

AMERICAN LEGION AUXILIARY
DEPARTMENT OF MAINE

OFFICER'S HANDBOOK

STANDING RULES AND GUIDELINES

***"The American Legion Auxiliary,
Department of Maine, IS a Growing,
Proud, Pro-active Organization
dedicated to advocating for and
meeting the countless needs of our
veterans, their families, our
community, state, and nation."***

Whereas: The founding members of this great organization showed infinite wisdom in providing the membership with a lasting mission statement to guide our work then, now, and in the future, in the form of the Preamble to our Constitution;

And whereas; Though this mission statement does define the purposes of our organization, in order to guide our efforts, it does not provide a vision of our organization carrying out these purposes to its fullest potential.

And whereas; Without this vision, we lack a common understanding of our aspirations and goals to guide our decisions and against which to measure our progress.

And whereas; Department President, Audrey Daigle, demonstrated great wisdom in recognizing and addressing this need, with the aid of the President's Advisory Committee, through the program offered as the agenda for Mid-Winter Conference on January 20, 2001.

And whereas; The members in attendance at this conference participated fully and eagerly in the activities presented and, as a result, cooperatively developed a Vision Statement for this Department that utilized everyone's input and has the support of all in attendance.

And whereas; The Department Executive Committee, in its wisdom, voted to endorse this Vision Statement as the official vision statement for this Department in its meeting on January 21, 2001 and further requested that a resolution to adopt the Vision Statement for official use in the Department be brought forward for the consideration of this Convention body.

Now therefore, be it resolved:

That the membership of this Department, as represented by the delegates at this convention, adopt the following Vision Statement as the official Vision Statement of this Department.

"The American Legion Auxiliary, Department of Maine, IS a Growing, Proud, Pro-active Organization dedicated to advocating for and meeting the countless needs of our veterans, their families, our community, state, and nation."

That this Vision Statement be posted at meetings and functions, as appropriate, to serve as an inspiration for our work and a guide to our deliberations.

And that the membership of this organization be encouraged to reproduce this Vision Statement for use on Auxiliary letterhead, newsletter banners, to post in their meeting place, and in any other manner that will serve as an inspiration to their membership and a positive message to the community at large.

Submitted by:

The membership of this Department in attendance at the January 20, 2001 Mid-Winter Conference session.

The President's Advisory Committee: Terry Owen, Deborah Raymond, and Kathi Wall.

The Long Range Planning Committee: Heather Beasley, Audrey Daigle, Jeri Greenwell, Brenda King, and Deborah Raymond.

The Department Executive Committee, per vote at the January 21, 2001 meeting.

(Adopted by Department Convention, June 2001)

AMERICAN LEGION AUXILIARY
DEPARTMENT OF MAINE
STANDING RULES & GUIDELINES

Contents

STANDING RULES AND GUIDELINES 7

CANDIDATES FOR OFFICE 9

 CANDIDATES FOR DEPARTMENT OFFICE 9

 CANDIDATES FOR NATIONAL OFFICE – ENDORSEMENT BY DEPARTMENT 9

 CANDIDATES FOR EASTERN DIVISION NATIONAL VICE PRESIDENT 10

 CANDIDATES FOR NATIONAL CHAPLAIN AND NATIONAL HISTORIAN 10

BUDGETS & FINANCE 11

RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS..... 20

SPONSORING AN ORGANIZATION OR SOCIETY..... 22

DEPARTMENT PRESIDENT 23

 An Overview of the Duties and Responsibilities of the 27

 Department President 27

DEPARTMENT VICE PRESIDENT 32

 An Overview of the Duties and Responsibilities of the 33

 Department Vice President 33

DEPARTMENT SECRETARY 38

 An Overview of the Duties and Responsibilities of the 42

 Department Secretary 42

DEPARTMENT TREASURER 50

 An Overview of the Duties and Responsibilities of the 52

 Department Treasurer 52

DEPARTMENT CHAPLAIN..... 57

 An Overview of the Duties and Responsibilities of the 58

 Department Chaplain 58

DEPARTMENT HISTORIAN 63

 An Overview of the Duties and Responsibilities of the 65

 Department Historian 65

DEPARTMENT SERGEANT-AT-ARMS 70

 An Overview of the Duties and Responsibilities of the 72

 Department Sergeant-at-Arms 72

NATIONAL EXECUTIVE COMMITTEEWOMAN 77

ALTERNATE NATIONAL EXECUTIVE COMMITTEEWOMAN/JUNIOR PAST

DEPARTMENT PRESIDENT 78

DISTRICT DEPARTMENT VICE PRESIDENT 79

 TRAVELING TROPHIES 80

 NATIONAL PRESIDENT’S VISIT 82

 DISTRICT MEETINGS 82

 An Overview of the Duties and Responsibilities of the 84

 District Department Vice President 84

ALTERNATE DISTRICT DEPARTMENT VICE PRESIDENT 89

PAST DEPARTMENT PRESIDENTS.....	91
PARLIAMENTARIAN	92
COMMITTEE CHAIRMAN	93
COMMITTEE MEMBERS.....	97
AMERICANISM	99
SPIRIT OF YOUTH.....	100
MUSIC DIRECTOR	101
AUXILIARY EMERGENCY FUND	102
HISTORY COMMITTEE	103
CHILDREN AND YOUTH.....	104
CHILDREN AND YOUTH VOLUNTEER PIN	104
THE AMERICAN LEGION CHILD WELFARE FOUNDATION	106
COMMUNITY SERVICE.....	108
CONSTITUTION & BY-LAWS.....	110
EDUCATION	112
SCHOLARSHIPS.....	112
FINANCE.....	114
BUDGETS.....	114
GIRLS STATE / NATION	116
GIRLS NATION	117
JUNIOR ACTIVITIES.....	118
JUNIOR CONVENTION/CONFERENCE.....	118
JUNIOR NATIONAL CONVENTION	120
LEADERSHIP	122
QUALIFICATIONS FOR CERTIFICATION OF LEADERSHIP INSTRUCTORS.....	122
LEGISLATIVE	124
DISPATCH	125
LONG RANGE PLANNING COMMITTEE	126
MEMBERSHIP.....	127
NATIONAL SECURITY	128
PAST PRESIDENTS PARLEY.....	130
POPPIES	133
POPPY FUNDS.....	134
PRESIDENT’S ADVISORY COMMITTEE.....	136
PUBLIC RELATIONS.....	137
VETERANS AFFAIRS AND REHABILITATION	140
SUPPLY CLOSET	143
GIFT SHOP	143
FIELD SERVICE DIRECTOR.....	145
MAINE VETERANS HOMES REPRESENTATIVES.....	145
SUGGESTED GUIDE FOR MAINE VETERANS HOME REPRESENTATIVE.....	146
WAYS AND MEANS	148
OFFICERS AND COMMITTEE CHAIRMEN TRAINING.....	149
FALL CONFERENCE	150

MID-WINTER CONFERENCE	151
PRESIDENTS AND SECRETARIES CONFERENCE	152
WASHINGTON D.C. CONFERENCE.....	153
NATIONAL GUESTS.....	154
NATIONAL PRESIDENT’S VISIT	154
VISITATION OF EASTERN DIVISION NATIONAL VICE PRESIDENT	154
DEPARTMENT CONVENTION	155
DEPARTMENT CONVENTION PROTOCOL	157
CONVENTION BANQUET.....	158
DEPARTMENT CONVENTION DRESS.....	158
NATIONAL CONVENTION	159
DISTRICTS.....	160
COUNTY COUNCILS	161
DEPARTMENT EXECUTIVE COMMITTEE	162
PINE TREE NEWS	163
UNIFORMS & EMBLEMS.....	164
PAST PRESIDENT PIN	164
STANDING RULES	165
RECORD OF CHANGES	166
RECORD OF RESOLUTIONS ENACTED BY DEPARTMENT CONVENTION... 169	
June 2001	169
June 2004	169
June 2005	170
June 2009	170
June 2011	170
June 2012	170
June 2013	171
June 2014	172
June 2015	174
RESOLVED , that the Department Bylaws, Article IV – Committees, Section 2 be amended as follows to reflect these changes:	175
Bylaws	175
ARTICLE IV – COMMITTEES	175
RESOLVED , that the Department Bylaws, Article III – Officers and Powers, Section 12 be amended as follows to reflect these changes:	175
RECORD OF RESOLUTIONS/CHANGES AT NATIONAL LEVEL THAT AFFECT DEPARTMENT CONSTITUTION/BY LAWS/STANDING RULES	179
September 2014	179
September 2015	180

STANDING RULES AND GUIDELINES

INTRODUCTION

This section of the Officers' Handbook contains all of the Standing Rules adopted by the Department Executive Committee, or in some instances, the Department Convention, for the general operation of our Department. It also contains some additional Guidelines intended to clarify, augment or enlighten the functional interpretation of these rules. These Guidelines may also address information not covered by the Standing Rules, but of importance to the execution of the responsibilities of an office or committee.

The format of this section will allow you to easily determine whether the information you are reading is a Standing Rule or merely a Guideline. Each Standing Rule is preceded by the following notation ***Standing Rule***. Each Guideline is preceded by the notation ***Guideline***. In some instances, the Standing Rule, itself, contains the word Guideline at its beginning. In these instances, following the notation ***Standing Rule***, you will see the word Guideline, or GUIDELINE, according to the text of the Standing Rule.

Following is a Guideline that may illuminate the readers' understanding of the differences in the functions, procedures and powers of Standing Rules and Guidelines.

Guideline

Standing Rules

Though subsequently revised in wording, but not in meaning, the original edition of "Robert's Rules of Order" provides the better definition of a Standing Rule as follows:

"In addition to the Constitution and By-Laws, and Rules of Order, in nearly every society resolutions of a permanent nature are occasionally adopted, which are binding on the society until they are rescinded or modified. These are called Standing Rules, and can be adopted by a majority vote at any meeting."

"Roberts Rules of Order Revised" further clarifies the definition and workings of Standing Rules as follows:

"Standing Rules should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting. The vote on their adoption, or their amendment, before or after adoption, may be reconsidered. At any meeting they may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote. As a majority may suspend any of them for that meeting, these rules do not interfere with the freedom of any meeting and therefore require no notice in order to adopt them. Generally they are not adopted at the organization of a society, but from time to time as they are needed. Sometimes the By-Laws of a society are called standing rules, but it is better to follow the usual classification of rules as given in this section. The following is an example of a standing rule:

Resolved, That the meetings of this society from April 1 to September 30 shall begin at 7:30 p.m., and during the rest of the year at 8 p.m. No standing rule, or resolution, or motion is in order that conflicts with the Constitution, or By-Laws, or Rules of Order, or Standing Rules.”

Guidelines

“Webster’s Dictionary” defines Guideline as follows:

“Any guide or indication of a future course of action.”

It then goes on to define Guide as follows:

“1. To show the way to; lead. 2. To direct the movement or course of. 3. To lead or direct in any course of action.

This is precisely the role of the Guidelines contained in this document. They do not carry the power of a Standing Rule, which has been voted on and accepted by a majority of the members present. Rather, they are pieces of information designed to “show the way” or “direct in a course of action”. They represent “best practices” or bits of information to enlighten the understanding of the reader with regard to proper execution of rules.

CANDIDATES FOR OFFICE

CANDIDATES FOR DEPARTMENT OFFICE

Standing Rule

All candidates for Department office shall make their announcement in the MAY issue of the *Pine Tree News*. This announcement MUST be received in the Department Secretary's Office by 12:00 noon on April 15th. If a decision to run for office is made after this date, no announcement will be printed in the *Pine Tree News*. All nominations must be made from the Convention floor. All candidates must be at Department Convention unless for a GOOD reason such as illness or a death. The Department Secretary must be notified of this as soon as possible, before the vote.

Standing Rule

No campaign material shall be allowed when running for a Department Office. When a candidate for office is nominated from the floor, she may post notice of intent not less than fifty (50) feet from the voting booth within the Convention Center.

Standing Rule

A Candidate for Department President must have no other commitment that would interfere with her ability to perform the duties of that office, if elected.

Standing Rule

Except in the event of the resignation or death of the Department President, the Vice President DOES NOT AUTOMATICALLY become Department President. If she wishes to attain that office she must announce her candidacy as per rules encompassed in CANDIDATES FOR OFFICE.

Please refer to the following for further information.

By-Laws – Article III, Officers and Powers, Section 3

CANDIDATES FOR NATIONAL OFFICE – ENDORSEMENT BY DEPARTMENT

Standing Rule

“Endorsement by Departments of Candidate for National Office”

WHERE-AS such endorsements of a candidate for National Offices are strictly within the jurisdiction of each Department and,

WHERE-AS action of any ANNUAL Convention is not necessarily binding on future Annual Conventions, such endorsements shall be acted upon at each Department Annual Convention. (National Ruling)

Standing Rule

Endorsement of candidates for National Officer shall be done on Saturday at Department Convention.

CANDIDATES FOR EASTERN DIVISION NATIONAL VICE PRESIDENT

Standing Rule

Candidates for Eastern Division National Vice President shall announce intention to seek endorsement no more than five (5) years prior to Maine's turn. Endorsement shall determine Maine's candidate. There are twelve (12) Departments in the Eastern Division.

CANDIDATES FOR NATIONAL CHAPLAIN AND NATIONAL HISTORIAN

Standing Rule

Candidates for National Historian and National Chaplain should announce their intention one year before seeking endorsement. Endorsement for National Office is for one year only rotation.

BUDGETS & FINANCE

Please Refer to the following for additional information.

Constitution Article XII – Finance, Section 1

Bylaws Article X – Finance, Section 1

Standing Rule

The following are annual Unit assessments:

1. Bond \$10.00
2. Children and Youth - \$12.00
3. President's Project - \$10.00
4. Poppy orders.
5. Unit Subscription to the *Pine Tree News + Maine State Sales Tax*

The above are necessary for VAVS certificate

Standing Rule

A sum will be appropriated each year from the General Fund to the Department Office equipment and repairs fund. This may be increased by donations from other sources.

Standing Rule

Fall and Mid-Winter Conference registration fees are to be used for Conference expenses including the Chairman's transportation to set up the conference, and postage.

Standing Rule

No budget may be overdrawn.

Standing Rule

All Units are required to annually submit to Department copies of their Employer Identification Number (EIN) and Federal Form 990 Return filed with the IRS.

Standing Rule

No District will be allowed to have their own Employer Identification Number (EIN), checking account, or other bank account. All monies will be submitted to the Department Secretary, who will, along with the Department Treasurer, maintain a record of all monies submitted and will be distributed at the Districts discretion via voucher submitted to Department.

Guideline

By provision of the National Constitution and By-laws, Unit officers having custody of organization funds shall be bonded. The National Organization maintains a blanket position bond, whereby all applicable Unit Officers are bonded automatically. As the National Organization no longer provides Bonding for the applicable Department Officers, The Department shall maintain suitable coverage.

Standing Rule

All fundraising for Department programs and projects, must be presented to the Finance Committee for their review and recommendation to the Department Executive Committee and MUST have the prior approval of the Department Executive Committee.

Standing Rule

The American Legion Auxiliary National Standing Rules state: "It is prohibited for one Department or any portion thereof to invade the chartered domain of any other Department for the purpose of carrying forward work or interests of any character without the approval and consent of the Department in whose territory such work or interests are located (NEC 1925)."

Therefore, no Unit, District, County, or Department level solicitation of funds shall take place, for any reason, using any form of Social Networking Site (i.e. Facebook, Twitter, etc.) or any form of online Classifieds site (i.e. Craigslist, Uncle Henry's, etc.). **The use of Social Networking Sites is, however, encouraged as a means of communication and event advertising.**

Online solicitation is allowed utilizing online newsletters published and distributed by and for any group of the Department of Maine American Legion Family, or the National American Legion Family. This does not include Social Networking Sites that have been set up by these groups.

Solicitation by email is allowed only to known contacts residing within the State of Maine, or to those who are current members of the Department of Maine, wherever they may reside. No purposeful chain emailing is acceptable. To prevent this, all such email solicitations must include the following disclaimer: **"The content of this message is intended only for the use of the original addressee. Further distribution of this message by any party is not authorized by either this sender or the Department of Maine American Legion Auxiliary."**

Standing Rule

In order that a complete record of all receipts and disbursements shall appear in the Department books, all money pertinent to Department business shall be forwarded to the Department Headquarters for proper recording and distribution.

Standing Rule

All money raised must be sent to the Department Secretary as soon as raised (this will eliminate a need for any individual to open a savings account for special projects).

Standing Rule

As long as The American Legion continues to hold a Mid-Winter Conference and invites the Auxiliary to join them, the Mid-Winter Department Executive Committee meeting will be held on Sunday.

Standing Rule

All Department Officers, with the exception of the Department Secretary and Department Treasurer, shall be allowed expenses for Executive Committee meetings when held in conjunction with Fall and Mid-Winter Conferences thus: a maximum of two (2) nights lodging, banquet ticket, if attending, and mileage. Up to a maximum of three (3) nights lodging or according to the schedule of Convention, and mileage shall be allocated for Department Convention. Itemized receipts must be submitted or no reimbursement will be allowed. No alcoholic beverages or tips will be allowed. Housing expenses shall be divided by the number sharing the room (lodging, prorated if a shared room). As it is mandatory for the Department Secretary and the Department Treasurer to function in order to insure our success at these events, their expenses shall be allocated, as needed.

Standing Rule

Any member for whom the Department Secretary is responsible by Standing Rule for making room reservations must stay at the Auxiliary Headquarters hotel for all Department Conferences and/or Convention in order to receive reimbursement. An exception to this rule may be made for a member whose spouse or significant other is a Department Officer or Past Department Commander of The American Legion who is required to reserve a room at The Legion headquarters hotel.

Standing Rule

Any member for whom the Department Secretary is responsible by Standing Rule for making room/meal reservations for Conferences/Conventions shall be held liable for reimbursing the Department of Maine for the cost of the room and meal if not in attendance, unless prior notification is received. Notice to Department Secretary must be received ten (10) days prior to the event and sent by certified letter or receipted email. Extreme emergencies shall be taken into consideration.

Standing Rule

The Parliamentarian's expenses are allowed as follows: one (1) night lodging and mileage for Fall Conference and Mid-Winter Conference; up to a maximum of three (3) nights lodging or according to the schedule of Convention, and mileage. Itemized receipts must be submitted or no reimbursement will be allowed. No alcoholic beverages or tips will be allowed. Housing expenses shall be divided by the number sharing the room (lodging pro-rated if a shared room). This is to cover the Executive Committee meetings and Department Convention only.

Standing Rule

Because the Ways and Means Committee Chairman is required to set up prior to State Convention, her expenses are allowed as follows: up to a maximum of one (1) nights lodging for State Convention. Itemized receipts must be submitted or no reimbursement will be allowed. Housing expenses shall be divided by the number sharing the room (lodging pro-rated if a shared room) not to exceed half the cost of the room). This is to cover the Department Convention only.

Standing Rule

As it is mandatory for the Finance Committee to function, their expenses shall be allocated. Housing expenses shall be divided by number of persons sharing room.

Standing Rule

Those with travel budgets shall be allowed twenty (20) cents per mile. The Department is not responsible for any expense incurred for automobiles.

Standing Rule

Any Department Officer or Chairman who does not have an appropriation for her work shall incur no expense for which the Department shall be liable.

Guideline

The Department Bylaws, Article III, Section 5, vest the Department Secretary with such authority as is necessary to carry out her duties successfully for the good of the American Legion Auxiliary. Article X, Section 5, states that expenses necessary for the performance of official duties shall be paid from Department funds according to action prescribed by the Department Convention or the Department Executive Committee. Based on these rules, the expenses necessary for the Department Secretary to carry out her duties for the good of the Auxiliary are included in the budget as a part of the specific activity or event involved and paid from Department funds.

Standing Rule

The Department President's Budget runs from July 1 to June 30th. The budget is final and cannot be overdrawn. It is her duty to plan her total expenses within the limit of the annual budget and no advances shall be given. All bills shall be itemized and motel/hotel receipts included with the bill. Housing expenses shall be divided by number of persons sharing room. The Department President is entitled to reimbursement as per budget for only one official visit to each Unit and District and one special function to each Unit and District. If she wishes to make more than these allocated visits, she may do so at her own expense.

Standing Rule

The Department Vice President, or any other Department Officer, when representing the Department President, has expenses taken from the Department President's budget.

Standing Rule

The President's expenses for Department Convention will be paid from the Convention Budget.

Standing Rule

No convention expense may be paid to the Department Historian until proof has been received that National has received the history. The Historian MUST mail the History to National return receipt requested. Department will reimburse the cost of return receipt. This receipt will accompany her bill for expenses for Department Convention.

Standing Rule

Any Department Officer that does not attend the Department Executive Committee meeting preceding the Department Convention and the opening of Convention shall not be entitled to Convention expenses, unless excused by the Department President

Standing Rule

A District Department Vice President is entitled to reimbursement as per budget for only one official visit to each Unit in her District. If she wishes to make more than one visit, she may do so at her own expense. The District Department Vice President is allowed expenses to attend each County Council in her district once; this is to be taken from her budget.

Standing Rule

Four copies of all vouchers for reimbursement, with accompanying receipts where applicable, must be submitted directly to the Department President for her approval within 30 days after contracting same. Following her action, the Department President shall forward copies to the Department Secretary who shall distribute copies to the Department Finance Chairman and the Department Treasurer for final approval. Those repeating expenditures authorized by voucher shall be processed weekly, following initial approval of the annual amount authorized.

Standing Rule

The Department President signs all four copies of the vouchers plus the original bill from the company if applicable.

Standing Rule

The Junior Past President shall approve all of the bills contracted during her administration, these to include the Department Convention and Girls State expenses, subject to further approval of Department Secretary and Department Treasurer.

Standing Rule

It shall be the responsibility of the Department Treasurer to pay the salaries of the Department Secretary and Department Treasurer and the rent of the Department Secretary, Department Treasurer, and Girls State Director per annual voucher from the Department Secretary. The telephone expenses for the Department Treasurer shall be limited to long distance calls for Auxiliary business.

Standing Rule

Following the Department Convention the Department Secretary shall submit one voucher covering the salary and rent of the Department Secretary and Department Treasurer for the full year listing dates and amounts to be paid. The voucher shall be submitted at the same time for rent to be paid to the Girls State Director.

Standing Rule

The National Convention expenses of the Department Convention current President (the Junior Past Department President at the time of National Convention) and the newly elected and authorized Department Secretary shall be allowed transportation, lodging (pro-rated if a shared room, not to exceed half the cost of the room), and per diem as per National for the length of the Convention.

Standing Rule

An allocation of \$500.00 shall be given to the incoming Department President to help defray her expenses at National Convention, if she attends.

Standing Rule

A courtesy gift of \$100.00 shall be given to the Unit Member of the Year to help on her expenses to attend National Convention, if she attends.

Standing Rule

Only delegates' registration fees for National Convention will be paid by Department. Alternates and guests must pay their own registration fee.

Standing Rule

Reservations for the All States Dinner at National Convention are made through the Department Secretary. Department will pay the expense of this dinner for the Junior Past Department President and the Department Secretary and their designated escorts. All others wishing to attend must pay for their own ticket. As the number of tickets per Department may be limited, National Convention delegates and their designated escorts will receive priority consideration. Reservations for the National Commander's Banquet at National Convention will be paid for the Junior Past Department President and her designated escort.

Standing Rule

The Department Secretary is to order corsages for the Junior Past Department President, Department President, and the Department Secretary.

Guideline

When the Department presents a Candidate for National Office the Department Secretary may also purchase a corsage for that Candidate.

Standing Rule

The traveling expenses of the Department President and National Executive Committeewoman, while accompanying the National President on her visit to Maine, will be taken from the National President's Visit budget.

Standing Rule

The Department Sergeant-at-Arms is entitled to banquet tickets for the National President's visit and the Department President's testimonial because of the duties incumbent upon that office.

Standing Rule

A gift, as provided for in the Annual Budget, shall be presented to the National President during her visit to the Department of Maine.

Standing Rule

The policy of this Department shall conform to the National Organization. The Department President and Secretary shall attend the Annual Conference for Presidents and Secretaries. The Finance Committee will appropriate sufficient funds for the Department Secretary using the same basis as allowed by the National Organization for the Department President.

Standing Rule

The Department President and the Department Secretary shall attend the Washington D.C. conference and be allowed plane fare, lodging (pro-rated if a shared room not to exceed half the cost of the room) and per-diem as per National for the length of the Conference.

Standing Rule

If the Washington DC Conference is held in conjunction with the National Executive Committee meeting, the National Executive Chairman shall be allocated per diem as per National for the length of the Conference.

Guideline

It is encouraged that the Department President attend the National Executive Committee Meeting held in conjunction with the Washington D.C. conference at her own expense.

Standing Rule

Any monies allocated by our Department and any funds allocated from National for the Annual Membership Conference shall be added together and divided equally among the Department Vice President and those indicating interest in candidacy for the office of Department Vice President for the upcoming term of office who attend the Membership Conference, based upon receipts submitted to the Department (pro-rated if a shared room, not to exceed half the cost of the room). As the administrator of all membership transactions and a vital member of the Membership Team, the Department Secretary shall attend the Membership Conference with expenses as allocated.

Standing Rule

All Standing Committee Chairmen shall be allowed money for miscellaneous expenses pertaining to the Auxiliary, not to exceed \$50.00.

Standing Rule

An Emergency Fund of up to \$500.00 per case shall be available for the Department Children and Youth Chairmen to dispense in emergency cases, after verification of local Unit's investigation, between Department Executive Committee meetings, with the approval of the Department Finance Committee. A report of all cases funded through the Emergency Fund will be forwarded, by case number, to the voting members of the Department Executive Committee for their information. Needs in excess of this amount will be presented, by case number only, to the Department Finance Committee for their recommendation, and to the voting members of the Department Executive Committee for consideration.

Guideline

Subject to the successful fund raising of the Junior Activities Committee, the Department will award a Junior Scholarship in the amount of \$300.00. After the additional commitment to funding attendance at the Junior National Convention is met, any excess funds raised shall be accumulated for future scholarships. When a sufficient balance is maintained, consideration may be given to increasing the number or amount of the scholarship. See applicable Standing Rules in the Junior Activities section of these Standing Rules.

Standing Rule

Subscriptions to the Dispatch will be given to the Department President and the Legislative Chairman.

Standing Rule

The Department Vice President shall serve as Membership Chairman and is allocated as per budget for travel for one visit to each District before Mid-Winter Conference to promote membership. After Mid-Winter no travel will be taken into consideration, only postage.

Standing Rule

Budget allocation of the Public Relations Chairman is for film, scrapbook, and miscellaneous supplies, only.

Standing Rule

A budget shall be established for the Togus Gift Shop by the Finance Committee at the beginning of the Auxiliary year.

Standing Rule

There shall be a budget for the VA&R Chairman to cover expected trips to Togus, gift shops, recreation programs, as well as Veterans Homes, Satellite Clinics, and other functions as approved by the President.

Standing Rule

Deputies' budgets are for travel for Togus visits, as required, and Gift Shop, at the Department current rate, as provided by the annual budget.

Standing Rule

The Maine Veterans Home Representatives shall receive equally budgeted funds approved by the Department Executive Committee, amount determined by the annual budget. These funds will be distributed by Department no later than October 1, if requested by the Representative to make purchases prior to the current budget year's Christmas Gift Shop, with any remaining balance to be used at the Representative's discretion for other holiday observances, events, and activities. Representatives will be accountable to the Department for all expenditures.

RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS

Please refer to the BUDGETS & FINANCE section of these Standing Rules for important additional information.

Please refer to the following for further clarification.

Bylaws Article III Officers and Powers; Section 11

Bylaws Article XIII Discipline; Sections 1 and 2

Standing Rule

Each Department Office carries with it a certain amount of prestige. Your manner of dress and personal conduct reflects directly on the organization.

Guideline

It is your duty to familiarize yourself with the National, Department, and District Constitutions, Bylaws, Standing Rules, the Unit Handbook and the *National Plan of Action*. Refrain from giving information when you are not positively certain it is correct. Research any unknown area and respond as soon as possible. Helpful guides, in addition to the above, include: *Manual of Ceremonies, Parliamentary Points, Let's Be Proper, Flag Code, National Policies and Procedures* and *Robert's Rules of Order Newly Revised*.

Standing Rule

EACH OFFICER MUST:

- A) Have at least four (4) messages in the *Pine Tree News* annually. All articles must be received at the Department Secretary's office by the 15th of the month. All money donations and membership must be received by the 10th of the month to be included in the publication.
- B) Sign and return referendum votes immediately.
- C) Attend all Executive Committee meetings and give a report.
- D) Select a Page for Department Convention and submit her name to the Department Secretary in May. All pages must wear white at all sessions of Convention.
- E) Make an annual report covering the year's activities for inclusion in the "Convention Book of Reports." Submit report to the Department Secretary by May 15th.
- F) Turn in the badge, ribbon, and Officers' Handbook to the Department Secretary at the close of Department Convention secession Saturday afternoon. Any Officer will be liable for the cost of replacement for all items not returned at that time.
- G) All Department Officers shall wear ribbons at all official functions of The American Legion and American Legion Auxiliary. Ribbons may not to be worn over top coat.

Standing Rule

In case of illness of any Department Officer, the Department President and Department Secretary shall be notified immediately. If any Department Officer plans to be away for a period of time, then the Department President and the Department Secretary must be notified.

Standing Rule

At joint sessions of The American Legion and the American Legion Auxiliary such as Mid-Winter Conference, all Department Officers must be in attendance at all sessions unless excused prior to the Conference by the Department President.

Standing Rule

Any Department Officer wishing to visit another Department to represent the Department of Maine must first have the permission of the Department President.

Guideline

When selecting their Page for Department Convention, Department Officers must remember that the person chosen will have specific duties at Convention, in addition to providing a personal escort for the opening ceremonies. They must make sure that the person selected for this position can and will commit to attendance at all Convention sessions, arriving before session opening and not leaving until after tasks are completed at the adjournment of session on both days. In the case of the District Department Vice President, her Page will be serving as Assistants to the Sergeant-at-Arms and as part of the Honor Guard presenting all Convention guests. As such, she will be spending significant time on her feet and walking significant distances throughout both days of the Convention. They must make sure the person chosen is physically able to perform these duties. These are not honorary positions, they are Convention staff positions.

Guideline

It is an expectation that you will attend the Department President's Testimonial and Testimonials for the District Department Vice Presidents.

Standing Rule

No Department Officer is to become involved in Unit affairs.

Guideline

It is your role to be prepared to offer instruction and technical assistance to Units, within the boundaries of your knowledge and expertise. However, you must never become emotionally or legally involved in inner Unit situations.

Standing Rule

No Department Officer, or any member, has the authority to represent the American Legion Auxiliary for any fund-raising or to any organization or society if that program has not been sanctioned by the Department.

Standing Rule

No budget may be overdrawn.

SPONSORING AN ORGANIZATION OR SOCIETY

Standing Rule

The Department of Maine, American Legion Auxiliary will not sponsor any organization or society, other than those recommended by our National body.

Standing Rule

A member of the American Legion Auxiliary, Department of Maine, making any detrimental remarks about an organization or society, shall be held personally responsible.

Standing Rule

No member can obligate the Department of Maine, American Legion Auxiliary, to another organization or society and shall be held personally responsible for such obligations, if made.

Guideline

It is customary for certain Department Officers to exchange token gifts at National Meetings, such as National Convention. Therefore, if you are planning to attend such an event, it may be wise to consult with the prior years' delegate for further information.

Guideline

Any Department Officer offering an award which will require judging must notify the Department Secretary of the judges she has selected prior to Department Convention.

DEPARTMENT PRESIDENT

Please refer to the **BUDGETS & FINANCE** and **RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS** sections of these Standing Rules for important additional information.

Guideline

The Department President represents the Auxiliary of the Department of Maine and its success or failure depends largely on her.

Standing Rule

The Department President should act in a supervisory capacity, be familiar with the duties of all Department Officers and Committee Chairmen, and give them encouragement in their activities.

Standing Rule

The Department President presides over all meetings of the Department. She should require strict observance of the Constitution and By-laws and the Standing Rules of the Department.

Guideline

The Department President is ex-officio member of all committees; however the Chairman of the Committee presides at all meetings.

Please refer to the following for additional clarification.

By-Laws, Article III Officers and Powers; Section 1

Standing Rule

The Department President appoints members of the Standing Committees and creates such other committees as are necessary.

Please refer to the following for additional clarification.

By-Laws Article IV Committees; Sections 1-3

Standing Rule

Appointments must be ready for ratification at the Post Convention Executive Committee meeting.

Standing Rule

The Department President shall appoint a Parliamentarian to serve during her year.

Standing Rule

The Girls State Director should be consulted for appointments of the Assistant Director and the Girls State Committee.

Guideline

The Department President serves as a member of the Girls State Board of Directors. As such, she is expected to attend the Annual Budget Meeting at the call of the Girls State Chairman.

Guideline

The Department President shall provide a letter of greeting for inclusion in the Girls State Program in early spring by the date specified by the Girls State Chairman.

Guideline

The Department President is requested to attend the opening ceremony at Girls State to bring the greetings of the Department. She also is requested to attend the Inauguration on Friday for the purpose of presenting the Department President's Award (a gift to be purchased by the Department President) to a delegate chosen by the Girls State Committee.

Standing Rule

The Veterans Affairs and Rehabilitation Chairmen should be consulted for appointments to this committee.

Standing Rule

The Department President is required to submit monthly articles to the *Pine Tree News*. The first *Pine Tree News* message must be at the office of the Department Secretary by August 10th and each one thereafter by the 15th of the month.

Guideline

At the pleasure of the American Legion, the Department President is invited to present a monthly article for inclusion in *The Legionnaire* as well as a short weekly article to the *Smile*.

Standing Rule

Expenses for the Department President's attendance at functions to which she may be invited representing the Auxiliary are to come out of her budget.

Standing Rule

The Department President shall confer with the Secretary on her visitations so that her destination will be known at all times in case of emergency.

Standing Rule

It is the duty of the Department President to keep in touch with her Officers and Chairmen at all times to ascertain that they are fulfilling the duties of their appointments.

Guideline

The Department President should see that all Officers and Chairmen have been supplied with the information and materials needed for the promotion of their activities.

Standing Rule

The Department President shall attend at least one VAVS advisory meeting during her term of office.

Standing Rule

Guideline: The Department President shall attend Oktoberfest as a volunteer cooperating with the VAVS Representative.

Standing Rule

If invited to some important function when another commitment has already been made, the Department President shall contact the Vice President to represent her. If the Department Vice President is not able to meet this commitment, the Department President shall contact another appropriate party to represent her. These expenses will come from the Department President's budget.

Guideline

When the Department President is invited to any function of The American Legion Family she represents the whole membership of the Auxiliary. Some dates will overlap and emergencies or other circumstances may arise that make attendance at some functions impossible. If the Department President cannot attend, she should notify the Vice President in time for her to make arrangements to represent the Department. Should the Vice President be unavailable, the Department President may authorize another Department Officer to represent the Department in the following order: National Executive Committeewoman, other Department Officer according to event or location, including the District Department Vice President.

Standing Rule

The Department President shall recognize the Department Officers at all official functions of the American Legion family.

Guideline

The Department President shall introduce Department Officers by name and specific office. If circumstances dictate she may introduce Officers as a whole.

Guideline

See the Budget and Finance section of this book for information concerning the Annual Conference for Presidents and Secretaries, and the Washington D.C. conference.

Guideline

Whenever possible, the Department President is expected to attend the opening ceremony of the Maine Special Olympics Summer and Winter Games and Visitors Night at Maine Blind Camp.

Guideline

See additional duties listed in the Mid-Winter, Department Convention and National Convention sections.

Guideline

The incoming Department President is responsible for making all arrangements for the Auxiliary Installation at Department Convention.

An Overview of the Duties and Responsibilities of the Department President

It is expected that the Department President will:

Prior to Her Election:

- As part of your contemplation before seeking this office, familiarize yourself with all of the responsibilities of the Department President as outlined in the Officers' Handbook and the Department Constitution and By-Laws.
- Prepare your announcement of intent and submit to the current Department Secretary by April 15th for inclusion in the May issue of the *Pine Tree News*.
- Select the member to nominate you at Department Convention, contact that individual and confirm the arrangement, making sure that she is a delegate to Convention and will be present and prepared on the Friday of Convention.
- Give careful consideration to Department Standing and Special Committee appointments, contact each individual and confirm that the appointment will be accepted, if elected and if confirmed by the Department Executive Committee.
- Make all necessary arrangements for the Installation Ceremony prior to the Convention Ball on Saturday evening at Convention, including coordination of plans with The American Legion, selection and confirmation of installing suite, instructions to fellow Department Officers regarding dress and any other special plans, flowers for the newly elected officers, if desired, and token gifts for the installing team. Remember, District Department Vice Presidents are installed with their fellow Department Officers at Convention Installation. Unlike The American Legion, in the Auxiliary, County Presidents are not Department Officers and, therefore, are not installed at Convention.
- While, as a candidate, attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time, if elected, you will be a voting member of the Department Executive Committee.
- Attend all sessions of Department Convention. All candidates for Department Office must be present at all Convention sessions, "unless for a GOOD reason such as illness or death". Under these circumstances, a written request must be submitted to the current Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for candidacy. If you are the current Department Secretary, this request should be submitted to the Department President. Additionally, your current dues must be paid and your conduct must at all times be becoming of the office to which you aspire.

At Convention, Following Election and Immediately Thereafter:

- As the incoming Department President, though the outgoing President will be Chairman of the delegation, plan to attend National Convention. Be sure that you are nominated for ratification as a delegate.
- Attend Installation immediately preceding Convention Ball on Saturday night.

- Preside at the Post Convention Executive Board meeting on Sunday morning following the close of Department Convention. The Department Committee appointments shall be presented for ratification at this meeting.
- Immediately following election, furnish the Department Secretary with several 3x5 photographs suitable for printing. Supply the Department Historian with one color 5x7 photograph for inclusion in the Department History. Supply The American Legion Department Adjutant's office with a photograph suitable for printing in The Legionnaire. Consult with that office for details.
- When possible according to Convention schedule, attend the opening ceremony of Maine Special Olympics.
- Remember now and throughout the year to communicate with the Department Secretary and Vice President, so they are advised of your schedule, and whereabouts in case of emergency, and to assure Department representation at events when a conflict in your schedule occurs. In order, the Department Vice President, National Executive Committeewoman, District Department Vice President, Department Secretary or other Department Officer of choice, should be contacted and scheduled to represent the Department at important functions you are unable to attend due to scheduling conflict, illness, etc., with the expense to come from the Department President's budget.
- Approval of the bills and expense vouchers pertinent to the June Convention and Girls State session overlapping that Convention are the responsibility of the Department President who presided over that Convention. From the close of Convention forward, the current Department President is responsible. Four copies of all expense vouchers, with accompanying receipts where applicable, will be submitted directly to the Department President for her approval no more than 30 days after contracting same. Review these vouchers and bills immediately upon receipt for compliance with the Standing Rules and budget, and for mathematical correctness. Consult with the Department Secretary, Department Treasurer, and/or the Department Finance Chairman to resolve any questions or concerns. Communicate with the person submitting the request to resolve any issues. When approved, note your approval on all copies and forward 3 copies to the Department Secretary who shall also approve and distribute copies to the Department Finance Chairman and the Department Treasurer for their final approval.

Over the Summer:

- Participate in Department Officers and Committee Chairmen Training.
- Read and become fully familiar with the Unit Handbook, The Department Constitution and By-Laws and Department Officers' Handbook. Read and fully familiarize yourself with the National Plan of Action covering the areas of emphasis for all Programs for the coming year, as soon as it is provided to you or available on the National web site. Familiarize yourself with the other tools provided.
- As incoming Department President, attend National Convention as a member of the delegation.
- Attend visitors' day activities at Maine Blind Camp.
- The first message of the Department President for the *Pine Tree News* is due at the office of the Department Secretary by August 10. Thereafter, it is due each month no later than the 15th. Each message should address the Program(s) highlighted for that month on the

Auxiliary calendar and may include other information, or motivational messages. For example, April's article should address the Children & Youth Program, but may also include information about the membership standing or a special upcoming event.

- The Department President is also required to submit short monthly messages to The American Legion for inclusion in the *Legionnaire*. Consult Department Adjutant for first due date and monthly deadlines.
- The Department President is also accorded the privilege of submitting a short weekly article for publication by The American Legion in the *Smile*. Consult with the Department Adjutant for details and deadlines.
- Work with the District Department Vice President's to schedule as many Unit visitations as possible. One Unit hosting a visit and inviting several Units in the area is a great way to extend the number of members who can be reached with a personal message from the Department President in a given year. At each visit, be prepared to "Inform, Educate and Motivate" the members.
- Attend as many District functions as possible to inspire the membership's work for the upcoming program year.
- As a member of the Board of Directors for Dirigo Girls' State, attend the annual board meeting held in August or September.

Fall and Winter:

- Attend at least one District meeting in each District.
- Make official Unit visitations as coordinated by the District Department Vice Presidents.
- Attend at least one VAVS meeting at VA Togus during the year, preferably the first one to occur in the fall, prior to Oktoberfest.
- Participate as a Volunteer at the VA Togus Oktoberfest.
- Consult with the Department Vice President regarding her plans for Fall Conference and attend the Conference, providing support as she has requested.
- Attend the Fall Conference Banquet, introducing the Eastern Division National Vice President, if she is our guest at this function.
- Preside over the Department Executive Committee meeting on the Sunday following Fall Conference.
- Attend Presidents and Secretaries Conference at National Headquarters.
- Represent the Department of Maine American Legion Auxiliary at the State observance for Veterans' Day on November 11th in Augusta.
- Attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.
- In consultation with The Maine American Legion, who are the hosts of this conference, plan your agenda for Mid-Winter Conference, publish this information to encourage membership attendance, and preside over the conference.
- Preside over the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference.
- Attend the opening ceremony of Maine Special Olympics Winter Games.

- As soon as confirmation is received from National, with the Department Secretary, plan for the visit of the National President. This will include plans for her reception at arrival, to include presentation of the Department Colors, the greeting party, and press notification, arrangements for her accommodations, activities, meals and departure, and coordination of banquet arrangements with the hosting District Department Vice President and Unit. While the District Department Vice President will be the Mistress of Ceremonies for the banquet, the Department President will introduce the National President.
- With the Department Secretary, participate in Department of Maine, The American Legion state convention planning meetings.
- Attend the National Washington D.C. conference in Washington, D.C.

In the Spring:

- Attend the annual budget meeting of the Department Finance Committee, and any other special meetings of this committee as may be called.
- Attend and participate in the annual Junior Department Convention.
- Prepare a message for the Girls State Program and submit to the Girls State Director by the deadline she specifies.
- It is highly probable that the Department President's Unit will host a testimonial event in honor of their Department President. Plan to attend this event and enjoy the festivities.
- If the Department and/or Detachment Commander's Testimonials are hosted as separate events, plan to attend these events, as well.
- Whenever possible, attend the testimonials given for the District Department Vice Presidents.
- Appoint Convention Committees and your personal Page as soon as Delegate lists are received. Provide this information to the Department Secretary by the deadline date given in May.
- Send invitations to guests for Department Convention including Presidents of other Veterans' Group Auxiliaries, the Girls' State Governor, the Honorary Junior Auxiliary Department President, the Maine Congressional Delegation, the Governor of the State of Maine, the Mayor of the host city and others as you may chose.
- Accept the invitations received from other veteran's organization to speak at their conventions.
- Prepare report for Department Book of Reports. Submit to Secretary by May 15.
- In consultation with Secretary, prepare agenda for Department Convention.
- Preside at Pre-Convention Executive Committee Meeting.
- Preside at Department Convention.
- Be sure that you are nominated and ratified as a delegate to National Convention.
- Preside at Convention Membership Social Hour.
- Attend Installation Ceremony prior to Convention Ball on Saturday evening to officially close your Convention.

Following Your Convention:

- Return the Department Officer's pin and sash, and all other materials provided to you by the Department for use during your term of office to the Department Secretary at the close of session on Saturday.
- Prepare and submit your final billing to Department for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention.
- Bring the greetings of the American Legion Auxiliary at the Girls' State Opening Ceremony and attend the Graduation Ceremony. The Department President is expected to present an award. Consult with Girls' State Director for specific information regarding these visits.
- Prepare report for National Book of Reports.
- Attend National Convention as Chairman of the Delegation.

PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DEPARTMENT PRESIDENT.

DEPARTMENT VICE PRESIDENT

Please refer to the BUDGETS & FINANCE, RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS and FALL CONFERENCE sections of these Standing Rules for important additional information.

Standing Rule

Except in the event of the resignation or death of the Department President, the Vice President DOES NOT AUTOMATICALLY become Department President. If she wishes to attain that office she must announce her candidacy as per rules encompassed in CANDIDATES FOR OFFICE.

Standing Rule

The Department Vice President shall serve as Chairman of the Fall Conference. She is responsible for the agenda and notification to the Department Officers, Department Chairmen, and Past Department Presidents. She must consult the Department President and the Department Secretary for details. The Vice President is responsible for the Saturday night banquet and shall also serve as Mistress of Ceremonies.

Standing Rule

In case of resignation or death of the Department President, the Department Vice President shall assume authority.

Please refer to the following for additional clarification.

Bylaws Article II, Election of Officer, Section 6

Bylaws Article III, Officers and Powers, Section 3

Guideline

The Department Vice President must, at all times, be prepared to take over for the Department President. It may be on a visitation or to take over all or a portion of a meeting and/or Convention. Be alert and stay informed.

Guideline

Whereas the only contact many Units have with the Department is via the *Pine Tree News* the Department Vice President is encouraged to have an article in each issue, promoting membership, recognizing the Units that have attained 100% in membership, and congratulating District Department Vice Presidents as their Districts reach goal.

Guideline

The Department Vice President should attend the Washington D.C. conference in Washington, DC and, as Department Membership Chairman, the Department Leadership National Conference (DLNC) in Indianapolis, IN.

An Overview of the Duties and Responsibilities of the Department Vice President

It is expected that the Department Vice President will:

Prior to Her Election:

- As part of your contemplation before seeking this office, familiarize yourself with all of the responsibilities of the Department Vice President as outlined in the Officers' Handbook and the Department Constitution and By-Laws.
- Prepare your announcement of intent and submit to the current Department Secretary by April 15th for inclusion in the May issue of the *Pine Tree News*.
- Select the member to nominate you at Department Convention, contact that individual and confirm the arrangement, making sure that she is a delegate to Convention and will be present and prepared on the Friday of Convention.
- The Department Vice President is Chairman of Fall Conference. In preparation for this role, select the dates and location for this event. Remember that the location chosen must be handicap accessible. Consult with the Department Secretary regarding dates for National President's & Secretary's Conference and other National meetings and with the Department Adjutant regarding the dates of the National Commander's & Adjutant's Conference, and their National fall meetings before selecting your dates. Also, consult with the Department and Sons of The American Legion Detachment Adjutants regarding their meeting room needs for the conference, plan space for a Junior Auxiliary meeting and think about your own agenda and the space that will be required, before deciding on a location. Remember to consider travel distances for those that will be attending. In addition to the conference itself, rooms will be needed for the Sunday Executive Committee meetings and arrangements must be made for the banquet on Saturday evening, when the Eastern Division National Vice President is our invited guest. It is recommended that Post and Unit facilities be used, wherever possible, or that facilities providing free meeting rooms in exchange for banquet and room sales be sought. At this point you are doing your research only. DO NOT commit the Department to any expenditure! Consult with the Department Secretary for further information regarding budget considerations and other procedures. If elected, you will be presenting the dates and location selected to the Department Executive Committee for their consideration at the Post Convention Executive Committee meeting.
- The Department Vice President is the Department Membership Chairman. The District Department Vice Presidents are important members of your membership team. In preparation for this role, plan your membership program and theme for the upcoming year, making sure to include roles for the District Department Vice Presidents, and other Department Officers, as you choose. You will present this program to the Department Executive Committee at the Post Convention Executive Committee meeting.
- While, as a candidate, attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended, if able, in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time, if elected, you will be a voting member of the Department Executive Committee.

- Attend all sessions of Department Convention. All candidates for Department Office must be present at all Convention sessions, “unless for a GOOD reason such as illness or death”. Under these circumstances, a written request must be submitted to the current Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for candidacy. If you are the current Department Secretary, this request should be submitted to the Department President. Additionally, your current dues must be paid and your conduct must at all times be becoming of the office to which you aspire.
- As the newly elected Department Vice President, consider attending National Convention and, if planning to do so, make sure you are nominated for ratification as a delegate to National Convention.

At Convention, Following Election, and Immediately Thereafter:

- Attend Installation immediately preceding Convention Ball on Saturday night.
- Attend the Post Convention Executive Board meeting on Sunday morning following the close of Department Convention. Your membership program will be presented at this meeting. You will also present the information regarding Fall Conference for the committee’s consideration.
- Be prepared to assume the Chair at any time at this and all Executive Committee meetings, should the Department President be called away or wish to speak to a motion under consideration. Once assumed, it is necessary for you to remain in the Chair until all actions relative to any motion under consideration have been completed.
- Immediately following the Executive Committee meeting, confer with the Department Secretary regarding those items requiring confirmation to execute your plans for Fall Conference. Carry out the steps necessary to confirm the arrangements.
- Following confirmation, provide the necessary specifics to the Department Secretary, American Legion Adjutant and S.A.L. Adjutant for publication to the membership. Confer with the Department Junior Activity Chairman regarding the arrangements made, in order to determine her plans for the Juniors to meet at Fall Conference.

Over the Summer:

- Participate in Department Officers and Committee Chairmen Training.
- Especially if selected as a Delegate or Alternate, attend National Convention.
- Read and become fully familiar with the Unit Handbook, The Department Constitution and By-Laws and Department Officers’ Handbook. Read and fully familiarize yourself with the National Plan of Action covering the Membership Program for the coming year, as soon as it is provided to you, or available on the National web site. Familiarize yourself with the other tools provided.
- Finish planning your agenda for Fall Conference, remembering that the primary goal for this conference is to provide the Unit members with program information for the upcoming year. Consideration may also be given to small group presentations specific to the duties of the various officers, such as a Unit Secretary’s workshop, for part of the conference time, provided that you make certain that the primary objective is met and that all members in attendance are offered an activity of interest in each time period. Contact each Chairman or

Officer that you plan to have as a presenter on your agenda and confirm that they will be present and prepared.

- Once confirmed, provide a copy of the agenda for Fall Conference to the Department Secretary for publication to the membership. This means by August 10 for publication in the only issue of the *Pine Tree News* that will be published in time to be in the hands of the Unit members prior to this Conference.
- As Department Vice President and Membership Chairman, you are required to submit at least four articles per year for publication in the *Pine Tree News*. If you wish to have a message in the first issue of the year, it is due at the office of the Department Secretary by August 10. Thereafter, it is due no later than the 15th of the month prior to publication.
- Work with the District Department Vice President's to aid them in preparing their membership programs and to schedule your visit as Membership Chairman to their District.

Fall and Winter:

- As Department Membership Chairman, attend at least one District meeting in each District, prior to Mid-Winter Conference, to present your membership program and encourage Unit efforts to attain their membership goals.
- Maintain close contact with the District Department Vice Presidents to aid and encourage the efforts of your Membership team.
- Now and for the remainder of your year, be prepared to represent the Department President, at her request, at any function to which she has been invited but finds herself unable to attend due to scheduling conflict, illness or other cause.
- Participate as a Volunteer at the VA Togus Oktoberfest.
- Continue preparations and publication of information regarding Fall Conference to encourage attendance by the Unit members. Remember to keep the Department President and Department Secretary informed regarding the plans. Continue communication with the Department Commander, Department Adjutant, Sons of the American Legion and Junior Auxiliary to be sure that your arrangements are meeting their needs.
- Attend Fall Conference and preside for the day. As Membership Chairman, inform those in attendance of your program plan for the year.
- Attend the Fall Conference Banquet as Mistress of Ceremonies. At the appropriate time in the agenda, call upon the Department President to introduce our distinguished guest, the Eastern Division National Vice President, if present.
- Attend the Department Executive Committee meeting at Fall Conference. Before the meeting, provide the Department Secretary with a copy of any awards you wish to present for this program year. These awards are announced/approved, as an item of new business, at this meeting. Be prepared to give a report of your activities thus far, if called upon by the Department President to do so.
- Attend the State observance for Veterans' Day on November 11th in Augusta, or participate in another observation in another area of the State to represent the Department of Maine American Legion Auxiliary, as may be requested by the Department President.
- Attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.

- Attend all sessions of Mid-Winter Conference, including the banquet.
- Attend the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference. As Membership Chairman, provide the Department Secretary with a copy of the Unit Report Form you wish distributed to the Units prior to this meeting, so that she can distribute them to the Units with the annual mailing of Report Forms.
- If possible, attend the opening ceremony of Maine Special Olympics Winter Games.
- If possible, attend the National Washington D.C. conference in Washington, D.C.

In the Spring:

- Continue to work with your Membership team, the District Department Vice Presidents, to promote membership growth in this Department.
- Attend the annual budget meeting of the Department Finance Committee, as a guest, without voice or vote, to gain information that will be useful to you if you aspire to the office of Department President.
- If possible, attend and participate in the annual Junior Department Convention.
- Attend the testimonial given in honor of the Department President. If the Department and/or Detachment Commander's Testimonials are hosted as separate events, plan to attend these events, as well.
- Attend the arrival reception and banquet in honor of the visitation of the National President.
- Attend the visit of the National Commander, if possible.
- Whenever possible, attend the testimonials given for the District Department Vice Presidents.
- The Department Vice President's candidacy for the office of Department President is not automatic, or assumed. If you chose to aspire to that office, you should prepare and submit your announcement to the Department Secretary by NOON on April 15th for publication in the May issue of the *Pine Tree News*.
- As Membership Chairman, it is expected that you will attend the Department Leadership National Conference (DLNC) in Indianapolis, IN, if able. The National Organization will provide a small contribution to help defray your expenses for this trip.
- As both Membership Chairman and Department Vice President, prepare your report for the Department Convention Book of Reports. Submit to Department Secretary by May 15.
- Select your Page for Department Convention and submit that information to the Department Secretary by the May deadline date given.
- Attend Pre-Convention Executive Committee Meeting.
- Attend all sessions of Department Convention.
- Attend the Convention Membership Social Hour.
- Return the Department Officer's pin and sash, and all other materials provided to you by the Department for use during your term of office to the Department Secretary at the close of session on Saturday.

Following Convention:

- Prepare and submit your final billing to Department for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention.

PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DEPARTMENT VICE PRESIDENT.

DEPARTMENT SECRETARY

Please refer to the BUDGETS & FINANCE and RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS sections of these Standing Rules for important additional information.

Please refer to the following for additional clarification.
Bylaws Article III Officers and Powers; Section 5

Guideline

The Department Secretary occupies a pivotal position around which all activities of the Department of Maine revolve. She shall see that all Officers and Chairmen receive the necessary information to effectively carry out their positions, to include any figures needed for their annual reports to the National Organization.

Standing Rule

The Department Secretary answers all correspondence; records and deposits all receipts by Unit and program or purpose, and types transmittal sheet to be sent to the Department Treasurer listing all checks by Unit and items covered (i.e. dues, donations, bonds, etc.); prepares membership received and transmits to National; fills orders for supplies; makes vouchers for payment of dues, bills and monthly donations.

Standing Rule

All dues received 2 days pertinent to an award target date are to be sent over-night mail to National.

Standing Rule

The Department Secretary types donation list and membership list for the *Pine Tree News*. The Department Secretary shall be responsible for the preparation of the *Pine Tree News*.

Standing Rule

The Department Secretary shall send the Financial Statement each month to all Department Officers, the Finance Committee, and the Department Committee Chairman.

Standing Rule

The Department Secretary when making her report on the budget from month to month shall include a report of receipts so itemized as to correspond with the budget.

Standing Rule

The Department Secretary shall be allowed to hire extra help, as per budget. Said individual **must** be an Auxiliary member due to bonding and confidentiality issues.

Standing Rule

As soon as the Education Chairman has submitted names of scholarship winners, the Department Secretary shall write letters to the recipients notifying them of the scholarship amount, and specifying that the scholarship will be paid upon notification of enrollment in the second semester. The recipient is responsible to see that this verification is sent to the Department Secretary.

Standing Rule

In order to assist the Department President in making up her schedule of visits, the Department Secretary shall include the dates of the Unit meetings on her list of the Unit Presidents.

Standing Rule

Following the Department Convention the Department Secretary shall submit one voucher covering the salary and rent of the Department Secretary and Department Treasurer for the full year listing dates and amounts to be paid. The voucher shall be submitted at the same time for rent to be paid to the Girls State Director.

Standing Rule

The Department Secretary shall order and prepare a voucher for the Dispatch for the Department President and the Legislative Chairman.

Standing Rule

Annually, the Department Secretary shall file the Department of Maine, American Legion Auxiliary "Annual Report For Non Profit Corporations" with the State of Maine Secretary of State, by June 1st. Immediately following Department Convention, but no later than July 1st, the Department Secretary shall file the "Non Commercial Registered Agent" form listing the new Department Officers.

Standing Rule

The Department Secretary shall be the Registered Agent for preparation of Corporation Papers.

Guideline

Though not a member of the Committee, the Department Secretary is expected to attend all meetings of the Department Finance Committee in order to provide information and assistance as needed for the accomplishment of their work.

Standing Rule

The Department Secretary shall become a signatory at the bank or banks handling Auxiliary funds and a group of checks provided to the Department Secretary for transmittal of dues, to use in case of emergency, and at the time of National Convention.

Standing Rule

The Department Secretary shall include the forms for reporting Delegates and Alternates with the annual report forms sent to all Units in February.

Standing Rule

The Department Secretary shall request the Unit Employer Identification Number (EIN) on the annual Department of Maine Unit Officer Information Form sent to Units and include the IRS Filing Requirement Notification with the annual mailing.

Standing Rule

The address of the delegates and alternates shall be included on the delegate form to help the Department President in selecting her Convention Committees.

Standing Rule

In case of an illness or death of Department Officers or Past Department Officers, the Department Secretary is responsible for cards, floral arrangements, etc. Notification shall be sent to Department Officers and Past Department Presidents.

Standing Rule

The Department Secretary shall make room reservations for all Department Officers and the Parliamentarian for Fall Conference, Mid-Winter Conference, and Department Convention.

Standing Rule

The Department Secretary shall be responsible for obtaining banquet tickets for the Department Officers for the following events; Fall Conference, Mid-Winter Conference, and Convention banquet. Spouses and escorts of these officers are responsible for their own reservations.

Standing Rule

The Department Secretary shall obtain banquet tickets for the N.E.C. for the National President's visitation. She shall order banquet tickets for the Department President, Department Secretary, and Department Sgt-at-Arms for the National President's visitation and the Department President's Testimonial.

Standing Rule

The Department Secretary shall send notices to members of the Executive Committee, including Past Department Presidents at least 2 weeks in advance of the dates of any Department Executive Committee meeting.

Standing Rule

In case of illness of the Department Secretary, the Department President shall be notified immediately. If the Department Secretary plans to be away for a period of time, then the Department President shall be notified so that the office will be covered.

Standing Rule

In case of disability or death of both the Department President and the Department Vice President, the Department Secretary shall assume authority until a special Department Executive Committee meeting is convened. This meeting must be scheduled within two weeks.

Standing Rule

It is the responsibility of the Department Secretary to send poppy orders to the Poppy Chairman upon receipt.

Standing Rule

The Department Secretary shall see that the Auditor receives copies of vouchers, transmittal sheets and ledger books 30 days prior to the Department Convention.

Standing Rule

THE DEPARTMENT SECRETARY SHALL:

- (a.) Take care of getting the wreath for the National President's visit to the cemetery.
- (b.) Take care of transportation, banquet tickets and room for Presidents and Secretary Conferences.
- (c.) Take care of reservations for National Officers when visiting Maine.
- (d.) Take care of arrangements for rooms for Executive Committee meetings at Mid-Winter Conference and Department Convention.

Standing Rule

When the Department Secretary goes to National or when she receives a letter on the visitation of the National President, she shall indicate a date convenient to the National President.

Standing Rule

The Department Secretary shall make all preparations necessary for Department and National Convention.

Guideline

The Department Secretary serves as a member of the Girls State Board of Directors. As such, she is expected to attend the Annual Budget Meeting at the call of the Girls State Chairman.

An Overview of the Duties and Responsibilities of the Department Secretary

It is expected that the Department Secretary will:

Prior to Her Election:

- As part of your contemplation before seeking this office, familiarize yourself with all of the responsibilities of the Department Secretary as outlined in the Officers' Handbook and the Department Constitution and By-Laws.
- Prepare your announcement of intent and submit to the current Department Secretary by April 15th for inclusion in the May issue of the *Pine Tree News*.
- Select the member to nominate you at the Department Convention, contact that individual and confirm the arrangement, making sure that she is a delegate to Convention and will be present and prepared on the Friday of Convention.
- While, as a candidate, attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended, in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time, if elected, you will be a voting member of the Department Executive Committee.
- Attend all sessions of Department Convention. All candidates for Department Office must be present at all Convention sessions, "unless for a GOOD reason such as illness or death". Under these circumstances, a written request must be submitted to the current Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for candidacy. If you are the current Department Secretary, this request should be submitted to the Department President. Additionally, your current dues must be paid and your conduct must at all times be becoming of the office to which you aspire.

At Convention, Following Election, and Immediately Thereafter:

- As the elected Department Secretary, make sure that you are nominated and ratified as a delegate to National Convention, where you will serve as the Delegation's Secretary.
- Attend Installation immediately preceding Convention Ball on Saturday night.
- If this is your first term as Department Secretary, it is your responsibility to coordinate with the outgoing Department Secretary for the transfer of all records and access to the Department office, the changeover of signatures and addresses for all bank and tax accounts, and the registration of a change of agent for the corporation with the State of Maine.
- Attend the Post Convention Executive Committee meeting on Sunday morning following the close of Department Convention. Be prepared to call the roll of Department Officers and Past Department Presidents, give the minutes of the Pre-Convention Executive Committee meeting when called upon by the Department President to do so, read any correspondence at the appropriate time, read the roll of Department Committee appointments for ratification, take the minutes of the meeting, act on the Department budget and all other Department business that may come before this meeting, sitting to the left of the President

in the special section provided for the Department Officers at the front of the room. If, for some very good reason, you are unable to attend this, or any other Department Executive Committee meeting, make sure to make arrangements for someone to perform your duties and notify the Department President, so that you may be excused. Otherwise, failure to attend these meetings can become the cause of action for removal from office.

- Prepare the minutes of the Department Executive Committee. Publish the minutes in the next issue of the *Pine Tree News*. The minutes must be available for approval at the next Executive Committee meeting, with any corrections published in the *Pine Tree News*, following the meeting to approve.
- As Department Secretary, you are, customarily, a member of the Department's membership team. The Department Vice President is the Department Membership Committee Chairman and, as such, she develops a membership program and theme for the year, which the District Department Vice Presidents will use to promote membership in their Districts. The Department Officers will be advised of this theme at the Post Convention Executive Committee meeting.

Throughout the Year:

- The Department Secretary records and deposits all monies received, by Unit and Program, and all expenditures made. She provides a voucher to the Department Treasurer to initiate payment of any bill. The voucher must be accompanied by a receipt or bill for the expenditure. This bill will be in the form of an Expense Form, if for reimbursement of a Department Officer's expenses. She deposits all money received and sends a copy of the deposit receipts to the Department Treasurer, accompanied by a remittance detailing the source, purpose and amount.
- The Department Secretary receives 3 copies of all bills and expense vouchers approved by the Department President. She conducts a further review of these vouchers and bills immediately upon receipt for compliance with the Standing Rules and budget, and for mathematical correctness. Consult with the Department President, Department Treasurer and/or Department Finance Chairman to resolve any questions or concerns. When approved, note your approval on all copies and forward 2 copies, one each, to the Department Finance Chairman and the Department Treasurer for their final approval.
- It is the Department Secretary's responsibility to purchase supplies for her office. The receipt for any purchase is forwarded to the Department Treasurer, along with a voucher to cover this expense. While it is customary for the Department Secretary to maintain some checks in her office for such things as submission of dues to National, she obtains these checks from the Department Treasurer and provides the Treasurer with a voucher for any payment made, with check numbers used.
- Following the Department Convention, the Department Secretary shall submit one annual voucher each to the Department Treasurer for the payment of rent and salaries to the Department Secretary, Department Treasurer, and rent only to the Director of Dirigo Girls State.
- The Department Secretary is responsible for the maintenance, safety, and secure storage of the archive of Department records, including Department Convention minutes, Department Executive Committee minutes, Department Histories, etc.

- The Department Secretary receives, records, processes to the National Organization, and maintains a secure, permanent file of all original applications for membership. She also maintains a record and permanent file of all annual dues cards and records of individual dues payments in order to verify years of continuous membership.
- The Department Secretary receives, verifies and records all dues submitted by Units. She is responsible for the timely submission of these dues to National. She provides the Department Treasurer with a remittance for all dues collected and a voucher for all dues paid to National. Membership for the month is closed on the 10th of the month. The Department Secretary prepares a report of the membership standing of each Unit and District as of that date and distributes that report to all Department Officers.
- The Department Secretary receives and responds to a wide variety of inquiries from members by mail, telephone, fax, etc. It is her responsibility to respond to all of these requests in a timely and professional manner.
- The Department Secretary is responsible for maintaining a supply of frequently requested Unit materials in the Department Office. She receives requests for this material from members and processes these requests in a timely manner.
- The Department Secretary shall order and prepare a voucher for payment for a subscription to the Dispatch for the Department President and the Legislative Chairman.
- The Department books are closed monthly on the 10th of the month. When submitting the final voucher and remittance for the reporting period, the Department Secretary so notifies the Department Treasurer and provides a summary of activity as recorded in her books. The final voucher for the month will include all contributions received from Units that are paid out on a monthly basis, such as Special Olympics, Blind Camp, and Stand Down. The Department Treasurer verifies her totals to those provided by the Department Secretary, reconciles any differences with the Secretary, adds interest income, and prepares the monthly financial report. This report is then submitted to the Department Secretary for publication in the *Pine Tree News*.
- At the close of the month on the 10th, the Department Secretary prepares a Budget Report that she then distributes to all Department Officers, the Finance Committee and Department Committee Chairmen.
- As Department Secretary, you are required to prepare a report of all contributions received from Units for the various programs supported by Department and direct donations by Units, of which you have been advised, and a report of the membership standing for each Unit and District for publication in each issue of the *Pine Tree News*. It is also your responsibility to list dates for County, District and Department functions and to provide all information needed by members wishing to make reservations to attend conferences and Convention.
- As editor and publisher of the *Pine Tree News*, the Department Secretary is responsible for producing and mailing the 10 issues of this publication.
- The Department Secretary must send a notice of all Department Executive Committee meetings to members of the Executive Committee, including Past Department Presidents, at least two weeks prior to the date of the meeting.
- The Department Secretary will make room reservations and secure banquet tickets for Department Officers, guests, and others for the various events throughout the year, as specified in the Standing Rules.

- Though it is usually the responsibility of the Department Vice President, the District Department Vice President, or the National Executive Committeewoman, in that order, you may be called upon by the Department President to represent her at some function she is unable to attend. If the Department President calls upon you to act in this capacity, you may bill for your expenses for this occasion, according to what would be allowed for the Department President, with the monies to come from her budget.
- At visits with the Department President, as you will speak before the Department President, make sure to coordinate your remarks with her ahead of time, sticking to your own areas of responsibility, allowing her to speak to all other areas.
- In this Department, all Units are responsible for annual payment of the following assessments: Bonding, Poppies, Children & Youth, the Department President's Project, and one subscription to the *Pine Tree News*. At any meeting you may be attending, it is your responsibility to remind the Units present of this obligation.
- Attend all Finance Committee meetings as a source of information and guidance to their work.
- Remember, now and throughout the year, to communicate often with the Department President.

Over the Summer:

- Participate in Department Officers and Committee Chairmen Training.
- Read and become fully familiar with the Department Officers' Handbook, the Department Constitution and By-Laws, and the Unit Handbook. Familiarize yourself with the other tools provided.
- Register all delegates and alternates to National Convention, providing a copy of this list to The Department of Maine American Legion so that those attending may make their own reservations through that office. Department pays the registration fee for the delegates. Alternates and guests must be their own registration fees. Purchase the necessary banquet tickets, order corsages, and provide the members attending with all pertinent information.
- The Department Secretary is required to attend National Convention as a delegate. She shall convene a caucus of the delegation at National Convention for the purpose of notification of assignments for Pre-Convention meetings, discussion of candidates for National Office, and proper handling of Convention Credentials.
- While at National Convention, or when a letter is received from National, the Department Secretary secures a date for the visitation of the National President to Maine, at a time that is convenient to the National President. The Department Secretary is also responsible for inviting the Eastern Division National Vice President to be our guest at Fall Conference, once the date of this conference is known.
- The Department Secretary is a member of the Board of Directors for Dirigo Girls State. As such, she is expected to attend the Annual Meeting of the Board of Directors in August or September.
- Make any additional amendments to the Department Constitution and By-Laws document, as per National Convention actions.

Fall and Winter:

- Attend Presidents and Secretaries Conference at National Headquarters. The Department Secretary is responsible for arranging transportation, banquet tickets and room reservations for both she and the Department President.
- Annually, in the fall, the Department Secretary prepares a list of all Units that have failed to pay any or all of the previous membership year's assessments. This list is provided to the Department Treasurer for the purpose of billing.
- Attend as many District and County functions as possible to inspire the membership's work for the upcoming program year. At each visit, be prepared to "Inform, Educate and Motivate" the members regarding your area of responsibility. In the absence of the Department President and Vice President, be prepared to bring greetings and information about membership, the Department President's Project, and other program, as well.
- Attend Fall Conference. Take note of all the program information that is provided to members at this conference so that you can share the information with members as they may contact you and in your travels.
- Attend the Fall Conference Banquet. The Eastern Division National Vice President is our guest at this function.
- Attend the Department Executive Committee meeting at Fall Conference. Obtain lists of all awards to be offered for this program year from Department Officers and Committee Chairman for ratification at this meeting. At the appropriate time, conduct the roll call of Department Officers and Committee members, read the minutes of the previous meeting, and all correspondence. Take minutes.
- Prepare the minutes of the Department Executive Committee. Publish the minutes in the next issue of the *Pine Tree News*. The minutes must be available for approval at the next Executive Committee meeting, with any corrections published in the *Pine Tree News*, following the meeting to approve.
- Participate as a Volunteer at the VA Togus Oktoberfest, if feasible.
- Actively participate in Veterans' Day observances locally or on the State level.
- Try to attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.
- Attend Mid-Winter Conference, again taking note of the information provided to share with members who may contact your office or in your travels.
- Attend the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference. At the appropriate time, conduct the roll call of Department Officers and Committee members, read the minutes of the previous meeting, and all correspondence. Take minutes. Obtain copies of Annual Report Forms from all Department Officers and Committee Chairman for distribution to the Units.
- Prepare the minutes of the Department Executive Committee. Publish the minutes in the next issue of the *Pine Tree News*. The minutes must be available for approval at the next Executive Committee meeting, with any corrections published in the *Pine Tree News*, following the meeting to approve.
- In February, the Department Secretary compiles a packet containing all Annual Report Forms, the list of new Unit Officers and the Convention Delegate and Alternate list to be

completed by each Unit. Mail this packet to each Unit. Include available information regarding Department Convention for their planning purposes.

- With the Department President, participate in the Department of Maine, The American Legion state convention planning meetings.
- As soon as confirmation is received from National, with the Department President, plan for the visit of the National President. This will include plans for her reception at arrival, to include presentation of the Department Colors, the greeting party, and press notification, arrangements for her accommodations, activities, meals and departure, and coordination of banquet arrangements with the hosting District Department Vice President and Unit. While the District Department Vice President will be the Mistress of Ceremonies for the banquet, the Department President will introduce the National President.
- Attend the National Washington D.C. conference in Washington, D.C.

In the Spring:

- The Department Secretary shall file the Department of Maine, American Legion Auxiliary "Annual Report For Non Profit Corporations" with the State of Maine, Secretary of State, Bureau of Corporations and pay the associated fee in April of each year when notice is received, but no later than June 1st.
- If possible, attend and participate in the annual Junior Department Convention.
- Prepare for the annual budget meeting held in April. Attend this and all Finance Committee meetings as a source of information and guidance to their work.
- Attend the testimonial given in honor of the Department President. If the Department and/or Detachment Commander's Testimonials are hosted as separate events, plan to attend these events, as well.
- Attend the arrival reception and banquet in honor of the visitation of the National President.
- Attend the visit of the National Commander, if possible.
- Whenever possible, attend the testimonials given for the District Department Vice Presidents.
- Attend the Department Leadership National Conference (DLNC) in Indianapolis, IN.
- The Department Secretary's candidacy for the same or any other Department office is not automatic, or assumed. If you chose to aspire to office, you should prepare and submit your announcement to the Department Secretary by NOON on April 15th for publication in the May issue of the *Pine Tree News*.
- Prepare your report for the Book of Reports. Prepare the Book of Reports for Department Convention in sufficient quantities for distribution to all attending.
- Select your Page for Department Convention.
- Prepare the list of delegates and alternates for Department Convention from the information provided by the Units. Provide a copy of this list to the Department President immediately for her use in selecting Convention Committees. At Convention, provide sufficient copies of this list for the Convention Registration Committee and the Election Committee.
- Provide the Department President with an outline from which to prepare her agenda for Department Convention. The Department President will provide the Department Secretary

with her agenda as early as possible. The Department Secretary will compile the Convention Program, including the agenda, in sufficient quantities for distribution to all attending.

- Prior to Department Convention, the Department Secretary makes a written request to all Department Officers to notify her of room and banquet ticket requirements for the Convention by a specified date. She then uses this information to make room reservations and secure banquet tickets, as per Standing Rules.
- The Department books close for the year 30 days prior to annual Convention. The Department Secretary and Treasurer assure that their separate books reconcile, using a procedure much like that used monthly. Once reconciled, it is the responsibility of the Department Secretary to submit her ledgers and all other necessary information to the auditors who have been contracted to complete the annual audit prior to Department Convention and to prepare the annual Federal 990 form. While the Department Treasurer is responsible for the completion of the Federal Form 990, the Department Secretary is responsible for the timely filing of this form.
- Actively participate in Memorial Day observances locally or on the State level.
- Prepare all awards to be presented at Department Convention.
- Prepare new Department Officer packets for distribution at Department Convention.
- Prepare multiple sets of ballots for Department Convention.
- Pack all necessary supplies, materials, and equipment for Department Convention.
- Prepare lists of awards to be presented by others at Department Convention from the lists submitted.

At Convention:

- Attend Pre-Convention Executive Committee Meeting. Obtain list of those receiving awards at Department Convention from Department Officers and Chairman. At the appropriate time, conduct the roll call of Department Officers and Committee members, read the minutes of the previous meeting, and all correspondence. Take minutes.
- Prepare the minutes of the Department Executive Committee. These minutes must be available for approval at the Post-Convention Executive Committee meeting. Publish the minutes in the fall issue of the *Pine Tree News*.
- Attend and record all sessions of Department Convention. At the appropriate time on the Convention agenda, the Department Secretary will give her report. At various times, as called for in the agenda or by the Department President, present awards.
- Following the first day of Department Convention, the Department Secretary will update the List of Delegates and Alternates to be used by the Election Committee from information obtained by the Registration Committee.
- Attend Convention Membership Social Hour. Be prepared to take part in the program at this event, as requested by the Department President.
- Following elections, the ballots will be locked in the ballot box and placed in the custody of the Department Secretary who will maintain them in a secure location for 30 days prior to disposal.
- At the close of convention session on Saturday, collect the pins and ribbons from all Department Officers. Arriving early to alleviate any concerns of those preparing to perform

the installation, bring the pins and ribbons to the installation ceremony. If you are not returning to office or assuming a new office and you do not plan to attend the installation, make sure to put the pins and ribbons in the hands of the incoming Department Secretary who will carry out this duty.

Following Convention:

- At close of Convention, if not re-elected, return to the new Department Secretary all materials provided to the Department Secretary by the Department, your officer's pin, and ribbon, as well as those you have collected from the other Department Officers.
- Prepare and submit your billing to Department for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention.
- Prepare the minutes of the Department Convention from the recordings made of those proceedings. Provide a copy of the minutes, in booklet form, to both the outgoing and incoming Department Presidents and maintain a copy in the archive of Department records. Make any amendments necessary to the Department Constitution and By-Laws document, as per Department Convention actions.

PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DEPARTMENT SECRETARY.

DEPARTMENT TREASURER

Please refer to the BUDGETS & FINANCE and RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS sections of these Standing Rules for important additional information.

Please refer to the following for additional clarification.
Bylaws Article III Officers and Powers; Section 6

Standing Rule

The Department Treasurer is responsible for recording all deposits as reported by the Department Secretary, and discharging all obligations when proper authorization is given.

Standing Rule

Financial statements are to be prepared for transmittal to the Department Secretary to be included in the *Pine Tree News*.

Standing Rule

All ledgers of the Department of Maine American Legion Auxiliary shall be maintained by the Department Treasurer and balanced by the 10th of each month. The Department Treasurer shall prepare the Financial Statement (Budget) each month to be sent to the Department Secretary. All bank statements are to be reconciled upon receipt.

Standing Rule

THE DEPARTMENT TREASURER IS RESPONSIBLE FOR PREPARING THE FOLLOWING FORMS:

- (1) Federal Form 941 Employer's Quarterly Federal Tax Return for Social Security and Federal Income Tax withheld from salaries:
- (2) Maine Form 941 Employer's return of Maine Income Tax withheld from salaries quarterly report:
- (3) Maine Employer's Contribution and Wage Report for State Unemployment Taxes quarterly:
- (4) Maine State Sales and Use Tax Quarterly report:
- (5) Federal Form 940 Employer's Annual Report of Federal Unemployment Taxes:
- (6) Preparation of W-2 Forms for salaries prior to January 31st each year:
- (7) W-3 Transmittal of Income and Tax Statements for Internal Revenue Service and State of Maine to accompany copies of W-2's:
- (8) Federal Form 990 Return of Organization Exempt from Income Tax to be filed annually.

Guideline

Though not a member of the Committee, the Department Treasurer is expected to attend all meetings of the Department Finance Committee in order to provide information and assistance as needed for the accomplishment of their work.

Standing Rule

It shall be the responsibility of the Department Treasurer to pay the salaries of the Department Secretary and Department Treasurer and the monthly rent checks for the Department Secretary, Department Treasurer, and Girls State Director per annual voucher from the Department Secretary. The telephone expense for the Department Treasurer shall be limited to long distance calls for Auxiliary business.

Standing Rule

The Department Treasurer's books MUST be audited by C.P.A. once a year thirty (30) days prior to Department Convention.

Standing Rule

A copy of Department Treasurer's report shall be in the Annual Convention Report Book.

Standing Rule

Immediately following the close of Department Convention the newly elected Department Treasurer shall file with Internal Revenue Service the proper form listing herself as the primary contact for Internal Revenue Service correspondence with the Department of Maine, American Legion Auxiliary. As is allowed by Internal Revenue Service, she shall also list the Department President, Department Secretary, and the Department Finance Chairman as having the authority to communicate with the Internal Revenue Service on behalf of the Department of Maine, American Legion Auxiliary designating the Finance Chairman to be the party to automatically receive a second copy from Internal Revenue Service of all of their correspondence with the Department.

Standing Rule

In case of illness of the Department Treasurer, the Department President and Department Secretary shall be notified immediately. If the Department Treasurer plans to be away for a period of time, then the Department President and the Department Secretary shall be notified so that the office will be covered.

Guideline

The Department Treasurer serves as a member of the Girls State Board of Directors. As such, you will be expected to attend the Annual Budget Meeting at the call of the Girls State Chairman.

Standing Rule

The Department Treasurer is responsible for the annual review of the Unit 990-N forms filed with Department and shall contact Units that have not complied.

An Overview of the Duties and Responsibilities of the Department Treasurer

It is expected that the Department Treasurer will:

Prior to Her Election:

- As part of your contemplation before seeking this office, familiarize yourself with all of the responsibilities of the Department Treasurer as outlined in the Officers' Handbook and the Department Constitution and By-Laws.
- Prepare your announcement of intent and submit to the Department Secretary by April 15th for inclusion in the May issue of the *Pine Tree News*.
- Select the member to nominate you at the Department Convention, contact that individual and confirm the arrangement, making sure that she is a delegate to Convention and will be present and prepared on the Friday of the Convention.
- While, as a candidate, attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended, if able, in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time, if elected, you will be a voting member of the Department Executive Committee.
- Attend all sessions of Department Convention. All candidates for Department Office must be present at all Convention sessions, "unless for a GOOD reason such as illness or death". Under these circumstances, a written request must be submitted to the current Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for candidacy. If you are the current Department Secretary, this request should be submitted to the Department President. Additionally, your current dues must be paid and your conduct must at all times be becoming of the office to which you aspire.

At Convention, Following Election, and Immediately Thereafter:

- As the newly elected Department Treasurer, consider attending National Convention and, if planning to attend, make sure you are nominated for ratification as a delegate.
- Attend Installation immediately preceding Convention Ball on Saturday night.
- If this is your first term as Department Treasurer, it is your responsibility to coordinate with the outgoing Department Treasurer for the transfer of all records and the Department's computer, and the changeover of signatures and addresses for all bank and tax accounts.
- Attend the Post Convention Executive Committee meeting on Sunday morning following the close of Department Convention. Be prepared to act on the Department budget, the ratification of Department Committee appointments, and all other Department business that may come before this meeting, sitting in the special section provided for the Department Officers, to the left of the Department Secretary, at the front of the room. If, for some very good reason, you are unable to attend this, or any other Department Executive Committee meeting, make sure to notify the Department President and Department Secretary, so that you may be excused. Otherwise, failure to attend these meetings can become the cause of action for removal from office.

- Purchase your annual subscription to the *Pine Tree News* as your resource for keeping current with Department events and programs.
- As Department Treasurer, you are, customarily, a member of the Department's membership team. The Department Vice President is the Department Membership Committee Chairman and, as such, she develops a membership program and theme for the year, which the District Department Vice Presidents will use to promote membership in their Districts. The Department Officers will be advised of this theme at the Post Convention Executive Committee meeting.

Throughout the Year:

- Attend all Finance Committee meetings as a source of information and guidance to their work.
- Following her final review for approval or correction, the Department Treasurer pays all expenses that are submitted by the Department Secretary in voucher form, which will be accompanied with a receipt for the expenditure and will also be accompanied by an Expense Form, if for reimbursement of a Department Officer's expenses. She records all deposit reports that are sent to her by the Department Secretary with a remittance form.
- The Department Secretary provides an annual voucher to the Department Treasurer for the payment of rent and salaries to the Department Secretary, Department Treasurer, and rent only to the Director of Dirigo Girls State. The Department Treasurer prepares checks for these expenses on a monthly basis for receipt by the first of the month.
- It is the Department Treasurer's responsibility to purchase checks and supplies for her office. The receipt for any purchase is forwarded to the Department Secretary, who returns a voucher to cover this expense.
- The Department books are closed monthly on the 10th of the month. When submitting the final voucher and remittance for the reporting period, the Department Secretary so notifies the Department Treasurer and provides a summary of activity as recorded in her books. The Department Treasurer verifies her totals to those provided by the Department Secretary, reconciles any differences with the Secretary, adds interest income, and prepares the monthly financial report. This report is then submitted to the Department Secretary for publication in the *Pine Tree News*.
- On a quarterly basis, beginning in July for the quarter ending June 30, the Department Treasurer prepares the Federal 941 Payroll Tax report and the State 941ME/C1 Income and Unemployment Tax report and submits these reports with payment. She then informs the Department Secretary of the amounts of payment for her records.
- On a semi-annual basis, beginning in July for the six months ending June 30, the Department Treasurer prepares the State Sales Tax report and submits this report with payment. She then informs the Department Secretary of the amounts of these payments for her records.
- On an annual basis, in January for the year ending December 31, the Department Treasurer prepares the Federal 940 Unemployment Tax report and submits this report with payment. She then informs the Department Secretary of the amounts of these payments for her records.
- Also on an annual basis, in January for the year ending December 31, the Department Treasurer prepares and distributes Federal Tax forms W-2, W-3, and 1099, if necessary.

- On an annual basis, according to the Federal Tax filing year for this corporation, the Department Treasurer is responsible for preparation of the Federal Form 990.
- Remember, now and throughout the year, to communicate often with the Department President, so that she is advised of the Department's financial status.

Over the Summer:

- Participate in Department Officers and Committee Chairmen Training.
- Especially if selected as a delegate, attend National Convention.
- Read and become fully familiar with the Department Officers' Handbook, the Department Constitution and By-Laws, and the Unit Handbook. Familiarize yourself with the other tools provided.
- The Department Treasurer is a member of the Board of Directors for Dirigo Girls State. As such, she is expected to attend the Annual Meeting of the Board of Directors in August or September.

Fall and Winter:

- Annually, in the fall, the Department Treasurer prepares and mails notices to all Units that have failed to pay any or all of the previous membership year's assessments.
- Attend as many District and County functions as possible to inspire the membership's work for the program year. At each visit, "Inform, Educate and Motivate" the members regarding your area of responsibility. In the absence of the Department President and Vice President, be prepared to bring greetings and information about membership, the Department President's Project, and other program, as well.
- Though it is usually the responsibility of the Department Vice President, the District Department Vice President, or the National Executive Committeewoman, in that order, you may be called upon by the Department President to represent her at some function she is unable to attend. If the Department President calls upon you to act in this capacity, you may bill for your expenses for this occasion, according to what would be allowed for the Department President, with the monies to come from her budget.
- At visits with the Department President, as you will speak before the Department President, make sure to coordinate your remarks with her ahead of time, sticking to your own areas of responsibility, allowing her to speak to all other areas.
- In this Department, all Units are responsible for annual payment of the following assessments: Bonding, Poppies, Children & Youth, the Department President's Project and one subscription to the *Pine Tree News*. At any meeting you may be attending, it is your responsibility to remind the Units present of this obligation.
- Attend Fall Conference. Be prepared to provide the current financial report, by totals only, when called upon by the Department Vice President to do so. Take note of all the program information that is provided to members at this conference so that you can share the information with members as you visit.
- Attend the Fall Conference Banquet. The Eastern Division National Vice President is our guest at this function.

- Attend the Department Executive Committee meeting on the Sunday following Fall Conference. Provide the Treasurer's Report when called upon by the Department President to do so.
- Participate as a Volunteer at the VA Togus Oktoberfest, if feasible.
- Actively participate in Veterans' Day observances locally or on the State level.
- Try to attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.
- Attend Mid-Winter Conference, again taking note of the information provided to share with members in your travels.
- Attend the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference. Provide the Treasurer's Report when called upon by the Department President to do so.
- Consider attending the National Washington D.C. conference in Washington, D.C.

In the Spring:

- If possible, attend and participate in the annual Junior Department Convention.
- Prepare for the annual budget meeting held in April. Make sure to provide a detailed accounting of each category for both the Welfare and General Fund accounts. Provide a copy of this report to all members of the Department Finance Committee. Attend this and all Finance Committee meetings as a source of information and guidance to their work.
- In her role as a member of the Board of Directors for Dirigo Girls State, the Department Treasurer receives all registration monies from the Assistant Director of Girls State, who receives them with the applications. She maintains a remittance report that includes the source of payment, the sponsoring Unit, the school of the delegate(s), the number of delegates and the amount. Copies of this remittance are forwarded to the Department Secretary and the Assistant Girls State Director.
- Attend the testimonial given in honor of the Department President. If the Department and/or Detachment Commander's Testimonials are hosted as separate events, plan to attend these events, as well.
- Attend the arrival reception and banquet in honor of the visitation of the National President.
- Attend the visit of the National Commander, if possible.
- Whenever possible, attend the testimonials given for the District Department Vice Presidents.
- The Department Treasurer's candidacy for the same or any other Department office is not automatic, or assumed. If you chose to aspire to office, you should prepare and submit your announcement to the Department Secretary by NOON on April 15th for publication in the May issue of the *Pine Tree News*.
- Prepare your report for the Book of Reports and submit to the Department Secretary by the May 15th deadline given.
- The Department books close for the year 30 days prior to annual Convention. The Department Treasurer and Secretary assure that their separate books reconcile, using a procedure much like that used monthly. The Department Treasurer then boxes all

vouchers, receipts, remittances, deposit slips, checking and savings account statements, a statement from the bank verifying CD balances, payroll reports, a copy of the Department Treasurer's Report for the Book of Reports, a list of the current year's Department Officers, and a printed report of all activity since the prior year's audit and mails to the auditing firm contracted to perform the annual audit and prepare the annual Federal 990 form.

- Actively participate in Memorial Day observances locally or on the State level.
- Select your Page for Department Convention and notify the Department Secretary of your choice by the deadline given in May.

At Convention:

- Attend Pre-Convention Executive Committee Meeting. Provide the Treasurer's Report when called upon by the Department President to do so.
- Attend all sessions of Department Convention. At the appropriate time on the Convention agenda, the Department Treasurer will give her report and the report of the auditors.
- Attend Convention Membership Social Hour. Be prepared to take part in the program at this event, as requested by the Department President.
- Return the Department Officer's pin and sash, and all other materials provided to you by the Department for use during your term of office to the Department Secretary at the close of session on Saturday.

Following Convention:

- If not re-elected, it is your responsibility to coordinate with the newly elected Department Treasurer for the transfer of all records and materials, and the Department's computer, and for the changeover of signatures and addresses for all bank and tax accounts.
- Prepare and submit your final billing to Department for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention.

PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DEPARTMENT TREASURER.

DEPARTMENT CHAPLAIN

Please refer to the BUDGETS & FINANCE and RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS sections of these Standing Rules for important additional information.

*Please refer to the following for additional clarification.
Bylaws Article III Officers and Powers; Section 7*

Standing Rule

The Department Chaplain shall give the invocation and the benediction at all Department meetings and shall perform such other acts as come within her office as the spiritual leader of the Department.

Standing Rule

The Department Chaplain shall be responsible for the Memorial service at the Department Convention.

Standing Rule

The Department Chaplain shall oversee the judging of *Books of Prayers and Devotional Thoughts* prior to the Department Convention.

Guideline

It is the responsibility of the Department Chaplain to provide Units with the guidelines for the *Book of Prayers and Devotional Thoughts* according to guidelines provided by the National Organization. In the absence of Unit guidelines provided by National, the Chaplain shall create her own.

Guideline

As Department Chaplain, be sure to include on your yearly report form a section for Units to submit the names of deceased members for the year.

An Overview of the Duties and Responsibilities of the Department Chaplain

It is expected that the Department Chaplain will:

Prior to Her Election:

- As part of your contemplation before seeking this office, familiarize yourself with all of the responsibilities of the Department Chaplain as outlined in the Officers' Handbook, the Department Constitution and By-Laws, and the National Action Plan for the current year.
- Prepare your announcement of intent and submit to the Department Secretary by April 15th for inclusion in the May issue of the *Pine Tree News*.
- Select the member to nominate you at the Department Convention, contact that individual and confirm the arrangement, making sure that she is a delegate to Convention and will be present and prepared on the Friday of the Convention.
- While, as a candidate, attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended, if able, in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time, if elected, you will be a voting member of the Department Executive Committee.
- Attend all sessions of Department Convention. All candidates for Department Office must be present at all Convention sessions, "unless for a GOOD reason such as illness or death". Under these circumstances, a written request must be submitted to the current Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for candidacy. If you are the current Department Secretary, this request should be submitted to the Department President. Additionally, your current dues must be paid and your conduct must at all times be becoming of the office to which you aspire.

At Convention, Following Election, and Immediately Thereafter:

- As the newly elected Department Chaplain, consider attending National Convention and, if planning to attend, make sure you are nominated for ratification as a delegate.
- Attend Installation immediately preceding Convention Ball on Saturday night.
- Attend the Post Convention Executive Committee meeting on Sunday morning following the close of Department Convention. Be prepared to offer prayer in the opening and closing ceremonies, and to act on the Department budget, the ratification of Department Committee appointments, and all other Department business that may come before this meeting, sitting in the special section provided for the Department Officers at the front of the room. If, for some very good reason, you are unable to attend this, or any other Department Executive Committee meeting, make sure to notify the Department President and Department Secretary, so that you may be excused. Otherwise, failure to attend these meetings can become the cause of action for removal from office.
- It is the Department Chaplain's responsibility to care for the vase used in the Memorial Service at Convention, the Prayer Box and the Bible.

- As Department Chaplain, you are, customarily, a member of the Department's membership team. The Department Vice President is the Department Membership Committee Chairman and, as such, she develops a membership program and theme for the year, which the District Department Vice Presidents will use to promote membership in their Districts. The Department Officers will be advised of this theme at the Post Convention Executive Committee meeting.
- Purchase your annual subscription to the *Pine Tree News* as your resource for keeping current with Department events and programs.
- Remember, now and throughout the year, to communicate often with the Department President, so that she is advised of your program, progress, and plans.

Over the Summer:

- Participate in Department Officers and Committee Chairmen Training.
- Especially if selected as a delegate, attend National Convention.
- Read and become fully familiar with the Department Officers' Handbook, the Department Constitution and By-Laws, the Unit Handbook, and your section of the National Plan of Action. Familiarize yourself with the other tools provided.
- Now that you know the National program for the year, it is time to plan your program for the Department, using this framework. It will be your job to promote the National Program at the Unit level, including the collection of prayers for submission to the National Chaplain for inclusion in the Book of Prayers for the National President. You may also wish to develop a program of your own within the National framework, such as soliciting prayers from Unit members for a Book of Prayers to be given to the Department President.
- Remember, you are the Spiritual Leader of our Department. Your spiritual guidance should encourage our Department members to work together as an American Legion Family, at all times. Never forget that since we are a non-denominational organization, it is very important to be certain that all prayers and devotional materials embrace all faiths. Always be prepared to offer a prayer if called upon to do so. The American Legion's "Chaplain's Prayer Manual" is an excellent tool to carry at all times.
- As Department Chaplain, you are required to submit at least four articles per year for publication in the *Pine Tree News*. If you wish to have a message in the first issue of the year, it is due at the office of the Department Secretary by August 10. Thereafter, it is due no later than the 15th of the month prior to publication.

Fall and Winter:

- Attend as many District and County functions as possible to inspire the membership's work for the upcoming program year. At each visit, be prepared to "Inform, Educate and Motivate" the members regarding your area of responsibility. In the absence of the Department President and Vice President, be prepared to bring greetings and information about membership, the Department President's Project, and other program, as well.
- Though it is usually the responsibility of the Department Vice President, the District Department Vice President, or the National Executive Committeewoman, in that order, you may be called upon by the Department President to represent her at some function she is unable to attend. If the Department President calls upon you to act in this capacity, you

may bill for your expenses for this occasion, according to what would be allowed for the Department President, with the monies to come from her budget.

- At visits with the Department President, as you will speak before the Department President, make sure to coordinate your remarks with her ahead of time, sticking to your own areas of responsibility, allowing her to speak to all other areas.
- In this Department, all Units are responsible for annual payment of the following assessments: Bonding, Poppies, Children & Youth, the Department President's Project and one subscription to the *Pine Tree News*. In the absence of the Department President, the Department Vice President, and the District Department Vice President, at any meeting you may be attending, it is your responsibility to remind the Units present of this obligation.
- Attend Fall Conference. Be prepared to make a report of your program plans for the year, if called upon by the Department Vice President to do so. Take note of all the program information that is provided to members at this conference and so that you can share the information with members as you visit.
- Attend the Fall Conference Banquet. The Eastern Division National Vice President is our guest at this function.
- Attend the Department Executive Committee meeting on the Sunday following Fall Conference. Prior to this meeting, provide the Department Secretary with a written list of the awards you will be offering for your Program, as these awards must be ratified by the Department Executive Committee at this meeting. Be prepared to provide a report a report of your activities, thus far, if called upon by the Department President to do so.
- If able, attend the National Chaplains' Conference at National Headquarters in Indianapolis, IN. This is an opportunity to gain invaluable knowledge and insights to help you better design your program and perform the duties of your position. The Department provides a small contribution to aid you in defraying the cost of this trip.
- Using the information you have gathered from the National Action Plan and the National Chaplains Conference, consider offering Chaplain's Workshops at the Unit and District level.
- Participate as a Volunteer at the VA Togus Oktoberfest, if feasible.
- Actively participate in Veterans' Day observances locally or on the State level.
- Try to attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.
- Attend Mid-Winter Conference, again taking note of the information provided to share with members in your travels. Be prepared to give a report of your program plan and awards for the year, if called upon by the Department President to do so.
- Attend the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference. Prior to this meeting, provide the Department Secretary with a written copy of the Report Form you wish for the Units to complete and return to you to aid you in your completion of your report to National, so that she can distribute the form as part of the packet sent to all Units. Remember to include a section on your report form for Units to submit the names members who have died during the year. You will need this information for the Memorial Service at Department Convention. Be prepared to give a report of your activities thus far, if called upon by the Department President to do so.
- Promote the Chapel of Four Chaplains Program in February.

- Consider attending the National Washington D.C. conference in Washington, D.C.

In the Spring:

- If possible, attend and participate in the annual Junior Department Convention.
- Attend the testimonial given in honor of the Department President. If the Department and/or Detachment Commander's Testimonials are hosted as separate events, plan to attend these events, as well.
- Attend the arrival reception and banquet in honor of the visitation of the National President.
- Attend the visit of the National Commander, if possible.
- Whenever possible, attend the testimonials given for the District Department Vice Presidents.
- The Department Chaplain's candidacy for other Department office is not automatic, or assumed. If you chose to aspire to another office, you should prepare and submit your announcement to the Department Secretary by NOON on April 15th for publication in the May issue of the *Pine Tree News*.
- If it is your plan to aspire to the office of Department Vice President at the upcoming convention, consider attending the National Membership Conference in Indianapolis, IN. Both the National and Department Organizations provide a small contribution to be divided among the candidates attending the conference to help defray your cost.
- Actively participate in Memorial Day events locally or on the State level.
- Prepare your report for the Book of Reports and submit to the Department Secretary by the May 15 deadline given.
- Select your Page for Department Convention and notify the Department Secretary of your choice by the deadline given in May.
- Select the judges for any competition you may have included in your program and provide the Department Secretary with a written list of the judges.
- Purchase or prepare the awards you will be presenting at Department Convention.
- It is your responsibility to plan and execute the Memorial Service to be held on Friday afternoon of Department Convention. Your planning should begin early, in consultation with the Department President and Department Secretary. It is your responsibility to prepare a written program for this event and provide sufficient copies for distribution to all in attendance. Make sure to include recognition of the Gold Star Mothers in your program. Consider sending a written invitation to the Gold Star Mothers' Association. Make any arrangement you deem necessary for special music. If you plan to use flowers and/or candles in your Service, you must provide them. Select participants to help you carry out the Service you have planned. Confirm their willingness to take part.

At Convention:

- Attend Pre-Convention Executive Committee Meeting.
- Provide Department Secretary with a written list of the recipients of the awards you will be presenting at Convention.
- Prior to the opening of Convention sessions, confirm all of your arrangements for the Memorial Service. Enlist the services of the Department Sergeant-at-Arms to aid you in

identifying any Gold Star Mothers who may be in attendance at Convention prior to the Memorial Service.

- Attend all sessions of Department Convention. Be prepared to aid in the presentation of awards, as called upon to do so.
- Conduct the Memorial Service on Friday afternoon according to the Convention agenda.
- Attend Convention Membership Social Hour. Be prepared to take part in the program at this event, as requested by the Department President.
- Return the Department Officer's pin and sash, and all other materials provided to you by the Department for use during your term of office to the Department Secretary at the close of session on Saturday.

Following Convention:

- Prepare and submit your final billing to Department for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention.
- **PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DEPARTMENT CHAPLAIN.**

DEPARTMENT HISTORIAN

Please refer to the BUDGETS & FINANCE and RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS sections of these Standing Rules for important additional information.

*Please refer to the following for additional clarification:
Bylaws Article III Officers and Powers; Section 8.*

Standing Rule

The Department Historian is charged with the responsibility of recording the activities and accomplishments of the Department History during her term of office. The writing of a Department History is a very important assignment. Down through the years the recorded experience of these women who have served before us has guided the footsteps of those who follow.

Standing Rule

The Department History shall be compiled from the time of election of officers at Department Convention until the election of officers at the following Department Convention.

Standing Rule

The Historian is required to follow National rules when writing the Department History. She must establish the rules for the Unit Histories and is responsible for choosing her own judges.

Guideline

To encourage participation, the history guidelines may be simplified at the Unit, County or District level. Establish a deadline for submission of these entries.

Standing Rule

The Historian **must** send the History to National return receipt requested. The cost of the return receipt will be reimbursed by Department. This receipt will accompany the bills for expenses for Department Convention.

Standing Rule

No convention expenses may be paid to the Department Historian until proof has been received that the history has been received by National.

Guideline

In addition to the copy of the Department History to be provided to the Department Secretary per the Bylaws, a copy shall also be provided to the Department President.

Standing Rule

The complete History certificates/awards shall be sent to the Department Secretary by June 1st.

Guideline

If instructed by National or if so choosing, the Department Historian may offer a competition for Unit Scrapbooks. However, it is the duty of the Public Relations Chairman to prepare the Department President's Scrapbook.

An Overview of the Duties and Responsibilities of the Department Historian

It is expected that the Department Historian will:

Prior to Her Election:

- As part of your contemplation before seeking this office, familiarize yourself with all of the responsibilities of the Department Historian as outlined in the Officers' Handbook, the Department Constitution and By-Laws, and the National Action Plan for the current year.
- Prepare your announcement of intent and submit to the Department Secretary by April 15th for inclusion in the May issue of the *Pine Tree News*.
- Select the member to nominate you at the Department Convention, contact that individual and confirm the arrangement, making sure that she is a delegate to Convention and will be present and prepared on the Friday of the Convention.
- While, as a candidate, attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended, if able, in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time, if elected, you will be a voting member of the Department Executive Committee.
- Attend all sessions of Department Convention. All candidates for Department Office must be present at all Convention sessions, "unless for a GOOD reason such as illness or death". Under these circumstances, a written request must be submitted to the current Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for candidacy. If you are the current Department Secretary, this request should be submitted to the Department President. Additionally, your current dues must be paid and your conduct must at all times be becoming of the office to which you aspire.

At Convention, Following Election, and Immediately Thereafter:

- As the newly elected Department Historian, consider attending National Convention and, if planning to attend, make sure you are nominated for ratification as a delegate.
- Attend Installation immediately preceding Convention Ball on Saturday night.
- Attend the Post Convention Executive Committee meeting on Sunday morning following the close of Department Convention. Be prepared to act on the Department budget, the ratification of Department Committee appointments, and all other Department business that may come before this meeting, sitting in the special section provided for the Department Officers at the front of the room. If, for some very good reason, you are unable to attend this, or any other Department Executive Committee meeting, make sure to notify the Department President and Department Secretary, so that you may be excused. Otherwise, failure to attend these meeting can become the cause of action for removal from office.
- As Department Historian, you are, customarily, a member of the Department's membership team. The Department Vice President is the Department Membership Committee Chairman and, as such, she develops a membership program and theme for the year, which

the District Department Vice Presidents will use to promote membership in their Districts. The Department Officers will be advised of this theme at the Post Convention Executive Committee meeting.

- Purchase your annual subscription to the *Pine Tree News* as your resource for keeping current with Department events and programs.
- Remember, now and throughout the year, to communicate often with the Department President, so that she is advised of your program, progress, and plans.

Over the Summer:

- Participate in Department Officers and Committee Chairmen Training.
- Especially if selected as a delegate, attend National Convention.
- Read and become fully familiar with the Department Officers' Handbook, the Department Constitution and By-Laws, the Unit Handbook, and your section of the National Action Plan. Familiarize yourself with the other tools provided.
- Now that you know the National program and History rules for the year, it is time to plan your program for the Department, using this framework. It will be your job to promote the writing of histories at the Unit level. It is also customary for the Department Historian to offer a competition to judge the quality of Unit Histories submitted, according to the rules supplied by National, and to submit the winning entry from this Department to the National Organization for entry into their competition, if one is offered, according to the instructions provided by National.
- It is also time for you to begin to plan your own work to write the history of this Department, according to the rules provided to you by the National Organization.
- From time to time, the National Organization also promotes a Unit Scrapbook competition. It is the responsibility of the Department Historian to promote this project among the Units of this Department, if offered by National, according their rules. The Department Historian may choose to plan and offer a scrapbook competition, even if not a part of the National Program for her year. However, at no time is it the responsibility of the Department Historian to prepare the Department Scrapbook for the Department President. This is always the responsibility of the Department Public Relations Chairman.
- As Department Historian, you are required to submit at least four articles per year for publication in the *Pine Tree News*. If you wish to have a message in the first issue of the year, it is due at the office of the Department Secretary by August 10. Thereafter, it is due no later than the 15th of the month prior to publication.

Fall and Winter:

- Attend as many District and County functions as possible to inspire the membership's work for the upcoming program year. At each visit, be prepared to "Inform, Educate and Motivate" the members regarding your area of responsibility. In the absence of the Department President and Vice President, be prepared to bring greetings and information about membership, the Department President's Project, and other program, as well.
- Though it is usually the responsibility of the Department Vice President, the District Department Vice President, or the National Executive Committeewoman, in that order, you may be called upon by the Department President to represent her at some function she is unable to attend. If the Department President calls upon you to act in this capacity, you

may bill for your expenses for this occasion, according to what would be allowed for the Department President, with the monies to come from her budget.

- At visits with the Department President, as you will speak before the Department President, make sure to coordinate your remarks with her ahead of time, sticking to your own areas of responsibility, allowing her to speak to all other areas.
- In this Department, all Units are responsible for annual payment of the following assessments: Bonding, Poppies, Children & Youth, the Department President's Project and one subscription to the *Pine Tree News*. In the absence of the Department President, the Department Vice President, and the District Department Vice President, at any meeting you may be attending, it becomes your responsibility to remind the Units present of this obligation.
- Attend Fall Conference. Be prepared to make a report of your program plans for the year, if called upon by the Department Vice President to do so. Take note of all the program information that is provided to members at this conference and so that you can share the information with others as you visit.
- Attend the Fall Conference Banquet. The Eastern Division National Vice President is our guest at this function.
- Attend the Department Executive Committee meeting on the Sunday following Fall Conference. Prior to this meeting, provide the Department Secretary with a written list of the awards you will be offering for your Program, as these awards must be ratified by the Department Executive Committee at this meeting. Be prepared to provide a report your activities, thus far, and your program plans for the year.
- Participate as a Volunteer at the VA Togus Oktoberfest, if feasible.
- Actively participate in Veterans' Day observances locally or on the State level.
- Try to attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.
- Attend Mid-Winter Conference, again taking note of the information provided to share with members in your travels. Be prepared to give a report of your program plan and awards for the year, if called upon by the Department President to do so.
- Attend the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference. Prior to this meeting, provide the Department Secretary with a written copy of the Report Form you wish for the Units to complete and return to you to aid you in your completion of the National Report, so that she can distribute the form as part of the packet sent to all Units. Be prepared to give a report of your activities thus far, if called upon by the Department President to do so.
- Consider attending the National Washington D.C. conference in Washington, D.C.

In the Spring:

- If possible, attend and participate in the annual Junior Department Convention.
- Attend the testimonial given in honor of the Department President. If the Department and/or Detachment Commander's Testimonials are hosted as separate events, plan to attend these events, as well.

- Attend the arrival reception and banquet in honor of the visitation of the National President.
- Attend the visit of the National Commander, if possible.
- Whenever possible, attend the testimonials given for the District Department Vice Presidents.
- The Department Historian's candidacy for other Department office is not automatic, or assumed. If you chose to aspire to another office, you should prepare and submit your announcement to the Department Secretary by NOON on April 15th for publication in the May issue of the *Pine Tree News*.
- If it is your plan to aspire to the office of Department Vice President at the upcoming convention, consider attending the National Membership Conference in Indianapolis, IN. Both the National and the Department Organizations provide a small contribution to be divided among the candidates attending the conference to help defray the cost of your attendance.
- Actively participate in Memorial Day events locally or on the State level.
- Prepare your report for the Book of Reports and submit to the Department Secretary by the May 15th deadline given.
- Select your Page for Department Convention and notify the Department Secretary of your choice by the deadline given in May.
- Select the judges for the History and Scrapbook (if offered) competition and provide the Department Secretary with a written list of the judges.
- Purchase or prepare the awards you will be presenting at Department Convention.

At Convention:

- Attend Pre-Convention Executive Committee Meeting.
- Provide the Department Secretary with a written list of the recipients of the awards you will be presenting at Convention.
- Attend all sessions of Department Convention. Be prepared to aid in the presentation of awards, as called upon to do so.
- Attend Convention Membership Social Hour. Be prepared to take part in the program at this event, as requested by the Department President.
- Return the Department Officer's pin and sash, and all other materials provided to you by the Department for use during your term of office to the Department Secretary at the close of session on Saturday.

Following Convention:

- Complete the Department History and submit by mail to National by the deadline given, "Return Receipt Requested". Keeping a copy of the History for your own records, provide two copies to the Department Secretary, one for Department records and one for your Department President.
- Prepare and submit your final billing to Department for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention. Include copies of the postal return receipt requested to verify that you have

completed the primary duty of your position as Department Historian. Convention expenses will not be allowed unless this documentation is provided.

PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DEPARTMENT HISTORIAN.

DEPARTMENT SERGEANT-AT-ARMS

Please refer to the BUDGETS & FINANCE, RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS and DEPARTMENT CONVENTION sections of these Standing Rules for important additional information.

Please refer to the following for additional clarification.

Bylaws Article III Officers and Powers; Section 9

Standing Rule

The Department Sergeant-at-Arms is responsible for order at all Department meetings; the advancement and retirement of colors when requested by the Department President, and for their proper care; for courtesies to guests, and such other duties as may be assigned.

Standing Rule

The Department Sergeant-at-Arms is expected to be present at all Department Executive Committee meetings, Fall Conference and Mid-Winter Conference, Department Convention, National President's visitation and the Department President's testimonial with the Department Colors.

Standing Rule

The Department Sergeant-at-Arms shall be responsible for obtaining a color guard, at no expense to the Department of Maine, for Fall and Mid-Winter Conference, Department Convention, National President's visitation, Department President's testimonial, and Memorial and Veterans Day Ceremonies in Augusta requiring the posting of the Department Colors. She shall be encouraged to seek the assistance of local Units.

Standing Rule

The Department Sergeant-at-Arms shall be in attendance at the official Maine Memorial Day and Veteran's Day Observances. She shall be in readiness and prepare color guards for cooperative participation in the ceremonies.

Guideline

The Department Sergeant-at-Arms shall always be alert for someone in the audience who may need her services and to insure that no one enters or leaves the meeting during the normal conduct of business, i.e. reports being presented, guest speakers, voting, etc.

Guideline

As a reminder, the distinguished guest is always escorted on the Sergeant-at-Arms right and individually. Never walk between the Colors.

Guideline

When presenting the Colors, they are carried to the right of the body with the eagle pointing forward. The eagle of the United States flag is held higher and ahead of the banner. When

Colors are placed, they should be done in unison mindful that the eagle is always facing forward—toward the audience.

Guideline

Ladies approaching the podium and the American Flag do not have to pause, unless being escorted by or escorting a member of The American Legion. At that time you should stop and stand straight (at attention) while the Legionnaire, who is considered to be in uniform, salutes the Flag. As there is no official uniform of the Auxiliary Legion Auxiliary, members do not salute the Flag when approaching the podium.

An Overview of the Duties and Responsibilities of the Department Sergeant-at-Arms

It is expected that the Department Sergeant-at-Arms will:

Prior to Her Election:

- As part of your contemplation before seeking this office, familiarize yourself with all of the responsibilities of the Department Sergeant-at-Arms as outlined in the Officers' Handbook, the Department Constitution and By-Laws, and the National Action Plan for the current year.
- Prepare your announcement of intent and submit to the Department Secretary by April 15th for inclusion in the May issue of the *Pine Tree News*.
- Select the member to nominate you at the Department Convention, contact that individual and confirm the arrangement, making sure that she is a delegate to Convention and will be present and prepared on the Friday of the Convention.
- While, as a candidate, attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended, if able, in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time, if elected, you will be a voting member of the Department Executive Committee.
- Attend all sessions of Department Convention. All candidates for Department Office must be present at all Convention sessions, "unless for a GOOD reason such as illness or death". Under these circumstances, a written request must be submitted to the current Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for candidacy. If you are the current Department Secretary, this request should be submitted to the Department President. Additionally, your current dues must be paid and your conduct must at all times be becoming of the office to which you aspire.

At Convention, Following Election, and Immediately Thereafter:

- As the newly elected Department Sergeant-at-Arms, consider attending National Convention and, if planning to attend, make sure you are nominated for ratification as a delegate.
- Attend Installation immediately preceding Convention Ball on Saturday night.
- It is the Department Sergeant-at-Arms' responsibility to care for the Department Colors and to see that they are posted at all Department functions, including the reception of the National President at her visitation. You will assume responsibility for the Department Colors at the close of the Convention following installation.
- Attend the Post Convention Executive Committee meeting on Sunday morning following the close of Department Convention. Be prepared to act on the Department budget, the ratification of Department Committee appointments, and all other Department business that may come before this meeting. You will not be sitting in the special section provided for the Department Officers at the front of the room. Your duties require you to position yourself near the entrance to maintain order in the meeting, deliver messages, present

guests, etc. If, for some very good reason, you are unable to attend this, or any other Department Executive Committee meeting, make sure to notify the Department President and Department Secretary, so that you may be excused. Otherwise, failure to attend these meetings can become the cause of action for removal from office.

- As Department Sergeant-at-Arms, you are, customarily, a member of the Department's membership team. The Department Vice President is the Department Membership Committee Chairman and, as such, she develops a membership program and theme for the year, which the District Department Vice Presidents will use to promote membership in their Districts. The Department Officers will be advised of this theme at the Post Convention Executive Committee meeting.
- Purchase your annual subscription to the *Pine Tree News* as your resource for keeping current with Department events and programs.
- Remember, now and throughout the year, to communicate often with the Department President, so that she is advised of your program, progress, and plans.

Over the Summer:

- Participate in Department Officers and Committee Chairmen Training.
- Especially if selected as a delegate, attend National Convention.
- It is the responsibility of the Department Sergeant-at-Arms to see that the Department Colors are clean, boxed, and shipped to the site of National Convention for presentation by the Department Pages at that event. This expense will be reimbursed by Department, providing a receipt is submitted. If in attendance at National Convention, it is your responsibility to retrieve the Department Colors from the storage area for presentation and to return them to that area at the close of National Convention. It will then be your responsibility to package the Colors for return shipping. National will take care of return shipping, once boxed.
- Read and become fully familiar with the Department Officers' Handbook, the Department Constitution and By-Laws, the Unit Handbook, and your section of the National Action Plan, if one is provided. Familiarize yourself with the other tools provided.
- Consider developing a program for the year using the resources provided. This program could include trainings for Units and Districts, perhaps in conjunction with the Americanism Chairman, in such things as Flag Etiquette and Protocol.
- As Department Sergeant-at-Arms, you are required to submit at least four articles per year for publication in the *Pine Tree News*. If you wish to have a message in the first issue of the year, it is due at the office of the Department Secretary by August 10. Thereafter, it is due no later than the 15th of the month prior to publication.

Fall and Winter:

- Attend as many District and County functions as possible to inspire the membership's work for the upcoming program year. At each visit, be prepared to "Inform, Educate and Motivate" the members regarding your area of responsibility. In the absence of the Department President the District Department Vice President, or other Department Officer, be prepared to bring greetings and information about membership, the Department President's Project, and other program, as well.

- Though it is usually the responsibility of the Department Vice President, the District Department Vice President, or the National Executive Committeewoman, in that order, you may be called upon by the Department President to represent her at some function she is unable to attend. If the Department President calls upon you to act in this capacity, you may bill for your expenses for this occasion, according to what would be allowed for the Department President, with the monies to come from her budget.
- At visits with the Department President, as you will speak before the Department President, make sure to coordinate your remarks with her ahead of time, sticking to your own areas of responsibility, allowing her to speak to all other areas.
- In this Department, all Units are responsible for annual payment of the following assessments: Bonding, Poppies, Children & Youth, the Department President's Project and one subscription to the *Pine Tree News*. In the absence of the Department President, the Department Vice President, and the District Department Vice President, at any meeting you may be attending, it is your responsibility to remind the Units present of this obligation.
- Attend Fall Conference. Be prepared to make a report of your program plans for the year, if called upon by the Department Vice President to do so. Take note of all the program information that is provided to members at this conference and so that you can share the information with members as you visit.
- Attend the Fall Conference Banquet. The Eastern Division National Vice President is our guest at this function.
- Attend the Department Executive Committee meeting on the Sunday following Fall Conference. Prior to this meeting, provide the Department Secretary with a written list of the awards you will be offering, if any, as these awards must be ratified by the Department Executive Committee at this meeting. Be prepared to give a report of your activities thus far, if called upon by the Department President to do so.
- Participate as a Volunteer at the VA Togus Oktoberfest, if feasible.
- Attend the Veterans Day observances as sponsored by The Department of Maine, American Legion. Prior to this time, you must prepare a Color Guard to participate in the ceremony with the Department Colors.
- Try to attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.
- Attend Mid-Winter Conference, again taking note of the information provided to share with members in your travels. Be prepared to provide a report of your program plan and awards for the year, if called upon by the Department President to do so.
- Attend the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference. Prior to this meeting, provide the Department Secretary with a written copy of the Report Form you wish for the Units to complete and return to you to aid you in your completion of your report, if any, so that she can distribute the form as part of the packet sent to all Units. Be prepared to give a report of your activities thus far, if called upon by the Department President to do so.
- Consider attending the National Washington D.C. conference in Washington, D.C.

In the Spring:

- If possible, attend and participate in the annual Junior Department Convention.
- Attend the testimonial given in honor of the Department President, making sure that the Department Colors are presented at this event. If the Department and/or Detachment Commander's Testimonials are hosted as separate events, plan to attend these events, as well.
- Attend the arrival reception and banquet in honor of the visitation of the National President. The arrival reception is an official Department function and the Department Colors must be present. Colors must be presented at the National President's Banquet.
- Attend the visit of the National Commander, if possible.
- Whenever possible, attend the testimonials given for the District Department Vice Presidents.
- The Department Sergeant-at-Arms' candidacy for the same or any other Department office is not automatic, or assumed. If you chose to aspire to office, you should prepare and submit your announcement to the Department Secretary by NOON on April 15th for publication in the May issue of the *Pine Tree News*.
- Attend the Memorial Day observances as sponsored by The Department of Maine, American Legion. Prior to this time, you must prepare a Color Guard to participate in the ceremony with the Department Colors.
- Prepare your report for the Book of Reports and submit to the Department Secretary by the May 15th deadline given.
- Select your Page for Department Convention and notify the Department Secretary of your choice by the deadline provided in May.
- Select the judges for any competition you may have included in your program and provide the Department Secretary with a written list of the judges.
- Purchase or prepare any awards you will be presenting at Department Convention.

At Convention:

- Attend Pre-Convention Executive Committee Meeting.
- Provide Department Secretary with a written list of the recipients of the awards you will be presenting at Convention.
- Prior to the opening of Convention sessions, it is the responsibility of the Department Sergeant-at-Arms to organize the presentation of Unit Colors in the opening ceremony. It is also your responsibility to prepare a Color Guard for the presentation of the Department Colors in the opening ceremony. The presentation of Unit Colors will be the first step in the opening ceremony. Be prepared for the call of the presiding officer. This will be followed by the Chairman of Pages and Pages presentation of the Past Department Presidents and the Department Officers. The presentation of Department Colors will occur following the presentation of Department Officers, in advance of the Department President, who will be presented by the Chairman of Pages and Pages.
- Attend all sessions of Department Convention. Your post will be near to the door in order to maintain order, advise the Department President, the Distinguished Guest Committee, and the Chairman of Pages of the arrival of guests, provide escort to the Department President when she leaves to visit The American Legion Convention and the Sons of the

American Legion Convention, deliver messages, and provide assistance as needed. The Chairman of Pages will assume your post at any time your duties may call you away and the Chairman of Pages with the marching Pages working at her direction will act as your Assistant Sergeant-at-Arms for the Convention.

- Attend Convention Membership Social Hour. Be prepared to take part in the program at this event, as requested by the Department President.
- Because the Convention is not being adjourned at the close of session on Saturday, the Unit and Department colors will not be retired at that time. However, it is your responsibility to see that the Unit colors are removed from the convention hall by the Unit members and that the Department Colors are removed from the Convention Hall and transported to the Installation Hall.
- Return the Department Officer's pin and sash, and all other materials provided to you by the Department for use during your term of office to the Department Secretary at the close of session on Saturday.

Following Convention:

- Prepare and submit your final billing to Department for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention.

PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DEPARTMENT SERGEANT-AT-ARMS.

NATIONAL EXECUTIVE COMMITTEEWOMAN

Please refer to the BUDGETS & FINANCE and RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS sections of these Standing Rules for important additional information.

Please refer to the following for additional clarification.

Constitution Article VIII Executive Committee; Section 1, Article IX Department Officers; Section 1, Bylaws Article III Officers and Powers; Sections 2, 10, and 15

Standing Rule

The National Executive Committeewoman does not assume her duties until after National Convention.

Standing Rule

The National Executive Committeewoman is the liaison between National and Department.

Standing Rule

The National Executive Committeewoman shall be part of the Distinguished Guest Committee whenever a National Officer visits this Department. The N.E.C. shall serve as her personal escort.

Standing Rule

The National Executive Committeewoman shall attend all Department Executive Committee meetings. She reports all pertinent business received from the National Organization.

Standing Rule

The National Executive Committeewoman shall attend the mid-year National Executive Committee meeting commonly held at Washington D.C. conference in Washington, D.C. An expense sheet will be sent to her from National to cover the National Executive Committee meeting. If she is unable to attend she shall notify the Department Secretary who will notify the Alternate National Executive Committeewoman to take her place.

Guideline

See Budget and Finance for further information regarding the Washington D.C. conference.

Standing Rule

The National Executive Committeewoman shall make her own banquet ticket and housing reservations for Washington D.C. conference.

ALTERNATE NATIONAL EXECUTIVE COMMITTEEWOMAN/JUNIOR PAST DEPARTMENT PRESIDENT

Please refer to the BUDGETS & FINANCE and RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS sections of these Standing Rules for important additional information.

Standing Rule

The National Executive Committeewoman Alternate is the National Security Chairman.

Guideline

As National Executive Committeewoman Alternate you should stay abreast of National and Department business and concerns so that you will be prepared to serve us well in the event that the current National Executive Committeewoman or the Department President or Secretary calls upon you to act in her stead to meet some responsibility that she is unable to fulfill.

Please refer to the following for additional clarification.

Constitution Article VIII Executive Committee; Section 1, Article IX Department Officers; Section 1, Bylaws Article III Officers and Powers; Section 10 and 15

DISTRICT DEPARTMENT VICE PRESIDENT

Please refer to the **BUDGETS & FINANCE** and **RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS** sections of these Standing Rules for important additional information.

Please refer to the following for additional clarification.

Bylaws Article III Officers and Powers; Section 4A

Guideline

As District Department Vice President, you are a Department Officer. You were elected at your District Convention, but because of your status as a Department Officer, that election must be ratified by the full Department Convention. See **By-Laws Article II Section 4**. As District Department Vice President you serve the unique role of being the liaison between the Unit members of your District and the Department Organization. As such, you are responsible for both providing your Units with the information and assistance that they require to carry out National and Department programs and rulings, and for bringing the concerns and point of view of the Units in your District to the deliberations of the Department.

Standing Rule

Upon election, the District Department Vice President sends a letter to each Unit notifying them as to whom the new Department and District Officers are and the information that is necessary for the Units to have at the start of the year.

Guideline

As the liaison between the Department and the Units in your District, it is your responsibility to coordinate the official visits of the Department President with the Units in your District. Units should be contacted and these visits should be arranged as early in the Auxiliary year as possible. Consult with the Department President regarding her availability prior to committing to any particular date with a Unit. Consider the time and travel requirements for the Department President when scheduling. Consolidating the visits with several Units in one area is very helpful to the President and is also good for building relationships and the sharing of ideas and information between the Units.

Standing Rule

The District Department Vice Presidents, in preparing a schedule for their official visits with the Department President, must consult their Units as early as possible and prepare their schedule to include adjacent Units whenever possible.

Standing Rule

A District Department Vice President is entitled to reimbursement as per budget for only one official visit to each Unit in her District. If she wishes to make more than one visit, she may do so at her own expense. The District Department Vice President is allowed expenses to attend each County Council in her district once; this is to be taken from her budget.

Standing Rule

It shall be the duty of each District Department Vice President to promote membership and Department Programs within her District. Any and all materials, i.e. membership packets, poppies, are to be distributed to the Units **immediately**.

Standing Rule

Each District Department Vice President shall be responsible for the expenditures of the money allocated to her by the budget after its adoption by the Department Executive Committee. No overdraft shall be allowed.

Standing Rule

District Department Vice Presidents must be present for installation and at all Department Executive Committee meetings, unless a reasonable excuse is given in writing to the Department President. If a District Department Vice President foresees her absence at an upcoming Department Executive Committee meeting she shall notify her Alternate to take her place and the expenses of her Alternate shall come out of the Conference or Convention budget. It is suggested that the Alternate attend all Department Executive Committee meetings at her own expense as attendance at these meetings will be most beneficial to her.

Standing Rule

The District Department Vice President and the Alternate District Department Vice President shall be elected by the District at their annual District Convention. This election shall be ratified by Convention Delegates at Department Convention.

Standing Rule

The District Department Vice President is a Department Officer and installed at Convention. In the event of the resignation or death of the District Department Vice President, the Alternate District Department Vice President shall assume the duties of this office until the next scheduled meeting, or a special District meeting called for the purposes of election, at which time a new District Department Vice President will be elected. At the next Department Executive Committee meeting the election of the District Department Vice President will be ratified.

Guideline

Though the District Department Vice President is officially installed at Department Convention, it is her responsibility to make all arrangements for the Installation of the District Officers at District Convention.

Standing Rule

TRAVELING TROPHIES

The Traveling trophies shall be awarded to the District Department Vice President with the largest percentage of membership, second largest percentage of membership, and third largest percentage of membership at the close of books 30 days prior to Department Convention.

MAMIE BALKAN TROPHY – is given to the District Department Vice President whose District shows the largest percentage of paid-up members as of the 10th of the month. The trophy will go from one District Department Vice President to another until 30 days prior to Department Convention. The District Department Vice President whose District has the largest percentage of paid-up members will be permanent winner and the trophy will be presented to her at Department Convention.

BEATRICE C. RUMO TROPHY – is given to the District Department Vice President whose District shows the second largest percentage of paid-up members as of the 10th of the month. The trophy will go from one District Department Vice President to another until 30 days prior to Department Convention. The District Department Vice President whose District has the second largest paid-up members will be permanent winner and the Trophy will be presented to her at Department Convention.

ISABELLE H. PINKHAM TROPHY – is given to the District Department Vice President whose District shows the third largest percentage of paid-up members as of the 10th of the month. The trophy will go from one District to another until 30 days prior to Department Convention. The District Department Vice President whose District has the third highest percentage of paid-up members will be the permanent winner and the Trophy will be presented to her at Department Convention.

Guideline

When District Department Vice Presidents are installed they are presented a ribbon and pin representing their office as District Department Vice President. These are to be worn **only** at official functions and are to be returned to the Department Secretary at the close of session on Saturday afternoon at Department Convention to be passed on to the successor. Any District Department Vice President not returning these items at that time shall be liable for the cost of replacement.

Guideline

The District Department Vice President is the elected representative of the Units in a given District, but an obligation to provide guidance and supervision is also implied. Units are responsible to carry out the objectives and programs of the American Legion Auxiliary and to fully comply with the obligations assumed under the Unit, Department and National Constitutions. When a Unit is inactive, begins to falter, or fails, it is then that the District Department Vice President must be prepared to give direction and help without becoming emotionally or legally involved in inner Unit situations. If a problem arises in a Unit and it is brought to her attention, she shall contact the Department President and/or Department Secretary immediately.

Guideline

As the official representative of her District, the District Department Vice President will be asked to report at all meetings of the Department Executive Committee and to complete a final report to be included in the Annual Book of Reports presented to all Delegates, Alternates and Guests at the Department Convention.

Guideline

It is the District Department Vice President's responsibility to coordinate visits of the Department President to Units within your District. Be prepared to introduce her to those in attendance.

Guideline

At District meetings, there may be dignitaries of The American Legion Family present. The District Department Vice President should be certain to be familiar with the proper method of presenting these people and the proper time for receiving any messages they bring.

Guideline

NATIONAL PRESIDENT'S VISIT

When entertaining the National President in her District, the District Department Vice President shall act as Mistress of Ceremonies. If she feels herself not capable she may delegate someone more skilled in the performance of these duties.

Guideline

DISTRICT MEETINGS

The timing of District meetings is important so as not to conflict with other events in the District that would retard attendance. The site or place of the meeting should be where the greatest number of members can attend while traveling the shortest distance. Share these thoughts with the various Legion District Commanders within the District when setting up the schedule of meetings.

Guideline

The success of a meeting is based on the greatest number of Units being represented, rather than the greatest number of people present. The first consideration should be official notice to the Units, encouraging attendance, particularly by the Unit President and Secretary. At the very least, these ladies can relay the information to the Unit members.

Guideline

As soon as the location of the meeting is set, you should personally contact the hosting Unit President to make all necessary arrangements for the District meeting. Be certain that adequate facilities and any necessary equipment, such as head tables, podiums, and microphones are available, including The American Legion and the Sons of The American Legion, if they will also be meeting at this time.

Guideline

Not only is the preparation of an agenda important to the success of the meeting but also the execution of the agenda is equally important. Provide a copy of the agenda to the District Secretary prior to the meeting to make note taking easier.

Guideline

Each meeting should conclude with any announcements from members on upcoming events.

Guideline

The District Department Vice President should make sure to keep her Alternate District Department Vice President informed and involved in her planning and activities so that she will be prepared to represent her if circumstances should arise.

Guideline

It is the District Department Vice Presidents responsibility to contact the Units in her District to solicit their gift for the Department President to be presented at the Convention Membership Social Hour at Department Convention.

An Overview of the Duties and Responsibilities of the District Department Vice President

It is expected that the District Department Vice President will:

Prior to Her Election/Ratification:

- As part of contemplation to seek this office, familiarize yourself with all of the responsibilities of the District Department Vice President as outlined in the Officers' Handbook, the Department Constitution and Bylaws, and the District Constitution and Bylaws.
- If the District Constitution and Bylaws calls for the appointment of certain District Officers, give careful consideration to their selection. Contact each individual and confirm that the appointment will be accepted.
- Select the member to nominate you at the District Convention, contact the individual and confirm the arrangement, making sure that she will be present and prepared on the day of the Convention.
- Because the District Department Vice President is a Department Officer, her election at District Convention is not confirmed until ratified by the Department Convention. She is officially installed at Department Convention with her fellow Department Officers. Nevertheless, it is the responsibility of the newly elected District Department Vice President to make all necessary arrangements for the District Installation Ceremony at District Convention, including coordination of plans with The American Legion, selection and confirmation of an installation team, instructions to fellow District Officers regarding dress and any other special plans, flowers for the newly elected officers, if desired, and token gifts for the installing team. Remember, while the District Department Vice President may be "installed" with the other District Officers at this time, District Department Vice Presidents are officially installed with their fellow Department Officers at Convention Installation.
- As soon as possible, working together with the newly elected District Commanders within your District, prepare the schedule of District meeting dates and locations for the upcoming year, so that the schedule may be printed. Distribute the schedule to each Unit in the District and the Department Officers. Make certain that the schedule is provided to the Department Secretary as soon as available for publication of meeting dates and locations in the *Pine Tree News*.
- While attendance at the Pre-Convention Department Executive Committee meeting is not a requirement, it is recommended, in order to familiarize yourself with the procedures and any items of unfinished business that may be carried forward to the Post Convention meeting, at which time you will be a voting member of the Department Executive Committee.
- Attend all sessions of Department Convention. Like any other candidate for Department Office, you must be present at all Convention sessions, or submit a written request to the Department Secretary prior to Convention, specifying the reason that you will not be able to be present and asking to be excused, in order to remain eligible for ratification as District Department Vice President. Additionally, your current dues must be paid, your election must have been legal, according to the procedures specified in the District and Department

Constitution and By-Laws and Roberts' Rules of Order, and your conduct must at all times be becoming to the office.

At Convention, Following Ratification and Immediately Thereafter:

- Attend Installation immediately preceding Convention Ball on Saturday night.
- Attend the Post Convention Executive Committee meeting on Sunday morning following the close of Department Convention. Be prepared to act on the Department budget, the ratification of Department Committee appointments, and all other Department business that may come before this meeting, sitting in the special section provided for District Department Vice Presidents at the front of the room. If, for some reason, you are unable to attend this, or any other Department Executive Committee meeting, make sure to notify the Alternate District Department Vice President that she must attend to represent your District. She will receive the expenses to which the District Department Vice President is entitled for that meeting.
- As District Department Vice President, you will be a member of the Department's membership team. The Department Vice President is the Department Membership Chairman and, as such, she develops a membership program and theme for the year, which the District Department Vice Presidents will use to promote membership in their Districts. The District Department Vice Presidents will be advised of this theme at the Post Convention Executive Committee meeting.
- Purchase your annual subscription to the *Pine Tree News* as your resource for keeping current with Department events and programs.
- Remember, now and throughout the year, to communicate often with the Alternate District Department Vice President, so that she is advised of your programs and schedule. The Alternate District Department Vice President should be contacted and scheduled to represent the District at important functions you are unable to attend due to illness, etc., with the expense to come from the District Department Vice President's budget.

Over the Summer:

- Participate in mandatory Department Officers and Committee Chairmen Training.
- Read and become fully familiar with the Unit Handbook, The Department Constitution and By-Laws and Department Officers' Handbook. Familiarize yourself with the other tools provided.
- Send a letter to every Unit in the District to schedule dates for your official visit with the Department President. Remember to request several dates from which to choose, according to the Department President's availability. Make telephone calls to those Units that do not respond. Notify the Department President of Unit requests, as received, and confirm her choice of date from those provided. Notify the Unit of the date confirmed. (As the Department President has many visitations to make, consider asking Units in an area to combine for a joint visitation.)
- Now that your schedule of District meetings is set for the year, it is time to work on your plan to motivate the membership in your District. Plan special programs and activities for each of your District meetings. Confirm dates with speakers, and make any other arrangements needed to carry out your plan for your upcoming meetings.

- Now that you know the Department Membership program for the year, it is time to plan your program for the District, using this theme. How can you motivate your membership and what awards will you give to reward their efforts?
- Encourage Units to submit dues as soon as collected. Remember, the deadline for submitting membership to be credited for that month is the 10th of the month, with the exception of August, National Convention month, when the deadline is the 10th.
- Attend to your responsibilities for the coordination of your District's summer outing, if applicable. Whatever responsibilities you may or may not have in your District, plan to attend.
- As District Department Vice President, you are required to submit at least four articles per year for publication in the *Pine Tree News*. If you wish to have a message in the first issue of the year, it is due at the office of the Department Secretary by August 10. Thereafter, it is due no later than the 15th of the month prior to publication.

Fall and Winter:

- Attend as many Unit functions as possible to inspire the memberships work for the upcoming program year. At each visit, be prepared to "Inform, Educate and Motivate" the members.
- Make official Unit visitations as coordinated with the Unit and the Department President. Remember, while the Unit may be hosting the meeting, the District Department Vice President is hosting the Department President. Communicate with the Department President regarding her needs and extend all courtesies.
- At official Unit visits with the Department President, as you will speak before the Department President, make sure to coordinate your remarks with her ahead of time. At all other times, remember to address both membership and program information.
- In this Department, all Units are responsible for annual payment of the following assessments: Bonding, Poppies, Children & Youth, the Department President's Project, and one subscription the *Pine Tree News*. It is your responsibility, as District Department Vice President, to promote timely payment of these assessments by all Units in your District.
- Encourage Unit members in your District to attend Fall Conference.
- Attend Fall Conference. Be prepared to make a report of your activities, thus far, and program plans for the year, if called upon by the Department Vice President to do so. Take note of all the program information that is provided to members at this conference and share the information with Units in your District at your visits and District meetings.
- Attend the Fall Conference Banquet. The Eastern Division National Vice President is our guest at this function.
- Attend the Department Executive Committee meeting on the Sunday following Fall Conference. Prior to this meeting, provide the Department Secretary with a written list of the awards you will be offering in you District, as these awards must be ratified by the Department Executive Committee at this meeting. Be prepared to give a report of your activities, if called upon by the Department President to do so.
- Participate as a Volunteer at the VA Togus Oktoberfest, if feasible.
- Actively participate in Veterans' Day observances locally or on the State level.

- Try to attend at least one day of the Christmas Gift Shop at VA Togus as a volunteer. Participate in the VA Togus Christmas party, if possible. Attend other Gift Shops or holiday celebrations at area Veterans' Homes, as able.
- Attend Mid-Winter Conference, again taking note of the information provided to share with members in your District.
- Attend the Department Executive Committee meeting held at the call of the President at Mid-Winter Conference. Be prepared to give a report of your activities, if called upon by the Department President to do so.

In the Spring:

- Attend the Department President's Testimonial.
- Attend the National President's visitation banquet. If this event is held within your District, it is customary for you, as District Department Vice President, to serve as the Mistress of Ceremonies for this event.
- Attend other District Department Vice Presidents' Testimonials, as possible.
- Consider attending the Department Commander's Testimonial and the National Commander's visitations.
- Consider attending the National Washington D.C. conference in Washington, D.C.
- Attend and participate in the annual Junior Department Convention, if feasible.
- Send letters to the Units in your District to solicit donations for the District's gift to the Department President. You will present their gift at the Officers' Social Hour at Department Convention. (The Alternate District Department Vice President sends letters to solicit donations for the District Department Vice President's gift, which she will present at that time.)
- Promote Poppy Days in your District.
- Actively participate in Memorial Day events locally or on the State level.
- Preside at District Convention to conduct the election of next year's District Department Vice President and officers. Remember, though your replacement has been elected, this is not official until ratified by Department Convention. You are the District Department Vice President until the close of Convention. Use this time to fully familiarize the incoming District Department Vice President with the duties of her office. Share what you have learned.
- Prepare your report for the Book of Reports and submit to the Department Secretary by the May 15th deadline given
- Select your Page for Department Convention and notify the Department Secretary of your choice by the deadline given in May.
- Select the winners of the awards you are offering and prepare the award for presentation at Convention.

At Convention:

- Attend Pre-Convention Executive Committee Meeting.
- Provide the Department Secretary with a written list of the recipients of the awards you will be presenting at Convention.

- Attend all sessions of Department Convention. Be prepared to aid in the presentation of awards, as called upon to do so, and to be responsible for receiving any awards given to Units from your District that are not represented at Convention, seeing that these awards are delivered to that Unit.
- Attend Convention Membership Social Hour. Be prepared to take part in the program at this event, as requested by the Department President. Present your District's gift to the Department President, when called upon to do so. (Alternate District Department Vice President will present the District's gift to the District Department Vice President at this time, as well.)

Following Convention:

- At the close of the Convention session on Saturday afternoon, return to the Department Secretary all materials provided to the District Department Vice President by the Department, your officer's pin and ribbon.
- Prepare and submit your final billing for any expenses to Department Convention that you may be entitled to receive, according to budget, within 30 days of Convention.

PROMOTE THE PROGRAMS AND MEMBERSHIP OF THE AMERICAN LEGION AUXILIARY WHEREVER YOU MAY GO, THROUGHOUT YOUR YEAR AS DISTRICT DEPARTMENT VICE PRESIDENT.

ALTERNATE DISTRICT DEPARTMENT VICE PRESIDENT

Please refer to the **BUDGETS & FINANCE** and **RESPONSIBILITIES FOR ALL DEPARTMENT OFFICERS**, and **DISTRICT DEPARTMENT VICE PRESIDENT** sections of these Standing Rules for important additional information.

Please refer to the following for additional clarification.

Constitution Article VIII Executive Committee; Section 1, Article IX Department Officers; Section 1, Bylaws Article III Officers and Powers; Section 4B

Guideline

It is anticipated that the Alternate District Department Vice President will aspire to serve her District and the Department in the role of District Department Vice President in the succeeding Auxiliary year. She should use this year as a period of preparation for serving in that role. She should familiarize herself with all of the duties and responsibilities of the District Department Vice President. Attend all Department Executive Committee meetings, Conferences and District meetings. She should be prepared to serve in the event that the current District Department Vice President calls upon her to act in the current District Department Vice Presidents stead to meet some responsibility that she is unable to fulfill.

Standing Rule

District Department Vice Presidents must be present for installation and at all Department Executive Committee meetings unless a reasonable excuse is given in writing to the Department President. If a District Department Vice President foresees her absence at an upcoming Department Executive Committee meeting she shall notify her Alternate to take her place and the expenses of her Alternate shall come from the Conference or Convention budget. It is suggested that the Alternate attend all Executive Committee meetings of the Department at her own expense: attendance at these meetings will be most beneficial to her.

Standing Rule

All Standing Committee Chairmen and members shall be allowed to attend Department Executive Committee meetings, at their own expense, and be permitted to participate in discussion without voice or vote. The Alternate District Department Vice Presidents are accorded the same courtesy in attending the Executive Committee meetings as the Standing Committee Members.

Guideline

The Alternate District Department Vice President is not a voting member of the Department Executive Committee, but is encouraged to attend and participate, but you do not make motions or vote. It has been the custom to hold four Department Executive Committee Meetings throughout the year; Post-Convention, Fall Conference, Mid-Winter Conference and Pre-Convention

Guideline

Throughout the Alternate District Department Vice President's term of office she will undoubtedly be asked questions, some of which she may not be able to answer. Be sure of your answer! If you are in doubt, do not hesitate to admit it. Research the question and reply as soon as possible.

Guideline

It is the Alternate District Department Vice President's responsibility to send letters and otherwise contact the Units in her District to solicit their gift for the District Department Vice President which will be presented at the Convention Membership Social Hour at Department Convention and to attend this event for the purpose of making this presentation at the appropriate time, as indicated by the Department President.