

**AMERICAN LEGION AUXILIARY**

**Department of Ohio, Inc.**

**2009-2010 POLICY RECOMMENDATIONS**

Donna Ray, Chairman

Carol T. Robinson, 2<sup>nd</sup> Member

Cyndi Underwood, 3<sup>rd</sup> Member

Policy Recommendations shall be read at the second meeting of the Department Executive Committee of each administration and the following meeting if any changes or additions are needed.

Policy Recommendations will be enforced by the Department Executive Committee.

**1. GENERAL RECOMMENDATIONS**

- a. The American Legion Auxiliary shall operate as a separate organization cooperating, but not affiliated, with any other organization.
- b. The American Legion Auxiliary, Department of Ohio was incorporated on August 24, 1964. The current Agent is the Department Secretary/Treasurer and the three (3) Trustees are Shirley Skerness, Pamela Bates, and Rene' Reese.
- c. Buckeye Girls State was incorporated on September 9, 1946. The current Agent is the Department Secretary/Treasurer and the three (3) Trustees are Gloria Verbeke, Desiree Stoy, and Marilyn Warner.
- d. The Past Presidents Parley Chairman shall be the immediate Past National Executive Committeewoman.
- e. The Policy Committee Chairman shall be the immediate past Past Presidents Parley Chairman. The Department Past Presidents Parley Chairman and the National Executive Committeewoman are members of this committee.
- f. No member shall conduct a fundraiser or solicit funds for her own personal benefit during an American Legion Auxiliary Department or District function.

**2. DUTIES AND PRIVILEGES OF THE DEPARTMENT PRESIDENT**

- a. The Department President shall consider the officers and standing committee members from each District when making her appointments and distribute her appointments in an equitable manner.
- b. The Department President, accompanied by the Department Hospital Director and Department Veterans Affair and Rehabilitation Chairman, shall tour the VA facilities once per year.
- c. The Department President may hold a Department Chairman's Planning Meeting, a District Chairman's Planning meeting, a Hospital Representatives and Deputies Meeting, and a Policy Meeting at her discretion.

- d. The Department President may select a project of her choosing, funding to be based on Unit donations.
- e. The Department President shall designate another Department officer or a Past Department President as a Department representative in the event she is unable to attend a speaking engagement. **The Department President will reimburse those attending in her place out of her monthly allowance.**

### **3. DUTIES AND PRIVILEGES OF THE FIRST VICE PRESIDENT**

- a. The Department First Vice President shall go on the Americanism and Government Trip to Washington, D.C. as the Auxiliary's representative. This trip is sponsored jointly with the American Legion each spring.
  - 1) **The Department First Vice President is responsible for providing a memento to each A&G trip recipient. Funds will be provided by the Department for this purpose. The amount to be determined by the Department Executive Committee.**
  - 2) **The Department First Vice President is responsible for taking the First-Aid Kit, replenishing the kit and returning it to Department Headquarters after returning from the A&G trip.**
- b. The First Vice President is responsible for collecting funds for the Department President's gifts.
  - 1) A letter requesting donations for the Department President's Homecoming gift is to be sent to the Department Chairmen, Past Department Presidents, Executive Committee, Finance Committee, and Hospital Representatives.
  - 2) A letter for the Department President's gift to be presented at the end of the year dinner shall be sent to the Department Executive Committee and Finance Committee.

### **4. DUTIES AND PRIVILEGES FOR DISTRICT PRESIDENTS**

- a. Each District President must publish at least six newsletters per year to be sent to each Unit in her District, the Department President, and the Department 2<sup>nd</sup> Vice President.
- b. Each District President shall attend the annual Poppy Shop Open House.
- c. The District President may visit a Unit experiencing difficulty. She does not need an invitation to visit this Unit, however, as a courtesy; the District President should contact the Unit President prior to attending a meeting. The only exception being in cases where the American Legion Post is involved. In such cases, the Department President shall be consulted first.
- d. The collection of funds used for District Hospital Parties and "Friendship Gift" shall be the responsibility of the District President. All other contributions shall go through Department Headquarters unless otherwise specified. A "Friendship Gift" shall be presented to the Department President at the Mid-Winter Conference as a gift from the Units.

- e. District Fall Conference shall include a School of Instructions under the guidance of the District President and the District Chairmen. The price of the luncheon should be as reasonable as possible and NOT be considered a “Ways and Means” project. A Department representative may be available at the discretion of the Department President.
- f. District Summer Conventions are for the purpose of year-end reports, presentation of awards, and elections. A Department representative may be available at the discretion of the Department President.
- g. **District Presidents are to announce all “Announced Candidates” for Department Office at District Summer Convention.**
- h. **\*\*\*Department dates should supersede when planning District activities. Any dates set for District activities are not to be in conflict with The American Legion or American Legion Auxiliary Department dates**
- i. The list of Unit Officer’s information shall not be used for external purposes unless approved by the Department Executive Committee.
- j. District Presidents may solicit donations from Units and have fundraisers within the District to defray the cost of VA parties and the newsletter/bulletin sent to Units in her District.
- k. A complete record of District Funds shall be kept and reported at the District Summer Convention. A copy of this report **MUST** be given to her successor **IMMEDIATELY** along with the balance of the funds. A copy must be sent to Department Headquarters to be placed on file.
- l. The District Presidents shall hold their Fall Conferences after the Department School of Instructions and by the end of October.

## 5. DUTIES AND PRIVILEGES OF DEPARTMENT CHAIRMEN

- a. Department Chairmen shall be instructed and directed by the Department President. They will follow the bulletins and assignments from the Department Secretary/Treasurer and National Chairmen.
- b. Department Chairmen, under the guidance of the Department President and Department Secretary/Treasurer, must ensure that the Department Plan of **Action** is consistent with the National Plan of **Action**.
- c. The Department Chairmen shall receive reports from the District Chairmen and from Units as directed. They will prepare such reports and articles as deemed necessary by the Department Secretary/Treasurer and National Chairmen.
- d. When accepting a **committee appointment**, the individual shall move to each level of that **committee**. If she does not wish to move to the next level, then she must resign.
- e. Department Chairmen must send a copy of any recommendation changes to Department Headquarters by May 1.

- f. All Department Chairmen **MUST** write an article for the Buckeye Messenger, at least one (1) time during the fiscal year and any other time as instructed by the Editor.
- g. **All Department Chairmen are responsible to include National and Central Division mailings and information in the Department bulk mailing.**
- h. Department and District Chairmen shall not solicit funds from Units without the approval of the Department Finance Committee and Executive Committee.
- i. All matters pertaining to the American Legion Auxiliary Department of Ohio shall be handled through Department Headquarters with approval of the Department Executive Committee.
- j. **Department Chairmen may set up display tables at School of Instruction and Mid-Winter Conference.** Reservations for tables must be into Department Headquarters in writing two weeks prior to the above-mentioned event.
- k. Department Chairmen wishing to hold a raffle or fundraiser must request, in writing, permission from the Department President. Requests to conduct a raffle or fundraiser at School of Instruction or Mid-Winter Conference must be submitted in writing at least two weeks prior to event.

## 6. **BUCKEYE GIRLS STATE ENDOWMENT FUND**

- a. The Buckeye Girls State Endowment Fund shall provide financial assistance to a Buckeye Girls State Graduate who has demonstrated leadership and a true patriotic spirit and who plans to continue her education after high school.
- b. The name of the fund will be maintained as the Buckeye Girls State American Legion Auxiliary Department of Ohio Endowment Fund. As appropriate, any distributions or activity of the fund will use this name.
- c. The income from the Endowment Fund may be used to help meet the operating expenses of Buckeye Girls State.
- d. The current three (3) Trustees of Buckeye Girls State shall be the committee to select the recipient(s) of the Buckeye Girls State Endowment Fund Scholarship(s). If a Trustee is unable to attend Buckeye Girls State, the Department President shall appoint a replacement for this specific time.
- e. The annual scholarship will be \$1,000.00 until such time the interest earned from the principal amount exceeds the \$1,000.00 amount. The Buckeye Girls State Board of Directors and the three (3) Trustees will then reconsider the number of scholarships and the amount to be awarded.
- f. The names and applications of the recommended delegates will be submitted to the three (3) Trustees for evaluation. The announcement of the scholarship recipient(s) may not be made without the prior approval of the Buckeye Girls State Board of Directors. The name of the scholarship recipient(s) will be announced annually during the Buckeye Girls State Closing Ceremony.

- g. The amount of the scholarship will be paid directly to the post-secondary school or to the recipient upon proof of paid expenses associated with the post-secondary school education.
- h. In the event that a scholarship recipient does not attend a post-secondary school within eighteen months of the Buckeye Girls State Closing Ceremony, the scholarship amount will be returned to the account and no financial scholarship will be awarded for that year.

## 7. DUTIES AND PRIVILEGES OF THE DISTINGUISHED GUEST CHAIRMAN

- a. The responsibility of the Distinguished Guest Chairman is to treat the guest as though he or she were visiting your home.
- b. She is to learn of any special needs of the proposed guest and to fulfill that need when possible.
- c. She shall be familiar with the area where the guest is to appear.
- d. She shall be responsible for meeting the guest at the time of arrival in the host city.
- e. She shall be responsible to introduce the guest to the National and Department representatives present at the function.
- f. If the visit is to be overnight, check room for suitability, flowers, etc. Allow time for unpacking and preparation for the appearance.

## 8. DEPARTMENT CAR

- a. **An American made car will be provided for the Department President to use during her term of office. Replacement to be considered after 4 years or 100,000 miles.**
- b. **Maintenance of the Department car shall come from the Department President's allowance; i.e., gas, oil changes, etc. The Department shall cover any major repairs such as tires and batteries, as well as insurance and license plate expense, and detailed maintenance once each year.**
- c. **The Department car shall not be used for personal business. The keys shall be presented to the newly elected Department President at the conclusion of the Annual Department Convention.**
- d. A Committee comprised of the, Department President, the Department Secretary/Treasurer, and the Chairman of the Finance Committee shall purchase a new American made car when time or mileage dictates, using the present Department car for trade-in.
- e. The Department President shall keep the Registration to the Department car and the Department Secretary/Treasurer shall retain the Title at Department Headquarters.
- f. **Proper care shall be taken to ensure the extended value of the Department car. Smoking and/or pets are not permitted in the Department car.**

## **9. DUTIES AND PRIVILEGES FOR HEADQUARTERS AND DEPARTMENT SECRETARY/TREASURER**

- a. In the best interest of the Department of Ohio, continuity should be maintained from year to year in the appointment of the Department Secretary/Treasurer. **In cases of resignation the Executive Committee shall be notified in writing immediately (within three days).**
  - 1) The Department President, **Department First Vice**, Chairman of the Finance Committee, and three (4) Auxiliary members, appointed by the Department President, shall be the **Search** Committee to select a replacement for the Department Secretary/Treasurer when necessary. The resigning Department Secretary/Treasurer shall be on this committee with voice and no vote.
  - 2) **Responsibilities of the Search Committee include:**
    - a. **Notification of position availability, duty description and job requirements to all membership thru Department mailing**
    - b. **Advertise position in local and state newspapers, online job search sites, and the Department website.**
    - c. **Collect, review and select applicants for interview process.**
    - d. **Conduct interview, make applicant selection and provide written offer letter to best qualified applicant.**
  - 3) **Interviews shall be conducted by the Search Committee and must have a quorum of 5 or more members of the committee present during the interview process.**
  - 4) **A second interview maybe necessary and will be at the recommendation of the Search Committee and the decision of the Department President.**
  - 5) **The Department Parliamentarian is available to advise the committee in cases where policy or procedures are in question.**
- b. The Department Secretary/Treasurer is required to notify the Department Committees of any recommendations of the Finance Committee or Executive Committee pertaining to the Committee.
- c. The administration of Department Headquarters shall be executed by the Department Secretary/Treasurer.
  - 1) Current Job Descriptions for each employee shall be on file in Department Headquarters.
  - 2) Employees shall follow the Employee Policy regarding Health Benefits, Vacations, Sick Leave, Holidays, etc. The Employee Policy may be revised at any time at the discretion of the Department President and the Department Secretary/Treasurer with approval from the Department Executive Committee.
- d. All questions regarding Department Policy, Standing Rules, National mandates or their interpretation, shall be made to Department Headquarters.
- e. Annual Finance Recommendations and the Budget, in part, shall be sent to all Department representatives involved, covering their specific programs.
- f. All report forms shall be mailed to all Units on or before February 1 of each year.

- g. All bulletins, Conference and Convention Calls, Membership Reports, etc. shall be sent from Headquarters by the Department Secretary/Treasurer and the Headquarters Staff. The only exception will be the District President's Newsletters.
- h. The Buckeye Messenger shall be mailed from the Post Office in the city where the printer is located.
- i. Department Headquarters Office will be open five (5) days a week from 7:30 AM to 3:30 PM. Holidays will be those dates observed by the National Headquarters office.
- j. The Department Headquarters staff may be asked to work at School of Instruction, Mid-Winter Conference and Department Convention.
- k. The Department Secretary/Treasurer will notify, immediately, the entire Executive Committee, in the case of the death of a member of the Executive Committee.

**10. DUTIES AND PRIVILEGES FOR THE EXECUTIVE COMMITTEE/FINANCE COMMITTEE**

- a. The Executive Committee and Finance Committee may be the guest of the Department four times a year with previous approval of the Finance Committee. These may be breakfasts, luncheons, or dinners.
- b. The DEC and Department Finance Committee will meet at a time to be determined following the Fall Finance Committee Meeting for the purpose of reviewing and approving the Annual Finance Recommendations, Annual Budget, Standing Rules and Policy.
- c. The Department President and Department Secretary/Treasurer will give a District President Orientation prior to Department School of Instruction.
- d. Business pertaining to expenditures of funds must come to the attention of the Department Finance Committee before it is presented to the Department Executive Committee. Any recommendations involving finance shall be submitted at least fifteen (15) days prior to Department Convention.
- e. Funds raised by the National Candidates Committee shall be deposited and disbursed through Department Headquarters and placed on file for the annual audit.
- f. Department checks must be cashed within sixty days or the check shall NOT be honored.
- g. The Department Finance Committee shall meet prior to each Executive Committee meeting and at any time deemed necessary by the Department President.
- h. The Department President, First Vice President, Second Vice President, Secretary/Treasurer and Finance Committee shall meet at the earliest possible date following the close of books to prepare the budget for the upcoming year.

## 11. FINANCE COMMITTEE

- a. **The Finance Committee shall consist of three (3) members from three (3) different Districts.**
- b. The Department 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary/Treasurer, Finance Committee and prospective 3<sup>rd</sup> member of Finance will meet prior to Department Convention to consider the Annual Recommendations and Budget for the ensuing year.
- c. The Annual Finance Recommendations and proposed Budget shall be presented to the Department Executive Committee for approval at the earliest possible date.

## 12. DEPARTMENT CONVENTION

- a. There shall be no public presentations of gifts at the Department Convention without prior consent of the Department President.
- b. Department Plaque Awards will be the ONLY awards presented during the Department Convention by the Department Chairmen with the exception of those requested by the Department President. All other awards, **including certificates**, will be presented at the Pre-Convention Committee meetings with the distribution at the District Caucuses.

## 13. CANDIDATES FOR DEPARTMENT OFFICE

- a. **Any Unit member in good standing is eligible to hold a Department Office.**
- b. **All candidates seeking a Department Office must submit a Letter of Intent to Department Headquarters by April 1 of the year of elections.**
- c. **Each District may endorse no more than one candidate for a Department Office. A letter of endorsement may be submitted to the Department Headquarters by April 1 of the year of elections to be published in the May, June, July issue of the Buckeye Messenger.**
- d. **A candidate seeking a District's endorsement for a Department Office may only be endorsed by a majority vote of delegates attending a District Summer Convention.**
- e. **A Candidate may use either a letter or flyer (not both) to announce her candidacy to the Units. The reproduction of this announcement shall be at the candidate's expense. The candidate shall send her announcement to Department Headquarters no later than April 30<sup>th</sup> for inclusion in the May Bulk Mailing to Unit Presidents.**
- f. **The candidate may have one poster, not to exceed 22" x 28", announcing her candidacy. This poster may have a picture of any size and may be placed at the entrance of the Convention Hall. Requests and payment for display easels must be into Department Headquarters at least two (2) weeks prior to Department Convention.**
- g. **All Department Officer candidates may visit each District caucus as a group.**
- h. **There will be no campaign material or campaigning allowed in the convention center or hall. Pages will be instructed to ask individuals to remove the material as they enter or will be asked to leave the Convention Hall.**

- i. All Department Officer candidates may have a Joint Reception to be coordinated by Department Headquarters held at a time that does not conflict with any Auxiliary convention activities including the Joint Session. Light refreshments are to be provided by the candidates. Campaign materials are permissible ONLY during this time.**
- j. Candidates for any office shall be nominated by a Delegate of their choosing other than the Department President, Department First Vice President, Department Second Vice President, Department Secretary/Treasurer, or the National Executive Committeewoman.**
- k. The Presiding Officer will ask for further nominations prior to presenting all candidates to the delegation before the election.**
- l. Each candidate may address the Department Convention for two (2) minutes when introduced.**

#### **14. NATIONAL CONVENTION**

- a. Since it is mandatory for the National Convention Delegates to attend Pre-Convention meetings whenever scheduled and it is necessary to arrive the day prior to those scheduled meetings, it is recommended the packets containing the Book of Reports and other materials be available the day prior to the Pre-Convention meetings.
- b. Assignments to the Pre-Convention meetings shall be under the jurisdiction of the Delegation Chairman to the National Convention with these suggested guidelines:
  - 1) Delegation Chairman—Finance
  - 2) Department Secretary/Treasurer—Credentials/Resolutions
  - 3) Department Chairmen—Their respective programs
  - 4) Flag & Banner Bearers—May not be assigned if flags are used.
- c. The order of the Flag processional and parade at National Convention shall be determined by the membership standing as of the last Friday in May:
  - 1) First Place District carries the US Flag.
  - 2) Second Place District carries the Ohio Banner.
  - 3) Third Place District carries the Auxiliary Banner.
  - 4) The fourth and fifth place Districts will serve as guards.
  - 5) In the event a District President is unable to carry the Flag, Banner or be a guard, the Delegation Chairman shall appoint a member from the same District, if possible.
- d. No vehicles will be permitted within the Ohio Delegation in the National Parade.

- e. Any Paid National Convention Delegate who is ABSENT from an assigned Pre-Convention Meeting, the Central Division Caucus, the Ohio Caucus, any National Convention session, or Installation, without the consent of the Delegation Chairman, shall FORFEIT \$50.00 per each meeting missed. To be excused from the Delegation during a National Convention session, permission must first be granted by the Delegation Chairman before approaching a page (i.e. personal privilege). THIS PARAGRAPH IS TO BE ATTACHED TO EACH DELEGATE'S CHECK!
- f. Any National Award received shall be returned to Department Headquarters and presented to the recipient at the next Department Function.
- g. The District Presidents of the first two Districts in membership shall be the delegation pages. They shall attend the page rehearsal and page picture session. These are the names that will be submitted by the Department Secretary/Treasurer as the Department of Ohio pages.
- h. The Delegation Chairman, if she so desires, may select additional pages to serve on days other than the opening and closing. These pages should be selected as to their membership ranking.
- i. The Delegation Chairman shall replace an absent District President previously named as Delegation Page with an available District President based on membership ranking as of May 31.

## 15. CANDIDATE ENDORSEMENTS FOR NATIONAL OFFICE

- a. It shall be understood that it is not necessary to have endorsements for National Officers continually on Department records.
- b. It shall be understood that any endorsements on the records for a National Office may be challenged at the Department Convention.
- c. It shall be understood that NO campaigning is allowed for these positions.
- d. Any Ohio Past Department President who retains her membership in the Department, or the Department President, wishing to be endorsed for the office Central Division National Vice President may have her name and the year presented to the Department Convention. The candidate shall not be endorsed for more than three (3) years before she wishes to run for office. The endorsee's year as a definite candidate should cover the next two (2) National Conventions which will make her campaign plans possible in the early summer for the third year preceding the Department Convention. At this third Convention, a vote on her endorsement shall not be taken.
- e. **Candidates for National Chaplain or National Historian are to be endorsed for their respective offices at each Department Convention. Candidates may seek endorsement as deemed necessary each year. The National Chaplain, National Historian candidates have a minimum of two years to be endorsed for their respective offices.**

- f. Any Ohio Past Department President who retains her membership in the Department and who continually serves as a National Chairman may be presented at Department Convention for endorsement for consideration as a Candidate for the office of National President and National Vice President.
- g. All candidates wishing endorsement shall submit a Letter of Intent each year, requesting endorsement for said National Office. This letter must be received in Department Headquarters thirty (30) days prior to Department Convention.
- h. If more than one candidate seeks endorsement, a secret ballot shall be taken to determine the will of the Department. A plurality affirmative vote must be received for this endorsement.
- i. If only one (1) name is presented, a viva voce (by voice) vote shall be used. A plurality affirmative vote must be received for the endorsement.
- j. Once a candidate has been endorsed by the Department, a viva voce (by voice) vote shall be used. A plurality affirmative vote must be received for continued endorsement. A secret ballot will no longer be necessary until such time that the will of the Department Convention delegates calls for a secret ballot or another candidate wishes to challenge the endorsed candidate.

## 16. NATIONAL CANDIDATES FUND

- a. The National Candidates Fund expenditures of the Department are to be used for the promotional campaigns of Ohio's endorsed National Candidates.
- b. A continuous effort shall be made to raise funds. The National Candidates Fund Committee shall spearhead these efforts.
- c. The National Candidates Fund Committee shall be a five-member, revolving committee. No member shall be on the committee more than five years.
- d. The Department President shall fill all vacancies and appoint a new member to the National Candidates Fund Committee each year.
- e. **The Department President shall appoint one of the five members of the National Candidates Fund Committee as Chairman with the approval of the Department Executive Committee.**
- f. Expenses not covered by the National organization during a National Officer's term may be reimbursed from the National Candidate Fund. **An expense report with explanation shall be submitted to the Finance Committee for consideration within 60 days after stepping out of office.**

## 17. GUIDELINES FOR POPPIES AND POPPY SHOP

- a. The Poppy Shop Director shall submit a monthly status report, expense statement and physical inventory to the Department Finance Chairman and a copy to Department Headquarters. This report shall include:
  - 1) Total hours per week the Director and Assistant spent at Poppy Shop.
  - 2) A list of veterans working on poppies, the hours worked, and the number of kits used.

- 3) A physical inventory of all supplies (i.e.: boxes, labels, rubber bands, etc.), number of kits (small and large), and number of completed poppies.
  - 4) The first report shall be due October 31 of each year.
- b. A veteran worker shall not be put in a position where he/she is delegating the workload, accounting for hours or supervising the workers. This is the duty of the Poppy Shop Director and her assistant.
  - c. The Director shall be responsible for taking an end of year physical inventory by July 31. Two copies of the physical inventory shall be made. One is to be kept in the Poppy Shop and the second copy is to be filed in Department Headquarters.