**STANDING RULES ADDENDUM NUMBER 1 (2006)**
**CALL TO CONVENTION *(actual may vary slightly)***
**American Legion Auxiliary Department of Arizona**

The Convention of the American Legion Auxiliary, Department of Arizona, is hereby called, and, in conformity with the Department Constitution Article VIII, *Section* 1, which provides that the annual Department Convention shall be held at the same time and place as The American Legion Annual Convention, will be held in _____ from _____.

PURPOSE

The Convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution, receiving reports of Department Officers and committees, and for the transaction of such other business as may be brought before it.

REPRESENTATION

Each Unit shall be entitled to four (4) delegates and four (4) alternates and one (1) additional delegate and one (1) alternate for each twenty-five (25) members, or major fraction thereof, whose current Department and National dues have been paid and received by Department Headquarters thirty (30) days prior to Department Convention. Each member of the Department Executive Committee shall be an ex-officio delegate with full voting power. All Past Department Presidents in good standing in their local Units shall be life delegates to the Department Convention with vote. Each delegate shall be entitled to one vote. The vote of any delegate absent, and not represented by an alternate, shall be cast by the majority of the delegates present from the Unit each voting its full strength. Units shall elect delegates and alternates at a special meeting called for that purpose not less than two weeks prior to the Convention. A quorum at the Department Convention shall consist of fifty-one percent of the Units of the Department.

UNITS NOT HAVING their current District, Department, and National mandates paid by the due dates set forth in the governing documents shall not be entitled to vote or receive Department Awards. (effective 26-27)

DEPARTMENT EXECUTIVE COMMITTEE

A pre-convention meeting of the Department Executive Committee is hereby called as provided by the Department Constitution, Article VII, and will be held at _____.

A meeting of the Department Executive Committee will be held at the call of the Department President within twenty-four (24) hours after the adjournment of the Convention. The newly installed officers, including the ten new District Presidents, are to be in attendance. All Past Department Presidents are invited to attend. The meeting is open to any interested member.

RESOLUTIONS

A meeting of the Resolutions Committee is called by the Department President for _____. One "hard" copy, signed by at least two (2) delegates, and an unsigned "soft or electronic" copy of all resolutions are to be forwarded to the Department Secretary 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 Secretary as soon as possible so that discussion and vote may take place. (2013) Resolutions presented by the vote of a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

HOUSING

Headquarters will be the _____. All housing reservations for the period of the Convention must be made individually with the hotel or motel desired.

REGISTRATION

Registration fee is $15.00 per member if pre-registered. Registration at the Convention site will be $25.00. Pre-registration is encouraged. Checks made out to American Legion Auxiliary Department of Arizona should be included with pre-registration. All registration will be _____.

## NO LUNCHEON TO BE HELD, PER DEPARTMENT POLICY (2026)

MEMORIAL SERVICE

A Memorial Service will be held jointly with The American Legion on _____

PROCESSIONAL

Units and Districts may bring their Colors and standards for the opening and closing ceremonies. A practice session is scheduled at _____. Color Bearers are to wear navy blue skirts or slacks, white blouses, navy or black pumps/flats, and must be in attendance _____ for retirement ofColors.

PLAQUES

All trophies and plaques must be engraved and brought to Convention. These must be turned into the Department Trophies and Awards Chairman **NO LATER than 8:00 a.m. Friday_____.** A table will be set up at _____.

**STANDING RULES ADDENDUM NUMBER 2 (2006)**
**PROPOSED CONVENTION RULES *(actual may vary slightly)***

1. All meetings of this Convention shall be called to order at the designated time, or as soon thereafter as a quorum is present.
2. The Chair may deviate from the printed program when necessary or expedient.
3. The Credentials Committee shall report at such times as directed by the Chair.
4. The audience shall remain seated during the business of the Convention. Doors will remain open unless noise interferes with the conducting of business. Delegates will be allowed to leave or enter the auditorium except when balloting or elections are being held, or when a speaker is speaking. There shall be no rhythmic applause when guests are presented to the platform, but spontaneous applause is encouraged.
5. No smoking is allowed on the floor of Convention at any time.
6. Admission to the business sessions at the Department Convention shall be restricted to those persons displaying the official Convention badge, or other acceptable official credentials.
7. A member wishing to address the Convention shall rise and address the Chair as "Madam or Mr. President", give their name and Unit number, and wait to be recognized by the Chair.
8. Debate on any question shall be limited to two minutes for each speaker. No person shall speak on the same question more than twice without the consent of the Convention.
9. Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from that Unit, each Unit voting its full voting strength. No delegate shall represent more than one Unit.
10. Voting shall be by voice except when the Chair deems it necessary to use some other method or when a roll call is requested by the Chairman of three Unit delegations or except in the election of Department Officers, paid delegates, and unpaid delegates.
11. In the event of a voice vote the Unit delegation chairman, or in their absence, the leader of each delegation, will announce all votes.
12. Reports of Department Officers and Chairmen, with the exception of Finance, Membership, and Veterans Affairs & Rehabilitation, shall be limited to five minutes.
13. Any committee recommending an appropriation of money for any purpose shall confer with the Finance Committee before presenting recommendation to the Convention.

**ELECTION RULES**

14. Nomination of Department officers, paid delegates, unpaid delegates, and alternates to the National Convention shall be made from the floor at least six hours before the election is held. Paid delegates shall be listed separately on the ballot from other delegates and alternates.
15. Should an endorsed candidate be absent due to unavoidable circumstances, the endorsing Unit may submit the nomination as if they were present.
16. Nominating speeches shall be <u>LIMITED TO THREE MINUTES</u> and no seconding speeches shall be permitted.
17. Units not having their current District, Department, and National mandates paid by the due date set forth in the governing documents will be ineligible to vote and also ineligible to receive awards at the next ensuing Department Convention. (effective 2026-2027)
18. Each member of the Department Executive Committee shall be an ex-officio delegate to the Department Convention with one vote. The Department Executive Director of Operations is a paid employee and not an officer and has no individual vote. (2000)
19. All Past Department Presidents in good standing in an AZ Unit shall be life delegates to the Department Convention with one vote, provided they are in attendance.

20. A blank sample election ballot shall be given to members of the Department Executive Committee, all Past Department Presidents, and the Chairman of each Unit delegation at the time of nominations.
21. Doors shall be secured from the time official ballots are distributed until the Election Committee has retired from the meeting room.
22. When there is but one candidate for office, roll call may be dispensed with and the nominee declared elected. In the event there is more than one candidate for office, the ballots shall be deposited in the Ballot Box by members of the Department Executive Committee, Past Department Presidents, and the Chairman of each Unit delegation on roll call.

**ELECTION BY BALLOT**

23. A. The Department President shall appoint an Election Committee consisting of one election judge; two tellers/clerks. Each Candidate shall be allowed to have a representative in the counting room for observation only.

    B. The Department Executive Director of Operations shall call the roll and give the number of votes certified by the Credentials Committee Chairman for each Unit as official ballots are distributed. Each delegate shall be entitled to one vote. NO VOTE MAY BE DIVIDED INTO PARTS. The vote of any absentee delegate shall be cast with the majority of the Unit delegation.

    C. When all ballots have been returned to the ballot box by roll call, the Department President shall declare the election closed.

    D. A majority of votes cast shall elect. IF no majority is received the candidate receiving the least number of votes will not be considered in the next round of voting.

    E. The Election Judge will give a written ballot report to the Department President. The Department President will declare the number of votes cast for each candidate and declare as elected the candidate who received the majority of votes cast. If no majority is received the voting process will begin again.

    F. Voted Ballots will be stored in the Department Office for a period of 30 days following an election and then destroyed by the Department Secretary.

**RESOLUTIONS**

24. All resolutions shall be presented as one "hard" copy signed by two qualified delegates and one unsigned "soft or electronic" copy. (2013) Resolutions presented by the vote of the Unit must be presented thirty days prior to the Convention. Courtesy Resolutions are exempt from these requirements.
25. 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 for action.
26. Resolutions in conflict with the policy of The American Legion shall not be considered. Resolutions which are not properly executed will not be considered.
27. As per the Department Policies and Procedures, all properly executed resolutions are presented, with the respective chairman's and/or committee's comments, to the Department body for action.
28. Any resolution rejected by committee or by the Resolutions Committee as being in conflict with American Legion policy or as being improperly executed will be stated as such and may be brought before the Convention by two-thirds vote of the Convention body.
29. These rules may be amended during the Convention session by a two-thirds vote.
30. *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority on all points not covered by these Convention rules, or the Department Constitution and Bylaws.

____ Chairman _____ Member _____ Member

**STANDING RULES ADDENDUM 3 (2006) (Amended and re-numbered 2024)**
**AMERICAN LEGION AUXILIARY**
**DEPARTMENT OF ARIZONA**
**FINANCE RULES *(actual may vary slightly)***

THE MEMBERS OF THE DEPARTMENT FINANCE COMMITTEE RESPECTFULLY SUBMIT THE FOLLOWING REPORT AND PROPOSED BUDGETS FOR CONSIDERATION AND ACTION OF THIS DEPARTMENT CONVENTION IN (PLACE, DATE) .

**RULES**

1. The Department Finance Committee shall oversee the general finance policy of the Department as prescribed by the Constitution and Bylaws and Policies & Procedures.
2. Special expenditures voted on by Convention action or as authorized by the Department Executive Committee shall be taken from revenue in the General Fund.
3. The Department Executive Director of Operations shall not overdraw any items budgeted, except on written permission of the Department Finance Committee.
4. NO SOLICIATION SHALL BE MADE BY ANY OFFICER, CHAIRMAN, and OR MEMBER OF THE AMERICAN LEGION AUXILIARY without written permission of the Department President and Department Finance Committee.
5. The Executive Director of Operations shall forward all National Dues to the National Treasurer within two (2) weeks of receipt.
6. NO SOLICITATION SHALL BE PERMITTED BY VETERANS MEDICAL CENTERS DIRECTLY TO THE UNITS.
7. All persons receiving money from this Department for whole or partial expenses to Department or National Convention, Conference, or other meetings, MUST ATTEND ALL SESSIONS and will represent no other organization.
8. 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)
   Audit and oversight of the Girls State accounts are addressed separately.
   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. Accounts in effect on June 21, 2008, are the only accounts which may be used by the Chairmen unless the Finance Committee implements a change of any kind.
9. Upon adoption of this budget, the funds will be expended as needed.
10. 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)
11. Funding for the Department Junior Delegate to the National Junior Meeting and their chaperone will be taken from Junior Funds, per page 42 of the Department Policies and Procedures Manual. They will adhere to the guidelines as set forth by the Department of Arizona and the National organization for Junior Activities.

**NATIONAL CONVENTION DELEGATES FUND RULES**

1. We recommend that the National Convention Delegates fund for 2___, be divided equally among three (3) "Paid Delegates". There shall be (13) "Unpaid Delegates", and (4) Delegates by virtue of office, those being: the Retiring Department President, _____; the Department President Elect, _____; the Department Executive Director of Operations, _____and the National Executive Committeeman, _____.
   *NOTE: THIS DISTRIBUTION MAY CHANGE DEPENDENT ON MEMBERSHIP NUMBERS AND SEATED NATIONAL CHAIRMEN.*
2. Paid Delegates to the National Convention must attend all sessions and all meetings of the Convention Committee as assigned by the Delegation Chairman and report on only assigned meetings in writing to the Delegation Chairman within thirty (30) days after the National Convention. Copies of the report will be sent to the Department President and the Department Executive Director of Operations for the files.
3. All persons (paid, unpaid delegates and alternates) receiving money from the Department for whole or partial expenses to National Convention must attend all sessions, representing the American Legion Auxiliary only. Any Delegate absent without permission of the Chairman will be asked to return the money given them by the Department.
4. No person shall serve twice as a paid delegate to National Convention.
5. Any candidate for National Office, and the Auxiliary Member of the Year representing the Department of Arizona will adhere to the same guidelines as Delegates to National Convention. Funding for the Auxiliary Member of the Year will be taken from the General Fund.
6. A refund of money paid by Department will be required of any Delegate/person who does not adhere to these rules.

**REMINDER TO UNITS/DISTRICTS**

We ask Units to refer to and review Unit Financial responsibilities and duties as stated in the Department Policies and Procedures Manual.

Membership remittances must be sent to department weekly.

**AS OF 2026-2027, IN LIEU OF ALL PREVIOUS REQUIREMENTS FOR POPPY PURCHASE BY UNITS AND REQUIREMENTS TO SUBMIT 10% OF NET DISTRIBUTION PROFITS TO DEPARTMENT, THERE IS A FLAT FEE POPPY MANDATE PAYABLE AT THE TIME OF ALL OTHER DEPARTMENT MANDATES AND SUBJECT TO THE SAME RULES AND REGULATIONS AS ALL OTHER DEPARTMENT MANDATES. (*see Department Policies and Procedures Manual)* All Poppy Mandate funds will be credited to the Department Welfare Fund.**

**Units and Districts who have not paid Department and District Per Capita and Bonding Fees by the due dates set forth in the governing documents shall not be entitled to vote or receive Department Awards.** ***(effective 2026-2027)***

Poppy funds must be used only in direct aid to the veteran and their immediate family or active duty military members and their immediate family, including ALA-sponsored Department or National Veteran Creative Arts Festivals.

Districts are permitted to issue Membership Challenges with payoffs to any Auxiliary Program. All Units when issuing Membership Challenges to other Units may designate any Auxiliary Program as the payoff recipient.

MONETARY CHALLENGES SHALL BE SENT DIRECTLY TO THE WINNING UNIT/DISTRICT FOR THE DESIGNATED PROGRAM AND NOTIFICATION OF THE SAME SHALL BE SENT TO DEPARTMENT HEADQUARTERS.

**STANDING RULES ADDENDUM #4 (2026)**
**DEPARTMENT OF ARIZONA AWARDS**
**with brief description of National Awards**

## NATIONAL REPORTS

The Unit Impact Report is to be completed by every Unit in the Department of Arizona and submitted to their respective District President. This is MANDATORY.

Every National Program has their Annual Reporting Guidelines and Program Awards under the appropriate committee on the National website. Read these carefully: they provide all requirements, rules, forms, and deadlines. Not all National programs have the same guidelines and awards. Each Department Chairman will carefully study those applicable to their program.

## NATIONAL YEAR-END REPORTS AND OUTSTANDING DEPARTMENT PROGRAM IN EACH NATIONAL DIVISION

If requested in the National Program Engagement Plan for any Auxiliary Program, Department Chairmen are responsible for writing and submitting year-end reports summarizing the activities in the entire Department to their respective Western Division Chairman with a copy to the National Chairman of that program. Additionally, one Department in each Division is recognized as the Outstanding Department of the Division for that program. Please read National rules for year-end narratives and award submissions carefully, as they are TWO DIFFERENT THINGS.

## OUTSTANDING UNIT PROGRAM IN EACH NATIONAL 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.

## NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE

These Awards are made for activity in the Mission Outreach Programs: ALA Girls Nation, Americanism, Children and Youth, Community Service, Education, Junior Activities, Legislative, National Security, Poppy, and Veterans Affairs & Rehabilitation.

A **UNIT** can win this award by highlighting the amazing work accomplished while working the Mission Outreach Programs, with a maximum of five (5) Unit winners.

A **DEPARTMENT** can win this award by highlighting the amazing work accomplished while working the Mission Outreach Programs, with a maximum of One (1) Department winner.

## STANDING RULES ADDENDUM #4 (2026)
## DEPARTMENT OF ARIZONA AWARDS

### DEPARTMENT YEAR-END REPORT FORMS

Creation of a Department Year-End Report Form for any program is the responsibility of the Department Chairman for that program. Year-End Report Forms will be distributed to the Units by uploading to the Department website. Some programs do not have required Year-End Report Forms.

Completion and return of every Year-End Report Form posted on the website to its Department Chairman is mandatory and is the responsibility of every Unit. In the event there was no activity in a particular program during the year, the form will be completed with a notation of "No Activity" and returned to the Department Chairman.

### DEPARTMENT AWARDS AND PLAQUES

Submission to the Department Chairmen of narratives, Prayer Books, History Books, Press Books, and Scrapbooks in order to be awarded a Department Plaque is not mandatory, but at the discretion of the Unit.

### ACCEPTANCE OF DEPARTMENT AWARDS AND APPROVAL OF AWARD RULES

1. All new plaques/awards must be presented to the Department Executive Committee for approval. Printed rules for said plaque must accompany the request and must follow the format in #4 below.

2. If the Award title commemorates a person or a group, that person or group name will remain perpetually in the Award's title despite any other future revisions or updates to the title or the Award Rules.

3. Beginning in 2026-2027, the Department Awards Manual will begin undergoing an extensive update and revision. The entire revision of the complete Department Awards Manual may take several years to complete. During the "Revision Years" Department Chairmen utilizing "old" rules are asked to exercise their best interpretation of any set of "old" rules. Once a Department Award has undergone its revision, that will be clearly marked on the award rules page.

4. All new and revised Department Awards will follow a standardized format as listed here:
   - I. Complete Title including any Memorials or other Commemorations
   - II. Sponsoring ALA Program: Americanism, VA&R, etc.
   - III. Eligibility: Who can submit the award narrative or application to Department
   - IV. Submission Type: Narrative with word count if given; History Book / Prayer Book typewritten or electronic if allowed; Scrapbook; Press Book. A copy of the completed Department year-end report form for the program must be included with the submission if it is requested in the rules at this location.
   - V. Submission Due Date / Period Covered:
   - VI. Award Presentation: Department Jr. or Sr. Convention OR Both events. Description of Award: Traveling Plaque, Individual Plaques, etc.
   - VII. Award Criteria: Instructions on judging; Specific criteria by which the award will be judged.
   - VIII. PLEASE NOTE: Basic information on equivalent National Awards. Persons submitting for National Awards have to research the specific National Rules which pertain. They can and will differ from Department Rules for Awards.

*(The best way to get the new Department Rules format correct is to look at another award whose revision has been completed.*

## MAINTENANCE AND UPDATING OF RULES FOR DEPARTMENT AWARDS

5. Any proposed changes, updates, or corrections to a Department Award title or its rules will be submitted in writing to the Department Executive Committee for consideration and possible approval. The Department Executive Committee has the final word on all proposed changes, updates, or corrections to Department Awards Rules after Department Convention 2026.

6. After the acceptance of these new Department Award Rules, Standing Rules Addendum #4, in June 2026, the initial review and update process may take several years to achieve agreement between all Department Policies & Procedures and Award Rules, and National Program Engagement Plans and Award Rules. It will be an ongoing process in the future.

7. 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.

8. As of 2026 all trophies have been replaced by plaques. Only the Bieri Award (sponsored by the American Legion, Department of Arizona) is a trophy.

9. At the beginning of each program year, Department Officers and Chairmen shall review Department Awards for their program. This will include reviewing the Department Policies & Procedures, the National Program Engagement Plan, and any National Awards available for that program.

The goal is to make sure all Policies & Procedures and Award Rules for any program, both Department and National, are harmonious.

Not all Department programs are related to a National program and/or award, e.g., Past Presidents Parley and Cavalcade of Memories. In that case the review will be of items available.

10. If the Department Chairman feels any changes, updates, or corrections are needed to either Department Policies & Procedures and/or Award Rules, they will put these recommendations in writing and present them to the Department Executive Committee by Fall Conference for action at that time.

Recommendations for changes, updates, or corrections may also be presented in writing to the Executive Committee at the pre-Convention Executive Committee meeting.

Recommendations can also be submitted in writing to the Department Executive Committee by ANY MEMBER.

11. Changes, updates, and corrections to Department Award Rules can be approved at the Department Executive Committee Fall Conference meeting for use at the next Department Convention the following June.

At Fall Conference the Department Executive Committee will assign a person to write a Resolution for changes, updates, and corrections to Department Policies & Procedures if the revision to the Award Rule requires Policy changes, as these must be considered and voted on separately at the June Convention by delegates. (In other words, the Department Executive Committee cannot give final approval for Department Policies & Procedure changes, only Award Rules changes.) Any changes to the Department Policies & Procedures are not active until the program year following the Convention Delegate vote.

12. It is the responsibility of the Department Officers and Chairmen to explain and promote participation in their program, including distribution of pertinent Award Rules, especially if they have been approved for revision by the Department Executive Committee at Fall Conference. These will be the active Award Rules for the upcoming Department Convention.

13. All reports post-marked prior to or on the deadline date will be judged for applicable awards. Submission by electronic format is acceptable as long as it complies with due dates.

14. Wherever rules require typewritten narratives, computer type can be used, but no color or special graphics is permitted.

15. Narratives are to be written in the "third person".

| WORDS WHICH ARE NOT TO BE USED | REPLACE THEM WITH THESE |
|---|---|
| I, me | this Chairman, the Chairman |
| my, mine | this Chairman's, their |
| we, us | the Unit |
| our, ours | the Unit's |

16. Some awards have specific rules for margins, spacing, cover pages/fly sheets, signatures, etc., and the specific rules will always be followed.

If the rules do not address these things, then the following are to be followed.

A narrative will have a cover page/fly sheet giving:

The specific name of the award for which it is written

The Unit's name and number

The Chairman's name and address

The dates of the current administrative year

The Unit's membership total at the time of writing (permissible to separate as Sr. and Jr. totals)

Narrative will be double spaced with 1 inch margins at top, bottom, and sides of page.

The Chairman and President sign the narrative.

17. Word count of the narrative will be placed at the end of the entry.

18. Completed Department report forms will be included with ALL narratives.

19. Plaques with no competitive participation for a period of three consecutive years will be retired or rules reviewed and amended to increase participation by vote of the Department Executive Committee. This vote will be recorded in the minutes of the meeting.

## JUDGING AND PRESENTATION OF AWARDS

20. No Chairman or Department Officer shall divulge the name of recipient or Unit winner prior to their report on the Convention floor.

21. All plaques must be awarded even when only one Unit enters competition, provided said entry conforms to rules.

22. Department awards are based on actual Unit membership at the time of reports.

23. Any Unit winner of a plaque will be responsible for the engraving and the return of the plaque prior to the opening of the next Convention session. They shall be turned in to the Department Trophies and Awards Chairman no later than 8:00 am on the Friday of Convention.

24. Any Unit or District not returning a plaque must reimburse the Department the cost and engraving of a new plaque. Beginning with Department Convention 2022, any Unit or District not returning a plaque by the close of said Convention 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 given in the governing documents, the Unit or District will lose its vote and its right to win awards at the next ensuing Department Convention.

25. Units winning plaques with rules requiring replacement after three consecutive wins shall have the option of retaining and replacing the plaque or returning the plaque to the field for future recipients.

26. When a plaque becomes "full" then Department is responsible for its replacement.

27. If possible, and unless specified in the rules, Unit reports will be judged by American Legion Auxiliary members.

28. Department special awards will be made at Department Convention by appropriate chairman to recipients or sponsoring Units, (e.g.) Education Chairman to National President's Scholarship winner.

29. Chairmen shall attach percentage scoring page or sheet to Unit entries returned at Department Convention.

30. Personal awards ARE NOT given at Conference, except by prior permission of the Department President.

31. Personal awards from Chairmen given at Convention shall be approved by the Department President at the beginning of the year. The time of presentation will be determined by the President.

**PLEASE SEE <u>DEPARTMENT AWARDS RULES AND REGULATIONS</u> MANUAL FOR A LISTING OF ALL DEPARTMENT AWARDS AND THEIR INDIVIDUAL INSTRUCTIONS AND REQUIREMENTS.**