

**AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF ALASKA**



**Policy and Procedure Manual**

Policies and Procedures will be addressed for changes every five (5) years, unless otherwise dictated by the National American Legion Auxiliary.

2008

# POLICIES AND PROCEDURES

## DEPARTMENT ORGANIZATION

# AMERICAN LEGION AUXILIARY

# DEPARTMENT OF ALASKA

Adopted 2008

## 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A Policy or Procedure may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote.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 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 insure 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.

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 his 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 Committeewoman and National Officers are delegates at-large by virtue of their offices. Delegates and alternates should 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, National Committee Chairmen, 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 should not accept nomination as delegate or alternate. If it is necessary for a Delegate to be away from the Convention floor, it is her responsibility to give her delegate's badge to the Delegation Chairman 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 on Saturday 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 July 15. Packets for delegates and alternates will be available from the Department Secretary. Packets for others will be available from the Department Adjutant.
- E. Pages: Pages will be chosen by the Department President. They are not delegates or alternates. Dress for Pages will be as instructed by National Headquarters. Pages will be expected to attend meetings as called by the National Chairman 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:
- a. Certification of Delegates and Alternates
  - b. Endorsements for Department Officers
- 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 Chairmen, Department Officers, Past Department Presidents and District 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. Chairman of the delegation should hand carry a second copy to the Convention in case the original does not reach the Department Secretary. A third copy should be kept in the Unit files.
- D. A notice that the Pre-Convention Department Executive Committee meeting will be held immediately following the combined opening and just before the Auxiliary opening must be included with the Call to Convention.

### **3. Endorsement of Department Officers**

- A. It is strongly recommended that Department Officers be past District Officers. It is important that Districts and Units present names of qualified members who have leadership qualifications necessary to fulfill Department offices.
- B. The Convention Nominating Committee will need Unit recommendations and endorsements. In addition to completing the Endorsement form, letters of endorsement should be written by each Unit presenting a candidate for Department Offices. These letters, presenting the candidate's qualifications, should be sent to each Unit in the Department. Permission must be requested from the Department Secretary before letters of circularization are sent.
- C. It is always desirable to have as many Units as possible represented by the Department Officers and Chairmen 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 Chairmen.

- D. Traditionally, the Western and Southeastern Districts take turns in presenting candidates for Department line offices when possible. The Department President is from a different District whenever possible.
- E. 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 Chairman and two additional members will be appointed.
- B. Rules Committee - - - - - One member.
- C. Constitution and By-Laws Committee - - - - -Department Chairman of Constitution Bylaws and two additional members.
- D. Resolution Committee - - - - - Three members.
- E. Finance Committee - - - - - Department Finance Committee, three members, fill out the Committee at Convention if necessary
- F. Nominations Committee --appoint a Past Department President Chairman if possible, the Unit President or one delegate from each Unit in attendance.
- G. Parliamentarian - - - - - One member.
- H. Distinguished Guest/Hospitality Committee Department Chairman and two additional members, appointed two months prior to the Department Convention. It is important they reside in the town where the convention is being held.
- I. Audit Committee ----- Department Convention Audit Committee.

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

- J. History and Scrapbook ----- Appoint three at Convention.
- K. Poppy Contest ----- Appoint three at Convention.

- L. Chaplain's Prayer Book ----- Appoint three at Convention.
- M. Election-Ballot ----- Sgt-at-Arms and two members of 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 Committees' report to the Convention should 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 Chairman.

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, Chairmen of Standing Committees, present District Presidents and Past Department Presidents in attendance.

When credentials have been checked and tabulated, the Chairman 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 Chairman 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 her 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 her 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 information only.
15. Report of the Nominating Committee shall be read once for information only. The second reading places the candidates 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 voice. 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**

#### **a. Time is important**

1. The importance of time to this committee cannot be stressed enough.
2. All suggested changes should be given to this Committee as soon as possible for consideration and rewrite.
3. This Committee is responsible for presenting at the proper time all proposed changes to the Constitution and Bylaws.
4. This Committee should 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.

5. All changes should be read on the floor the second morning of the Convention to allow time for second reading and vote.
6. 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.

b. Review

1. 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.
2. Amendments to National Constitution and Bylaws requiring amendments to Department or District Constitution and Bylaws are read for information only and do not require a vote.

c. Rewrite

1. 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.

2. The Chairman should 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."

3. Second reading of amendments should be followed by, "I move the adoption of the previously read amendment."

d. Reading on the Floor

1. The Chairman 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. These are

followed by proposed changes to District Bylaws.

2. The FIRST reading of proposed changes is for information only and is not voted on at this time.
3. The SECOND reading of the proposed changes are read one at a time and voted on following the motion by the Committee Chairman or other Committee Member reading the amendment.
4. Following the vote, if the amendment passes, the new change is effective immediately unless otherwise stipulated in the amendment.
5. When all amendments have been considered, the Chairman will state, "Madam 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.

e. Amendment Procedures

1. Department Constitution - Article VIII Amendments
2. Department Bylaws - Article XI Amendments
3. Department Standing Rules – Preface
4. District Bylaws - Article VIII Amendments
5. Unit Constitution - Article VIII
6. Unit Bylaws - Article X

**D. Resolutions Committee**

- a. The Chairman of the Resolutions Committee requests that Units and delegates submit any resolutions to be considered.
- b. The Resolution 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 should be done immediately.
- c. 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.
- d. It is the responsibility of the Resolutions Committee to rewrite resolutions in proper form before presenting to the Convention for action.
- e. The Resolutions Committee may be instructed to prepare resolutions for presentation by the President.

- f. 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 information only.
- g. All resolutions in final form must be given to the Department Secretary at the close of Convention.
- h. All resolutions shall be signed by two members of the Resolutions Committee. Action taken, whether passed or rejected, and the date must be recorded.
- i. 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**

**(This is not an audit committee)**

- a. 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.
- b. 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**

- a. The Department President appoints the Chairman 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.
- b. The Committee receives all letters of endorsement and reviews them to determine eligibility for office.
- c. The Committee brings a slate of officers to the assembly. Each candidate endorsed by her Unit will appear on the slate of officers.
- d. The members of the Nominating Committee may be nominated for any office without resigning from the Nominating Committee.
- e. The Chairman 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 Committeewomen. As each candidate's name is read, on the first

reading only, the letter of endorsement is read to the assembly.

- f. 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.
- g. Following the election of officers all letters of endorsement and other materials are given to the Department Secretary.

## **G. Parliamentarian**

- a. The Parliamentarian is a consultant who advises the President, other Officers, Committees and Members on matters of parliamentary procedure. Her 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.
- b. It is the duty of the Parliamentarian, 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.
- c. The Parliamentarian should be seated to the right to 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.
- d. Parliamentarian should have at hand at least the following:
  - 1. National Constitution and Bylaws
  - 2. Department Constitution and Bylaws
  - 3. District Bylaws
  - 4. Unit draft Constitution
  - 5. Unit Handbook
  - 6. National Policies & Procedures
  - 7. Roberts Rules of Order, Newly Revised

## **H. Distinguished Guest/Hospitality Committee**

- a. The Convention Distinguished Guest Chairman is the Department Standing Committee Chairman. The Chairman'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. She shall inform the Department President of any titles or pertinent information about the guest to be used in introductions. She shall receive expense money or gratuity, placing it in an envelope for presentation before guest leaves the premises. She acts as the official

hostess (with the exception of those guests who are the responsibility of the National Executive Committeewoman) scheduling activities, giving the guest an opportunity to decide participation and informing the Department President of such decision.

- b. 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.
- c. The purpose of the Hospitality 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**

- a. 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**

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

#### **K. Poppy Contest Judges**

- a. Judges will consider all entries, choosing one winner in each contest. Judging will follow National rules and provide a score sheet for each entry.

- b. Winners will be announced and if there are several entries, the runner up and honorable mention may be announced.
- c. There is a \$10.00 Department cash award for each contest winner.

#### **L. Chaplains Prayer Book Judges**

- a. 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 \$10.00 Department award for first place.

### **IV. DUTIES OF OFFICERS**

Stationery is available for all Officers and Chairmen 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:

#### **A. Department President:**

- a. The Department President prepares the agenda for Department Convention sessions, presides at the Convention and Department Executive Committee meetings. She appoints Standing Committee Chairmen, any Special Committees, and oversees the business of the Department during her term of office. She appoints all Convention Committees. She is ex-officio Chairman of all Committees. She has the authority to replace any Department Chairman who has not functioned by November 1<sup>st</sup>. The Finance Committee, Audit Committee and Constitution and Bylaws Chairmen are to be appointed as the Convention Committee Chairmen. A Past Department President should be appointed Chairman of the Nominating Committee, with each Unit represented with a member on the Committee. Past Department Presidents should not be appointed to fill Chairmanships other than Chairmen of Constitution and Bylaws, Finance and Girl State, whose Committee may suggest names to the Department President for Chairman of Girls State Committee.
- b. The Department President's signature will be placed on file at the bank as one of two required signatures. Her picture is to be made available to the Alaska Legionnaire and National. She is expected to prepare a monthly column for the Alaska Legionnaire, which must be in the hands of the staff by the 15th of the month preceding publication. Her presence is required by National at the Presidents and Secretaries

Conference with transportation and per diem paid by National. A written report of the Conference should be prepared and sent to the Units and the Alaska Legionnaire. If the Department President does not attend, the Department Secretary is the alternate.

- c. Hotel, travel and registration for the President to Department Convention are paid by Department. She 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 should 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 should encourage Units in their participation of Auxiliary programs. She should 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 Chairman cannot fulfill her duties, she should advise the Department President so these duties may be assigned to someone during the period of illness or emergency.

## **B. Department First Vice President**

- a. The Department First Vice President is authorized as the official representative of the Department President in the event she is unable to make official visits to Units. The First Vice President is traditionally the chairman of the Veterans Affairs and Rehabilitation Committee. There are four (4) sub-committees; Field Service (is VA&R Co-Chairman), VAVS, Gift Shop and Home Service report under this chairmanship.
- b. 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.

## **C. Department Second Vice President**

- a. The Department Second Vice President serves as the Department Membership Chairman and attends the National Membership Workshop held in May. National contributes some funding toward transportation and hotel; Department funds the balance. When she is a candidate for this office she is expected to prepare a membership program and take it to the Workshop. If elected she must present her program at Department Convention. She performs other duties as

assigned by the Department President.

#### **D. Department Secretary-Treasurer**

- a. The Department Secretary - Treasurer shall record all proceedings of the Department Convention and Department Executive Committee meetings. She shall mail information, calls to meetings and issue invitations to distinguished guests at the request of the Department President. She shall make necessary reservations and all arrangements for payment of housing, corsages and meals. She shall keep records, maintain the office and perform other duties incident to her office. She shall be custodian of the funds for the Department and shall account for the same. She shall make reports upon the condition of the Department Treasury when called for by the President and Finance Committee. She is bonded by a local bonding company, as are all members who handle funds. She shall attend National Convention. In the event there is a change of Department Secretary-Treasurer, both the former and the new Secretary-Treasurer will attend National Convention to allow the new Secretary-Treasurer to be introduced to the system.
- b. Hotel, travel and registration for the Department Secretary to Department Convention are paid by Department.

#### **E. Department Historian**

- a. 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 Western Division National Vice President for judging. As the incoming Membership Chairman she will present a membership program for the next year at Department Convention.

#### **F. Department Chaplain**

- a. The Department Chaplain will compile a list of deceased members by Unit and participate in the Memorial Service at Department Convention.

#### **G. Department Sergeant at Arms**

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

## H. National Executive Committeewoman

- a. The office of the National Executive Committeewoman is automatically assumed by the Junior Past Department President. The term of office runs from the close of National Convention to the close of the next National Convention.
- b. The National Executive Committeewoman serves as Chairman of the National Security Committee; the retiring National Executive Committeewoman chairs the Past Presidents Parley, which includes Future Development.
- c. In the event of resignation, death, removal from office or moving outside the Department, the vacated office of National Executive Committeewoman is filled by roll call vote of the Department Executive Committee.
- d. National calls in the National Executive Committeewoman to a National Executive Committee Meeting in Washington, D.C., to National Convention and National Executive Committee Meeting at the close of her term. Travel and per diem for these meetings are paid for by National.
- e. As National Executive Committeewoman she is required to make a written report to the Department Executive Committee, each Unit and to the Alaska Legionnaire. She shall report to the Department Convention on her activities. She must always conduct herself as befits a National representative.
- f. The National Executive Committeewoman is the official hostess during a visit of all National and Divisional Officers and will work with the Distinguished Guest Chairman on arrangements. Her duties at Department and District Conventions are as follows:
  1. The NEC is in charge of taking care of the National Officers:
    - a. Plan events – i.e. District or Department.
    - b. Check with Distinguished Guest Chairman, 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 Post activities connected with the Convention.
4. When there are special receptions at the local Post, make sure surrounding Post are aware of the event for options and better reception attendance.
5. The NEC introduces the National Officers when she speaks. Know her Bio (Background).
6. If a fruit basket or other gift to greet the Officers is being left in the National Officer's room, the Host Unit pays for it.
7. Host Post "comps" meals and reserves suitable seating for National Officers. (Does not always have to be at the Head Table.)
8. There is \$100.00 to spend for meals, drinks and/or incidental expenses involved in entertaining National Officers visiting Department/District Convention. Original receipts must be turned in to the Department Secretary/Treasurer.
9. 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 Divisional Vice President's Gift.) This money must be spent on gifts and can include a gift for the traveling companion.
10. The Department President or designee purchases gifts for National Officers.
11. The Department President will present the gifts for the National Officers.
12. The Department pays for two nights hotel room during the visit of the National President and the Divisional Vice President unless other arrangements are made.

## **I. OFFICERS AND ALL CHAIRMEN**

- a. If for reasons of illness or emergency a Department Officer or

Chairman cannot fulfill her duties, she should 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, she is creating an image of her organization and should strive to be the best possible ambassador. She should place the interest of the organization before her personal preference. She should be willing to assist other Officers and Chairmen when needed, and be generous with credit and praise for work well done. A leader should always have the correct and current information to share with the members and at all times is gracious and courteous and should treat others with respect, as she would like to be treated.

## V. STANDING COMMITTEES

### 1. Guides for Department Standing Committee Chairmen:

- A. At the beginning of the Auxiliary year (close of Department Convention, as soon as appointed) obtain the file from the previous Chairman if she has not already 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 should first be sent to the Department Secretary for permission to disseminate.
- c. You will receive information and material from the National Chairman. The first information received will be sent to you by the Department Secretary as soon as she has received it 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 Chairman to send this information to Units. Mail to Unit Secretary and mark for the attention of the appropriate Unit Chairman. Send copies of all material sent to the Department President and Department Secretary. This way they will know that Chairmen are functioning.

- D. A report form from the National Chairman is included with the first mailing. Make up a similar report form for Unit use and send early in the year to Unit Chairmen so that they will know what sort of information to record throughout the year. The National report forms should be adapted for Unit use. DO NOT send an identical copy of the National report form to Units. Neither National nor Department will furnish report forms that are for Unit use, with the exception of Children and Youth and Veterans Affairs and Rehabilitation.
- E. Each Chairman's narrative report to Department Convention and report to the National Chairman are based on Unit reports. Stress the importance of Unit reports repeatedly. Copies of the narrative report to be given at the Department Convention should be sent to the Department President, Department Secretary and Department Historian prior to Department Convention.
- F. Every Department Chairman, with the exception of the Audit Committee Chairman, must bring or send to the Department Convention 3 copies of the narrative report for the Department President, Secretary and Historian. Reports should be limited to one page, typed and duplicated on standard 8-1/2 by 11 paper.
- G. The Alaska Legionnaire is an important means of dispersing information. Each Chairman is expected to prepare an article to be published during the month of emphasis. (See Calendar for months.) Material must be submitted to the Alaska Legionnaire by the 15th of the month prior to month of publication. Chairmen are encouraged to submit articles and pictures at any time for publication in other issues.
- H. Keep copies of all information received from National, and correspondence to and from Units, in a file to give to the next Chairman to serve as a guide for her.
- I. Send material to Units as soon as possible after receipt. Information sent out too late will not help Units.
- J. A mid year report to National and Division Chairman, if requested, must be sent by the date stipulated. The final report to National Chairman must be sent by date specified.
- K. If unable to attend Department Convention, send all your

committee files and reports to give to new Chairman.

- L. The Department President and Department Secretary receive copies of everything the Department Chairmen receive from National and are aware if a Chairman is not getting out material. A Department Chairman who has not functioned by November 1 will be replaced.
- M. The Department Constitution and Bylaws\_Chairman must receive a copy of minutes from the Department, Southeast and Western Districts Conventions, to enable her to refer to all changes voted on or resolutions passed for consideration by the Department Constitution and Bylaws\_Committee. She 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 Handbook. She will prepare resolutions and/or amendments as required or needed for District and Department Conventions. She will serve as the Constitution and Bylaws Chairman at District and Department conventions. She will assist throughout the year on any matters regarding clarification of Constitution and Bylaws\_and provide training as needed.
- N. The two District Presidents are Co-Chairmen of the Department Membership Committee.
- O. Department Chairmen 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 Chairman conducting the competition. Judging will be done by the respective Chairman or by judges appointed by the Department President at Convention and winners will be reported by the Chairman or the judges.
- P. Standing Committee Co-Chairmen and Deputy or Sub-Committee Chairmen are not required to attend Department Executive Committee meetings and 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, Hospitality, Courtesies**

- A. Distinguished Guests: The Department President shall appoint a

Chairman of Distinguished Guests whose duty shall be to follow guidelines for Standing Committee Chairmen, write letters to Units encouraging their promotion of being more hospitable and courteous to new members and guests. She shall prepare a report form and send to Units requesting information on their Units hospitality efforts. She is also the Distinguished Guest Department Convention Chairman and will coordinate accommodations, approve housing arrange for all media coverage, local transportation

### 3. Girls State

- A. All matters pertaining to Girls State are handled by the Girls State Director, the Girls State Chairman and the Girls State Board of Directors but must be brought before the Department Convention for approval.
- B. Units eligible to send girls to Girls State must participate in at least four of the following programs: Americanism, Children and Youth, Rehabilitation, Girls State, Poppy or Community Service. Units must be in good standing with a minimum membership of ten (10) Senior members transmitted to Department Headquarters.
- C. All Units are allowed to send two (2) girls per local high school per Unit. In some cases additional girls have been accepted when space allowed. Send request for additional girls to the Girls State Director. Units should choose alternates in case of drop out.
- D. In localities where there is no Auxiliary Unit, sponsors should contact the Girls State Director. Applications will be handled on an individual basis.
- E. In referring to students who attend Girls State, Citizens of Girls State is the appropriate title, not Girls Staters. This is a National policy.

## 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 should be ordered direct 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 Handbook for further information on ordering. Price lists for supplies available from the Department Secretary are sent to each Unit Secretary at the beginning of the year. For items not covered, ask the Department Secretary.
- D. A limit of one year is placed on claiming Department scholarships.
- E. For the required bonding of Unit members handling funds and assessment for Department Minutes and Bulletins \$15.00 must be sent to the Department Secretary April 1 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.
- F. November is the preferred month for ordering poppies. Poppies should be ordered from the Department Secretary and check should accompany order.
- G. All checks should be made payable to American Legion Auxiliary, Department of Alaska.

## VII LIFE MEMBERSHIP

1. **Honorary Life Membership** is conferred 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 her life. This high honor should be considered carefully.
2. **VIM Membership:** Any member in good standing whose membership dues are paid for the current year may become a Very Important Member (VIM), which is the Auxiliary's Paid-Up-for Life membership program. The membership status must be verified by the Unit Secretary on the application. VIM applications can be secured from the Department Secretary. A VIM pin is available.

## 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. The membership pin cannot be worn on a hat.

## IX. UNITS

### 1. Policy

- A. A list of the new Officers and Chairmen should be sent to the Department Secretary on the form provided with the Call to Department Convention. The Department Secretary should 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 Chairmen are directed to Unit Officers and Chairmen through the Unit Secretary. These are for use by the Unit Chairmen and should be given to her immediately. These communications must be read or reported on by Unit Chairman or in her absence, by the Unit Secretary.
- C. The membership application should be forwarded to the Department with the applicant’s dues.
- D. Units should keep a file of Department Convention minutes, Executive Committee minutes and bulletins for reference.
- E. The Installing Officer for Unit installations should be a past Unit President, past or present District, Department or National Officer. The Installing Team is the choice of the President elect. The

Installing Officer should be introduced giving her name, office and past service to the Auxiliary. She can be a member of any Unit.

- F. It is not expected a Unit take on every project and program suggested by Department Chairmen. The information sent by Chairmen is important and should 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 should not refer to themselves as Posts -they are Units of the American Legion Auxiliary.
- H. Each Unit is assessed \$15.00 to fund the purchase of gifts from the Department to the National President and Western Division Vice-President each year. Units may send a card to be included with the gift if they wish.
- I. Units are requested to furnish lodging for the Department President or her representative in a hotel or private home during official visits. This enables the President to stretch her travel allowance.
- J. Units are not expected to pay hotel bills of National President during her visit. Units are expected to provide amenities - flowers, meal tickets and transportation - if possible during her visit.
- K. 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 Handbook. See page 46 of the Unit Handbook for procedure in attaining rulings from the Counsel General.
- L. Units are advised to make use of the Unit Executive Committee when matters must be decided between regular meetings.
- M. Units must NEVER request information directly from National Officers. Questions should be directed to the Department President or Department Secretary who will, if necessary, forward them to the National Secretary.
- N. It is recommended the same members should 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.

- O. The election of one of the Unit's own members to the office of Department President or National Divisional Vice President should be an occasion for honoring her with a "Homecoming", reception, tea, dinner or other social function.
- P. All members in this Department are recommended to take the Field Service Course.

## 2. Guides for Unit Secretaries and Treasurers

- A. Read and study carefully the Unit Handbook, with particular attention to Secretary and Treasurers 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 or printed in black ink for microfilming. 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 Handbook.
- F. It is mandatory that transmittals be sent to the Department Secretary 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 should be in alphabetical order.
- G. Current dues are \$12.00 for Senior member and \$4.00 for Junior member. From this amount \$5.00 for each Senior member and \$1.25 for each Junior member is sent to National. The balance remains in the Department to carry on the activities of the

Department. The application and transmittal forms are sent to the Department Secretary. A copy of the transmittal remains in the Department file. The proper amount of per capita must accompany the transmittal.

- 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 should strive for perfection each time we hold a meeting.
- B. Before the opening of the meeting, color bearers and others participating should know what they are to do.
- C. All members should put aside purses, packages and other impediments until the ceremonies are concluded. No one should 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 should 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 should be carried slightly higher than other flags or banners and should be posted in advance of banners.
- H. The color bearers should remain standing by the Flag during the opening ceremonies, retiring when the President seats the members.

- I. In pledging allegiance to the Flag, members should stand with the right hand over the heart and nothing in their hands. The pledge should be led by the Americanism Chairman 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 should be given during prayer offered by the Chaplain.
  
- L. The Preamble to the Constitution of the American Legion Auxiliary should be recited in unison. Every member should learn the Preamble, which may be found in the Unit Handbook, 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 should remain at salute until the Flag has been carried to the rear and the President has dropped her hand to her side.
  
- N. Alcoholic beverage should not be allowed in Unit meetings and during initiation or installations.

#### **4. Distinguished Guest/ Hospitality**

- A. It is strongly suggested every Unit have a Distinguished Guest/Hospitality Chairman. Her aim should 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. She should assist in discovering special talents and interests of those present. All those serving in this capacity should be sincerely Interested in people and unhampered by racial, national, social or religious bias. She should practice the art of making people feel at home. There are a number of things that can be done by the Hospitality Chairman 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 should be taken not to interrupt a speaker or special program while seating latecomers, nor should 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 her 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 tomorrows meeting.