

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**



GOVERNING DOCUMENTS

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**



CONSTITUTION

**CONSTITUTION OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:
To uphold and defend the Constitution of the United States of America;
To maintain law and order;
To foster and perpetuate a one hundred percent Americanism;
To preserve the memories and incidents of our associations in all wars;
To inculcate a sense of individual obligation to the community, State and Nation;
To combat the autocracy of both the classes and the masses;
To make right the Master of Might;
To promote peace and good will on earth;
To safeguard and transmit to posterity the principles of justice, freedom and democracy;
To participate in and contribute to the accomplishments of the aims and purposes of The American Legion.
To consecrate and sanctify our association by our devotion to mutual helpfulness.

ARTICLE I

Section 1. The name of the organization shall be American Legion Auxiliary, Department of New Jersey.

ARTICLE II
Nature

Section 1. The American Legion Auxiliary is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III
Eligibility

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate ¹

Section 2. There shall be two (2) classes of membership, Senior and Junior.

- A. Senior membership shall be composed of members over the age of eighteen (18) years, provided *however*, that a wife under the age of eighteen (18) years who is eligible under Section 1 of this article shall be classed as a Senior member.
- B. Junior membership shall consist of that group, under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18) years, Junior members shall automatically be admitted into Senior membership with full privileges.
- C. Dues of both classes shall be paid annually or for life.
- D. The per capita tax shall apply to all members. There shall be no exceptions from the per capita tax. The responsibility of paying the per capita tax of a "life member" rests with the Unit.

¹ Membership in the American Legion Auxiliary shall be limited to the:

- 1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- 2) Grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918 and any times after December 7, 1941 who, being a citizen of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- 3) Grandmothers, mothers, sisters spouses and direct and adopted female descendants of all men and women who were in the Armed Force of the United States during either of the following period: April 6, 1917- November 11, 1918 and any times after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and
- 4) To those women who, of their own right, are eligible for membership in The American Legion
- 5) A Woman who is eligible for American Legion membership is eligible to join the American Legion Auxiliary regardless of whether or not she is a member of The American Legion. However, eligibility of their female relatives (sister, mother direct descendants) and/or spouse depends upon her membership in The American Legion.

ARTICLE IV
Department Officers

Section 1. The Department Convention shall elect annually a President, First Vice President, Second Vice President, Historian and Chaplain.

Section 2. The Department Secretary shall be appointed by the President at the first (1st) Executive Committee Meeting following the close of the Department Convention and ratified by the same body. The Department Secretary shall be **without** vote.

Section 3. The Department Treasurer shall be appointed by the Department President at the first (1st) Executive Committee Meeting following the close of the Department Convention and ratified by the same body. The Department Treasurer shall be **without** vote.

Section 4. The Department Sergeant at Arms shall be appointed by the President immediately following elections and ratified by the Convention Delegates. The Department Sergeant at Arms shall be **without** vote.

ARTICLE V
The Executive Committee

Section 1. Between Department Conventions the administrative power shall be vested in the Department Executive Committee, which shall be composed of the Department Officers and County Presidents.

Section 2. Past Department Presidents in good standing shall be members for life **without** vote.

Section 3. The Executive Committee shall meet at least four (4) times during the year. Special meetings may be called by the President or upon written request of five (5) members of the Executive Committee. Special Meetings may be in person or via conference call.

Section 4. A quorum shall consist of fifteen (15) voting members of the Executive Committee.

ARTICLE VI
Department Convention

Section 1. The Legislative Body of the American Legion Auxiliary shall be the Department Convention held annually at the same time and place as the Department Convention of The American Legion.

- A) Should the American Legion, Department of New Jersey, conduct a virtual or electronic convention, the American Legion Auxiliary, Department of New Jersey, shall also be authorized to conduct its convention via electronic means, at a time and

date as agreed upon by members of the Department Executive Committee, provided a minimum of ten days (10) notice shall be given to delegates.

- B) A committee shall be formed to consist of the Department Convention Committee, Governing Documents Committee, Current Department President and Candidate for Department President who shall be tasked with setting up guidelines for participation in the electronic format covering all convention business.

Section 2. Representation at the Department Convention shall be by Units. Each Unit shall be entitled to three (3) delegates and alternates for the first ten (10) paid up members and one (1) delegate and alternate for each additional twenty-five (25) paid up members or major fraction thereof.

Section 3. Members of the Department Executive Committee shall be Delegates at Large to the Department Convention.

Section 4. All Past Department Presidents in good standing in their Units shall be Delegates at Large to the Department Convention and, if present, shall exercise their vote with their Unit.

Section 5. The Department membership books shall be closed thirty (30) days prior to the Annual Department Convention to determine the number of elected delegates and alternates to the annual Department Convention which shall be based on the membership recorded in the Department books as of thirty (30) days prior to the annual Department Convention.

ARTICLE VII ***Amendments***

Section 1. This Constitution may be amended by two-thirds (2/3) vote at any Annual Department Convention provided notice of proposed amendments have been sent out thirty (30) days prior to the Department Convention.

Section 2. Necessary amendments proposed after distribution or revisions as shown in Section 1, may be adopted by two-thirds (2/3) vote of the delegation, provided they have been read at one (1) meeting of the session prior to taking a vote.

Section 3. An amendment not having been previously read or distributed as required in Section 1 may be adopted by the unanimous vote of the convention body.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**



BYLAWS

BYLAWS

ARTICLE I ***Organization***

Section 1. The American Legion Auxiliary, Department of New Jersey shall be organized into counties and these into duly chartered Units.

ARTICLE II **Department Elections**

Section 1. Election of the following officers, Department President, Department First Vice President, Department Second Vice President, Department Historian and Department Chaplain shall be by ballot. Where there is only one (1) nominee for an office, the nominee may be elected by voice vote. The Department Sergeant at Arms shall be appointed.

Section 2. Nominations for all offices shall be made from the floor on the first (1st) day of convention. The President shall direct the Secretary to poll the counties in alphabetical order.

Section 3. No member shall be eligible for re-election to the office of Department President, Department First Vice President, Department Second Vice President, Department Historian and Department Chaplain.

Section 4 a. Counties shall caucus and determine the vote to be cast by the Delegation Chairman.

b. On the roll call of Counties, the Chairman of each delegation shall deliver to the Chairman of Elections a written record of the vote of the Units within their county.

c. The candidate for each office receiving the greatest number of votes shall be declared elected by the Department President. In case of a tie, voting shall continue until a candidate is elected.

d. All delegates and/or alternates to the Department Convention, in order to cast a vote and the vote be counted, must be registered and their delegation fees paid.

Section 5 a. All officers shall take office following the close of the Department Convention and shall serve until the adjournment of the succeeding Department Convention or until their successors are chosen.

b. The retiring Department President shall be the Chairman of the National Convention Delegation.

Section 6 a. In the event of death, resignation or incapacitation of any officer, the vacancy shall be filled by the next ranking officer.

b. In the event of a vacancy in the office of Chaplain, a special election shall be held within forty-five (45) days. Unit voting strength at this special meeting shall be the same manner as computed for the previous Department Convention.

c. The Executive Committee shall select a central location in which to hold the election.

Section 7. Endorsement for any candidate for National Office must come before the Department Convention Body prior to being sent to the National Organization. An endorsement cannot be given by at a Department Executive Committee meeting. The letter of endorsement shall be certified by the County Secretary and include certification that said endorsement was received from the candidate's Unit first. A National Candidate with the highest number of votes, plurality vote, shall be endorsed by the Department.

ARTICLE III

Election of National Executive Committee Person (NEC) and Alternate National Executive Committee Person (ANEC)

Section 1. Election of the NEC and ANEC shall be by ballot.

Section 2. When there is only one (1) nominee for either office, the nominee(s) may be elected by voice vote.

Section 3 a. Any candidate for the office of NEC or ANEC must have the endorsement of their unit and their county.

b. All members in good standing within their unit and county shall be eligible to run for NEC or ANEC.

c. Any member who has previously served as NEC or ANEC is eligible to once again serve in either capacity.

Section 4. Nominations for NEC or ANEC shall be made from the floor on the first (1st) day of the Department Convention. The presiding officer shall direct the Secretary to poll the counties in alphabetical order.

Section 5 a. Counties shall caucus and determine the vote to be cast by the Delegation Chairman.

b. Upon the roll call of Counties, each Delegation Chairman shall deliver to the Elections Chairman, a written record of the delegation vote.

c. The candidate receiving the greatest number of votes shall be declared elected by the Presiding Officer. In case of a tie, voting shall continue until a candidate has been elected.

d. All delegates and/or alternates to the Department Convention, in order to cast a vote and the vote be counted, must be registered and their delegation fees paid.

Section 6 a. The NEC and ANEC will serve a two (2) year term.

b. Neither the NEC nor the ANEC is eligible to serve more than two (2) terms in the same position for a total of four (4) years.

Section 7 a. In the event of death, or resignation or incapacitation of either the NEC or ANEC, a special election shall be held within forty-five (45) days. Unit voting strength at this special election shall be in the same manner as computed for the previous Department Convention.

b. The term of office will be whatever the remainder of the previously elected term is.

c. The Executive Committee shall select a central location in which the election will be held.

ARTICLE IV
Duties of Officers

Section 1. Department President: It shall be the duty of the Department President to preside at all meetings of the Department Convention assembled and the Department Executive Committee, to appoint members of standing committees and create such other committees and appoint members thereon as the Department President deems advisable and to appoint all other officers not otherwise provided for, with the approval of the Department Executive Committee. The Department President shall be ex-officio member of all committees and shall perform such other duties as are usually incident of the office.

Section 2. First Vice President: Shall assume the duties of the President in the President's absence.

Section 3. Second Vice President: Shall assume the duties of the President in the absence of the President and the First Vice President.

Section 4 a. Secretary: It shall be the duty of the Department Secretary to record the proceedings of the Department Organization at Convention assembled, the Department Executive Committee meetings, and keep all records of the Department Organization. The Department Secretary shall transmit reports and bulletins of all Department Standing Committees and send out all literature and call of the meetings. In the event of death or resignation of a Department Officer, the Department Secretary shall immediately summon the Department Executive Committee for the election of a successor.

b. **Treasurer:** It shall be the duty of the Department Treasurer to be custodian of the funds of the Department Organization and shall account for the same and shall make reports upon condition of the Department Treasury when called for by the Department President and Finance Committee. The Department Treasurer shall give a full report and audited report within sixty (60) following the close of the administrative year.

c. The **Secretary and Treasurer** of the Department shall be bonded through a reputable bonding company.

Section 5. Department Historian: It shall be the duty of the Department Historian to compile the historical records of the Department Organization and to make a report to the Department Convention. The Department Historian shall be charged with the duty of requesting complete history, continually kept up to date, from each Auxiliary Unit. The Department Historian shall compile such data as may be prescribed by the Department Executive Committee.

Section 6. Department Chaplain: It shall be the duty of the Department Chaplain to offer prayer at the opening and closing of each day's business of the Department Convention and Executive Meetings. The Department Chaplain shall issue monthly suggested prayers by Units and Counties and perform such duties as the Department President may direct. The Department Chaplain shall keep an accurate record of the deaths, which may occur among the members of the American Legion Auxiliary Units, Department of New Jersey, and shall conduct a memorial service at the annual Department Convention.

Section 7. Department Sergeant at Arms: It shall be the duty of the Department Sergeant at Arms to preserve order at the meetings of the Department Executive Committee and the Department Convention. The Department Sergeant at Arms shall direct activities of the Department Color Guard and perform such other duties as may be prescribed by the Department President.

Article V
County Organization

Section 1. In any County where there are two (2) or more Units chartered, there shall be an organization known as the American Legion Auxiliary of _____ County.

Section 2. County Officers shall be President, First Vice President, Second Vice President, Secretary, Treasurer, Historian, Chaplain and Sergeant at Arms. A Third Vice President and Corresponding Secretary are optional.

Section 3. County Officers shall be elected at the annual meeting by the Units in good standing in their respective counties, at least thirty (30) days prior to the Department Convention. The Secretary of the County may either be elected or appointed.

Section 4. All officers shall take office following the close of the Department Convention or until their successors are chosen.

Section 5 a. In the event of death, resignation or incapacitation of any officer, the vacancy shall be filled by the next ranking officers as per the Department Bylaws.

b. In the event of the vacancy in the office of the Sergeant at Arms, a special election is held to fill the vacancy.

Section 6 a. All Past County Presidents in good standing in their Units shall be members for Life of the County Organization **without** vote.

b. All Past County Presidents in good standing in their Units shall be Delegates at Large **with** vote at their Annual Meeting and County Convention.

Section 7. County per capita tax shall be based upon Unit Membership.

Section 8. Voting at County Meetings shall be by County Officers and Unit Delegates. Units shall be entitled to three (3) Delegates and Alternates for the first ten (10) paid up members and one (1) Delegate and Alternate for each additional twenty-five (25) paid up members or major fraction thereof.

Section 9 a. When in attendance at County Meetings, said County shall pay the expenses to and from the meetings of any invited Chairman of a Department Standing Committee.

b. Each County shall be entitled to not more than two (2) official visits from the Department President during the year; expenses are to be taken out of the Department President's fund.

Section 10. County Organizations may prescribe their own Constitution and Bylaws, provided they do not in any way conflict with the Department and National Constitution and Bylaws.

Section 11. County books shall be closed at least two (2) weeks prior to the Annual County Meetings, and the number of elected Delegates and Alternates to the Annual Meeting shall be based on the membership at the close of the County books.

Article VI ***Unit Organization***

Section 1. Units shall be chartered by the National President and National Secretary of the American Legion Auxiliary after application for a charter; which shall be countersigned by the Department President and the Department Secretary.

Section 2. Any ten (10) or more persons eligible for Senior membership herein provided who desire to form an Auxiliary Unit may make application for a charter to the Department President.

Section 3. Before being forwarded to the Department Headquarters, the application for a charter must be duly approved in writing by duly elected officers of the Post of The American Legion to which the auxiliary is to be attached. National and Department per capita dues and charter fee must accompany the charter application, together with the individual membership applications.

Section 4. A charter, when granted shall remain in force until voluntarily surrendered by the Unit or until forfeited for cause.

Section 5. The Unit shall be given the name and number of the Post to which it is attached. There shall be one (1) Unit attached to a Post.

Section 6. Each Unit of the American Legion Auxiliary shall be the judge of its own membership, subject to the restrictions of the Constitution and Bylaws, except that no person who is a member of an organization which has for its aim the overthrow of the United States Government by force of violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 7 a. Any Unit failing to meet the obligation imposed upon it by the Constitution and Bylaws or ruling of Convention or Executive Committee ceasing to function from one (1) Department Convention to the next as an American Legion Auxiliary Unit, or refusing to pay the per capita tax and assessments due Department and National Organizations shall upon order of the Department President surrender its charter.

b. Upon failure to surrender its charter, Unit records and funds, immediate steps may be taken by the Department Executive Committee for the revocation of same.

c. When a Unit has not paid dues and assessments for one (1) full year, the Department shall have the authority to pick up said Unit's records, funds and charter for cancellation.

Section 8. No person, at any time, shall be a member of more than one (1) Unit.

Section 9. Any member in good standing in a Unit shall be entitled to transfer to another Unit.

Section 10. Any member in good standing wishing to transfer to another Unit must present to the new Unit her current membership card. Upon acceptance of the transfer application by the new Unit, the Unit Secretary will complete the Certificate of Transfer. The member shall then be entitled to active membership in said Unit. No dues shall be transferred.

Section 11. A Unit member may withdraw providing their current dues are fully paid. Upon withdrawal, however, they shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said dues are paid. In the event a member

wishes to remove their membership from one (1) Unit to another during the current year, it shall be done by transfer and not withdrawal.

Section 12. Unit officers shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Historian, Chaplain and Sergeant at Arms. Third Vice President and Corresponding Secretary are optional.

Section 13 a. Unit Officers shall be elected at the Annual Unit Meeting by the greatest number of votes of the paid-up members in attendance, at least thirty (30) days prior to the Department Convention. The Secretary may be either elected or appointed.

b. The Delegates and Alternates to the County meetings shall be elected at the Annual Unit Meeting by the greatest number of votes of the paid-up members in attendance.

c. To participate in the election of Unit officers, a member shall have paid their dues for the current fiscal year, within which the election is held, at least two (2) weeks prior to the election.

Section 14. All officers shall take office following the close of the Department Convention and shall serve until the adjournment of the succeeding Department Convention or until their successors are chosen.

Section 15 a. In the event of death, resignation or incapacitation of any officer, the vacancy shall be filled by the next ranking officer.

b. In the event in the vacancy of Sergeant at Arms, a special election will be held within forty-five (45) days.

Section 16. Each Unit may prescribe its own Constitution and Bylaws, providing they do not conflict with the Department and National Constitution and Bylaws.

Section 17. No member of the American Legion Auxiliary may exercise the privilege of voting until they have attained the age of eighteen (18) years, except for a wife under eighteen (18) of age, who is classed as a Senior Member.

Section 18. (UNIT DISCIPLINE) The Department Executive Committee, after notice and a hearing, may suspend or revoke the charter of a Unit which violates the National or Department Constitutions, or specific action of the Department Convention or Executive Committee, or which fails adequately to discipline any of its members for any such violation, or for the conduct improper and prejudicial to the welfare of the American Legion Auxiliary or The American Legion, and may provide for the government and administration of such revocation. The expense of a Unit appeal to the National Executive Committee shall be borne by the Unit.

- a) The unit shall be given notice of the proposed action by the Department Executive Committee (DEC) and shall have 30 days to file an appeal with the DEC, at which time the Department President shall convene a special meeting for the purpose of hearing the appeal.
- b) Only voting members of the DEC, the Unit officers and members and the Department Secretary (for the purpose of keeping the minutes) shall be in attendance at the special meeting.
- c) Should the DEC vote to suspend the charter, the Unit shall have the right to appeal to the National organization.
- d) The expense of a Unit appeal to the National Executive Committee shall be borne by the Unit.

Section 19 (MEMBER DISCIPLINE)

For any violation of the Unit, Department or National Constitution and Bylaws, or for conduct improper and prejudicial to the welfare of the American Legion Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds (2/3) vote at a Unit meeting duly called for that purpose; said expulsion or removal to be binding only in the event the member or officer shall have been given thirty (30) days' notice in writing by the Unit Executive Committee of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee.

- a) In the event a Unit (or County) requests Department intervention, a special committee shall be appointed by the Department President to investigate the alleged charges or complaint.
- b) The committee shall conduct a hearing and report its findings to the Department President.
- c) Should the Department President deem it necessary to bring the matter to a vote of the Department Executive Committee, the Department President shall call for a special closed meeting of the Department Executive Committee for the purpose of hearing said appeal; only voting members of the DEC, the complainant, the appellant and the Department Secretary (for the purpose of keeping the minutes) shall be in attendance at the special meeting.
- d) The Department Executive Committee shall have the power to remove any member from a committee for just cause.
- e) The committee member under consideration for removal, shall be notified of the reason for removal (via postal mail or email) and shall have the right of appeal to the Department Executive Committee; said appeal to be conducted within 30 days of notification of removal.
- f). Any individual suspended or expelled for cause can be reinstated to membership by two-thirds (2/3) vote of the Department Executive Committee.

Section 20. All questions affecting the election, eligibility and conduct of the National Executive Committeeperson and the Alternate National Executive Committeeperson from the Department or the officers of the Department or members of the Department Executive Committee shall be referred to and determined by the Department Executive Committee, which shall be the final authority.

Section 21. All requests for information from and rulings by the Counsel General must come through the Department Secretary or Department President to the National Secretary and thence referred to the Counsel General for his decision. Requests for such information and rulings shall be made out in triplicate (3) form, one (1) copy to be retained by the applicant and two (2) to be sent to the Department Secretary or Department President, who shall retain one (1) copy and forward the other to the National Secretary.

Section 22. All requests for information from rulings by the Department Parliamentary Advice Committee must come from the Unit Secretary or Unit President or County Secretary or County President to the Department President or Department Secretary, and then the Department Parliamentary Advice Committee for their decision. Requests for such information shall be made out in triplicate (3) form, one (1) copy retained by the applicant, and two (2) to be sent to the Department Secretary and the other forwarded to the Department Parliamentary Advice Committee.

Section 23. All persons handling funds of the Unit shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity/crime insurance in an adequate amount as determined by the Unit. Unit bonding is available through the National American Legion Auxiliary; premium for same is billed through the Department office.

ARTICLE VII ***Finance***

Section 1. The revenue of the American Legion Auxiliary, Department of New Jersey, shall be derived from the annual membership dues and from such other sources as may be approved by the Department Executive Committee.

Section 2. Each American Legion Auxiliary Unit shall pay per capita tax for the current year to the Department Treasurer.

Section 3. Each American Legion Auxiliary Unit shall pay to the Department such amounts as may be determined at the National and Department Convention on each individual member for a National and Department per capita, within thirty (30) days after receipt of dues from individual members.

Section 4. Units failing to pay both National and Department dues for at least ten (10) members on or before January 31st of each year, shall automatically stand suspended on January 31st but may be reinstated at any time not less than sixty (60) days before the Department Convention.

Section 5 a. A Special Allotment assessment, on each individual member shall be paid by the Unit to the Department, based on the total membership of the previous year; payable January 31st of each year, from the Unit General Funds. Individual member assessment is to be determined by the Finance Committee subject to approval of the Department Executive Committee.

b. A Welfare Assessment, on each individual member, shall be paid by the Unit to the Department, based on the total membership of the previous year; payable January 31st of each year, from the Poppy Funds. Individual member assessments to be determined by the Finance Committee subject to the approval of the Department Executive Committee.

Section 6. An appropriation shall be made for the Department President's expenses. The appropriation is to be taken from the Department Treasury.

Section 7. The Department Executive Committee shall have the power to finance the expense of the duly elected Delegates to the National Convention; not to exceed the approved budgeted amount for said item. The registration fee for all Past Department Presidents and all Department Officers that attend the National Convention shall be paid from the Department Treasury.

ARTICLE VIII **Committees**

Section 1 a. There shall be the following Standing Committees: Americanism, Audit, Children & Youth, Finance and Budget, Conferences and Events, Governing Documents, Membership, National Security and Veterans Affairs and Rehabilitation.

b. The following shall be the Department Committees: Advisory, Auxiliary Emergency Fund, Education, Gold Star Mothers, Hospitality, Jersey Girl State, Junior Activities, Leadership, Legislative, Membership, Parliamentary Advice Committee, Past President's Parley, Personnel, Poppies, Public Relations, Resolutions and Strategic Plan.

Section 2. In addition to the continuing members of the Finance Committee, the President shall appoint one (1) member to serve a three (3) year term, and two (2) additional members to serve one-year terms, one (1) of whom shall serve as the Chairman of the Finance Committee. In addition, the two (2) Department Vice Presidents, Department Treasurer, and Department President shall be ex-officio members of the Department Finance Committee **without** vote.

Section 3. The Department President shall appoint a Department Children & Youth Committee, composed of a Chairman and committee. The members shall be assigned special projects of the Children & Youth too direct. The Chairman shall oversee the general Children & Youth program and supervise the expenditure of funds assigned to the committee.

Section 4. The Department President shall appoint a Department Veterans Affairs and Rehabilitation Chairman and committee members. The committee shall be assigned specific projects to direct. The President shall also appoint a contact Chairman for each of the State Veterans Memorial Homes, the Veterans Administration Medical Centers and the Government Hospitals housing veterans. The Department Chairman shall oversee the entire Veterans Affairs and Rehabilitation program, supervise the expenditures of funds assigned to the committee.

Section 5. The Finance Committee shall meet at least quarterly prior to the Executive meetings to oversee the general financial policy, subject to the ratification of the Department Executive Committee. The Finance Committee shall submit the proposed annual budget at the first (1st) Executive Meeting and shall supervise the expenditures of all auxiliary Funds.

Section 6. The Department President shall appoint the Governing Documents Committee, which shall consist of 5 members as follows: Chairman, Vice Chairman and a Revolving Committee of three (3) members who shall be appointed to decreasing terms, starting at 3 year, 2 year and 1 year appointments; the new committee shall, at all times, have a minimum of two (2) Past Department Presidents as part of the committee.

Section 7. The Department President shall appoint the Department Parliamentary Advice committee, which shall consist of five (5) members, one of whom shall be the chairman of the Governing Documents Committee (who may or may not necessarily serve as chairman of the Department Parliamentary Advice Committee); the Chairman of the Department Parliamentary Advice Committee shall be seated in place of the former Department Parliamentarian; three (3) members of the committee must be Past Department Presidents

ARTICLE IX
Installation

Section 1. All Department, County and Unit officers shall be installed with the usual ceremony and shall assume the duties of their respective offices as provided by the Department Constitution and Bylaws.

ARTICLE X
Reports

Section 1. All Officers, County Presidents and Chairman of Standing and Department Committee shall furnish written reports at the Department Executive Meetings and an annual report to the Department.

ARTICLE XI
Bulletins and Notices

Section 1. It shall be the duty of the President of each County and Unit to read all bulletins and notices sent out to each County Organization or Unit by the Department Executive Committee or any of the Department Officers or Chairman, Standing or otherwise. It shall also be the duty of the said County President and the President of each Unit to make themselves familiar with the contents of the bulletins and notices and to explain the same to the members of their County and Units, as the case may be.

ARTICLE XII
Terms of Office

Section 1. The term of office for all Department Officers shall be one (1) year unless otherwise specified. The term of officers of Units and Counties shall be determined by the individual Units and Counties as stated in their Bylaws.

ARTICLE XIII
Auditors

Section 1. The books of the Department Treasurer shall be examined annually by a Certified Public Accountant, employed by the Department Executive Committee at the end of the month of the adjournment of the Department Convention.

ARTICLE XIV
Amendments

Section 1. These Bylaws may be amended by two-thirds (2/3) vote at any Annual Department Convention, provided notice of proposed amendment(s) have been sent out thirty (30) days prior to the annual Department Convention.

Section 2. Necessary amendments proposed after distribution or revision as shown in Section 1 may be adopted by a two-thirds (2/3) vote of the delegation, provided they have been read at one (1) meeting of the session prior to taking the vote.

Section 3. An amendment not having been previously read or distributed as required in Section 1 may be adopted by a unanimous vote of the convention body.

ARTICLE XV
Parliamentary Ruling

Section 1. “Roberts Rules of Order, Newly Revised” shall govern the proceedings of the American Legion Auxiliary Department of New Jersey in all points not covered by the National and Department Constitution and Bylaws or Standing Rules.

Updated June 2011 per National Constitution & Bylaws
Susan Griffiths, Department Chairman

Updated October 9, 2014
Linda Carroll, Department Chairman 2013-2014

Updated September 10, 2016 per the Resolutions adopted at Department Convention June 2016
Charlene Mc Conville, Department Chairman 2016-2017

Updated October 12, 2017
Julianne Jandik, Department Chairman 2017-2018

Updated June 2018
Debra E. Noble, Department Chairman 2018-2019

Updated June 14, 2019 per National Constitution and Bylaws
Debra E. Noble, Department Chairman
2019-2020

Update June 11, 2021
Debra E. Noble, Department Chairman

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**



STANDING RULES

**STANDING RULES
AMERICAN LEGION AUXILIARY
DEPARTMENT NEW JERSEY**

PREFACE

Standing Rules are rules and regulations for the guidance of an assembly, which have been adopted, the same as ordinary resolutions, by a majority vote without a previous notice.

A Standing Rule maybe amended or rescinded by a two-thirds (2/3) vote, or if notice has been given, by a majority vote at any Department Executive Meeting. Standing Rules are usually adopted from time to time, as they are needed, in the form of resolutions.

Supplementary rules and regulations may be adopted at any Department Executive Meeting by the Department Executive Committee and shall be designated as Standing Rules. These shall include Standing Rules governing the Annual Department Convention, which may be supplemented by rules for each Annual Department Convention adopted by the Convention Delegates at such meeting.

I. DEPARTMENT ORGANIZATION

1. The Department Headquarters of the American Legion Auxiliary is to be maintained in a centrally located area of the State of New Jersey.
2. The birth date of the American Legion Auxiliary has been designated by The American Legion as November 10, 1919.
3. Contact between The American Legion and the American Legion Auxiliary, shall be maintained in all work which is similar, and all relations with The American Legion be conducted to insure harmony.
4. The American Legion Auxiliary, Department of New Jersey, Parliamentary Advice Committee shall rule on all matters pertaining to the Constitution and Bylaws.
 - a) The Parliamentary Advice Committee shall consist of a Department Chairman and Four (4) other members, three (3) of which shall be Past Department Presidents; the Governing Documents chairman shall be part of the committee
 - b) Should legal action be taken against the American Legion Auxiliary, Department of New Jersey, the Department President, Department Finance Chairman and Chairman of the Parliamentary Advice Committee shall take the necessary steps to hire outside counsel.
5. The National Judge Advocate has given the opinion that the Department of The American Legion has no power to regulate a Department of the American Legion Auxiliary, nor can a Post can regulate a Unit.
6. Differences that may arise within the Department should be taken up with the Department Executive Committee and such differences should not be brought before the National Executive Committee until it has been taken up with the Department Executive Committee.
7. The National Judge Advocate has given the opinion that the Unit must first discipline a member, who could then appeal to the Department Executive Committee whose action is final; that Department could discipline a Unit, which failed to discipline a member in original instance.
8. The incoming Department President and Department Membership Chairman plan a membership program and theme for the following year to be presented to the

Counties before the Department Convention of the current year enabling the Department to coordinate its program and membership objectives.

9. Department Chairmen should inquire through the Department President and Department Headquarters as to whether their chairmanship is allowed expenditures, before presenting said program to the Counties. Also, each chairman requesting funds should submit an estimate expenditure sheet for the year at the Department Convention or in time for the Department finance meeting held for the purpose of making the budget.
10. No charge shall be made by the Department for material sent out free by the National Headquarters.
11. It is prohibited for one Department or County to invade the Chartered domain of any other Department or County for the purpose of carrying forward work or interests of any kind, without the approval or consent of the Department or County, in whose territory such work or interests are located. This also applies to the Units, invading cities other than where they are located.
12. Names, addresses and telephone numbers of all elected County and Unit Officers must be sent to the Department Headquarters immediately following their Annual Meeting. This includes Secretary, whether elected or appointed and whether new or re-elected or re-appointed.
13. The Department President will receive a copy of all recommendations and resolutions adopted at the National Convention immediately after the convention. It is the duty of the Department President to see that all Department Officers and Department Chairman be advised of these changes immediately.
14. Dates or date to be established for the mailing or emailing of chairman's bulletins, thus presenting definite deadline for submitting bulletins into the Department Headquarters.
15. Copies of the Annual Department Budget report are to be given to all members of the Department Executive Committee prior to the adoption provided the member has signed and submitted the Confidentiality agreement.
16. Special luncheons and dinners for the Department shall be held at the convenience of the Chairman with regard to the arrival of the National President and the Eastern Division National Vice President, in a central area of the state to include the cost as a determining factor in the location.
17. Delegate and Alternate strength shall will be established 30 days prior to the Department Convention; further, all Membership awards will be established with the actual Department close of books.
18. Department Convention proceedings and audit to be completed and ready for distribution no more than sixty (60) days following close of the Department Convention.
19. All twenty-one (21) County President's shall if at all possible, be given an appointment by the Department President.
20. The candidate(s) for Department President will (mail or electronic) letters of appointment no later than ninety (90) days prior to the Department Convention.
21. If the Membership Chairman cannot attend the Membership Meeting (DLNC) in Indianapolis, a member of the membership committee in lieu of the Department Chairman shall attend this conference.

II. DEPARTMENT CONVENTION

1. Each Convention shall have a committee on rules; said rules are adopted at the beginning of each Department Convention.
2. The Department President appoints the Department Convention Chairman, who will work with the President on the preliminary plans and local arrangements. The Department President appoints committees and/or chairmen for the following: Pages, Credentials, Rules and a Past Department President as Distinguished Guest Chairman. The Resolutions and Governing Documents Chairman of the current year shall serve in their respective capacities during the Department Convention.
3. The Department President shall appoint a committee to be in charge of and stay with all displayed contest entries at the Department Convention until deadline issued by the Department President for displays to be picked up and signed for by each County representative.
4. The Department Sergeant at Arms shall remain in the rear of the convention hall and shall direct the Convention Sergeant at Arms in keeping order and to provide a smooth- running convention.
5. All endorsements for a Department Office or the Office of National Executive Committee Person (NEC) and Alternate National Executive Committee Person (ANEC) (Every two (2) years for NEC and ANEC but annually for the other officers), shall be read at the last Executive Board Meeting prior to the Convention. Any endorsement received after the last Executive Board Meeting will be read to the Convention Body. If there is more than one (1) candidate for an elective office, then both endorsement letters will be read at the Convention.
6. Should it be impossible, or contrary to local law, to hold "in-person" Department Executive Committee meetings or the annual Department Convention, the members of this department shall have the right to conduct the required business of the organization via a "virtual" meeting platform (i.e. Zoom) provided sufficient notice of the meeting (a minimum of 10 days) is supplied to each voting member of the Department Executive Committee.
7. The Department Elections Committee is responsible for the preparation of all voting and election materials. The committee members shall meet at Department Headquarters no less than two (2) weeks prior to the Department Convention for the purpose of preparing ballots and all election materials needed for the Department Convention. They shall review voting instructions and election rules, making changes as necessary

III. RECOMMENDATIONS AND RESOLUTIONS

1. Any recommendation/resolution made to the Department Convention or Department Executive Committee by a committee as to further conduct or a future policy shall be submitted to the Resolution Committee for review.
2. The receipt and review of recommendations/resolution is not an acceptance, approval or adoption of such.
3. A specific recommendation as to future conduct or as a future policy is embodied in a separate resolution of the American Legion Auxiliary Department Convention.

IV. DUTIES OF DEPARTMENT OFFICERS

In addition to the duties of the Department Officers as outlined in the Department Constitution and Bylaws, they shall be governed by the following rules and regulations.

Department President

1. The Department President shall have the privilege, in case of emergency, of having a vote of the Executive Committee by mail or email.
2. The Department President shall appoint as an Advisory Committee, three (3) Past Department Presidents, whose duties shall be to serve in an advisory capacity only.
3. The Department President extends the courtesy to the candidate for the office of Department President to consider committee chairman and along with the Meetings and Conference Committee, choose a place for the Department Executive Committee Meetings/Conferences, set up meetings and dates along with the respective committee chairman for the National President's Visit and activities and the Eastern Division National Vice President's Visit and activities.
4. It is only the Department President or Presiding officer who calls for order and quiet, during meetings, from the podium.
5. The Department President shall have the Department Parliamentarian seated to their immediate right to be available to offer advice when requested. The President may or may not accept it. All Department Officers with the exception of the Sergeant at Arms shall be seated at the head table.

Department Vice Presidents

1. Does not in the absence of the President become "ex officio" member of any committee.
2. In case of the Department President vacating the Chair for a long period of time; the Vice President shall exercise all duties of the Department President except to change or modify rules made by the Department President or without their approval, and the Vice President cannot fill vacancies when the Bylaws state that vacancies shall be filled by the Department President.

Department Historian

1. Shall be responsible for compiling and send rules to the Counties and Units. Rules may be simplified. Judging will include each County History and the winning Unit and Junior Auxiliary History within each County.
2. The Department Historian shall compile a Department History and submit same to the Eastern Division National Vice President by the required date. The Department Historian shall present a copy of same and include other happenings of the Department Convention and National Convention to the Department President at the Annual Birthday Luncheon.

Department Chaplain

1. Shall conduct the official Memorial Service for all deceased members, along with a "Special Tribute" for any deceased Past Department President, during the Department Convention. The Chaplain shall invite a Past Department President to perform this part of the program.

Department Sergeant at Arms

1. Remains in the back of the room, to be available for the President to assign duties essential for the progress of the meeting.

V. DEPARTMENT EXECUTIVE MEETING

1. All Department Committee Chairmen are required to keep a file containing a record of their activities during the current year; said file to be turned over to the Department President at the Department Convention, for the information of the incoming chairman.
2. On judging, each Department Chairman is responsible for their own judges for any contest entries.
 - a. Americanism
 - b. Children & Youth
 - c. Community Service
 - d. Education – Claire Oliphant grant (\$2500.00);
Elsie Bailey grant (\$2,500.00) and other Department grants
 - e. Junior Activities
 - f. Membership - Senior and Junior
 - g. Past President's Parley- Shall award a Nurses Scholarship.
 - h. Public Relations - Senior and Junior Press Books.
3. If possible, all poppy orders will be filled by April 1st.
 - a. Past President's Parley Chairman will remember hospitalized veterans once (1) a year with gifts.

VII. UNITS

1. Units of the American Legion Auxiliary shall be governed by the articles of the National Constitution and Bylaws, those of their individual Department and the Unit Constitution and Bylaws.
2. They shall be guided by the Unit Handbook of the American Legion Auxiliary, the Manual of Ceremonies and other publications of the National and Department Organizations, prepared for their information and guidance in the conduct of the Programs and the administration of the Unit activities.
3. Unit Presidents should have a copy off all such publications available for Immediate reference:
 - Unit Handbook of the American Legion Auxiliary
 - Manual of Ceremonies
 - Junior Activities Handbook
 - Guide for Volunteers in Rehabilitation
 - National Constitution and Bylaws
 - Department Constitution and Bylaws
 - Department Publications and Bulletins
 - Roberts Rules of Order Newly Revised
 - National Magazine
 - Emblem Sales Catalogue published by The American Legion
4. The yearly dues of each unit shall be left to the discretion of said Unit.
5. Annual dues collected by the Unit shall include Department and National dues.
6. Remittance of Department and National Dues are made to Department Headquarters unless membership dues has been paid directly on line to National.

VIII. NATIONAL CONVENTION

- 1). Priority of Election for Delegates to National Convention shall be Department President, Department First Vice President, National Candidate with full Chairmanship (courtesy of Department, but National pays expenses), County Presidents, Department Officers by rank and Past Department Presidents.
 - a. Pages to the National Convention shall be the first two (2) County Presidents reaching membership goal and shall also be appointed delegates.
 - b. If one (1) or either County President reaching membership goal cannot attend, then the County President has right to appoint a representative from her County to replace her as a National Convention Page.
 - c. If there are no Counties reaching membership goal, the two (2) County Presidents whose Counties have the highest percentage of goal membership shall be appointed Pages and Delegates.
2. The Department President selects alternates according to vote to replace any delegate that must leave the sessions for any reason.
3. If there is a competition for National Historian and/or National Chaplain, and/or Divisional Vice President, the delegation shall caucus immediately after the meeting the candidates for the office involved.

4. Delegates assigned to attend pre-convention meetings are to bring back a written report, especially any resolutions or recommendations involving said committee. Reports are to be submitted to the Department President for any future action if deemed necessary.

“All delegates are expected to attend the pertinent conventions sessions which include the pre-session meetings, divisional caucus and the Convention sessions (normally three days). Attendance at these sessions is Mandatory in order to receive a stipend and to be considered a delegate.

The first alternate will be given a stipend determined by the Finance Committee and included in the budget, as she must be available at all required sessions for delegates.

Should a delegate and/or the first alternate fail to attend any of the mandatory sessions, she will “pay back” to the Department the amount of the total stipend received, divided by the number of obligatory sessions she is expected to attend. For example, if the stipend is \$400 and there are 4 mandatory sessions, the delegate/first alternate will pay back \$100 for each session missed. The amount paid back to the Department will then be given to the alternate that fills in for said delegate. (The parade, dinners, luncheon and National installation are not mandatory for delegates to attend) (Added June 2019)

5. All delegates and alternates letters for National Convention will be read at the last Department Executive Meeting prior to the Department Convention.
6. The Delegation Chairman shall give a report on the National Convention at the first (1st) Executive Board Meeting following the Convention. The report will be sent out with the first (1st) electronic mailing following the Executive Meeting.
7. In the event the list of elected alternates is exhausted, either by a member withdrawal as an alternate, a member unable to attend convention, or all alternates promoted to delegate or there becomes an opening for delegate due to non-availability of an alternate list, the Convention Delegation Chairman (immediate past department president) shall have the right to appoint other members in attendance to serve as alternates (or if need be, as delegates) at any time after the adjournment of the Department convention.
 - a) The same priority of election shall prevail;
 - b) Should the members be added not be as per the priority list (department officers, county presidents, past department presidents), the Delegation chairman may promote the members at her own discretion, provided however, any county without representation on the delegate or alternate list shall be given first priority for selection

TOPIC: DEPARTMENT CONVENTION RULES

Convention rules shall be mailed with the "Call to Convention" so as to allow all members attending convention to be familiar with proper dress code, etc.

- 1) All convention meetings will be called to order at the designated time.
- 2) The Credentials Committee shall report at the request of the Department President.
- 3) Delegates shall wear identifying badges at all times while in the convention Hall and shall be seated with their respective delegation in the voting section. Each registered delegate-at-large in attendance s, with the exception of the Department Officers, shall be seated in the convention with their County. Each delegate and delegate-at-large is entitled to one vote.
- 4) Alternates and guests shall be seated in the non-voting section.
- 5) In the event a delegate leaves the voting section and votes need to be cast, the Delegation Chairman will assign an alternate to assume the absent delegate's seat.
- 6) Delegation Chairman shall, at each Convention Meeting, verify the credentials of her County Delegates.
- 7) To obtain the floor, a delegate shall rise; approach the nearest floor microphone; address the Chair, give their name and Unit number; and await recognition before speaking on any question.
- 8) Any delegate proposing a motion, or an amendment to a motion, shall file a written copy of the motion or amendment with the Department Secretary.
- 9) Each registered paid delegate shall be entitled to one vote. The vote of any delegate who is absent, and not represented by an alternate, shall be cast with the majority of their Unit.
- 10) Debate on any motion shall be limited to two minutes for each speaker. Delegates shall not speak on the same question more than twice without the consent of the assembly. If consent is requested for additional comments, a 2/3 vote of the total number of delegates in attendance is required.
- 11) Voting shall be by voice except when a roll call is demanded by the Chairman of three (3) County delegations, or when the assembly shall direct the vote to be by ballot. Election for any contested Department office, selection of candidates for national office, or selection of delegates and alternates to National Convention, shall be by ballot. Priority lists for delegates and alternates to the National Convention, as stated in the Department's Standing Rules, are to be considered first.
- 12) The Chairman of each County delegation shall announce the total number of votes cast by their delegation when voting is by roll call.
- 13) Each registered delegate-at-large in attendance, with the exception of the Department Officers, shall be seated in the convention with their County and shall be entitled to one vote.
- 14) No one shall be allowed to enter or exit the convention hall while a guest speaker is at the podium. Courtesies are to be extended to all guests.
- 15) Officers and committee chairmen shall be allowed 10 minutes to present their convention floor reports. The Department President shall not be limited in time.
- 16) Hats shall not be worn during the convention meetings.
- 17) Junior members shall be allowed to attend convention sessions under adult supervision.

- 18) Shorts are not acceptable attire for convention meetings or in the parade.
- 19) All cell phones and beepers are to be turned off or put in silent mode during convention sessions, including the installation of officers.
- 20) The Chair may deviate from the printed convention agenda when necessary.
- 21) There shall be no smoking in any part of the Wildwood Convention Center where sessions are held. Food and drink in the meeting hall shall be limited.
- 22) The Resolutions Committee shall report as directed by the program or by the Department President. Resolutions requiring action by The American Legion shall be given preference when reporting.
 - a) The Resolutions Committee may amend resolutions before presenting them for the assembly's consideration, upon approval by the County submitting the resolution. A majority affirmative vote of the committee shall approve resolutions for presentation to the Convention delegation for action.
 - b) A two-thirds affirmative vote of the assembly shall permit a resolution rejected by the Resolutions Committee to be brought before the convention for action.
- 23) All nominations shall be the first order of business, immediately following the opening of convention.
 - a) Nominations from the floor shall be made when nominations are open. Nomination speeches shall be limited to one minute each and no seconding speeches shall be permitted. In the event a roll call by County is called for, no County shall yield its "Roll Call" position to another county.
 - b) Elections shall be held as the last order of business of the 1st session of the convention. Once all voting is completed, the Elections committee will meet after the session has adjourned to verify and count ballots.
 - c) The Elections Committee shall announce the result of the elections as the first order of business at the next session of the convention.
- 24) Retrieval of all contest entries is the responsibility of the County Delegation Chairman and must be picked up and signed for by the chairman or their representative.
- 25) Department Convention minutes are to be transcribed and distributed no later than July 31st of each year.
- 26) At the adjournment of the final business session, all convention sashes are to be returned to the Convention Chairman.
- 27) Rules governing the Department convention shall apply at County caucuses.
- 28) These rules may be amended during the Convention by a two-thirds vote.
- 29) Robert's Rules of Order, Newly Revised, shall be the parliamentary authority on all points not covered by these Convention rules, the Department Constitution and Bylaws, Convention mandates and the National Constitution and Bylaws.

ELECTION COMMITTEE PROCEDURE

The Department President shall appoint an Election Committee consisting of one Chairman, two Tellers and two Inspectors.

The Department Elections Committee is responsible for the preparation of all voting and election materials. The committee members shall meet at the Department Headquarters no less than two (2) weeks prior to the Department Convention for the purpose of preparing ballots and all election materials needed for the Department Convention. They shall review voting instructions and election rules, making changes as necessary.

At Department Convention:

- 1) The Elections chairman shall give final instructions to all members relative to the voting procedure
- 2) When there is but one candidate for any office, the nominee shall be elected by voice. When there is more than one candidate for any Department Office, the election shall be by ballot.
- 3) Ballot envelopes shall be distributed to the Chairman of each county delegation by the Elections committee. The total number of ballots to be cast by each County shall be written on the upper right-hand corner of each ballot envelope. Attached to each envelope will be voting procedure instructions that will include a list of Units in each County and their voting strength. Place inside each envelope shall be one ballot for each registered delegate.
- 4) The Department Secretary shall call the roll and announce the total number of votes entitled to each County, certified by the Department Credentials Committee Chairman.
- 5) After all ballot envelopes have been distributed, a fifteen -minute recess shall be called. Each County Delegation Chairman shall appoint two delegates to assist with counting the number of ballots cast. Their first responsibility is to count the total ballots in each envelope to ensure they agree with the numbers of votes permitted as recorded on the upper right-hand corner of the envelope. When the total number of ballots has been verified, the Delegation Chairman shall give each Unit president or representative a ballot for each delegate representing her Unit. Each delegate shall be entitled to one vote.
- 6) The vote of any Unit delegate not in attendance shall be cast with the majority votes of the Unit. The vote of each Past Department President and members of the Department Executive Committee shall be exercised with their Unit. The vote of a Past Department President or Department Officer not present at the Convention shall be cast with the majority votes of their respective unit. The Chairman of the County delegation and their assistants shall collect all ballots when voting has been completed; and:
 - a) Count the ballots and verify the number of ballots collected agree with the number of votes to be cast as indicated on the ballot envelope;
 - b) Place the ballots in the ballot envelope;
 - c) Remove the memo of instruction attached to the envelope;
 - d) Seal the envelope;
 - e) Return the envelope to a member of the Elections Committee.

- f) When all ballot envelopes have been returned to the Elections Committee, or the fifteen-minute recess for voting has lapsed, the Department President shall declare the voting closed. After all ballots have been collected, doors shall be opened in preparation for the recess of convention session. The Election committee shall meet after session to process the ballots.
- 7) Doors to the convention room shall be closed during elections and no one allowed in or out, except during an emergency or for a valid reason. In that event, a member may leave the room but will not be permitted re-entry until elections are completed.

ELECTION COMMITTEE- VERIFICATION PROCEDURE:

- 1) When the Election Committee is ready to count the votes, they must take the following steps:
 - a) Open each envelope;
 - b) Count the ballots;
 - c) Ensure that the number of ballots agree with the number written on the ballot envelope;
 - d) Put all ballots together, leaving them folded until all ballots are ready to be counted;
 - e) Destroy the ballot envelopes;
 - f) Unfold the ballots;
 - g) Count the votes.
- 2) When the votes have been tabulated by the Elections Committee, a certification shall be taken to the convention body by the Election Chairman and two tellers. The certification shall be signed by all three election officials. The Election Chairman shall announce the results of the election, including the number of votes cast for each candidate or line item, as indicated on the election report. The Election Chairman shall present the Department President with the certification and the Department President shall declare, as elected, the candidates who received the greatest number of votes cast.
- 3) The Sergeant-at-arms should continue to be on duty outside the room where the Election Committee is counting the votes.

Updated 11/15/10 per resolution at 2010 National Convention to remove Subsidiaries.
Susan Griffiths, Chairman

Updated 6/2/11 per changes voted on at the Executive Meeting on 5/1/11.
Susan Griffiths, Chairman

Updated 10/9/14
Linda Carroll, Chairman

Updated 8/14/16 with housekeeping and resolution changed from Department Convention June 2016.

Charlene Mc Conville, Chairman

Updated October 12, 2017

Julianne Jandik, Chairman

Updated June 10, 2018

Debra E. Noble, Department Chairman

Updated June 15, 2019

Debra E. Noble, Department Chairman

Updated December 5, 2021

Debra E. Noble, Department Chairman

Updated May 2, 2021

Debra E. Noble, Department Chairman

Updated June 11, 2021

Debra E. Noble, Department Chairman

Updated August 7, 2021

Debra E Noble, Department Chairman

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**



POLICIES AND PROCEDURES

AMERICAN LEGION AUXILIARY

DEPARTMENT OF NEW JERSEY



MISSION STATEMENT

**In the spirit of Service, not Self, the mission of the
American Legion Auxiliary, Department of New Jersey shall be:**

To support the aims and purpose of the American Legion

To honor the service and sacrifice of all veterans;

To promote patriotism and good citizenship;

To support the education of our children;

**To build strong communities and strive for a culture
of peace, harmony and good will.**

GENERAL POLICIES AND PROCEDURES

TOPIC: DEPARTMENT COMMITTEE BOOK

It shall be the policy of the American Legion Auxiliary, Department of New Jersey that there shall be a separate page in the Committee book that will list current National committee appointments and all Past National Officers from the Department.

Rationale: Any member currently serving a National appointment or who served as a National officer should have recognition on that accomplishment. Since the committee book is actually part of the historical record of our Department; inclusion of this recognition page adds to that historical record.

TOPIC: DEPARTMENT EXECUTIVE COMMITTEE

All members of the Department Executive Committee- whether voting or non-voting, shall be required to sign a Confidentiality and Conflict of Interest Statement.

Any member requesting a copy of the Treasurer's report- whether a member of the Department Executive Board or not- shall be required to sign a Confidentiality and Conflict of Interest statement.

TOPIC: DEPARTMENT INFORMATION

All correspondence for distribution must be emailed to the recipient unless there is agreement from the Department President/Finance Chairman for use of postal services. This directive includes and is not limited to Executive Board minutes, bulletins, reports and announcements, etc.

An email list of all Past Department Presidents, Department Officers, County Presidents and Unit Presidents shall be compiled for distribution of all relevant materials for the membership. If there are members who have paid to have copies sent to them, these individuals will be contacted to verify an email address. Only members without access to email will receive copies via the US Postal Service.

Department staff will be responsible for creating and maintaining the email addresses folders and creating a master address label file for any members that require information be sent by mail. The mailing labels are to be reviewed for any duplication of names or addresses

All Executive Board Meetings minutes are to be taped and transcribed by the Department Secretary or in their absence the Department Treasurer within 5 business days of the Department meeting. All tapes are to be labeled with the date and then boxed and kept for a minimum of 5 years, longer if space is available. At no time are the tapes to be removed from the headquarters office without approval from the Department President, Personnel Chairman and Finance Chairman

At no time are files to be copied and or removed from any computer or file in the headquarters office without prior approval from the Department President/Personnel Chairman and Finance Chairman. This directive is for office staff and all members of the organization.

All funds received at Department Office for all Trustee Accounts (other than the Department Presidents project) shall be distributed quarterly, whenever feasible.

TOPIC: FUND RAISING

No Fund-Raising events of any type (unit, county, officer, program, personal, etc) shall be allowed at any official function of the American Legion Auxiliary, Department of New Jersey, except those events that are specifically for the benefit of the Department of New Jersey or those that have been pre-approved by the Finance Committee.

TOPIC: CONTEST AWARDS

All awards for contest entries shall be in the form of gift cards, for the amount of the budgeted award. No checks shall be issued for any award recipients with the exception of grants (scholarships) awarded by the Education and Past Presidents Parley committees.

TOPIC: NEC VOTING

It shall be the policy of the American Legion Auxiliary, Department of New Jersey that all correspondence relative to a required vote by the National Executive Committee person be shared with the voting members of the Department Executive Committee (DEC), when possible, for review and comment prior to the NEC casting said vote. In addition, all items to be considered for vote at National convention shall be shared with all voting members of the DEC, not just those attending National convention.

Rationale: Some items may require input from different members with different professional work experience; varied ideas should be entertained prior to any vote being cast unless said vote is of an emergency nature. Should an emergency vote be cast, the NEC shall, as soon as feasibly possible, advise the members of the DEC of the issue and vote cast.

TOPIC: ELECTRONIC MEETINGS (ZOOM)

The following is the procedure to be followed for any Department committee chairman who wishes to use the Department's Zoom capabilities for committee meetings, leadership seminars, etc.

The requesting chairman will email the Department Secretary requesting that a Zoom meeting be set up; the Secretary will maintain a log of all meeting requests and shall supply same to the Department President when requested to do so.

The following information is to be supplied when the meeting is being requested:

Chairman Name

Committee Name

Topic/Purpose of the meeting

Date requested for Zoom meeting

Start time requested for meeting

Estimated duration of the meeting

Anticipated number of attendees

The Department Secretary will forward the request to the Electronic meeting coordinator who will schedule the meeting; the meeting ID and password will be forwarded to Department Secretary, who will email same to the chairman as confirmation that the meeting has been assigned.

The committee chairman will be responsible for providing the access information to their meeting attendees; the committee chairman will also be assigned as the meeting host.

CODE OF ETHICS POLICY

American Legion Auxiliary members are expected to comply with the organization's governing documents and comport themselves according to the following Code of Ethics adopted by the National Executive Committee.

This Code of Ethics serves as a guide for conduct acceptable within the American Legion Auxiliary and the New Jersey American Legion Auxiliary Foundation.

As a matter of fundamental principle, the American Legion Auxiliary and New Jersey American Legion Auxiliary Foundation will adhere to the American Legion Auxiliary Governing documents, and maintain the highest ethical standards to earn and protect the public's trust in our performance to carry out the Auxiliary's mission, uphold rigorous standards of conduct, and be good stewards of our resources.

The American Legion Auxiliary and New Jersey American Legion Auxiliary Foundation, as witnessed through the conduct of its department governing body, officers, staff, and volunteers, must earn the public's trust every day and in every possible way. Organizational leaders, at all levels (Department, County, Unit), are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility and respect.

In keeping with the best practices of high performing nonprofit organizations, it is the expectation of the American Legion Auxiliary and the New Jersey American Legion Auxiliary Foundation that its business standards, operations, and conduct conform to the following Code of Ethics.

Personal and Professional Integrity

All members, volunteers, and staff of the American Legion Auxiliary and its Foundation act with honesty, integrity, and openness in all their communication, business, and transactions as representatives of the American Legion Auxiliary (organization). The organization promotes an environment that values fairness and commitment to the organization's founding principles and demonstrates respect for others.

All officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the organization's mission and values, recognizing that their actions reflect upon the credibility and reputation of the American Legion Auxiliary and the New Jersey American Legion Auxiliary Foundation.

All officers, board members, staff, and volunteers shall work to positively influence their environment to build respect, credibility, and strategic importance of our organization to the public, our members, and the communities we serve.

Ethics Violations

Any member may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation. The organization considers all inquiries and complaints about actions of members to be strictly confidential.

Ethics Query – An ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member.

The organization shall adopt a procedure to administer the ethics query process.

Ethics Query Procedure- any member who wishes to inquire whether or not a practice, event, conduct, etc. could be deemed an Ethical violation may request, in writing, a ruling from the Department President; said request will then be submitted to the appropriate persons/committee for review, at the discretion of the Department President. (Appropriate persons/committee could be the Department Parliamentary Advice Committee, the Department Governing Documents Committee, the Department Advisory Committee, etc.) The decision shall be returned to the inquiring party in writing, with a copy to the Department President and the Department Secretary.

Ethics Complaint Procedure – Once a determination has been made of an Ethics violation, the appropriate steps shall be followed, as outlined in Section 18 below. The Ethics complaint procedure provides a process for receiving, investigating and acting on a violation of the Code made against any member or staff and provides a process that is fair, responsible, confidential and consistent.

Department OF New Jersey Bylaws, Article VI, Section 19:

Section 18. For any violation of the Unit, Department or National Constitution and Bylaws, or for conduct improper and prejudicial to the welfare of the American Legion Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds (2/3) vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event the member or officer shall have been given thirty (30) days' notice in writing by the Unit Executive Committee of the charges and the hearing thereon. Either party may have the right to appeal to the Department Executive Committee.

Should such an appeal be received, the Department President shall call for a special closed meeting of the Department Executive Committee for the purpose of hearing said appeal; only voting members of the DEC, the complainant, the appellant and the Department Secretary (for the purpose of keeping the minutes) shall be in attendance at the special meeting. The expense of said appeal be borne to the appellant.

WHISTLEBLOWER PROTECTION POLICY

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary and American Legion Auxiliary Foundation shall establish and abide by policies to protect the Auxiliary.

Any member who acts maliciously by making known information she knows or reasonably believes to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation.

The organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information that the whistleblower believed to have been accurate. Any member who believes she has been retaliated against for whistle blowing is expected to report it immediately. If the complaint is validated, the organization can impose disciplinary sanctions against the retaliating member including termination of membership in the organization, as outlined in the Organization's Constitution and Bylaws.

Board Confidentiality and Organizational Transparency

Both are Vital for Organizational Effectiveness

For an organization to be effective, its board, governing officers, and executive staff must conduct themselves so as to meet the expectations of operational transparency and maintain confidentiality of information in order to foster a culture for good decision-making.

Board members sometimes conflate and confuse confidentiality and transparency as two important, but seemingly opposite values. Nonprofit organizations are expected to function in a transparent manner, but conducting business requires maintaining confidential information for legal and effectiveness reasons.

It is important to understand the difference between the two terms and how they relate to each other.

Transparency is the disclosure of information to the public and supporters to indicate the organization is managed well, functions in an ethical manner, and handles its finances with efficiency and responsibility. It's part of a board's duty of obedience.

Confidentiality is the obligation and right not to disclose information to unauthorized individuals, entities, or processes if it would harm the organization, its business relationships, or an individual. It's part of a board's duty of loyalty.

But transparency does not, and should not, extend to Executive Board and committee meetings. Committee discussions are confidential. Period. Even public organizations subject to sunshine laws have exceptions for topics of extreme confidentiality such as legal and personnel issues. Your board should have a rigorous confidentiality policy to which board members agree and adhere without exception.

Why is confidentiality so critical? Board members must feel at liberty to express their ideas and opinions in an open and welcoming atmosphere, and nothing chills candor like the fear that one's words will be repeated (or worse, misquoted) outside the boardroom. The only way your board can transform your organization is if it feels free enough to discuss the big, audacious issues...to dare to dream...and to challenge each other's assumptions about how much you can achieve.

Stated another way-A strict adherence to transparency and disclosure ensures that your board is firmly grounded in compliance with the law, while a culture of confidentiality ensures your board has the freedom to tackle the tough issues so it can rise to new heights.

AMERICAN LEGION
AUXILIARY

*Serving veterans, their families and their
communities*

CONFIDENTIALITY AGREEMENT

It is the policy of the American Legion Auxiliary to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.

Officers, board members, committee members, and volunteers and staff members with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Officers, board members, committee members, and volunteers shall not disclose information about donors and donations without express permission, or information concerning personnel, sensitive business and legal matters that may directly or inadvertently become known to the officers, board members, committee members, and volunteers.

As an officer, past officer, or member of the governing board or of a department committee, I recognize that certain written and verbal **information** provided to me in my capacity as an Auxiliary leader is intended only for my personal use and is not to be disclosed, copied, distributed, made available, or communicated to others. I will exercise caution and care in the handling of documents and material that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality and agree to abide by this policy at all times.

(Signature)

(Date)

(Name Printed)

**AMERICAN LEGION AUXILIARY
DEPARTMENT HEADQUARTERS
CONFLICT OF INTEREST COMPLIANCE STATEMENT**

It is the policy of the American Legion Auxiliary Department Headquarters that no member of the governing body, a principal officer, chair, staff member, or member of a committee with governing board delegated powers shall gain financially from any decision or matter brought before the Executive Board of Directors.

It is the policy of the American Legion Auxiliary Department Headquarters that all members of the governing board, department officers, department chairs, members of a committee with governing board delegated powers, and department headquarters staff shall disclose and avoid any conflict of interest pertaining to any decision or matter brought before the governing body or department headquarters in which a member of his or her immediate family has an interest, financial or otherwise.

It is the policy of the American Legion Auxiliary Department Headquarters that no member of the governing board, department officer, department chair, member of a committee with governing board delegated powers, or department headquarters staff shall utilize his or her position with the American Legion Auxiliary to disclose donor or financial information or any decision or matter brought before the governing board or department organization which causes another civic, charitable, or not-for-profit organization to which the board or committee member has an employment or leadership relationship to gain financially.

No member of the governing board, department officer, department chair, member of a committee with governing board delegated powers, , or department headquarters staff may participate in any discussion of any matter before the governing board, department committee, or department headquarters when such matter would result in a conflict of interest or financial gain or loss to a member of the governing board, department officer, department chair, member of a department committee, or department headquarters staff; to a member of his or her immediate family; or to another civic, charitable, or not-for-profit organization to which the board or committee member, officer or staff member has an employment or leadership relationship. Such matters would include, but not be limited to, contracts to furnish goods and services, lease or purchase agreements of real or personal property, solicitation of donations, or such like matters which would result in conflict of interest or a financial gain or loss.

Upon learning that a matter before the department organization would create a conflict of interest, that member must make a full disclosure of his or her interest in such matter to the governing board, department officer, or committee with governing board delegated powers, and the member shall not further participate in any discussion of or decision on such matter. The failure of a member to make a disclosure as described in this policy may result in the voidance of such agreement, contract, lease or matter at the discretion of the governing board, department officer, or committee with governing board delegated powers, and may result in board or committee removal action.

For purposes of this policy, the term "immediate family" shall mean the spouse, child(ren), grandchild(ren), and the brothers, sisters, parents, grandparents, nieces or nephews of a member of the

governing board or member of a committee with governing board delegated powers, or the spouses of any immediate family member.

I have read and understand this Conflict of Interest Policy Statement and will comply with each point as stated herein. I will complete the Conflict of Interest Disclosure Form as appropriate.

Signature

Date

Printed Name

(See accompanying American Legion Auxiliary Conflict of Interest Disclosure Form)

**AMERICAN LEGION AUXILIARY
DEPARTMENT HEADQUARTERS
CONFLICT ON INTEREST
DISCLOSURE FORM**

(To be completed when applicable by Department Executive Committee, Department Officers, Department Committee Chairmen, Department Committee Members, Department Staff)

1. Do you or any family members receive compensation from or have a material financial interest in any entity that furnishes goods or services to the American Legion Auxiliary Department Headquarters?

(Example: Do you or a family member work for a company that sells a product that you know has been or may be purchased by American Legion Auxiliary Department Headquarters?)

Yes No

If you answered "yes," please complete the following: Company/organization

involved:

Company Name _____

Company Address _____

Nature of Business _____

Type(s) of product(s) or service(s) _____

Your job or affiliation with this company? _____

What was the value of the product or service provided over the past year? \$ _____

2. To the best of your knowledge, are there any other relationships or circumstances that would result in a conflict of interest in your relationship with the American Legion Auxiliary Department Headquarters?

Yes No

If you answered "yes," please explain: _____

Capacity: County President Department Officer Department Committee Chairman

_____ Department Committee Member _____ Department Staff

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify the ALA Department Secretary immediately.

Signature: _____ Date _____

Printed name: _____

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**

PROFORMA MEETING AGENDA

- 1) One rap of the gavel to seat the members to prepare for the opening of the meeting
- 2) “Will the following chairman please come forward for an uninterrupted opening?
Chaplain _____, Americanism chairman _____, Soloist _____, Governing
Documents chairman _____
- 3) “The Executive Board meeting of the American Legion Auxiliary, Department of New Jersey, will now
come to order”.
- 4) Three raps of the gavel for the members to stand.
- 5) “The Color Guard, under the direction of Department Sergeant at Arms _____, will advance
the Colors”
- 6) “The Department Chaplain, _____, will lead us in Prayer.”
- 7) “In Memory of our War Dead, let us observe a moment of silence. During this time of
contemplation, let us also remember _____”
- 8) “The Americanism Chairman, _____, will lead us in the Pledge of Allegiance to the Flag
of our Country”.
- 9) “The Soloist, _____” will lead us in one stanza of our National Anthem”
- 10) “The Department Governing Documents chairman, _____, will lead us in repeating
the Preamble to the Constitution of the American Legion Auxiliary”.
- 11) “The Color Guard is excused”
- 12) One rap of the gavel for the members to be seated.
- 13) “I now declare this Executive Board meeting of the American Legion Auxiliary, Department of New
Jersey, regularly convened”.

- 14) "We will now have greetings from our NEC _____"
- 15) "We will now have greetings from our PPP chairman _____"
- 16) "We will now have greetings from our Hospitality chairman _____"
- 17) "We will now have greetings from our Department 1st Vice President _____"
- 18) "The Secretary will now call the roll of Department Officers, County Presidents and Past Department Presidents"
- 19) "We will now have the minutes of the last Board meeting (1st Vice President makes the motion to accept minutes as printed and mailed) --- Carry motion ---"
- 20) "We will now have the Treasurer's Report--after report is presented- Are there any questions? If none, the Treasurer's report is accepted and filed for audit."
- 21) "We will now have the Committee reports: Please see that the Secretary receives a copy of all reports"

AFTER COMMITTEE REPORTS ARE DONE

- 22) "Is there any unfinished business to come before this meeting?"
- 23) "Are there any communications to be read?"
- 24) "Are there any bills to be presented for payment?"
- 25) "Is there any new business to be presented?"
- 26) "Are there any activities to be announced?"

- 27) "If there is no further business to come before this meeting, will the Department Color Guard please prepare for the retrieval of the Colors?"
- 28) "The Department Chaplain, _____, will lead us in closing prayer"
- 29) "The 1st Vice President _____ will read the closing obligation"
- 30) "The Color Guard will now retrieve the Colors"
- 31) "I now declare this Executive Board meeting of the American Legion Auxiliary, Department of New Jersey, adjourned" (One rap of the gavel)

CLOSING OBLIGATION

"UNTIL WE MEET AGAIN, LET US REMEMBER THAT OUR OBLIGATION TO OUR COUNTRY CAN ONLY BE FULFILLED
BY THE FAITHFUL PERFORMANCE OF ALL DUTIES OF CITIZENSHIP.

LET SERVICE TO THE COMMUNITY, STATE AND NATION BE EVER A MAIN OBJECTIVE OF THE AMERICAN LEGION
AUXILIARY AND ITS MEMBERS.

LET US EVER BE WATCHFUL OF OUR ORGANIZATION AND OURSELVES, THAT NOTHING SHALL SWERVE US FROM
THE PATH OF JUSTICE, FREEDOM AND DEMOCRACY.

DEPARTMENT COMMITTEES

TOPIC: COMMITTEE INFORMATION

All requests for information relative to any committee of the American Legion Auxiliary, Department of New Jersey, shall be addressed to and requested from the appropriate committee chairman or committee member.

The contact information for all committee assignments is listed in the Department directory. If a member does not have access to the Department directory, they may contact the Department office only for the name, phone number and email of the committee member. Committee information will not be given to any member by the Department office staff but must be coordinated through the committee.

TOPIC: DEPARTMENT COMMITTEE LIAISONS

It shall be the policy of the American Legion Auxiliary, Department of New Jersey that there shall be liaisons between the Finance and Audit committee, and the Finance and Personnel Committee.

The Incoming Department President shall appoint one member of the Audit committee to serve as liaison to Finance and a separate member of the Finance committee to serve as liaison to Personnel.

Rationale: Since both Audit and Personnel deal with issues relevant to the financial operations of the Department, there shall be a representative from Finance who will be responsible for compiling and distributing information to the Finance committee, which will then use the information in planning of budgets, fund raising, etc.

TOPIC: ELECTIONS COMMITTEE PROCEDURE

The Department President shall appoint an Election Committee consisting of one Chairman, two Tellers and two Inspectors.

The Department Elections Committee is responsible for the preparation of all voting and election materials. The committee members shall meet at the Department Headquarters no less than two (2) weeks prior to the Department Convention for the purpose of preparing ballots and all election materials needed for the Department Convention. They shall review voting instructions and election rules, making changes as necessary.

The Elections and committee procedure are as outlined in the Standing Rules of the American Legion Auxiliary, Department of New Jersey.

TOPIC: MEMBERSHIP TRANSFERS

In the beginning of each new administration, the Department Membership chairman announces the goals that have been set for each unit in the Department. The National organization does not keep track as to what individual unit goals have been set at, National only tracks the overall Department goal that National has set. It is therefore the responsibility of the Department to follow through with internal transfers from one unit to another, within the Department. When a member transfers and pays the new year's dues to the new unit, the goal for the old unit will be reduced by one member and the goal for the new unit will be increased by one member; this will insure that a unit is neither penalized for the loss of a member or given credit for a new member. Transfers are an internal (department) adjustment. When membership transmittals are received into Department and data has been input, the adjustment should be made immediately.

Upon receipt of the Member Data form showing the transfer, the Department employee processing the membership transfer shall inform the old unit of the transfer via email, phone call or postcard.

The Department membership chart shall be updated to reflect the transfers. (Unit goals increased and decreased accordingly).

TOPIC: GIRLS STATE

Girl State Financial Report

The Department Treasurer serves as the treasurer for Girl State however; it is the Girl State Director who should give the finance report at all Department Board meetings. The Girl State Director is responsible for the income received and the expenses paid and should be prepared to answer any questions relating thereto.

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY**

“POPPY PROGRAM”

The following is the office policy of the American Legion Auxiliary, Department of New Jersey, officially adopted at the September 10, 2016 Department Executive Committee meeting. Adoption of this policy was made effective immediately.

- 1) All poppy orders must be postmarked no earlier than October 1st. Any orders postmarked earlier than that day shall be returned to the ordering Post, Unit or Squadron.
- 2) No member of the American Legion family (Post, Unit, Squadron) shall distribute poppies in the territory of another Post or Unit, unless: a) no Post or Unit exists within that area or b) by prior mutual agreement between Posts or Units)
- 3) Funds derived from the distribution of the poppy must only be used for those programs specified in the National Poppy Program of the American Legion Auxiliary (Veterans Affairs & Rehab, educational purposes for veteran’s children, assistance to active duty military personnel and their families; assistance to veteran’s families). Funds derived from poppy distribution may not be used for general fund purposes.
- 4) All American Legion Auxiliary units will have first right to distribution locations as the Poppy Program is officially a program of the American Legion Auxiliary.
- 5) Only official brochures and pamphlets of the American Legion family may be handed out during poppy distribution. (Membership applications, scholarship and essay information, etc)
- 6) No poppies will be given to any Post, Unit or Squadron without a signed copy of this policy. It shall be the responsibility of the person accepting the poppies and signing the policy to see that all members distributing poppies are fully informed about this policy. Failure to comply with this policy may result in that Post, Unit or Squadron from participating in the American Legion Auxiliary, Department of New Jersey, poppy program

AUDIT COMMITTEE ROLES AND RESPONSIBILITIES

I. PURPOSE

The American Legion Auxiliary, Department of New Jersey (“Auxiliary”) Audit Committee (“Audit Committee”) shall be responsible for providing oversight assistance to the Department Executive Committee (“DEC”) in fulfilling their responsibility relative to auditing, accounting and financial reporting processes, including a reliable system of operational, financial and compliance internal controls, corporate compliance oversight functions, and the quality and integrity of the financial reports of the Auxiliary. In so doing, it is the responsibility of the Audit Committee to maintain free and open communication between the DEC, the external auditors and the Finance Committee.

II. QUALIFICATIONS OF MEMBERS

The Audit Committee shall be comprised of members who are independent of the Auxiliary, its management, and any affiliates of the Auxiliary. Members of the Audit Committee shall be considered independent if they have no relationship that may interfere with the exercise of their independence from the Auxiliary, its management and any affiliates of the Auxiliary. Current Department Officers and Department Chairmen should not be members of the Audit Committee.

Audit Committee members must be financially literate and should have some background in bookkeeping or accounting; at least one member must be an “Audit Committee Financial Expert” who will serve as chairman. Knowledge of audit procedures would be helpful. Members of the Audit Committee may not necessarily be members of the American Legion Auxiliary.

The Audit Committee is to be separate and distinct from the Finance Committee. However, one member, including the Chair, may also be a voting member of the Finance Committee in order to promote cooperation, communications and coordination between the committees and their respective functions.

III. AUTHORITY AND RESPONSIBILITIES

In carrying out its oversight responsibilities, the Audit Committee procedures should remain flexible in order to best react to changing conditions and assure the DEC that the auditing, accounting and financial reporting processes and internal

Controls and the financial reports of the Auxiliary are in accordance with all related requirements and are of the highest quality.

In carrying out these responsibilities, the Audit Committee will address the following key areas:

Risk Assessment

- A. Inquire of management and the external auditor about significant risks or exposures and assess the steps management has taken to minimize such risks to the Auxiliary.

Financial Reporting Process

- B. Inquire of management and the external auditor about financial reporting Processes to address complex or highly judgmental accounting or internal control areas.
- C. Review interim financial statements with management at Audit Committee meetings.
- D. Review the adequacy and effectiveness of the accounting and financial controls of the Auxiliary with the financial and accounting personnel and external auditor, and elicit any recommendations for the improvement of the system of internal controls or particular areas where new or more detailed controls or procedures are desirable. Particular emphasis should be given to the adequacy of the system of internal controls to expose payments, transactions, or procedures that might be deemed illegal or otherwise improper.

External Auditor

- E. Review at least annually, the following with management and the external auditor:
 - ...Timely analysis of significant financial reporting issues and practices, including changes in, or adoptions of, accounting principles and disclosure practices.
 - ...Matters required to be communicated to the Audit Committee by statements of Auditing Standards, including audit adjustments made and passed.
 - ...Accounting estimates and quality of earnings schedules prepared by management or the external auditor.
 - ...Judgments about the quality and the clarity of the financial disclosures practices used or proposed to be used.
 - ...Management Letter and SAS 112 letter and management's response thereto.
 - ...Consideration of need for rotation of audit partners.

- ...Audit fees charged by the external auditor and services performed by the external auditor that may impair their independence.
- ...Material off-balance sheet transactions.

- F. ...Report results of the annual audit to the DEC. If desired by the DEC, invite the external auditor to attend a DEC meeting to assist in reporting the results of the annual audit or to answer questions.

Other

- G. Obtain the DEC's approval of these Roles and Responsibilities and review and reassess these guidelines as conditions dictate.
- H. Provide sufficient opportunity for management to meet with the members of the Audit Committee without the external auditors present.
- I. Provide sufficient opportunity for the external auditors to meet with the Members of the Audit Committee without management present.
- J. Provide sufficient opportunity for the external auditors to meet with Members of the Audit Committee without management present.
- K. Complete an annual self-assessment and review results with the DEC.

IV. COMMITTEE PROCEDURES

- A. Audit Committee members and the Audit Committee Chair are appointed by the Department President and ratified by the DEC. Audit Committee members are re-appointed each year, as appropriate. There will be a minimum of three (3) members on the Audit Committee, each assigned, either 1-year, 2-year or 3-year terms.
- B. The Audit Committee will meet a minimum of four times per year. Audit Committee members must attend more than half of the meetings per year.
- C. The Audit Committee Chair will have the responsibility for preparing the agenda and meeting materials and minutes from each meeting. Audit Committee meeting reports will be delivered to the DEC, however, all discrepancies or material questions should first be brought to the attention of the Department President and Department Finance chairman.
- D. Included in the audit are to be the review and testing of the general ledger, cash receipts and disbursements, payroll and internal controls.

FINANCE COMMITTEE ROLES AND RESPONSIBILITIES

- 1) Oversee the general financial policy of the department organization, subject to the ratification of the Department Executive Committee
- 2) Prepare annual budget, following effective annual budgeting process
- 3) Ensure office staff and incoming Department President have adequate opportunity for input
- 4) Ensure budget provides adequate cost center information and appropriate fund accountability
- 5) Ensure sound investment policy; hire professional investment manager
- 6) Review investment performance in light of organizational goals and investment policy
- 7) Ensure the operation and programs of the Department organization are adequately funded through diversification of funding sources
- 8) Hire professional outside auditing firm to conduct the annual audit review
- 9) Review and accept findings of the audit report and ensure recommendations are appropriately addressed
- 10) Ensure the organization's reputation is protected through sound internal financial controls
- 11) Ensure the organization has sufficient insurance coverage
- 12) Ensure appropriate risk management policies are adopted and implemented.
- 13) Ensure all tax reporting is completed within appropriate time-frame for federal, state and local jurisdictions
- 14) Provide counties and units with information appropriate to their level regarding tax reporting requirements
- 15) Ensure the Department Executive Committee receives clear, timely and accurate information regarding financial status of the organization
- 16) Ensure incoming officers understand the experience and background required for appointees to be effective in their role on the finance committee

PERSONNEL COMMITTEE GUIDELINES

The Personnel Committee is responsible to:

- 1) Supervise Department Office Staff, under direction of Department President
- 2) Maintain a current office Policy and Procedure Manual
- 3) Maintain current employee personnel jacket, complete with up-to-date tax and personnel data forms
- 4) Approve all absences, paid or unpaid
- 5) Recruit new employees via notice of potential vacancy to units, newspaper ads, etc.
- 6) Maintain accurate time logs and absentee records for all employees; a copy will be available for review by the Finance committee
- 7) Offer advice to Department President on any and all personnel matters
- 8) Prepare a list of extra-curricular activities, conventions, meetings, etc. that the Department Secretary and Department Treasurer are required to attend
- 9) Interview applicants for all positions together with Department President
- 10) Prepare annual employee evaluation to be submitted to Finance committee for their consideration when determining employee merit and annual increases. The evaluation is to be done in consultation with the Department President. Recommendation for salary increase to be submitted to Finance Committee prior to preparation of annual budget.
- 11) Ensure Department President is kept up to date on any potential problems at Department office
- 12) Be alert of any rules governing equal employment opportunity in order to maintain a good working relationship among employees

DEPARTMENT LUNCHEON & MEETINGS

TOPIC: VISITS OF NATIONAL OFFICERS

The Chairman of the National Presidents visit and the Birthday Luncheon are responsible for all phases of planning the events of the visit, including location, activities, pricing, invitations to guests, seating of the head table, etc., subject to review and approval of the Department President, prior to any contracts or commitments being signed. The chairman should share all plans, etc. with the event committee, at each phase of event planning.

Should there be Vice Chairmen of the National Presidents visit and the Birthday Luncheon, the Vice Chairmen is responsible for collecting reservations, seating arrangements at the Luncheons (other than the head table) and any other tasks as may be assigned by the chairman.

The dates to request a National President's visit are to be arranged by the Department Secretary, as per instruction from National Headquarters. Date should be requested in July or August

The National President should be picked up from the airport by the Department President, NEC and/or hospitality chairman

The event chairman is responsible for mailing letters to invited guests and for seating guests at the head table; the event co-chairman is responsible for taking all other reservations and seating same.

Dinner and Breakfast- the Department pays for dinner the night before the official visit and for breakfast the day of the official visit for the National President, Department President, NEC, Event Chairman, Department Hospitality chairman

All other members and guests are invited to attend the dinner, at their own expense

Hotel Rooms will be paid for as follows:

One Room: Department President and Hospitality Chairman

One Room: National President

One Room: NEC and Chairman of the event.

If the NEC and Chairman of the event prefer to share their room with someone else, they will assume responsibility for 50% of the room cost

If a gratis suite is offered, it is shared by the Department President and Hospitality chairman

In the event the National President has to extend their stay, the Department will pay expenses for the Department President to stay with the National President, including all meals.

Guests to the National President's Visit are limited to the following:

National President, Department President, National Executive Committeeperson, Department Commander, American Legion NEC, Honorary Department Junior President, SAL Detachment Commander, SAL NEC, NPV Event Chairman and any Past National Presidents from New Jersey.

Reception- a pre-luncheon reception is optional.

Receiving line- a Receiving Line should be held immediately preceding the function. Those on the receiving line are: National President, Department President, National Executive Committeeperson, Department Commander, American Legion NEC, SAL Detachment Commander and SAL NEC.

Gift: The Event chairman is responsible to place a hospitality gift in the room of the National President. Suggested items are water, fruit, soda, iced tea, snacks, etc

Note: Adequate time should be set aside for the National President to have free time to conduct national business, etc.

Any profit from the event is to be deposited into the Department General Fund.

DEPARTMENT OFFICER GUIDELINES

TOPIC: DEPARTMENT OFFICERS

GUIDELINES FOR CANDIDATES FOR DEPARTMENT OFFICE

When a candidate for Department office is nominated, they have the right to be advised of the duties of the office. If elected, the members have the right to expect the officers to perform and fulfill the duties of the office to the best of their ability and to attend executive meetings, to arrive on time and to advise the President if they are unable to attend the meetings. The Governing Documents must be adhered to as they are the documents that govern, direct and guide the administrative duties of all officers.

1. Although nominations from the floor are appropriate during Department Convention, endorsements for Department Office will be accepted at Department Headquarters no earlier than 3 months before Department Convention, with the exception of the candidate for Department President, which should be received by Department headquarters by September 1st of each year.
2. Endorsements should be made for any Department Office annually.
3. During Convention, a joint reception is hosted by the newly elected Department President and Commander on Friday evening. Normally, the candidate for Department President will select the refreshments; and, the candidate for Department commander will select the beverages for the reception. However, it can be discussed between the two leaders and other arrangements may be made. The cost of such reception is the responsibility of both candidates.
4. Only the candidate for Department President is permitted to give favors or mementos to the members and guests at the reception during convention if the President so desires.
5. Flowers or a memento of the President's choice to be used during installation will be selected by the incoming Department President, and payment for cost of same is their responsibility.
6. Candidate for Department President shall provide all candidates with specific installation procedure and special requests regarding attire.
7. All elected officers should attend County Installations if possible and Department sponsored functions, i.e. Department Executive Board Meetings, National President's Visit, Department Leadership Workshops, National Leadership Information Conferences, Annual Birthday Luncheon, Department Past Presidents Parley Luncheon, Department President's Testimonial, Official Visits to County ALA Activities

when invited, Locustwood, High Point and General William C. Doyle Cemetery Memorial Services, For God and Country Services, VA Hospital visits, Department Convention and National Convention.

8. Once elected, the Department officer's first responsibility is to attend any department functions and not their unit or county activities, unless prior permission was granted by the Department President to miss the department event.
9. Officers may attend County Testimonial Dinners if desired, bearing in mind that members from every County elected them and they enjoy seeing the Department Officers in their respective counties during their special events.
10. The same officer ribbons presented to a member when they are installed as Department Chaplain will be worn until the office of Department President is attained. The Department Sergeant-at-Arms passes the ribbon on to their successor.
11. Ribbons are to be worn only at Department Executive Meetings. They are not worn during Memorial Services. There is no official uniform; however, each Department President has the privilege of asking officers to wear similar attire for most functions.
12. If there is more than one event in any given day that asks for representation of Department Officers, the Department President will decide what officer attends what function and who will be the official representative, always giving first consideration to Vice Presidents. The Sergeant-at-Arms is usually expected to be at the same functions attended by the Department President.
13. The Department Secretary and Department Treasurer are employees and do not participate in the formal installation ceremony; they are nominated and ratified at the first Department Executive Meeting following the close of Department Convention and given an oath of office at that time.
14. Department Officers are representatives of the American Legion Auxiliary. As such, they are reminded that they are role models for most members and should always arrive at the designated place either on time or early. With this in mind, the following guidelines for appearance are suggested:
 - a. Clothes are to be clean, neat, and matching.
 - b. Tops (blouses, shirts, sweaters, etc.) are not to be too revealing.
 - c. Skirts are not to be mini in length.
 - d. When seated, knees are to be kept together and covered.

15. When attending functions in Department Officers' respective counties, remember, there is no special standing in your county based on your Department Office.

You are a Past County President or a County member with the same status as all other members in the same capacity. You need the support of all county members and they need you to represent them well. You should always treat each other with respect.

16. The Department Budget makes provision for expense money for some Department Officers. The amount varies upon budget approval.

- 17) Upon election to the office of 2nd Vice President, the Department officer may begin the process of obtaining design approval for pins, logos etc. for their year as President. They must first consult with the Dept. 1st Vice President as to not jump over the line of succession. However, approval of the design must be given before anything can be ordered. Designs and logos should go to the Department office first and Department Secretary will send designs to National Headquarters. The Department Secretary shall forward the request to National in a timely manner, upon confirmation that the Department 1st Vice President has been consulted. The request shall be forwarded to National, even if the 1st Vice President has not yet submitted their designs. Upon approval from National, the Vice President may order pins and give-a-ways for their year if they deem it to be economically feasible.

GUIDELINES FOR DEPARTMENT SERGEANT-AT-ARMS

The Sergeant-at-Arms must make every effort to be in attendance at meetings and special occasions to advance and retire the colors.

1. The Sergeant-at-Arms is to learn Flag etiquette and to pass that information on to all members.
2. The Sergeant-at-Arms is to care for and to ensure that the colors are properly advanced and retrieved or retired.
3. The Sergeant-at-Arms is to be seated at the entrance of the meeting room and to remain there throughout the meeting to greet and extend courtesies to guests.
4. The Sergeant-at-Arms is to advise the President and/or the chairman that their guests have arrived.
5. The Sergeant-at-Arms is to preserve order at the meetings by ensuring that members are not walking in and out needlessly and at inappropriate times.
6. The Sergeant-at-Arms is responsible for maintaining and caring for the colors of the American Legion Auxiliary, Department of New Jersey
7. Distributes mail at Executive Board Meetings via mail bags designated by county.
8. Heads the Color Guard in advancing and retrieving colors at opening and closing of all executive meetings and Department ceremonies.
9. Informs members of the Color Guard that has been appointed by the Department President of what to wear and where to be.
10. Immediately following the end of the parade during Department Convention, the newly installed Sergeant-at-Arms is to retrieve the officer's ribbon, flags, cases and straps from the outgoing Sergeant-at-Arms. The new Sergeant-at-Arms should be sure that their predecessor gives them a list of inventory being surrendered.
11. At the first Post-Convention Executive Board Meeting held on Saturday morning in Wildwood, the Sergeant-at-Arms is to meet with the newly appointed color guard and alternates and discuss the following:

- a. Exchange a list of names, addresses, Email addresses, and telephone numbers in the event they need to contact each other.
 - b. Discuss uniform dress. Asks for preferences in dress. Relay Department President's wishes as to uniform.
 - c. Stress the importance of being on time or ½ an hour early for each function.
12. As soon as possible, prepare a Color Guard "Calendar of Events" that should list the dates of Department Executive Meetings and other activities that the Color Guard is expected to attend. List should contain:
- a. Dates of events
 - b. Name of event
 - c. Time expected to arrive
 - d. Uniform requirement
 - e. If directions are needed, contact person
13. Newly elected Sergeant-at-Arms does not wear an officer's ribbon during the parade immediately following elections since they are not officially an officer until the close of convention.
14. HIGH POINT MEMORIAL SERVICES: The first official function of the newly installed Sergeant-at-Arms and newly appointed Color Guard is to attend High Point Memorial Services. At that time, they will need the flags, straps, and uniform. Ensure the attendance of Color Guard members. In the event members and alternates cannot attend, the Sergeant-at-Arms may, after consultation with the President, ask another member to participate. This holds true for all functions where the attendance of the Color Guard is required.
15. NATIONAL PRESIDENT'S VISIT: this is the only time the National banner is needed. The regular Color Guard is not required to attend. The four County Presidents with the highest membership percentage act as the color guard. Ask the Department Secretary/Treasurer for their names and contact information. Contact them to ensure they know of their participation and appropriate dress. (No slacks) Usually, the Honorary Department Junior President carries the National banner in front of the National President. If the Junior President is not in attendance, ask the Department President the name of the person they want to do the honors. The Department colors will be posted before the National banner is posted; three flag stands are needed.
16. DEPARTMENT EXECUTIVE MEETINGS:
- a. Ask color guard to arrive at least 15 minutes in advance to allow time to get the flags ready for presentation.
 - b. Place the flag stands at the head table.
 - c. Arrange County Presidents' mail bags.
 - d. Arrange officer name plates at their designated seating places at the head table.
 - e. Normally, you are required to deliver mail from the Department President, Secretary, Treasurer, NEC to the County Presidents' mail bags. However, members in attendance may ask for special deliveries.
 - f. During the meeting, the Sergeant-at-Arms is seated near the door at the entrance of the room. Always watch the Head Table for direction from the Department President and officers.

- g. The President is responsible for order during the meeting, however, you may be asked for assistance in maintaining quiet. Roberts Rules states that the Sergeant-at-Arms “should move quietly around the room and station themselves momentarily at any table where the noise is unruly”.
 - h. Ask another officer to give a copy of all bulletins distributed at head table during the meeting and hold them until after the meeting.
 - i. Be sure to review the President’s calendar of events (probably during lunch). Make notation as to whether or not attendance is possible.
 - j. Ask for the color guard’s assistance when necessary.
 - k. Ask the color guard to fold the colors after retrieval and place them in the carrying cases.
 - l. Wear comfortable shoes.
17. INSTALLATIONS: When there is more than one installation at the same time, the Sergeant-at-Arms attends the installation that the Department President will attend, unless she instructs you otherwise.
- a. Unless instructed otherwise by the President, officers wear white suits for installation including white shoes.
 - b. Ensure arrival half an hour early. Obtain a list of incoming officers and assign the appropriate Department officer as an escort. Distribute installation cards to installing officers. Collect cards and return them to the Installing Officer following installation.
 - c. Ask Department President; or, county chairman, for special instruction. (Inform Installing Officer names of people making presentations, i.e. ribbon, pin, gifts, etc.)
18. END OF YEAR DEPARTMENT CONVENTIONS:
- a. Have flags dry cleaned if needed.
 - b. During convention, Sergeant-at-Arms is stations near the rear of the room or seated with Department officers (Department President’s choice)
 - c. Before the opening procession, the Sergeant-at-Arms asks County Presidents, Department Officers, Past Department Presidents and Color Guard to line up according to requests of Department President.
 - d. Meet with Convention Sergeant-in-Arms to be sure they are aware of their committee’s responsibilities (checking badges of anyone entering meeting room; allowing no one in or out of the room during elections; ensure that all exits are covered; etc. The Convention Sergeant-at-Arms is to meet with the committee to relay all information.
 - e. Ensure working order of microphones.
 - f. Ensure availability of water at the convention dais.
 - g. Give all equipment, i.e. ribbon, bell, gavel, etc. except the flags and straps, to the incoming Sergeant-at-Arms at the close of convention.
 - h. March with Color Guard during convention parade unless otherwise instructed by Department President.
20. Assist Department President in any way possible. If unsure, ask Department President for guidance.

GUIDELINES FOR DEPARTMENT CHAPLAIN

The Chaplain is to be in attendance at meetings and special functions and to recite or lead the invocations and the benedictions where such prayers are offered at the opening and closing of the meetings, etc.

1. The Department Chaplain will conduct a Memorial Service for members who passed away during the administrative year during Department Convention. Plans for this service are coordinated with the Department President.
2. Prayers are to be prepared for all Department meetings, and for other functions as directed by the Department President.
3. The Department Chaplain will prepare a Book of Prayers for distribution to all Units.
4. All prayers and devotional thoughts must be non-denominational.
5. The Department Chaplain may wish to use the American Legion Auxiliary Manual of Ceremonies, The American Legion Chaplain's Handbook, and The Chaplain's Prayer Manual as references.
6. The Department Chaplain may attend the National Chaplain's Conference if authorized by the Department President. A stipend will be paid by Department as determined in the annual budget.
7. A Book of Prayers may be prepared for presentation to the Department President at the Department convention.
8. It is expected that the Department Chaplain attend and participate in all Memorial Services as requested by the Department President including the Chapel of Four Chaplains remembrance; Locustwood services; High Point services; etc.

GUIDELINES FOR DEPARTMENT HISTORIAN

The Historian must make every effort to be in attendance at meetings, social functions and special occasions to record and compile activities and accomplishments in a History Book and to send the book of history of the American Legion Auxiliary, Department of New Jersey, to the National Historian for judging.

1. The Department History is to be completed no later than December 31 following the conclusion of their term of office.
2. Two copies of the final history are needed. One should be presented to the Department President during the Annual Birthday Luncheon that is held the first Saturday in December. The second copy is to be given to the Department Secretary for a permanent record at Department Headquarters.
3. Instructions for proper compilation of the History must be obtained from Policies and Procedures Handbook and the Plan of Work and Bulletins prepared by the National Historian.
4. The History should be in narrative form. This is to be a complete history of the American Legion Auxiliary administrative year. While it should include information about the Department President's travels, it should not be limited to that.
5. The Department History should include:
 - a. List of all Department Officers
 - b. Dedication
 - c. President's theme and special projects or points of emphasis
 - d. Department and National Conferences
 - e. Presidents and Secretaries conference
 - f. Department President's Reception
 - g. Department Executive Committee Meetings
 - h. Awareness Assembly
 - i. National Convention (both beginning of year and conclusion of year)
 - j. Information about programs and achievements (can be found in Chairmen's annual reports.
 - k. Special awards presented by the organization
 - l. Death of any Past Department President during the year.
6. Rules for Unit, County and Junior History Books are to be formulated and distributed to all Unit and County Auxiliaries in New Jersey. Rules should coincide with rules from the National Organization. Deadlines must be stipulated and adhered to.
7. History Books are to be taken to Department Convention to return to originators.

GUIDELINES FOR DEPARTMENT VICE PRESIDENTS

It is an honor, indeed, to serve as Department Vice President of the American Legion Auxiliary. This provides a special opportunity for even greater service to our organization. The office of Vice President is one of prestige.

The duties are those of assistance to the Department President in whatever capacity or assignments the President gives you. Cooperation with the President can greatly enhance the year for all.

The Vice President is to assist the President when called upon and to be prepared to preside at a meeting in the absence of the President. The duties are outlined under "Duties of Officers" of the Department Governing Documents, and more specific duties are as follows:

1. In the event the Department President is unable to make official visits to County organizations of the American Legion Auxiliary, the Department President may authorize a Department Vice President to be her representative.
2. Vice Presidents should be familiar with all programs and know the Department President's special emphasis in order to relay the President's message.
3. Vice Presidents shall NOT attend conferences and conventions in an official or unofficial capacity unless specifically authorized to do so by the Department President; attendance at their own County conference or convention is the exception.
4. When the Department President so directs, the Department Vice Presidents shall serve in an advisory capacity to a specific Department Chairman to develop a program.

ADDITIONAL GUIDELINES FOR DEPARTMENT FIRST VICE PRESIDENT

The First Vice President is to arrive early on the meeting dates and to be prepared to preside at the meeting in the absence of the President, to serve in their stead, to preside at the meetings and/or to perform the President's duties in the case of illness, vacation, Auxiliary functions, etc.; to succeed the President in case of death, resignation, or removal, etc.

1. Have appointments ratified for the Finance and Membership Committees
2. Review and amend the Department Appointments form and return to Department Secretary.
3. Make arrangements for meetings of Department Executive Committee.
4. Coordinate Leadership Workshop with Leadership Chairman.
5. Coordinate meetings for Junior Activities with Chairman usually held in the Fall and Spring of each year.
6. Select Installing Officer for Installation and coordinate activities such as preparing a letter for distribution to the candidates for Department Office and incoming County Presidents, advising them what they are expected to wear to the installation ceremony.
7. Endorsements/announcements declaring candidacy may be mailed or emailed upon receiving permission of current Department President. Endorsement shall include a summary of appointments at Department, community involvement or professional associations at the candidate's discretion. A photo may be included. Announcements may be sent to Department Officers, Past Department Presidents, Department American Legion, County and Unit Organizations, and political representatives at the candidate's discretion.
8. Appointments forms to be completed and mailed or emailed only after permission has been granted by the current Department President. A special letter outlining responsibilities, specific requests, etc. may be included with the appointments form.
9. Outline the tentative Membership program with the Membership Chairman. Review awards, gifts, possible changes, recommendations, etc.

GUIDELINES FOR INSTALLATION OF OFFICERS

INCOMING PRESIDENT:

- Chooses the Installing Officer
- Chooses the Installation Chaplain and Sergeant at Arms
- Decides what incoming officers will carry in the processional
- Installing Officer will obtain the list of escorts from each Department officer
- Installing Officer will advise each escort as to dress and any other pertinent information as to the Installation and pre-Installation luncheon
- Installing Officer will work with the group (s) the incoming Department President served with to advise them about the honor guard and what, if anything, they will carry
- Installing Officer will work with the County/Unit/family of the incoming President to coordinate presentations during installation, etc
- Installing Officer completes the Installation book that is used during installation
- Sergeant at Arms will assemble members of the processional and distribute items to be carried, etc

OUTGOING PRESIDENT:

- Outgoing President will decide who will perform the flag presentation ceremony; it is her convention and therefore her choice. However, she may extend the courtesy to the incoming President to have someone of her choice present the colors to her but someone of the outgoing President may have someone else retire her colors.
- Outgoing President will inform the Installing Officer so that the information can be entered into the Installation book.
- Outgoing President assumes to podium in the event guests are to be presented.

DEPARTMENT OFFICE PROCEDURES

TOPIC: OFFICE PERSONNEL

1) Both the Department Secretary and Department Treasurer are to abide by the Personnel Handbook that they receive. The Personnel book will be updated annually, upon reappointment of position. (Personnel handbook is separate attachment to this Policy and Procedure Manual)

All Department employees will be required to provide written acknowledgement of receipt of the handbook.

2) There shall be no comments made, either verbally or written, about ANY member of the Department of New Jersey in a derogatory fashion. As members of the American Legion Auxiliary Department of New Jersey our staff MUST adhere to the confidentiality statement they are to sign each administration. Failure to adhere to this policy will lead to immediate dismissal.

3) Any and all grievances are to be handled through the Personnel Committee and the Department President. If they are not available, then the staff member will wait until such time as they are available. Any circumvention of this practice will constitute immediate dismissal.

TOPIC: OFFICE PROCEDURES

1) All correspondence for distribution must be emailed to the recipient unless there is agreement from the Department President/Finance Chairman for use of postal services. This directive includes and is not limited to Executive Board minutes, bulletins, reports and announcements, etc.

An email list of all Past Department Presidents, Department Officers, County Presidents, Unit Presidents shall be compiled for distribution of all relevant materials for the membership. If there are members who have paid to have copies sent to them, these individuals will be contacted to verify an email address. Only members without access to email will receive copies via the US Postal Service.

Department staff will be responsible for creating and maintaining the email addresses folders and creating a master address label file for any members that require information be sent by mail. The mailing labels are to be reviewed for any duplication of names or addresses

2) All Executive Board Meetings minutes are to be taped and transcribed by the Department Secretary or in her absence the Department Treasurer within 5 business days of the meeting. All tapes are to be labeled with the date and then boxed and kept for a minimum of 5 years, longer if space is available. At no time are the tapes to be removed from our headquarters office without approval from the Department President, Personnel Chairman and Finance Chairman.

3) At no time are files to be copied and or removed from any computer or file in the headquarters office without prior approval from the Department President/Personnel Chairman and Finance Chairman. This directive is for office staff and all members of the organization.

4) All files are to be backed up (saved) to a flash drive or disc on a weekly basis. The saved files are to be kept in a safe place after each update; the safe storage place to be decided on by the staff and Department President.

5) Weekly membership reports are to be automated through ALAMIS. There is no reason to duplicate information from the MIS system to a spreadsheet.

Membership shall be handled as directed by the Chairman and/or Department President.

6) When feasible, cross training of positions shall occur on an as needed basis, as determined by the Personnel committee or the Department President.

DEPARTMENT SECRETARY

- 1) Answer phones and handle accordingly
- 2) Open and distribute mail received
- 3) Distribute information received from National to Department chairmen
- 4) Handle correspondence from members
- 5) Any letters requested to be written by the secretary shall be reviewed by the requesting person for accuracy. The secretary will not be held responsible for accuracy if the requester does not review the document.
- 6) Maintain adequate inventory of office supplies
- 7) Attend all Executive Board meetings:
 - a) take accurate minutes which are to be transcribed and emailed within 2 weeks of said meeting
 - b) Handle any correspondence or requests received at the meeting;
 - c) Scan and email all bulletins received from chairmen; where necessary, prepare regular mail envelopes for non-email recipients
- 8) Prepare and email all announcements from office, upon approval of Department President or individual Department chairman
- 9) Update Department President daily on any issues requiring their attention
- 10) Prepare all materials needed for Department and National convention, including any information to be distributed to delegates and alternates, committee chairmen, letters of invitation to guests
- 11) Work with office volunteers to insure all Department information is accurately filed
- 12) Process membership
- 13) The Department Secretary will be authorized to attend the Department Leadership conference bi-annually or as directed by the Department President/Personnel Chairman and Finance Chairman.

DEPARTMENT TREASURER

- 1) The Department Treasurer will be responsible for maintaining and reviewing the Treasurers Report on a monthly basis. If requested, the report shall be available to the Finance Chairman and Vice Chairman for review. The Treasurer shall be prepared to answer any and all questions concerning the report at an Executive Board Meeting. The Budget to Actual report shall be available on a monthly basis, as to be ready for review when requested.
- 2) All functions of finance are to be handled by the treasurer. This includes all banking functions/data entry/processing of vouchers for payment or reimbursement and special fund-raising events. When requested by the Finance Chairman or member of the committee to initiate forms for licenses, it is up to the treasurer to process all the startup information up to and including the return of the licensing forms.
- 3) The Department Treasurer will only accept funds when accompanied by the Department Transmittal form. All funds whether cash or check must be listed on the correct line for accurate accounting of program donations. Funds received by either mail or hand delivered will not be accepted at headquarters and will be returned to the sender if the transmittal is not completed in its entirety and signed by sender.
- 4) No chairman is to handle monies that are collected at events. When counties or units make donations at their own event or department events, the funds collected are to be turned over to the treasurer whether county, unit or department; who will be responsible for the transmittal to the department office. No funds are to be taken out of the event by the chairman.

The only exception to this procedure is for any reservations for special events that are scheduled, as they have a chairman in place; that needs the information from the reservation chairman who is the responsible party for the collection of the reservation funds collected. Transmittal and report are to be forwarded to the department office at the close of the event with copies given to the chairman of the event.

Ex: Executive Board Meeting, Special Luncheons and dinners

- 5) All Requests for checks as reimbursement of funds or use of funds in the trustee account MUST be sent to the Department Treasurer. When sending in a check request for reimbursement, a check request form must be filled out and signed with all receipts attached

A request for distribution of program funds needs to be filled out with explanation of use of funds and how much is being requested.

No program funds will be distributed unless approved by the DEC if there is a shortage of monies in the program account.

- 6) It shall be the procedure of the American Legion Auxiliary, Department of New Jersey Treasurer to enter deposits in a recap fashion.

Since all funds transmitted to the office are to be sent on a transmittal form, detailed by County, Unit, Check #, check date, check amount and purpose, each transmittal form should be assigned a sequential deposit #; the full amount of the deposit should be entered into cash and then credited to the appropriate accounts.

In order to properly track this information, there should be a master deposit book set up (a loose leaf notebook); all transmittal sheets should then be filed into this loose leaf. A record of all deposits would be then easily accessible to the office staff and the audit committee.

7) All funds received at Department Office for all Trustee Accounts (other than the Department Presidents project) shall be distributed quarterly, whenever feasible.

8) Procedure for handling reimbursement of dues paid on-line:

Reimbursement to units for dues paid on-line directly to National Headquarters shall be:

- a) \$25.00 and above will be paid monthly.
- b) Under \$25.00 will be quarterly or can be used as a credit towards future dues payments, each unit has either option and must inform Department Treasurer as to their preference.

9) Each check disbursed from the Department office shall be signed by two of the three authorized signatories. Those authorized to sign are the Department President, Department Treasurer, Department Finance Chairman.

DEPARTMENT AND NATIONAL CONVENTION

AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW JERSEY

POLICY & PROCEDURES

TOPIC: NATIONAL CONVENTION

1) It shall be the policy of the American Legion Auxiliary, Department of New Jersey that the Incoming Department President shall serve as the National Convention Secretary for our Department delegation.

Rationale: Since the majority of the planning for National Convention is completed prior to departing for convention, and since actual minutes are not taken at the National convention, but rather notes of any awards received by Department, etc- it is not necessary for the Department Secretary to attend National Convention. All duties inherent with Secretary can be fulfilled by any member. However, by having the Incoming Department President fill this position, it will afford them an opportunity to become more familiar with what will be required the ensuing year.

2) Packets are to be handed out to all who are attending National Convention at the close of our Department Convention.

3) A list of Delegates and Alternates are to be emailed to the Delegation Chairman no later than 15 days of Department Convention; names could be handed to her at the close of Department Convention.

4) All information for Delegates and Alternates are to be mailed/emailed within 45 days after Department Convention; this shall include assignments for pre-convention meetings and any proposed resolutions. The stipends allocated in the budget for delegates shall be sent within the same time period.

Rationale: This will lessen postage expense and allow the attendees to receive a complete package of information for convention.

(Further guidelines are as listed in the Standing Rules.)

TOPIC: DEPARTMENT CONVENTION RULES

Convention rules shall be mailed with the "Call to Convention" so as to allow all members attending convention to be familiar with proper dress code, etc.

Department Convention Rules are as listed in the Standing Rules and as updated or amended each year.