

Policies and Procedures

of the
AMERICAN LEGION AUXILIARY



**A guide
to
effective leadership**

A publication of
American Legion Auxiliary

2009

All Mandates of National Conventions

And

Department Conventions

And

Department Executive Committee Meetings

Prepared and edited January 17, 1992

Department Policy & Procedure Committee:

Wilma Mayfield, Chairman

Phyllis Presley, Member

Laura Mercer, Dept Standing Rules Committee Chr

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Revised ---- July 28, 2000

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Revised ---- July 11, 2009

Foreward

This book has been revised to assist those who are charged with the execution of the program of the Department organization of the American Legion Auxiliary 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 mandates covering the duties of the various committees and other component parts of the Department organization are so grouped that each committee can readily determine the origin and extent of the authority under which it acts. The mandates 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 Department programs to a better understanding of the real aims and purposes of this great organization.

With this book of information, along with the National Constitution and Bylaws, the Department Constitution and Bylaws; *Robert's Rules of Order, Newly Revised*, the Unit Handbook and Parliamentary Points, effective leadership is assured at any level of responsibility.

Preface

In preparing this book, an attempt has been made to arrange the mandates in such a way as to be of the most assistance to the various committees and other component parts of the organization.

Prior to January 17, 1992, mandates consisted of recommendations, resolutions and motions, which authorized and directed specific actions. In 1992 the policies and procedures of the American Legion Auxiliary, Department of West Virginia, were prepared by a committee consisting of three members. The chairman of the Policy and Procedure Committee was Wilma Mayfield. Members were Phyllis Presley and Laura Mercer, who was also the Chairman of Standing Rules Committee.

A revision of the Policies and Procedures was completed on July 6, 1995. The Policies and Procedures incorporated all mandates of the National Conventions, Department Conventions, Standing Rules, Department Executive Committee Meetings, and recommendations of the Finance Committee.

The 2003 revision was undertaken by the Policy & Procedures Committee, the Chairman of Standing Rules, the Chairman of Finance, and the Department Parliamentarian.

Throughout the years, certain committees have been eliminated and others have been combined into one committee i.e. Veterans Affairs and Rehabilitation. The current revision reflects all the changes that have been made since the 1995 revision.

The Constitution and Bylaws now in effect contains the fundamental principles under which the Auxiliary is functioning and is the source of authority of all Auxiliary activities.

It is hoped that the latest efforts expended in compiling the mandates will serve the purpose for which it was prepared and will meet the approval of those who have occasion to use it.

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MANDATES OF AMERICAN LEGION AUXILIARY

The mission of the American Legion Auxiliary is:

- To support The American Legion and its programs for Veterans, Children and Community
- To provide for today's needs, while being advocates for a brighter future
- To advance the understanding of patriotism and responsibility of citizenship
- To promote individual integrity and family values
- To ensure that, as volunteers, we continue to be the leaders in all that is good in this nation today, tomorrow and for generations to come through serving others, not self.

(Corporate Mission Statement, NEC Meeting, 1999, Washington DC)

BIRTH DATE OF AMERICAN LEGION AUXILIARY

The American Legion Auxiliary has designated as its birth date **November 10, 1919**, the date that The American Legion authorized the formation of the organization. (National Convention 1954, Washington DC)

EMBLEM

The **emblem** should always be accorded the place of honor. It represents the organization. It should, when on a printed page, appear either at the top center of the page (most acceptable) or in the upper left hand corner of that page.

No wording should be above it, nor printed over it.

EMBLEM—PROTECTION OF

RESOLVED: By the National Executive Committee of the American Legion Auxiliary at a regular meeting held in Indianapolis, Indiana, on January 13, 1948, that the manufacture, sale or purchase for resale, either separately or appended to, or to be appended to, or the reproduction on any article of merchandise manufactured or sold, of the badge, medal, emblem, or other insignia or any colorable imitation thereof, or the reproduction thereof for commercial purposes of the American Legion Auxiliary, or the printing, lithographing, engraving, or other like reproduction in any poster, circular, periodical, magazine, newspaper or other publication, or the circulation or distribution of any such printed matter bearing the reproduction of such badge, medal, emblem or other insignia or colorable imitation thereof of the American Legion Auxiliary, shall be in accordance with the following rules and regulations hereby declaring the policy of the American Legion Auxiliary:

That the word “emblem” used hereafter shall mean insignia, badge, medal, emblem, or any colorable imitation thereof or the reproduction thereof, of the American Legion Auxiliary.

That the National Officers are charged with resisting and restraining any unauthorized use of the name, “American Legion Auxiliary,” or the emblem.

That the use of the emblem by the individual Unit member shall be limited to the wearing of the official insignia and to the possessions of authorized jewelry or merchandising bearing the emblem.

That the use of the emblem by Units shall be confined to using the imprint of the emblem upon stationery and official supplies, upon Unit publications and to the use of authorized regalia or merchandise bearing the emblem.

That the use of the emblem by Department shall be the same as the use by Units except that convention committees in the several Departments are privileged to use the emblem for decoration and souvenir purposes, subject in each instance to the approval of the National Secretary.

That any other use of the name, “American Legion Auxiliary,” or the emblem shall be subject to the approval of the National Secretary, provided, however, (a) that any requests for such other use of the emblem by Units shall first be subject to Department approval before submission to the National Secretary, and (b) that any other such use by the Departments, when approved by the National Secretary, shall be confined within the territorial limits of the Department.

NAME BADGES

When ordering name badges from National Emblem Sales, officers and chairmen should order the appropriate color. These pins signify at what capacity you are serving and should be recognized as such.

Blue is for Units.

White is for Department.

Red is for National.

SASH RIBBON

The **sash ribbon** is worn by various officers on all levels, present and past. It is worn on formal occasions, **NEVER** over a top coat of any kind, but may be worn over a suit coat.

The ribbon is worn over the right should, 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, but should hang crossed and secured by an invisible fastening on the underside.

AMERICAN LEGION AUXILIARY PIN

Members are encouraged to wear the pin of the current office in which they are serving or have just completed—or the highest office held by the member.

UNITED STATES 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 office pin).

LEGION—DEPARTMENT OR POST CANNOT REGULATE DEPARTMENT OR UNIT OF AUXILIARY

The National Judge Advocate ruled that a Post has no power to regulate a Unit; nor Department of Legion to regulate Department of Auxiliary

RULES SET FORTH IN UNIT HANDBOOK CONSTITUTE AUTHORITY

The authority under which all Departments and Units of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and set forth in the Unit Handbook of the American Legion Auxiliary. Any provision of any Department or Unit Constitution or Bylaws or any regulation of any Department or Unit in conflict with the forgoing authority shall be void. (Article XIV, National Bylaws)

UNIT MANDATES

The Unit is the foundation of the American Legion Auxiliary.

The Unit is the basic element of the American Legion Auxiliary. Every member must join a Unit and through her Unit membership she is a part of the Department and National Organization. The Unit is that entity through which the programs of the Department and National Organization are carried out. The primary purpose of the Unit is to assist The American Legion Post, whose name and number it carries, in accomplishing its purpose.

The general tenor of the programs of the American Legion Auxiliary is set by The American Legion. While the programs of the Auxiliary are ongoing from year to year, the National President of the American Legion Auxiliary sets the theme for the year. Each National Chairman, working with the theme of the National President, sets the program emphasis and action for the ensuing year. This information is transmitted to the Units through the Department Chairmen and Department Officers.

It is the Unit members who create the action which brings the programs to fruition, reporting such action back to the Department Chairmen on end-of-year reports and, in turn, Department Chairmen reporting such action back to the National Organization which gets recorded and reported to the general membership.

UNIT END-OF-YEAR REPORTS: These forms are sent out to the Units with the 3rd Quarterly mailing in February. Use these reports as guides on what your Unit may be able to do on each program or some of the programs. Unit end-of-year reports should be completed and sent to the Department Secretary/Treasurer by the deadline date specified on the report form. The reports give a Unit and its members the recognition that they truly deserve for all their accomplishments for the year.

SCHEDULE OF MONTHLY PROGAMS

| | |
|-----------|--|
| August | National convention |
| September | Leadership and Juniors |
| October | Education and Constitution & Bylaws |
| November | Membership |
| December | Veterans Affairs & Rehabilitation |
| January | National Security and Legislative |
| February | Americanism |
| March | Community Service |
| April | Children & Youth |
| May | Poppy |
| June | Girls State |
| July | Department Convention and Girls Nation |

UNITS SHALL SUBMIT LIST OF OFFICERS

Each Unit shall submit to the Department Secretary/Treasurer a list of new officers by July 1st. The Department Secretary/Treasurer shall mail each Unit and all persons eligible for "*The Auxiliary Spirit*" a list of the new Unit officers. The publication is known as the Department Directory. (Department Convention, 1992)

UNITS SHALL DRAPE CHARTER

When a Unit is deprived of one of its members by death, the Unit charter shall be draped with black crepe during the period of mourning. The ceremony is suggested for the draping of the charter in the Manual of Ceremonies of the American Legion Auxiliary. (Department Convention, 1992)

UNITS SHALL PAY SHIPPING AND HANDLING CHARGES

When ordering supplies or materials from Department Headquarters, Units shall add \$3.00 shipping for each order. (Department of West Virginia Standing Rule # 15, 2010)

UNITS SHALL BE RESPONSIBLE FOR TROPHIES

Units shall be responsible for inscriptions and maintenance, or damage of temporary/traveling trophies. Temporary/traveling trophies shall be returned at Department Convention by the Unit who held the award the previous year. (Department Convention, 1992)

UNITS SHALL MAINTAIN SEPARATE POPPY FUND

All Units shall maintain a separate account of their Poppy Fund and the entire amount from Poppy Distribution shall be used for welfare work of the veteran and family. (Department Convention, 1992)

UNITS SHALL SPECIFY AMOUNTS DONATED

When making contributions to hospital and gift shops, Units shall specify on the check or an attached sheet the amount donated to each hospital or gift shop. (Department Convention, 1992)

UNITS SHALL PAY MEMBERSHIP SEPARATELY

Make all checks payable to **Department Treasurer ALA**. Designate on each check the purpose for which the money is intended. **Membership must be on a separate check.** Other donations can be in one check, but list what each is for and the amount. (Department Convention, 1992)

UNITS SHALL PAY MANDATORY FUNDS

Each Unit has responsibilities in order to hold their charter according to National and Department Constitution & Bylaws. Those responsibilities include:

1. Maintain at least 10 senior members each year.
2. Pay all mandatory funds due National and Department organization each year.
 - A. Bonding
 - B. Department Scholarship Fund
 - C. Girls State Project
 - D. 15 cents per member
 - E. Veterans Fund
 - F. Poppy Order
 - G. 10 % Poppy Proceeds

* Valentine's Day LOVE Fund was changed to Veterans Fund at 2008 Department Convention

UNITS SHALL MAKE CHECKS PAYABLE TO:

Units shall make checks payable to **Department Secretary/Treasurer, ALA** (Department Convention, 1992)

DEPARTMENT CONVENTION AWARDS LINKED TO MANDATORY FUNDS

All mandatory funds must be paid into Department Headquarters 30 days prior to State Convention for a Unit to be seated at Department Convention.

All mandatory funds must be paid in order for a Unit to receive Membership Awards at Department Convention. In addition to payment of Mandatory Funds, **a Unit must be represented at both the fall and spring District Conferences in order to receive membership awards at Department Convention.** (Department Convention, 1992)

UNITS SHALL BE LIABLE FOR EXPENSE OF INVESTIGATION

When a unit experiences internal problems which cannot be resolved within the Unit, or the District, the Department President may appoint a committee of three who are known for integrity and good judgment. Members of this committee shall conduct an investigation to determine whether further action is warranted. The committee shall report its findings and/or recommendations to the Department President. Upon recommendations of the committee or when deemed necessary, the Department President may call a meeting to be attended by the Department President, Department Secretary/Treasurer, Parliamentarian, and members of the advisory board. The Unit will be liable for any expenses incurred by the Department for such a meeting. (Department of West Virginia Standing Rule # 12, 2003-2004)

CANDIDATES FOR DEPARTMENT OFFICE

The courtesy of mailing the first announcement shall be that of the candidate(s) for Department President and shall be mailed no later than January 15. After her announcement, the mailing of announcements of other candidates for Department offices and District offices shall be allowed. However, other candidates should withhold the mailing of their announcements until they have received that of the candidate for Department President.

Any member aspiring for the office of Department President shall have the endorsement of the local Unit, given at a regular Unit meeting, signed by the President and Secretary and submitted to the Department Secretary/Treasurer no later than January 1st of the election year.

Any member aspiring to the Department office other than Department President shall have the endorsement of the local Unit and signed by the President and Secretary and submitted to the Department Secretary/Treasurer thirty (30) days prior to the Department Convention at which time the election is to be held. Nominations shall be called for and accepted from the floor prior to the holding of said election.

(Department of West Virginia Policies and Procedures, January 17, 1992)

CANDIDATES FOR DISTRICT OFFICE

Any member aspiring to a District office shall follow the same rules as that of the Department offices when sending the announcements to the Units within her District and to candidate(s) for Department President and to the Department Secretary/Treasurer.

Any member aspiring to a District office shall have the endorsement of her local Unit, given at a regular Unit meeting, signed by the Unit President and Unit Secretary and submitted to the District President thirty (30) days before the District Conference at which the election is held. Nominations shall be called for and accepted from the floor prior to the holding of said election.

(Department of West Virginia Policies and Procedures, January 17, 1992)

VOTING IN DISTRICT

The voting in District Conferences shall be by Unit delegates, based on the *previous year's membership* and shall conform to rules governing Department voting.

Each Unit shall be entitled to two (2) delegates and one (1) additional delegate for each fifty (50) members or major fraction thereof, whose dues have been received by the Department Headquarters one month prior to the meeting of the conventions for which they were elected. An equal number of alternates shall be elected. (Department Bylaws, Article III, Section 2)

Each delegate present having paid her registration fees for the convention will be privileged to vote. Each delegate present has one vote. (Department Bylaws, Article III, Section 4)

CANDIDATES FOR DIVISION NATIONAL VICE PRESIDENT

Each Department shall establish its own rules for endorsement of candidates for National offices. (National Convention 1967, Standing Rules, National Organization, VIII, Departments, # 9)

REQUIREMENTS

1. Any member aspiring to the office of Central Division National Vice President shall have the endorsement of her local Unit, given at a regular Unit meeting, signed by the Unit President and Secretary, and submitted at a regular District meeting, signed by the District President and Secretary, and submitted to the Department Secretary/Treasurer thirty (30) days prior to Department Convention at which time the endorsement shall be voted on by secret ballot. Said candidate shall not seek endorsement until three (3) years before it is West Virginia's turn. A majority of the votes cast shall be necessary to elect.
(Department of West Virginia Bylaws, Article XI, Section 2)
2. Endorsed candidates for National Division Vice President shall not send notice of their endorsement to candidates for National President until the year before they will be a candidate for such office in their Division.
3. Announcements for Division National Vice President should be sent to their division only, and shall also include the candidate's American Legion Auxiliary activities on the Unit, Department, and National level.
4. Endorsed candidates for National Division Vice President shall not send notice of their endorsements to candidates for National President until the year before they will be a candidate for such office in their Division.
(Standing Rules, National Organization, American Legion Auxiliary, 1970)

NATIONAL DIVISIONS

The Departments of the American Legion Auxiliary are grouped into five divisions: Central, Eastern, Northwestern, Southern, and Western. One National Vice President is elected from each division every year. Central Division consists of:

| | | |
|----------|---------------|----------|
| Indiana | West Virginia | Michigan |
| Iowa | Illinois | |
| Ohio | Wisconsin | |
| Missouri | Kansas | |

CAMPAIGN FUND

Each year \$100.00 of the Department Fundraiser will be deposited for Campaign Fund for support of West Virginia's National Candidates. (Recommendation of Finance Committee # 11, September 14, 2002)

CANDIDATES FOR NATIONAL OFFICE

Each Department shall establish its own rules for endorsement of candidates for National offices. Any endorsement by a Department of a candidate for National shall be sent to announced candidates for National President for their information only, and such endorsements shall not be a permanent record at National Headquarters.

(Natl. Convention 1967, Standing Rules, National Organization, VIII, Departments, # 9)

Any member aspiring to a National Office, other than Central Division, shall have the endorsement of her local Unit, given at a regular meeting, signed by the President and Secretary, and submitted at a regular District meeting, signed by the District President and Secretary, and submitted to the Department Secretary/Treasurer thirty (30) days prior to Department Convention at which time the endorsement shall be voted on by secret ballot. Said candidate shall not seek endorsement until having three (3) National or Divisional Chairmanships or have served as Central Division National Vice President before seeking endorsement. A majority of the votes shall be necessary to elect. (Department of West Virginia Bylaws, Article XI, National Office, Section 1)

INSTALLATION OF OFFICERS

All officers shall, after their election and at the earliest opportunity thereafter, be installed in the following manner. The Installing Officer for a Unit installation shall be a past Unit President, past or present District President, Department or National Officer. The Installing Officer for the Department shall be a Past Department President.

(Manual of Ceremonies)

INCOMING DEPARTMENT PRESIDENT

INCOMING PRESIDENT SHALL MAKE PLANS FOR HER YEAR

The incoming President shall have the approval of the Executive Committee and the current President to make plans and appointments for her year as President. However, no committee appointments may set in *ACTION* any work pertaining to the coming year until after the President has been installed and her committees ratified; exceptions being Finance and Membership.

(Department Executive Committee Meeting, September 14, 1991)

INCOMING PRESIDENT SHALL MEET WITH ADVISORY BOARD

The incoming Department President shall meet with her Advisory Board at Mid-Winter Conference for the purpose of informing them of her prospective committee appointments. (Department of West Virginia Standing Rule # 18, 2003-2004)

INCOMING PRESIDENT SHALL ATTEND MEMBERSHIP WORKSHOP

The incoming Department President, incoming Membership Chairman and Department Secretary shall attend the National Membership Workshop at National with a expense of \$600.00 to be allowed which includes the \$300 from National at the approval of the Finance Committee

(Department of West Virginia Standing Rule # 22, 2009-2010)

INCOMING OFFICERS OR CHAIRMEN SHALL ATTEND MEETINGS

In the event it becomes necessary for any Department Officer or Department Chairman to attend a meeting for the ensuing year which is requested by the National Organization, the Department President and Department Finance Committee may authorize the travel. (Standing Rule # 2, 2003-2004)

EXPENSES SHALL BE CHARGED TO ACCOUNT

Any expense incurred for the ensuing administration shall be charged to a prepaid expense account for transfer as of September 1st. (Standing Rule # 3, 2003-2004)

INCOMING PRESIDENT SHALL BE FIRST TO SEND ANNOUNCEMENTS

No endorsements should be mailed until the incoming president mails hers. This is done in December and announced in the January *Auxiliary Spirit*. The candidates for Department office shall mail their endorsements to each Unit, each District, all Past Department Presidents, and to Department Headquarters.

DEPARTMENT OFFICERS

- Upon entering office, each one should make herself acquainted with the duties entailed. Her plan of action and method of accomplishment should be clearly in mind.
- When going out of office, the retiring officer should pass on to her successor her file of materials, communications, etc., as promptly as possible.
- Everyone, when leaving office, should do so as gracefully as possible. It is well to aim to be a good, fair, generous, helpful, open-minded and uncriticizing past officer.

DEPARTMENT PRESIDENT

It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled and the Department Executive Committee, to appoint members of standing committees and create such other committees and appoint members thereon as she deems advisable, and to appoint all officers not otherwise provided for, with the approval of the Department Executive Committee. She shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the office. The Department President will receive a copy of all Recommendations and Resolutions adopted at each National Convention immediately after said convention. It is the duty of the Department President to see that all Department Officers and Department Chairmen are advised of these changes immediately. (Department Bylaws, Article II, Section 1)

DEPARTMENT OFFICER OR CHAIRMAN SHALL ATTEND MEETING

In the event it becomes necessary for any Department Officer or Department Chairman to attend a meeting for the ensuing year which is requested by the National Organization, the Department President and Department Finance Committee may authorize the travel. (Department of West Virginia Standing Rule # 2, 2003-2004)

ALTERNATE CHAIRMAN OR MEMBER SHALL ATTEND MEETING

Should the chairman of any committee or committee member be unable to attend said conference, the Department President may appoint another member to attend. A written report of said conference must be sent to the Department Secretary/Treasurer with a copy to the Department Chairman. (Department Convention, 1992)

DEPARTMENT OFFICERS SHALL SUBMIT EXPENSES

It is recommended that Department Officers and District Presidents submit a quarterly expense account with receipts for payment of travel expenses. (Department Executive Committee meeting, September 14, 2002)

DEPARTMENT PRESIDENT SHALL HAVE SPECIAL PROJECT

The Department President shall be allowed to have a special project, of her own choice, each year. (Department Convention, 1992)

DEPARTMENT PRESIDENT SHALL PURCHASE GIFTS

The Department President shall be responsible for purchasing the gift for any National Officer attending a Department function. She shall be responsible for purchasing a gift for the Department Commander to be given at his homecoming. The expense shall be the responsibility of the Department, not to exceed fifty dollars (\$50). (Department of West Virginia Standing Rule # 14, 2003-2004)

DEPARTMENT PRESIDENT SHALL MAKE CONVENTION APPOINTMENTS

The Department President shall make all her convention committee appointments which shall be announced in the "*The Auxiliary Spirit*" prior to Department Convention. (Department Convention, 1992)

DEPARTMENT PRESIDENT SHALL ATTEND AWARENESS ASSEMBLY

At the Awareness Assembly, the Department President shall attend all sessions. (Recommendation of Finance Committee # 6, 2002)

REGISTRATION SHALL BE PAID FOR PRESIDENT

As a courtesy to the Department President and Department Secretary/Treasurer when visiting a District Conference, their registration shall be paid by the hostess Unit or by the District. (Department Convention, 1992)

DEPARTMENT FIRST VICE PRESIDENT

In the absence of the Department President at a meeting of the organization, it shall be the duty of the Department First Vice President to be the presiding officer. In the event of a vacancy in the office of the Department President, the Department First Vice President shall become Department President and shall assume the duties and authority of the office. She shall assume such other duties as assigned to her by the Department President. (Department Bylaws, Article II, Section 2)

DEPARTMENT SECOND VICE PRESIDENT

It shall be the duty of the Department Second Vice President to act as a representative of the Department President on all matters referred to her by the Department President. (Department Bylaws, Article II, Section 3)

DEPARTMENT SECRETARY/TREASURER

The job description of the Department Secretary/Treasurer and Office Policy of the Department Headquarters is on file at Department Headquarters.

It shall be the duty of the Department Secretary/Treasurer to record the proceedings of the Department Convention, the Department Executive Committee meetings, and to keep all records required to successfully carry on the work of the Department. She shall edit and distribute "*The Auxiliary Spirit*" monthly; send out notices of meetings, including the Department, and special committee meetings as directed by the Department President and the Department Executive Committee. The Secretary/Treasurer shall edit the annual reports of all officers and chairman of standing committees and distribute same to all Units as soon after convention as possible.

The *Unit Awards Manual* shall be mailed to Units in the quarterly mailing distributed in November. The *Unit Awards Manual* shall contain a list of all Department and National Awards with explanation on requirements. National and Department mandates on requirements for citations and dates they are due shall be sent to each Unit in this mailing.

DEPARTMENT SECRETARY SHALL INSTRUCT DISTRICT PRESIDENTS

The Department Secretary/Treasurer shall instruct the District Presidents at the Fall meeting. Any factual data received after Board Meeting shall be transmitted by mail to each District President who, in turn, shall be responsible for conveying said information to the respective Unit Presidents.

(Department of West Virginia, Policies and Procedures, July 6, 1995)

"THE AUXILIARY SPIRIT" SHALL BE SENT TO DEPARTMENT OFFICERS

"*The Auxiliary Spirit*" will be sent to Officers and Units without e-mails. Any Unit or member wanting paper copies of THE AUXILIARY SPIRIT will pay \$15.00 for a one year subscription. (Recommendation of Finance Committee # 1, 2009)

DEPARTMENT SECRETARY/TREASURER SHALL RECEIVE MONEY

The Department Secretary/Treasurer shall receive all monies due or paid into the Department from any source whatsoever. The Department Secretary/Treasurer shall keep a record of all moneys received. The Secretary/Treasurer shall sign all checks when disbursing Auxiliary funds. Provided the Department/Secretary cannot perform the duties of her office because of accident, illness or death for any reason whatsoever, the Department President shall then sign the checks. (Department Bylaws, Article II, Duties of Officers, Section 4)

DEPARTMENT SECRETARY/TREASURER SHALL SIGN CHECKS

The Department Secretary/Treasurer shall sign all checks when disbursing the funds of the Department on receipt of vouchers signed by the Department Finance Chairman authorizing payment; keep a record of all expenditures, showing date, to whom and for what purpose the money was expended; render monthly statements to the chairman of the Finance Committee showing receipts and expenditures made during the month. The Department Secretary/Treasurer shall prepare a detailed financial statement

at the close of the Department year. The accounts shall be audited by a certified public accountant. (Department Bylaws, Article II, Duties of Officers, Section 5)

DEPARTMENT SECRETARY SHALL MAKE FINANCIAL REPORT

The Department Secretary/Treasurer shall prepare a quarterly financial report and mail it to Department Officers and Chairmen, District Presidents and Vice Presidents, Unit Presidents and Secretaries, and to Past Department Presidents.

CHECKS SHALL BE SENT TO DEPARTMENT SECRETARY/TREASURER

All checks to the Department shall be made payable to: **American Legion Auxiliary, Department Secretary/Treasurer** and sent to the Department Secretary/Treasurer for permanent recording. (Department Convention, 1992)

DEPARTMENT SECRETARY SHALL PURCHASE FLOWERS

The Department Secretary/Treasurer shall have authority to purchase flowers or make a memorial donation for deceased Past Department Presidents, Department Officers, or spouses, and any active Department Chairman not to exceed \$35.00. (Department of West Virginia Standing Rule # 21, 2003-2004)

BIDS SHALL BE OBTAINED FOR PRINTING

Two (2) bids shall be obtained on all printing for the Department. Letterheads and envelopes shall be overprinted for the Department President and Department Secretary/Treasurer. (Finance Recommendation # 1, 2002) (Deleted 2008 by Finance)

DEPARTMENT SHALL PURCHASE MEMORIAL WREATH

Unless otherwise provided for, the Department shall purchase a memorial wreath to be placed by the Department President and Department (cost not to exceed \$35.00) on Memorial Day, May 30th at the National Cemetery in Grafton, WV. This should be an official Department function for all officers. (Department Standing Rule # 8, 2003-2004)

DEPARTMENT SHALL PURCHASE PINS

The Department shall purchase pins for VAMC Volunteer workers upon completion of their first 50 hours of volunteer service. The Department shall order Hour Bars from National Headquarters signifying the completion of 500 hours of volunteer service as a VAMC Volunteer worker for each Unit member who completes said number of hours of volunteer service. (Department Convention, 1992)

DEPARTMENT SHALL MAKE INVENTORY

An inventory shall be made of all office supplies and equipment on hand in Department Headquarters at the close of each year's business and a report thereof shall be published in the "*The Auxiliary Spirit*" next following the inventory. (Department Convention, 1992)

DEPARTMENT HISTORIAN

It shall be the duty of the Department Historian to compile the historical records of the Department and to make an annual report to the Department Convention and to the National Historian. She shall prepare a written account of the year's activities for reference in the compilation of future Department History books. This report is to be filed in Department Headquarters no later than December 31 following the Department Convention, a copy to be sent to the Department President with whom she served. (Department Bylaws, Article II, Section 7)

DEPARTMENT CHAPLAIN

It shall be the duty of the Department Chaplain to offer prayer at the opening of each day's business of the Department Convention, and to perform such other duties as the Department President may direct. (Department Bylaws, Article II, Section 6)

DEPARTMENT PARLIAMENTARIAN

The Parliamentarian is not an elected officer. She is appointed by the Department President and ratified by the Department Executive Committee. The Parliamentarian is a consultant. Her role during a meeting is purely an advisory and consultative one, since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

During the meeting the work of the parliamentarian should be limited to giving advice to the chair and, when requested, to any other member. It is also the duty of the parliamentarian, as inconspicuously as she can, to call the attention of the chair to an error in the proceedings that may affect the substantive rights of any member or may otherwise do harm. Only on the most involved matters should the parliamentarian actually be called upon to speak; and the practice should be avoided if at all possible. After the parliamentarian has expressed an opinion on a point, the chair has the right to follow the advice of the parliamentarian, or to disregard it.

She is seated near the Department President. She should be familiar with parliamentary procedure, with *Robert's Rules of Order, Newly Revised*, and with the Constitution and Bylaws, Standing Rules of the organization which she is serving.

(National Policies and Procedures of the American Legion Auxiliary, 1999)

DEPARTMENT HAS NO HAT POLICY

There has never been an official Auxiliary uniform. Each Department is allowed to determine for itself the limitations that shall be placed upon the wearing of hats within the confines of that particular Department. (National Policies and Procedures, 1999)

The wearing of hats is not permitted in the Department of West Virginia:

RESOLUTION # 1

RESOLVED: That the Department of West Virginia American Legion Auxiliary adopt the American Legionnaire cap with the Auxiliary emblem as the official cap of the Department of West Virginia American Legion Auxiliary; be it further RESOLVED, that these caps may be worn when the Auxiliary is represented within the Department of West Virginia. **(This resolution failed at the July 7-8, 1995 Department Convention)**

RESOLUTION # 2

RESOLVED: That the American Legion Auxiliary, Department of West Virginia, permit any member to purchase an Auxiliary cap as shown in Emblem Sales with Auxiliary Emblem on it to be worn at Unit functions during Poppy Day, Memorial Day and funerals. **(This resolution failed at the July 7-8, 1995 Department Convention)**

DEPARTMENT CONVENTION

DEPARTMENT PRESIDENT SHALL APPOINT CONVENTION CHAIRMAN

The Department President shall appoint her Convention Chairman. In the event the Convention Chairman does not live in the Convention city, her expenses shall be allowed to the pre-convention meeting. She shall be allowed one day per diem plus mileage for the purpose of planning the convention at the Convention city. If not staying overnight, she shall be allowed twenty (\$20.00) for two meals. (Department of West Virginia Standing Rule # 23, 2003-2004)

CONVENTION CHAIRMAN MAY REQUEST ADVANCE OF FUNDS

The Department Convention Chairman has the authority to request an advance of funds on any expenses. (Approved by Department Executive Committee, September 14, 2002)

PAST DEPARTMENT PRESIDENTS SHALL BE GUESTS OF DEPARTMENT

Past Department Presidents shall be guests of the Department at the Past Presidents Luncheon at Department Convention. (Department of West Virginia, Policy and Procedures, 1992)

RECORDER SHALL BE SELECTED

The recorder will be selected and approved at the Fall Board Meeting to serve at the upcoming convention. The Department will furnish the tape recorder and an ample supply of tapes for each convention. Minutes for the Annual Department Convention meeting will be transcribed by the recorder from the tapes and filed with the Department Secretary. (Department of West Virginia Standing Rules # 19, 2003-2004)

CHAIRMAN AND OFFICERS SHALL PLAN CONVENTION

The Convention Chairman, Department Secretary/Treasurer and the Department President shall be allowed on day per diem plus mileage for the purpose of planning the convention at the Convention city. If not staying overnight, each shall be allowed twenty dollars (\$20.00) for two meals. (Department of West Virginia Standing Rules # 23, 2003-2004)

CONVENTION RULES (EXAMPLE: 2002)

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. Delegates will be allowed to leave or enter the auditorium except when balloting or elections are being held.
5. Smoking is **NOT** permitted during the business sessions.
6. Admission to the business sessions at the Convention shall be restricted to those persons displaying the official Convention badge or other acceptable official credentials. If a delegate is to be absent from a meeting she shall give her badge to her alternate who shall then take the delegates place for the remainder of the session (or until the delegate returns).
7. A delegate wishing the privilege of the floor shall wear the delegate's badge and be seated with her delegation in the voting session.

8. A member wishing to address the Convention shall rise, (1) address the Chair, (2) give her name and Unit, and (3) wait to be recognized by the Chair.
9. Debate on any question shall be limited to two (2) minutes for each speaker. No person shall speak on the same question more than twice without the consent of the Convention.
10. Voting shall be by voice except when the Chair deems it necessary to use some other method.
11. Each officer and Chairman will be allowed no more than three (3) minutes for her Convention report, except that no time limitation shall be imposed on the report of the President. Following a report of a committee to the Convention body, recommendations and resolutions may be presented for consideration and action.
12. All resolutions or recommendations shall be in writing and signed by two (2) qualified delegates or by action of a Unit. The Resolutions Committee shall receive all resolutions, study and refer them to the proper committee for action, if in proper form.
13. Any resolution or recommendation involving the expenditure or appropriation of money shall be referred to the Finance Committee before being considered. The Finance Committee shall act upon the resolution or recommendation and mark its action on the resolution. The Finance Committee will attest by signature. It shall then be returned to the committee of origin for consideration.
14. All resolutions shall be presented to the Resolutions Committee, with the exception of courtesy resolutions. The Resolutions Committee shall number these resolutions in logical sequence, will see that they are in proper form, and eliminate duplication by combining if necessary. They may alter a resolution by two-thirds vote and report it to the Convention in the altered form as though the Committee had originated it.
15. The Resolutions Committee shall report as directed by the President. Courtesy Resolutions shall be presented as one of the last items of business at the Convention.
16. Resolutions may be presented from the floor when there is no pending business before the Convention, after which they shall be referred to the proper committee without discussion. The Resolutions Committee shall, if requested, give the delegates or the Unit presenting a resolution an opportunity to explain same.
17. There shall be no public presentation of gifts to individuals from the American Legion Auxiliary, except by pre-arrangement with the President.
18. Nominations and elections of Officers shall be held on Saturday, July 13, 2002. Nominations may be accepted from the floor. When there is but one candidate for an office, the roll call may be dispensed with and the nominee elected by voice vote. When there is more than one candidate for an office, voting shall be by secret ballot. Nominating speeches shall be limited to two (2) minutes.
19. Trophies and awards shall be presented by the designated chairman.
20. Voting shall be by roll call of Units. The vote of the Past Department Presidents, Department Officers, and District Presidents shall be with their Units.
21. The candidate for any office shall not be a teller nor member of the Credentials Committee.
22. Unit grievances will not be taken up on the Convention floor, but will be referred to the Executive Committee.

23. There shall be no endorsements for any candidate for National Offices until after the regular election of Department Officers.
24. The parliamentary authority on all points not covered by these Convention rules shall be the Department Constitution and Bylaws, the National Constitution and Bylaws, and Robert's Rules of Order, Newly Revised.
25. These rules may be amended during the Convention by a two-thirds vote.

NATIONAL CONVENTION

DELEGATES TO NATIONAL CONVENTION SHALL BE ACTIVE MEMBERS

All delegates elected to attend the National Convention shall be active in their local Unit. (Department Convention, 1992)

UNIT MEMBER OF YEAR SHALL BE GUEST OF DEPARTMENT

The Unit Member of the Year shall be a guest of the Department for the Past Presidents Luncheon at National Convention. (Department Convention 1992)

CORSAGES SHALL BE PRESENTED AT NATIONAL CONVENTION

Corsages shall be presented at National Convention to the Department President if she desires. Corsages shall be presented to any National Officer, National Candidate, and to the Unit Member of the Year. (Department of West Virginia, Policy & Procedures, 1995)

CANDIDATE(S) SHALL BE DELEGATE(S) TO NATIONAL CONVENTION

Whenever the Department of West Virginia has an endorsed candidate for National office or for Central Division Vice President, that said candidate shall be designated as a delegate to the National Convention and shall be one of the allotted delegates for West Virginia. (Department Convention, 1992)

TRADING PINS SHALL BE PURCHASED FOR NATIONAL CONVENTION

It was recommended that 500 Trading Pins be purchased for the Department President and Delegates to the National Convention. The Department President shall receive 60 pins and each delegate and alternate shall receive 10 pins. The Department Secretary/Treasurer shall give the president 60 pin and put the 10 per delegate/alternate in their packets. When the current supply is used, a committee will prepare a new design to be submitted to the Department Executive Committee for approval (Department Executive Committee, September 14, 2008)

SECRETARY SHALL BE ALLOWED EXTRA DAY AT CONVENTION

The Department Secretary/Treasurer shall be allowed one extra day at per diem rate to attend the National Convention for the purpose of securing the Auxiliary packets for the Delegates to National Convention. (Department of West Virginia Standing Rules # 17, 2003-2004)

DINNER TICKETS SHALL BE PRESENTED TO GUESTS

The National Convention All-States Dinner tickets shall be presented to the following guests: Outgoing President and spouse, Outgoing National Executive Committeewoman, Department Secretary/Treasurer, the two personal pages, who serve our Department at the National Convention. If personal pages are also elected Department delegates, they shall not be presented All States Dinner tickets at the expense of the Department. (Department of West Virginia Standing Rules # 9, 2007-08)

RATIFICATION OF APPOINTMENT AFTER FALL EXECUTIVE COMMITTEE MEETING

1. Ballots shall be prepared by the Department Secretary.
2. Ballots shall be sent to voting members only as stated in Department Constitution and Bylaws, Article VII, Executive Committee, Section 1, and Department Bylaws Article IV, Committees, Section 2.
3. Ballots shall be numbered, folded along with a self-addressed envelope to the Secretary. On the self-addressed enveloped envelope, the word “**BALLOT**” shall be placed.
4. Outgoing envelope shall then be shuffled, then addressed. (This makes it a secret ballot.)
5. Secretary shall keep a list of the number of ballots sent.
6. Secretary shall make a list of qualified voters for the counting board (committee).
7. From the date mailed, a three week period shall be set as the close of voting. The date will be on the ballot. No late ballots shall be counted.
8. The Department President shall appoint two people to meet with the Secretary to tabulate ballots at the Department Headquarters office.
9. The envelopes marked with “**BALLOT**” on them shall not be opened until the counting board (committee) meets to tabulate.
10. The Secretary shall stamp date on each envelope as it is received.
11. **PROCEDURE BY WHICH TELLERS REMOVE THE BALLOTS FROM ENVELOPE: EACH ENVELOPE AND BALLOT IS HANDLED IN THE FOLLOWING MANNER.**
 - A. The signature on the envelope is checked against the list of qualified voters.
 - B. The voter is checked off on the list as having voted
 - C. The envelope is opened and the ballot is removed and placed, still folded, into a receptacle
 - D. When all envelopes have thus been processed, the ballots are taken from the receptacle and the votes are counted.
 - E. In order to insure the accuracy and the secrecy of such vote by mail, special care should be taken in all phases of handling the ballots.
12. After ballots are recorded and certified by signatures of tabulators, the ballots shall be kept for thirty (30) days, then destroyed. Any ballots received after the close of balloting shall be stamped date received and placed in the envelope with counted ballots. Late ballots shall not be opened.
13. The tellers report should contain the following information:
 - A. Number of votes cast, not counting blank ballots
 - B. Number of votes necessary for election
 - C. Number of votes received by each candidate or for/against
 - D. Number of illegal votes, with reason (s) given for the illegality
14. By plurality vote—the person receiving the largest number of the votes shall be declared elected. (Department Convention, July 12, 1991)

DEPARTMENT AWARDS

The Unit Awards Manual shall contain a list of all Department and National Awards with an explanation of requirements. (Department Convention, 1992)

AMERICANISM

First Place—best overall report—Sally Arcuri Plaque

Second place—best overall report—June Harbert Plaque

Americanism Essay Contest Plaques—five classes—(National Headquarters 1995)

AUXILIARY EMERGENCY FUND

Best overall report—Membership 10-200—Ruth Yoho Plaque

Best overall report—Membership 201 and over—Carol Williams Plaque

CHAPLAIN

Best overall report—Nina Mason Plaque

Junior Prayer Book—best overall—Cash award

Senior Prayer Book—best overall—Cash award

CHILDREN AND YOUTH

First—best overall report—Shirley Davis Plaque (\$25 donation to project in Unit's name)

Second—best overall report—Irene Weber Plaque

COMMUNITY SERVICE

Best overall report—Membership up to 150—Mary Ann Piatt Plaque

Best overall report—Membership up to 151 and over—Emogene Kirkland Plaque

EDUCATION

Best overall report— 10 –150 membership – Janet Durbin Plaque

Best overall report – over 150 membership – Virginia Beaty Plaque

GIRLS STATE

Best report of Girls State activities by a Unit to be judged by the Rhododendron Girls State Director—First Place—Lillian Luttrell Plaque

Best Girls State Scrapbook—Betty Rae Plaque

HISTORY

History -- Best overall History – Janet Culp Plaque

Junior History—best overall—Cash award

Senior History—best overall—Membership 1-250—Cash award

Senior History—best overall—Membership 251 and over—Cash award

JUNIOR ACTIVITIES

Best overall report—Membership up to 150—Betty Shumate Plaque

Best overall report—Membership 151 and over—Margaret Kercheval Plaque

LEADERSHIP

Best overall report—Membership 10-300—Marlene Bonar Plaque
Best overall report—Membership 301 and over—Marie Bailey Plaque

LEGISLATIVE

First Place—best overall report—Lynda Lancaster Plaque

MEMBERSHIP

National Citations—Goal by January 31
Department Citations—Goal and Mandatory Funds Paid, Attendance at Fall & Spring District Conferences

CASH AWARDS—First Unit to reach Goal in each class:

- Class I----membership 1-50
- Class II----membership 51-100
- Class III—membership 101-200
- Class IV—membership 201-400
- Class V----membership 401 and over

CASH AWARDS: First District to reach Goal
Unit that enrolls most NEW Senior members
Unit that enrolls most NEW Junior members
District that organizes NEW Unit
Unit in each District with most NEW members

Department Membership Plaque—Highest Percent of Membership Goal by January 31—
Virginia Blake Plaque
Department Membership Plaque—Most NEW members 30 days before convention —
Katena Karnes Plaque

REQUIREMENTS FOR DEPARTMENT CITATIONS: (State Convention, 1992)

Reaching membership goal
Representation at Spring and Fall District Conferences
Paying all mandatory funds—Bonding
Scholarship Fund Girls State Project
15 cents per member Veterans Fund
Poppy Order 10 % Poppy Proceeds

MUSIC

Best overall report—Ella Mae Short Plaque

NATIONAL SECURITY

First Place—Best overall report—Wilma Mayfield Plaque

PAST PRESIDENTS PARLEY

Award to the Unit Member of the Year—Janice Gamerdinger Plaque
Award for Timeless Award—Twyla Finley Plaque

Past Presidents Parley reports:

Best overall report—Membership 10-300—Edith Croft Plaque
Best overall report—Membership 301 and over—Norma Lee Clise Plaque

POPPY

Poppy Poster Contest—five classes—Cash award
Highest contribution and best overall participation in Poppy Club—Brady Stone Plaque
Best overall report—Lorena Jennings Plaque

PUBLIC RELATIONS

Best overall report (does not need Pressbook)
Membership up to 200—Helen Kessler Plaque
Membership over 200—Diane McClung Plaque

SCRAPBOOK

Best overall scrapbooks
Junior—Cash award
Senior—Membership 10-250—Cash award
Membership over 250—Cash award

TOTAL PARTICIPATION

Best overall report—Membership up to 200—Ina Polsinelli Plaque
Membership over 200—Jessica Payne Plaque
The Jessica Payne Total Participation Plaque is a written report which covers all Unit programs. The plaque is awarded at the conclusion of Trophies and Awards presentation at the Department Convention. (State Convention, 1992)

UNIT PRESIDENT'S AWARD (For Quality of Leadership)

Best overall report—Membership up to 200—Tallulah Simpson Plaque
Membership over 200—Jerri Ritenour Plaque

VETERANS AFFAIRS AND REHABILITATION (Home Service, Field Service)

Home Service—a **one time** pin will be awarded after 50 hours of Home Service
Best overall report in Home Service—Betty Burton Plaque
Best overall report in Field Service—Joyce Seamonds Plaque
Hospital Volunteer Pins: A pin to Volunteers for 50 hours of VA Hospital Service
Hours bars for 500 hours of Volunteer Service
(Department Convention, 1992)
Best overall report for Veterans Affairs & Rehabilitation
Membership 10-200—Betty Burton Plaque
Membership 201 and over—Anna Jane Williams Plaque

USE OF THE WORD “CHAIRMAN”

(Following are excerpts from the remarks of the National Parliamentarian, Mrs. Walter Wild Andrews, to the delegates of the 1978 National Convention in New Orleans)

Parliamentary law really has a language of its own, and it has not changed down through the years. We respect *Robert's Rules of Order, Newly Revised*, and we do not attempt to change it, although we do try sometimes.

Our parliamentary law gets shaken up, but we stick with it as far as we can, because it is the only way that we can solve our troubles.

There is no change that has caused more controversy than any other thing that the National Association of Parliamentarians has done. It was in 1975, at their convention, they adopted a resolution to **discourage the use of the term Chairperson**. This resolution has become perhaps the most widely heralded action ever taken by the National Association of Parliamentarians.

While Chairperson was only one of several terms, it is condemned. It has been called Chairwomen at times, and in some meetings it has been demanded by a person that she be called Chairwoman or a Chairperson.

The resolution which was adopted is very short.

Whereas, Parliamentary law has a language all of its own; and

Whereas, in olden times the presiding one was the only person provided a chair while others sat on benches, hence he or she would be called a Chairman; and

Whereas, no parliamentary law authority or dictionary recognizes the word Chairperson; and

Whereas, *Robert's Rules of Order, Newly Revised* provides the word Chairman be used to designate the presiding officer, the president or vice president; and

Whereas, since time immemorial, the term Mr. Chairman, or Madam Chairman has always been employed to differentiate between the sexes; and

Whereas, further effort toward sex differentiation is redundant and contrite now, therefore, be it

RESOLVED: That organizations and parliamentarians of the National Association of Parliamentarians must use the word Chairman and should encourage the use of the term in all organizations where they have influence; and be it further

RESOLVED: That all National Association of Parliamentarian members should stress the principles that the word Chairman belongs to the title of the office, the same as the title of President or Secretary.

DEPARTMENT CHAIRMEN

CHAIRMEN SHALL PASS ON MATERIALS

Each outgoing Department Chairman of each standing committee shall pass on to the incoming Department Chairman a copy of her yearly report and any other pertinent material relevant to that chairmanship. (Department Convention, 1992)

CHAIRMEN SHALL SUBMIT REQUIREMENTS FOR AWARDS

Each Department Chairman shall submit to the Department Secretary/Treasurer the requirements for her award by October 15 so it may be in the *Unit Awards Manual* which goes out with the November quarterly mailing. (Department Convention, 1992)

CHAIRMEN SHALL FURNISH "END-of-YEAR REPORT" FORM

Department Chairmen must furnish the Department Secretary/Treasurer report blanks for questionnaires for the Unit *End-of-Year Report* no later than January 1 of each year. Yearly reports of all officers and chairmen, with the exception of the Department President, shall be limited to five hundred (500) words. (Department Convention, 1992)

CHAIRMEN SHALL JUDGE AWARDS

The Department Chairmen awards that are given at the Department Convention shall be the responsibility of the respective chairmen and her committee for judging. The awards are to be presented at the time of the convention report. (Department Convention, 1992)

CHAIRMAN SHALL NOT MAKE COLLECT CALLS

Chairmen and members shall refrain from making collect calls to the Department President. (Department Convention, 1992)

DEPARTMENT COMMITTEES

ADVISORY

(National Policy & Procedures)

This committee is composed of five (5) Past Department Presidents who advise the Department President on such matters as she may see fit to bring to their attention for consideration.

The Department President is free to appoint those Past Department Presidents from whom she intends to seek her advice and counsel rather than the last five who have served as Department President, and that the duties of this committee be of an advisory capacity.

The incoming Department President shall meet with her Advisory Board at the Mid-Winter Conference for the purpose of informing them of her prospective committee appointments. (Department of West Virginia Standing Rule # 18, 2003-2004)

AMERICANISM

(National Policy & Procedure)

The purpose of the Americanism Committee is to encourage democracy and promote good citizenship.

Americanism, a program in its own right, is the over-riding principle in every other program of the American Legion Auxiliary. Love for the understanding of the

ideals and principles of democracy on which this great nation was founded are the most powerful weapons there are to safeguard the national security of this country.

Every citizen should have a thorough understanding of the Constitution of the United States. Lack of this knowledge can cause even the most dedicated person to be misled. Basic Americanism is essential in the home, youth and adult groups, the Unit and the community.

The development of a deep-seated personal patriotism within the home is the responsibility of every adult. Expression by word and action inspires youngsters in the development of high ideals and character and a true appreciation of our heritage. It is also important to believe in and practice tolerance for others. Careful study of candidates and issues and intelligent voting are not only privileges, but also obligations.

In the Units under the leadership of a strong Americanism Chairman, a study of the Constitution of the United States, the Declaration of Independence, and the flag code should be a part of every meeting. Special patriotic programs should be planned, as well as observation of all patriotic holidays.

AWARDS—Sally Arcuri Plaque
June Harbert Plaque
Americanism Essay Contest Plaques

AUXILIARY EMERGENCY FUND (National Policy and Procedures)

The purpose of the Auxiliary Emergency Fund is to provide emergency financial aid and/or educational assistance to members in crisis situations.

This committee was created at the National Executive Committee Meeting of the American Legion Auxiliary by resolution in Minneapolis, Minnesota on November 10, 1969. Its purpose is to administer the funds of the legacy to the Auxiliary from the estate of Helen Colby Small of Wisconsin; said legacy to be known as the Helen Colby Small Foundation. This fund is used for financial assistance to members in need on a temporary basis.

Action of the 1981 National Convention broadened the concept of emergency aid to include the trauma of the displaced homemaker. The specific purpose of the Displaced Homemaker Fund is to provide one time grants to aid Auxiliary members in brushing up on business and technical skills or to help them get vocational training in order to find employment.

AWARDS—Ruth Yoho Plaque—Membership 10-200
Carol Williams Plaque—Membership 201 and over

CHILDREN AND YOUTH (National Policy and Procedures)

The purpose of this committee is to protect and guide children and young adults. The purpose of the Children and Youth program is two-fold:

- to assure care and protection for children of veterans of the past wars
- to improve conditions for all children

The accomplishment of these purposes is guided by three deep-seated principles:

- to preserve the integrity of the family home
- to maintain a “whole” child program with due regard to all needs of children
- to cooperate with and strengthen other sound organizations and agencies for children, avoiding duplication or competition

These programs are accomplished in three ways: (1) direct aid, (2) education of the membership and public on the needs of children and recommending ways of meeting them, and, (3) support of needed legislation for children through convention resolutions of The American Legion and the American Legion Auxiliary on National, Department, and local levels.

When called upon for direct aid, a Unit is never expected or even encouraged to take over the support of a needy family. Direct assistance can be given while avenues for help are pursued from local, state, and federal government agencies established for this purpose, i.e.—The Veterans Administration, Department of Health and Human Services, and Social Security. The Unit and Post should work together in close cooperation so that no door shall remain unopened in seeking such aid. We must realize that often there are delays before such assistance can be instituted. Sometimes no such aid is available. Remember that if Unit and Post funds are not available, requests for Temporary Financial Assistance can be submitted to Department and National.

Another phase of the Children and Youth organization is The American Legion Child Welfare Foundation. Founded in 1954, it was created to provide funds for research, special projects, public education, etc., which are done over and above the regular program in the interest of youth.

AWARDS—Shirley Davis Plaque
Irene Weber Plaque

COMMUNITY SERVICE

(National Policy and Procedures)

The purpose of this committee is to assist and improve the community. The improvement of conditions of life in the community has been a prime concern of the American Legion Auxiliary Units since 1926. Many projects have been completed throughout the United States in past years under the direction of the Community Service Committee. The watch words of the Community Service program are and always have been: **INITIATE, COOPERATE, but NEVER DUPLICATE.**

Every Unit of the American Legion Auxiliary is expected to work on at least one project of Community Service each year. Cooperation with other organizations in any worthwhile community project is encouraged.

AWARDS—Mary Ann Piatt Plaque
Emogene Kirkland Plaque

CONSTITUTION AND BYLAWS

The authority under which all Departments and Units of the American Legion Auxiliary shall function is vested in the National Constitution & Bylaws and in such Standing Rules as have been duly adopted and set forth in the Unit Handbook of the American Legion Auxiliary. Any provision of any Department or Unit Constitution & Bylaws in conflict with the foregoing authority shall be void.

Units of the American Legion Auxiliary shall be governed by articles of the National Constitution & Bylaws, those of their individual Departments and their own Unit Constitution & Bylaws.

The Constitution & Bylaws Committee has the charge of recommending changes in the Constitution, Bylaws, and Standing Rules. The National Committee also makes recommendations to the Departments and Units in reference to their Constitution & Bylaws. All recommendations for change should be submitted through the Constitution and Bylaws Committee.

It is the responsibility of the Unit Committee to keep the Unit Constitution & Bylaws current with National and Department amendments and to help the membership know and understand it.

Bylaws contain the provisions that are expected to have stability from session to session. These rules, therefore, require both previous notice and a 2/3 vote for amendment. While Rules of Order require 2/3 vote for suspension, Bylaws cannot be suspended—**EVER!**

When the Bylaws require that a vote be taken by ballot this requirement cannot be suspended, even by a unanimous vote. Thus, it is out of order to move that one person, the secretary, for example, cast the ballot of the assembly.

DISTINGUISHED GUESTS

Unit and Department Presidents are encouraged to appoint a Distinguished Guest Committee. Following are some suggestions for the work of the committee. (National Policies and Procedures, 1999)

Special Guests:

1. The guest should be offered, well in advance of the meeting, a choice of dates, if possible.
2. The guest should be given a tentative outline of the program planned.
3. A written invitation is best, including the place of meeting, the type of meeting, the hour the guest appears on the program, the time limit of the speech, the size of the audience, and the particular program interest, such as Membership, National Security, etc.
4. If the telephone is used in extending the invitation, one should confirm by letter all of the plans discussed and obtain acceptance by letter from the guest.
5. The guest of honor appreciates good publicity, and good publicity adds to the prestige of a Department. A glossy print of the guest of honor along with a picture of the committee planning the special meeting should be given to all local newspapers. All clippings should be kept for historical records and for sending to the special guest. All publicity should include the four “W’s”—who, what, when and why.
6. A Distinguished Guest Committee should be appointed by the President. The chairman should be one who is familiar with the city in which the meeting is held, as her committee is responsible for meeting the guest when she arrives in the city. If hotel reservations are made for the guest, the committee should follow instructions as to the type of accommodations she desires. The guest should not be rushed from the airport directly to the meeting, but should be allowed to be alone for awhile in the hotel so as to be relaxed and refreshed before his or her

- appearance in the assembly hall or meeting place. The special guest should be escorted to all meetings and to the airport for departure. Complimentary tickets to all functions should be given to the guest. The guest should be informed if the meeting is formal or informal. A corsage for a lady guest is a nice gesture; but, if funds are low, it may be dispensed with. If corsages are given, these are presented before the meeting. White corsages are the most acceptable. The presiding officer does not wear a corsage unless the guest of honor has one as well. If the guest of honor is a man, he should have a boutonniere.
7. The guest of honor is always introduced by the President of the organization. If a reception is given for the guest of honor, the reception line is headed by the President, usually preceded by one or two members who act as hostesses to greet and announce each one to the President. The honored guest is next to the President with other officers of the Department following in order of their rank. The reception line should not be too long.
 8. If a dinner is given in honor of the guest, she is seated at the right of the presiding officer. Place cards should be used in the seating. The presiding officer introduces the guest of honor for only a bow, she introduces the highest ranking guest first and goes on down the line. If each guest is to give a word of greeting, the guest of the lowest rank is the first introduced and on down the line, so that the last expression of greeting comes from the top ranking officer or guest. All introductions should be gracious, but short. Always, one must remember, “the higher the office, the shorter the introduction.” All names should be pronounced correctly.
 9. In introducing, the speaker’s history is given, concluding with the speaker’s title and complete name. This should be given facing the assembly or audience, so they hear all of this clearly. Then turn to the person being introduced so all can see who is to rise and repeat the name only. This is the speaker’s cue to rise and it makes for a smooth introduction. The assembly rises in recognition of the office when the Department President is introduced. When the presiding officer introduces, she remains standing until the introduction is acknowledged by the speaker and she leads the applause. When the speaker concludes, the introducer or chairman thanks the guest speaker. One introduces to the assembly only those with whom they are not acquainted and presents to the assembly any important guests they already know.
 10. Thank you notes should be sent to the special guests telling them that they helped to make the meeting a success. The special guests, of course, owe a prompt “thank you” also.

Procedure and Protocol:

1. Courtesy and honor to Past National Presidents and Past Department Presidents are always in order.
2. At some time during a program, credit and recognition should be given to the Chairman and the committee responsible for the arrangements for the meeting or banquet.
3. Seating—The presiding officer is always at the center of the head table or right off-center first place. The guest of honor is always seated at the right of the

- presiding officer and takes precedence over any other dignitary. Other guests may be seated right, left, right, etc. of the presiding officer according to rank; or all guests of honor make be seated to the right of the presiding officer, and other dignitaries to her left. If a special chairman is to present a program portion of the meeting, this person is usually seated at the left of the presiding officer when there is an honored guest at the presiding officer's right.
4. If the number of honored guests is a large one, it is often more graceful to arrange for two head tables. But, under all circumstances, the guest of honor should be kept at the presiding officer's right.
 5. Corsages—Corsages for women guests are a nice gesture, but if the treasury is low, forget them. If you do present them, do this before the meeting and designate one person to handle this. White is always acceptable in flowers, and it is well to present colored corsages only if you know that the color will harmonize. It is very courteous of the presiding officer if she does not wear her corsage, though she accepts it, unless the guest of honor wears one also.
 6. As a courtesy to the Department President and Department Secretary/Treasurer when visiting a District Conference, their registration shall be paid either by the hostess Unit or by the District. (Department Policies and Procedures, 1992)

EDUCATION

(National Policy and Procedures)

It shall be the duty of the Department Education Chairman to see that all material about the National President's Scholarship requirements is published in "*The Auxiliary Spirit*" as requirements are received from the National Chairman and any other material pertinent to the Education program.

The purpose of the Education Committee is to promote and encourage quality education for all citizens. The prime concerns of the Education program are to encourage the membership of the American Legion Auxiliary to take active part in the development and maintenance of top-grade school systems, and to encourage students to pursue careers in areas where personnel shortages exist.

A close working relationship is important between National, State, and local levels of our organization in order to accomplish the following:

- Initiating and supporting state and national legislation establishing scholarship opportunities;
- Keeping the membership informed of the goals of the Education Committee;
- Encouraging students to plan for college and apply early for scholarships;
- Helping students to be aware of career opportunity availability;
- Keeping the National Education Committee informed as to state law changes and new scholarships that are available
- Publicizing "Need a Lift?" on state and local levels, particularly at the local high schools.

AWARDS—Virginia Beatty Plaque

Janet Durbin Plaque

Department Scholarship Grant

FINANCE

(National Policy & Procedures)

The matter of finance is one of great importance to any organization. A successful month-to-month program depends to a large degree on the ability to pay the expenses incidental to it. Therefore, it is essential that a well-planned budget be one of the first objectives of the administrative year. An adequate budget assures moneys earmarked for all purposes necessary for participation in the various Auxiliary programs throughout the year.

The Finance Committee shall be composed of three members, appointed by the Department President and subject to the ratification of the Department Executive Committee, and also the Department Secretary/Treasurer shall serve as ex-officio member, without vote. One member shall be appointed each year to serve a three-year term. The Finance Committee shall oversee the general financial policy of the Department Organization, subject to ratification of the Department Executive Committee. It shall be charged with the preparation of the yearly budget for the fiscal year from September 1 through August 31, and shall supervise the expenditure of funds under the budget. (Department Bylaws, Article IV, Committees, Section 3)

Expenditures must be approved by Finance Committee

All expenditures not included in the yearly budget must be approved by the Department Finance Committee. (Department Convention, 1992)

All vouchers must be turned over to incoming Finance Chairman

All outstanding bills shall be presented to the Department Secretary/Treasurer by the 10th of each month for payment and all invoices shall accompany vouchers to the Finance Chairman. She shall remit to incoming Finance Chairman all vouchers paid for the previous year. (Department of West Virginia Standing Rule # 7, 2003-2004)

No officer or individual of local, state or national societies or chairman of committees shall circularize the membership of the American Legion Auxiliary for donation for special funds without the consent of the National Executive Committee and that when such authority is given, that funds and accounting shall be through the National Treasurer.

GIRLS STATE/GIRLS NATION

(National Policy and Procedures)

The purpose of this committee is to educate young women about the processes of state and federal government and the democratic electoral system.

Girls State began as a part of the Americanism program in 1937 by the National Convention. It was established as a separate committee at the 1946 National Convention. It is a non-partisan, non-political attempt to teach and instill in the young women of this nation a love of God and country. The program is a learning-by-doing experience in which the delegates live together as self-governing citizens, learning about the duties, privileges and obligations that good citizenship entails.

Girls State is administered by individual Departments under the guidance of the National Chairman.

The Units in each Department assist the local schools in selecting and providing sponsorships for the delegates who are high school students. When Unit funds are limited, many community organizations are called upon to contribute to the sponsorship of one or more delegates. This is an excellent way for the community to learn about one of the most important programs of the American Legion Auxiliary. After each annual

session, every delegate is expected to report to her school, her sponsoring Unit, and her contributing sponsor (should there be one), on her activities and impressions of Girls State.

Girls Nation is a permanent extension of Girls State with two delegates from each Girls State going to Washington, D.C. for a week-long session on National Government. They are privileged to meet with many high government officials, as well as United States Senators and Representatives. Girls Nation is under the direction of the National Girls State Chairman.

SPONSORSHIP: The Girls State program should be statewide in its application and interest. An Auxiliary Unit interested in fostering the program but unable to finance a girl should immediately contact another Unit or a civic or cultural group in the community and extend the privilege of contributing to them. Experience has proven that this privilege is one that will be eagerly assumed as soon as the program is properly explained. However, the American Legion Auxiliary remains the sponsor, and shall be known as such. After the Girls State session, each girl should be expected to appear before her local Unit, the contributing organizations and her local high school to make a report of her impression of Girls State.

If a handicapped student is elected, who needs assistance to fully participate, that student's contributing organization must furnish a full-time female aide, over 21 years of age, to assist that student at the contributing organization's expense and that all expenses for the aide, including transportation, meals and lodging, must be assumed by the contributing organization.

The Department sponsoring Girls State shall be required to contract and pay for an adequate amount of insurance for its respective Girls State, said insurance to conform with the insurance laws of the respective state.

The Board of Directors, who shall be members in good standing of the American Legion Auxiliary, Department of West Virginia, shall be in charge of the business and affairs of Girls State.

NO INDIVIDUAL is permitted to sponsor or pay the fee for a citizen to Girls State.

Rhododendron Girls State Constitution and Bylaws are on file with National American Legion Auxiliary Headquarters.

AWARD: Lillian Luttrell Plaque—First Place

Betty Rae Plaque—Best Girls State Scrapbook

JUNIOR ACTIVITIES

(National Policies and Procedures)

The purpose of the Junior Activities Committee is to involve and educate young Auxiliary members on the activities and purposes of the organization.

Juniors are members of the American Legion Auxiliary grouped separately by age so they may receive training consistent with their age. Under the guidance of a Senior advisor (chairman) they are taught Americanism and work in area of Children and Youth, Community Service, and Veterans Affairs and Rehabilitation. Juniors elect officers, their titles are of an honorary nature with no executive power.

As they are the future of the organization, it is essential that these young girls are taught a love for and understanding of the aims and purposes of the American Legion Auxiliary. The Juniors should be kept active and interested.

Programs and methods of training are contained in the “Junior Activities Handbook” available from Department Headquarters.

Junior members upon reaching the age of eighteen (18) automatically become a Senior member in her unit. A graduation ceremony is recommended as outlined in the Unit Handbook.

AWARD: Betty Shumate Plaque—Best overall report up to 150 membership

Margaret Kercheval Plaque—Best overall report over 150 membership

LEADERSHIP

(National Policies and Procedures)

Preparation of future leaders is a vital concern of the American Legion Auxiliary.

The leadership program is important to each Unit as “the Unit is only as strong as its leadership.” Thus, it is necessary to develop leaders who are knowledgeable in all phases of Auxiliary work, in the Constitution, Bylaws, and Standing Rules of the Unit, Department, and National organization.

A comprehensive leadership course has been developed in the Department of West Virginia. There is also the nationally approved American Legion Auxiliary Correspondence Course and The American Legion Extension Institute Course.

Members are encouraged to attend the Regional National Information Conferences held throughout the United States. These Information Conferences are a vital part of the Auxiliary’s overall training programs.

AWARD: Marlene Bonar Plaque—Best overall report membership 10-300

Marie Bailey Plaque—Best overall report membership 300 and over

LEGISLATIVE

(National Policies and Procedures)

The purpose of the Legislative Committee is to inform legislative policy makers about the concerns of the veteran, young people and the community.

The legislative activities are carried out on national, state, and local levels, taking direction from The American Legion. A full-time staff on The American Legion Legislative Commission works in Washington, D. C. keeping abreast of current legislation. The Commission promotes the passage of The American Legion sponsored legislation. Departments of The American Legion and American Legion Auxiliary also have Legislative Committees which function in a similar manner within the states.

All Unit Legislative Chairmen should subscribe to *The Dispatch*, The American Legion’s publication. This biweekly newspaper describes current legislative issues and other news pertinent to The American Legion family.

Members of the American Legion Auxiliary stand ready at all time to launch letter-writing campaigns on the local, state, and national levels when called for by The American Legion.

AWARD: Lynda Lancaster Plaque—First place, best overall report

MEMBERSHIP

(National Policies and Procedures)

The purpose of the membership committee is to recruit active Auxiliary volunteers.

Membership is the foundation on which the program of the American Legion Auxiliary is built, and the success or failure of that program depends largely on how well that foundation is laid.

Eligibility shall be as stated in the National and Department Constitution and Bylaws.

Eligibility and acceptability are not coincident. The Unit, in the absence of a provision in the Constitution of its Department or action of its Department Convention limiting the right, has the right to determine who shall be acceptable for membership in the Unit, bearing in mind that only eligible applicants may be considered.

To be eligible for membership awards all mandatory funds must be paid thirty (30) days prior to the opening of the Department Convention.

AWARDS: National Citations—Goal by January 31

Department Citations—Goal and Mandatory Funds Paid, Attendance at Fall and Spring District Conferences

Virginia Blake Plaque

Katena Karnes Plaque

First Unit to reach goal in each class:

Class I-----membership 10-50

Class II-----membership 50-100

Class III----membership 101-200

Class IV----membership 201-400

Class V-----membership 401 and over

First District to reach Goal

Unit that enrolls most NEW Senior members

Unit that enrolls most NEW Junior members

District that organizes NEW Unit

Unit in each District with most NEW members

MUSIC

By action of the 1991 National Convention in Phoenix, Arizona, effective with the 1992-1993 administrative year, the Music Committee was eliminated as an American Legion Auxiliary program. (National Policies and Procedures, 1999)

Music enhances all programs of the American Legion Auxiliary. It is a universal language and adds a feeling of companionship as no other thing can. Group singing at meetings brings a feeling of togetherness and is encouraged at all Unit meetings.

AWARD: Ella Mae Short Plaque

NATIONAL SECURITY

(National Policies and Procedures)

The national security of this nation is of utmost concern to every member of the American Legion Auxiliary. The Auxiliary believes that national security is directly dependent on adequate national defense. Past history has shown that this concern has

been well founded. Every member should be fully informed on national security and be able to disseminate this information to all citizens of the community. Forums, lectures, slide presentations, and movies can be used for this purpose. The *Firing Line*, published by The American Legion, contains much current information on this subject.

The American Legion Auxiliary, concerned for national security, has organized and sponsored the Awareness Assembly that meets annually in Washington, D. C. The Awareness Assembly is open to all members and the public.

AWARD: Wilma Mayfield Plaque—First Place best overall report

PAST PRESIDENTS PARLEY

(National Policies and Procedures)

The purpose of the Past Presidents Parley is to keep those who have served as presidents of Units, Departments and the National Organization in active service to the Auxiliary. The care of disabled ex-servicewomen is its special charge. Other activities may be assigned on the Department and local levels. To be a member of the parley, one must be a member in good standing in her Unit.

Past Presidents Parley Committee Members

The Past Presidents Parley Committee shall be composed of the three (3) immediate Past Department Presidents who shall be in charge of the Unit Member of the Year and the Timeless Award.

AWARDS: Edith Croft Plaque

Norma Lee Clise Plaque

Twyla Finley Plaque

Janice Gamerdinger Plaque

POPPY

(National Policies and Procedures)

The Poppy program of the American Legion Auxiliary involves the use and distribution of poppies manufactured by veterans.

Legion Mandate With Reference to Use of Funds Derived From Poppy Distribution

The National Executive Committee of The American Legion, assembled in Indianapolis, Indiana on May 3-4, 1967, resolved that funds derived from the distribution of The American Legion and American Legion Auxiliary poppy shall be used for the following purposes only:

- For the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917;
- For the welfare of the families of veterans;
- For the rehabilitation of hospitalized servicemen returning home and awaiting discharge who require treatment in service hospitals;
- To defray the expenses of Children & Youth and Veterans Affairs & Rehabilitation Chairmen in attending authorized conferences at which they are accredited representatives, and the expenses of the Director of Volunteer Hospital Workers' Schools to Area Conferences, and to defray administrative expenses of service departments, provided that both The American Legion and American Legion Auxiliary approve such use of funds within the Department;
- For transportation expenses of Volunteer Hospital Workers and the purchase

of Volunteer Hospital Workers' uniforms, if a Department of the American Legion Auxiliary so desires, as well as expenditures on behalf of the Field Service program, if a Department of the American Legion Auxiliary so desires, all within the limits of the guidelines established by the National American Legion Auxiliary.

Units in the Department of West Virginia may also take from their Unit Welfare Fund the following contributions and expenses: (Department Policies and Procedures, 1992)

- Veterans Fund
- Fifteen Cents (\$.15) per member

All Units shall maintain a separate account of their Poppy Funds and the entire amount from Poppy Distribution shall be used for Welfare work.

Poppy funds may not be used for the following:

- 1) Children of Non Veterans
- 2) Girls State fees
- 3) POW/MIA's
- 4) USO
- 5) General funds of the Unit
- 6) Auxiliary Emergency Fund donations

In the Poppy Poster Contest, the Department of West Virginia shall award a prize in each of the five classes as designated by National:

1. First Class: Grades 2 and 3
2. Second Class: Grades 4 and 5
3. Third Class: Grades 6 and 7
4. Fourth Class: Grades 8 and 9
5. Fifth Class: Grades 10 and 11
6. Sixth Class: Grade 12

Seventh Class: Students with Special Needs.

The posters shall be judged by the Department Poppy Chairman and announced at Department Convention. (Department of West Virginia Standing Rule # 10, 2003-2004)

AWARDS: Lorena Jennings Plaque—best overall report

Brady Stone Plaque—highest contribution and best overall participation in Poppy Club

PUBLIC RELATIONS

(National Policies and Procedures)

The Public Relations Committee has the responsibility to put across the image of the American Legion Auxiliary to the public. Ideally, this should be a three-member committee:

1. The chairman directing all phases of the program,
2. a vice-chairman to work directly with the press,
3. a member to work directly with radio, TV, and electronic media.

Direct, friendly contact with the media opens many doors. Well-written, informative, timely articles are important bridges in communication that will be received by the media and will keep the community aware of our activities. The Public Relations Chairman should work closely with every other chairman so that special projects can receive good advance publicity.

The Heart of America awards are so named because the American Legion Auxiliary believes that women, their children and families are the “heart of America.” The Heart of America National Media Awards were created to recognize talented print and broadcast professionals who make positive contributions to American women, children and families by informing the public on timely issues, by providing valuable or thought-provoking information, or by promoting a better or more positive image of women and children within our society.

It is the belief of our organization that those communications professionals who use their talents to present current and positive images of women perform a significant public service. The Heart of America Awards were designed to provide appropriate national public recognition for the best of such work in the fields of newspaper, magazine, radio, television, and electronic media.

The American Legion Auxiliary is fortunate to have a first class publication, *The National News*, which goes to every Senior member. It is paid for from national dues and brings the entire membership up-to-date information about the Auxiliary and its programs. It also carries stories about the various Departments and Units which they are encouraged to submit.

AWARDS: Helen Kessler Plaque—membership up to 200

Diane McClung Plaque—membership over 200

STANDING RULES

(National Policies and Procedures)

The Standing Rules Committee shall no longer be just a Convention Committee, but members shall be appointed by the newly elected Department President. The committee shall consist of three (3) members, one of which shall be chairman. (Department of West Virginia Policies and Procedures, 1992)

The Standing Rules proposed by the Standing Rules Committee will be typed and copies made to be presented to the convention body and voted upon. All Standing Rules submitted to the committee must be signed with Unit number. Otherwise, they will not

be considered. Copies of current Standing Rules will be provided voting delegates.

(Department of West Virginia Standing Rule #13, 2003-2004)

VETERANS AFFAIRS & REHABILITATION

(National Policies and Procedures)

Basic to the American Legion Auxiliary is the principle of “Service, Not Self.” This belief is reflected in the Veterans Affairs and Rehabilitation program. It is the oldest of the Auxiliary’s programs and provides the means for assisting veterans and their families.

One of the standing committees of every Department is a Veterans Affairs and Rehabilitation committee appointed by the Department President. It is the duty of the

Department Chairman to promote the plan of rehabilitation work and see that it is successfully carried out.

The Veterans Affairs and Rehabilitation program is composed of three divisions:

- VA Facility service program
- Field Service program
- Home Service program.

VAMC Christmas Gift Shop

The VA Facility Christmas Gift Shops offer the **hospitalized** veterans easy access to gifts for their families. Volunteers provide the gifts, often homemade items, and operate the Gift shops. The gift, gift wrapping and mailing are offered free to the veterans. (National Policies and Procedures of the American Legion Auxiliary, 1999)

The definition of “**hospitalized**” is “**to put in a hospital for treatment and care.**”

Outpatients at VAMC facilities, under the present regulations, are not allowable beneficiaries of the Gift Shop program. However, Day Care patients are eligible for the program.

The Department of West Virginia provides monies for the VAMC Christmas Gift Shops with the chairmen being allowed to spend \$5.00 for each gift. Whenever possible, the gifts will be given to the veteran to take home to his/her family, saving postage costs.

Gifts at the Gift Shops shall be given only to the patients’ immediate family at one address only.

All Gift Shop Chairmen shall make a full report with receipted bills and send to the Department Secretary/Treasurer. (Department Convention, 1992)

Each Gift Shop Chairman shall open an account in a local bank under the name of the American Legion Auxiliary, Department of West Virginia. The signature card shall bear the name of the Chairman and/or the Department Secretary/Treasurer. The Secretary/Treasurer would sign checks in case of emergency. Any balance left from the Gift Shop shall be left in the account to be used plus what is budgeted by the Executive Committee for the next year’s Gift Shop. (Department of West Virginia Standing Rule # 25, 2003-2004)

A report for all Gift Shop allowances must be filed by the end of the year for audit. This is also a requirement for Internal Revenue for audits. (Department Executive Committee, September 12, 1998)

National Salute to Hospitalized Veterans

The week of **February 14**, Valentine’s Day, is a time for the American Legion Auxiliary to thank our veterans who are cared for in VA Medical Centers. Valentine cards can be made and delivered. Special visits can be arranged. (National Organization)

The Department of West Virginia has a special, mandatory fund for the **Veterans** called the “Veterans Fund.”

The Department of West Virginia, American Legion Auxiliary, will support the **Christmas Gift Shop** and the **National Salute to Hospitalized Veterans** programs with the criteria (outlined above) established by the National Organization and mandates of the WV Department Executive Committee. (Department Executive Committee, July 10, 2003)

VA Facility Volunteers (Hospital Volunteers)

The Department shall purchase pins for the Hospital Volunteer workers upon completion of their first fifty (50) hours of volunteer service. (Department Convention, 1992) The Department shall order from National Headquarters, hour bars signifying the completion of five hundred (500) hours of volunteer service as a Hospital volunteer worker for each unit member who completes said number of volunteer service (Department Convention, 1992).

VA Hospital Chairmen shall file a monthly report with the Department Secretary/Treasurer with monthly receipts included with the report. (Department Convention, 1992)

When making contributions to hospital and gift shops, Units shall specify on their checks or an attached sheet the amount donated to each hospital or gift shop. (Department Convention, 1992)

Field Service is serving veterans outside of the VA Medical Centers. Field Service work is under the direction of the Veterans Affairs and Rehabilitation Committee. Volunteers who serve in nursing homes, Veterans Homes, foster homes, halfway houses, hospices, homeless shelters for veterans, etc. are Field Service Volunteers.

Home Service: In 1974, a new method of reporting the number of volunteers, hours and cost of material and supplies was initiated to record service for the veterans by our volunteers in their own homes. Home Service hours include time spent sewing, knitting, cooking, shopping for materials and supplies and other services performed by the volunteer *in her own home*. VA Facility Gift Shop items, made at home, are classified as Home Service. Hours spent **caring for a relative are not eligible** for credit to Home Service.

AWARDS: HOME SERVICE—a one time pin will be awarded after 50 hours of Home Service.

HOSPITAL VOLUNTEER PINS—a pin will be awarded for 50 hours of VA Hospital service; Hour Bars will be awarded for 500 hours of service.

Joyce Seamonds Plaque—Best overall report in Field Service

Veterans Affairs and Rehabilitation best overall reports

Membership 10-200—Betty Burton Plaque

Membership 201 and over—Anna Jane Williams Plaque

WAYS AND MEANS

This appointed committee's duties are to inquire into, and to propose, the ways and means to be adopted to raise funds for the use of the American Legion Auxiliary, Department of West Virginia.

This committee has as its responsibility the raising of funds for the use of the Department of West Virginia. Presently, the Department of West Virginia has the following means or method of defraying expenses:

- (A) 50/50 Drawing shall be held at Department Convention only with the winner awarded half and the Department receiving the other half.
- (B) Silent Auction will be held at Mid-Winter with proceeds designated for Welfare Fund
- (C) Tickets for DEPARTMENT FUNDRAISER shall be ordered by the Ways and Means Chairman and mailed to Units.

(Department of West Virginia Standing Rule #16, 2008-09)

SUBSIDIARY ORGANIZATIONS

EIGHT AND FORTY

The Eight and Forty shall confine its activities to the security of auxiliary memberships through Petit Salons, and in Petit Salons, Departementaux and Nationale to the special assignments given by The American Legion and the American Legion Auxiliary, namely, tuberculosis, cystic fibrosis, lung and other respiratory diseases in children.

No funds shall be raised unless permission of the executive committee of the Department under which it functions is given.

The organization shall ask permission of the Auxiliary Executive Committee for new Salons within the Department.

“LET’S BE PROPER”

Parliamentary Procedure applies Parliamentary Law to the transaction of business under certain established rules and also under some unwritten laws of common sense, courtesy and justice. Its purpose is the conducting of business in an orderly and just way. It allows no partiality, plays no favorites if followed correctly and conscientiously.

All leaders should remember and practice four principles of Parliamentary Law:

- Courtesy and justice to every member.
- Act on only one thing at a time.
- The right of the minority to be heard.
- The rule of the majority.

In essence, Parliamentary Law is common sense with courtesy and graciousness to everyone.

The Chair means the presiding officer, generally the President. In addressing the Chair, always use the term, “Madam President” or “Madam Chairman.” Do not use the term, “Madam Vice President,” for while presiding, she IS the President. The Chair must not participate in discussions; the Chairman must remain neutral.

To obtain the floor, a member must rise and address the Chair, and receive recognition before speaking.

In considering a proposition, the assembly is divided into two parts—the MAJORITY, more than half of the members present; the MINORITY, less than half of the members present.

The MINORITY has the right to be heard.

The MAJORITY rules and must be recognized as ruling.

QUORUM is the minimum number of members who must be present for the valid transaction of any business. The number required for a quorum should be stated in the Bylaws.

EX-OFFICIO means “by virtue of Office.” The ex-officio member of a committee is a member designated as such by the Bylaws. The ex-officio member has the same rights as any other committee member but is not obligated to attend committee meetings, nor is this member counted as part of the required quorum to transact the business of the committee.

GENERAL INFORMATION

1. It is preferable that a motion be made in a positive form; if a motion is made in a negative form, it may cause confusion in voting.
2. One member should not address another when speaking. All remarks should be addressed through the presiding officer to another member.
3. The motion to “lay on the table” is proper only to set aside a pending question in order to take up something immediately urgent, with the expectation of resuming the table matter at a more convenient time. Since such a motion is undebatable, it is considered a violation of the rights of individual members to use this motion for other than its stated purpose. A motion to “take from the table” the item previously tabled can be done at a time immediately following the more urgent matter or at another time.
4. If an embarrassing main motion has been brought before the assembly, a member can propose a motion to dispose of the question by moving to postpone action indefinitely. A motion to postpone action is also proper in situations where a motion to “lay on the table” was previously used, that is, in situations where it is desired to dispose of a question without a direct vote, as it is debatable and therefore does not deny the rights of individual members.
5. When a main motion has been disposed of hastily and needs some action and changes, a motion to reconsider may be made. A vote to reconsider a motion already passed requires, first, a motion to reconsider, which must be made by a member who vote on the prevailing side originally (i.e., a member who voted with the majority originally).
6. A request for permission to withdraw a motion can be made at any time before the vote is taken on the main motion. After a motion has been withdrawn, the situation is as though the motion had never been made. If one objects that permission be granted, a member can make a motion asking for permission of withdrawal. It does not need a second and the Chair may put it to a vote.
7. A motion to rescind action is annulling or striking out something previously adopted. This motion is debatable and this motion requires a two-thirds vote, or, if previous notice has been given, a majority vote.
8. A person, not a name, is nominated. Example: “I nominate Mrs. _____.”
9. A member nominated for an office may withdraw but she may not withdraw “in favor of another member.”
10. If the Bylaws require the election to be by ballot, it is out of order for the Secretary to be instructed to cast a unanimous ballot if there is only one candidate for each office. The Bylaws should state how the voting shall be done when there is only one candidate.
11. The Bylaws should state the method for selection of a Nominating Committee if officers are nominated by such a committee. However, a motion may be made that the President appoint a committee or that a committee be elected. In no instance is the President a member of the Nominating Committee. Members of the Nominating Committee may be nominated for any office without resigning from the Nominating Committee.

12. All elected officers assume their duties as soon as elected, or at least at the close of the meeting or convention, at which they were elected. Installation is not necessary to assume the duties of the office.
13. Reports do not have to be accepted by motion or by general consent or by the Chair if they contain only general information and facts.
14. In presenting a report, the member addresses the Chair and states that this is the report of the committee. It is not the report of the Chairman.
15. When the member has completed the report of the committee, the words “respectfully submitted” are no longer considered necessary. They are not incorrect, but are not necessary. If the member wishes, she should state, “This completes the report of the committee.”

PRESIDENT

1. Organizes, delegates, supervises, but does not interfere, and is always impartial.
2. She like any member, has voting privileges. In a **ballot vote**, she votes as any other member, when the polls are open, and she **cannot** cast her ballot to break a tie. In a **roll call vote**, the President votes as any other member. In a **voice vote**, the President **may** vote, but in this case, she usually does not vote. The exception is, in this voice vote, or vote of acclamation, in case of a tie vote, she may cast her vote to break a tie.
 - A vote in the affirmative is a vote carried.
 - A vote in the negative means that the vote is lost.
 - A tie vote is a lost vote, and must be so declared.
3. Plans meetings in advance.
4. Always remains fair, neutral, calm.
5. Opens all meetings on time.
6. Is careful never to talk too much; never enters into discussions.
7. Keeps strict order.
8. Entertains and disposes of all proper motions.
9. Always calls for a vote by “Aye” or “Nay”; never calls for voting “by the usual sign.”
10. Always calls for the affirmative vote first, and always calls also for the negative vote.
11. If in doubt of the result of a vote, the Chair calls for a rising vote or show of hands (or a roll call vote). Never allow doubt to remain in the minds of the assembly.
12. The President allows time in the agenda for discussion but when she puts the motion to vote after any discussion she states, “Are you ready for the question?” It is not necessary to state, “Is there any further discussion?”
13. It is most important for the President to restate the motion when putting it to the assembly for vote.
14. The Chair declares the result of the vote, whether carried or lost. A restatement of the motion in announcing the result will often eliminate confusion.
15. If she wishes to speak to a question in the process of debate, she should place in the Chair a Vice President, address her as “Madam President” and speak to the

- question. The President may not resume the Chair until after the vote has been taken and declared upon the question under discussion.
16. A rising vote of appreciation may be given to a President by the assembly after the President's report as a courtesy. It need not be put to a vote to accept.
 17. After the reading of the minutes of the meeting, the President should ask, "Are there any corrections to these minutes?" She should NOT ask if there are any corrections or additions . . . for an addition is a correction. The minutes are approved as read; or they are approved as corrected. The corrections should be placed on the margin of the minutes by the Secretary. The minutes are never re-written after they are presented to the assembly and approved.
 18. The President asks that a Program Chairman or Vice President take charge of a meeting. She never "turns a meeting over" to anyone—this is an impossibility. A meeting or a Chair should never be "turned over."

VICE PRESIDENT

1. Acts in place of President whenever needed.
2. Becomes acting President, automatically, in case of the resignation or death of the President, unless the Bylaws provide for other methods.
3. Presides, in the absence of the President, in official meetings, or whenever the President vacates the Chair temporarily.
4. Does NOT, in the absence of the President, become an "ex-officio" member of any committee.
5. In case of the President vacating the Chair for a long period of time, she exercises all duties of the President except to change or modify rules made by the President or with her approval, and to fill vacancies when the Bylaws state that vacancies shall be filled by the President.
6. In case of resignation or death of the President, she resigns her office as Vice President when she does not care to assume the office of President.

SECRETARY

1. Records action of the organization through the minutes.
2. Calls role when necessary.
3. Issues calls or notices for all meetings.
4. Keeps Bylaws, roster and committee lists in the minute book.
5. Keeps files for reference.
6. Keeps neat and careful records of all business transacted at meetings, with **exact wording** of every motion made, with a report as to whether it was carried or lost. Brief extracts may be included, but no comment of any kind, favorable or unfavorable, should appear in the minutes.
7. With the organization's minute book on hand, reference to the minutes of past meetings is possible.

8. The Secretary should always have on hand, also, a copy of the Bylaws, Standing Rules, the book of parliamentary procedure endorsed by the organization, and a list of unfinished business, one copy of which she should give to the presiding officer.
9. The minutes should include the following:
 - Kind of meeting—regular, special, annual
 - Place, date and hour of meeting
 - Name and office of Presiding Officer
 - Number in attendance
 - Record of all motions, with the name of the maker of each and statement of whether carried or lost (it is not necessary to record the seconder of a motion)
10. A motion that has been voted “withdraw” should not be recorded.
11. The minutes should be marked with the date of approval and signed by the Secretary.
12. A Secretary, in the absence of the President and Vice President, calls the meeting to order and entertains a motion for a temporary chairman.

TREASURER

1. Should be bonded.
2. Is custodian of funds of the organization, receives and disburses them upon authority from the organization.
3. Sends out dues notices.
4. Keeps a current financial statement at all times, available to any member on request.
5. Disburses money for bills supported by receipts.
6. Presents a monthly statement and an annual report, which is audited by a committee appointed either by the Chair or elected by the assembly, depending on the Bylaws of the organization. The auditor’s report follows the annual report of the Treasurer and the assembly adopts the auditor’s report. The monthly reports of the Treasurer are placed on file for audit.

PARLIAMENTARIAN

1. The Parliamentarian is not an elected officer. She is appointed by the President.
2. She is seated near the President, advises when requested by the President, gives interpretations only, which the President uses as a basis for ruling (accepting or rejecting).
3. She should be familiar with parliamentary procedure, with *Robert’s Rules of Order, Newly Revised*, and with the Constitution and Bylaws of the organization which she is serving.
4. She should be seen and not heard.

NOTES