



**AMERICAN LEGION
AUXILIARY DEPARTMENT
OF COLORADO**

PROCEDURE MANUAL

The name of this document has been changed to the "Procedure Manual" and the term "policies" has been removed from the title. Documentation that describe the duties and responsibilities or "policies" the department officers and committees are responsible to follow are contained in the Constitution & Bylaws and Standing Rules and do not need to be repeated in a procedure manual.

The procedure manual contains the guidelines and procedures for department officers, department employees, standing committees, districts, and units.

This procedure manual should be a separate document from the constitution & bylaws and standing rules.

It is a tool that any elected or appointed department officers, employees, appointed standing committee chairmen, or members can use to learn more about the duties and responsibilities of their office or position.

Each newly elected department or district officer or appointed committee chairman should receive either a hard copy or copy via email.

This procedure manual will be reviewed and revised for accuracy as necessary each time the constitution & bylaws and standing rules are amended.

Revised 2017 by the department constitution & bylaws committee **and replaces all previous printed versions of the Department Policy and Procedure documents**

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NORTHWEST DIVISION NATIONAL VICE PRESIDENT

1. The Northwest Division Vice President is expected to read and be familiar with the National and Department Constitution & Bylaws, Standing Rules and Procedure Manual and consults these documents on a regular basis.
2. Colorado holds this position every seventh year.
3. Candidates shall be a Past Department President.
4. The candidate for Northwest Division National Vice President is elected at the Department Convention one year prior to the year nominated and elected at the National Convention.
5. The candidate who is elected at the Department Convention is presented at the Northwest Division Caucus at National Convention that same year.

NATIONAL EXECUTIVE COMMITTEEWOMAN (NEC)

1. The NEC is expected to read and be familiar with the National and Department Constitution & Bylaws, Standing Rules and Procedure Manual and consults these documents on a regular basis.
2. The NEC serves on the National Executive Board.
3. The NEC will be elected biannually for a two (2) year term and can serve multiple terms.
4. The National Organization pays the travel expenses and per diem for one (1) day for the NEC to attend the Washington Conference in Washington, D.C. Additional lodging and expenses may be reimbursed from the Department NEC budgeted funds as per finance guidelines.
5. The NEC serves as Department National Security Chairman to save the Department money in attending the Washington Conference.
6. The NEC serves as the advisor to the District Executive Committeewomen (DECs).
7. The NEC attends the National Convention with funds paid by the National Organization.
8. The Department President or presiding officer presents the NEC.
9. The NEC introduces national guests to the assembly.

DEPARTMENT PRESIDENT

1. The President is expected to read and be familiar with the National and Department Constitution & Bylaws, Standing Rules and Procedure Manual and consults these documents on a regular basis.
2. Expenditures from her budgeted funds will be paid as requested. A record of the expenses plus receipts for the expenditures should be kept for the finance committee's future reference.
3. She is responsible for documenting all communications regarding concerns about or issues with the Department Secretary Treasurer and maintaining these documents for the job performance review of the Secretary Treasurer by the Department Executive Committee.
4. Coordinate with the Department Secretary Treasurer and other officers regarding the agenda and other necessary plans for the post-convention Executive Board meeting.
5. She should have information ready for the Department directory in July. She will work with the Department Secretary Treasurer on this publication. She will communicate with the Department Committee chairmen regarding the following:
 - a) Department Plan and related deadlines;
 - b) Deadlines for mailings of bulletins and packets;
 - c) Dates for midyear and other related deadlines;

- d) Deadline dates for the Book of Reports and agenda for the Department Convention; and
6. Every effort should be made to attend the National Convention. Expenses for travel and lodging will be reimbursed from the Department President budgeted funds as per finance guidelines.
 7. Work with the Department Commander and Detachment Commander to plan, organize, and attend Fall Conferences.
 8. Work with the Department Secretary Treasurer to plan both the National President's and Northwest Division National Vice President's official visits to Colorado. She will communicate all visitation plans to the distinguished guest committee.
 9. Work with the Department Commander to set the agendas and make other required arrangements for Midyear conference and Convention.
 10. The program for Midyear conference must be to the membership at least thirty (30) days prior to the conference.
 11. If she attends the National President's Homecoming, she may present the Department's gift to the National President's project.
 12. The Department will pay for one combined Christmas greeting to be sent via mail or email from the NEC, Department President, and the Department Secretary Treasurer to the following:
 - a) Department Commander
 - b) Detachment Commander
 - c) Department Adjutant
 - d) Department Judge Advocate
 - e) All Department Presidents
 - f) National Commander
 - g) All National officers
 - h) Northwest Division National Vice President
 13. Department will pay travel and lodging expenses for her to attend the Washington Conference from her budgeted funds per finance guidelines.
 14. When the spring finance meeting is called the Department President Elect and her appointees to the committees should be invited to attend the meeting, submit proposals, and participate in the development of the new budget.
 15. She is the official hostess on campus during the American Legion Auxiliary Colorado Girls State session. She has the following duties:
 - a) Prepares a welcome letter for the girls state manual and sends it to the American Legion Auxiliary Colorado Girls State Director in February;
 - b) Attends the American Legion Auxiliary Colorado Girls State session;
 - c) Provides and maintains a guest book for the director;
 - d) Welcomes all guests and speakers;
 - e) Presents a brief history of the American Legion Auxiliary;
 - f) Presents the poppy story and provides poppies to be distributed to the delegates;
 - g) Signs all American Legion Auxiliary Colorado Girls State certificates;
 - h) Provides a thank you card for the director;
 - i) Performs any additional duties as requested.
 16. She presents the outgoing Department Commander with a new blue American Legion cap at auxiliary expense.

DEPARTMENT PRESIDENT ELECT

1. The President Elect is expected to read and be familiar with the National and Department Constitution & Bylaws, Standing Rules and Procedure Manual and consults these documents on a regular basis.
2. She selects an advisory committee consisting of three to five Past Department Presidents who will serve as her advisors during her term of office.
3. She should make every effort to attend all Fall Conferences. While attending the Fall Conferences she should support the department president, familiarize herself with the purposes, process, and planning for these visits, and meet and communicate with the District officers and members.
4. Early planning and contacts for committee chairmanships requires time and follow-up. Personal contacts should begin after the Midyear Conference. In making committee chairmen and committee members appointments, she should consider those with previous service and also encourage participation from other members active at the district level who have yet to serve at the department level. She should keep this in mind during her travels, especially on the Fall Conference tour.
5. She presents a list of selected committee chairmen and committee members to the Post Convention Board meeting for ratification.
6. All VAVS representatives and deputies must have a background check and complete an orientation session given by the facility. Send personal thank you notes to representatives in the early spring and ask if the representative is interested in serving for another year.
7. She appoints a Judge Advocate who should be a member of the Colorado Bar Association and a member of either The American Legion or American Legion Auxiliary.
8. She chooses her own installing officer. Installation arrangements should be coordinated with the incoming Department Commander, Detachment Commander, and the Convention Committee.
9. Her expenses to the Department Leadership National Conference in Indianapolis will be paid by the National Organization when allowed by the National budget. (For Secretary Treasurer's expenses, see Secretary Treasurer section)
10. She will plan, facilitate, and preside during the Membership Breakfast at the Department Convention. She should work with her membership chairman to plan this event. She will contact the convention committee about the arrangements she would like at this event. This contact should be made early in the year, as the location, price, etc. needs to be publicized in the Call to Convention.
11. She will select a Department membership theme.
12. She selects a theme for the year to be approved by the Department Executive Board meeting during the Midyear Conference.
13. She will select a pin design to go with her theme, if desired, but it is not mandatory. The profit from the pins should be used for a VA facility or the President's project. The pins order should be placed following Midyear Conference after obtaining approval of the Department Executive Board and the National Secretary.
14. She meets with the Department Senior Vice Commander and incoming Detachment Commander to set the dates for the Fall District Conference visitation. Notifications should be sent to the District officers, Unit Presidents, and Department chairmen when the conference dates are set and confirmed.
15. She assumes the office of Department President at the beginning of the Post Convention Executive Board meeting. She should consider the dates for the visitation of the Northwest Division National Vice President in the upcoming year. These dates should be selected early, as the dates must be sent to the Northwest Division National Vice President for possible

inclusion in her calendar. She should consider that if her visit at a time other than Midyear Conference or Department Convention special invitations and arrangements would be necessary.

16. When the spring finance committee meeting is scheduled, she and her committee appointees should attend this meeting, submit proposals, and participate in the development of the proposed new budget.
17. She should consider the dates for the visitation of the National President. National headquarters will send a request form in March. The President Elect will return the request form identifying three possible dates for the National President's visit to Colorado. National headquarters will then confirm the dates of the National President's visit to Colorado via telephone, email, or letter.

GUIDELINES FOR THE DEPARTMENT PRESIDENT ELECT AND DEPARTMENT PRESIDENT'S UNIT

1. The unit should present her with a gift when she is presented as the newly elected Department President during the Department Convention.
2. If the Unit would like to host a reception for her, it would be appropriate to hold the reception after her installation.
3. The Unit should check with her concerning a date for her homecoming. The Unit needs to plan and organize the event for her. Invitations and publicity should be widely distributed at least one month before the date of the homecoming.
4. The Unit should strive to reach their membership goal prior to Midyear Conference or at least by January 31st.
5. It would be appropriate for the unit to present the Department President with a corsage at the Midyear Conference Banquet.
6. It would be appropriate for the Unit to present the Department President with a corsage to wear during her convention. It would also be appropriate to present her with a corsage to wear for the evening banquet if her family does not have plans to provide a corsage.
7. The above are the basic items the Unit should be aware of during your member's term as Department President Elect and Department President. During these two years there may be times when the Unit could do extra things to help your member through her two terms of office.
8. The Unit should send out notices to their members for the coming year's dues to present to the President Elect at the close of the convention where she is elected. The Unit may give the President Elect with a gift at this time. It would be best to check with her family to see if she could use a brief case, luggage, or some other item that would be handy for her during her travels as Department President.

DEPARTMENT VICE PRESIDENT

1. The Vice President is expected to read and be familiar with the National and Department Constitution & Bylaws, Standing Rules and Procedure Manual and consults these documents on a regular basis.
2. She should be appointed to serve as the Department Veterans Affairs and Rehabilitation chairman.
3. She is expected to attend Department Convention, Midyear Conference, and all Department meetings including Executive Board and Executive Committee meetings.
4. She should attend as many Fall Conferences as possible.

5. She serves as an ex-officio member without vote on the Department Finance committee to gain knowledge of the financial workings of the Department.

DEPARTMENT CHAPLAIN

1. The Chaplain is expected to read and be familiar with the Auxiliary Constitution & Bylaws; Standing Rules, and Procedure Manual and consult these documents regularly. She should also read and become familiar with the National Plan of Action.
2. She should obtain and become familiar with the Chaplain's handbook from National headquarters through the national website: www.alaforveterans.org.
3. She serves as the spiritual leader and should attend all Department meetings and offer opening and closing prayers at each meeting. She may choose prayers from the Chaplain's manual or other sources.
4. She has a responsibility to communicate educate, distribute information, and mentor all District and Unit chaplains.
5. She is responsible to coordinate with the Chaplains of The American Legion and Sons of The American Legion to conduct the memorial services at Midyear Conference and Department Convention.
6. She is responsible for making a Department Prayer book for the Department President. She should request and encourage members to send prayers and devotional thoughts to be included in the prayer book.
7. Additional duties may include sending a card acknowledging illnesses or loss of family members.
8. When possible, she should visit and encourage others to visit veterans and members in hospitals and nursing homes.
9. National no longer has a prayer book contest. If she wishes to conduct a department contest, she needs to make a set of rules for judging the prayer books and communicate this to District and Unit Chaplains. Additional information is found in the Chaplain's handbook.

DEPARTMENT HISTORIAN

1. The Historian is expected to read and become familiar with the Auxiliary Constitution & Bylaws; Standing Rules, and Procedure Manual and consult these documents regularly. She should also read and become familiar with the National Plan of Action.
2. She is expected to attend the Department Convention, Midyear Conference, and all Department meetings including Executive Board and Executive Committee meetings
3. She is responsible for writing the history of the Department during her year of service, from her installation through the end of the next Department Convention. The history is a compilation of the descriptions of the activities, travel, contacts, meetings, highlights, theme, and project. It may contain some pictures but it is mostly a narrative review. She should solicit information from different audiences and ask the President to make journal entries and provide updates regarding her experiences.
4. She should attend as many events, activities, meetings, etc. as possible with the department president to document these activities.
5. She provides a copy of the history to the Department President.

DEPARTMENT SERGEANT-AT-ARMS

1. The Sergeant-at-Arms is expected to read and become familiar with the Auxiliary Constitution & Bylaws; Standing Rules, and Procedure Manual and consult these documents regularly.
2. She is responsible for the flag ceremonies, including presentation and retirement of the flags, and is the custodian of the Department colors.
3. She is there to assist the President in maintaining order and to facilitate a comfortable positive meeting environment.
4. She is expected to attend the Department Convention, Midyear Conference, and all Department meetings including Executive Board and Executive Committee meetings.

DEPARTMENT SECRETARY TREASURER

1. The Secretary Treasurer is expected to read and become familiar with the Auxiliary Constitution & Bylaws, Standing Rules; and Procedure Manual and consult these documents regularly.
2. She is expected to be familiar with the National Plan of Action and consults these documents regularly.
3. She is expected to read and adhere with the Personnel Guide for the Secretary Treasurer.
4. She maintains frequent contact with the department president regarding day to day operations, and any upcoming projects or meetings.
5. She will assist the Colorado Girls State Director with administrative duties
6. She answers directly to the Department Executive Committee and the Department President.
7. Any directives that are in conflict with the documents mentioned in #1 above should be questioned and she has the right to appeal to the Department Executive Committee to resolve any serious conflicts.
8. Any concerns about or issues with the Secretary Treasurer should be communicated to the Department Executive Committee.
9. She serves as the liaison between National and Department, between Department and Districts, and Department and Units.
10. She facilitates communications between The American Legion, Sons of The American Legion, and the Department President.
11. She is the custodian of all department funds, issues all authorized checks, and provides required financial statements.
12. She follows generally accepted accounting procedures.
13. She serves as liaison with the Secretary of State, Department Judge Advocate, and the Internal Revenue Service.
14. She is responsible for maintaining and processing department membership rolls.
15. She is responsible for the general administrative operations of the department office.
16. Her expenses to the National Department Leadership Conference may be paid by Department if requested by the Secretary Treasurer.
17. She sends notices for Midyear and Pre-Convention Executive Board meetings.
18. She sends invitations and a complimentary ticket for the Membership Breakfast to the following people:
 - a) Department President;
 - b) Department President Elect;
 - c) Department Chaplain;
 - d) Department Secretary Treasurer; and
 - e) District Presidents who will be serving during the upcoming administrative year.
19. She sends minutes of the Executive Board meetings via email or regular mail to:

- a) Department Executive Board members
- b) Past department Presidents
- c) Finance committee
- d) Audit committee

Department Executive Committee Duties Regarding Employees

The Department Executive Committee will establish and publish the policies and procedures to ensure that the Department is in compliance with all applicable labor laws. The duties will include but are not limited to the following:

1. Secretary Treasurer
 - a. Hiring
 1. The Department Executive Committee will seek applications from eligible Auxiliary members when a change is being considered for the office of Secretary Treasurer.
 2. Pre-employment references and other screenings will be conducted and examined before final consideration for hiring.
 3. Members of the Department Executive Committee will review the applications and make recommendations to the Post Convention Executive Board for ratification and hiring a new Secretary Treasurer.
 - b. Periodical performance evaluations
 - c. Determine possible salary increases
2. Removal from office for cause based on extensive documentation with the approval of the Department Executive Board.
3. Responsible for the career development of the Department employees.

DEPARTMENT DIRECTORY

1. A directory will be printed each year. This publication may be sent via email if requested by members to reduce the printing costs.
2. The names, addresses, and available email addresses will be published in the directory for the convenience of the membership. This information is not to be made available for solicitation or any commercial purposes.
3. Listing for The American Legion will include names telephone numbers, and addresses for the Commander, Adjutant, and National Executive Committeemen. The address for the Adjutant will be listed as the Department address and telephone number.
4. The listing for the Auxiliary should include the officers, District Executive Committeewomen, and District officers. The unit listings will contain the Unit number, address and telephone number as well as the names of the Unit Presidents and Secretaries as listed with their Units. The names, addresses, telephone numbers, and available email addresses of the Department, District, and Unit officers will be listed in the directory with the exception of the Junior officers who will be listed by name and Unit number only.
5. The Department Judge Advocate's name with the Auxiliary's Department address and telephone number will be listed.
6. Additional information could include:
 - a) National President's theme and National membership theme
 - b) Department President's theme and membership theme
 - c) Auxiliary programs for each month
 - d) Northwest Division National Vice President rotation

- e) Colorado VA facilities
 - f) Names, addresses, telephone numbers, and available emails for representatives at the VA facilities
 - g) Department dues
 - h) Department and National assessments
 - i) Poppy prices and deadlines for ordering poppies
 - j) Honorary Junior officers' names and Unit numbers
7. One free copy per person will be distributed to the following people:
- a) Department officers, senior and Honorary Junior officers
 - b) Department committee chairmen and committee members
 - c) Past Department Presidents
 - d) District Presidents
 - e) District Executive Committeewomen
 - f) Unit Presidents
 - g) The American Legion Department Headquarters (two copies)
8. Additional copies will be sold at a nominal fee to cover the cost of printing.

DEPARTMENT PARLIAMENTARIAN

1. The Parliamentarian is expected to read and be familiar with the National and Department Constitution & Bylaws, Standing Rules and Procedure Manual and consults these documents on a regular basis.
2. She also has a current copy of *Robert's Rules of Order, Newly Revised* and consults this book on a regular basis.
3. She is expected to advise the President, Executive Board and Committee, committees, and members on matters of parliamentary procedure. Her first duty is to the President.
4. She must be impartial in giving opinions on points of parliamentary procedure.
5. She must be prepared to cite references to support her opinion.
6. She should be alert regarding debate on subjects, on which she may be asked to give a parliamentary opinion.
7. She will refrain from voting except by ballot.
8. She will assist in preparing the agenda when requested by the President or Secretary. She will also assist in writing a scripted agenda when requested by the President or Secretary.
9. She will advise the President or presiding officer on presiding procedures.
10. She will prepare basic information for distribution to any members not comfortable with phrasing and voting procedures.
11. She will arrive early to the meetings to provide counseling to officers and members if needed.
12. She should be seated in close proximity to the presiding officer, usually to her immediate right.
13. Together she and the President will decide on a method of communicating during the meetings, such as written notes or preprinted cards.
14. She should keep a written record of all pending motions in order to immediately assist the presiding officer.

CANDIDATE ENDORSEMENT AND NOMINATION

1. A candidate should be endorsed by her Unit or District.
2. The endorsements are usually announced during the Midyear Conference Executive Board meeting.
3. The endorsements are usually read by a member of the candidate's Unit or District, but

any member may read the endorsement.

4. Written endorsements, not to exceed 200 words, may be submitted to the editor of the **Observer** to be included in the issue printed just prior to the Department Convention.
5. A candidate may be nominated from the floor during the Department Convention.
6. Campaign speeches during the Department Convention are limited to two minutes.

DEPARTMENT CHAIRMEN AND COMMITTEE SELECTION

1. The bylaws and standing rules give specific requirements for the composition of many of the standing committees. The President Elect should consult these documents before appointing committee chairmen and members.
2. Immediate past District Presidents and District Executive Committeewomen should be considered for committee assignments.

STANDING COMMITTEE REPORTS

1. Standing committee chairmen and members are responsible to familiarize themselves with the information pertaining to their committee assignment that is contained in the Bylaws, Standing Rules, and information from the National web site, www.alaforveterans.org and National Plans of Action.
2. Unit committee chairmen's annual reports should be postmarked or emailed to department office by April 15th.
3. Reports are to be divided into groupings for judging as per Department guidelines. Committee chairmen will select winners in each group.
4. Department winners are selected based on best over-all reports. Judge all reports received. Allow a week or so to receive all reports before the judging. The chairmen should judge reports on over-all promotion of the Auxiliary programs by the unit and not just answering the questions on the report form.
5. The chairmen's summary of reports, not to exceed 200 words, which is printed in the Convention Book of Reports is due into Department Headquarters by May 15th.
6. The Department chairmen's report to national headquarters using the National form is due by June 1st. Compile all unit reports and send this information to National chairmen. The main concern should be to report as much activity in the Department to National as possible.

DEPARTMENT AWARDS, PLAQUES, AND TROPHIES

1. Units should include narrative reports along with the annual report forms to assist the Department chairman in judging for awards. Narrative reports are not to exceed 1000 words and should include the Unit's name, number and chairman's name. These narrative reports should follow the guidelines put forth by the Department chairman as outlined in the national plans of action.
2. If the Unit chairman is entering her narrative report to National for judging it must be a separate report as National does not return these reports.
3. A list of available awards, plaques, and trophies is available from the Department office.
4. Plaques and trophies are to remain in the Department office between Department Conventions. After presentation to the winning unit the plaque or trophy is returned to the Department office before the adjournment of the convention.
5. The name of the winner is engraved on the plaque or trophy and a picture of the winner holding the plaque or trophy is presented to the winner.

AUXILIARY EMERGENCY FUND (AEF)

1. The AEF was created to provide:
 - a) Temporary assistance for eligible members during a time of financial crisis when on other source of aid is readily available to pay for shelter, food, and utilities;
 - b) Temporary assistance for food and shelter to eligible members related to weather related emergencies and natural disasters; or
2. Application forms and eligibility requirements may be obtained on line at the National website, www.alaforveterans.org or from Department office.
3. After the applicant completes the application, the Unit President and Secretary will review the application for completeness and accuracy. They then forward the application to the Department Secretary Treasurer.
4. After the Department Secretary reviews the application for completeness and accuracy she forwards the application to national headquarters for their review and judging.
5. National headquarters notifies the member if she has received a monetary award and sends the monetary award made payable to the member and debtor identified in the application.
6. All information found on the application for financial relief and assistance is considered to be confidential and shall not be repeated to anyone.

JUNIOR AUXILIARY

1. The Department Junior chairman is responsible to contact units and districts to encourage them to develop and maintain an active junior auxiliary.
2. The Department Junior chairman's duty is to guide and direct the junior members. She assists the junior members develop a program that would be appealing to juniors of all ages. The program should include teaching the junior members the duties and responsibilities of being an active and responsible senior Auxiliary member.
3. A junior Auxiliary meeting can be held if there are three (3) members in attendance on Saturday during the Midyear Conference and the Department Convention.
4. The Department Junior chairman is responsible to work with the Honorary Junior officers to plan their activities at the Midyear Conferences and Department Convention. The Department chairman communicates these plans to the Unit junior chairmen through the Department Secretary.
5. \$100.00 shall be allowed for a Junior delegate to attend the junior meeting at the National meeting. Additional funds will be used from the junior travel account as needed.
6. All offices are "Honorary" and will be treated as such. Therefore, each junior officer shall be listed as "Honorary Junior (name of officer)."
7. Elections will be held during the Department Convention for the following Honorary offices: President, Vice President, Chaplain, Secretary, Treasurer and Historian.
8. The installation of the newly elected officers will occur at the convention.
9. During the junior auxiliary report to the convention delegates the outgoing Honorary President may give a report of her year and the newly elected honorary officers are presented to the delegation.
10. The Honorary President may choose a special project to work on during her year with the help and guidance of the Department Junior chairman to organize and carry out the project.
11. All funds raised and spent by the juniors during the year must be reported to the Department Secretary Treasurer and Department Executive Committee. The Department Junior chairman will approve the junior's proposal to spend their funds and turn in receipts. If the Department Junior chairman is unavailable to approval any expenditure, the Department

- President should approve the proposal for expenditure.
12. One junior member can be elected to go to the National junior meeting as the "Colorado Delegate." She will be limited to serve as a delegate only one time unless no other junior member is able to attend.
 13. Other junior members attending the National junior meeting will serve as alternates.
 14. The junior members attending the National junior meeting shall be chaperoned at all times.

PAST PRESIDENTS PARLEY (PPP)

1. The PPP is comprised of members who have served as Unit, District, or Department President.
2. The activities of the PPP are designed to take advantage of the experience and knowledge of our past leaders to encourage, train, and mentor new members. The major areas of emphasis are the care and recognition of women veterans, the unit member of the year, and nursing scholarships.
3. PPP dues forms will be posted on the Department website. Unit member dues must be paid before parley dues are accepted by the Department office.
4. The Department Secretary will send a list of paid PPP members to the Department PPP chairman at least monthly.
5. The PPP chairman will complete and send parley membership cards to the Unit or District parley at least monthly.
6. Parleys are encouraged to pay parley dues for past presidents who are unable to pay themselves.
7. During her second year out of office, the Department President serves as PPP chairman.
8. During her third year out of office, the Department President serves as the PPP scholarship chairman.
9. The annual meeting of the Department PPP is a luncheon at the Department Convention. The Department PPP chairman presides at this meeting. A Secretary pro-tem is appointed for this meeting. A copy of the minutes is sent to Department headquarters.

PERMANENT MEMBERSHIP

1. Permanent membership is no longer offered by the Department of Colorado. All questions concerning the Colorado Permanent Membership program should be directed to the Permanent Membership chairman.
2. Permanent membership is available through the National organization. For more information contact your Unit membership chairman or Department membership chairman.
3. Permanent members are encouraged to send a \$10.00 annual donation to assist the program.

POPPY PROGRAM

1. Units should try to order their poppies by December 31st.
2. Poppies must be ordered in multiples of 25.
3. Units are urged to place a minimum order of at least 100 poppies to support the poppy program and to have poppies on hand for corsages, decorations, initiations, etc.
4. Remove the white tag from the poppy before the poppy is used in corsages or decorations.
5. Units are to send 25% of their net profit from poppy funds solicited into the Department as

soon as possible after poppy day.

6. Of the poppy funds sent to Department, 100% is used for Veteran's Rehabilitation projects. The American Legion and American Legion Auxiliary poppy donations shall only be used for the following purposes:
 - a) For the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917;
 - b) For the welfare of the families of veterans of the above named periods;
 - c) For the rehabilitation of hospitalized soldiers returning home and awaiting discharge, who require treatment in service hospitals;
 - d) The welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.
 - e) For the purpose of poppy kits and supplies used to make symbolic poppies and poppy items that will be distributed for donations to the Poppy Fund.

All funds collected prior to the passage of this resolution be solely used for the intent and purpose of prior resolutions and not for active-duty service members or families and new funds collected after approval of this resolution may be used for active-duty military and families as outlined. From National revision 2013 and 2014

VA MEDICAL CENTERS AND NURSING HOMES

1. General donations given and not designated for specific projects to VA Medical Centers or Nursing Homes should be used for the veterans' personal needs, such as canteen books at the VA Hospital and comfort items at the nursing homes.
2. VAVS representatives may receive money quarterly and the hospital representatives may receive money quarterly. When the VAVS representative's funds get down to \$25.00 or the hospital representative's get down to \$100.00 they may request additional funds. Receipts for moneys spent must accompany these requests. Special circumstances should be presented to the VA & R chairman for consideration.

SERVICE TO VETERANS COMMITTEE

1. Service to Veterans hours include time spent sewing, knitting, cooking, shopping for materials and supplies, and other services performed by the volunteer in her own home.
2. Hours used to make facility gift shop items at the volunteer's home are classified as Service to Veterans hours.
3. Hours spent caring for a relative are not eligible for credit to Service to Veterans.
4. Service to Veterans pins are awarded after a member dedicates at least 50 hours of volunteer service to the Service to Veterans program. Forms, pins, certificates, patches, and bars are available for recognition of that service. Refer to the "Guide for Volunteers" for details. This guide is available from the Department Secretary Treasurer.

DISTRICT EXECUTIVE COMMITTEEWOMAN (DEC)

1. The DEC is expected to read and become familiar with the Department Constitution & Bylaws, Standing Rules, and Procedure Manual and consults these documents regularly. She should also be familiar with her District Constitution & Bylaws, and Standing Rules and consults these documents regularly.
2. She is the liaison between Department and District.

3. She may be installed at either the District Convention or at the Department Convention.
4. Travel expenses:
 - a) Midyear conference – Expenses for travel and attendance at the Executive Board meeting will be paid by Department.
 - b) Convention – Expenses for travel and attendance at the Executive Board meeting will be paid by the individual Districts according to their budget.

DISTRICT PRESIDENT

1. The District President is expected to read and become familiar with the Department Constitution & Bylaws, Standing Rules, and Procedure Manual and consults these documents regularly. She should also be familiar with her District Constitution & Bylaws, and Standing Rules and consults these documents regularly.
2. She is the liaison between District and the Units.
3. When she is visiting the Units, she is there to observe. She may bring additional information or answer any questions the unit members may have.
4. She should have a thorough knowledge of the membership plan of action including Unit membership goals, awards, and target dates. If a unit is behind in membership several visits to the unit may be helpful to give them encouragement.
5. She has a responsibility to share information from Department and to promote communication within the District.
6. She shall ensure that a list of newly elected District officers is sent to the Department office within ten (10) days of the District convention. This may be delegated to the District Secretary. She shall also ensure the each Unit in her District submits a new officers list to Department each year.
7. She should work to keep all Units in her District active. She should share information about the auxiliary programs and encourage active participation in these programs.
8. She works with the District Commander to plan and organize the Fall District Conference and the District Convention.
9. She is expected to attend all Department sponsored events, leadership training, Midyear Conference, and Department Convention.
10. She should advise the units to conduct their meetings according to information contained in the *Unit Guidebook*.
11. If a Unit has problems, the District President advises and assists, but does not exercise any type of control. If further help is needed, the DEC should be contacted. Units should work out their problems on the Unit level. Only after all other attempts have been made to resolve the problems, may they go to District President, DEC, or Department President for advice and assistance.

AGENDA FOR THE DISTRICT CONFERENCE OPENING CEREMONY

1. The following officers are seated at the head table, if space allows: District Commander, District President, Post Commander, Unit President, Squadron Commander, Department Commander, Department President, and Detachment Commander. If space is available, other District officers may be seated at the head table.
2. A joint opening ceremony is held. The District Commander and the District President preside during this portion of the conference.
3. The joint opening ceremonies may proceed as follows:
 - a) District Commander calls The American Legion District conference to order;
 - b) District President calls the American Legion Auxiliary District conference to

- order;
 - c) Detachment SAL Commander calls SAL District conference to order;
 - d) The following opening ceremony items may be divided between District officers:
Opening prayer, Pledge of Allegiance to the Flag of the United States of America, and the Preamble to the Constitution.
4. The District Commander introduces the District President. After introducing the District officers in attendance, she introduces the Department President. The Department President introduces the Department officers and Past Department Presidents in attendance and delivers her opening remarks.
 5. The District Commander introduces the District officers in attendance and introduces the Department Commander. The Department Commander introduces the Department officers and Past Department Commanders in attendance and provides opening remarks.
 6. The District Commander introduces the Detachment Commander who introduces any SAL officers in attendance and presents his remarks.
 7. The District Commander makes any appropriate announcements before separating into separate sessions.
 8. Conducting a joint closing is at the discretion of the District Commander and District President.

CHECKLIST FOR DISTRICT CONFERENCES AND CONVENTIONS

1. District conferences and conventions are very important for the District members. The District President should coordinate with the District Commander and host Post and Unit officer well in advance of the scheduled dates.
2. Time and place
 - a) The date and time of the Fall Conference is usually set by The American Legion Commander.
 - b) The time and place of the District Convention is set by a District American Legion District committee.
 - c) The site of both meetings should be located where the greatest number of District members can reach it by traveling the shortest distance.
3. Each Unit President and Secretary should be given an official notice of the meeting.
4. Each Unit should be represented by its President and Secretary.
5. When the District committee has determined the date and location for the Conference or Convention, the District Commander and President should share with each other their specific needs and requests, or special conditions. They should then work with the host Post and Unit to plan these important events.
6. Details as to refreshments, dinners, or social functions should be combined jointly.
7. The District Commander and President work together to create an agenda for both meetings.
8. The suggested "Order of Business" for auxiliary business meetings is located in the *Unit Guidebook*.

NATIONAL PRESIDENT'S VISIT

1. National will send a request form in March to the president elect to select three dates she would like the National President to visit Colorado. (See also President Elect section)
2. National will confirm the visit by a phone call, follow up letter, or email.
3. All information received by the Department office will be given to the Public Relations chairman for her use to advertise the National President's visit.
4. Greetings from the National President and a picture will be obtained for use in the convention book.
5. The Distinguished Guest committee will receive all the information concerning the dates,

- times, and schedules about the visit.
6. The Department Secretary Treasurer arranges hotel reservations for the National President and Distinguished Guest committee members.
 7. The Department Secretary Treasurer contacts the National President's Secretary and provides her with the name and contact information of the person meeting the National President at the airport.
 8. Copies of all correspondence concerning the visit will be sent to the Department President and Distinguished Guest committee.
 9. The Distinguished Guest committee makes a list of any gifts given to the National President during her visits and mails the gifts to the National President's home. Copies of this list are provided to National President and her Secretary, National Secretary, and the Department Secretary Treasurer.

NORTHWEST DIVISION NATIONAL VICE PRESIDENT'S VISIT

1. If this officer is allowed to make official visits to the seven Departments in the Northwest Division, the Department Secretary Treasurer will send a request to select three dates that the Northwest Division National Vice President to visit Colorado.
2. The Department Secretary Treasurer arranges hotel reservations for the Northwest Division National Vice President and Distinguished Guest committee members.
3. The Distinguished Guest committee will receive all the information concerning the dates, times, and schedules about the visit.
4. All information received by the Department office will be given to the Public Relations chairman for her use to advertise the Northwest Division National Vice President's visit.
5. The Department Secretary Treasurer contacts the Northwest Division National Vice President and provides her with the name and contact information of the person meeting her at the airport.

NATIONAL CONVENTION

1. The outgoing department president serves as delegation chairman.
2. Delegates are selected in the following priority:
 - a) Outgoing Department President
 - b) Incoming Department President
 - c) Department Secretary Treasurer
 - d) Northwest Division National Vice President candidate (every seventh year)
 - e) National Executive Committeewoman (NEC)
 - f) Outgoing National appointees
 - g) The balance of the delegates will come from District delegate nominees in order of membership target accomplishments. Alternate positions will be filled in the same district order in order of membership target accomplishments.
3. The outgoing Department President assigns delegates and alternates to the pre-convention meetings.
4. Delegates must attend all assigned pre-convention committee meetings and convention meetings in order to receive delegate fee reimbursement and States Banquet tickets.
5. The outgoing Department President appoints two (2) pages. Physical abilities should

- be considered.
6. A list of National Convention events is sent to the delegates and alternates.
 7. The outgoing NEC's airfare and per diem is paid by National.
 8. The outgoing Department President's transportation and one-half of her lodging expenses paid from the Department budget line item for the new administrative year.
 9. The incoming Department President's transportation and one-half of her lodging expenses paid from budgeted line item for the new administrative year.
 10. The areas for seating delegates, alternates, and guests are designated by National. Alternates and guests are welcome at all sessions.
 11. Delegates leaving the convention hall for an extended period of time or the convention city will give their delegate's badge to an alternate so the allotted delegate seats are filled with voting delegates.
 12. Pages are seated at the end of the row(s). The delegates are seated next to the head page in the following order:
 - a) Outgoing
 - b) President
 - c) Secretary Treasurer
 - d) Incoming President
 - e) National appointees
 13. The Secretary Treasurer may purchase two corsages, one for the outgoing president and one for the NEC with Department funds. She will consult with the recipients as to the colors, types and desired times and days for the corsages.
 14. The Secretary Treasurer should be housed with the delegation in the Colorado headquarters hotel in order to be available to assist the Colorado delegation.

NATIONAL RECEPTION AND GIFT INFORMATION

1. The National organization discourages the handout of favors and gifts.
2. However, the National organization does not tell a department what to do. Distribution of favors and gifts should not interfere with a scheduled event.

DEPARTMENT CONVENTION PAGES

1. The President appoints two (2) personal pages who will sit close to the Department officers and assists them in relaying messages to other pages and delegates.
2. The President shall determine the proper attire for the pages.
3. The President also appoints a chairman and assistant chairman of pages who communicate with the other pages about the proper attire for the meetings.
4. A page may wear their auxiliary pin, rings, watch, and small plain, simple earrings. No other jewelry is allowed.
5. Department provides the blue page ribbons worn by the pages. The ribbons are returned to the assistant chairman of pages at the end of each session. If lost, the page replaces the ribbon at her own expense.
6. The duties of the pages are to:
 - a) Facilitate a smooth convention and minimize interruptions;
 - b) Seat delegates and guests;
 - c) Assist their district delegates and other areas they are assigned to;
 - d) Be prompt at all meetings and assignments; and
 - e) Perform other duties that may be assigned to them.

AMERICAN LEGION AUXILIARY EMBLEM

1. The American Legion Auxiliary Emblem is copyrighted and patented by federal law.
2. The use and display of the emblem is limited. Please contact the Department headquarters for specifics.
3. Refer to the most current copy of the ***Unit Guidebook*** and the American Legion Auxiliary Branding Guide to determine the proper use and display of the emblem.

AMERICAN LEGION AUXILIARY MEMBER PINS

1. Junior and senior members in good standing are entitled to wear the auxiliary pin.
2. The pin is worn on the left side over the heart. Place the right hand on the chest with the thumb in the hollow of the throat and spread the fingers slightly apart. The pin is worn at the tip of the little finger.
3. An American Flag pin or corsage are the only items worn above the pin.
4. Members wear the pin of the highest auxiliary office the member held.

DEATHS OR SERIOUS ILLNESSES

1. When notified about the death of a Past National President, the Department Secretary Treasurer will notify the Department Chaplain to send a sympathy card from the Department of Colorado to the next of kin.
2. When notified about a serious illness of a Past National President, National President, National officers and committee chairmen, the Department Secretary Treasurer will notify the Department Chaplain to send a get well card from the Department of Colorado.
3. When notified of the death or serious illness of a Past Department President the Department Secretary Treasurer will notify the members.
4. In the event of the death of a Past Department President or spouse, the Department Secretary Treasurer transfers \$25.00 from the past presidents parley funds to the past presidents parley scholarship fund in their memory.
5. When notified of a death or serious illness of a Department officer or committee chairman, the Department Chaplain will send the appropriate card. In addition, she will notify the Department Chaplain and District Presidents to enable them to notify the members.

AMERICAN LEGION AUXILIARY MEMBER BENEFITS

Auxiliary members in good standing have benefits at no additional cost to the members. For current information go to www.alaforveterans.org.

COURTESY TICKETS FOR DEPARTMENT OFFICERS AND NATIONAL GUESTS

Courtesy tickets will be given to Department Officers and National guest and companion as outlined below:

1. Midyear conference –
 - a) Membership luncheon: Membership committee chairman, president, secretary treasurer, chaplain, NEC, and national guest and companion.
 - b) Media Awards Banquet: NEC, president, secretary treasurer, chaplain, and

- national guest and companion.
- 2. Department convention
 - a) Membership breakfast: President, incoming president, secretary treasurer, incoming membership chairman, chaplain, the 14 newly elected district presidents, and national guest and companion.
 - b) Past presidents parley: PPP chairman, PPP scholarship chairman, president, secretary treasurer, chaplain, all past department presidents in attendance, and national guest and companion. (Money to come out of PPP funds)
 - c) Banquet: NEC, president, secretary treasurer, chaplain, and national guest and companion.

ALLOWABLE TRAVEL EXPENSES FOR DEPARTMENT OFFICERS, DECS, & COMMITTEE MEMBERS OR ALTERNATES

These allowable travel expenses are for all elected and appointed Department officers as well as the DECs or their alternates and Committee members.

- 1. Midyear Conference
 - a) Round trip mileage at 14 cents per mile (should be accompanied by copy of actual mileage from mapquest or like source)
 - b) Fifty percent of hotel stay (must be accompanied by copy of hotel bill) or
 - c) Per diem of \$30.00 if the officer does not have a hotel bill.
- 2. Department convention for department elected and appointed officers (**not DECs or their alternates**)
 - a) Round trip mileage at 14 cents per mile (should be accompanied by copy of actual mileage from mapquest or like source)
 - b) Fifty percent of hotel stay (must be accompanied by copy of hotel bill) or
 - c) Per diem of \$30.00 if the officer does not have a hotel bill.
- 3. **Department convention for DECs or their alternates:** Expenses for travel and attendance at the Executive Board meeting will be paid by the individual districts according to the district's budget.
- 4. **Other travel** such as the department president's visit to the American Legion Auxiliary Colorado Girls State or other events when attendance is required. Roundtrip mileage at 14 cents per mile and should be accompanied by a copy of actual mileage from mapquest or like source.
- 5. **Other expenses** for Officers and Committee members to follow above guidelines and to be within the allowed budget such items as postage, food, gas, etc.

CREDIT CARD PURCHASES MADE PRIOR TO OUT OF STATE MEETINGS AND CONFERENCES

- 1. This section pertains to reserving and purchasing airline tickets, hotel reservations, and other allowable expenses made prior to the scheduled meeting or conference. This procedure is applicable to all elected auxiliary officers, employees, and standing committee chairmen.
- 2. These meetings and conferences may include but are not limited to the Washington Conference, Department Leadership National conference and any Divisional meetings.
- 3. Expenses for the events described above paid for on your personal credit card account will be reimbursed, with receipts.

FINANCE COMMITTEE

1. All committee members are expected to read and be familiar with the National and Department Constitution & Bylaws, Standing Rules and Procedure Manual and consult these documents on a regular basis.
2. Duties:
 - a) Chairman shall:
 1. Prepare and present a budget for the upcoming year at the Post Convention Executive Board meeting.
 2. Work with the President and Secretary Treasurer to assure that vouchers are examined and checks are signed in a timely manner.
 3. Present a written finance report at the Executive Board meetings at the Midyear Conference and Preconvention and the Department Convention delegates.
 4. Work with the President and Department Secretary Treasurer to schedule quarterly meetings. Every effort should be made to find a date that works for the majority of the members.
 5. Work with the Secretary Treasurer to develop, print, and distribute the agendas and the meeting date and time to the committee members.
 - b) Committee members shall:
 1. Make every effort to attend all finance committee meetings.
 2. Monitor all expenditures and financial reports to ensure that expenditures are within the approved budget.
 3. Assist when requested to ensure vouchers are examined and the checks are signed in a timely manner.
 4. Monitor financial reports and account activity. Any concerns about discrepancies and over-spending shall be brought to the attention of the finance committee members.
 - c) Signers on all Department bank accounts shall be the Department President, Department Secretary/Treasurer, Finance Chairman and one additional finance committee member.
3. Finance committee meetings are open to attendance by any auxiliary member in good standing. Non-committee members must be granted permission to speak.
4. In case of resignation or death of a committee member, the President shall fill the position with the approval of the Executive Board. This member shall serve through the following Department Convention.
5. The committee shall be good stewards of the Department of Colorado finances.
6. All decisions concerning budget adjustments over \$250.00 or expenditures not contained in the adopted budget must be submitted to the Executive Board for approval.
7. Budgeted financial matters that are considered operational and as such should be administered by the Secretary Treasurer.
8. If a committee member is unable to physically attend a meeting, she may join the meeting via telephone.
9. The minutes of the committee meetings shall be maintained in the Department office by the Secretary Treasurer.
10. The committee should meet at least quarterly or at the call of the Department President.
11. It is the responsibility of the committee, Department President, and Secretary Treasurer to ensure that taxes, bond, and corporate fees are paid, and the 990 forms are filed annually.
12. All general funds, restricted funds, and permanent membership funds will be kept in the financial institutions approved by the Finance committee.

13. The Secretary Treasurer will be paid a salary, payable monthly or bi-weekly.
14. The poppy poster and Americanism Essay winners will be awarded the monetary awards identified in the budget.
15. The Department Secretary Treasurer, President, NEC and Finance chairman will be bonded by the department.
16. The Department Secretary Treasurer shall provide a monthly financial statement to the finance committee and audit committee chairmen. She will provide quarterly reports to the Executive Board, any Past Department President who desires a copy, and the finance committee. These reports may be emailed to cut down on committee expenses.
17. The Secretary Treasurer shall issue receipts for all cash income received by the Department. A copy of the receipt will be sent to the payee for cash purchases.
18. Receipts shall be required and attached to a voucher or bill before any payment is made by cash, check, or credit card. Two signatures are required on all checks and a voucher or bill must be approved by an authorized signer.
19. The permanent membership chairman shall be eligible to sign on the CD accounts.
20. No checks are to be made out to "cash."
21. If possible, when a committee member is the payee, that member should refrain from signing the check.
22. A minimum of two signatures is required to open and close any account and only after Executive Committee approval.
23. All new account documentation or changes made to any existing account will be filed in the Department office within three business days.
24. A member shall review bank statements and credit card statements at least quarterly. The committee shall review the authorized vendor list annually for authenticity and conflicts of interest.
25. The committee shall ensure that reconciliation of all accounts is being done and is properly documented and filed.
26. The committee shall monitor that all expenditures are within the approved budget and notifies volunteers or staff that they are responsible to pay excess or unauthorized costs or bring it to the Executive Board for consideration.
27. The committee shall develop and follow an investment policy and plan and follow the plan. The investment plan will be reviewed annually.
28. All bills will be paid on time.
29. Deposits will be processed as soon as possible.
30. Purchases of \$15.00 or more and all bills will be paid by check or credit card.
31. When possible, different committee people should be responsible for the following:
 - a) Authorizing transactions;
 - b) Recording transactions;
 - c) Reviewing bank and credit card statements;
 - d) Maintaining custody of assets; and
 - e) Reviewing the vendor list for authenticity and conflict of interests.

AUDIT COMMITTEE

Instructions can be obtained from the Department Office that describes the following duties of the audit committee members:

1. The purpose for conducting an audit
2. Required items for the audit to be supplied by the Secretary Treasurer
3. Auditing procedures that include the pre-audit and actual conduct of the audit
4. Periodic reviews of the deposits and expenses

5. Audit report preparation

FILING 990EZ CARDS

1. The Districts and Units are required to file a 990EZ card each year to maintain their non-profit status with the Internal Revenue Service (IRS) as 501 (c) (19) organizations.
2. The 990EZ card and instructions for completion may be obtained at <https://sa.www4.irs.gov/eauth/pub/login.jsp>
3. The most permanent address for Department, Districts, and Units is to be supplied on the IRS "epostcard." Although a post office box address is suggested, it is not mandatory.