

POLICIES AND PROCEDURES  
OF THE  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF ARIZONA

Updated September 2026

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NOTE: All past adopted resolutions have been incorporated in this revision under the appropriate section.

## FORWARD

This book has been revised to assist those who are charged with the execution of the programs of the American Legion Auxiliary Department of Arizona in discharging their duties. It includes all mandates and policies adopted by Department Convention action and action of the Department Executive Committee which are still in effect. The policies are stated as briefly as possible but as completely as necessary in each instance.

It is hoped that this will aid those who have the responsibility of executing the programs to a better understanding of the real aim and purpose of this organization.

With this book of information, along with the National Constitution and Bylaws; the Department Constitution and Bylaws; the District Constitution and Bylaws; the Unit Constitution and Bylaws; Robert's Rules of Order, Newly Revised; the Unit Guidebook; The Office Manual; and Parliamentary Points; effective Leadership is assured at any level of responsibility.

The Policies and Procedures Book contains policies of the Department under which we are now operating and shall be binding.

The Department Office and Employee Manual contains policy and procedures for the Department Headquarters office operation and policy guidelines for all employees and volunteers.

Revision as to future conduct or as to future policy shall be embodied in a separate resolution for consideration and action of either the Department Executive Committee or the Department Convention Body.

All new decisions shall be preserved in written form in a state of constant revision by the Department Executive Director of Operations. These approved resolutions shall be made part of the Policies and Procedures Book of the American Legion Auxiliary, Department of Arizona, Inc.

A special committee composed of Adelene Smith, Velma Henson and Melva Kitchen completed the first Policies & Procedures book in 1978. Revised in 1981, 83, 89, 93, 97, and 99.

Revised:

Department Convention 2000-2001, 2004-2019, 2021-2026

National Convention 2004-2006, 2011-2013, 2019, 2023-2024, 2026

**American Legion Auxiliary  
DEPARTMENT OF ARIZONA POLICY  
Confidentiality**

**Policy Statement**

It is the policy of the American Legion Auxiliary Department of Arizona to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the governance and management of the organization in order to foster a culture for good decision making and to protect the organization from harm.

**Policy**

In the course of their duties, department volunteers and department staff will have access to information that, if disclosed, could harm the organization, its business relationships, or an individual.

Officers, Executive Committee members, program chairmen and committee members, volunteers, and staff with the American Legion Auxiliary Department of Arizona shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Officers, Executive Committee members, program chairmen and committee members, volunteers, and staff shall not disclose information about donors and donations without express permission, nor disclose information concerning personnel, sensitive business matters, and legal matters that may directly or inadvertently become known to the officers, Executive Committee members, program chairmen and committee members, volunteers, and staff.

Department volunteers and staff shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Department officers, Executive Committee members, program chairmen and committee members, volunteers and staff shall be required to sign the confidentiality compliance statement. This policy is not intended to prevent disclosure when disclosure is required by law or a court of law.



**AMERICAN LEGION AUXILIARY**  
*In the Spirit of Service Not Self for Veterans, God and Country*

**CONFIDENTIALITY AGREEMENT**

It is the policy of the American Legion Auxiliary to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.

Department Officers, Executive Committee members, program chairmen and committee members, volunteers and staff members with the American Legion Auxiliary Department of Arizona shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Department officers, Executive Committee members, program chairmen and committee members, volunteers and staff members shall not disclose information about donors and donations without express permission, or information concerning personnel, sensitive business and legal matters that may directly or inadvertently become known to the Department officers, Executive Committee members, program chairmen and committee members, volunteers and staff.

As a Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member, I recognize that certain written and verbal information provided to me in my capacity as an Auxiliary leader is intended only for my confidential use in my official capacity as an Auxiliary leader and is not to be disclosed, copied, distributed, made available, or communicated to others. I will exercise caution and care in the handling of documents and material that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality and agree to abide by this policy at all times.

---

(Signature)

---

(Date)

---

(Name Printed)

**American Legion Auxiliary  
DEPARTMENT OF ARIZONA POLICY  
Conflict of Interest**

**Policy Statement**

It is the policy of the American Legion Auxiliary Department of Arizona (ALA), a public benefit 501(c)(19) not-for-profit Veterans Service Organization, National Headquarters, Indianapolis, Indiana, and Department Headquarters, Phoenix, Arizona, to protect the American Legion Auxiliary's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of Department Officers, Executive Committee members, program chairmen and committee members, volunteers and staff members, or that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Policy Definitions**

**Interested Person:** An interested person is any Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member who has a direct or indirect financial interest, as defined below.

**Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the ALA has a transaction or arrangement,
- b. A compensation arrangement with the ALA or with any entity or individual with which the ALA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the ALA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under the American Legion Auxiliary Department of Arizona Conflict of Interest Procedures, a person with a financial interest may have a conflict of interest only if the Executive Committee so determines.

**Policies**

**1. Records of Proceedings**

The minutes of the Executive Committee shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the committee's decision as to whether a conflict of interest in fact exists.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **2. Compensation**

A voting member of the Executive Committee who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the Executive committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ALA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **3. Annual Statements**

Each Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understood the policy,
- c. Has agreed to comply with the policy, and
- d. Has understood that the ALA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **4. Periodic Reviews**

To ensure the ALA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the ALA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **5. Use of External Expertise**

When conducting the periodic reviews as provided for in Section 4, the ALA may consult or engage persons or businesses with professional expertise. Use of external expertise does not relieve the Executive Committee of its responsibility for ensuring said periodic reviews are conducted.



## **AMERICAN LEGION AUXILIARY DEPARTMENT OF ARIZONA CONFLICT OF INTEREST COMPLIANCE STATEMENT**

It is the policy of the American Legion Auxiliary that no Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member shall gain financially from any decision or matter brought before the organization.

It is the policy of the American Legion Auxiliary that all Department Officers, Executive Committee members, program chairmen or committee members, volunteers or staff members shall disclose and avoid any conflict of interest pertaining to any decision or matter brought before the organization in which a member of his or her immediate family has an interest, financial or otherwise.

It is the policy of the American Legion Auxiliary that no Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member shall utilize his or her position with the American Legion Auxiliary to disclose donor or financial information or any decision or matter brought before the organization which causes another civic, charitable, or not-for-profit organization to which the member, officer or staff member has an employment or leadership relationship to gain financially.

No Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member may participate in any discussion of any matter before the organization when such matter would result in a conflict of interest or financial gain or loss to the Department Officer, Executive Committee member, program chairman or committee member, volunteer or staff member; to a member of his or her immediate family; or to another civic, charitable, or not-for-profit organization to which the member, officer or staff member has an employment or leadership relationship. Such matters would include, but not be limited to, contracts to furnish goods and services, lease or purchase agreements of real or personal property, solicitation of donations, or such like matters which would result in conflict of interest or a financial gain or loss.

Upon learning that a matter before the organization would create a conflict of interest, the member must make a full disclosure of his or her interest in such matter to the Executive Committee, and the member shall not further participate in any discussion of or decision on such matter. The failure of a member to make a disclosure as described in this policy may result in the voidance of such agreement, contract, lease or matter at the discretion of the Executive Committee, and may result in removal action for the member.

For purposes of this policy, the term "immediate family" shall mean the spouse, child(ren), grandchild(ren), and the brothers, sisters, parents, grandparents, nieces or nephews of a member, or the spouses of any immediate family member.

I have read and understand this Conflict of Interest Policy Statement and will comply with each point as stated herein. I will complete the Conflict of Interest Disclosure Form as appropriate.

---

(Signature)

---

(Date)

---

(Name Printed)

---

(Auxiliary Department)

**AMERICAN LEGION AUXILIARY  
CONFLICT OF INTEREST DISCLOSURE FORM**

*(To be completed when applicable by Department Officers, Executive Committee members, program chairmen or committee members, volunteers or staff members)*

1. Do you or any family members receive compensation from or have a material financial interest in any entity that furnishes goods or services to the American Legion Auxiliary Department of Arizona? *(Example: Do you or a family member work for a company that sells a product that you know has been or may be purchased by the American Legion Auxiliary Department of Arizona or the Girls State Foundation?)*

YES\_\_\_ NO\_\_\_

If you answered "yes," please complete the following:

Company/organization with which you or family members are involved:

Company Name:\_\_\_\_\_

Company Address:\_\_\_\_\_

Nature of Business:\_\_\_\_\_

Type(s) of product(s) or service(s):\_\_\_\_\_

Your job title or affiliation with this company:\_\_\_\_\_

What was the value of the product or service provided over the past year? \$\_\_\_\_\_

2. To the best of your knowledge, are there any other relationships or circumstances that would result in a conflict of interest in your relationship with the American Legion Auxiliary Department of Arizona ?

YES\_\_\_ NO\_\_\_

If you answered "yes," please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify the American Legion Auxiliary Department of Arizona immediately.

Printed Name:\_\_\_\_\_ Position Held:\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

AMERICAN LEGION AUXILIARY  
Department of Arizona, Inc.

ORGANIZATION

The Department shall be divided into not less than five or more than twelve Districts. Boundaries to conform to those of The American Legion.

The Districts shall be divided into Units, the division of Units to conform to the Posts of The American Legion, if at all possible.

UNITS

The smallest administrative unit of the American Legion Auxiliary of the Department shall be termed a "Unit", which shall have a minimum membership of ten paid senior members. No Unit shall be received into this organization until it shall have applied for a Charter. A Unit desiring a Charter shall apply to the Auxiliary Department Headquarters, and upon completion of all organizational requirements the Charter will be issued by the National President and National Secretary whenever recommended by the Department President or Chairman of the Department Executive Committee, and shall be countersigned by the Department Executive Director of Operations. The minimum number of members to charter a new unit shall be ten (10) senior members, with the exception of a Department Headquarters Unit that shall have no minimum membership requirements. (23)

The Officers of the Unit shall be President, one or more Vice Presidents, Secretary, Treasurer, or Secretary-Treasurer, Historian, Chaplain, Sergeant-at-Arms, and such other officers as may from time to time be authorized.

Each Unit shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force of violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

All officers of the Unit shall be elected annually except Secretary, who may be appointed by the President.

All Units shall initially accept and sign a Constitution and Bylaws based on the example in the Unit Guidebook, before the initiation and installation of their first set of officers. (See example on pages 67-71 of this manual.) The Unit Constitution and Bylaws may thereafter be amended by proper action of the Unit. (2010) It shall not conflict with that of National or Department.

Any member in good standing wishing to transfer to another Unit must present to the new Unit their current membership card. Upon acceptance of the transfer by the new Unit, the Unit Officer will complete the transfer section on the Member Data Form. The new Unit Officer and member must sign and date the Member Data Form to be valid. The member shall then be entitled to active membership in said Unit. No dues shall be transferred. (2006)

A member transferring shall be entitled to voting membership in the Unit to which the member transfers until the expiration of paid up dues.

The yearly dues of each Unit shall be left to the discretion of said Unit.

The non-functioning of the Legion Post does not cancel the Auxiliary attached thereto.

When a Unit ceases to function, or its charter has been revoked or canceled, the charter and all Unit records and funds shall be immediately forwarded to the Department Auxiliary Headquarters.

THE NATIONAL JUDGE ADVOCATE HAS RULED THAT A POST HAS NO POWER TO REGULATE A UNIT, NOR A DEPARTMENT OF THE LEGION TO REGULATE A DEPARTMENT OF THE AUXILIARY.

### DISTRICTS

The District shall elect annually a District President and District Vice President, not from the same Unit. These two elected officers shall remain in different Units during the time that they serve together. (2015) These officers shall be elected at the annual spring meeting and shall be installed at the last District meeting as District Officers. The District Presidents shall be installed as members of the Department Executive Committee at the close of the Annual Department Convention. (80)

Each Unit in the District shall be entitled to one vote for each District office. All officers shall have no vote pertaining to any and all District elections, except by the one vote of their unit.

All District Presidents shall hold office until successors have been duly elected and installed.

District Presidents may serve only two consecutive terms. Although not recommended, where there is no eligible member nominated to serve as District President, a current District President may serve more than two consecutive terms. (2026)

The object of this organization shall be to unify the work of the District, to further the purposes of the American Legion Auxiliary as outlined in the Preamble, and to assist and cooperate with all plans and policies of the Department and National Organization and to encourage a closer cooperation with The American Legion.

The District shall hold at least four official meetings a year to coincide with The American Legion District, if feasible. Any District President not holding the required four official meetings per year shall be prohibited from receiving Department funds for the annual Convention. (81)

Each Unit shall have one undivided vote, said vote to be cast by the Unit President or representative of the Unit. Delegates from 1/3 of the Units within the District shall constitute a quorum at the official District meetings.

A copy of the minutes of each District meeting shall be sent to the Department President and copy sent to the Department Executive Director of Operations no later than ten days following said meetings. (89)

### DISTRICT OFFICERS

The District shall elect annually a District President and one District Vice President, not from the same Unit.

The Vice President shall succeed to a vacancy in the office of President between elections. It shall be mandatory that the candidates nominated be present at said meeting, unless for good and sufficient reason the candidate is unable to be present and has expressed in writing their willingness to serve as an officer.

The District Secretary-Treasurer, or separate District Secretary and District Treasurer in accordance with the District's Bylaws, shall be appointed by the District President, subject to the approval of the District Executive Committee.

The offices of Chaplain, Historian, and Sergeant-at-Arms may be appointed by the District President at each District meeting, or to serve for the full year.

#### DISTRICT EXECUTIVE COMMITTEE

The District Executive Committee shall consist of all elected District Officers, the Junior Past District President, and the Unit President or Unit representative of the units within the District.

#### DUTIES – DISTRICT PRESIDENT

It shall be the duty of the District President to instruct the Units in the programs of the Auxiliary and to encourage and promote in every way the growth, welfare, and accomplishments of the Units in the District. The District President shall be charged with the responsibility of coordinating the activities of the Units under the direction of the Department President. The District President shall preside at all District meetings during the year.

The District President shall be responsible for notifying, in advance, the Department President and the District Vice President of an upcoming absence at a Department called meeting. (Also see duties of Department officers on pages 14-17 of this manual.)

#### DISTRICT VICE PRESIDENT

It shall be the duty of the District Vice President to take charge of the membership work of the District, and any other duties as may be assigned by the District President.

#### OTHER OFFICERS

It shall be the duty of the other District Officers to carry out the functions of their respective offices in accordance with parliamentary procedure, and to perform any other duties assigned by the District President.

#### COMMITTEES

At the Fall District meeting the District President shall appoint a Constitution and Bylaws Committee and an Auditing Committee who shall audit the books of the District Treasurer within 30 days following the May District meeting (or last meeting of the fiscal year). The committee shall report on their findings to the District at its next regular meeting, before a budget can be adopted for the new year. (2007) The District President may appoint any other standing or special committees deemed necessary to properly carry on the work of the District.

The District shall carry out ONLY the programs of the Department Chairmen. No collections shall be made for the established programs of the Auxiliary, or for special programs of the Department Chairmen, except in instances where the District receives permission from the Department Finance Committee. (2013)

The Districts do not appoint any Auxiliary program Chairmen except those stated.

The Districts should plan their year-round agenda and then invite the Department Chairmen or Officers to a particular meeting. The Department Chairman is then obligated to attend or send a report, or have someone to represent them.

The District President shall have no special project.

#### DISTRICT FINANCES (includes UNIT RESPONSIBILITY TO DISTRICT)

The necessary revenue for the purpose of financing each District shall be derived from a per capita tax (or mandate) levied on all Units in the District. This shall be based on the membership of the previous year at close of Department books, and must be paid to the District Secretary-Treasurer by March 1 of every year for Unit voting privileges and the right to win Department Awards at Department Convention, eg, for the 2026-2027 year, Units must pay their per capita taxes to their District by March 1, 2027. The Department Executive Director of Operations must be notified as soon after March 1 as possible that this per capita has been paid. (2026)

The Hostess Unit for the District meeting is responsible for the expenses of that particular meeting; therefore, to conform to the policy of the Department, only the Hostess Unit may hold a raffle or sell tickets on future raffles, unless special permission has been given to the District President by the Hostess Unit.

District President's expense shall include ONLY ONE VISIT to each Unit. (If invited to attend other special events, the Unit must bear that expense.) Official visits to Units should be made before February 1 of each year, if possible. Units should schedule meetings with District Presidents to comply with this date.

Mileage allowance for District Presidents visits to District and Unit meetings should not exceed mileage as allowed by the Department Finance Committee, mileage is from the District President's Home Unit.

When making OFFICIAL visits to the Units by the District Presidents, the Units are ONLY responsible for room and meals, not mileage.

The District will be responsible for furnishing lodging, meals and mileage from the Department President's home Unit for the official visit of the Department President to their respective District. The District MUST provide for this in their annual budget. Units may still invite the Department President to their meetings or special affairs but the Unit MUST bear the expense.

Each District shall have an operating budget. The District funds shall be administered as directed by an official District meeting or in accordance with an approved District Budget.

Headquarters and all Districts will keep on file copies and proof of the yearly IRS filing and Arizona Corporation Commission report. Headquarters is responsible for making sure these reports are filed annually by either the District or the Executive Director of Operations.

The Department Finance Committee allows mileage to Department Fall Conference and to Convention for the seated District President. This will not be included in the District budget. (2013)

#### DISTRICT FINANCIAL RESPONSIBILITIES TO DEPARTMENT (2026)

All District Officials handling American Legion Auxiliary monies will be properly bonded through the Department of Arizona separate from the Officers and Employees policy, with each District paying their portion of the premium to Department. The formula for calculating each individual District's portion of the premium (or Mandate) is as follows:

(Bonding premium for all Districts) *multiplied by* (Number of chartered Units in the District)  
-----  
*divided by* (Number of chartered Units in the Department)

This Mandate is invoiced to the Districts beginning in August. All Districts have until November 1 of every year to send this Mandate to Department. A late fee of 5% will be assessed to the TOTAL DUE every 60 days. (2026) Continued non-payment will result in the loss of the District's vote and right to win Awards at Department Convention.

#### DEPARTMENT

The officers of this Department shall be a President, Vice President, Second Vice President, Historian, and Chaplain, all to be elected at each annual Department Convention. All officers shall hold office until their successors have been elected.

The Vice and Second Vice Presidents in order named, when called upon, will assist the President and in the President's absence perform that officer's duties and shall succeed the President in office in case of death, resignation or removal. (88)

Vacancies in any other office occurring between annual Conventions shall be filled by the Department Executive Committee.

All District Presidents shall serve on the Department Executive Committee with vote.

All of the above shall be classified as Department Officers.

Retiring Officers shall be given thirty days after the close of the Department Convention to close their books.

Any elected Department President, Vice President, Second Vice President, Historian, or Chaplain shall not succeed themselves in office. (93) District Presidents may serve two consecutive terms. Although not recommended, where there is no eligible member nominated to serve as District President, a current District President may serve more than two consecutive terms. (2026)

#### DEPARTMENT PRESIDENT

It shall be the duty of the Department President to preside at all meetings of the Department Fall Conference, Department Convention and Department Executive Committee, to appoint members of constituted committees and create such other committees and appoint members thereon as deemed advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee.

The Department President shall be ex-officio member of all committees and shall be responsible for the agenda of the Fall Conference, Department Convention and for the visitations of the Western Division National Vice President and the National President. The Department President will serve as the direct supervisor for all full time paid employees and/or counselor for part time employees when necessary and such other duties as are usually incident to the office or as outlined in the Department Constitution & Bylaws, the Department Policy & Procedure Book and the Office/Employee Manual. (98)

The Department President shall serve until the adjournment of the succeeding Department Convention or until a successor is elected.

The Department President must be a member in good standing in an Arizona Unit.

The Department President shall be a delegate to the National Convention with vote to be exercised with the Department.

The retiring Department President shall be the National Convention Delegation Chairman.

If the District President must be absent at a Department called meeting, the Department President shall send notification to the District Vice President requesting their attendance.

For Emergency matters of business which cannot wait for a specially called or regularly convened meeting of the Executive Committee, the Department President has the privilege of having a vote of the Executive Committee by regular letter, by email, or by a combination of the two. Each member of the Executive Committee must be contacted and a “hard” copy of the response to the question is to be kept for the record. A written report of committee members’ votes will be given at the next ensuing Executive Committee meeting and the results recorded in the meeting minutes. Only one item of business may be handled in each communication. (2016)

The Department President shall be paid no salary but shall be paid expenses as allowed in the budget for this purpose.

As long as funds are available from the “Department President’s Special Project Fund”, the Department President is allowed \$500.00 for a special project, if so desired.

#### PRESIDENT’S BOOK (2011)

Special Permissions which are given to the employees by the Department President, eg) accepting gifts or taking work home to complete, will be kept in a special record in the Department President’s briefcase. The outgoing Department President will go over all decisions recorded in this “Book” with the new Department President when administrations change after Convention. The new Department President will have to decide to continue these decisions or change them with clear communication to employees on decisions. This documentation will become a permanent part of the Department President’s briefcase, and documentation of Special Permissions will become a permanent part of the appropriate employee’s Personnel File.

#### DEPARTMENT VICE PRESIDENT

It shall be the duty of the Department Vice President to act as representative of the Department President in all matters referred to them by the Department President. By virtue of office, the incoming Department Vice President shall have first choice, if so desired, to be Chairman of the Membership Committee. (2009) The Department Vice President shall serve as a member of the New Units Committee.

The Department Vice President shall serve until the adjournment of the succeeding Department Convention or until a successor is elected.

The Department Vice President must be a member in good standing in their local Unit.

The Department Vice President shall attend the Department Conference, be a delegate to the Department Convention, and a member of the Department Executive Committee with vote.

Expenses for attendance at the Department Conference and the Department Convention will be paid from funds budgeted for that purpose.

The Department Vice President shall be responsible for the collection of a monetary donation from the Department Officers, Department Chairmen and committee members for a gift for the retiring Department President. Said gift to be presented by the Department Vice President at the Department Convention. (2022)

#### DEPARTMENT SECOND VICE PRESIDENT

The Second Vice President shall share the above duties of the Vice President if called on by the Department President to do so.

The Department Second Vice President shall serve as Department Veterans Affairs and Rehabilitation Chairman.

#### DEPARTMENT HISTORIAN

The Historian will record the activities and accomplishments of the Department. One hard copy and at least two digital copies of the History Book will be made each year. A hard copy in a binder purchased by the Department will be given to the retiring Department President. A digital copy will be given to the Department Executive Director of Operations for the records so that additional hard copies may be printed as needed, and a digital copy will be left in the Department Historian's briefcase. Note: Department History Books are now submitted digitally to National for judging.

#### DEPARTMENT CHAPLAIN

The Chaplain will be responsible for the Invocation and the Benediction at meetings, conduct the Memorial Service when such is needed in the Department and perform such other acts as come within the office as spiritual leader of the Department. The Chaplain shall be responsible for the Auxiliary part in the Joint Memorial services, and shall serve as the liaison to the National Cemeteries and State Held Programs upon invitation.

#### NATIONAL EXECUTIVE COMMITTEEMAN AND ALTERNATE NEC (2018)

The Junior Past Department President shall automatically become the National Executive Committeeman and the Department President shall become the Alternate National Executive Committeeman.

The term of office of the National Executive Committeeman shall commence immediately following the adjournment of the National Convention next ensuing, and shall end at the adjournment of the next succeeding National Convention.

The NEC shall by virtue of office be a member of the Department Executive Committee, and if absent the alternate shall act on their behalf.

The NEC shall be a delegate to the National Convention with vote to be exercised with the Department.

The NEC will serve on the Department Finance Committee as a voting member. (89)

The NEC functions as a National Officer representing their state, and is given all the courtesy at meetings and social events accorded a National Officer. When a National Officer pays an official visit to a Department, the NEC shall be detailed as a special hostess with the Department President. If the NEC is unable to act in this capacity, the Department President may appoint someone to do so, preferably a Past Department President.

Expenses to Department Fall Conference and Department Convention shall be paid to the NEC from funds budgeted for that purpose.

Budgeting for attendance at the Mid-Year NEC Meeting will include 3 days per diem, registration and luncheon, and air fare/bag fee/ground for both the NEC and Department President.

#### DISTRICT PRESIDENT

It shall be the duty of the District Presidents to act as representatives of the Department President and to be the advisory head of their respective Districts keeping in touch with all of the Units, creating a closer cooperation and keeping the Department

President informed as to Unit activity and progress. The District President shall perform such other duties as are usually incident to the office.

The District President shall visit each unit in the District and hold at least four District meetings a year to coincide with The American Legion District meetings, if feasible.

The District President must be a member in good standing in their local Unit.

The District President shall offer assistance and help to all Units in their District with their Constitution & Bylaws, Budget and Auxiliary Programs. The District President shall not become involved in inner Unit disagreements nor Unit/Post problems.

The District President shall attend the Department Conference, be a delegate to the Department Convention, and shall serve on the Department Executive Committee with vote.

It shall be the District President's duty to outline the programs of the American Legion Auxiliary to the Units in the District when making visits and at the District meetings.

Mileage for attending Department Fall Conference, including Department Executive Meeting, will be paid from funds budgeted for that purpose. Mileage, as taken from the map guide, will be paid for the attendance of the seated District President, at the Department Convention, including the pre-convention Department Executive Committee Meeting, from funds budgeted for that purpose, provided the required four District meetings have been held. (2013) If the District President is unable to attend either Conference or Convention and the District Vice President represents the District and sits in the District Chair, the District Vice President is entitled to the mileage reimbursement.

Expenses for visiting the respective Units will be paid from funds budgeted by the District.

#### DEPARTMENT EXECUTIVE DIRECTOR OF OPERATIONS *(formerly Department Secretary-Treasurer) 2025*

The Department Executive Director of Operations is a paid employee and is not an officer of the American Legion Auxiliary.

It shall be the duty of the Department Executive Director of Operations to record the proceedings of meetings of the Department, to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as directed by the Department President; to conduct the correspondence of the Department; to keep on file copies of correspondence sent and received; and perform other duties as shall be required by the Department President, the Department Executive Committee and as outlined in the Office/Employee Manual.

The Department Executive Director of Operations shall receive all funds designated for National and/or the Department and account for same. All funds must be channeled through the Department Office, except for payments made to the National organization by individual members either online or by phone. (2025) The Department Executive Director of Operations shall pay all vouchers signed by the Finance Chairman and retain them as receipts.

The Department Executive Director of Operations shall keep account of the revenues and expenditures, make annual report thereon, and such other reports as may be deemed necessary by the Department Executive Committee, or Department Finance Committee. Accounts shall be audited annually, and a financial statement sent out with the first bulletin after completion of audit. (95) The Department Executive Director of Operations shall deliver to a successor all money, vouchers, books, and properties belonging to the Department.

The Department Executive Director of Operations shall serve as a member of the Department Executive Committee and the Department Finance Committee without vote. The Department Executive Director of Operations shall serve as a member of the Conference and Convention Committee (89), the Cavalcade of Memories Committee (92), and the Department Cash Raffle Committee (93). The Department Executive Director of Operations is not a Department Officer. She is a paid employee.

The Department Executive Director of Operations shall be responsible, in cooperation with the Department President, for the administration of Department Auxiliary affairs.

The Department Executive Director of Operations is responsible for overseeing and managing the organization's employees, volunteers, programs, and day-to-day operations. They are part of strategic planning, performance monitoring, process improvement, budget management, team leadership, collaboration, policy and procedure development, risk management, communication and reporting. The immediate supervisor of the Executive Director of Operations is the Department President, and the Department Executive Committee is the final authority through which all paid employees are hired or removed from employment per all Department governing documents and the Office/Employee Manual.

#### DEPARTMENT OFFICE COORDINATOR (formerly Department Membership Processor) 2025

The Office Coordinator shall be an hourly paid part-time or salaried full-time employee of the Department of Arizona, American Legion Auxiliary. She will not be considered a Department Officer nor a member of the committees the Department Executive Director of Operations is assigned per Policy and Procedures. The Office Coordinator shall be trained in all aspects of the administration and financial structure of the Department of Arizona, and shall substitute for the Executive Director of Operations in the event of and during absences from the Headquarters Office. The immediate supervisor of the Office Coordinator is the Executive Director of Operations, and the Department Executive Committee is the final authority through which all paid employees are hired and removed from employment per all Department governing documents and the Office/Employee Manual.

#### DEPARTMENT EXECUTIVE COMMITTEE – POWERS AND COMPOSITION

The administrative power shall be vested in the Department Executive Committee composed of the Department President; Department Vice President, Department Second Vice President, the President from each District or in their absence, the District Vice President, the National Executive Committeeman, Department Historian and Department Chaplain. The Department Executive Director of Operations shall serve on the Executive Committee without vote. All Arizona Past National Presidents in good standing in an Arizona Unit shall be member of the Department Executive Committee for life with vote. All Arizona Past Department Presidents in good standing in an Arizona Unit shall be members of the Department Executive Committee with vote, serving without expense to the Department. (2004, 1987)

A quorum of the Department Executive Committee shall consist of not less than fifty-one percent of the elected members of the committee. The Past National Presidents and Past Department Presidents described immediately above are considered toward determination of the quorum. No member shall have more than one vote.

The use of an absentee vote is in conflict with the idea of equality of members, which is one of our fundamental principles; therefore, no member of the Executive Committee shall vote at a regularly convened meeting of the Executive Committee, except in person. (2016)

The Department Executive Committee shall have power and authority in case of an emergency to call a Department Convention, provided that notice of at least thirty days prior thereto shall be given all Units thereof and reason stated for calling the Convention. Place of meeting upon such occasion shall be designated by the Department Executive Committee.

The Department Executive Committee shall have control over all property belonging to the Department, with the exception of donated items for the Cavalcade of Memories.

The Department Executive Committee will be the authority through which all paid employees will be hired or removed from the employment per Office/Employee Manual.

The Department Executive Committee shall be charged with the ratification, prior to Convention action, of the budget as presented by the Finance Committee.

All questions affecting the election, eligibility and conduct of the National Executive Committeeman or of the Department Officers or members of the Department Executive Committee shall be referred to and determined by the Department Executive Committee, which shall be the final authority.

The Department Executive Committee may revoke, cancel or suspend Unit Charters. Any Unit failing to meet the obligations imposed upon it by the Constitution and Bylaws or by rulings of Convention or Executive Committee or ceasing to function from one Department Convention to the next as an American Legion Auxiliary, or refusing to pay the per capita tax due District, Department and National Organizations, shall be suspended from all membership privileges. All unit records and funds shall immediately be forwarded to the Department Executive Director of Operations.

Upon failure to surrender such Charter, immediate steps may be taken by the Department Executive Committee for the revocation of same.

The cancellation of a Unit Charter shall be in order where two or more Units merge, where a Unit ceases to function, or such other conditions as might make such action necessary within a Department. In the event a Unit Charter is canceled without the consent of such Unit, it shall have the right to appeal to the National Executive Committee under the rules as herein prescribed.

When a Unit Charter has been canceled three times, very serious consideration should be given by the Department Executive Committee to the matter of organizing the Unit again.

After a Unit's Charter has been canceled or revoked, a period of three years shall elapse before a new Charter Application can be submitted. (87)

#### DEPARTMENT CONVENTION

The Legislative body of the American Legion Auxiliary shall be the Department Convention to be held annually at the same time and place as The American Legion.

A Department Convention shall be called for the purpose of election of Officers, amending the Constitution and Bylaws, receiving reports of Officers and Chairmen, and the transaction of such other business as may come before it.

There will be an accurate, detailed, and permanent record kept in writing of all resolutions presented to the Department of Arizona for consideration whether or not they are approved by Committee, and of all Resolutions or Chairmen's Recommendations upon which Department Convention Delegates vote, and the outcome of those votes. (2005)

The Department of Arizona American Legion Auxiliary Convention has become a Department function and the responsibility of said Convention shall lie with the Department Executive Committee.

Expenses for attendance of the Department Executive Committee, the Department Parliamentarian, and the Department Honorary Jr. President shall be from funds budgeted for that purpose. No person may be reimbursed more than once for attendance, even if they hold multiple positions authorized for reimbursement, and they must attend all sessions. (2011)

Each Unit shall be entitled to the number of delegates and alternates as prescribed by the Department Constitution and Bylaws.

Units not having their current District, Department and National Mandates paid by the due dates shall not be entitled to vote at Department Convention and are not eligible to win Department Awards in any category. (2026)

Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented shall be cast by the majority of the delegates present from their Unit, each Unit voting its full strength. No Unit unrepresented shall cast a vote by proxy.

Each member of the Department Executive Committee shall be an ex-officio delegate to the Department Convention with full voting power. The Department Executive Director of Operations does not have an individual vote. (2000)(2006)

All Arizona Past Department Presidents in good standing in an Arizona Unit shall be life delegates to the Arizona Department Convention with vote.

A quorum of the Department Convention shall consist of the elected delegates or alternates of fifty-one percent of the Units in the Department.

Units are not allowed to sell tickets for raffles, etc., unless such Unit has the permission of the Department Finance Committee in writing to do so.

The Department Convention Chairman shall be appointed by the Department President. (See Conference & Convention Committee section in this book for more information.)

#### RESOLUTIONS (2006) (2013)

One “hard” copy, signed by at least two (2) qualified delegates, and an unsigned “soft or electronic” copy of all resolutions are to be forwarded to the Department Executive Director of Operations before Convention if possible. Resolutions originating at Convention need to be written as a “hard” copy with two delegate signatures, and a “soft or electronic” copy forwarded to the Department Executive Director of Operations as soon as possible so that discussion and vote may take place. (2013) Resolutions presented by the vote of the Unit must be presented thirty days prior to the Department Convention.

All resolutions are submitted to the Department Executive Director of Operations, who in turn sends them to the Resolutions Chairman and Committee. The three-member Resolutions Committee appointed by the Department President shall receive all resolutions, study, number them in logical sequence, eliminate duplication by combining, if necessary, making certain they are in correct form and refer them to the proper committee(s) for action. Input on the numbering and screening process will be provided by the Department Executive Director of Operations and the Department Constitution and Bylaws Chairman.

Resolutions pertaining to Finance must be presented to the Finance Committee for their consideration; resolutions pertaining to Policy must be presented to the Department Executive Committee; and resolutions pertaining to the Constitution and Bylaws to the Department Constitution and Bylaws Committee before presentation to the Convention

Body.

Resolutions requiring changes to the Department Constitution and Bylaws will be presented to the Convention Body by the Resolutions Committee and the Constitution and Bylaws Chairman, as they require two readings.

Resolutions involving only Policy and Procedure will be presented at the time of the appropriate Committee Report.

In the Department, with the exception of a few committees, only one person is appointed, therefore, it is unfair for that one person (the respective chairman) to have to decide the fate of a resolution or for a committee of three appointed to decide the outcome, therefore, all properly executed resolutions are presented, with the respective chairman's comments.

#### FALL CONFERENCE and DEPARTMENT EXECUTIVE COMMITTEE MEETING

All references in this document to Conference, Fall Conference, Department Conference, Department Fall Conference refer to the combined Fall Conference and Department Executive Committee Meeting. (2004)

Fall Conference is called for the purpose of giving instructions and/or work sessions of the Officers and Chairmen. Officers and Chairmen will at this time report on the programs to be carried out by the Units concerning their respective offices or chairmanships. These are presented as outlined by the Department President.

The time and place of the conference shall conform with that of The American Legion.

The Executive Committee will meet prior to the conference for the purpose of transacting any necessary business.

Delegates are not elected to represent the Units at Conference as no official action can be taken by the Conference body. All members in attendance must be registered.

Expenses for attendance of the Department Executive Committee, the Department Parliamentarian, and the Department Honorary Jr. President shall be from funds budgeted for that purpose. No person may be reimbursed more than once for attendance, even if they hold multiple positions authorized for reimbursement, and they must attend all sessions. (2011)

The Conference Chairman shall be appointed by the Department President.

Visiting Units are not allowed to sell tickets for raffles, etc., unless such Unit has the permission of the Finance Committee and the Hostess Unit to do so in writing.

The Hostess Unit shall remit to the Department Executive Director of Operations one-half of Registration fee for all registered participants. (2001) (See other information in Conference & Convention Committee section of book.)

#### DEPARTMENT OFFICERS AND CHAIRMEN MEETING

Arrangements and agenda for the Department Officers and Chairmen Meeting held at the beginning of the year are at the discretion of the Department President. No Department funds are budgeted for this function. (2008)

The Department Officers and Chairmen will annually set a uniform due date for submission of Department Reports and Award submissions at the Officers and Chairmen meeting at the beginning of the new program year. (2018)

NATIONAL CONVENTION The Department shall be entitled to the number of delegates and alternates as specified by the National Organization. The membership of the Department determines the number of delegates.

The retiring (outgoing) Department President, Department President Elect, Department Executive Director of Operations, any National Officer and any member having a National Chairmanship shall automatically be a delegate to the National Convention. Members of the National Executive Committee shall be delegates at large with vote to be exercised with their Department.

The Department Finance Committee shall include in its annual budget provision for the expense to the National Convention held following the Department Convention as follows: The outgoing Department President to receive airfare, ground transportation and receive their room paid in full while in attendance at the National Convention as well as all special functions now called for in the Constitution and Bylaws, Policy/Procedure Manual of the Department of Arizona. The outgoing Department President will discontinue receiving per diem and any and all extra room charges for food, phone, or repairs will be the responsibility of the outgoing Department President. (2002) The incoming President shall receive airfare, ground transportation plus per diem while in attendance at the National Convention. The Department Executive Director of Operations shall receive airfare, ground transportation and room paid in full while in attendance at the National Convention. (2004)

The retiring Department President shall serve as Chairman of the National Convention arrangements and Chairman of the delegation. The Delegation Chairman will appoint two National Convention Pages and the Secretary of the delegation (*this usually being the Department Executive Director of Operations*).

Should a delegate, paid or unpaid, fail to attend the National Convention, the delegates in attendance shall elect a replacement delegate from the alternates in attendance. (89)

National Pre-Convention meetings are now held virtually in the month prior to the actual event. The outgoing Department President assigns the outgoing Department Chairmen to attend the virtual meeting of their program as Arizona's representative. The outgoing Chairmen are then to write a report of the meeting to submit to the Outgoing Department President. Any Auxiliary member interested is welcome to view these virtual meetings. The Department Executive Director of Operations also views the virtual meetings serving as an alternate Department representative if needed. The National award winners are announced during the virtual meetings. Awards are then shipped to the Department (not picked up at National Convention).

A member of the American Legion Auxiliary can go to the National Convention as a PAID DELEGATE ONLY ONCE.

It is not required that all elected delegates be housed at Department Headquarters, but it shall be the obligation of all delegates to inform the Delegation Chairman where they are being housed, the address and telephone number. All delegates shall make themselves available to the Delegation Chairman so they may be contacted by the delegation. If delegates are housed at Department Headquarters, arrangements must be made through the Department Adjutant of The American Legion.

Each delegate MUST send a written report of the meetings they attend to the Department President, and one copy to the Department Executive Director of Operations for the files. It is asked that the alternates also make these reports. These reports are due to the

Department Executive Director of Operations within thirty days after the National Convention.

Delegates are encouraged to attend the States Dinner, the ALA Luncheon recognizing Unit Members of the Year, and the receptions for the National Officers.

It is the responsibility of the Secretary of the Delegation to pick up registration packets, and any luncheon or dinner tickets ordered. All guest registration for the Auxiliary must be made through the Department Adjutant. The National Treasurer may not register guests. (84)

The Secretary of the Delegation will see that the courtesies are taken care of as allowed by the Department Finance Committee in the budget. The registration fee of the delegates will be taken care of by the Department Executive Director of Operations from funds budgeted for National Convention.

The alternates must pay their own registration fee to the Department Executive Director of Operations.

#### FINANCE RULES FOR NATIONAL CONVENTION

The number of paid delegates depends on the amount received in the delegates' fund and the location of the convention. The delegate fund shall be divided equally among the number of paid delegates. Delegates must attend all sessions and all meetings of the Pre-Convention Committee meetings assigned by the Delegation Chairman.

All persons receiving money for this purpose from the Department for whole or partial expense to National Convention, Conference or for other meetings must attend all sessions. Any delegate wishing to be absent from any meeting must make a written request to the Department Chairman of the Delegation, stating their reasons. Any delegate absent without permission of the Chairman will be asked to return the money given them by the Department.

Any person receiving money from the American Legion Auxiliary Department of Arizona, shall represent that organization ONLY during the National Convention.

A refund of the money paid to them will be required of any delegate who does not adhere to these rules. (Also see National Convention Procedures section in this book.)

#### DEPARTMENT COMMITTEE CHAIRMEN – GENERAL RULES

No person shall hold two chairmanships, and should not serve on more than two committees. All Department Chairmen planning a "Special Program" must have the approval of the Department President. Should this "Special Program" entail fund raising or expenditure of funds, it must have the approval of the Department Finance Committee as well.

There are no funds available for expenses for the Department Chairmen unless approved by the Department Finance Committee. Programs requiring expenditure of funds must obtain approval from the Department Finance Committee.

*Resolved: That the mileage and lodging expenses of the members of the New Units/UD&R Committee and the Leadership Committee be paid by the Department. (93)*

The Chairmen of the New Units/UD&R and Leadership Committees shall call upon qualified members in the area of the Unit and/or Leadership Seminar to assist at no expense to the Department. Funds for mileage and/or motels are only to be used if absolutely no one is available.

The Department Finance Committee members are authorized to receive reimbursement for 5 required meetings each year, these being at Department Convention, Department Conference, at the Officers and Chairmen Meeting where the auditing of committee checking accounts is done, in January, and in April. No person may be reimbursed more than once for attendance at any meeting, even if they hold multiple positions authorized for reimbursement. All persons receiving reimbursement must attend all sessions of the scheduled meeting. (2011)

Any Department Chairman receiving approved funds must submit a written financial report to the Department Executive Director of Operations and Department Finance Chairman along with net proceeds following each event. (90)

All Department programs and activities shall be as outlined in the Unit Guidebook plus any additional programs of the respective chairmen provided they have the approval of the Department President who in turn will present the program to the Department Executive Committee and/or the Department Finance Committee.

Each Department Chairman should acquaint themselves with the duties entailed in their assigned program. The National website includes Committee specific resources and guidelines for reporting for every American Legion Auxiliary program. National Committees and Department Chairmen interact on social media and by virtual meetings during the year. Arizona Department Chairmen are encouraged to utilize all of these sources of information and help.

The Department Chairmen will include the programs of the National Chairmen as part of Arizona's program. They will create an annual report form for that program to be posted on the Department website. This annual report form will be completed by the Units and submitted to the Department Chairman on the date agreed upon by the Officers and Chairmen. It shall then be the responsibility of all Department Chairmen to submit reports to the National organization as requested based upon the Unit reports that they have received.

All Department Chairmen must have their bulletins and report forms to the Department Executive Director of Operations and/or the Department website manager on or before the date required for the bulletins to be available to the Units in a timely manner.

Each Department Chairman will provide a copy of the winning report at the Department Convention. (92)

Should a District President request a chairman to present their program at a District meeting, it is their responsibility to attend. If unable to attend at that time, a report must be sent to the District President for that meeting.

The final responsibility of an outgoing Chairman is to represent Arizona at the National Pre-Convention virtual meeting for their program and write a summary of the meeting for the outgoing Department President.

## **REPORTING vs AWARD SUBMISSIONS (2026) (pages 24 thru 28)**

### **REPORTING REQUIREMENTS DEPARTMENT CHAIRMEN (2026)**

Your reporting role as a department chairman is to be the intermediary information provider between Arizona Units and the National organization. THIS REPORTING IS MANDATORY.

Step 1: As you start your year as a program chairman, review the Annual Reporting Guidelines and other information about your program on the National website: [alaforveterans.org](http://alaforveterans.org). This will require you to log in and in most cases go to the National

Committee for your program. That is where you will find the types of information the National organization wants for your program at the end of the year (typically due May 15). Questions about this can be directed to the Western Division Chairman for your program.

Step 2: Using the information from Step 1, design a single page “report form” for Units to complete. Keep in mind that every Department Chairman will be asking for reporting from the Units, so your form should be as simple and direct as possible. The ideal form would solicit only the program information requested by National (in addition to a header requesting Unit information, where to send the form, due date (May 1) etc. This report form is generally due to Department by January so it can be put on the Department website for Units to retrieve.

Step 3: Throughout the year, watch Ring Your Bell and other sources for information that Units are conducting your program. Keep notes so that you can include it in your year-end narrative report to National.

Step 4: Unit report forms are due to you as a Department Chairman by May 1. As you receive them, acknowledge back to the Unit that you have received their report form. Review and consolidate the information provided-- as well as your other knowledge-- to complete your narrative report to the National organization. Follow the process set up by your Western Division Chairman.

Step 5: Send a copy of your National narrative report to your Western Division Chairman and copy to the National Chairman and the Department President. You must send a copy to the Department Executive Director of Operations for inclusion in the Department Book of Reports.

#### REPORTING REQUIREMENTS DISTRICT PRESIDENTS (2026)

Your reporting role as a District President is to gather “Impact Reports” from each of your District Units and consolidate it for Department. You are responsible to make sure Units understand the process, answer questions and provide the information in a timely manner. THIS REPORTING IS MANDATORY.

As a District President you are also required to write a narrative summary report of your year that will be included in the Department Book of Reports. Please send this to the Department Director of Operations.

#### REPORTING REQUIREMENTS UNITS (2026)

Your reporting role as a Unit is twofold:

##### **1. Impact reporting:**

The Unit Impact Report is a critical report. It is aggregated across the country to nationally demonstrate to interested parties (donors, legislators, etc.) the impact our organization makes for veterans, military, families and community. The Impact Report is to be completed by every Unit in the Department of Arizona and submitted to their respective District President so it can ultimately be totaled for Arizona. This is MANDATORY. Forms and instructions are on the Department website. Questions should be directed to your District President.

##### **2. Program reporting:**

Every Department Program chairman is required to report to National about the work done in Arizona to support their mission program. Your Unit role in this process is to complete the Program Report forms for your Unit’s efforts for every program (entering

“none” for programs you did not work). Report forms are on the Department website and any questions should be directed to the Department Program Chairman.

### AWARDS (2026)

Both the Department of Arizona and the National Organization provide the opportunity for recognition of excellent mission-driven efforts. These awards are independent of each other. That means, as a member, Unit, Junior group, District, Department Chairman, or Department Officer you may seek recognition for a Department award, for a National award, for both, for either or neither. Submitting for an award is encouraged, but OPTIONAL.

All new plaques must first be approved by the Department Executive Committee. Rules must be submitted in typed form.

The original name and rule of all trophies and plaques must remain the same when replaced.

District plaques shall be limited to two namely, Membership and Unit Activities Plaques.

The Department Officers and Chairmen will annually set a uniform due date for submission of Department Reports and Award Submissions at the Officers and Chairmen meeting at the beginning of the new program year. (2018)

### AWARD RESPONSIBILITIES OF DEPARTMENT CHAIRMEN (2026)

Your role with Awards is to:

- Encourage member, Unit, Junior Group, and District participation, as applicable, in both Department and National award submissions for your program.
- Understand, judge, and present your program awards for Department award submissions.
- Participate in award submissions for National awards related to your Department program.

Step 1: As you begin your year, review all Department and National awards for your program to ensure you understand the criteria, process etc.

Step 2: Note any areas of confusion or any out of date references in Department awards or policies and procedures so they may be addressed at the next Department Executive Committee meeting. It is your responsibility to bring these issues forward. Please submit them IN WRITING to the Department Executive Director of Operations and make sure you convey the message that the information is provided for possible revision of a Department Award or a policy. Make sure to clearly state the award or policy to which it pertains.

Step 3: Promote your program's Department and National award options to members, Units or Districts as they apply. Especially encourage the ones you know to be working your program.

Step 4: For Department awards, assemble your judging team as outlined in the award criteria and develop a format for judging award submissions. You will be selecting a Winner and a Runner-up for each award category for which you have at least one submission (if you have only one submission, by default, that submission is the winner). You are responsible to ensure that your judging is fair and impartial—for example, avoid having judges from Units that have made award submissions. *To ensure equal treatment across the programs, no*

*award submission may be disqualified without approval by the Department President. This process is confidential including judges' names as well as winner and runner-up names.*

Step 5: For National awards, your role is to encourage, advise and assist members and Units in following the National process for award submissions.

Step 6: Present the Department award winners as outlined in the award submission rules (generally at the Department Convention). Ensure award winners are reported to the Department Executive Director of Operations using the process they outline.

Step 7: At the invitation of the Department President, present any National award winners at the next Fall conference.

#### AWARD SUBMISSIONS TO THE DEPARTMENT OF ARIZONA (2026)

Award submissions to the Department of Arizona are due May 1 (or other date set by Officers and Chairmen). A list of the awards, the criteria and process for submission is posted as the "Department Awards Manual" on the Department website. There are awards that are for individual members, Units, Junior groups, and Districts so be sure to read through the requirements for your submission. You may find information from your year-end report helpful in completing your award submission. Pay special attention to Standing Rules Addendum #4 at the front of the Manual which augments the information in this policy.

#### AWARD SUBMISSIONS TO THE NATIONAL ORGANIZATION (2026)

##### 1. NATIONAL AWARDS MEMBERS MAY APPLY FOR:

The National organization has several awards recognizing individual efforts, such as Junior Member of the Year, Junior Rising Star, and Little Miss Poppy. Submissions for these awards do not need to be approved by the Unit. Please review the information on the National website for more information.

##### 2. NATIONAL AWARDS UNITS MAY APPLY FOR:

###### **A. "Outstanding UNIT" by Program for each Division**

If included in the National Program Engagement Plan for any Auxiliary Program, one Unit from each National Division will be recognized as the Outstanding Unit of the Division for that program. The submission for this honor is the RESPONSIBILITY OF THE UNIT following the procedure and using the forms required by the National organization. Winning a Department Plaque no longer means that a Unit's "narrative" will automatically be advanced for a National Division Award, although the Department Chairman may give advice on a submission to any Unit requesting input. Any Unit in the Division may apply for an Outstanding Unit Award in any program, meaning there may be several submissions from different Units in one Department. You may find information from your year-end report helpful in completing your award submission.

###### **B. National President's Unit Award for Excellence**

A UNIT can win this award by highlighting the amazing work they accomplished while working the programs listed in the rules online at [alaforveterans.org](http://alaforveterans.org) for the National President's Award for Excellence. There will be a maximum of Five (5) Unit winners irrespective of the Division to which their Department belongs.

3. NATIONAL AWARDS DEPARTMENT CHAIRMEN MAY APPLY FOR:

**“Outstanding DEPARTMENT” by Program for each Division**

If included in the National Program Engagement Plan for any Auxiliary Program, one Department from each National Division will be recognized as the Outstanding Department of the Division for that program. The submission for this honor is the RESPONSIBILITY OF THE Department Chairman following the procedure and using the forms required by the National organization. You may find information from your narrative year-end report to your Western Division Chairman helpful in completing an award submission.

**VERY IMPORTANT:** Following Rules online at [alaforveterans.org](http://alaforveterans.org), please remember that your narrative report to the Western Division Chairman will not be considered for Outstanding Department of the Division unless you fill out the proper submission form asking them to consider it. Without the proper submission form which is posted on the National website, your narrative report will only be a report and not a Division award submission.

**EXTREMELY IMPORTANT:** 1. The report to your Western Division Chairman is usually due on MAY 15, but be sure to check the National website.

2. The Outstanding Department of the Division award submission with proper entry form attached is usually due on JUNE 1, but be sure to check the National website.

4. NATIONAL AWARDS THE DEPARTMENT PRESIDENT MAY APPLY FOR:

**National President’s Department Award for Excellence**

A DEPARTMENT can win this award by highlighting the amazing work they accomplished while working the programs listed in the rules online at [alaforveterans.org](http://alaforveterans.org) for the National President's Award for Excellence. There will be only one Department winner nationwide.

SUBMISSION FOR THIS AWARD IS THE PURVIEW OF THE DEPARTMENT PRESIDENT.

ADVISORY COMMITTEE

The two immediate Past Department Presidents, the Finance Chairman and two other Past Department Presidents, elected by the Executive Committee, plus all Arizona Past National Presidents shall constitute the Advisory Committee who shall advise the Department President on such matters as may be seen fit to bring to their attention for consideration.

Per the Office/Employee Manual, the Advisory Committee shall be the final authority on employee grievances unable to be resolved unless the magnitude of the original grievance requires the attention of the Department Executive Committee as the “Employer”.

AMERICANISM

The Chairman shall be responsible for the colors at Department Convention and Fall Conference, and for instruction of color bearers for both Joint and Auxiliary meetings.

The Chairman is encouraged to thoroughly read all correspondence and brochures received from National and encourage Unit participation in the National Essay Contest.

Each year there will be budgeted funds to award a \$200.00 school-related Amazon wish-list for each classroom from which a Department level winner of the Americanism Essay Contest is chosen. (Maximum of six classrooms--one for each level of competition.)

## AUXILIARY EMERGENCY FUND

The purpose of the national Auxiliary Emergency Fund Committee is to raise funds for the Auxiliary Emergency Fund (AEF), to promote knowledge about the program, and to send information to members about the application process. The Auxiliary Emergency Fund was created to help members who have suffered a significant financial setback as the result of an act of nature or other personal crisis when no other source of aid is readily available.

### **Key Program Statements:**

--The Auxiliary Emergency Fund (AEF) is a national grant assistance program that provides hardship and disaster emergency assistance to eligible members of the American Legion Auxiliary up to \$3,000 as the result of an act of nature or other personal crisis.

--DISASTER GRANT APPLICATION: Disaster funds may be awarded for damage to the interior/exterior of the vital livable portion of the member's primary structure, contents and/or for essential emergency expenses after the disaster based on proper documentation provided.

--AEF HARDSHIP ASSISTANCE APPLICATION: Hardship funds may only be awarded for over/past due primary shelter expenses, basic household utilities and/or loss of income based on proper documentation provided.

--Members of the American Legion Auxiliary whose dues are current and who have maintained annual membership for three consecutive years (the current year in which the application is submitted and immediate past two years) and have not been awarded an AEF grant (disaster or hardship) in the previous twelve months are eligible to apply for a grant.

--Applications for disaster assistance must be received within three months of a disaster event. One grant (disaster or hardship) per grantee will be awarded within a 12-month period.

The applications can be found on the ALA website at **[www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF)**. The applications on the National Organization's website are the only applications accepted for processing. Applications formerly available through ALA departments and units are no longer applicable.

### **Does an ALA unit have to approve the AEF application prior to submission?**

In the past, this was the procedure, but it is no longer required. All eligible ALA members can complete the applicable AEF application from **[www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF)**, provide the required documentation, and submit it directly to **[www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF)**.

## CAVALCADE OF MEMORIES COMMITTEE

*In 2022 the National Organization discontinued the Cavalcade of Memories Program. The Department of Arizona has chosen to continue this program with a Chairman, Committee, and all current awards. Awards are based only on donations with no narratives required.*

The Department Cavalcade of Memories Committee shall be appointed each year by the Department President with the Department Executive Director of Operations serving as an ex-officio member. The committee shall accept appropriate items and articles for historical preservation and encourage units and members to support Department efforts in creating a well-planned and functional Cavalcade Area for the Auxiliary Headquarters Office. (2001)

The Department Finance Committee will provide funding in the yearly budget to maintain and support the efforts of the Cavalcade Committee.

All accepted items and memorabilia donated to the Department Cavalcade of Memories area shall be registered in Department records, and proper acknowledgements made to individual donors or Units. In the event that the Department of Arizona would no longer have a Headquarters Office with space for Cavalcade contribution, all such property will revert to donors, donor families, or Units. (92)

#### CHILDREN AND YOUTH COMMITTEE

The American Legion Auxiliary Children and Youth program started out as “Child Welfare” in 1931-1932 and was changed to Children and Youth in 1970-1971.

The purpose of the Children and Youth program is to work collaboratively with the American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans. There are two goals of the Committee: 1) The care and protection of children of Veterans and 2) Improved conditions for all children.

This American Legion Auxiliary program recognizes and rewards the positive actions of our children and youth with special awards bestowed to youth nominated by Units.

The Children and Youth and Veterans Affairs and Rehabilitation Committees should work together in the best interest of the family. The Children and Youth Chairman is the liaison to the Department of Arizona American Legion Children and Youth Committee.

The Chairman should be well informed about all of the public and private facilities established to help children of veterans in need. There are general welfare services, health services, and school services. All of these facilities need to be utilized at times.

The Child Welfare Foundation was formed by the American Legion in 1954 and renamed as The Child Well-Being Foundation in 2024. (CWF) provides grants to nonprofit organizations to address the physical, mental, emotional and spiritual needs of children across the nation. It does this by aiding progress in the field of child well-being through dissemination of knowledge about research, studies, surveys, projects, or by supporting programs and activities benefiting the well-being of children and youth.

#### COMMUNITY SERVICE

All areas of the National organization Community Service program should be emphasized and Units should be encouraged to participate in all areas of volunteer services, funds, etc. in their communities.

#### CONFERENCE AND CONVENTION COMMITTEE

The Department President, the National Executive Committeeman and the Department Executive Director of Operations will constitute this committee. The committee will meet with The American Legion Committee and the local committee at the Conference or Convention city to make sure the arrangements and facilities needed by the Auxiliary are available. The committee will visit the suggested Headquarters for the Auxiliary and the meeting room to be assured that the arrangements and facilities are adequate. The Committee will also meet with The American Legion Committee when the sites for Conference or Convention are discussed. See other information in the Finance Section of this book.

#### CONSTITUTION & BYLAWS

The Constitution and Bylaws Chairman should assist any Unit, especially new Units, in the preparation of their Constitution and Bylaws. The Constitution and Bylaws Chairman should inform the Units of all current changes in the Department and National Constitution

Bylaws and Policies & Procedures; review copies of Unit Constitutions & Bylaws on file in Department to ascertain current status and new updates; lead the American Legion Auxiliary preamble at Department Conference and Conventions; present Constitution & Bylaws resolutions and changes at Department Convention as authorized by the Department Executive Committee and calls for vote after second reading as required.

This Committee, as periodically requested by the Department Executive Committee, may be authorized to review and revise the Constitution and Bylaws and Policies & Procedures.

The Department Constitution & Bylaws Chairman and Committee will be responsible for compiling the record of all properly submitted Resolutions, Recommendations, or other motions voted upon by Convention Delegates, and they will also be responsible for placing this compilation in a permanent record at Department Headquarters. (2005)

#### DEPARTMENT CASH RAFFLE

*Resolved: That the Department President, with Department Executive Committee approval, be allowed the option of having a cash raffle when needed. (97)*

#### EDUCATION

All areas of the National Organization's education program should be emphasized and Units encouraged to participate.

The Department winners of the *Children of Warriors National Presidents Scholarship, Spirit of Youth Scholarship, Non-Traditional Student Scholarship, and Member Loyalty Scholarship* will each receive a \$100 cash award, and these awards will be included in the annual Department budget as a separate line item. (2026)

The Department has established the Wilma Hoyal/Maxine Chilton Memorial Scholarship. (92) There are four scholarships awarded annually; one to Arizona State University, one to The University of Arizona, one to Northern Arizona University and one to Grand Canyon University. (2025)

This scholarship is renewable provided the student meets the outlined criteria. Recipient must file an application through the American Legion Auxiliary Department office. Applications for this scholarship may be secured by the student through the University office, the American Legion Auxiliary Department of Arizona office or the Department of Arizona website.

Recipient must be enrolled as a second year or an upper-division student in Political Science, Public Programs, or Special Education.

Rules and requirements for these scholarships will be provided with the application form.

Nursing Scholarships are awarded through the Past Presidents Parley Committee.

#### FINANCE (updated 2024)

Financial security within the Department is guaranteed by 3 elements working together very closely and providing checks and balances for each other.

1. Department Executive Director of Operations who is responsible for the daily financial business of the Department.
2. Outside Paid Accountant and Payroll Service providing daily access to professional guidance and supervision of the Department Executive Director of Operation's work. It is required that the chief liaisons of the outside accountant and payroll service are not members

of the American Legion Auxiliary to prevent the perception of Conflict of Interest. In addition, the outside services are responsible for proper reporting of employee withholding taxes and IRS requirements. The outside accountant is hired by the Department Executive Committee.

3. Department Finance Committee-This Committee is the point of contact for the Department membership on any matter which concerns the Department Finances. The Committee is responsible for preparation of the annual budget and supervises the expenditure of funds under the budget approved by Convention Delegates. The Finance Chairman and Department President receive monthly financial statements from the Department Executive Director of Operations and outside accountant. The Finance Chairman and Committee are responsible for making sure yearly audits are conducted, and for recommending the hiring or contracting of an outside auditor to the Department Executive Committee if deemed necessary. (2006)

#### COMPOSITION OF DEPARTMENT FINANCE COMMITTEE

The Department Finance Committee shall be set up as prescribed by the Constitution and Bylaws. The Department President and the National Executive Committeeman shall by virtue of office be members of the Department Finance Committee with vote. (89)

Family members may not serve on the Department Finance Committee at the same time. Family members will be defined as:

1. Daughter--Mother--all degrees of Grandmother
2. Sisters
3. Aunt-Niece-First Cousins
4. Step-relatives and In-laws of the degrees listed in Numbers 1 through 3.

Any other level of family relationship between members of the Finance Committee will be disclosed to the Department Executive Committee at the Post-Convention meeting where they approve appointments, and the Executive Committee will decide if they perceive a Conflict of Interest in the more distant relationship. In the event the Department Executive Director of Operations (voice, but no vote, on the Finance Committee) has one of the defined family relationships to a President or National Executive Committeeman who serve by right of office on the Finance Committee, then the Department Executive Director of Operation's voice on the Finance Committee will be limited to matters dealing with office finances only. Any vacancies which may result on the Department Finance Committee because of family relationship will be filled by the Department Executive Committee. (2006)

Vacant positions on the Department Finance Committee when members leave an unexpired three year term will be filled only at a regular or special meeting of the Department Executive Committee. (2006)

#### DEPARTMENT BUDGET

The Department Finance Committee shall prepare the yearly Department budget. If they recommend that either Department dues or per capitas be raised to produce a viable budget, both the old and new amounts are to be included in the Budget Proposal along with the bottom-line difference it will make in Income vs. Expenses for the coming fiscal year. Following ratification of a Budget by the Department Executive Committee and the Convention Delegates, the Finance Committee supervises the expenditures of the funds under the approved Budget. (2005)

They shall set up the General Fund Budget and the Welfare Fund Budget. The Welfare funds are to be kept in a separate “paper” account and will provide for both Veterans’ Rehabilitation and the Welfare of Veterans’ Families.

The Finance Committee is responsible for recommending each year the cost to Units for purchasing poppies and the amount paid to Veterans per poppy assembled. These will be approved in the Department Budget at Convention. (See "Poppy Making" under "Veterans Affairs and Rehabilitation" this book.) (2005) *(At Convention 2026 cost of poppies was set at \$18.00 per 100 beginning in 2027-2028. (previously \$15.00 per 100) Purchase of one poppy kit set at \$145.00 beginning in 2027-2028.*

The \$100 cash awards made to the Department winners of the *Children of Warriors National Presidents Scholarship, Spirit of Youth Scholarship, Non-Traditional Student Scholarship, and Member Loyalty Scholarship* referred to under Education shall be a line item in the annual budget. (2026)

Each year there will be budgeted funds to award a \$200.00 school-related Amazon wish-list for each classroom from which a Department level winner of the Americanism Essay Contest is chosen. (Maximum of six classrooms--one for each level of competition.)

Each year there will be budgeted funds to award a \$200.00 school-related Amazon wish-list for each classroom from which a Department level winner of the Poppy Poster Contest is chosen. (Maximum of seven classrooms--one for each level of competition.)

The Finance Committee is responsible for considering annually the pay scale for any and/or all paid Department Employees. This is their only authority in reference to said employee.

Any expenditures exceeding \$500.00 not provided for in the annual budget must have a written approval or rejection from the entire Executive Committee. (2004) In case of a financial emergency which cannot wait for a specially called or regularly convened meeting of the Executive Committee, the Department President has the privilege of having a vote of the Executive Committee by regular letter, by email, or by a combination of the two. Each member of the Executive Committee must be contacted and a “hard” copy of the response to the question is to be kept for the record. A written report of committee members’ votes will be given at the next ensuing Executive Committee meeting and the results recorded in the meeting minutes. Only one item of business may be handled in each communication. (2016)

Reimbursement for ground transportation may not exceed the lowest air fare available. Statement of air fare must accompany the mileage claim. Rate reimbursed per mile is determined by the Department Finance Committee on a yearly basis. (2008)

Amounts voted by Convention action or as authorized by the Department Executive Committee which are special expenditures for the year, shall be taken from the revenue in the General Fund. The budget shall set forth an estimated yearly expenditure and the amount including the reserve shall not exceed the estimated amount of the yearly revenue.

The Department Finance Chairman is responsible for securing the Girls State and Junior Department Conference/Convention Budgets for approval by the Department Finance Committee.

The Department Finance Chairman and Department President shall have oversight and the Executive Director of Operations shall have the authority to execute contracts and agreements on behalf of the American Legion Auxiliary, Department of Arizona for goods and services consistent with matters within the approved Department of Arizona budget. (2026)

The Department Finance Chairman and the Executive Director of Operations shall have the authority to execute contracts and agreements that extend beyond the budget year in order to receive cost savings, provided that the terms of the instrument is consistent with matters within the approved Department of Arizona budget, contracted amount is no greater than \$50,000.00, and a no-penalty termination clause is contained in the contract. If these conditions cannot be met, then a review will be done by the Department Finance Committee. (2026)

#### BONDING (Finance)

All Department Officers or Employees handling the American Legion Auxiliary monies shall be properly bonded with a good and solvent bonding and surety company. (National 2005). The Districts will be bonded by a separate policy (held by the Department) at the Districts' expense. (2013) *see page 13 for how to calculate the amount each District owes Department for this bonding policy.*

#### ONLINE DUES PAYMENTS (Finance)

Department will be issuing checks to all Units for their credits earned from online dues payments by members. In February 2024 the checks were for credits recorded by Department and unused prior to February 1, 2024. Starting in March 2024 checks will be processed once a month for the previous month's transactions. Checks will NOT be processed in June, July, and August of any year, with September checks bringing all Units current once again. Checks will be processed via Wells Fargo and sent to the Unit mailing address on file at Department, so it is essential that each Unit's mailing address be kept current. The check will be good for 90 days. If the Unit does not cash the check within 90 days, the bank will notify Department and the Unit will forfeit the money to Department.

If Department makes an error processing the first check, they will generate a second check to the Unit, but only if the Unit notifies Department of the problem within the 90 day period.

#### BANK ACCOUNTS: KEY EXECUTIVES AND SIGNERS/PAYERS (Finance)

The Department of Arizona will have 3 Key Executives on the Department main checking account, those people being the Department Executive Director of Operations, the Department Finance Chairman, and a Past Department President who will be appointed by the Finance Committee with approval from the Executive Committee.

There will be 4 signers/payers on the Department main checking account, those people being the Department Executive Director of Operations; Department Finance Chairman; the Past Department President who has been appointed as a Key Executive; and the current Department President.

There will be at least 3 Key Executives and at least 3 signers/payers on all other Department banking accounts.

The office will keep on file detailed records of each bank account with the names of the current Key Executives, signers/payers and any other pertinent information required to administer those accounts.

A Girls State Checking Account shall be established separate from the General Fund of the Department of Arizona American Legion Auxiliary with three signers to include the Girls State Director, the Department Executive Director of Operations and one other appointed by the Director. A copy of the monthly account statement is to be sent to the

Department Executive Director of Operations and an audit shall be done on said Girls State books prior to the Fall Conference by the Department Finance Committee. The Girls State Bylaws and the Policy and Procedure book will be adjusted to reflect these changes. (2001)

#### PLASTIC AND ELECTRONIC PAYMENTS (Finance)

The Department of Arizona acknowledges that debit card or electronic payments can be made from any level of the Department organization. The Department of Arizona still discourages the use of cards with a Line of Credit by Districts and Units.

The Department of Arizona may have a Credit Card with a line of credit attached to their main business checking account with proper oversight and safety procedures. The credit card will be stored securely at the Department office and used only by the Key Executives described previously in this policy.

Wherever included in the Department Ruling Documents “checks” or “payments” will be understood to include checks, debit cards, credit cards, and electronic payments when referring to Department Finances. (2025)

#### DISBURSAL OF FUNDS FROM DEPARTMENT BANKING ACCOUNTS (Finance)

This policy is designed to insure that any disbursement of funds from a Department bank account will be known to at least two different qualified persons.

Any debit card or electronic payment issued from the Department office accounts by a Signer/Payer will be documented in writing with Transaction IDs recorded and receipts or invoices attached. The Department Finance Chairman will review and validate all debit and electronic payments from the office accounts. If the Finance Chairman is the Signer/Payer then another Key Executive must validate the transaction.

Any credit card payment issued from the Department office by a Key Executive will be documented in writing with Transaction IDs recorded and receipts or invoices attached. The Department Finance Chairman will review and validate all credit card payments from the office account. If the Finance Chairman is the Payer on the transaction then another Key Executive must do the validation. (2025)

Any handwritten paper checks being issued from the Department office accounts must be signed by two separate Signers/Payers, and supporting documentation, receipts and invoices must be provided for review and audit.

There are many Department sub-accounts for use by Chairmen outside of the Department Office (gift shops, VAVS, state homes, Girls State). If funds are disbursed from the sub-accounts by debit card or electronic means, it must be documented with Transaction IDs, receipts or invoices attached, and will be monitored, reviewed, and validated by a separate Key Executive of the account.

If funds are disbursed from a sub-account by handwritten paper check, usually only one signature is required, but documentation must include receipts/invoices and be reviewed and validated by a separate Key Executive of the account.

#### FINANCE POLICY AND PROCEDURES FOR VA&R (2025)

##### OVERVIEW OF VA&R FINANCE POLICY

The following VA&R Chairmen each receive funds, through the Department, to carry out the mission of the Department of Arizona American Legion Auxiliary:

- ☐ Veteran Affairs Voluntary Services (VAVS) Representatives for each Arizona Veterans Affairs Medical Center (VAMC) including some funds specifically designated for the local Creative Arts Festival
  - ☐ Gift Shop Chairmen for each VAMC
  - ☐ Arizona State Veterans Home Chairmen for each Arizona State Veterans Home. Budgeted and donated funds are periodically received from and designated to VA&R programs by Units, Districts and/or Department. These funds are distributed to the responsible individual chairmen accounts by the Department Executive Director of Operations on a monthly basis. At the time of funds distribution, the Department Executive Director of Operations will send an email outlining the donating entity and donation amount by to each individual chairman whose account receives funds. Chairmen are responsible to acknowledge the donation to the sending Unit or individual.
- Separately, the Department maintains the following VA&R funds:
- WELFARE PLEDGE:* Units and VA&R Chairman may request funds from Department for direct aid to veterans.
- CHRISTMAS PLEDGE:* VAMC Reps may request funds to place dollar bills in Christmas Cards for VAMC hospitalized veterans.

#### CARE & DILIGENCE VA&R Finance Policy

All chairmen must use and manage funds with care and diligence. This includes:

- ☐ ensuring all purchases support the priorities of the entity they are serving;
- ☐ looking for alternate sources of funding as available;
- ☐ researching spending requests thoroughly;
- ☐ ensuring that funds are available to complete the project;
- ☐ ensuring that expenditures fall within authorized use of funds outlined here.

Prior to purchase, all expenditures exceeding \$2500 require:

- ☐ 3 bids (or purchase options) as feasible
- ☐ Authorization by the Department Finance Chairman

#### AUTHORIZED USE OF FUNDS VA&R Finance Policy

##### *VAVS funds may be used for:*

- ☐ ALA Volunteer recognition;
- ☐ Misc supplies, printing, postage, including expenses related to promoting the ALA, etc;
- ☐ Creative Arts supplies or Festival expenses including display expenses or refreshments/food;
- ☐ Annual \$2.00/patient Christmas pledge (which may be reimbursed from Department by request);
- ☐ Specific expenses of families of veterans in need during a veteran's hospital stay or visit such as transportation and lodging if not alternately available;
- ☐ Expenditures directly connected to the comfort or mental well-being of patients and approved by the VAMC, such as social gatherings, decorations, games, books, etc.
- ☐ Funds may not be used for building infrastructure, medical equipment etc. or for direct aid to individual veterans.

##### *Gift Shop Funds may be used for:*

- ☐ Misc supplies, printing, postage, including expenses related to promoting the ALA, etc;
- ☐ Transportation of Veterans to/from the Gift Shop as applicable;
- ☐ Gifts approved by VAMC;

- ☐ Refreshments/food for veterans, their families and volunteers.

Arizona State Veterans Home funds may be used for:

- ☐ Expenses related to resident activities and/or supplies such as bingo, parties, chapel, external trips or activities;
- ☐ Expenditures directly connected to the comfort or mental well-being of residents, such as social gatherings, decorations, games, books, gifts, common area furniture, etc.
- ☐ Funds may not be used for building infrastructure, medical equipment etc. or direct aid to individual veterans.

FUNDS MANAGEMENT VA&R Finance Policy

In addition to maintaining overall account financial records, Chairmen are responsible for maintaining financial records to “sub programs” to which each donation may have been designated (e.g., Creative Arts, bingo etc.) and utilizing those funds accordingly. Chairmen may not accept donations directly for their program. All donations must go through Department.

Monthly Banking Report VA&R Accounts

Chairmen are responsible to provide the Finance Chairman a Monthly Banking Report each month.

- ☐ Forms and instructions are available on the Department website;
- ☐ Activity on the form is for the current month and due on the second day of the following month;
- ☐ Activity generated by Department does not need to be included on the form;
- ☐ Form submission is not required if there has been no account activity for a given month;
- ☐ Receipts are not required monthly, but an explanation of each expense item is required.

Account Reconciliation VA&R Accounts

Chairmen are responsible for reconciling the account each month.

- ☐ Review all transactions ensuring you have receipts for all transactions with an explanation of the expense;
- ☐ Ensure that deposits made to the account are documented and acknowledged to donor;
- ☐ Ensure that any “sub-programs”, such as Creative Arts, bingo, are in balance to overall account balance.

Annual Audit VA&R Accounts

Chairmen are responsible to provide the Finance Chairman with required material to conduct an annual audit of their program account. These materials are due at the Department Convention.

- ☐ A chronological list of all transactions since the last audit;
- ☐ Scanned or printed receipt copies of all expenditures;
- ☐ Explanation of each expenditure to include what the expense was for;
- ☐ Copies of any warranties or service guarantees.

AUDITS (Finance)

Any Committee or person thereof who is handling monies to accomplish their programs shall have their books audited annually during-or-after Department Convention and on-or-before the date of the Officers and Chairmen meeting, i.e. VAVS Representative from each VA Hospital, the Representative from each AZ Veterans Home, all Gift Shop Chairmen, and any others as requested by the Finance Chairman. All checkbooks, debit

cards, bank statements, receipts, and ledgers of transactions will be presented for review. (2013)(2017)

Audits will be conducted by no less than 3 members of the Department Finance Committee.

If the persons involved do not comply with this audit or make alternative arrangements with the Finance Chairman, then they will receive a letter requesting that all items be produced within 10 days of the Officers and Chairmen meeting. If they still do not respond, and the person is a current Department Chairman, the Department President will go through the process of having the Chairman replaced for improper handling of funds. (2013)

Any debit cards and check books for sub-accounts will be presented with all other records at the time of the annual audit of the Department sub-accounts by the Finance Committee.

Audit and oversight of the Girls State accounts are addressed separately in this section. (2008)

Chairmen handling funds through individual bank accounts may not close, change, or open a bank account for their Committee without action and approval by the Department Finance Committee.

#### MISCELLANEOUS DUTIES AND POLICIES (Finance)

Before any transfer of Reserve Funds to General Funds, the Department Executive Director of Operations must notify the Finance Chairman or their representative.

The Department mailing of information packets will be available by subscription to any member of the American Legion Auxiliary in good standing. The subscription amount is to be determined by the Department Finance Committee at whatever fee they deem fair, reasonable and equitable.

NO SOLICITATION SHALL BE MADE BY ANY OFFICER, CHAIRMAN, OR MEMBER OF THE AMERICAN LEGION AUXILIARY, payable to the Department or person making request, without written permission of the Department President and the Department Finance Committee. Anyone asking a solicitation must state in the written request that permission has been granted by the Department President and the Department Finance Committee.

The Finance Committee will establish and maintain a Department Property Inventory Ledger.

#### FINANCE CHAIRMAN (Finance)

The Department Finance Chairman has many responsibilities which shall be found on an Addendum Sheet filed in the Department Headquarters and in the Finance Committee Chairman's briefcase. (See Addendum #3 to Department Standing Rules.)

#### RESERVE FUND POLICY (2007) (2022)

The "Reserve Funds" are Capital Funds held in a long-term investment account to back the financial security of the Department of Arizona and do not include donations, i.e. donations are recorded and accounted for in the General Operational Checking Account and Girls State Checking Account.

On July 31, 2006, the Reserve Funds were reported as follows:  
\$25,000.00 backing the Hoyal-Chilton Scholarship  
\$10,000.00 backing the National Leadership Development Fund (2018)

\$100,000.00 backing Arizona Girls State  
\$20,000.00 backing the Welfare Fund  
\$56,252.00 (or the Balance) backing the General Fund  
for a TOTAL of \$211,252.00.

The Department has a long-term goal of having an amount equal to two (2) year's General Expenses in the "Balance" portion of the Reserve Funds to back the General Fund. In 2021 dollars this would be a Balance of \$690,000.00 backing the General Fund and TOTAL projected Reserves of \$845,000.00. (2022)

The Department will strive to have balances in the General Operational Checking Account and the Girls State Checking Account which are sufficient to maintain cash flow for budgeted expenses and to prevent the need for transfers from the Reserve Funds for budgeted expenses.

There will be no transfer of funds from the Reserve Funds to the General Operational Account or Girls State Checking Account to cover budgeted expenses without the prior knowledge of the Finance Chairman and the Department President.

Non-budgeted expenditures requiring the use of the Reserve Funds are proposed by the Department Finance Committee, approved by the Department Executive Committee, and reported to the membership at the Annual Convention. Transfer of these non-budgeted amounts will not be made before Executive Committee approval is received.

In 2025 Convention delegates gave approval to the Finance Committee to research and implement diversification in how the Reserve Funds are invested within conservative limits. The Finance Committee will have professional advice with investments and routinely report to the membership on the results.

#### UNIT RELATED FINANCE POLICIES (2026 updated per capita information)

Any Unit co-sponsoring a fund-raising event with another organization without tax-exempt status will receive and disburse all funds through said Unit's Treasury. The same policy is to be followed by an Auxiliary sponsored group, i.e., marching units, color guards, etc. ALSO a Unit should maintain control over individuals or other organizations seeking to solicit members, using Department Policy if necessary.

There are several mandated items the Units must send to Department. They are Unit Bonding Fee; Rehabilitation Senior Per Capita tax, Senior and Junior Delegate Per Capita Tax; Junior Activities Per Capita, and the Unit Poppy Mandate. Per Capita taxes are based on membership totals of previous year at Department close of books. All Unit mandates must be paid for Unit voting privileges and the right to receive Department Awards at Department Convention. The due date is March 1 of every year, eg for 2026-2027, the due date will be March 1, 2027.

As of 2026-2027:

- Rehab Sr Per Capita is \$0.20 per Sr member
- Sr Delegate Per Capita is \$0.40 per Sr member
- Jr Delegate Per Capita is \$0.20 per Jr member
- Jr Activities Per Capita is \$0.20 per ALL members
- Poppy Mandate is flat fee of \$30.00 per Unit (2026)
- Bonding Fee (see next paragraph)

Unit Officers handling American Legion Auxiliary funds are bonded through the National organization, and pay a premium for this coverage annually. This premium is submitted to Department Headquarters. (2006) This fee for the three year period beginning in 2025-2026 will be \$5.50 per year.

District Per Capita Tax (or Mandate) must be sent by the Unit to the District Treasurer by March 1. The amount is set in the District Constitution, Bylaws, and Standing Rules. Failure to pay will result in the Unit's loss of voting privileges and the right to receive Department Awards at Department Convention. (2026)

*The District also has financial mandates it must pay to the Department. See "District Financial Responsibilities to Department **p. 13** of this Manual*

#### UNIT DEBIT CARD AND ELECTRONIC PAYMENT SUGGESTIONS (2024)

The Department of Arizona encourages Units to operate WITHOUT Unit credit cards HAVING A LINE OF CREDIT.

The Department of Arizona recognizes that Units may choose to use debit cards and electronic payments in addition to handwritten paper checks. Each individual Unit of the Department of Arizona is responsible for the guidelines and rules which will pertain to their Unit to insure proper disbursement of their Unit funds. Any guidelines and rules established by a Unit must comply with Federal and State Laws pertaining to such. Each Unit should document their individual guidelines and rules within their respective Unit Constitution and Bylaws.

The Department of Arizona Executive and Finance Committees offer the following suggestions to the Units as possible internal controls for disbursing Unit Funds:

1. Unit checks, debit cards and electronic payments may be used only after receiving Unit permission as given in a vote at a General meeting of the Unit membership, and this permission must be documented in the minutes of said meeting and permanently kept on file in the Unit's financial records.
2. Unit members allowed to use checks, debit cards and electronic payments must give proof to the Unit that they have a personal credit card, thus insuring to the Unit that they have an adequate financial history.
3. The right and responsibility to use the Unit checks, debit card, and electronic payments is not tied to an office but is given to a member by vote of the Unit at a General meeting. The number of members with these card rights should be very limited. The rights may not be transferred from one member to another without Unit vote at a General meeting.
4. Unit debit cards should be stored in a secure location, eg office safe or bank safe deposit box, and only carried by a member when needed for actual use.
5. Monthly banking statements should be mailed to someone other than those authorized to make expenditures.
6. Copies of the banking statement separate from other financial reports should be provided to the membership at the monthly meeting.
7. A member making unapproved purchases with Unit funds may be held personally liable for payment of the bill. Personal purchases of any kind are prohibited.
8. Misuse of the Unit checks, debit card, or electronic payments. will lead to strict discipline on the part of the Unit. Units should report inappropriate use of their checks, debit card, and electronic payments to local law enforcement and press criminal charges.

FINANCING: SPECIAL CONFERENCES AND DEPARTMENT EVENTS (Not to include Fall Conference and Department Convention.)

For registrations, luncheons, dinners, etc., check should be made payable to the hostess Unit and directed to designated person in charge of specified events. Registration fees or Special Events fees are set by the hostess Unit and Department Headquarters Office.

The same fee applies for ALL members. ALSO, if it is necessary to sign contract, the Unit President and Unit Treasurer should do so on behalf of the hostess Unit. When sponsoring a Department function, the Unit assumes financial responsibility for the event. (The same procedures as stated above would apply to any Department sponsored functions or events.)

### GIRLS STATE

This Committee shall be set up and function as per the Department Constitution and Bylaws, and the Articles of Incorporation of Arizona Girls State.

The Girls State Director will provide the Department Finance Chairman a copy of the Girls State Budget for the ensuing year prior to the Annual Fall Conference.

*Resolved: That the Articles of Incorporation of Arizona Girls State be changed to conform to the Department Constitution and Bylaws. (81)*

The fee per delegate to Girls State shall be determined by the recommendation of the Girls State Board of Directors and ratified by the Department Executive Committee and the Convention delegates.

If possible, the Girls State Director should attend the Annual Girls State Directors National Meeting. Funding shall be derived from ½ General Funds and ½ Girls State Funds.

In 2007 the delegates to Department Convention approved the creation of a Girls State Alumni Association. The Alumni Association is a branch of the American Legion Auxiliary Department of Arizona Girls State Program and control of the Alumni Association will be retained by the Department of Arizona. Approval of the details under which the Association operates will be the jurisdiction of the Girls State Board of Directors, the Department Finance Committee, and the Department Executive Committee. (2007)

### JUNIOR ACTIVITIES (2024)

The committee shall function as outlined in the Unit Guidebook, Junior Activities Handbook and the Guidelines as set up by the Department. The revenue from activities of a Junior group should be carried as a separate item in the treasurer's book of the Senior group of which it is a part, so that it can be used by the junior group to further their program. All Junior projects requiring the expenditure of funds should first be approved by their Senior group. Upon completion of the approved project, the bill shall be presented to the Treasurer of the Senior group for payment, thus discharging the obligation.

The Juniors have two official Department meetings a year, namely the Department Junior Fall Conference and the Department Junior Convention. The Department Junior Convention will be held no earlier than May 15 and not later than the adjournment of the Department Senior Convention. *(This will be effective as soon as the 2026-2027 Honorary Junior Department Officers have been elected and installed.) (2026)*

The Junior Activities Chairman is responsible for setting up the programs for the Department Junior Fall Conference and the Department Junior Convention and for making arrangements for same with the approval of the Department President. Any funds or materials to be solicited from Units MUST have the approval of the Department Finance Committee.

*Resolved: That the Department Finance Committee allow mileage for the Honorary Department Junior President for attendance at the Department Junior Convention.*

Any advisor or chaperone attending these functions with the Juniors will be prohibited from drinking ANY alcoholic beverage or exposing these children to secondhand smoke during these sanctioned activities. (2007)

The Juniors at their Department Convention will elect a President and such other officers as they deem necessary as set forth in the Guidelines drawn up, subject to the approval of the American Legion Auxiliary Department of Arizona. The elected Honorary Department Jr. President and Honorary Department Jr. Vice President will be from different Units at the time of their election and for the time that they serve together. No Honorary Department Jr. Officers may succeed themselves. (2016)

Voting for Department Offices will be the same as the District, each delegation shall have only one vote.

Since 2015 National Junior meetings for members age 8-17 have NOT been held at the National Sr. Convention. They have been held in various locations across the country in conjunction with seasoned member ALA Mission Training events.

The current Department Honorary Jr. President will represent the Juniors from Arizona at the National Meeting as the Delegate. The Department budgets funds to assist in expenses. Should the Department Honorary President be unable to attend, all funds would be available to an alternate. First Alternate is the Department Honorary Jr. Vice President, and the Second Alternate is the Department Honorary Jr. Secretary. The Department Jr. Representative must be under 18 years of age.

The location, time, and activities of a National Junior Meeting are under the purview of the National Junior Activities Committee. Possible selection of any National Jr. Officers or National Jr. Members of the Year will follow the then current rules and obligations outlined in the Junior Activities Handbook by the National Junior Activities Committee and the Guidelines established by the National organization.

#### NATIONAL JUNIOR MEETING CHAPERONE GUIDELINES

1. Funding for the Junior Chaperone shall consist of transportation cost and per diem payable from Department Junior Funds.
2. The Department Junior Activities Chairman will serve as Chaperone for Junior delegates if possible.
3. If Junior Activities Chairman is unavailable, the Department President will appoint an Alternate who must be a Senior Auxiliary member, at least twenty-one years of age and a resident of Arizona.
4. Chaperone will be totally responsible for the Juniors assigned to them for a twenty-four hour period to include Junior delegate, candidate or Junior Officer; all of which will adhere to guidelines set for Junior Delegate and/or Senior guidelines. (See Finance Rules for National Convention Delegates section in this book.)
5. Chaperone will accompany Juniors assigned to them to and from all Junior meetings, ensuring that each arrive in the proper place at the proper time.
6. Chaperone will represent the American Legion Auxiliary only and will attend no other meetings while serving as Chaperone.
7. Chaperone will have on their person at all time the properly signed medical release and information forms including insurance if available of all Juniors assigned to them.

#### LEADERSHIP (2016)

The Leadership Committee will consist of one (1) Department Leadership Chairman and three (3) Committee Members appointed by the President, with the Committee Members

coming from different geographic areas of the Department. The Leadership Chairman and Committee members must be Certified Leadership Instructors.

The Leadership Chairman will be responsible for setting the time and place for AZ Mission Training. All courses will be eight (8) hours long.

Finance: Mileage and lodging expenses will be paid by the Department when Leadership Instructors are asked to assist with AZ Mission Training. Mileage will be paid from their "Post Home". The Chairman will call upon qualified members in the vicinity of the Host Unit or District to assist at NO EXPENSE TO THE DEPARTMENT. Funds for mileage and/or motels are only to be used if absolutely no one else is available who lives closer to the site of the training.

All materials for the year will be kept at Department Headquarters. All materials for participants and instructors are to be duplicated in the Department Office only. Outside printing is at their own personal expense.

There will be a yearly budget. Any funds spent over the yearly budget must have the approval of the Department President and Executive Committee prior to the expenditure.

*In 2022 the National organization discontinued the Past Presidents Parley Committee and moved responsibility for the Member of the Year Program to the Leadership Program. The Department of Arizona has reassigned responsibility for choosing the Arizona Member of the Year and presenting the individual and Unit awards involved to the Department Leadership/Mission Training Chairman and Committee.*

#### LEADERSHIP TRAINING COURSE (2016)

The American Legion Auxiliary, Department of Arizona, will title its Leadership Course as "AZ Mission Training". The Committee will use National and/or Department approved materials to teach the course. At the beginning of each program year, the Committee will meet and agree upon materials which will be used. The Committee members will all be knowledgeable on that year's materials and will not deviate from the program which they outline at the year's beginning.

The "core" elements of AZ Mission Training are defined as:

--Protocol; Parliamentary Procedures; Goodwill; How to conduct a meeting (Mock unit meeting); Constitution & Bylaws; Membership; Finance, to include Budgets/Who gets paid for What/IRS Reporting/Incorporation

--Break-out session (breaking into groups consisting of "First Time Attendees", "Intermediate" and "Advanced".) The sessions will center around the attendees questions (What they want to know).

--Each AZ Mission Training course will be individualized to meet the needs of the Unit/District members in attendance.

Prior to attending AZ Mission Training, a member must complete and submit a Registration Form to the Department office along with any fees. These will include the total Registration Fee as set by the Department Finance Committee, and the optional cost of a Leadership pin. Ten (10) days prior to a session of AZ Mission Training there must be ten (10) registered pre-paid participants attending or the class will be canceled. Walk-ins to the class will be accepted if there are ten pre-registrations. Walk-ins must pay registration at the time of the session, and the Leadership Chairman or Course Leader must submit these funds to Department within 10 days of the completion of the course. One (1) dollar of each Registration Fee will be returned to the hosting Unit or District BY DEPARTMENT after all fees have been received in the office.

Planning for the meal is the responsibility of the Host, and any potential cost payable by the participant the day of the course.

All members completing any 8-hour AZ Mission Training course will receive a card verifying completion of the course. It will be signed by the Department President and the Department Leadership Chairman. A participant will NOT receive a Leadership card for having completed the course unless they attend the full eight (8) hours. Any course less than 8 hours is considered a mini-course and does not entitle the participant taking the course to a card or pin.

#### CERTIFICATION OF LEADERSHIP INSTRUCTORS 2024-2027 TRIAL PROGRAM

In June 2024 it was voted by delegates at Department Convention to do a 3 year trial of an “application” method to certify new Leadership Instructors. A member may apply to become a Leadership Instructor utilizing an approved application form, with the final selections made by the Department President, Department Leadership Chairman, and current Leadership Committee. There will be no limit on how many members may receive a Leadership Instructor's Card in any one year.

#### CERTIFICATION OF LEADERSHIP INSTRUCTORS (2016)

Each year INSTRUCTOR CARDS will be issued to two (2) members, by vote of the Department President, Department Leadership Chairman, and the current year’s Leadership Committee members. Members can be nominated by other members, themselves, or any of the above named individuals. The nominee does not need to belong to the same Unit or District, however must belong to the Department of Arizona, American Legion Auxiliary. If the nomination comes from anyone other than the Department President, Department Leadership Chairman, and the current year’s Leadership Committee members, then a short narrative of the nominee’s qualifications needs to be included by the person making the nomination.

##### Eligibility:

- Must have been active in the American Legion Auxiliary for at least five (5) years.
- Completed an 8-hour Leadership course, Arizona Mission Training, seminar, or school conducted by the Department, with topics and format outlined by the Department Leadership Committee.

- Knowledgeable of the American Legion Auxiliary
- Knowledge of parliamentary procedures
- Awareness of the programs of the American Legion Auxiliary
- Proven leadership capabilities beyond the Unit level
- Ability to represent the Department of Arizona American Legion Auxiliary in a professional manner

Not everyone who takes or graduates from a leadership course is automatically a qualified instructor. ONLY MEMBERS WHO HAVE THE ABILITY AND TALENT TO TEACH SHOULD BE RECOMMENDED AS INSTRUCTORS.

Refresher courses are encouraged for all members holding a Leadership Instructor card every 2 years. Ideally, this will be a “Train the Trainer” course geared to the Instructor Card holders.

The Department of Arizona, American Legion Auxiliary will retain a copy of the list of all Certified Leadership Instructors. The Department Leadership Chairman and Committee will be appointed from the list of Certified Leadership Instructors.

### LEADERSHIP INSTRUCTOR REFRESHER COURSE (2016)

A “Train the Trainer” session is to be set up by the current Department Leadership Chairman and Committee each year and the information sent out to all “Leadership Instructor” card holders. “Leadership Instructor” card holders should inform the Department Leadership Chairman in advance to ensure correct number of packets are available for all in attendance (if any). Current members holding a “Leadership Instructor” card will attend at least one (1) session every two (2) years to stay current on information pertaining to the organization.

The “Train the Trainer” session will include:

- Parliamentary Procedures
- Updates from National
- Updates to Programs
- Financial Updates to include any issues

Substitutions for “Train the Trainer” session:

- Attend National Mission Training
- Participate or instruct at an “AZ Mission Training” seminar

If substituting for a “Train the Trainer” session, Leadership Instructor card holder must inform the current Department Leadership Chairman or the Department Office to include date attended.

### LEGISLATIVE

The Chairman shall bear in mind in all matters of Legislation, the American Legion Auxiliary follows the action of The American Legion, never endorsing any measure until The American Legion has first endorsed it and never following a policy, which does not coincide exactly with The American Legion stand.

If a Unit is interested in securing or blocking some proposed piece of State or National Legislation, it should present the matter to its’ American Legion Post and secure its support. The Post may then carry the matter to the Department Convention for consideration of The American Legion Department of Arizona.

The Legislative Chairman or designated alternate shall attend the monthly Unified Arizona Veterans meeting if possible. The annual fee required for each Veterans organization will be paid to the Arizona Unified Veterans by the Department Auxiliary Headquarters.

### MEMBERSHIP

By virtue of office, the incoming Department Vice President shall have first choice, if so desired, to be Chairman of the Membership Committee. The Membership Chairman shall submit an updated Unit standings report for the Department. The Membership Chairman shall submit an updated Unit Standings report monthly for the Department Bulletins.

The Department Membership Chairman shall be available to the District Presidents as well as the Unit Presidents when they request updates or standings on membership.

The committee shall adopt the programs of the National Organization.

*Resolved: That Units issuing or accepting a challenge do so with the understanding that Unit funds not be used to reach or exceed their membership goals for the purpose of winning a challenge or plaque, unless by mutual consent of the challenging Units.*

## MUSIC

The Department Music Chairman should urge participation of all Units in some type of music, whether it be songs sung at each meeting, music at special community functions, or choirs.

The Department Music Chairman should work with the Department President and Department Chaplain for music needed at the Department Fall Conference and Department Convention. The continuance of a joint Legion and Auxiliary Department Choir is urged.

*The National organization discontinued their Music Committee, however, the Department of Arizona has chosen to continue this program.*

## NATIONAL SECURITY

The National Security Chairman shall be appointed by the Department President. (2001) The National Program also will be part of the program.

*In 2022 The Service Member of the Year Award (previously Service Woman of the Year) which was part of the National Past Presidents Parley was reassigned to the National Security Program. The Department of Arizona has also reassigned responsibility for selecting Department Service Members of the Year to the Department National Security Program.*

## NEW UNITS/UD&R

The purpose of the Committee is to organize and give orientation to prospective new Units. The Chairman should call a meeting of the committee for the purpose of assigning duties and responsibilities of each member of the committee. This could be done at the Department Officers and Chairmen meeting in the fall. Each member should be assigned a specific part of the Initiation and Installation Ceremonies for which they shall be responsible for the entire year. Each member should be assigned specific programs of the Organization which they will cover during the orientation. These could be as follows: Veterans Affairs and Rehabilitation and other related programs (Hospital, Service to Veterans, Poppies, Past Presidents Parley, etc.); Children and Youth and related programs (Americanism, Education, Girls State, Junior Activities, etc.); Internal Affairs (Constitution & Bylaws, Finance, Communications/Public Relations, Leadership, Membership, National Security, etc.); Community Service and related programs (Music, Special Projects, etc.). The Chairman, with the approval of the Department President, shall appoint substitutes in the event any committee member cannot attend a particular meeting.

*Resolved: That the mileage and lodging expenses of the members of the New Units/UD&R Committee and the Leadership Committee be paid by the Department. (93)*

*Resolved: That new units be strongly urged to schedule a Leadership Seminar, shortly after they are organized and officers elected. (2004)*

This committee, with the assistance of the Department Executive Committee and Leadership Committee, will provide training and guidance when a Unit is in danger of losing their Charter or ceasing to function. Assistance from this Committee may be requested by any Unit or suggested by any Department Officer or Chairman. (2011)

## PROCEDURES FOR COLONIZATION, UNIT CHARTERING, AND MAINTAINING THE UNIT'S LEGAL STATUS (2016)

1. A written request is received from the Post Commander of the proposed Unit. The Commander is provided with Membership Applications. Women interested in working

this Charter may immediately join the Department Unit 100 or may be members-in-good-standing of another Unit. The Post Commander is responsible for submitting applications for Unit 100 members to Department Headquarters for processing. Department Headquarters will send membership cards to new Unit 100 members.

2. The Post submits to Department Headquarters a list of at least 10 women who are Sr. Members of another Unit or Department Unit 100. This group of women will be considered the COLONIZING GROUP.

3. The Colonizing Group and the New Units/UD&R team schedule an Orientation Meeting at which the following business is conducted:

- Initiation of new Unit 100 members
- Go over the Department Expectations for a New Unit
- Work out the details of a proposed Unit Constitution and Bylaws
- Charge the Colonizing Group with deciding to go forward with the Charter Application. Provide a Charter Application, Membership Applications, Unit Guidebook, EIN Application instructions, and Arizona Incorporation instructions.

- Schedule a Charter Meeting within the next 6 weeks. During the interim between Orientation and Charter Meetings, new memberships will still be processed into Unit 100.

4. At the Charter Meeting the following business is conducted:

- Initiation of any more new Unit 100 members
- Adopt the Unit Constitution and Bylaws
- Unit officers are elected and installed; Unit Chairmen are appointed
- The Charter Application is completed
- Members complete forms transferring them to the New Unit; future new members will be admitted to the New Unit, not Unit 100.

5. The Application for Unit Charter is submitted to Department Headquarters in triplicate. All copies must be signed by the Post Commander and Adjutant and at least 10 Sr. Members of the Auxiliary. The Charter fee is submitted. National must close the Charter within 30 days of the Post Commander's signature. An inscribed Charter Roll may be ordered and the fee submitted. (optional)

6. National issues Charter. AFTER the Charter has been issued by National, the Unit applies for an EIN (Employer Identification Number) from the IRS, using the Unit name exactly as it appears on the Charter: eg) American Legion Auxiliary, (name of veteran) Unit xyz, or American Legion Auxiliary, (name of city) Unit xyz. They must then report that EIN to Department and National using the Inclusion Letter Form to be "under the umbrella" of Group Exemption Number 0964. (2017)

7. Unit incorporates following the requirements of the Arizona Corporation Commission. Unit notifies Department and National when incorporation is complete. They may pay for a new charter with "Inc." included in the name, but this is not required.

8. Unit completes yearly tax reporting to IRS. (Form 990N, 990EZ, OR 990). THIS IS DUE ON THE 15<sup>TH</sup> DAY OF THE 5<sup>TH</sup> MONTH FOLLOWING THE END OF THE FISCAL YEAR. If gross revenue is less than \$50,000.00 the Unit needs to file Form 990N. If gross revenue is less than \$200,000.00 and total assets are less than \$500,000.00 the Unit needs to file Form 990EZ. If gross revenue is over \$200,000.00 or total assets are more than \$500,000.00 the Unit needs to file Form 990.

9. If Unit files 990EZ or 990, a copy of the completed form is sent to the Arizona Department of Revenue. Arizona does not currently require a copy of the 990N if that is the only form filed.

10. Unit completes yearly reporting to Arizona Corporation Commission with payment of fees. Due date varies and is determined by the Corporation Commission.

#### NEW UNITS' REQUIREMENTS FOR THE FIRST THREE YEARS (2016)

1. Charter Application process which involves the women who will be the members of the new Unit.
2. Leadership Course specifically for a New Unit
  - Help them get EIN and incorporation paperwork completed
  - Help them complete Constitution and Bylaws
  - Help them with their first election and install officers
  - Help them get their first bank account
  - Explain to the Post officers how the new Unit fits into the "scheme of things"
  - Go over what is available on the Department and National websites
  - Discuss the National programs
3. Hold monthly meetings.
4. Unit Representative at all District meetings
5. Unit Representative at Fall Conference and Department Convention
6. Learn about and complete Impact Report.
7. Learn about and submit individual annual Department Report forms.
8. Learn about Department Awards.
9. Learn how to process membership correctly.

#### DEPARTMENT MEDIATION POLICY AND PROCEDURE (2016)

1. Members and officers recognize a mission-threatening issue and start contacting the Department Office, Officers, or Chairmen. The issue may also be initially identified by the Department Office, an Officer, or a Chairman.
2. An appropriate Department Officer or Chairman provides advice and information, and the issue is resolved by the parties involved.

#### **If not resolved:**

3. The Department President requests a meeting with members involved in the issue. In the case of a Unit this would be the Unit President and at least one additional Unit member. In the case of a District this would be the District President and at least one additional District member. In the case of a Department Committee, this would be the Committee Chairman and at least one additional member. The Department President requests the presence of a Mediator at the meeting. The meeting is held on "neutral territory".
4. The problem is discussed with HONESTY at the meeting. The Department President and Mediator make suggestions and recommendations on appropriate actions to be taken. The presence of the Mediator at future Unit/District Executive Committee and General Meetings or Department Committee Meetings is offered. If the representatives of the Unit, District, or Department Committee involved feel they can handle the situation on their own, they are encouraged to do so.

#### **If not resolved:**

5. The presence of a Mediator at future meetings is again offered to the Unit President, District President, or Department Committee Chairman.

**If the Mediator is refused and the Mission-Threatening Issue is not being resolved:**

6. The Department President requests that the Department Executive Committee authorize attendance of a Department Mediator at all Unit/District Executive Committee and General Meetings or Department Committee Meetings of the involved parties.
7. If after a reasonable length of time the Mission-Threatening Issue is not resolved, the Department Executive Committee will decide appropriate disciplinary action to be taken.

#### MISSION-THREATENING ISSUES (2016)

1. Theft from the organization.
2. Physical Violence between members.
3. Meetings-not-held in accordance with the Constitution and Bylaws: time, place, proper parliamentary procedure.
4. Elections-not-conducted in accordance with the Constitution and Bylaws.
5. Discipline against a member or officer not in accordance with the National, Department, and Unit Constitution and Bylaws.
6. Non-payment of Department and District mandates. Failure to renew at least 10 members each year is not of itself a reason to revoke a Charter, but is a “warning sign”.
7. No Unit or District member wishes to serve as the President.

#### MEDIATION GUIDELINES (2016)

1. All members and officers involved are allowed to maintain their dignity.
2. Mediators do not choose sides—they represent the rights and responsibilities of the organization as a whole.
3. Mediators do not do the “work” of the Unit, District, or Committee.
4. Mediators do not work alone—there is a team of at least 2 assigned to a problem.
5. If possible, all officers and chairmen involved in a problem will remain in their positions.
6. Mediators know the proper disciplinary procedure which can be used against a member and WHEN IT IS APPROPRIATE TO USE IT.
7. Mediators are comfortable working with a majority of the Department Executive Committee.
8. Document, Document, Document.
9. Mediators are knowledgeable on the policies of the American Legion and how they differ from the American Legion Auxiliary.

#### DISCIPLINE OF A MEMBER (2025) FUNDAMENTAL FAIRNESS

For any violation of the State or National Constitution or for conduct improper and detrimental to the welfare of the Auxiliary of The American Legion, any member may be suspended or expelled from membership; or any officer removed from office by a two-thirds vote at a Unit meeting called for this purpose. Said suspension, expulsion, or removal from office shall be binding only in the event said member or officer shall have been given fifteen days’ notice in writing by the Unit Executive Committee of the charges and hearing thereon. (2012)

Either party may have the right to appeal to the Department Executive Committee and its action thereon shall be final. The expenses of said appeal shall be borne by the appellant.

A member subject to suspension or membership revocation is no longer a member in good standing and cannot transfer to another unit.

In the American Legion Auxiliary Unit Guidebook revised October 2024, Chapter 8 talks of how to resolve most conflicts with a private conversation.

Should the individual and Unit exhaust all other avenues of conflict resolution and conversations, the unit may choose to pursue disciplinary action. The Unit has the responsibility for the discipline of its members. A department may discipline a Unit for failure to discipline a member. All disciplinary actions must be fundamentally fair.

A member disciplined by the Unit may appeal the Unit's disciplinary action in writing to the Department Executive Committee. Disciplinary actions against members, however, are not appealable to the National Organization.

The Unit should follow its governing documents on member discipline. It is strongly recommended that a Unit consult a professional parliamentarian or an attorney. If a Unit has a defined disciplinary process in its governing documents, it should be followed.

According to the ALA National Constitution, Bylaws and Standing Rules, a member subject to suspension or membership revocation is no longer a member in good standing and cannot transfer to another unit. In other words, expulsion from a unit of the ALA is expulsion from the organization.

Only members of the accused's Post, Unit, or Squadron may bring charges against an ALA member.

The first step in the process of all actions of suspension or expulsion against a member of the ALA in good standing shall be filing with the Unit Secretary written charges, properly verified by an affidavit of the accuser or accusers, along with any witness statements. It shall be the duty of the Unit Secretary to forward all paperwork to the Unit President, who shall call an Executive Committee meeting, expressly for the purpose of moving forward with a trial or a written warning. It shall be the duty of the Unit Executive Committee to determine if the Unit needs to retain legal counsel.

The Unit Secretary shall deliver to the accused member, by registered mail, process server or in person, one copy of the charges and a written notice to appear at a specific time and place to show cause why the accused should not be suspended or expelled. These items shall be delivered to the accused at least fifteen days in advance of the scheduled appearance. The Unit Secretary shall cause note to be made of the delivery of charges and notice.

The accuser/accusers must be members of the same Unit as the accused, and she/he/they shall set forth the charges of disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of the American Legion Auxiliary in terms of simplicity and understanding in order that the accused may properly prepare a defense. The accused may defend themselves or employ legal counsel for her/his defense,

If the accused member fails to answer the charges in the manner and form stated, the charges and matters therein stated shall be taken as confessed, and the suspension or expulsion granted.

The Unit Counsel/President or President of a different Unit shall preside at the trial, shall have relevancy of all evidence presented, and shall have general power to prescribe necessary rules and regulations for the orderly procedure of said trial, except that no rule or regulation in violation of these rules shall be permitted.

Members in good standing (must be prepared to show current membership card, and no renewals or replacement cards will be issued the day of the trial) of the Unit shall act as jurors under the guidance of the presiding officer to ascertain the truth of the charges

preferred. Their province is strictly limited to questions of fact, and within the province they are still further restricted to the exclusive consideration of matters that have been proven by the evidence introduced in the course of the trial.

The Unit Secretary shall take an accurate record of the proceedings and supply the accused with a transcript of the trial no later than twenty days after the trial has ended.

At the conclusion of the evidence, the accused will leave the room and the members of the Unit in attendance so acting as jurors shall determine by ballot (two-thirds vote) whether or not the accused is guilty as charged, and shall produce their decision in writing, signed by one of their number as chairman, and return same to the Unit Secretary who shall enter same into the Unit records.

Neither the accused nor the accuser, nor their Counsel/Presiding Officer, shall be permitted to sit as jurors.

A member who has been suspended or expelled by a unit will have thirty (30) days to appeal in writing to the Department Executive Committee provided that said appeal must be taken by the preparation of a transcript of the proceedings within twenty days after the judgment of expulsion or suspension.

Such transcript shall contain a copy of the charges, the notices to the accused, and a record and copies of all other actions or pleadings introduced, together with a statement of the evidence in substance to be prepared by the party appealing.

When an appeal is taken, as herein provided, to the Department, it shall be the duty of the Department Executive Director of Operations to notify all parties of the date, exact time, and place of the next Department Executive Committee meeting, or specially called meeting to hear said appeal, provided at least ten days notice shall be given.

Evidence may not be introduced before the Department Executive Committee, though arguments may be heard, and the evidence as shown by the transcript shall be the only evidence considered by the Department Executive Committee. The Department President shall preside at the trial, unless the Department Executive Committee unanimously agrees to hire special counsel, the cost of which would be borne by the party appealing.

The decision of the Department Executive Committee shall be final, and if the decision of the Unit is overturned, the suspended/expelled member automatically becomes a member in good standing of said Unit, and it is mandatory that the Unit reinstates the member upon the Unit Membership Roll.

#### SUGGESTED PENALTIES (DISCIPLINE OF MEMBERS) (2025)

Members of the American Legion Auxiliary strive to work the mission of our organization. The ALA believes in peace and goodwill toward others and is saddened that we must include discipline/reprimands action in our Policies and Procedures, and we ask that all members take the time to reflect on their public behavior, and that the actions of a few members can tarnish the good that we do. Membership is our key to survival and we ask our members to be courteous of others and practice the golden rule of “Do unto others, as you would have others do unto you”, however, some members don’t always follow this practice.

Even though a private conversation can be difficult, it should be the first course of action whenever possible to correct a behavior. Member's actions sometimes must be addressed and discipline/reprimands may be the only course of action.

Incident reports on members can be written by other members of the same Post Home. Determining appropriate reprimand/discipline requires the same degree of care as is used in the initial inquiry into the offense. The decision on what reprimand/discipline is appropriate

for a particular offense should be made considering the nature of the offense; was it committed maliciously or frequently repeated; past disciplinary action; and consistency of the penalty with those imposed upon other incidents for the same or similar offenses in like or similar circumstances.

If the offense is for violence, threatening or inflicting of bodily harm, sexual assault, or financial malfeasance, a report is filed not only with the Unit but also with local law enforcement.

Members of the American Legion Auxiliary are guests in the Post Home and must follow the rules set forth by the Post with the Unit President working with the Post Commander if necessary.

The following consequences are merely suggestions for Units to follow.

--Indecent or immoral conduct on Post premises: First offense 60-day suspension of member privileges; Second offense 120-day suspension; Third Offense 1 year suspension.

--Loss, damage, unauthorized use of Unit/Post property: First Offense Written Reprimand to 30-day suspension; Second Offense 60-day suspension; Third Offense 1 year suspension.

--Abusive/offensive language, horseplay, interference of employees/members rights: First Offense Written Reprimand to 30-day suspension; Second Offense 60 to 120-day suspension; Third Offense, 1-year suspension.

--Financial malfeasance, theft, fighting, threatening or inflicting bodily harm, sexual assault, assault, assault with a deadly weapon: First offense 1-year suspension to revocation of membership; Second Offense Revocation of membership.

#### PAST PRESIDENTS PARLEY

*In 2022 the National organization discontinued the Past Presidents Parley Committee and moved responsibility for the Member of the Year Program to the Leadership Program. The Department of Arizona has reassigned responsibility for choosing the Arizona Member of the Year and presenting the individual and Unit awards involved to the Department Leadership/Mission Training Chairman and Committee.*

*The Service Member of the Year Award (previously Service Woman of the Year) which was part of the National Past Presidents Parley has been reassigned to the National Security Program. The Department of Arizona has also reassigned responsibility for selecting Department Service Members of the Year to the Department National Security Program.*

*However, the Department of Arizona has chosen to continue their Past Presidents Parley Program with activities and responsibilities as described in this section.*

The Past Presidents Parley Chairman will be appointed by the Department President and must be an Arizona Past Department President. (2001)

The program includes the care of women veterans, membership, Nurses Scholarships and Health Related Scholarships. These scholarships are financed by the Units' Past Presidents Parley dues and special contributions by the Units.

There is no longer a separate PPP breakfast or luncheon at Department Conference and Convention. All business for this group is conducted in the main meetings.

This Chairman and Committee are responsible for awarding the Department AAPP Plaque (Arizona Active Past President Plaque) at the Department Convention.

### PAST PRESIDENTS PARLEY NURSES SCHOLARSHIP

These scholarships are awarded annually to not less than a second year student who is enrolled in an accredited institution in Arizona awaiting a degree as a Registered Nurse or a graduate nursing degree. The immediate family members of a Veteran will be given first preference. Applicant must be a citizen of the United States and resident of Arizona for at least one year.

Scholarship applications are available from the Department Past President Parley Chairman, the Department Headquarters, or the Department website. Rules and Regulations concerning this scholarship will accompany application forms.

### PAST PRESIDENTS PARLEY SCHOLARSHIP ASSISTANCE IN HEALTH OCCUPATIONS

The American Legion Auxiliary Department of Arizona will accept applications for assistance to students pursuing a career in Health Care Occupations.

Applicants must be enrolled/enrolling in an accredited tax-supported institution in Arizona which offers a certificate or degree program in Health Care Occupations (e.g., Nurses Assistant, Dental Assistant, LPN, Lab Technician, Physical Therapist, Inhalation Therapist, etc.). Applicant must be a citizen of the United States and a resident of Arizona for at least one year.

Scholarship applications along with rules, regulations, and procedures, may be obtained from the Past Presidents Parley Chairman, the Department Headquarters, or the Department website.

### PAST DEPARTMENT PRESIDENT'S MEMORIAL FUND

Because the Department Presidents have served our Department with distinction, and each in their own way has guided the program to new heights, and in the years following have shown their interest and devotion by the continued activity, upon their death, a \$50.00 donation from the Past President's Memorial Fund shall go to the organization or project of the President's choice. (88)

The Department Executive Director of Operations shall request this information from the newly elected Department President each year, as soon as possible after election to the office and that this information be noted in permanent record card.

Voluntary contributions to this Memorial Fund will be accepted at any time. Units and members may send contributions to the Department Executive Director of Operations, ear-marking it for the "Memorial Fund".

### POPPY

Because the poppy is our official memorial flower, the Poppy Chairman should emphasize Unit participation in all aspects of the National and Department programs. (*Refer to National Poppy Program Guide.*)

Each year there will be budgeted funds to award a \$200.00 school-related Amazon wish-list for each classroom from which a Department level winner of the Poppy Poster Contest is chosen. (Maximum of seven classrooms--one for each level of competition.) (2026)

If an Arizona Junior member wins the National Little Miss Poppy contest, the Department of Arizona will pay 2 night's lodging at the Arizona designated Convention Hotel (or up to that rate if other accommodations are required or preferred) plus round-trip

air fare for the winner and her attending chaperone to attend the National Convention. (2026)

### POPPY MAKING

The Department President no longer appoints “poppy making” chairmen as in the past. All materials for making poppies are administered through Department Headquarters.

Unit Poppy Orders will be made to the Department Executive Director of Operations and as of 2026-2027 there is no “due date”. Orders may be made year-round. Each order must be accompanied with a check to cover cost of supplies or any requested shipping.

1. Poppies ordered between Department Convention in June and Department Conference in November will be available at Department Conference unless arrangements have been made to pick them up at Headquarters or pay shipping to have them mailed.

2. Poppies ordered between Department Conference in November and the next succeeding Convention must either be picked up at Headquarters or shipping must be paid for mailing. (2026)

Poppies can be made by any Veteran; at home, at the Post Home, Nursing Home, in Senior Centers as long as it is the Veteran who receives the pay for making them. All payments to veterans for making poppies will be made from the main Department account and all accounting of such payments will be done by Department. (2017)

As of 2013, when demand exceeded what veterans can supply, anyone can make poppies. They may even be commercially produced, however, only veterans may be paid for making the poppies. If poppies are not made by veterans, the traditional tag must be altered or a new tag created so donors are not misinformed.

It is recommended by the National organization that “Poppy Week” beginning the Saturday preceding Memorial Day be the scheduled time for distribution with the exception of those Units who by reason of competition or other good reason cannot hold their distribution that week.

*Resolved: Cost of poppies will be determined each year by the Finance Committee and approved in the Department Budget at Convention. (97) (At Convention 2023 cost of poppies was set at \$15.00 per 100 beginning in 2024-2025. At Convention 2026 cost of poppies was increased to \$18.00 per 100 and \$145.00 for a complete kit beginning in 2027-2028.)*

In lieu of all previous requirements for poppy purchase by Units in order to be eligible for awards OR requirements to submit 10% of net distribution profits to Department there will be a new Poppy Mandate of \$30.00 per Unit payable at the time of all other Department Mandates and subject to the same rules and regulations as all other Department Mandates. All Poppy Mandate funds will be credited to the Welfare Fund. (2026)

### PRESIDENT’S SPECIAL PROJECT

The Committee shall function to educate the Department on the Special Project chosen by the current Department President and approved by the Finance Committee, offering suggestions to the Units on possible work or fundraising activities. They are responsible for reporting on the combined work of the whole Department on this project. (2005)

### PUBLIC RELATIONS

The program shall encompass all aspects of the National Public Relations Program.

The Chairman is responsible for preparing a Press (Publicity) Book which becomes the property of the Department President at the end of their year. There is no longer a National Press Book Competition. The Department President should use the “Ring Your Bell” Department Facebook page to document her travels and no separate Facebook pages.

### SCRAPBOOK

The Committee shall collect mementos and pictures from the members of the Department chronicling the Department President's visits and activities, compile them in a Scrapbook or Scrapbooks and present them to the Department President at Department Convention. This Committee will be responsible for judging the Scrapbooks submitted by Units and Districts for competition according to approved Department Rules at the Department Convention. (2005)

### STRATEGIC PLANNING COMMITTEE (2014) Inactive (2019)

*In 2019 the National organization chose not to form a Strategic Planning Committee for the next 5 year period (2019-2024). Arizona also has not had an active Strategic Planning Committee since 2019. The Department Executive Committee wishes to keep this Committee (noted as inactive) in the Department Policies and Procedures in case it is needed in the future.*

The Department of Arizona will form a Strategic Planning Committee that will function for the years (2014 – 2019) and the members of that committee will be:

By virtue of office or title:

the Department President, the Department Vice President, the Department Second Vice President, the Department Historian, the Department Chaplain, the National Executive Committeeman, the Department Executive Director of Operations

By virtue of Presidential appointment to a 2 year term and Department Executive Committee approval:

2 additional Past Department Presidents

A “Unit Member of the Year”

A current Senior member who was a Junior member before age 18

This committee will be chaired by the Department President and set their own schedule of meetings. Any member of the organization may attend the committee meetings with voice but not vote.

During 2014-2015, this committee will review all materials coming from National pertaining to Strategic Planning and the Centennial Plan. They will recommend a “Plan” and subsequent “Initiatives” for the next 5 years for the Department of Arizona based on the National Plan. During this “first” year, any Plan or Initiative which the Strategic Planning Committee recommends be implemented before Department Convention 2015, will be reviewed and approved by the Department Executive Committee. Up to \$200.00 is authorized for implementation during 2014-2015. The complete 5 year Plan of Action and Initiatives will be presented and approved by Department Convention delegates in 2015, and reviewed and adjusted on a yearly basis at subsequent Department Conventions. At Department Convention 2019, the delegates will determine if another 5 year Strategic Planning Committee should be authorized for 2019-2024.

## TROPHIES AND AWARDS

The Committee will be responsible for follow-up with the appropriate Unit or District on any plaques which were not returned to the Junior or Senior Department Convention. They will work in conjunction with the Department Executive Director of Operations to accomplish the tasks of either finding or replacing the award and getting it to the new recipient or storing an unawarded plaque for the next year. They will be responsible for keeping track of the Junior and Senior plaques awarded at their Department Conventions.

Prior to the end Department Conventions the Committee gives the Units and Districts a list of the awards they are to return.

They will be responsible for collecting and inventorying plaques returned at the beginning of Department Convention. They will distribute plaques to the appropriate new recipients and make a written record of who signed the plaque out for the coming year. They will report any trophies not returned to the Convention Delegates, the Department Executive Director of Operations, and the committee that succeeds them. (2005)

Any Unit or District not returning a plaque by the close of the Convention at which they are expected to return it, will be fined \$55. The fine will be payable at the time that the Unit or District pays any mandates for the new year, and be reflected on the mandate list distributed in the August monthly mailing. This fine is still payable and nonrefundable even if the plaque is returned to Department at a later date or time. If the fine is not paid by the due date set in the governing documents, the Unit or District will lose its vote and its eligibility to receive awards at the next ensuing Department Convention. (2026)

## VETERANS AFFAIRS AND REHABILITATION

The Department Second Vice President shall serve as Veterans Affairs and Rehabilitation Committee Chairman. The Department Service to Veterans Chairman shall serve as Veterans Affairs and Rehabilitation Committee Vice Chairman.

The other members of the VA&R Committee are as outlined in the Department Constitution and Bylaws: the Certified VAVS Representatives and Deputies from each VA Medical Center; the overall Creative Arts Department Chairman and one Creative Arts Chairman from each VA Medical Center; one Gift Shop Chairman from each VA Medical Center; and one Chairman from each State Veterans Home. (2025)

The program of the National Organization will become a part of the Department program.

Rehabilitation may include:

1. Securing proper hospital care.
2. Giving physical and mental cheer to veterans in hospitals.
3. Aiding the disabled Veterans to re-establish themselves in life after disabilities have been arrested or cured.
4. Securing just compensation for all disabled Veterans.

The Veterans Affairs & Rehabilitation and Children & Youth Committees should work together in the best interest of the family.

Any VA&R sub-program receiving funds will maintain accounting records as described under the Department Finance Policy on pages 31-33 of this Manual. Said books will be audited when called for by the Department Finance Policy.

## CERTIFIED VAVS REPRESENTATIVES AND DEPUTIES

The Certified Department Veterans Affairs Voluntary Service Representative is in charge of the volunteer hospital workers program in their particular hospital.

All contacts from Hospital to organization must be through the Certified Department VAVS Representative, then from Representative to Units.

Certified VAVS Representatives and Deputies must be certified to the National President, through the Executive Director of Operations; the National President then certifies them to the Hospital.

By National Policy, Certified VAVS Representatives and Deputies remain in their respective position from year-to-year except for reason of non-performance or resignation. (2025)

The Certified VAVS Representative is in charge of planning and directing the hospital programs of the American Legion Auxiliary with the Hospital Director where serving, and should have a thorough understanding of the hospital. The Certified VAVS Representative serves as the American Legion Auxiliary Representative on the Hospital VAVS Committee and attends their meetings.

The Certified VAVS Representative shall help in recruiting volunteers and conducting orientation courses in the hospital.

The Certified VAVS Representative must report quarterly to the Department VA&R Chairman. A full report on activities and financial status to the Department VA&R Chairman and the Executive Director of Operations will be required at the end of the year. Financial records shall be audited by the Finance Committee annually as outlined on pages 31-33 of this Manual.

The Certified VAVS Representative will conduct Annual Joint Reviews with their respective VA Medical Center as outlined by National Policy and provide other reporting as requested by the Department VA&R Chairman. (2025)

The Annual Department Budget should include funds available for the Department Certified VAMC Representative for hospital expenses such as volunteer pins, postage, etc. and veteran's family expenses for transportation, phone, and family needs, etc. Unit donations will cover social services, bingo, etc.

## CREATIVE ARTS (2026)

The Veterans Creative Arts Festival (VCAF) is a sub-program under the VA&R Program and is nationally recognized. The purpose is the rehabilitation of Veteran inpatients or community-based Veterans through the use of Art, Music, Writing, or Dance.

The National Festival is co-sponsored by the Department of Veteran Affairs and the National American Legion Auxiliary. Following the eligibility and submission rules for participation, the National Festival is open to all qualifying veterans (participation at a local VCAF is not required). Winners selected by the National Committee are invited to attend the National Creative Arts Festival at their own expense.

If a local VA Medical Center elects to hold an art event, the event is co-sponsored by the local VA Medical Center and the American Legion Auxiliary. As funding allows, the Auxiliary provides event support such as food/beverages, volunteers and promotion. Additionally, if an Arizona veteran is invited to the National VCAF, financial support may also be provided. Funding for VCAF support comes from donations made by Units and Districts to the Department of Arizona. These funds are managed through the Department

and by the overall Department Creative Arts Chairman and the local chairmen for each VA Hospital as appointed by the Department President.

#### HOLIDAY GIFT SHOP

The Holiday Gift Shop program is a sub-program of the VA&R program. Each VA Medical Center will have a Gift Shop Chairman. Chairmen will work with their hospital to determine appropriate venue and process for providing Hospital approved gifts for veterans and their families during December holidays. Chairmen are responsible for purchasing gifts in compliance with Department Finance policy, recruiting volunteers, promoting event and providing reporting or other activities as requested by the Department VA&R Chairman.

#### ARIZONA STATE VETERANS HOME(S)

The Arizona State Veterans Homes are a sub-program of the VA&R program. State Veterans Home Chairmen will report to the Department VA&R Chairman. State veterans Home Chairmen will work with their respective State Home to determine needs and work to fulfill those needs in compliance with Department Finance Policy. Chairmen will engage Units/Members in fulfilling those needs as appropriate.

#### SERVICE TO VETERANS

This program Chairman will be appointed as outlined by the Department Constitution and Bylaws and serve as the VA&R Committee Vice Chairman.

“Service to Veterans” volunteers provide service to all sub-programs of the overall Department VA&R program. They volunteer inside and outside of a VA Medical Center or a State Home (2022) Volunteers conduct projects from their homes and in their communities, assisting veterans, active duty military, and/or their families. Assistance to family members can be reported within the parameters allowed by the National organization.

Service to Veterans volunteers maintain their own record keeping of hours served and dollars spent, utilizing the form which the Chairman has approved. This form is posted on the Department website.

#### REPORTING OF SERVICE HOURS UNDER ALL VA&R PROGRAMS

The Certified VAVS Representatives and Deputies, hospital volunteers, Creative Arts Chairmen and volunteers, Holiday Gift Shop Chairmen and volunteers, State Veterans Home Chairmen and volunteers, and all other VA&R volunteers are eligible for bars recognizing their hours of service as long as they report monthly. All volunteers maintain their own record keeping of hours served and dollars spent, utilizing the form which the Department Service to Veterans Chairman has approved and posted on the website. The form will include individual data: the name and number of the Unit; names of members and non-members reporting hours; hours of service; number of veterans served; type of service; dates; and cost of materials.

They submit the information (monthly) in one of two possible ways. **1)** They report their individual hours to the Unit Chairman responsible and then the Unit Chairman sends one report including all of the individual reports to the Department Service to Veterans Chairman on the approved “Unit” form. Once again for emphasis, the numbers are reported on an individual basis, even when listed with others on a monthly Unit form. The records on the Unit report for each volunteer should agree with the individual records turned in to the Unit Chairman. The Unit Chairman should keep a copy of all individual records.

OR 2) They report their individual hours directly to the Department Service to Veterans Chairman monthly.

The Department Chairman is responsible for adding the number of hours served in the current year to any previously earned hours so the permanent record of each person shows the rewarding of bars or the hours necessary for a bar. The Department Service to Veterans Chairman is then responsible for ordering all hour bars. Hour bars are provided at no cost. If the individual volunteer wishes to purchase a pin to hold their “highest” bar, it must be ordered and purchased through Department Headquarters. The Department does not pay for the pin, but it must be ordered through Department.

Volunteers are recognized with bars when specific hour milestones are reached: 50, 100, 300, 500, and 1,000. After the first 1,000-hour bar is awarded, the next bar will be earned in 1,000 hour increments up to 20,000 hours. Hour bars are provided at no cost to Departments.

### ANNUAL REPORTING OF HOURS

The Annual Report Form for Service to Veterans is also approved by the Department Service to Veterans Chairman and is posted on the Department website. It is due at the same time as all Unit Reports to Department Chairmen. It includes: the name and number of the Unit; address and name of the Unit Chairman; numbers of volunteers; types of service; total number of veterans served; total hours served by all volunteers; total numbers of hours served by the Unit; and total cost of materials.

The Department Service to Veterans Chairman totals all numbers sent by the Units on their Annual Report Forms, and forwards the totals to the Department VA&R Chairman so it may be included in the VA&R report to National.

For further information, see the most recent version of *Veterans Affairs & Rehabilitation: A Guide for Volunteers*.

### MISCELLANEOUS INFORMATION

AUXILIARY EMBLEM: Charms, earrings, rings etc, with the Auxiliary Emblem are not classed as official Auxiliary pins, they are classed as costume jewelry and may be worn anytime. The Auxiliary Emblem is used in many different ways, such as decals, patches, stationary etc., but the user must have permission from Department and National to use it. For instance, National Emblem Sales must have permission from the National Organization to initiate a new item using the Auxiliary Emblem.

WEARING OF FLAG PIN: If a flag pin is worn, corsages should not be worn above the flag pin. The Flag pin should be worn on the left side of the blouse and may be worn with the pin of the current Auxiliary office held by the member with the Flag pin slightly above or even with the Auxiliary pin.

HONOR GUARDS: Honor guards may be given for continuous years of membership in the Auxiliary. In order to be eligible for one, membership DUES MUST HAVE BEEN PAID EACH YEAR WHEN DUE, otherwise membership is not considered continuous for an honor guard.

WEARING OF INSIGNIA: The American Legion Auxiliary pin should never be covered by a badge or a corsage. The American Legion Auxiliary pin shall be worn on the left side, over the heart. All badges, (officers, delegates, alternates, guest, name tags or badges of other nature) may be placed on the right side or below the Emblem Pin, which is worn at all times. The Auxiliary Pin worn over your heart should be that of the highest office you have held or that of the office you currently hold.

SASH RIBBON: The Sash Ribbon as worn by the Department Officers, present and past, is worn at Conference, Conventions and at District meetings if the District President so desires. These ribbons are not to be worn at social gatherings and meals. The ribbons are to be passed on each year at the Installation of Department Officers. A Past Presidents Sash Ribbon approximately one and three quarter inches wide will be presented to the National Executive Committeewoman as a gift from the Department at the Installation Ceremony.

The Ribbon is worn over the right shoulder and under the left arm. No pins or decorations should be affixed to the ribbon. It should not be knotted at the left to fasten it, but should hang crossed and secured by an invisible fastening on the under-side. It is never worn over a topcoat of any kind, but may be worn over a suit coat.

UNIFORM TYPE HAT: While the American Legion Auxiliary does not have an official Auxiliary hat or uniform, there are two different styles of hats offered to our members through the National Emblem Sates catalog which Units often purchase for their marching units and installation teams. These hats are normally worn to compliment the “uniform look” i.e. jacket, skirt and blouse; or during the summer months, such marching units often wear the hat with a very tailored blouse and skirt. While the uniform look of jacket, skirt and blouse is strictly the choice of the Unit or Department, it is extremely important to remember that any time the name of the American Legion Auxiliary is used or the emblem is worn, you are not only representing yourself, but you also become the image of a million-member organization. The Auxiliary hat should not be laden with State pins – it was never intended for this purpose.

#### CANDIDATES FOR DEPARTMENT OR NATIONAL OFFICE:

Candidates for Department President shall be permitted to entertain as they and their Unit so desire, timing for such functions to meet with the approval of the Department President. Should there be more than one candidate for office of Department President, each shall have the privilege of individual entertaining and/or receptions as already stated.

Only candidates for Department President shall be permitted to give favors and mementos to the delegates providing they and their Unit so desire.

Written announcements for candidates for a Department Office may be made by the US Postal Service and/or email only. There will be no announcements made by text, Facebook, or any social media other than emailing. The courtesy of sending the first announcement shall be that of the candidate(s) for Department President and shall not be mailed earlier than February 1. Other announcements of the candidates for Department Officers may be mailed after February 15. (2019)

No member may post or hand out flyers, advertise in newsletters, post on any social media platforms, be it American Legion Auxiliary or personal platform, call members under the ruse of a buddy check or otherwise campaign for office, with the exception of those

running for Department Office who may still send out announcements to Units, Districts, and PDP's by Postal Service and/or email only. (2025)

Arizona has a Western Division National Vice President every ten years. The rotation of Departments for candidates for the office of Western Division National Vice President is: Washington, Arizona, Alaska, California, Utah, Nevada, Hawaii, New Mexico, Oregon and Idaho. Arizona had its last Western Division National Vice President in 2023-2024.

This announcement will be made at the National Divisional Caucus just one year prior to the candidacy for that office. Any endorsement by a Department shall be sent to the announced candidate for National President for their information only – such endorsement shall not be a permanent record at National Headquarters.

*Resolved: That the two funds known as National Leadership Development Savings Account and the Premium Savings Account be known as the NATIONAL LEADERSHIP DEVELOPMENT FUND, to be used for courtesies for the Past National Presidents and for any Arizona member seeking office in the National American Legion Auxiliary. (80) (2018)*

HONORARY LIFE MEMBERSHIP: Recommendations as set up by the Life Membership Committee in 1974-75.

1. Minimum of fifteen years, not necessarily in the Unit that is considering them for life membership.
2. A participating and loyal member for the majority of their membership years.
3. Member will have held three elective offices in the organization, not necessarily as Unit President.
4. Member will have held a minimum of three Chairmanships in the American Legion Auxiliary serving with dedication, making a definite contribution to the organization.
5. Being a Charter member would not automatically be a qualification for consideration of a Life Membership.
6. A Unit desiring to give a Life Membership should submit qualifications to the Department Executive Director of Operations as stated above. If extenuating circumstances exist, reasons must be so stated and recorded.

PUFL (PAID UP FOR LIFE) MEMBERSHIP--PREVIOUSLY VIM A PUFL membership is purchased with a lump sum payment making a paid up for life member of the American Legion Auxiliary. PUFL membership assures the member all benefits of membership for life with no additional payment. PUFL applications are available from Department Headquarters.

METHODS OF OBTAINING ADVICE: All requests for information from and ruling by the Counsel General must go through the Department Executive Director of Operations to the National Secretary, and then referred to the Counsel General for his decision. Requests for information and rulings shall be in triplicate form, one copy to be retained by the applicant and two to be sent to the Department Executive Director of Operations, who shall retain one copy and forward the other to the National Secretary.

It is the policy of the Department and the National Organization that National Officers, Department Officers, or Chairmen DO NOT get involved in Unit internal problems. The Unit, as an entity, is expected to govern itself and solve any problem that might exist.

National usually does not answer any Unit or any individual directly. All materials sent to National are, along with a cover letter, returned to the Department Executive Director of Operations for proper handling.

DEPARTMENT CONFERENCE(S): The Department President appoints the following:

- General Conference Chairman
- Color Guards for Department Colors
- Sgt-at-Arms
- Timekeeper
- Courtesy Resolutions Committee (3)
- Personal Pages
- Distinguished Guest Chairman (National Executive Committeeman)
- All other personnel needed to conduct Conference business in an efficient manner

Needed will be a suitable meeting room for approximately 350. Also needed for Pre-Conference meetings, a room with 50 seats, a small head table, for only the day prior to opening session, from 12 noon to 5:00 p.m.

The Department Officers and the Department Colors shall be at a head table on a platform, if one is available, at the front of the room. District Presidents will be seated at tables directly in front of the other Officers if Officers are on a platform. If Officers are not on a platform, District Presidents should be seated at an angle to the Officers table. The remainder of the room should be set up theater style with a large center aisle.

Standing Rule 21 states: No smoking shall be allowed on the floor during Fall Conference and Department Convention, while the meetings are in session. (91)

At the formal opening of Conference, the General Chairman calls the meeting to order, and turns the gavel over to the Department President.

The Conference agenda is the responsibility of the Department President who is responsible for the operations and conduct of the Conference sessions. The administrative duties are handled by the Department Executive Director of Operations, who must be notified of program book printing deadline.

Items needed for the meeting room include: Two reading stands- one for the main podium and one on the floor for the Chairmen, PA System-one microphone for the main podium and one on floor, and at least four tables in the room for various display materials.

Other needs, such as screen, tables, etc., should be requested by the Department Chairman requiring it.

The Conference General Chairman makes the following appointments:

- Registration Chairman
- Luncheon Chairman, if you plan one
- Decoration Chairman
- Courtesies Chairman
- Public Relations Chairman to assist Department PR Chairman
- Page Chairman
- Local Chairman to assist the Department Chairman if needed

Registration Chairman needs name tags, personnel, table, computer, pencils, pens, etc. No one should be allowed to register without a current membership card/certification from their Unit Secretary. The Chairman will give reports on the floor Sunday including total number of Auxiliary members registered; number of Department Officers or Chairmen; number of Past Department Presidents; Unit Presidents and Unit Secretaries. A copy of the

report is to be handed to the Department Executive Director of Operations after the report is given. Pre-registration is suggested.

Decorations Chairman should have suitable decorations in the meeting room.

Courtesies Chairman will, if Unit funds permit, remember all Department Officers with a corsage for the opening of the Conference, and with suitable snacks at a designated place. The same courtesies are extended to a National guest if one attends. (A Past National President of our Department is considered an Officer.)

The Page Chairman will arrange for at least 4 pages for each day of the Conference. Pages will wear white business attire and white gloves. (2005) Ribbons will be obtained from the Department Executive Director of Operations.

Should a banquet be given, the guest list for the Auxiliary should be furnished the conference city to do the inviting.

The guests should include the aforementioned distinguished Auxiliary members, Department Executive Director of Operations and General Conference Chairman. Others can be invited if finances permit. (Distinguished guests at the banquet would have to be the guest of the Hostess Unit, since the Department of Arizona, American Legion Auxiliary has no funds for expenses of this nature.)

Rooms should be reserved for the Department President, Department Executive Director of Operations and National Executive Committeeman at Headquarters Hotel/Motel. Any available courtesy rooms should be provided for these officers. These courtesy rooms are available from The American Legion as they so deem. If rooms are not provided complimentary by The American Legion, the Auxiliary Department will pay for these rooms. The Executive Director of Operation's room should be as near the meeting hall as possible. Should we have a National Guest, a room for the guest should also be reserved. Suggested Courtesies at Conference and Convention to be extended to Arizona Past National President(s) including paying for a room reservation in Headquarters hotel, registration fee and luncheon ticket. (95) The Department President, Department Executive Director of Operations, National Executive Committeeman, Past National Presidents and National guests should not be expected to pay registration fee.

The Department President will have a Department Executive Committee, a Department Finance Committee, and a Board of Directors of Arizona Girls State meeting the day prior to the Conference. An appropriate meeting room should be arranged for these meetings, one to follow the other, seating approximately fifty people.

Fifty per cent (50%) of each Auxiliary registration fee must be allocated to the Department, American Legion Auxiliary. (2001) It is the responsibility of the General Chairman to turn this in to the Department Executive Director of Operations.

DEPARTMENT CONVENTION: The Department President appoints a General Convention Chairman.

The Department President also appoints the following:

- Credentials Committee (3 members)
- Resolutions Committee (3 members)
- Courtesy Resolutions Committee (3 members)
- Rules Committee (3 members)
- Personal Pages
- Two Color Guards for Department Colors
- Timekeeper

- Sgt-at-Arms
- Distinguished Guests Chairman  
(National Executive Committeeman)
- All other personnel needed to conduct the Convention business in an efficient manner

The Convention Agenda is the responsibility of the Department President, who is also responsible for the operation and conduct of the Convention sessions. The administrative duties are handled by the Department Executive Director of Operations, who must be notified of the program book printing deadline.

Items needed for the meeting room include: Suitable room for approximately 400 people; two reading stands-one for the main podium and one for the floor for Chairmen's use; P-A system-one microphone at the main podium and one on the floor; at least five tables for various materials-one for credentials and four for display; other needs will be requested by the Department Chairman requiring it.

The Convention General Chairman makes the following appointments:

- Decorations
- Registration
- Courtesies
- Page Chairman
- Public Relations Chairman to assist the Department PR Chairman
- A local chairman to assist the Department Past Presidents Parley Chairman on the Past Presidents Breakfast/Luncheon, whichever is agreed to by the Department President
- A local chairman to assist the Department Chaplain, if needed, in arranging the Memorial Service

Registration chairman needs name tags, personnel, table, computer, pencils, pens, etc. No one should be allowed to register without a current membership card/certification from their Unit Secretary. The Chairman will give a report on the floor Sunday including total number of Auxiliary members registered; number of Past Department Presidents; Department Officers, National Officers or Chairmen; Unit Presidents and Unit Secretaries. A copy of the report is to be handed to the Department Executive Director of Operations after the report is given. Pre-registration is suggested.

Decorations Chairman should have suitable decorations in the meeting room.

Courtesies Chairman will, if funds permit, remember all Department Officers with a corsage for the opening of the convention, and with suitable snacks at a designated place. The same courtesies are extended to a National Guest. (A Past National President of our Department is considered an Officer.)

The Page Chairman will arrange for at least 4 pages for each day of the Convention. Pages will wear white business attire and white gloves. (2005) Ribbons will be obtained from the Department Executive Director of Operations.

The Department President, Department Executive Director of Operations, National Executive Committeeman, Past National Presidents and National Guests should not be expected to pay registration fees. This should be compliments of the Department.

Rooms should be reserved for the Department President, Department Executive Director of Operations and National Executive Committeeman at Headquarters Hotel/Motel. Any available courtesy rooms should be provided for these officers. These courtesy rooms are available from the American Legion as they so deem. If rooms are not provided

complimentary by The American Legion, the Auxiliary Department will pay for these rooms. The Executive Director of Operation's room should be as near the meeting room as possible. Should we have a National Guest, a room for the guest should also be reserved.

The Department President will have a Department Executive Committee, a Department Finance Committee, and a Board of Directors of Arizona Girls State meeting the day prior to the opening of the Convention. An appropriate meeting room should be arranged for these meetings, one to follow the other, seating for fifty people.

Fifty percent (50%) of each delegate's registration fee will be returned to the Unit of the Host Post. In the event the Host Post does not have a Unit or the Unit incurs no expenses in the conduct of the Department Convention, the Department will retain all delegate registration fees. (2009)

MID-YEAR NEC MEETING, INDIANAPOLIS, IN\*: Budgeting for attendance at the Mid-Year NEC Meeting will include a 3 day per diem, registration and luncheon, and air fare/bag fee/ground transportation for both the NEC and Department President.

NATIONAL MISSION TRAINING, LAS VEGAS, NV\*: Budgeting for the Department President, Department Vice President, and Department Executive Director of Operations to attend National Mission Training will include registration and a three day per diem for all three attendees.

NATIONAL GIRLS STATE DIRECTORS CONFERENCE\*: Annually, National holds a national Girls State Directors Conference in Indianapolis. Expenses for the Department Girls State Director to attend are split ½ from Department General Funds and ½ from Department Girls State Funds. Allowed expenses include air fare, bag fee, ground transportation, and a four day per diem.

DEPARTMENT LEADERSHIP NATIONAL CONFERENCE (PREVIOUSLY SEPARATE NATIONAL MEMBERSHIP WORKSHOP AND NATIONAL PRESIDENTS & SECRETARIES CONFERENCE)\*: National holds this annual Conference in Indianapolis recommending that the incoming Department President, and Department Executive Director of Operations attend to receive all vital information for the ensuing year. National allows the Department air fare, bag fee, and ground transportation for these two attendees. The Department Finance Committee budgets for the incoming Membership Chairman to attend, as a third person, paying airfare, baggage fee, hotel (if rooms cannot be shared), and reimbursement of meals with receipts. (2025)

AMERICAN LEGION CHAPLAIN'S CONFERENCE\*: The Department Chaplain will be budgeted to receive registration, air fare, bag fee, ground transportation, and a three day per diem to attend the annual Chaplain's Conference hosted by the National organization of the American Legion.

AMERICAN LEGION CHILDREN & YOUTH CONFERENCE\*: The Department Children & Youth Chairman will be budgeted to receive registration, air fare, bag fee, ground transportation, and a three day per diem to attend the annual Children & Youth Conference hosted by the National organization of the American Legion.

\*NATIONAL “VIRTUAL” MEETINGS: When any of the Budgeted National Meetings is held virtually (e.g. by “Zoom”) instead of in-person, only those expenses actually incurred are qualified for reimbursement, such as a registration fee.

NATIONAL LITTLE MISS POPPY: If an Arizona Junior member wins the National Little Miss Poppy contest, the Department of Arizona will pay 2 night’s lodging at the Arizona designated Convention Hotel (or up to that rate if other accommodations are required or preferred) plus round-trip air fare for the winner and her attending chaperone to attend the National Convention. (2026)

NATIONAL CONVENTION (These procedures subject to change): The outgoing Department President is the Delegation Chairman. The Delegation Chairman will appoint two National Convention Pages and the Secretary of the delegation (*this usually being the Department Executive Director of Operations*).

National Pre-Convention meetings are now held virtually in the month prior to the actual event. The outgoing Department President assigns the outgoing Department Chairmen to attend the virtual meeting of their program as Arizona’s representative. The outgoing Chairmen are then to write a report of the meeting to submit to the Outgoing Department President. Any Auxiliary member interested is welcome to view these virtual meetings. The Department Executive Director of Operations also views the virtual meetings serving as an alternate Department representative if needed. The National award winners are announced during the virtual meetings. Awards are then shipped to the Department (not picked up at National Convention).

The Department Executive Director of Operations orders tickets, flowers, etc. needed for convention and arranges shipment or delivery of Department Colors. If the Departments are permitted to take their Colors to the opening, the Pages will be responsible for seeing that they are taken to the Flag room to be ready for the opening and when Convention is over and the Colors retired, they will be responsible for seeing that they are returned to the Executive Director of Operations or the place where they will be picked up.

The Department Executive Director of Operations will issue invitations to the following to be guests of the Department at the States Dinner:

The Outgoing President

The Incoming President

The Auxiliary National Executive Committeeman

The Department Commander or Legion Delegation Chairman

These individuals will be responsible for purchasing the dinner ticket for any guest they bring to the meal.

If the Auxiliary Member of the Year attends the convention, Department will purchase their Past Department Presidents Luncheon ticket. A corsage or boutonniere will be furnished for the picture taking session and the luncheon when Members of the Year are presented.

Corsages needed usually are:

Past National President(s) – two (1 for opening if not furnished by National and 1 for States Dinner. Flowers should be ordered for a PNP(s) room. These expenses to come from the National Leadership Development Fund.) (2018)

Outgoing President – two (1 for opening session and 1 for States Dinner.

National Executive Committeeman – 1 for States Dinner.

National Chairman – 1 for their report day.

Auxiliary Member of the Year – as stated above.

If there is an ARIZONA PARTY held, the following will be guests:

Past National President(s) and husbands (expense to come from National Leadership Development Fund) (2018)

Outgoing Department President/Chairman of Delegation

Incoming President

NATIONAL PRESIDENT’S VISIT (Subject to change): The Department President appoints a Chairman for this visit. Usually it is a Past Department President living in the area where the affair will be held. It is the prerogative of the Department President to name the site.

The National Executive Committeeman serves as Distinguished Guests Chairman.

The Events Chairman, the Department President, and the Distinguished Guests Chairman make the necessary plans, and decide on a gift. The NEC will present the gift and is responsible for mailing other gifts to the National President’s home after the affair is over.

The President and Distinguished Guests Chairman make plans for other entertainment for the guest, depending on the length of the stay.

There is a budgeted amount allowed for this visit to cover all expenses including gift, corsage, and room. The price of the luncheon or dinner should be set to cover the expenses and pay for the invited guests. This does not include other expenditures for paid entertainment or music during or after dinner/luncheon without permission of Department President and Chairman of the Special Event. (If event is held at a Post Home, the Unit and/or Post will underwrite such expenses.) Net proceeds from this function are forwarded to Auxiliary Headquarters, along with final report, which will be the responsibility of the Special Event Chairman. (90)

Invitations are usually sent by the Department Executive Director of Operations to the following: State of Arizona Governor, or Secretary of State; The National Guest of the American Legion Auxiliary; Arizona’s Past National President(s) and spouses; Department President; Department Commander; American Legion NEC; American Legion Auxiliary NEC; Honorary Junior Department President and the Luncheon Chairman.

After consulting the Department President, the Girls State Director invites the Girls State Governor and others in the program if desired. This expense to come from the Girls State Funds.

Checklists for these affairs are available at Department Headquarters, if requested.

NATIONAL WESTERN DIVISION VICE PRESIDENT’S VISIT (Subject to change): Efforts should be made to have this visit at the Department Conference. Usually, a luncheon is planned in their honor by the Department President and the Conference Chairman and Committees. There are funds budgeted for this visit to cover the room, corsage and gift.

The President and Distinguished Guests Chairman decide on how the Western Division Vice President will be entertained and on the gift. The Distinguished Guests Chairman takes care of buying the gift and presenting it. The Conference Chairman takes care of reservations for the guest at Auxiliary Headquarters.

Should this visit be made at a time other than Conference, other arrangements are made. These arrangements are similar to those for the National President's visit. In this instance, a special Chairman would be appointed.

**THE PRECEDING AFFAIRS ARE DEPARTMENT AFFAIRS NOT UNIT**

## SUGGESTED INSTALLATION CEREMONY FOR DEPARTMENT CONVENTION

The incoming President names the Installing Officer, who must be a Past Department President. Together they plan the Installation Ceremony consulting with the Department President on the arrangements.

This Ceremony is only suggested and may be changed – this is the prerogative of the Incoming President.

The Incoming President names those to serve as Chaplain, Sgt-at-Arms, etc., for the Installation Ceremony only.

## INSTALLATION CEREMONY

During a brief recess additional chairs for the new officers will be put in the front or on the stage, depending on the place and room available.

One rap of the gavel will again seat the members and the Installation will be held.

The Outgoing President will ask that the Installing Officer be escorted to the podium. The Installing Officer then asks for the advancement of the Incoming Officers except the President elect.

(The Outgoing President will be seated on one side of the stage, leaving the other side for new officers.) “Will the Pages escort the delegation from Ms \_\_\_\_\_ Unit and Post to the front.” (Have a number of rows of seats for seating of delegation.) “Will the Pages please escort Department President Ms. \_\_\_\_\_ to the Podium.”

INSTALLING OFFICER: “This is the place and the time where we publicly express and acknowledge our debt of gratitude to our retiring Department Officers for their faithful and successful leadership this past year. We would have them know that they have the respect and the appreciation of Auxiliary members throughout the state. Now is the time too, when we extend a warm and enthusiastic welcome to these newly elected officers who are gathered here to take their part in this Installation Ceremony.”

“Will the newly elected officers please rise.”

“Officers elect, you are standing on the threshold of an American Legion Auxiliary new year for you have been chosen to fill these Department Offices and to guide the activities of our organization for this next year. It is a high honor to be elected a Department Officer and this honor has come to you because the members as delegates have confidence in your ability, confidence in your loyalty and in your desire to promote the Auxiliary programs. But with this high honor comes duties and responsibilities, and in order to warrant the confidence and trust that has been reposed in you, you must at all times remember that the success and welfare of the American Legion Auxiliary will, to a great extent, depend upon you as you assume the duties of your office.”

“It will be your obligation to preserve the good name and the integrity of The American Legion and the American Legion Auxiliary, as it will be your duty to contribute in every way to the accomplishment of the aims and purposes of our organization. You must ever be alert to apply the teachings of the ideals of justice, freedom, democracy and loyalty and you must guard well these principles. The dignity and devotion with which you carry these obligations will serve as a pattern and a guide for your fellow members everywhere. Now, as you assume your new office, your thoughts will naturally turn to ways that our programs may progress and grow. Keep in mind, however, that the success of the American Legion Auxiliary cannot be measured alone by the money we are privileged to spend on all of worthwhile endeavors and projects nor can it be measured alone by our membership.

These two things are necessary, because we could not function properly without them. But the real success of the American Legion Auxiliary depends upon the success of our entire program and the success can only be accurately measured by the services we are able to render and by the aid we are able to give to those who look to us and depend upon us for assistance. So, it will be largely by your devotion to mutual helpfulness that it will be possible to increase our services as we face this new year and work together for our God and Country. With this goal uppermost in your hearts and minds today, will you raise your right hand and repeat after me, giving your name where I give mine?"

"I, \_\_\_\_\_, / do solemnly pledge / to perform faithfully and impartially / the duties of the office / I am about to assume." (Three raps of the gavel for all to rise.)

"The Chaplain will offer prayer."

CHAPLAIN: "Heavenly Father, we ask that Thou will give wisdom and understanding to these newly elected officers of the American Legion Auxiliary. Bless and encourage them in Thine own special way. Guide them as they lead us in our program of service. May they assume their offices with determined and loyal hearts to fulfill their obligations to our organization."

"We pray that the American Legion Auxiliary may be worthy of being used by Thee in giving moral and spiritual leadership to the great enterprise of building an organization that has for its purpose service To our fellowman and to Thee. In Thy Holy name we pray. Amen." (One rap of gavel to seat membership.)

INSTALLING OFFICER: "Will the outgoing Department Officers please present their successor, beginning with the District Presidents, with the Department Officers sash." (Each Outgoing President and Incoming President approach the Podium – one at time – the outgoing will introduce the incoming. NO SPEECHES. Remove the sash and place on the new officer.)

After all Department Officers have exchanged their sash – Chaplain, Historian, Second Vice President, Vice President, President, NEC – in like manner the Installing Officer says:

"It is with great pride that I present to you your Department Officers. I have charged them with a serious responsibility and in turn I charge you likewise. Will the members of the American Legion Auxiliary please rise and will you raise your right hand and repeat after me. "I solemnly promise / to renew my pledge of service / to the American Legion Auxiliary / and to give wholehearted support to these Department Officers." (One rap of gavel to seat membership.)

The Installing Officer presents the gavel to the newly installed President. The new President will at this time make an acceptance speech. The new President then introduces their spouse and family. Either they or the Installing Officer will introduce the other guests who have come to pay tribute to the newly elected President. After all the introductions and so forth that go along with this part of the ceremony, the Installing Officer resumes the chair and announces that the Junior Past President will now receive their Past Presidents pin. Installing Officer makes a little speech in presenting the pin (such as knowing that it will always be treasured, worn with pride, etc.). Also state that the outgoing President will be welcomed to the ranks of the Past Department Presidents wholeheartedly. The retiring President will at this time say all the little "Thanks You's" and anything else desired.

The New Department President will turn the gavel back to the Outgoing President for the close of convention. The guests can then be asked if they would like to be excused. If they want to stay ask them to be seated, then proceed with whatever business is at hand.

Sometime during the morning the newly elected Department Commander is brought to our meeting. This part has to be played by ear – as you never know when they will arrive. Should it be during the Installation Ceremony, they will just have to wait until it is over before they can be presented.

The Outgoing President will then proceed with the adjournment of the Convention. Benediction will be given by the retiring Chaplain and will be followed by the retirement of the Colors.

The Unit colors retire first, then the District, then the Department Colors followed by the Outgoing Department President and Officers. The newly installed Officers remain on the stage.

Thus the Convention is brought to a close.

## **Sample Unit Constitution American Legion Auxiliary**

### **Preamble**

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in All Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity, the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of the American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

### **Article I -- Name**

The name of this organization shall be American Legion Auxiliary,

\_\_\_\_\_ Unit No. \_\_\_\_\_, Department of \_\_\_\_\_

### **Article II -- Nature**

Sec. 1 The American Legion Auxiliary is a civilian patriotic service organization that supports the mission of The American Legion.

Sec. 2 The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

### **Article III -- Object**

Sec. 1 The object of the American Legion Auxiliary, \_\_\_\_\_  
Unit No. \_\_\_\_\_, Department of \_\_\_\_\_,  
shall be as stated in the Preamble of the Constitution.

### **Article IV -- Eligibility**

Sec. 1 Membership in The American Legion Auxiliary shall be limited to:

- (a) Grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of members of The American Legion; and
- (b) Grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all service members who served in either of the following periods: April 6, 1917, to November 11, 1918, and any time after December 7, 1941, who, being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility period and died in the line of duty or after honorable discharge; and
- (c) Grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all service members who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941, who served on active duty

in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and

(d) To those women who of their own right are eligible for membership in the American Legion. (2019)

Sec. 2 There shall be two classes of membership, Senior and Junior.

(a) Senior membership shall be the functioning (or active) group, composed of members over the age of eighteen years, provided however, that a spouse under the age of eighteen years, who is eligible under Sec. 1, of this Article, shall be classified as a Senior member. (90)

(b) Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into active membership with full privileges. (79)

(c) Dues of both classes shall be paid annually, or for life.

#### **Article V -- Unit Officers**

Sec. 1 The Unit shall elect annually a President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian and Sergeant-at-Arms who shall serve until their successors are duly installed or as otherwise provided.

#### **Article VI -- Executive Committee**

Sec. 1 There shall be an Executive Committee which shall consist of the officers and \_\_\_\_\_ additional members-at-large elected by the Unit. The term of office for members of the Executive Committee shall be for one year.

#### **Article VII -- Amendments**

Sec. 1 This Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous meeting.

Sec. 2 This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

## **Suggested Unit Bylaws**

### **American Legion Auxiliary**

#### **Article I -- Executive Committee**

Sec. 1 Between meetings the government and management of the Unit shall be entrusted to the Executive Committee and all proceedings of said committee shall be presented to the Unit at the next meeting for approval.

Sec. 2 A vacancy existing in the Executive Committee, other than the Presidency, from any cause other than the expiration of a term shall be filled by a majority vote of the entire committee. A person so elected shall hold office for the unexpired term of the member succeeded.

Sec. 3 One-third of the members of the Executive Committee shall constitute a quorum.

Sec. 4 Special meetings may be called by order of the President, or on written request of at least three members of the Executive Committee. Uniform notice of such special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency shall be given at least forty-eight hours in advance. At special meetings only business specified shall be transacted.

#### **Article II -- Duties and Powers of Officers**

Sec. 1 *Duties of the Unit President:* It shall be the duty of the President to preside at all meetings of the Unit and Unit Executive Committee; to enforce strict observance of the Constitution and Bylaws; to appoint members of the standing committees; to create such other committees and appoint members thereof as deemed advisable; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for.

Sec. 2 *Duties of the Vice President:* The First and Second Vice President in the order named shall, when called upon, assist the President and in the President's absence, perform the duties of that office, and shall succeed the President in office in case of death, resignation or removal.

Sec. 3 *Duties of the Secretary:* It shall be the duty of the Secretary to record the proceedings and transactions of all the meetings of the Unit; to act as custodian of all books, papers, and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to process the correspondence of the Unit; to keep on file in a comprehensive manner copies of all the correspondence sent and received; and perform such other duties as shall be required by the President.

Sec. 4 *Duties of the Treasurer:* It shall be the duty of the Unit Treasurer to receive all money belonging to the Unit and to account for it. The Unit Treasurer shall maintain two separate funds, namely a general and a Poppy (or Welfare) fund. All Poppy donations shall be placed in the Poppy/Welfare fund and be used to assist the veteran and his/her children. The Unit Treasurer shall keep an accounting of receipts and expenditures, making a monthly report thereon, and such other reports as may be deemed necessary by the Unit Executive Committee. Accounts shall be audited annually. The Unit Treasurer shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to a successor.

Sec. 5 *Duties of the Chaplain:* It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and to perform such other duties as the President may direct.

Sec. 6 *Duties of the Historian*: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make a report to the Department.

Sec. 7 *Duties of the Sergeant-at-Arms*: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit and to perform such other duties as may be requested by the President.

Sec. 8 Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected to carry on the duties normally performed by the Secretary.

Sec. 9 The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."

### **Article III -- Dues**

Sec. 1 The annual membership dues of this Unit shall be \$\_\_\_\_\_, paid annually or for life, and shall include the Department and National per capita.

Sec. 2 A member failing to pay annual dues, including the Unit, State and National assessments, by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

### **Article IV -- Unit Meetings**

Sec. 1 The regular meetings of the \_\_\_\_\_ Auxiliary Unit shall be held on the \_\_\_\_\_ of each month, unless otherwise specified, and shall be called to order at \_\_\_\_\_ p.m.

Sec. 2 An Annual meeting of the Unit shall be held in the month of \_\_\_\_\_ each year for the purpose of electing officers and receiving annual reports.

Sec. 3 Special meetings of the Unit may be called by the President, by a majority of the Executive Committee, or upon written request of members of the Unit.

Sec. 4 \_\_\_\_\_ members shall constitute a quorum at any meeting of the Unit.

### **Article V -- Election**

Sec. 1 Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect.

Sec. 2 Delegates and alternates to Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

Sec. 3 All officers and executive board members shall be elected annually at a meeting duly called for that purpose. The Secretary may be either elected or appointed according to the rules prescribed by the Department.

Sec. 4 Nominations will be made by the Nominating Committee and/or from the floor at the April meeting and remain open until immediately before elections in May.

### **Article VI -- Committees**

Sec. 1 A nominating committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

Sec. 2 An auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.

#### **Article VII -- Transfers**

Sec. 1 Transfer of membership from one Unit to another in the \_\_\_\_\_ Department shall be upon application of the member to, and acceptance by, the other Unit, in conformity with the National and Department Constitutions and Bylaws.

#### **Article VIII -- Discipline**

Sec. 1 For any violation of the Unit, Department, or National Constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary of The American Legion, any member may be disciplined in conformity with the National and Department Constitutions and Bylaws.

Sec. 2 Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof without the consent of a Department Finance Committee.

Sec. 3 Liabilities: No member or group of members shall subject this Unit to liability without authorization of the Unit.

#### **Article IX -- Parliamentary Authority**

Sec. 1 The Unit organization shall be governed by the current edition of "Robert's Rules of Order, Newly Revised," on all points not covered by this Constitution and Bylaws

#### **Article X -- Amendments**

Sec. 1 These Bylaws may be amended by a two-thirds vote of members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

Sec. 2 These Bylaws shall be automatically amended to conform to the National and Department Constitutions and Bylaws and standing rules of the American Legion Auxiliary.