



**AMERICAN LEGION AUXILIARY
DEPARTMENT OF IOWA
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POLICIES – 2017-2018

A policy is a settled or definite course or method adopted and followed by a Government, Institution, Body or Individual.

The policy of each phase of the American Legion Auxiliary activity not listed herein is to promote the program as outlined by the Department and National Organizations.

These policies are the property of the Department of Iowa American Legion Auxiliary. Bring them to all Department meetings.

These policies may be changed by a majority vote of the Department Executive Committee.

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DEPARTMENT OFFICERS

DEPARTMENT PRESIDENT

1. The Department President shall represent all members “in the spirit of service, not self,” supporting The American Legion and honoring the sacrifices of our Veterans.
2. The Department President shall:
 - a. Review the Program Action Plan
 - b. Write an article for the ALA Communique for every issue
 - c. Plan program agenda for Mid-Winter Conference and the Department Convention
 - d. Select Department pages for Mid-Winter Conference and the Department Convention
 - e. Prepare a script for Mid-Winter Conference and Department Convention. Copy of script to be given to:
 - 1) Department Executive Director
 - 2) Convention Committee Chairman
 - 3) Convention Committee Assistant
 - 4) Chairman of Pages
 - 5) Assistant Chairman of Pages
 - 6) Distinguished Guest Chairman
 - 7) Distinguished Guest Assistant
 - 8) Department Vice President
 - 9) Department Parliamentarian
 - 10) Musician
 - f. Write End of Year Department Report for the National Organization
 - g. Appoint page(s) for National Convention
 - h. Assign National Convention representatives for the pre-convention meetings.
 - i. Send copy of her calendar to Department Executive Director weekly.
3. The Department President shall call a planning meeting in the convention city at least one month prior to the Mid-Winter Conference (when necessary) and the Department Convention. Mileage will be authorized. Attendees to include:
 - a. Department President
 - b. Department Vice President
 - c. Department Executive Director
 - d. Convention Committee
 - e. Distinguished Guest Committee
 - f. Chairman and Assistant Chairman of Department Pages
4. The Department President shall attend:
 - a. National Convention
 - b. Mid-Winter Conference
 - c. Washington D. C. Conference
 - d. Department Convention
 - e. District Conferences

5. The Department President may also attend:
 - a. County and Unit meetings
 - b. National Mission Training
 - c. Visits to facilities associated with American Legion Auxiliary programs
 - d. Other activities which promote the American Legion Auxiliary mission
6. DEPARTMENT CREDIT CARD: The Department will provide a credit card for use by the Department President, with charges to be debited from her Expense Account. The Department President will receive a copy of the credit card statement each month for validation of the expenses that she incurred.
7. The Department President shall make monthly itemized statements of her expenses to the Department Executive Director and the Finance Committee for approval of payment from her expense account. Expenses may be supported by memo/email. When the Finance Chairman is in the office she will review the documentation.

DEPARTMENT VICE PRESIDENT

1. Election to this office allows the Department Vice President to have one year to observe, learn and plan for the following year without infringing on the current President's year..
2. The Department Vice President should attend Department meetings during her year of planning.
3. The Department Vice President shall attend the National Leadership Workshop.
4. The Department Vice President is encouraged to attend the District Conferences, Veterans Affairs facility tours, and Membership Rally.
5. The Department Vice President is expected to keep the Department Executive Director informed of her plans for her year as Department President.
6. Department President's Pins:
 - a. The design of the pin for use during her year must conform to National guidelines and be approved by National headquarters before it can be produced. The final artwork shall be completed and submitted to the Department Executive Director by January 1st.
 - b. The Department Vice President shall determine the quantity of pins to be ordered, based on previous history.
 - c. She shall be allowed twenty five (25) pins for her personal use.
7. Committee Appointments:
 - a. When the Department Vice President is considering committee appointments, she shall not be required to consider endorsed candidates for Department office.
 - b. The Department Vice President shall send her committee appointment letters following Mid-Winter Conference to the Membership Committee. The remaining appointment letters shall be sent after April 1st.

8. The Department Vice President should not reveal her theme or symbol until appointments are confirmed and the Plan of Action is being prepared.

DEPARTMENT EXECUTIVE DIRECTOR

1. ATTENDANCE AT MEETINGS:
 - a. Attendance to the Unit and County meetings must be authorized by the Department President before expenses are paid from the Department funds.
 - b. The Department Executive Director is authorized to attend one conference in each district per year as her schedules permits.
2. EXPENSE ACCOUNT: There shall be a budgeted account for the Department Executive Director. Authorized expenses include:
 - a. Travel within the state for official Department business
 - b. National Convention
 - c. National Leadership Conference
 - d. Washington D. C. Conference
3. The Department Executive Director shall make monthly itemized statements of expenses to the Department President and the Finance Committee for approval of payment from her expense account. Expenses may be supported by memo/email. When the Finance Chairman is in the office she will review the documentation.
4. The Department Executive Director shall compile and send a District deceased member list to the respective District Chaplain by March 15th for their use in the memorial service for the Spring District Conference.
5. The Department Executive Director shall furnish a certified copy of the list of delegates to the Convention, and the number of delegates to which each Unit is entitled to the Credentials Committee prior to the opening of the Convention.
6. The Department Executive Director shall prepare and disseminate minutes of all meetings at which she serves as secretary, within three (3) weeks of the meeting.
7. The Department Executive Director shall not hold any program chairmanship other than authorized by the Department Governing Documents.
8. Past Department President's pins received by the Department Executive Director are to be given to new Past Department Presidents as the pins become available.

DUTIES OF THE DEPARTMENT EXECUTIVE COMMITTEE

Duties of the Department Executive Committee shall include, but not be limited to:

1. Elect the Department Executive Director (Post Convention DEC Meeting)
2. Approve budget (Leadership Workshop DEC Meeting)
3. Approve appointments (Post Convention DEC Meeting)

4. Approve Policies (any DEC Meeting)
5. Vote by mail/email as authorized by the Department President
6. Attend following meetings
 - a. Post-Convention DEC
 - b. Leadership Workshop
 - c. National Convention (as authorized)
 - d. Mid-Winter Conference
 - e. Pre-Convention DEC
 - f. Other meetings assigned by the Department President

VOTING BY MAIL, TELEPHONICALLY OR ELECTRONICALLY

1. The Department Executive Committee without meeting together may transact business by mail, telephonically or electronically. The conduct of such business requires that circulation of the proposed resolution or motion be conveyed by mail, electronically or telephonically to the Department Executive Committee by the Executive Director with the approval of the Department President.
2. Fifteen (15) days shall be allowed for the return of the votes by mail, telephonically or electronically to the Department Executive Director. Voting shall be considered closed at the end of fifteen (15) days and an affirmative vote shall be recorded by a majority of those casting their votes by mail, telephonically or electronically.
3. Outcome of voting by mail, telephonically or electronically shall be confirmed by the Executive Director and the Department President shall notify the Department Executive Committee of the action taken.

PINS AND RIBBONS

Elected Officers shall wear the ribbon and the pin of the office being held. Officer ribbons and pins shall be replaced and paid for by the person who lost the ribbon and/or pin.

DISTRICT PRESIDENTS:

1. **MEETING ATTENDANCE:** District Presidents shall attend the following meetings:
 - a. Post-Convention Department Executive Committee meeting
 - b. Department Leadership Workshop
 - c. National Convention. Budgeted expense to be paid upon submission of the District President's official report to the Department Executive Director.
 - d. Mid-Winter Conference
 - e. Department Convention
 - f. Other meetings as authorized by the Department President and Department Executive Committee.
2. **MEMBERSHIP:** District Presidents are responsible for the membership in their District. If they learn of a struggling or disbanding Unit they should notify the Department Executive Director immediately so that help can be provided to the Unit. (See Standing Rules: UNIT SUSPENSION, REVOCATION AND CANCELLATION)

ENDORSEMENT FOR DEPARTMENT OFFICER:

1. Any endorsement for a Department Office shall be only for the immediate succeeding year.
2. No District can have more than one endorsed candidate for each Department office.
3. Each Past Department President should maintain a list of one or more members from her District who are interested in holding office at Department level and whom the Past Department President believes is capable of holding that office. These lists shall be given to the Nominating Committee each fall,

CANDIDATES FOR NATIONAL OFFICE

1. National President
 - a. Candidate should confer in writing to the Department Executive Director her intention to run for the office of National President.
 - b. All income and expenses related to the campaign must be processed through the Department Office.
 - c. At the Washington D.C. Conference, expenses for a reception may be authorized from the National Candidate Fund.
 - d. The Candidate should use something to promote Iowa.
 - e. Postage and printing done in the Department Office shall be deducted from the National Candidate Fund.
2. Candidates for National Chaplain, National Historian, and Central Division National Vice President may be authorized expenses from the National Candidate Fund by the Department Executive Committee.

NATIONAL EXECUTIVE COMMITTEEWOMAN

1. WASHINGTON D. C. CONFERENCE: The National Executive Committeewoman shall be the Chairman of the Delegation to the Washington D. C. Conference and shall work closely with the Department Executive Director in making the necessary arrangements.
2. NATIONAL EXECUTIVE COMMITTEE MEETINGS: The National Executive Committeewoman shall report to the President and to the Department Executive Director as soon as possible, in writing and no later than one (1) week, any action that transpires at the National Executive Committee meetings at the National Convention, Washington D.C. Conference or mail referendums.
 - a. The National Executive Committeewoman should take no stand inconsistent with the attitude or policies of the Iowa Department.
 - b. As National Executive Committeewoman, a commitment of attending the National Executive Committee meetings is required. If an emergency should occur, the Alternate National Executive Committeewoman would be required to attend the National Executive Committee meetings.

3. The National Executive Committeewoman should relay any information that may come to her and that may not have been received by the Department Office, to the Department Executive Director and the Department President.

ALTERNATE NATIONAL EXECUTIVE COMMITTEEWOMAN

1. As Alternate National Executive Committeewoman, a commitment of attending the National Executive Committee meetings is required if the National Executive Committeewoman is not able to attend a required meeting due to an emergency.
2. The Alternate National Executive Committeewoman shall be Chairman of the Liaison Committee

GENERAL POLICIES

INVITATIONS

All visits by any American Legion Auxiliary National Officer and/or National Committee Chairman/Member shall be approved by the Department Executive Committee.

PUBLICATIONS

1. **PROGRAM ACTION PLAN:** The Chairman of each committee shall make a Program Action Plan page according to instructions received from the Department Executive Director.
2. **ALA COMMUNIQUE:** Each Chairman may submit for publication an article to be included in the *ALA Communique* according to the schedule distributed by the Department Executive Director. Chairmen may submit an article for each issue, however, these will be used as space is available.
3. **POLICY BOOK:** The Policy Book shall be published no later than the Department Leadership Workshop. The Policy Book will be made available on the Department Website. A printed copy will be available for a fee payable to the Department. All Past Department Presidents, members of the Department Executive Committee, and Department Committee Members shall receive a Policy Book.
4. **BLUE BOOK:** The Blue Book shall be printed immediately after the Department Convention. The Blue Book will be made available on the Department Website. A printed copy will be available for a fee payable to the Department. All Past Department Presidents shall receive a Blue Book.
5. **CORRESPONDENCE AND REPORTS:** Each officer and chairman shall be responsible for the compiling, preparation and typing of any reports or letters concerning her particular program. Copies shall be given to the Department Executive Director and other members of the committee.

6. **PUBLICATIONS:** All publications prepared by any chairman or committee member such as pamphlets, leaflets or booklets shall be sent to the Department Executive Director for approval before they are printed.

CONTESTS

1. **CONTESTS FOR JUNIOR MEMBERS:** Each Committee Chairman sponsoring contests for Junior members shall prepare a separate sheet to be turned in with her Program Action Plan material. A complete list of Junior contests will be compiled by the Junior Activities Chairman for distribution.
2. **CONTEST SCORING:** Scoring and critique sheets used in any contest shall be provided to the Unit competing.

NATIONAL AWARDS AND RECOGNITION

1. **NATIONAL AWARDS AND PRIZES:** Cash awards or prizes received by the Department from National other than personal or individual awards, shall be used as designated by the Department President in whose administration it was won.
2. **NATIONAL CONVENTION:** When recognition is given to Iowa at National Convention or awards are won, presentation of actual award is to be made at the Fall District Conference. The award may be presented by the Immediate Past Department President or the Department Representative to the Conference.

OTHER GENERAL POLICIES

1. **PERMANENT FILES AND RECOMMENDATIONS:** The officers and chairmen of each committee shall forward all permanent files in their possession to their successors, along with recommendations they feel will be helpful.
2. **SUPPLIES:** Each officer and committee chairman shall submit a budget request on the form distributed by the Department Executive Director. Budget requests may include postage, awards, supplies, printing, mileage and return postage for contest entries.
3. **SOLICITATIONS:** No officer, committee member or facility representative shall solicit funds without the approval of the Department Executive Committee or Department Convention action.
4. **ATTENDANCE AT MEETINGS:** When a representative other than a Department Chairman is authorized to attend a meeting at Department expense, she shall report her findings in writing to the Department Chairman whose activity she covers. She shall send a copy of said report to the Department President and the Department Executive Director.

COMMITTEE POLICIES

GENERAL COMMITTEE POLICIES

1. Committees shall promote their programs in accordance with the National Program Action Plan. Purposes of committees not specified in these Policies shall be assigned by the Department President or as provided in the annual action plan or other published guides.
2. Committee personnel are expected to attend and report at:
 - a. Department Leadership Workshop
 - b. Mid-Winter Conference
 - c. Department Convention
 - d. Other meetings as authorized by the Department President and Department Executive Committee.

CONVENTION COMMITTEE, DISTINGUISHED GUEST COMMITTEE, AND PAGES

1. These three committees shall work together to ensure a smooth running Mid-Winter Conference and Department Convention.
2. The Convention Chairman shall be in charge of all three committees. All questions and requests shall be referred to the Convention Chairman. She shall be the only person who is authorized to be in contact with the hotel/facility personnel regarding changes in arrangements while the Conference/Convention is in session.
3. The Distinguished Guest Chairman shall report to the Convention Chairman any changes and/or requests regarding guests.
4. The Chairman of Pages shall report to the Convention Chairman regarding assignments for the Pages.
5. There shall be a planning meeting before the Mid-Winter Conference and Department Convention. Both the Chairman and Vice Chairman of these three committees shall be authorized to attend, with mileage paid according to MapQuest or similar computer mapping program.

CONVENTION COMMITTEE:

1. The Convention Chairman will be the liaison between the Department President, the Distinguished Guest Chairman, and the Chairman of Pages.
2. The Convention Committee shall ensure that the meeting room(s) are ready:
 - a. Make sure the media equipment is present and in good working order.
 - b. Make sure the tables and skirting have been completed by the hotel/facility staff.
 - c. Make sure the presiding table is prepared with water, decorations or anything else the Department President desires.

- d. Make sure the keyboard is set up and tested.
 - e. Make arrangements for the display of the presiding Department President's banner. At the time of installation the hotel/facility shall be notified that the incoming President's banner is to be displayed.
 - f. Make arrangements for any needed resources such as extra podiums, microphones or stairs for the installation.
3. The Convention Chairman shall attend Pages Practice to give instructions regarding conduct of the Conference/Convention.
 4. The Convention Chairman shall attend Installation Practice to ensure that appropriate resources are available and she is informed of any special requests of the incoming Department President.

CREDENTIALS COMMITTEE:

1. The Credentials Committee, consisting of two (2) members will be appointed by the Department President forty five (45) days prior to the Department Convention.
2. The Credentials Committee will receive a report from the Department Executive Director regarding delegate strength, to aide them in properly registering Delegates and Alternates at the Department Convention.
3. The Credentials Committee shall prepare a report to be given when called upon at the Department Convention.

DISTINGUISHED GUEST COMMITTEE

1. The Distinguished Guest Committee shall ensure that appropriate courtesies are extended to all National and Department guests.
2. Courtesies to be extended fall into three categories:
 - a. To the Department President
 - b. To the representatives from the National Organization
 - c. To all other guests and speakers
(NOTE: The National Executive Committeewoman shall at all times be extended the same courtesies as visiting National Officers and Chairmen. The Alternate National Executive Committeewoman also shall be extended courtesies befitting a National representative.)
3. Courtesies for the Department President include arrangements for her needs in her room at the time of Mid-Winter Conference and the Department Convention.
4. Courtesies for National Representative(s) include:
 - a. Meet her upon arrival at the airport. The National Executive Committeewoman shall be present as the Department's official National Liaison

- b. A room reservation will be made by the Department Executive Director for her at the hotel/motel where the meeting is to be held. If possible, have the key upon her arrival.
 - c. Her room should have a greeting from the Iowa Department.
 - d. Provide a poppy corsage for her to wear if she wishes.
 - e. See that she is escorted to all Department activities, so that she is not alone, unless she wishes.
 - f. Arrange and pay for all meals. Distinguished Guest Chairman will be reimbursed by the Department upon presentation of itemized expenses and receipts to the Department Executive Director.
 - g. Check the room after departure for any items that may have been left.
5. All guests appearing on Department programs will be escorted to the platform. Courtesies to guests will vary, according to circumstances and the wishes of the Department President.
 6. The Distinguished Guest Chairman shall purchase gifts to be presented from the Department at Mid-Winter Conference and Department Convention.
 - a. To the Department President – \$25.00.
 - b. To the National President - \$100.00
 - c. To other visiting National Representative – \$50.00

PAGES

1. The following Pages shall be appointed for the Mid-Winter Conference:
 - a. The Department President shall appoint a Chairman of Pages, Assistant Chairman of Pages and her Personal Page.
 - b. The Department Executive Director shall appoint her Personal Page.
2. The following Pages shall be appointed for the Department Convention:
 - a. The Department President shall appoint a Chairman of Pages, Assistant Chairman of Pages, her Personal Page, two (2) Junior Pages, and a sufficient number of Pages to carry the Colors of Past National Presidents if appropriate.
 - b. The Department Executive Director shall appoint her Personal Page.
 - c. Each of the District Presidents shall appoint two (2) Pages.
3. The Chairman of Pages reports to the Convention Chairman.
4. The Chairman and her Assistant will lead the Processional.
5. The Chairman and her Assistant shall be in charge of the Department, District and Junior Pages. They shall not be in charge of the Department President's Page or the Department Executive Director's Page, except to give them instructions how to advance and retire the flags.
6. Rehearsal for all Pages shall be as scheduled in the program. The Chairman of Pages instructs the pages in their duties and supervises them in carrying out the instructions.
 - a. Assign duty stations

- b. Instruct on advancement and retirement of colors
- c. Instruct on how to handle messages
- d. Instruct on how to escort guests
- e. Instruct on how to seat delegates, alternates and guests including checking of registration badges at the entrances to the meeting room.

FINANCE COMMITTEE

(See also General Finance Policies)

1. The Finance Committee shall have no power other than that given to it by the Department Executive Committee, the Department Governing Documents, or by Convention action.
2. The Finance Committee shall oversee the general financial security of the Department of Iowa.
3. The Finance Committee shall recommend an annual budget based on assets and the anticipated income and projected expenses. The Department Executive Committee shall approve said budget. Should any budget item prove inadequate, the Finance Committee may recommend necessary adjustments, providing funds are available. The Department Executive Committee must give final approval.
4. MEETING ATTENDANCE:
 - a. The Finance Committee shall be authorized to attend up to six (6) regularly scheduled meetings including: Budget (June or July), Department Convention, Leadership Workshop, Fall (usually October), Mid-Winter Conference, and Spring (usually April).
 - b. The Finance Committee may attend other meetings as authorized by the Department President and approved by the Department Executive Committee.
 - c. The incoming Finance Committee member shall be authorized to attend the Budget meeting and the Pre-Convention Finance Meeting.

GOVERNING DOCUMENTS CHAIRMAN

1. She should have a working knowledge of the American Legion Auxiliary's Constitution, Bylaws, Standing Rules and Policies.
2. She shall receive changes to the Department Governing Documents on forms provided and prepare those changes for presentation to the Governing Documents Committee, Department Executive Committee, and the general membership for their vote at the Department Convention.

IOWA GIRLS STATE

The Articles of Incorporation, adopted by Department Convention in 1946, are in the Blue Book.

The Girls State fees shall be paid to the Department Office and administered through that office. The fee charged per girl for Girls State shall be based on actual cost, as nearly as can be estimated. Insurance shall be carried on all girls in attendance.

1. The Girls State Board shall meet prior to the Fall District Conferences and at the Mid-Winter Conference. The Girls State Board meeting shall be held at the call of the Department President.
2. The Director of Iowa Girls State shall be appointed by the Department President from the membership of the American Legion Auxiliary. The Director may or may not be a member of the Girls State Board.
 - a. If selected from outside the Board membership, said Director shall have voice and vote on all matters coming before the Board as if she were a member of the Board.
3. Duties and responsibilities of the Girls State Director:
 - a. Director shall have administrative authority in carrying out the Girls State program with the approval of the Girls State Board.
 - b. She shall submit a budget, recommend programs and propose procedures to the Girls State Board of Directors for approval.
 - c. She shall preside at all staff meetings.
 - d. She shall be in charge of disciplinary and control measures at Iowa Girls State.
 - e. She shall submit a Girls State Store Inventory and a Girls State Asset Inventory and their locations to the Department Executive Director by June 30.
4. Prior to Girls State, the Director shall, in cooperation with the Girls State Board of Directors:
 - a. Make arrangements for housing, meals and room assignments.
 - b. Choose the staff members, the Dean of Government and the Assistant Director
 - 1) The Girls State Governor, who was elected the preceding year, is asked to return as a staff member and to preside until the new Governor is elected.
 - 2) Preference shall be given to Auxiliary members or former Girls State citizens.
 - 3) If the Dean of Government or the Assistant Director is not a member of the board, they may be invited to any board meetings at the discretion of the Director at their own expense. They will not be voting members.
 - c. Select speakers, program material and any other printed material which will enhance the program.
 - d. Request the Department Executive Director to provide materials relating to the operation of Girls State, including badges, pins, certificates and other materials. Purchase Orders must be authorized by the Director for all items which are charged to the Girls State budget.
5. Girls State pins or lugs shall be presented only to staff members and Girls State Citizens.

6. **GIRLS STATE MERIT AWARDS:** Merit Awards given at Girls State shall be paid in accordance with the Department Merit Awards Guidelines.
7. **INSURANCE:** The Department Executive Director shall obtain insurance coverage, including liability, health and accident.
8. **AMERICAN LEGION OF IOWA FOUNDATION SCHOLARSHIP:** Selection shall be made by the Department President, Girls State Director and the Girls State Board. The President of the American Legion of Iowa Foundation shall be invited to present the scholarship at inauguration ceremonies. He/she is also invited to be a guest at the reception (if a reception is held) preceding the inauguration.
9. **FLORENCE LONG AWARD:** A certificate will be presented to the current American Legion Auxiliary Girls State Governor and the President of her Unit at the Department Convention. The Unit will then present this certificate to the Governor at a formal assembly at her school in the fall.
10. **GIRLS NATION SELECTION:** The staff and citizens will nominate Girls Nation Senators with the following criteria in mind: Political activeness, outgoing personality, strong in debate and parliamentary procedures and a leader among their peers. The nominees will be interviewed and selected by the Girls State Board.
11. **MEMORIALS:** Members may donate toward the Girls State Staff Memorial Fund. A Merit Award for the amount collected will be presented at Girls State and may be designated in memory of any deceased staff member(s) within that year.
12. **GIRLS STATE CITIZENS AUTHORIZED EXPENSES:**
 - a. The Girls Nation Senators shall be authorized to attend Mid-Winter Conference. Expenses allowed will be up to two (2) nights lodging.
 - b. The Girls State Governor shall be authorized to attend the Department Convention. Expenses allowed will be up to two (2) nights lodging.
 - c. Expenses will be paid only upon receipt of a written report to the Department Executive Director and a copy of all receipts.

JUNIOR ACTIVITIES

JUNIOR ACTIVITIES FUND RAISING

There shall be no fund raising by Junior members for election campaigns or related activities benefiting a Junior officer or candidate.

JUNIOR ACTIVITIES CHAIRMAN

1. The Junior Activities Chairman shall:
 - a. Serve as a member of the Junior Camp Board.

- b. Send all material received from National to each District Junior Activities Chairman immediately after it is received.
 - c. Compile a complete list of Junior contests and distribute to the District Junior Activities Chairmen, District Presidents, Department President and Department Executive Director.
 - d. Work closely with the Department Junior President during the administrative year.
 - e. Purchase two (2) binders for the Department Junior Historian to use when compiling the Junior Scrapbook and Junior History Book.
 - f. Assist the Department Junior President in planning and conducting the Department Junior Convention.
 - g. Submit a Department Junior Convention program to the Department Executive Director for printing.
 - h. Update the Department Junior Convention script for Junior Officers as needed.
 - i. Ensure that a copy of the minutes of the Department Junior Convention is submitted to the Department Executive Director within two (2) weeks after the Convention.
2. EXPENSES FOR JUNIOR ACTIVITIES CHAIRMAN.
- a. Authorized expenses for the Department Junior Activities Chairman for attendance at the Department Junior Convention shall be mileage according to MapQuest or similar computer mapping program.
 - b. Should a District invite the Department Junior Activities Chairman to attend the District Junior Conference, mileage will be allowed according to MapQuest or similar computer mapping program.
 - c. Expenses will be paid only upon receipt of a written report to the Department Executive Director.

JUNIOR AUXILIARY ELECTION RULES

1. Candidate must have been a member of the American Legion Auxiliary for at least three (3) years, with current year's dues paid. She shall not turn eighteen (18) before June 1 of the next year. She automatically becomes a senior member at the age of 18. Any Junior member elected to serve as a Junior Officer must be paying dues as a Junior for the ensuing year in which she serves.
2. Candidates for Junior President, Vice President and Secretary must be 14 years of age. Candidates for Chaplain, Historian, Sergeant at Arms and Assistant Sergeant at Arms must be at least 12 years of age to be nominated for these offices.
3. Juniors will be seated together as a District during the meeting with only the Senior member that is the District Junior Activities Chairman or her designee seated with them. All other Senior members and guests must sit to the back of the room if the facility can accommodate them.
4. Any District may nominate as many candidates as they wish, however, if a candidate is elected to any office the other nominees from that District are automatically disqualified providing there are candidates from the other Districts for the office. No Junior may hold the same elected office for a second term, but she may run for another office.

5. Nomination speeches shall not exceed one and one half minutes and shall include the qualification of the candidate. Speeches by the candidates shall not exceed two minutes and shall be given after the nomination speech for each candidate.
6. Candidates must be present.
7. Each Junior present shall have one vote.
8. The Department Junior President shall appoint an election committee of two (2) Junior members and one (1) adult to tally the District votes. When called upon, the District Junior President or designee shall report the results of the voting in her District.
9. The officers of President, Vice President, Secretary, Chaplain, Historian, Sergeant-At-Arms, and Assistant Sergeant-At-Arms shall assume their office at the close of the Department Junior Convention at which they are elected.
10. If elected to office, Junior Department Officers are expected to attend Department Junior Convention the following year.

JUNIOR DEPARTMENT OFFICERS DUTIES

JUNIOR PRESIDENT:

1. After receiving correspondence from the Department Executive Director, attend the Senior Department Convention to bring greetings as the newly elected Department Junior President.
2. Attend the National Junior Convention as the official Department delegate.
3. The Department Junior President shall promote Junior Membership, Junior Activities, attendance at Junior Camp, attendance at Junior District Conferences, and attendance at the Department Junior Convention. She is also encouraged to promote the American Legion Auxiliary, the Senior Department President's projects, and the programs of The American Legion.
4. The Department Junior President desiring a project shall present her plans by July 1 to the Department Executive Director for approval by the Department Executive Committee. Announcement of such project may not be made until the project is approved. The Department Junior President shall not have a monetary fund raiser.
5. Prepare a page for the Program Action Plan that is due by July 1.
6. Plan to attend the Mid-Winter Conference with responsibilities as outlined by the Department Executive Director.

7. Attend as many District Junior Conferences as possible. If unable to attend a report shall be sent to be read in her absence.
8. Department Junior Convention. In consultation with the Department Junior Activities Chairman she shall:
 - a. Develop and help plan the program.
 - b. Invite District Junior Officers and distinguished guests, explaining their responsibilities.
 - c. Appoint a Senior member as Parliamentarian who knows Parliamentary Procedures using Robert's Rules of Order, Newly Revised Edition.
 - d. Write a report for the Department Annual Book of Reports covering her year and submit it to the Department Executive Director by June 30.
 - e. Write a report with the Department Junior Activities Chairman to submit to National by the published National deadline.
9. Attend the Department Senior Convention at the close of her year with responsibilities as outlined by the Department Executive Director.
10. EXPENSES FOR DEPARTMENT JUNIOR PRESIDENT.
 - a. The Department Junior President shall be authorized to attend the Department Junior Convention. Expenses allowed will be mileage according to MapQuest or similar computer mapping program, registration and lunch.
 - b. The Department Junior President shall be authorized to attend Mid-Winter Conference. Expenses allowed will be up to two (2) nights lodging. She may attend other Department meetings at her own expense.
 - c. The Department Junior President and the retiring Department Junior President shall be authorized to attend the Department Convention. Expenses allowed will be up to two (2) nights lodging. They may attend other Department meetings at their own expense.
 - d. Should a District invite the Department Junior President to attend the District Junior Conference, expenses allowed will be registration, lunch and mileage according to MapQuest or similar computer mapping program.
 - e. The Department Junior President and her chaperone shall be allowed two (2) nights lodging for one (1) room and transportation costs as recommended by the Finance Committee and approved by the Department Executive Committee for attendance at the National Mission Training meeting.
 - f. If the Department Junior President is unable to preside over the Junior Department Convention, the Department Junior Vice President shall preside in her place. She shall receive reimbursement of expenses accordingly as if she were the Department Junior President.
 - g. If the Department Junior President cannot attend the other meetings listed above, no one shall be reimbursed to take her place.
 - h. Expenses will be paid only upon receipt of a written report to the Department Executive Director and a copy of all receipts.

JUNIOR VICE PRESIDENT:

1. Help the Junior President meet her responsibilities and represent her when asked.
2. Be prepared to assume the duties of her office in the absence of the Department Junior President.

JUNIOR SECRETARY:

1. Take minutes using facts only. Send a copy of the minutes to the Department Executive Director within two (2) weeks of the Department Junior Convention.
2. Help with the election roll call of Districts.

JUNIOR CHAPLAIN:

1. Have prayers available for opening and closing meetings and at meal times.
2. Present a memorial service at the Department Junior Convention.

JUNIOR HISTORIAN:

1. Complete a scrapbook for the Department Junior President. The Department Junior Activities Chairman will provide the book to be used.
2. Compile a Junior Department History book according to the rules in the National Plan of Action. The Department Junior Activities Chairman will provide the book to be used. Submit itemized expenses to the Department Executive Director.

JUNIOR SERGEANT-AT-ARMS AND ASSISTANT:

1. Advance and retire the Junior colors at the Department Junior Convention.
2. Escort guests when the Junior President instructs for the meetings.

JUNIOR CAMP

1. The Junior Camp Board will meet prior to the Fall District Conferences, and at the Mid-Winter Conference. The Director shall prepare the agenda for all Junior Camp Board meetings.
2. The incoming Junior Camp Board shall recommend the following by June 15th for approval by the Department Executive Committee:
 - a. Camp site
 - b. Camp dates (preferably June or July)
 - c. Camp fees
 - d. Proposed budget.

3. The Junior Camp Director shall, in cooperation with the Junior Camp Board, plan the Camp program including:
 - a. At the Mid-Winter Junior Camp Board meeting, select t-shirt design and recommend vendor to the Department Executive Director. The Department Junior President may be consulted regarding the t-shirt design.
 - b. Choose the staff and arrange an orientation for the first day of camp.
 - c. Select speakers and program materials
 - d. Submit all correspondence to the Department Executive Director for review and final dissemination.
 - e. Make cabin assignments.
 - f. Request the Department Executive Director to provide materials relating to the operation of Junior Camp. Purchase Orders must be authorized by the Director for all items which are charged to the Junior Camp budget.
 - g. Submit a complete schedule of events to the Department Executive Director three (3) weeks prior to Junior Camp, for printing and distribution to each staff member and camper.
4. The Junior Camp Director shall submit a Junior Camp Inventory including location of items to the Department Executive Director by June 30.
5. The Department Executive Director shall obtain insurance, including liability, health and accident for staff and campers.

LEGISLATION CHAIRMAN

1. The Legislation Chairman shall assist Auxiliary members in advocating at the local, state and national levels for The American Legion's legislative priorities. She shall use National Publications such as the American Legion Auxiliary Advocacy Guide and online subscriptions to the *Weekly Legislative Update and Dispatch*.
2. She shall communicate with The American Legion department legislative chairman and request that the American Legion Auxiliary be included in legislative briefings and other functions such as Legislative Day at the Capitol.
3. She shall keep members informed of critical issues and votes by using the *ALA Communique*, the Iowa American Legion Auxiliary website, and the Iowa American Legion Auxiliary Facebook page.

LIAISON COMMITTEE

1. The Liaison Committee shall meet
 - a. In the Spring, before the Budget Meeting of the Finance Committee.
 - b. Upon the call of the Liaison Committee Chairman, or three (3) members of the Committee.

2. Duties of the Liaison Committee shall be:
 - a. In cooperation with the Department President, perform an annual review of the Department Executive Director and make recommendation to the Finance Committee regarding her performance and compensation.
 - b. Upon the resignation or dismissal of the Department Executive Director, this Committee shall act as the review committee for applications for that position, and make a recommendation for selection to the Department Executive Committee.
 - c. Review questions of procedure brought to the Committee by Department Officers, Committee Chairmen, Committee Members and Hospital Representatives and recommend action to the Department Executive Committee if appropriate.
 - d. Such other duties as may be assigned to the Committee by the Department Executive Committee.

MEMBERSHIP

MEMBERSHIP COMMITTEE

1. The incoming Membership Committee shall attend the National Department Leadership Workshop in the spring.
2. In consultation with the Department President, the Membership Committee shall:
 - a. Working with the President's theme, plan target dates and awards
 - b. Agree on geographical areas of responsibility
 - c. Report at assigned District Conferences
 - d. Attend the Membership Rally
3. The Chairman shall assign areas of emphasis to the other committee members. Duties shall consist of:
 - a. Serving as a membership mentor and liaison for Districts.
 - b. Working on development or revitalization for Units that need help.
 - c. Anything that is needed to ensure strong membership within the Department.
4. Committee members shall share membership activities, reports and correspondence with other members and the Department President and Department Executive Director.

HEADQUARTERS UNIT MEMBERSHIP

Headquarters Unit is a membership Unit on its own. Members are not credited to any Unit, County or District. The goal of Headquarters Unit is to disperse members to a Unit. Members are notified, as are surrounding Units as to their membership in Headquarters Unit. Some members prefer keeping their membership in the Headquarters Unit.

DISBANDING UNITS

See also Blue Book – Standing Rules - Unit Suspension, Revocation and Cancellation.

1. When the Department is notified that a Unit is considering disbanding:
 - a. The Unit will be sent a letter explaining the procedure.

- b. Copies will be sent to the Department President, District President, County President, the Department Membership Chairman and Committee.
 - c. Contact should be made within 5 days of notification by a Membership Committee member.
 - d. Membership Committee should decide who is best suited to make a visit and work with the Unit. A charter should not be accepted until a visit is made.
2. When the Department receives the charter, if one is available:
- a. Transfer forms and letters are given to each of the Unit members, informing them they may continue their membership by:
 - 1) Transferring to a nearby Unit.
 - a) Members that do not transfer will automatically be placed in the Headquarters Unit by the National organization.
 - 2) Paying dues of \$35.00 to the Department Headquarters Unit effective with 2017-2018 membership year.

NOMINATING COMMITTEE

1. The purpose of this committee is to nominate Department of Iowa candidates for the following positions:
 - a. Vice President
 - b. Chaplain
 - c. Historian
 - d. National Executive Committeewoman.
2. Prior to the County and District Spring Meetings, the Committee shall prepare a slate of Department Officer nominations. For each candidate that is nominated for each position, the appropriate endorsements shall take place at the unit, county, and district meetings held each spring.

PARLIAMENTARIAN

1. She shall have a thorough working knowledge of the American Legion Auxiliary's National and Department Governing Documents, and *Robert's Rules of Order, Revised* (current edition).
2. She shall be seated near the President and advise the President on any matters regarding Parliamentary Procedure and Governing Documents questions.
3. She shall receive and evaluate proposed governing document changes from Units, Counties and Districts. She shall review and suggest changes to those governing documents and return them to the sender within six (6) weeks or less.
4. Should the Department Parliamentarian deem it necessary, she may call upon the Governing Documents Chairman for assistance.

PAST PRESIDENTS PARLEY CHAIRMAN

1. The second year outgoing Department President will serve as Past Presidents Parley Chairman.
2. Duties of Past Presidents Parley Chairman:
 - a. Department Leadership Workshop. She shall compile a book of inspirational messages from submissions by Department Officers, Department Committee Members and others. This book will be presented to the Department President at Department Leadership Workshop.
 - b. Mid-Winter Conference. If a dinner is held at Mid-Winter Conference, she shall coordinate with The American Legion to co-host the dinner for Past Department Commanders, Past Department Presidents, Past Detachment Commanders and their guests.
 - c. Department Convention. She shall be in charge of the Past Department Presidents dinner which will be held on the Thursday immediately preceding the Department Convention.
 - i. See that invitations are sent to all Past Department Presidents for the dinner.
 - ii. Issue an invitation to the retiring Department President to the dinner and welcome her into the Parley group.
 - iii. The Past Department Presidents dinner shall be coordinated with the Department Executive Director. Any entertainment or favors will be the responsibility of the Past Presidents Parley Chairman with a budget of \$25.00
 - d. She shall provide cards and collect donations for the Department President and Department Executive Director gifts to be presented at the Governing Documents Committee meeting at Department Convention.

STRATEGIC PLANNING COMMITTEE

1. The purpose of this committee is to promote strategic planning goals, strategies, initiatives, actions, and expected outcomes in accordance with the National Program Action Plan.
2. Committee members are expected to attend and report at:
 - a. Department Leadership Workshop
 - b. Mid-Winter Conference
 - c. Department Convention
 - d. Assigned District Conferences
 - e. Other meetings as authorized by Department President and Department Executive Committee
3. In consultation with the Department President, the Strategic Planning Committee shall:
 - a. Work with the framework of the National Centennial Plan
 - b. Continue the planning established by the Strategic Planning Committee and utilize the documents (vision, plan, etc.) that have been submitted to the National organization for approval
 - c. Bring forward new ideas that can be incorporated into the established plan.

VETERANS AFFAIRS AND REHABILITATION

VETERANS AFFAIRS AND REHABILITATION COMMITTEE

1. Committee members, and Facility Representative(s) shall attend the following meetings when authorized by the Department President with expenses charged to the respective budget items: Mid-Winter Conference, Department Convention or any called committee meetings.
2. The Veterans Affairs and Rehabilitation Committee shall make an annual tour of facilities early in the Auxiliary year.
3. The Veterans Affairs and Rehabilitation Chairman shall be consulted and kept informed on all phases of VAMC facility volunteer work. The Service to Veterans Chairman shall be consulted and kept informed on all phases of Service to Veterans Volunteer work.
4. All Veterans Administration bulletins pertinent to the committee's activities in the Veterans Administration Medical Centers shall be shared among the members of the Veterans Affairs and Rehabilitation Committee by the person receiving the bulletin.
5. Volunteer hours are recorded and recognized as listed in the National Veterans Affairs and Rehabilitation Guide for Volunteers. These presentations will be made at the Department Convention Caucuses.
6. All monetary contributions are to be sent to the Department Office. Units are encouraged to earmark the facility but not specific purpose. Units should notify the facility of their contribution.
7. Only new articles shall be sent to the facilities. The valuation of these donations shall be made by the Unit and shall be enclosed with each package.
8. Unit, County or District Presidents desiring to sponsor a project for the benefit of veterans, shall present their project plan to the VA Medical Center or the Iowa Veterans Home for approval prior to starting such a project.
9. The Christmas Gift Shop Program may be carried out at any Veterans Affairs facilities with permanent residents.

VETERANS AFFAIRS AND REHABILITATION FACILITY REPRESENTATIVES AND ASSOCIATE REPRESENTATIVES

1. The Veterans Affairs and Rehabilitation Representative or Associate Representative is our liaison between the American Legion Auxiliary and the Veterans Affairs Medical Centers and the Iowa Veterans Home. She shall attend at least three (3) of the four (4) Veterans Affairs Voluntary Service (VAVS) meetings at the facility where she is the Representative or Associate Representative.

2. Veterans Affairs and Rehabilitation Representatives and Associate Representatives shall send a list of itemized expenses, and their receipts monthly to the Department Executive Director for reimbursement.
3. Each Representative and Associate Representative shall send a monthly report to the Veterans Affairs and Rehabilitation Chairman, with a copy to the Department President and the Department Executive Director. The report shall contain information on the activities for the past month and a list and valuation of items received.
4. Requests for funds shall be made by the Representative or Associate Representative on the provided purchase order forms, sent to the Department Executive Director.
5. Representatives and Associate Representatives are encouraged to coordinate with their facility to provide year round activities for the veterans
6. Each Representative and Associate Representative shall:
 - a. Secure a schedule of major activities from each of the above named facilities. This list shall be forwarded to the Veterans Affairs and Rehabilitation Committee, the Department President and the Department Executive Director.
 - b. Secure a needs list from each of the above named facilities early in the year to be placed on the Iowa Department website. Ensure that the needs lists are always current.
 - c. Contact all of the facilities by January 15th to ascertain major needs and projects. Forward these requests to the Finance Committee Chairman for recommendation and action by the Department Executive Committee at the Mid-Winter Conference.
7. Each Representative or Associate Representative shall submit an annual inventory of American Legion Auxiliary property (supplies, equipment, donations, etc.) to the Department Executive Director by June 30th of each year.
8. An accurate record of volunteer worker's hours through April 30th shall be maintained by the Facility Representative or Associate Representative and shall be reported to the Veterans Affairs and Rehabilitation Chairman by May 10.

GENERAL FINANCE POLICIES

(See also DEPARTMENT OF IOWA FINANCE, Standing Rules)

1. All monetary donations and Gift Cards must be sent to Department Office.
2. MERIT AWARDS: The Department Executive Director is authorized to pay the merit award money to the student the year that they receive the award.
3. MEMORIALS: The Department Executive Director shall send a \$50.00 memorial to the family for the death of a current member of the Department Executive Committee, a Past

Department President or Past Department Secretary, their spouse or a member of their immediate family (parent or child).

4. EXPENSES WITHIN THE STATE:

- a. Only those authorized in writing to attend Department meetings will be paid expenses.
- b. The expense of the Department Officers and Department Committee Members for Leadership Workshop, Mid-Winter Conference and Department Convention shall be paid as recommended by the Finance Committee and approved by the Department Executive Committee.
- c. Per Diem may be authorized to assist with taxi, meals, tips, lodging and registration at meetings.
- d. Round trip mileage shall be allowed according to MapQuest or similar computer mapping program.
- e. If two or more Department Committee Personnel travel in the same car, only one shall receive mileage as provided above.
- f. In the event an officer or committee member resides outside the State of Iowa, mileage shall be paid only within the state.
- g. The Department Executive Director may authorize Office Staff to be on duty at Mid-Winter Conference and Department Convention. Expenses shall include meals up to \$40.00 per day, mileage if held outside Des Moines, and hotel. Itemized expenses and receipts are required.
- h. District Presidents Elect shall be allowed one (1) day per diem and one (1) way mileage for attendance at the Department Convention and Department Post Convention Department Executive Committee Meeting.
- i. Those authorized by the Department President to attend other meetings shall be allowed round trip mileage according to MapQuest or similar computer mapping program. Registration and hotel room may also be authorized if appropriate.
- j. Expenses will be paid only upon receipt of a written report to the Department Executive Director.

5. EXPENSES OUT-OF-STATE: Department Officers and Committee Members may be authorized by the Department President to attend out of state meetings in addition to the National Convention and Washington D. C. Conference.

- a. If using the Department Vehicle, the following expenses will be allowed: registration, lodging, and actual cost of gas.
- b. Attendees must carpool. If the Department vehicle is not available, attendees will be paid mileage according to MapQuest or similar computer mapping program.
- c. Attendees shall share hotel room whenever possible.
- d. Expenses will be paid only upon receipt of a written report to the Department Executive Director.

6. NATIONAL CONVENTION ATTENDANCE: Any delegate to National Convention with expenses paid by the Department of Iowa MUST:

- a. Arrive in the Convention city the evening before her pre-convention meeting.
- b. Attend the meeting and report any information and awards at the Iowa Caucus.

- c. Send a written report to the Department Executive Director. Upon receipt of the written report, authorized per diem will be paid.
 - d. Must stay in the Department of Iowa hotel block to receive transportation and per diem.
7. **REQUIRED ATTENDANCE:** Any authorized representative collecting expense money for meetings, in and out-of-state, and not attending all sessions of said meetings shall be required to refund a full day's per diem for each session missed, plus one way transportation, unless excused by the Department President for Department meetings or the Chairman of the Iowa delegation at National Convention.
8. **RESIDENT OFFICERS AND CHAIRMEN:** Officers, Chairmen and Committee Members who are residents of Conference and Convention cities, shall be allowed per diem for all called meetings, Conference or Convention sessions that they attend. Officers and Committee Members not living in an approved hotel at Mid-Winter Conference or Department Convention shall receive a half day of per diem for each day in attendance.
9. **REPRESENTATIVES AT OTHER ORGANIZATION MEETINGS** Any member who represents the Department at any meeting authorized by the Department President shall be paid authorized expenses upon receipt of a written report to the Department Executive Director.
10. **BIDS:** Competitive bids shall be required on all office supplies, printing and equipment costing more than \$1000.00.
11. **DEPARTMENT PRESIDENT'S PROJECT:** Monies contributed toward Department President's designated project shall be dispersed for that purpose, under the direction of said President, within three (3) years following her year. Any other monies (pin, etc.) shall also be dispersed, within the same time period, at said President's direction. Following the end of the third (3rd) year, any monies shall be added to the Past President's Merit Award Fund.
12. **THE AMERICAN LEGION OF IOWA FOUNDATION GRANTS.**
- a. Grant requests to The American Legion of Iowa Foundation are due by April 1 of each year.
 - b. The Department Executive Director will submit applications for the following:
 - 1) \$500 scholarship to be awarded to the Department Junior President, if she fulfills her duties.
 - 2) \$500 scholarship to be awarded to any Iowa Junior serving as an Honorary National Officer, if she fulfills her duties.
 - 3) \$5000 scholarship to be awarded to the Outstanding Girls State Citizen
 - 4) \$500 scholarship to be awarded to the Girls State Governor
 - 5) \$375 scholarships to be awarded to the Alternates to Girls Nation
 - 6) Camp fees for Junior Camp Staff

DEPARTMENT VEHICLE POLICIES

1. The Department vehicle shall have the American Legion Auxiliary emblem with the name of the American Legion Auxiliary, Department of Iowa, Department President, on both sides.
2. The Department vehicle for the use of the Department President shall be registered in Polk County.
3. The Department shall provide insurance coverage.
4. The Department vehicle may be used for any official Department business and driven by anyone having a valid driver's license with approval of the Department President.
5. Expenses for use of the vehicle by an Auxiliary committee will be charged to the appropriate line item for that committee.
6. There shall be a Department vehicle budget item and all repairs and costs on the vehicle charged to that item.
 - a. The responsibility of maintenance rests with the Department President including routine maintenance, and necessary washing.
 - b. Actual expense of driving the Department President's vehicle, such as gas, oil, grease, storage and necessary washing, is to be taken from the President's expense account.
7. Based on the condition of the vehicle a new Department vehicle should be purchased at least every three (3) years. The Department Executive Director shall submit to the Department Finance Committee three (3) bids for the purchase of a new vehicle.

HEADQUARTERS BUILDING POLICIES

1. A Joint Usage Agreement with The American Legion is on file at the Department Headquarters. In the event at some future date the two organizations should occupy separate buildings, an equitable division of desks, furniture and jointly owned equipment in use will be made.
2. An inventory of articles owned by the American Legion Auxiliary shall be made available to the Auditor.

PERSONNEL POLICIES

1. Statement of General Policies:
 - a. To employ those persons who are best fitted by experience or who will be by subsequent training.
 - b. Give each employee an opportunity for advancement.

- c. Working hours to be established in compliance with general office procedure, keeping in mind that emergencies may, on occasion, require additional hours of work. (See Section 4)
- d. To provide compensation according to the type of work, employee qualifications, merit and experience.
- e. To extend the right to employees to express themselves to the Department Executive Director and/or President concerning suggestions, grievances or dismissal. The final decision may be made by the Department Executive Committee.
- f. To provide regular employment to all employees whose work proves satisfactory.
- g. To keep all employees informed as to policies and plans for the Iowa Department American Legion Auxiliary.

2. Statement of Specific Policies:

a. Employment:

- 1) All applicants will have an application supplied by the Department Executive Director on file before a personal interview with the Department Executive Director.
- 2) All persons employed shall be subject to a six-month probationary period. If at the end of that period it is determined the employee's services are satisfactory, they will be considered permanent employees, otherwise, they shall be dismissed
- 3) All employees are under supervision of the Department Executive Director.

b. Resignation or dismissal:

- 1) Employees who plan on leaving the Department shall give at least two weeks' notice to the Department Executive Director.
- 2) If any employee is dismissed, they shall be given a two-week notice or salary paid in lieu of such notice.
- 3) In case of gross violation of rules or negligence on the part of the employees, they may be dismissed immediately by the Department Executive Director with no notice and no compensation.
- 4) The Department President may temporarily suspend the Department Executive Director pending final action of the Department Executive Committee. The Department Executive Director may request a hearing before the Department Executive Committee.

3. Compensation:

- a. Salaries and wages will be based upon the type of work, qualifications, merit and experience.
- b. The Department Policy will be to pay salaries at least equal to the similar level of non-profit organizations in the community, for similar work and responsibilities.
- c. Checks will show withholding tax deductions according to requirements of the Federal and State Income Tax Laws, as per written statement filed by each employee. This will be credited to each employee's account with the Department of Internal Revenue. Social Security will be deducted as provided by law.

4. Hours of Work:
 - a. The Department Headquarters shall be open each weekday, Monday through Friday, from 8:00 a.m. until 4:30 p.m. with ½ hour lunch.
 - b. Excused absences shall be approved by the Department Executive Director for the staff and by the Department President for the Department Executive Director.

5. Holidays:
 - a. The following holidays are observed:
 - New Year's Day
 - Martin Luther King Day
 - Day following Mid-Winter Conference
 - President's Day
 - Memorial Day
 - Independence Day
 - Day following Department Convention
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving and the day after Thanksgiving
 - Christmas Eve day, Christmas day and the day after Christmas
 - b. At no time shall the Department office be closed for a week.
 - c. Should any of these holidays fall within an employee's vacation period, equivalent time will be allowed.
 - d. When one of the listed holidays falls on Saturday, the preceding Friday will be observed as the holiday.
 - e. When one of the listed holidays falls on Sunday, the following Monday will be observed as the holiday
 - f. The American Legion Auxiliary Headquarters Office will be closed when The American Legion Headquarters Office is closed.
 - g. If the Headquarters Office is open but an employee feels they are unable to come to work due to the weather or road conditions, the employee will take a day of vacation or unpaid time off. If the Headquarters Office closes due to the weather, by the direction of the Department Executive Director, the employee will have to take a day of vacation or unpaid time off.

6. Vacations:
 - a. The employee's vacation year begins and ends on the anniversary date of each employee's employment. He/she must take his/her vacation during the year, at a time approved by the Department Executive Director for the staff and by the Department President for the Department Executive Director.
 - b. Vacation may not be accumulated for more than a 12-month period.
 - c. Annual vacations with pay will be provided for regular full-time employees, on the following basis:
 - 1) One year of service – 40 working hours
 - 2) Two to five years of service – 80 working hours
 - 3) Six to ten years of service – 120 working hours

- 4) Ten+ years of service – 160 working hours
 - d. Employees are not entitled to vacation until 12 months of continuous employment has been completed. In requesting time for vacation, each employee must give first and second choice of time desired.
 - e. Employees will be paid for any vacation they have not used upon ending employment.
7. FMLA - The Department of Iowa American Legion Auxiliary follows the Family Medical Leave Act (FMLA). The Department Executive Director shall accept or deny the leave.
8. Sick Leave
- a. Sick leave, with pay, is granted to full time employees after six (6) months employment, at the rate of eight (8) hours per month and may be accumulated up to 480 hours.
 - b. To be eligible for sick leave benefits, the employee must notify the Department Executive Director the first day of illness.
 - c. The Department Executive Director shall notify office personnel that she is unable to work because of illness.
 - d. Accumulated sick hours will not be paid upon ending employment by the Department.
9. Bereavement Leave:
- a. Bereavement with pay will be provided to a maximum of three (3) days per occurrence upon the death of a member of an employee's immediate family.
 - b. Immediate family is defined as follows:
 - 1) Spouse
 - 2) Son or Daughter
 - 3) Mother or Father
 - 4) Sister or Brother
 - 5) Grandchild
 - 6) Grandmother or Grandfather
 - 7) Son-in-law or Daughter-in-law
 - 8) Mother-in-law or Father-in-law
10. Jury Duty:
- An employee serving on jury duty will be paid their regular salary and all compensation received from the court will be theirs to keep. When an employee must report to jury duty and no jury duty is assigned that day, the employee must report back to work.

REVIEW, REVISION AND ADOPTION

These Policies may be reviewed, revised, and added to by the Governing Documents Committee, with same being recommended to the Department Executive Committee for approval.

These Policies include revisions and additions last approved by the Department Executive Committee on July 15, 2016 at the Department Convention in Coralville, Iowa.

ADMINISTRATIVE POLICIES

The following policies of the Department of Iowa, American Legion Auxiliary are on file at the Department Headquarters and may be reviewed during regular business hours.

- Business Credit Card Policy
- Confidentiality Agreement
- Confidentiality Policy
- Conflict of Interest Compliance Statement
- Conflict of Interest Disclosure Form
- Conflict of Interest Policy
- Contract Approval and Signature Authority Policy
- Donations Acceptance Policy
- Emergency Response and Disaster Recovery Plan
- Employer Provided Equipment Policy
- Endorsement Policy
- Fraud and Whistleblower Policy
- Gift Acceptance Policy and Guidelines
- Investment Policy
- Licensed Merchandise Policy
- Member Discount (Member Benefits) Policy
- Membership List Protection Policy
- Protection of the Department Signature Policy
- Purchasing Policy
- Reserve Funds Policy
- Retention and Destruction Policy
- Risk Management Policy
- Unbudgeted Solicitations of Funds Policy