

AMERICAN LEGION AUXILIARY **STANDING RULES**

DEPARTMENT ORGANIZATION

AMERICAN LEGION AUXILIARY

DEPARTMENT OF ALASKA

Adopted 1994

Amended 1996, 1998, 1999, 2000, 2003, 2004, 2005, 2006, 2007, 2008,
2009, 2010, 2011, 2013, 2015, 2018

PREFACE

These American Legion Auxiliary Standing rules are rules duly adopted, by the appropriate department governing body of the American Legion Auxiliary to provide guidance to the American Legion Auxiliary, its Units, subsidiaries and affiliated entities. Standing Rules have the same importance as the Department Constitution & Bylaws and may be amended as frequently as needed.

Certain Standing Rule can only be amended or rescinded by action of the Department Convention delegates, as specified therein. Standing Rules that specifically state “As provided in the Department Bylaws” can only be amended by action of the Department Convention delegates.

Except when otherwise specified in the Bylaws or these Standing Rules, a Standing Rule may be amended or rescinded by a two-thirds vote of the Department Executive Committee, or if notice has been given, by a majority vote. In addition to these Standing Rules, supplementary department policies or rules may be adopted as they are needed from time to time by the Department Executive Committee or Department Convention.

CODE OF ETHICS

American Legion Auxiliary members are expected to comply with the organizations governing documents and comport themselves according to the following Code of Ethics adopted by the National Executive Committee. This Code of Ethics serves as a guide for conduct acceptable within the American Legion Auxiliary.

As a matter of fundamental principle, the American Legion Auxiliary will adhere to the American Legion Auxiliary National Constitution, Bylaws, and Standing Rules 25 highest ethical standards to earn and protect the public's trust in our performance to carry out the Auxiliary's mission, uphold rigorous standards of conduct, and be good stewards of our resources.

The American Legion Auxiliary as witnessed through the conduct of its Department governing body, officers, staff, and volunteers, must earn the public's trust every day and in every possible way. Department leaders are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility and respect.

The American Legion Auxiliary strongly recommends that all chartered entities and affiliated organizations at all levels adopt a Code of Ethics and conduct themselves accordingly. In keeping with the best practices of high performing nonprofit organizations, it is the expectation of the American Legion Auxiliary that its Department business standards, operations, and conduct conform to the following Code of Ethics.

Personal and Professional Integrity

All members, volunteers, and staff of the American Legion Auxiliary act with honesty, integrity, and openness in all their communications, business, and transactions as representatives of the American Legion Auxiliary (organization). The organization promotes an environment that values fairness and commitment to the organizations founding principles and demonstrates respect for others.

Department officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the organizations mission and values, recognizing that their actions reflect upon the credibility and reputation of the American Legion Auxiliary.

Department officers, board members, staff, and volunteers shall work to positively influence their environment to build respect, creditability, and strategic importance of our organization to the public, our members, and the communities we serve.

Legal Compliance

The American Legion Auxiliary is knowledgeable of and comply with all applicable federal, state and local laws and regulations, including but not limited to: complying with laws and regulations related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing.

Department officers, board members, staff, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction. Department officers, board members, staff, and volunteers shall recognize that compliance with applicable laws is a paramount standard.

Governance

The American Legion Auxiliary's Department governing body is responsible for setting the strategic direction of the organization and oversight of the finances, operations, policies and programmatic performance.

The governing body to the American Legion Auxiliary shall:

- Ensure that the organization conducts all communication, business, and transactions with integrity and honesty.
- Ensure that policies of the organization are in writing, clearly articulated, and officially adopted.
- Ensure periodic review of the organizations structure, procedures and programs to determine what is working well and what practices the organization might want to change in order to be more efficient, effective or responsible.
- Ensure that the resources of the organization are responsibly and prudently managed.

- Ensure that the organization has the capacity to carry out its programs effectively.

Responsible Stewardship

The boards, officers, staff, and volunteers of the Auxiliary is responsible for managing and preserving the organizations assets. Officers, Board members, staff, and volunteers are expected to understand their fiduciary responsibilities so that the charitable purposes of the organization are carried out and assets are properly safeguarded and managed.

Officers, board members, appropriate volunteer leaders and staff shall ensure that:

- Financial reports are created and maintained on a timely basis that accurately portray its financial status and activities.
- Internal financial statements are provided accurately and timely.
- Annual financial reports are made available to the public.
- Employees, Department leaders, and members are provided a confidential means to report suspected financial impropriety or misuse of its resources.
- Written financial policies governing management and investment of assets and reserve accounts, internal control procedures, and purchasing practices are developed and implemented.

Openness and Disclosure

The American Legion Auxiliary will provide comprehensive and timely information to the public, the media, and its members, and is responsive to reasonable request for information. All information about the organization will fully and honestly reflect the policies and the practices of the organization.

Conflict of Interest

The organization has the right to expect that the decisions made by the Department board, officers, staff, and volunteers of the Auxiliary is made objectively and in the best interest of the organization.

To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Auxiliary, the organization shall develop, adopt and implement a conflict of interest policy.

Such policy shall include requirements to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the organization.

Fundraising

The organization shall take care to ensure that all means and materials for solicitation accurately and correctly reflect its mission and use of solicited funds. The American Legion Auxiliary shall respect the privacy concerns of individual donors and expend funds consistent with donor intent.

To assure that donors and prospective donors can have full confidence in the organization and the causes they are asked to support, the Auxiliary will respect the following rights of donors:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statement and others on request.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing the American Legion Auxiliary will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Grant Making

The American Legion Auxiliary shall have specific stated responsibilities in carrying out grant programs. These responsibilities include the following:

- A formal and consistent application process which includes defined eligibility.
- Fair and equitable selection criteria.
- Assurance of applicant privacy.
- Clear, timely and respectful communications throughout the application process.

Inclusiveness and Diversity

The organization recognizes the value of the diverse backgrounds and beliefs of its membership. The organization promotes an atmosphere of mutual respect for the worth and dignity of its members, those eligible to become members and those we serve.

Ethics Violations

Any member may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation. The organization considers all inquiries and complaints about actions of members to be strictly confidential.

Ethics Query – An ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member.

The organization shall adopt a procedure to administer the ethics query process.

Ethics Complaint – An ethics complaint provides a process for receiving, investigating and acting on a violation of the Code made against any member or staff and provides a process that is fair, responsible, confidential and consistent.

The organization shall adopt a procedure to administer the complaint process.

Whistleblower Protection

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary shall establish and abide by policies to protect the Auxiliary.

Any member who acts maliciously by making known information she knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation.

The organization will investigate any allegations that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate. Any member who believes she has been retaliated against for whistle blowing is expected to report immediately. If the complaint is validated, the organization can impose disciplinary sanctions against the retaliating member including termination of membership in the organization.

I	CALENDAR.....	page 8
II	DEPARTMENT PER CAPITA DUES	page 9
III	GAMING PERMIT	page 10
IV	TRANSMITTAL OF CONTRIBUTIONS.....	page 10
V	NATIONAL GIRLS STATE CONFERENCE	page 12
VI	NATIONAL CHILDREN & YOUTH CONFERENCE.....	page 13
VII	PROMOTING SCHOLARSHIPS.....	page 13

I. CALENDAR

- June 15% of Poppy proceeds to Department
Flag Day
Prepare for July Fourth celebrations
American Legion Auxiliary Alaska Girls State
- July Unit membership goals are established at the close of the National
books 30 days prior to National Convention
Send dues transmittals for life members, early remittances
- August Junior Activities
National Convention
Department Executive Committee Meeting at National Convention
- September Music
Department Chairmen receive Plan of Action for Auxiliary year
Send dues transmittals at least once a month or more often
- October Education
Constitution and By-Laws
Halloween activities
Send contributions to VA Hospital Gift Shops
Department Executive Committee Meeting
- November Membership
Veterans Day activities
Order Poppies
Auxiliary Birthday November 10th
Thanksgiving activities
- December Veterans Affairs & Rehabilitation - Domiciliary Veterans Gift Shop
Pearl Harbor Day
Christmas Day
- January Legislative & National Security
January 31, Deadline for National Presidents citation for 100% Unit
membership and deadline for maintaining continuous membership
year guards.
- February Americanism

If your Poppies are not ordered - do so immediately!

- March Community Service
 American Legion Birthday
 March 15 – Deadline for accepting applications by Unit for - National Presidents Scholarship for Sr. Members; National Presidents Scholarship Jr. members and Agnes Parks Scholarship
 March 30th cut-off date for reports to Department Chairmen
- April Post-convention Department Executive Committee Meetings
 Children and Youth
 \$30.00 Unit Bond/ Minutes, National Presidents Gifts to Dept.
 Unit scholarship winners certified to Department
 Unit Elections-list of officers, addresses and ph.# to Department.
 Elect Delegates to Department Convention
 Pre-Convention and Post-Convention DEC meetings
 Department Convention
April 30th – close of fiscal year.
- May May 1st – beginning of fiscal year.
 May 15th – American Legion Auxiliary Alaska Girl State registration due to the American Legion Auxiliary Alaska Girls State Chairman
 Poppy
 Memorial Day activities

Any unused poppies should be retired with dignity and not discarded to end up in a dump.

The Chairman of Auxiliary Emergency Fund, Cavalcade of Memories, Finance, Leadership, Past Presidents Parley and Public Relations are not assigned duties for a specific month but have programs and activities the entire year.

II. DEPARTMENT PER CAPITA DUES

The Department per capita dues shall be \$23.00 per annum for senior members and \$5.25 per annum for junior members. The National per capita dues for senior members shall be \$12.00 per annum, which shall include a subscription for The American Legion Auxiliary National News; and the National per capita for Junior members shall be \$2.50 per annum. The Department Treasurer shall remit the National per capita dues promptly to the National Treasurer at least once a month.

III. GAMING PERMIT

The Department may place their gaming permit with a licensed operator and the contract with said operator shall be reviewed and renewed annually upon approval at Department Convention. The Department will continue to pay Fairbanks American Legion Baseball ten (10) percent quarterly on all proceeds from gaming from the placement with the operator. This contract will be renewed annually at Department Convention.

IV. TRANSMITTAL OF CONTRIBUTIONS

- A. The following contributions should be sent to the Department Secretary with check made payable to the Department of Alaska:

Auxiliary Emergency Fund
Spirit of Youth Fund
Creative Arts Festival

- B. The following contributions and subscriptions for The American Legion should be sent to the addresses provided.

National Child Welfare Foundation
The American Legion
P.O. Box 1055
Indianapolis, IN 46206

National Legislative Bulletin
The American Legion
1608 K Street, N.W.
Washington DC 20006

The American Legion Dispatch
The American Legion
P.O. Box 1055
Indianapolis, IN 46206

- C. Contributions for the following should be sent to the addresses provided.

Chapel of the Four Chaplains
1855 N Broad Street
Philadelphia, PA 19122

Freedoms Foundation
P.O. Box 706
Valley Forge, PA 19482

National League of Families
(POW/MIA)
c/o 1608 K Street, N.W.
Washington D. C. 20006

Radio Free Europe
1201 Connecticut Ave., N. W.
Washington D.C. 20036

USO World Headquarters
601 Indiana Avenue, N.W.
Washington DC 20004

Statue of Liberty Foundation
P.O. Box 1986
New York, N.Y. 10018

- D. Contributions to the American Cancer Society, Lung Association, Muscular Dystrophy, Special Olympics, etc., should be sent to local chapters.
- E. The retiring Department President is the Past Presidents Parley Chairman and also Future Development Chairman. Proceeds from the Past Presidents Luncheon will be deposited into the Future Development Fund. These funds are for Department modernization and office equipment. The Chairman must update the Department Memorial Plaque every year.
- F. When a Past Department President is deceased, the Department shall make a donation in her memory to the charity of her choice or to The American Legion Child Welfare Foundation in an amount not to exceed \$100.00 or send a floral bouquet for her memorial service not to exceed \$100.00.
- G. Guidelines for Woman of the Year Activities in conjunction with Past Presidents Parley Luncheon are as follows:
1. Send letters out to all Units to choose their Woman of the Year.
 2. Host a fundraiser, split the pot or other events to raise funds to cover the costs of corsage, ribbon/sash and tiara to be presented to the Department Woman 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 "Woman of the Year".
 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 Woman of the Year plaque with adding Name plates if needed. Drape the plaque if needed at the Annual Luncheon. Perform a Memorial Service, if needed.
- H. Guidelines for the Auxiliary Emergency Fund are as follows:
1. A member that is requesting assistance must be a two (2) year member of the Department of Alaska in good standing, (dues current).
 2. The member requesting assistance must also be a current Alaska resident.
 3. The member requesting assistance must turn in the same emergency fund paper work as required by National for the National Auxiliary Emergency Fund to her Unit for their approval before sending it on to Department.
 4. 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.
 5. The Auxiliary Emergency Fund monies cannot be used to cover pre-existing medical bills or credit card debt. A one time donation up to \$5,000.00 may be used to help pay for medical bills incurred no lather then the current year. A check to assist any member shall not exceed \$5,000.

V. NATIONAL GIRLS STATE CONFERENCE

The American Legion Auxiliary Alaska Girls State Director and/or Co-Director will be budgeted to attend the National American Legion Auxiliary Girls State Director's Conference in Indianapolis, Indiana, each year. The allowance for this travel will be up to \$1,500.00 for airfare to include 2 nights lodging.

VI. NATIONAL CHILDREN & YOUTH CONFERENCE

The Children & Youth Chairman will be budgeted to attend the National Children & Youth Conference in Indianapolis, Indiana, each year. The allowance for this travel will be up to \$1,500.00 for airfare to include 2 nights lodging.

VII. PROMOTING SCHOLARSHIPS

The American Legion Auxiliary Education program offers three National Scholarships:

A. NATIONAL PRESIDENT'S SCHOLARSHIP: Fifteen scholarships are awarded to daughters, step-daughters, sons, step-sons of veterans who served in the Armed Forces during the current eligibility dates for membership. The Scholarships are awarded in each division of the American Legion Auxiliary: one in the amount of \$3,500, one in the amount of \$3,000, and one in the amount of \$2,500. All are gift scholarships and not loans. Each applicant must be in his or her senior year of high school and must have completed at least fifty hour of volunteer service within his or her community. No Unit may enter more than one candidate in the Department completion. Each Department is restricted to submitting one candidate to the Divisional completion. The scholarship must be used within 24 months of the date the winner receives notification by National Headquarters, or the scholarship will be forfeited.

AGGIE PARKS SCHOLARSHIP: This scholarship is a \$1,000 Department of Alaska scholarship that is awarded to the successful applicant that is forwarded on to the Western Division Educational Chairman for consideration for the **NATIONAL PRESIDENT'S SCHOLARSHIP.**

B. SPIRIT OF YOUTH SCHOLARSHIP FOR JUNIOR MEMBERS: Five scholarships in the amount of \$5,000 will be awarded. One scholarship will be awarded in each Division of the American Legion Auxiliary. All are gift scholarships and are not loans. Each applicant must be in her senior year of high school, shall have been a Junior member for the past three years, must be a current member, and must maintain her membership throughout the four-year scholarship period. This is a four-year scholarship to attend an accredited institution of higher education. Applicants must be of good character and have grades which meet entrance requirements at the

institution of their choice. Applicant must have at least a 3.0 GPA using a 4.0 base. No Unit may enter more than one applicant in the Department competition. Each Department is restricted to submitting one applicant to the Divisional completion. Use of the scholarship must begin within 24 months of the date the winner receives notification by National Headquarters. Additionally, National Headquarters must receive certification from the college of the winner's enrollment within 12 months of notification.

- C. **NON-TRADITIONAL STUDENT SCHOLARSHIP:** Five scholarships, each in the amount of \$2,000, will be awarded. One \$2,000 scholarship will be awarded in each Division to a member of The American Legion, American Legion Auxiliary, or Sons of The American Legion. All are gift scholarships and do not have to be repaid. These scholarships are available to non-traditional students returning to the classroom after some period of time in which formal education was interrupted or to a student who has completed at least one year of college and is in need of financial assistance to pursue an undergraduate degree. Each applicant shall have paid dues for the two preceding years and for the current year. American Legion Auxiliary Spirit of Youth Scholarship recipients are not eligible. No Unit may enter more than one candidate in the Department competition. Each Department is restricted to submitting one candidate to the Divisional completion. The Scholarship must be used within 24 months of the date the winner is notified by American Legion Auxiliary National Headquarters.

ADDITIONAL SCHOLARSHIPS: There are many other Unit, Post, and Department Scholarships available. More scholarships are available through other American Legion Auxiliary and American Legion programs.

The **Samsung** scholarships are available to direct descendants of U.S. wartime veterans who are also participants in American Legion Auxiliary Girls State or The American Legion Boys State programs.

The **Girls Scout Achievement Award** scholarship is offered through the Americanism program and available to Girls Scouts who have achieved their Gold Award and participate in church activities

The **Eagle Scout of the Year** scholarships are available to Boy Scouts who have achieved their Eagle Award, participate in church activities, and contribute to the community.

Additionally, participants in the baseball program are eligible for the **American Legion Baseball Scholarships** and finalists in the Oratorical Contest are eligible for **Oratorical Scholarships**.

The American Legion also offers the **American Legacy Scholarship** (also known as September 11th Memorial Scholarship) to children of active duty U.S. military and Guard and Reserve personnel who were federalized and lost their lives on duty on or after September 11, 2001

Finally, the American Legion Auxiliary, Department of Alaska awards the **Merrilyn Stock Memorial Scholarship** and the **Evelyn Oliver Scholarship**. (The Evelyn Oliver Scholarship is reserved for a student from the Southeast panhandle of Alaska and is administered out of the Department of Alaska.) The Merrilyn Stock Memorial Scholarship is a non-traditional scholarship and is awarded to continuing education students. It is not intended for new high school graduates.