



AMERICAN LEGION AUXILIARY DEPARTMENT OF COLORADO PROCEDURE MANUAL

This procedure manual contains:

1. The procedures to be used by department officers, department employees, standing committees, districts, and units and is a separate document.
2. Information that each newly elected department or district officer or appointed committee chairman or member should receive and read.
3. This manual will be reviewed and revised for accuracy each time the constitution & bylaws and standing rules are amended.

In 2019 this procedure manual was revised to reflect the automatic changes in the department constitution and bylaws to remain in compliance with the national constitution and bylaws. In addition, in May and June of 2020, this procedure manual was automatically revised to reflect standing rules amendments adopted by the department executive board.

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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 the national convention that same year.

NATIONAL EXECUTIVE COMMITTEEMAN (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 and Auxiliary Awareness Assembly 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 and Auxiliary Awareness Assembly.
6. The NEC serves as the advisor to the district executive committeemen (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 (DP)

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 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. The president is responsible for documenting all communications regarding concerns about the department secretary treasurer's job performance and maintains these documents. These documents will be shared with 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. The president should have information ready for the department directory in July and will work with the department secretary treasurer on this publication. The president 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 and 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 the DP attends the national president's Homecoming, the department of Colorado's gift may be presented at that time.
 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 attendance at the Washington Conference and Auxiliary Awareness Assembly from budgeted funds per finance guidelines.
 14. When the spring finance meeting is called the department president elect and potential appointees to the committees should be invited to attend the meeting, submit proposals, and participate in the development of the new budget.
 15. The president serves as the official host on campus during the American Legion Auxiliary Colorado Girls State session. The president 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. The president presents the outgoing department commander with a new blue American Legion cap at auxiliary expense.

DEPARTMENT PRESIDENT ELECT (DPE)

1. The DPE 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. The DPE selects an advisory committee consisting of three to five past department presidents who will serve as advisors during DPE's term of office.
 3. The DPE should make every effort to attend all fall conferences to support the department president. The DPE will become familiar about 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, the DPE 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. The DPE will keep this in mind during travels, especially on the fall conference tour.
 5. The DPE 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. The DPE 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. The DPE chooses the own installing officer. Installation arrangements should be coordinated with the incoming department commander, detachment commander, and the convention committee.
 9. The DPE's 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. The DPE will plan, facilitate, and preside during the membership breakfast at the department convention and should work with the membership chairman to plan this event. The DPE will contact the convention committee about the arrangements for 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. The DPE and the membership committee chairman will select a department membership theme.
 12. The DPE selects a theme for the year to be approved by the department executive Board meeting during the Midyear Conference.
 13. The DPE will select a pin design to go with the department 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, especially if the American Legion Auxiliary emblem is on the pin
 14. The DPE meets with the department senior vice commander and incoming detachment commander to set the dates for the fall district conference visitations. Notifications should be sent to the district officers, unit presidents, and department chairmen when the conference dates are set and confirmed.
 15. The DPE assumes the office of department president at the beginning of the post-convention executive board meeting. The DPE 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 to for possible inclusion in this officer's calendar. The DPE should consider that if this 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, the DPE and finance committee appointees should attend this meeting, submit proposals, and participate in the development of the proposed new budget.
17. The DPE should consider the dates for the visitation of the national president. National headquarters will send a request form in March. The DPE 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 (DPE) AND DEPARTMENT PRESIDENT'S UNIT

1. The unit should present the DPE with a gift when the newly elected department president during the department convention.
2. If the unit would like to host a reception, it would be appropriate to hold the reception after the installation.
3. The unit should check with the DPE concerning a date for the homecoming celebration. The Unit needs to plan and organize the event. 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 or boutonniere at the midyear conference banquet.
6. It would be appropriate for the unit to present the department president with a corsage or boutonniere to wear during the convention and the evening banquet.
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 the two terms of office.
8. The unit should send out notices to their members for the coming year's dues to present to the DPR at the close of the convention of election as president. The Unit may give the (DPE) with a gift at this time. It would be best to check with the president's family to see if a briefcase, luggage, or some other item that would be handy during travels as department president.

DEPARTMENT VICE PRESIDENT (VP)

1. The VP 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. The VP should be appointed to serve as the Department Veterans Affairs and Rehabilitation chairman.
2. The VP is expected to attend department convention, midyear conference, and all department meetings including executive board and executive committee meetings.
3. The VP should attend as many fall conferences as possible.
4. The VP 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 (DC)

1. The DC 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. The DC should also read and become familiar with the National Plan of Action.
2. The DC should obtain and become familiar with the chaplain's handbook from national headquarters through the national website: www.alaforveterans.org.
 3. The DC serves as the spiritual leader and should attend all department meetings and offer opening and closing prayers at each meeting and may choose prayers from the chaplain's manual or other sources.
 4. The DC has a responsibility to communicate educate, distribute information, and mentor all district and unit chaplains.
 5. The DC 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. The DC is responsible for making a department prayer book for the department president. The DC 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, the DC should visit and encourage others to visit veterans and members in hospitals and community living centers
 9. The national organization no longer has a prayer book contest. If the DC wishes to conduct a department contest, the DC 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 (DH)

1. The DH 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. The DH should also read and become familiar with the national plan of action.
2. The DH is expected to attend the department convention, midyear conference, and all department meetings including executive board and executive committee meetings
3. The DH is responsible for writing the history of the department during the term of service, from 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. The DH should solicit information from different audiences and ask the president to make journal entries and provide updates regarding the president's term of office.
4. The DH should attend as many events, activities, meetings, etc. as possible with the department president to document these activities.
5. The DH provides a copy of the history to the department president.

DEPARTMENT SERGEANT-AT-ARMS (SAA)

1. The SAA 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 SAA is responsible for the flag ceremonies, including presentation and retirement of the flags, and is the custodian of the department colors.
3. The SAA is there to assist the president in maintaining order and to facilitate a comfortable positive meeting environment.

4. The SAA is expected to attend the department convention, midyear conference, and all department meetings including executive board and executive committee meetings.

DEPARTMENT SECRETARY TREASURER (ST)

1. The ST 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. The ST is expected to be familiar with the national plan of action and consults these documents regularly.
2. The ST is expected to read and adhere with the personnel guide for the ST.
3. The ST maintains frequent contact with the department president regarding day to day operations, and any upcoming projects or meetings.
4. The ST will assist the Colorado Girls State director with administrative duties as defined in the ALA Colorado Girls State section of this manual.
5. The ST answers directly to the department executive committee and the department president.
6. Any directives that are in conflict with the documents mentioned in #1 above should be questioned and the ST has the right to appeal to the department executive committee to resolve any serious conflicts.
7. Any concerns about or issues with the ST should be communicated to the department president.
8. The ST serves as the liaison between national and department, between department and districts, and department and units.
9. The ST facilitates communications between The American Legion, Sons of The American Legion, and the department president.
10. The ST is the custodian of all department funds, issues all authorized checks, and provides required financial statements.
11. The ST follows generally accepted accounting procedures.
12. The ST serves as liaison with the Secretary of State, Department Judge Advocate, and the Internal Revenue Service.
13. The ST is responsible for maintaining and processing department membership rolls.
14. The ST is responsible for the general administrative operations of the department office.
15. The ST's expenses to the national department leadership conference may be paid by department if requested by the ST.
16. The ST sends notices for midyear and pre-convention executive board meetings.
17. The ST 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.
18. The ST 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 Ccmmittee will seek applications from eligible American Legion 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 and postage.
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. The honorary junior officers shall be identified with only their names and unit number and name.
4. 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.
5. 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.
6. The department judge advocate's name with the auxiliary's department address and telephone number will be listed.
7. 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
8. 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 committeemen
 - f) Unit presidents
 - g) The American Legion Department Headquarters (two copies)
 9. Additional copies will be sold at a nominal fee to cover the cost of printing.

DEPARTMENT PARLIAMENTARIAN (DP)

1. The DP 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 DP also has a current copy of ***Robert's Rules of Order, Newly Revised*** and consults this book on a regular basis.
3. The DP is expected to advise the president, executive board and executive committee, committees, and members on matters of parliamentary procedure. The DP's first duty is to the president.
4. The DP must be impartial in giving opinions on points of parliamentary procedure.
5. The DP must be prepared to cite references to support the opinion.
6. The DP should be alert regarding debate on subjects, on which the DP may be asked to give a parliamentary opinion.
7. The DP will refrain from voting except by ballot.
8. The DP will assist in preparing the agenda when requested by the President or Secretary. The DP will also assist in writing a scripted agenda when requested by the President or Secretary.
9. The DP will advise the president or presiding officer on presiding procedures.
10. The DP will prepare basic information for distribution to any members not comfortable with phrasing and voting procedures.
11. The DP will arrive early to the meetings to provide counseling to officers and members if needed.
12. The DP should be seated in close proximity to the presiding officer, usually to presiding officer's immediate right.
13. Together the DP and the president will decide on a method of communicating during the meetings, such as written notes or preprinted cards.
14. The DP 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 the candidate's 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 committeemen 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 a 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, natural disasters, major illnesses, or major accidents.
2. Application forms and eligibility requirements may be obtained on line at the national website, www.alaforveterans.org or from the 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 the application is forwarded to national headquarters for their review and judging by the national AEF committee.
5. National headquarters notifies the member if the request for a monetary award is allowed 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.

ALA Colorado Girls State (CGS)

1. There shall be an ALA Colorado Girls State Steering Committee (CGSSC), consisting of four members who serve four-year terms.
2. There shall be at least one Past Department President (PDP) on the committee if at all possible.
3. Beginning in 2019, and every year thereafter, the most senior Steering Committee member shall vacate the seat. Any Department of Colorado ALA member in good standing will be encouraged to apply to fill the vacancy. The Steering Committee shall evaluate and then recommend to the incoming Department President names of potential replacements for the retiring member. The Department President shall name a choice, subject to ratification by the Department Executive Board (DEB).
 - a. All appointees shall have knowledge of ALA Colorado Girls State (CGS), as well as experience serving at the CGS program.
 - b. All committee members are expected to be familiar with and adhere to the current National and Department Constitution and Bylaws, Standing Rules, Procedure Manual, and the ALA Colorado Girls State Program and Operations Guide.
4. After the addition of a new member, the committee will select its own chairman.
5. CGSSC Chairman Duties:
 - a. With the committee, verify that the CGS program remains in compliance with the National Girls State guidelines set forth in the Girls State Program and Operations Guide.
 - b. Call meetings of the CGSSC when needed.
 - c. Notify in writing all staff members including Junior Counselors (JCs) whether or not they were selected for the program by mid-February.
 - d. Writes the Mid-Year and Year-End reports for Department and National with input from the Director.
6. CGSSC Committee Member Duties:
 - a. Provide guidance and structure for the CGS program. Accept duties wherever needed

- to insure the smooth operation of the CGS program.
 - b. Evaluate the applications for members who desire to serve on the Steering Committee and provide recommendations to the incoming President.
 - c. Oversee and help make decisions along with the CGS Director and Assistant about every aspect of the program, including finance, speakers, themes, CGS staff, and venue.
 - d. Confirm that all funds go through the Department Secretary/Treasurer and all contracts are signed by the Department Secretary/Treasurer.
 - e. Participate in the program if at all possible.
 - f. Following the conclusion of the CGS program in June and no later than the call to order of Department convention, the CGSSC shall provide to the incoming Department President a recommendation for the CGS Director for the following year subject to the ratification of the DEB.
 - g. Contribute to the de-briefing and planning for next year's program.
7. There shall be an ALA Colorado Girls State Operations Committee which consists of the four-member Steering Committee (four-year terms), the current CGS Director, the CGS Assistant Director, the Department Secretary/Treasurer, and one at-large member, (one-year terms).
- a. All committee members are expected to be familiar with and uphold the current National and Department Constitution and Bylaws, Standing Rules and Procedures Manual, the Girls State Program and Operations Guide, and consult these documents on a regular basis.
 - b. The CGS Director will serve as Chairman of the Operations Committee.
8. Duties of the CGSOC Chairman: (CGS Director)
- a. Selects session theme, song, and city theme, for approval of committee.
 - b. Schedule, plan, and run the training for CGS Staff (which includes JCs).
 - c. Organize speakers and presenters.
 - d. Reviews all written materials, gains committee approval and submits them for printing by May 1st.
 - e. Provides an evaluation of program for delegates to submit and collates the responses to share with the CGSOC committee.
 - f. Gives a report at Mid-Year Conference and Department Convention and also entertains questions from members.
 - g. Schedules a de-briefing of all CGS staff before July 30.
 - h. Schedules a planning meeting with all staff who can attend. This may be in conjunction with the debrief meeting.
9. Duties of CGS Operations Committee:
- a. Make decisions about every aspect of the program, including finances, speakers, themes, CGS staff, and venue.
 - b. Work with Department Finance committee chairman to develop a budget for the CGS program for approval from the Department Executive Board.
 - c. Selects staff and Junior Counselors (JCs) at the Mid-Year Conference from applications received.
10. Duties of Department Secretary Treasurer:
- a. Together with the committee develops a proposed CGS budget to present to Finance committee for inclusion in Department budget.
 - b. Receives all CGS delegate applications at Department Headquarters then forwards to the Operations Committee.
 - c. Signs all contracts for CGS.
 - d. Checks on and confirms insurance for the CGS program by May.
 - e. Fields any inquiries regarding CGS and sends to appropriate person for answer.
 - f. Monitors printing of all CGS materials.
 - g. Collects all monies and writes all checks for the CGS program.
 - h. Monitors that all background checks of CGS staff are received and directs any

concerns to the CGSSC.

JUNIOR AUXILIARY

1. The department junior committee chairman is responsible to contact units and districts to encourage them to develop and maintain an active junior auxiliary.
2. The department junior committee chairman's duty is to guide and direct the junior members. The chairman assists the junior members to 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. All offices are "honorary" and will be treated as such. Therefore, each junior officer shall be listed as "Honorary Junior (name of officer)."
6. Elections will be held during the department convention for the following honorary offices: president, vice president, chaplain, secretary, treasurer and historian.
7. The installation of the newly elected officers will occur at the convention.
8. 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.
9. 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.
10. 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.
11. One junior member can be elected to go to the regional 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.
12. Other junior members attending the regional junior meeting will serve as alternates.
13. The junior members attending the regional 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 the second year out of office, the department president serves as PPP chairman.
 8. During the 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.

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

VETERANS ADMINISTRATION (VA) MEDICAL CENTERS & Community Living Centers (CLC)

1. General donations given and not designated for specific projects to VA Medical Centers or Community Living Centers should be used for the veterans' personal needs, such as canteen books at the VA Hospital and comfort items at the community living centers.
2. Veterans Administration Volunteer Services (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. These requests may not exceed the amount of money in the facility account. Receipts for moneys spent must be sent to the department on July 15th, October 15th, January 15th, and April 15th^a. and filed. Special circumstances should be presented to the VA & R chairman for consideration with funding approval of the finance

committee.

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 the volunteer's 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 COMMITTEEMAN (DEC)

1. The DEC 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 DEC should also be familiar with the district constitution & bylaws, and standing rules and consults these documents regularly.
3. The DEC is the liaison between department and district.
4. The DEC may be installed at either the district convention or at the department convention.
5. 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 (DP)

1. The DP 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. The DP should also be familiar with the district constitution & bylaws, and standing rules and consults these documents regularly.
2. The DP the liaison between district and the units.
3. When the DP is visiting the units, the DP is there to observe. The DP may bring additional information or answer any questions the unit members may have.
4. The DP 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. The DP has a responsibility to share information from department and to promote communication within the district.
6. The DP 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. The DP shall also ensure that each unit in the district submits a new officers list to department each year.
7. The DP should work to keep all of the units in the district active. The DP should share information about the auxiliary programs and encourage active participation in these

- programs.
8. The DP works with the district commander to plan and organize the fall district conference and the district convention.
 9. The DP is expected to attend all department sponsored events, leadership training, midyear conference, and department convention.
 10. The DP 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, the DP introduces the department president. The department president introduces the department officers and past department presidents in attendance and delivers 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 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 district 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 for the national president's 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 to 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 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 the visits and mails the gifts to the national president's home. Copies of this list are provided to national president and 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 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 the name and contact information of the person meeting 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 committeeman (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 the 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 the 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 president
 - b) Secretary treasurer
 - c) Incoming president
 - d) National appointees
13. The secretary treasurer may purchase two corsages, one for the outgoing president and one for the NEC with department funds and will consult with the recipients as to the colors, types and desired times and days for the corsages or if they desire the flowers.
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.

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 the page's 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. 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, the secretary 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.

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 and Auxiliary Awareness Assembly, 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 consults 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 committee 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, the member 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 and restricted 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 committee 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 and 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. No checks are to be made out to "cash."
20. If possible, when a committee member is the payee, that member should refrain from signing the check.
21. A minimum of two signatures is required to open and close any account and only after executive committee approval.
22. All new account documentation or changes made to any existing account will be filed in the department office within three business days.
23. 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.
24. The committee shall ensure that reconciliation of all accounts is being done and is properly documented and filed.
25. 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.

26. The committee shall develop and follow an investment policy and plan and follow the plan. The investment plan will be reviewed annually.
27. All bills will be paid on time.
28. Deposits will be processed as soon as possible.
29. Purchases of \$15.00 or more and all bills will be paid by check or credit card.
30. 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 "e postcard." Although a post office box address is suggested, it is not mandatory.
4. A copy of correspondence from the IRS should be send to the department to be filed in the unit or district file.