective of the Department Chaplain to act as spiritual ambassador of the organization.

8. Department Sergeant-at-Arms

The Department Sergeant at Arms shall act as the escort for Distinguished Guests. The Sergeant-at-Arms will assist the host Unit with proper meeting room arrangements and flag responsibilities.

9. National Executive Committee Person

- A. The office of National Executive Committee ~~Person~~ Member and the Alternate National Executive Committee Member shall be elected. The term of office is for a two-year term and runs from the close of National Convention to the close of the National Convention every two years on odd numbered years. Any person elected to these positions is highly recommended to have served as Department President, so that they know the policies and procedures of the Department. The current Department President shall be the Second Alternate National Executive Committee Member. They shall also be members in good standing with the Department of Alaska and reside within the State of Alaska.
- B. The National Executive Committee Member traditionally serves as Chair of the Legislative Committee.
- C. In the event of resignation, death, removal from office or moving outside the Department, the vacated office of National Executive Committee Member is filled by the Alternate National Executive Committee Member.
- D. National calls in the National Executive Committee Member to a National Executive Committee Meeting each spring, and to National Convention for a pre-convention and post-convention National Executive Committee Meeting. Travel and per diem for these meetings are paid for by National.
- E. As National Executive Committee Member, they shall report to the Department Convention on their activities. The National Executive Committee Member must always conduct themselves as befits a National representative.
- F. The National Executive Committee Member is the official hostess during a visit of all National and Division Officers/Dignitaries and will work with the Unit/Post Distinguished Guest Chair on arrangements. Duties at the Department Conventions are as follows:

1. The NEC is in charge of taking care of the National Officers:
 - a) Plan events – i.e. Department.
 - b) Check with Unit/Post Distinguished Guest Chair, of what there is to see/do in the area, if unfamiliar with the area.
 - c) If Host Post is willing to pay for some of the expenses – accept, but it is not an expectation.
2. Meet and greet the National Officers at the airport, provide transportation to the hotel (hotel has been arranged by Department).
3. Provide transportation to and from activities connected with the Convention.
4. When there are special receptions at the local Post, make sure surrounding Posts are aware of the event for options and better reception attendance.
5. The National Executive Committee Member introduces the National Officers and Dignitaries.
6. Units are not expected to pay hotel bills of the National President during the National President's visits. Units are expected to provide amenities (flowers, meal tickets and transportation) during the National President's visit.
7. If a gift to greet the Officers is being left in the National Officer's room, it is the responsibility of the Host Unit/Post to pay for it.
8. Host Post "comps" meals and reserves suitable seating for National Officers. (Does not always have to be at the Head Table.)
9. There is \$100.00 to spend for meals, drinks and/or incidental expenses involved in entertaining National Officers visiting Department Convention. Original receipts must be turned in to the Department Treasurer.

10. Each Unit will send \$15.00 to Department to purchase gifts for the National Officers (\$10.00 for the National President's Gift and \$5.00 for Division Vice President's Gift.) This money must be spent on gifts and can include a gift for the traveling companion.
11. The Department President or designee purchases gifts for National Officers.

10. OFFICERS AND ALL CHAIRMEN

- A. If for reasons of illness or emergency a Department Officer or Chair cannot fulfill their duties, they shall advise the Department President and Department Secretary so that these duties may be assigned to someone during the period of illness or emergency.
- B. When visiting a community on personal business, Department Officers and Chairmen are encouraged to visit local Units to promote our programs.
- C. Any time a leader of our organization appears in public in an official or unofficial capacity, and wearing branded American Legion Auxiliary clothing/items, they are creating an image of our organization and shall strive to be the best possible ambassador. The interest of the organization shall be placed before personal preference. The leader shall be willing to assist other Officers and Chairmen when needed, and be generous with credit and praise for work well done. A leader shall always have the correct and current information to share with the members and at all times is gracious and courteous and shall treat others with respect, as they would like to be treated.
- D. For the sake of transparency, any member serving on a selection committee for awards, scholarships, contests, etc. must recuse themselves if an entry/submission is from their Legion Family entity, or immediate family.

V. STANDING COMMITTEES

1. Guides for Department Standing Committee Chairs:

- A. At the beginning of the Auxiliary year (close of Department Convention, as soon as appointed) obtain the file from the previous Chair if it has not already been sent it to you and request all available information from the Department Secretary.
- B. Whenever possible, all Auxiliary written communications, to include Convention minutes, reports, membership barometers, etc., be sent via email. If not possible due to signatures, etc., it will then be mailed. Any communication that needs to be disbursed shall first be sent to the Department Secretary for permission to disseminate.
- C. You will receive information and material from the National Chair. The first information received will be sent to you by the Department Secretary as soon as it has been received from National. If you do not receive this material by the end of September, contact the Department Secretary. It is the duty of the Department Chair to send this information to Units. Mail to Unit Secretary and mark for the attention of the appropriate Unit Chair. Send copies of all material to the Department President and Department Secretary. This way they will know that Chairs are functioning.
- ~~D.~~ Report information ~~and program action plan~~ from the National Chair is included with the first mailing. Make up similar report information for Unit use and send early in the year to Unit Chairs so that they will know what sort of information to record throughout the year. If National Headquarters no longer does program action plans, the Department Chair will create a program action plan for Alaska. This plan will be completed and forwarded to the Department Secretary prior to the Fall Conference and can be distributed to all units at Fall Conference.
- E. Each Chair's narrative report to Department Convention and report to the National Chair are based on Unit reports. Stress the importance of Unit reports repeatedly. Copies of the narrative report to be given at the Department Convention shall be sent to the Department President, Department Secretary and Department Historian prior to Department Convention.

- F. The Alaska Legionnaire is an important means of dispersing information. Each Chair is expected to prepare an article to be published during the month of emphasis. (See Calendar in Standing Rules for months.) Material must be submitted to the Alaska Legionnaire as directed by TAL (The American Legion) Department Headquarters prior to month of publication. Chairs are encouraged to submit articles and pictures at any time for publication in other issues.
- G. Keep copies of all information received from National, and correspondence to and from Units, in a file to give to the next Chair to serve as a guide for the next Chair.
- H. Send material to Units as soon as possible after receipt. Information sent out too late will not help Units.
- I. A mid-year report to the Division Chair, if requested, must be sent by the date stipulated. The final report to National Chair must be sent by date specified.
- J. If unable to attend Department Convention, send all your committee files and reports to give to new Chair.
- K. The Department President and Department Secretary receive copies of everything the Department Chairs receive from National and are aware if a Chair is not getting out material. A Department Chair who has not functioned by November 1 may be replaced.
- L. The Department Constitution and Bylaws Chair must receive a copy of minutes from the Department Convention, to enable the Chair to refer to all changes voted on or resolutions passed for consideration by the Department Constitution and Bylaws Committee. The Chair shall assure all Units shall function within the Department and National Constitution and Bylaws and such Standing Rules as have been duly adopted and set forth in the Unit Guide. The Chair will prepare resolutions and/or amendments as required or needed for Department Convention. The Chair will serve as the Constitution and Bylaws Chair at Department Conventions. The Chair will assist throughout the year on any matters regarding clarification of Constitution and Bylaws and provide training as needed.

- M. Department Chairs may conduct contests or competition. The Department gives a cash award for the History, Scrapbook, Chaplains Prayer Book and Poppy contests. All other awards will be furnished by the Department Chair conducting the competition. Judging will be done by the respective Chair or by judges appointed by the Department President at Convention and winners will be reported by the Chair or the judges.
- N. Standing Committee Co-Chairs and Deputy or Sub-Committee Chairs are not required to attend Department Executive Committee meetings, but are strongly encouraged. They will not be included in the Department Executive Committee Roll Call, Call to Department Executive Committee meetings and their subsequent meeting minutes and Department mailings.

2. Distinguished Guests

Distinguished Guests: The Department President shall appoint a Chair of Distinguished Guests whose duty shall be to follow guidelines for Standing Committee Chairs. The Chair is also the Distinguished Guest Department Convention Chair and will coordinate accommodations, approve housing, arrange for all media coverage, and local transportation.

3. American Legion Auxiliary Girls State

- A. All matters pertaining to American Legion Auxiliary Girls State are handled by the American Legion Auxiliary Girls State Director/Chair, and the American Legion Auxiliary Girls State Board of Directors, but must be brought before the Department Executive Committee for approval.
- B. In localities where there is no Auxiliary Unit, other entities may sponsor a citizen. Sponsors shall contact the American Legion Auxiliary Alaska Girls State Director/Chair. Applications will be handled on an individual basis.

- C. In referring to students who attend American Legion Auxiliary Girls State, Citizens of the American Legion Auxiliary Girls State is the appropriate title, not Girls Staters. This is a National policy.

4. Education Committee

The Chair will select three individuals to judge Department level scholarships or those that will represent the Department for any National level scholarships. No individual whose Unit is sponsoring a scholarship application may be one of the judges. If the Chair's Unit is sponsoring one of the scholarships to be judged, the Chair must recuse themselves from the judging process and send all scholarship applications in their possession to the Department Secretary. The Department President will put together a three-member panel for the purpose of judging the scholarships.

Upon awarding scholarships, the original must be properly signed and sent to the Western Division National Education Chair by the deadline date. A copy of the completed application must be sent to the Department Secretary.

The Department Secretary must send an award letter to the recipient stating: the amount of the scholarship at the Department level, requesting a letter of enrollment from the school they are attending before disbursement, and state the date the scholarship must be used by, following the guidelines set for the Department or National scholarship. No cash award will be paid to the recipient; monies will be paid directly to the school at the beginning of a semester.

It is the duty of the recipient to notify the college to send a request for monies to the Department Secretary who will forward the request to the Department Treasurer to disperse the funds, keeping a copy for the records and sending a copy of the check and request to the Education and Scholarship Chair for their records.

The Chair must keep clear and precise records to be passed to the following chair.

- A. Scholarship Sub-Committee: All scholarships awarded at the Department level will be forwarded to the Scholarship sub-committee to track the distribution of scholarship monies and recipient. Upon receipt of documentation from the school that the recipient has been

accepted to continue his or her education at their institution, the Department Secretary will forward the documentation to the Department Treasurer who will disburse the funds and notify the Department Scholarship Sub-Committee with details regarding funds disbursed. The Chair must keep clear and precise records to be passed to the following Chair.

5. Finance Committee

The Department President shall appoint one three-year member to the revolving three-member committee. If a vacancy occurs for any reason, the President shall immediately appoint a member to fill the unexpired term. Each member of the committee must be from a different Unit. The committee may use fax, phone or registered mail at Department expense if the committee is unable to meet together. All papers and reports must be returned to the Department Secretary at the Department Convention.

The Finance Committee shall be charged with the preparation of the Department yearly budget and the supervision of the Department Treasurer's expenditure of funds under that budget. They shall reconcile ALL Department accounts quarterly, verifying that all income, expenses and balances are in compliance with the budget. A copy of the quarterly report must be mailed to all members of the Department Executive Committee. The year-end report of the Finance Committee will be audited at the annual Department Convention by the Audit Committee. An oral and written report is to be given at the Department Convention.

6. Audit Committee

The Department President shall appoint a three member Audit Committee. Each member of the Committee must be from a different Unit and must include a Past Department President. The Committee shall meet at the call of the Department President and must be available upon request to audit any Unit books.

Requests for audit must be made through the Department Executive Committee. The Audit Committee will receive quarterly reports from the Finance Committee and must audit their year-end report at the Department Convention.

A report of all audits performed during the year shall be made to the Department Executive Committee. The Audit Committee must give an annual report summarizing their findings and have two copies available for the Department President and Department Secretary at the Department Convention. No member shall serve more than one consecutive term. The Committee may use fax, phone or registered mail at Department expense if the Committee is unable to meet together. All papers and reports must be returned to the Department Secretary at the Department Convention.

7. Auxiliary Emergency Fund Guidelines

- A. A member that is requesting assistance must have been a member of the American Legion Auxiliary for at least the immediate past two consecutive years, AND whose current membership dues are paid at the time the emergency occurs (three consecutive years' dues).
- B. The member requesting assistance must also be a current Alaska resident.
- C. The member requesting assistance must turn in the same emergency fund paper work as required by National for the National Auxiliary Emergency Fund to their Unit for their approval before sending it on to Department.
- D. The Department Secretary will call or email a minimum of six (6) members of the Department Executive Committee for approval before a check can be issued.
- E. The Auxiliary Emergency Fund monies cannot be used to cover pre-existing medical bills or credit card debt. A one-time donation of up to \$5,000.00 may be used to help pay for medical bills incurred no later than the current year.

8. Past Presidents Parley

- A. The retiring Department President is the Past Presidents Parley Chair and also Future Development Chair. Proceeds from the Past Presidents Luncheon will be deposited into the Future Development Fund. These funds are for Department modernization and office equipment. The Chair must update the Department Memorial Plaque every year.

- B. When a Past Department President is deceased, the Department shall make a donation in their memory to the charity of the Past Department President's choice or to The American Legion Child Welfare Foundation in an amount not to exceed \$100.00 or send a floral bouquet for the memorial service not to exceed \$100.00.

- C. Guidelines for Member of the Year Activities in conjunction with the Past Presidents Parley Luncheon are as follows
 - 1. Send letters out to all Units to choose their Member of the Year.
 - 2. Host a fundraiser, split the pot or other events to raise funds to cover cost of items to be presented to the Department Member of the Year. If there are surplus funds, the money is to be placed in the Future Development Fund.
 - 3. Put a committee together to choose the Department's Member of the Year. This committee shall consist of the Department Chairs for National Security and Leadership as National Headquarters has moved the Member of the Year to the Leadership Committee and the Service Member of the Year to National Security Committee.
 - 4. Plan and organize the Annual Luncheon at an appropriate location, relative to the location of the Convention's host Post/Unit.
 - 5. Honor our Women Veterans by extending an invitation to them to attend the Annual Luncheon.
 - 6. Update the Department's Member of the Year plaque, adding name plates if needed. Drape the plaque if needed at the Annual Luncheon. Perform a Memorial Service, if needed.

VI. FINANCE

1. Payments to Department

- A. It is suggested your Unit send separate checks for each item to help keep your records straight and help Department keep track. To cover membership transmittals, orders for supplies, bond and minutes, donations for various programs, poppy orders, etc., amounts intended for each must be identified.

- B. Do not include 15% of poppy proceeds in the same check with other items. These funds are deposited in a separate bank account.
- C. Supplies offered by National Emblem Sales shall be ordered directly from National Emblem Sales except for those noted requiring approval of the Department Secretary. (Life Membership items, continuous membership guards, embroidered emblems, etc.) See Unit Guide for further information on ordering. Supplies are available from the Department Secretary.
- D. For the required bonding of Unit members handling funds \$15.00 must be sent to the Department Secretary April 1st of each year. Each Unit is also required to contribute \$15.00 toward the gifts for the National President and the Western Division Vice President. A total of \$30.00 annually.
- E. November is the month for ordering poppies. Poppies shall be ordered from the Department Secretary and payment shall accompany order. Any unusable poppies shall be retired with dignity.
- F. All checks shall be made payable to the American Legion Auxiliary, Department of Alaska.

VII. LIFE MEMBERSHIP

1. **Honorary Life Membership** is bestowed on members at the discretion of the Unit. When a Unit gives an Honorary Life Membership, it is the Unit's obligation to pay yearly dues to Department and National for the remainder of member's life. This high honor should be considered carefully.
2. **PUFL Membership:** Any member in good standing whose membership dues are paid for the current year may become a Paid-Up-For-Life Member (PUFL), where membership dues are paid for life. The membership status must be verified by the Unit Secretary on the application. PUFL applications can be secured from the Department Secretary and online. A PUFL pin is available through National Emblem Sales.

VIII. CAPS AND UNIFORMS

1. Any cap or uniform signifying membership in the American Legion Auxiliary must be worn at such times and in such a manner as to bring credit to the organization. Caps and uniforms are “particularly appropriate on Poppy Day, Memorial Day, Veterans Day, Fourth of July, parades and other functions when representing the American Legion Auxiliary.
2. The membership pin is worn over the heart. Nothing except an American Flag pin or a corsage may be worn above the American Legion Auxiliary pin.

IX. UNITS

1. Policy

- A. A list of the new Officers and Chairs shall be sent to the Department Secretary on the form provided with the Call to Department Convention. The Department Secretary shall be notified immediately of any changes of Unit President or Secretary. Addresses and telephone numbers and email addresses must be included.
- B. Communications from Department Officers and Chairs are directed to Unit Officers and Chairs through the Unit Secretary. These are for use by the Unit Chairs and shall be given to the Unit Chair immediately. These communications must be read or reported on by Unit Chair or, in their absence, by the Unit Secretary.
- C. The membership application shall be forwarded to the Department Treasurer with the applicant’s dues.
- D. Units shall keep a file of Department Convention minutes, Executive Committee minutes and bulletins for reference.
- E. The Installing Officer for Unit installations shall be a past Unit President, past or present Department or National Officer. The Installing Team is the choice of the President-Elect. The Installing Officer shall be introduced giving name, office and past service to the Auxiliary. The Installing Officer can be a member of any Unit.

- F. It is not expected a Unit take on every project and program suggested by Department Chairs. The information sent by Chairs is important and shall be read and discussed by Unit members, who choose activities or projects that are suitable to the size of the Unit and fill a need in the community. It is better to complete a few projects effectively than to do many poorly. All correspondence must be read and answered.
- G. Units shall not refer to themselves as Posts - they are Units of the American Legion Auxiliary.
- H. It is not the policy of the Department to become involved in a Unit problem, but merely to assist in finding solutions. Many problems can be solved by study of the Unit Constitution and Bylaws and Unit Guide. Refer to the Policy and Procedure Section I (National Organization) #4 for procedure in attaining rulings from the Counsel General.
- I. Units are advised to make use of the Unit Executive Committee when matters must be decided between regular meetings.
- J. Units must never request information directly from National Officers. Questions shall be directed to the Department President or Department Secretary who will, if necessary, forward them to the National Secretary.
- K. It is recommended the same members not be appointed to the same Standing Committee year after year as this is a valuable learning opportunity and as many members as possible should have this opportunity.
- L. The election of one of the Unit's own members to the office of Department President or National Division Vice President shall be an occasion for honoring the member with a "Homecoming", reception, tea, dinner or other social function.

2. Guides for Unit Secretaries and Treasurers

- A. Read and study carefully the Unit Guide, with particular attention to both the Secretary's and Treasurer's duties.
- B. Membership applications must be completely filled out, either typed or printed in black ink, and properly dated, signed by the applicant, any Post officer and/or Secretary for female veterans only.
- C. Transmittal sheets must be typed (preferable) or printed (legibly) in alphabetical order. Do not write messages or notes on transmittals. Complete addresses, including zip codes, are required. Transmittals that are incomplete as to address or zip code will be returned to the Unit for completion.
- D. When a member's name is changed for any reason (marriage, adoption, etc.) please list under new name with former name in parentheses. Example: Smith, Mary (Jones). This information is necessary in order to locate continuous record.
- E. Procedure for transfer of membership is clearly explained in the Unit Guide.
- F. It is mandatory that transmittals be sent to the Department Treasurer at least once a month. It is much easier and quicker to send in five transmittals with five to ten names on each than it is to send in one with 25 to 50 members listed. Names shall be in alphabetical order.
- G. Current dues are \$29.00 for Senior members and \$5.25 for Junior members. From this amount \$18.00 for each Senior member and \$2.50 for each Junior member is sent to National. The application and transmittal forms are sent to the Department Treasurer. A copy of the transmittal remains in the Department file. The proper amount of per capita must accompany the transmittal. The balance remains in the Department (\$11.00 for each Senior member and \$2.75 for each Junior member) to carry on the activities of the Department.
- H. When payment is received for previous years, such dues must be listed on a separate membership transmittal form for each year. Only one year's dues may be transmitted on any one form.

3. Opening and Closing the Meeting

- A. The ritual of the American Legion Auxiliary is very impressive. We shall strive for perfection each time we hold a meeting.
- B. Before the opening of the meeting, color bearers and others participating shall know what they are to do.
- C. All members shall put aside purses, packages and other impediments until the ceremonies are concluded. Cellular devices shall be silenced. No one shall be admitted during opening or closing ceremonies.
- D. The proper way to carry the Flag is to place the right arm straight down by the side with the right hand placed firmly on the staff. Place the left arm across the body and with the left hand grasp the staff so that it will be supported against the right side and at an angle of 45 degrees. The staff is carried at the right side, not in front of the body.
- E. The Sergeant-at-Arms carrying the Flag of the United States shall be on the marching right.
- F. Approaching the President's station, the Sergeant-at-Arms crosses in front of the Color Bearer, placing the American Flag to the right of the President's station, regardless of whether the station is on a raised platform or at floor level. Be sure the eagles on the poles are facing the audience. Let the folds of the Flag fall free - do not adjust.
- G. The American Flag shall be carried slightly higher than other flags or banners and shall be posted in advance of banners.
- H. The color bearers shall remain standing by the Flag during the opening ceremonies, retiring when the President seats the members.
- I. In pledging allegiance to the Flag, members shall stand with the right hand over the heart and nothing in their hands. The pledge shall be led by the Americanism Chair and recited in unison.
- J. During the singing of the "Star Spangled Banner", all members stand, face the Flag and salute with right hand over heart.

- K. Respectful attention shall be given during prayer offered by the Chaplain.
- L. The Preamble to the Constitution of the American Legion Auxiliary shall be recited in unison. Every member shall learn the Preamble, which may be found in the Unit Guide, Department Constitution and Bylaws and on every membership card. Make the Preamble an effective declaration; recited in such a manner that anyone within hearing distance can understand the beautiful words.
- M. In retiring the colors, the American Flag is always removed from the stand in advance of the Unit banner. The Flag and banner are not crossed when being retired. All shall remain at salute until the Flag has been carried to the rear and the President has dropped their hand to their side.
- N. Alcoholic beverage shall not be allowed in Department meetings and during initiation or installations.

4. **Distinguished Guest**

It is strongly suggested every Unit have a Distinguished Guest Chair. The Chair's aim shall be to develop a spirit of friendliness among members and others who attend meetings, and to contribute to the comfort and pleasure of both members and guests. The Chair shall assist in discovering special talents and interests of those present. All those serving in this capacity shall be sincerely interested in people and unhampered by racial, national, social or religious bias. The Chair should practice the art of making people feel at home. There are a number of things that can be done by the Distinguished Guest Chair to welcome new members and make them feel that they are one of us.

Before the meeting:

- A. Send the President a notice of the arrival of persons of note so the President may welcome and introduce them.
- B. Arrange for proper heating, cooling, ventilation and lighting. See that the building or meeting room is open well in advance of the meeting and properly arranged.

During and after the meeting

- A. Have members at the door to welcome and seat all members and remain near the door to greet latecomers and seat them at the appropriate time. (This can be taken care of by the Sergeant-at-Arms.) Care shall be taken not to interrupt a speaker or special program while seating latecomers, nor shall they be left standing alone outside the meeting room.
- B. Assist in any emergency that might occur.
- C. See that members and visitors become acquainted. Help each person to realize their presence has contributed to the success of the meeting; create an atmosphere of friendliness and welcome.
- D. See that newcomers are not sitting alone. Create friendliness today for happiness in tomorrow's meeting.

5. American Legion Auxiliary Girls State

Eligible Units must be in good standing with a minimum membership of ten (10) Senior members transmitted to Department Headquarters.

All Units are allowed to send any Citizen from any high school that qualifies to attend the American Legion Auxiliary Alaska Girls State Program. In some cases additional Citizens have been accepted when space allowed. Send request for additional Citizens to the American Legion Auxiliary Alaska Girls State Director/Chair. Units should choose alternates in case of drop out.