

Summary Department Code Changes 2013

Annual report form deadline dates changed to conform with National deadlines: Unit to District due the 2nd Friday in April. District to Department due May 1st. Programs affected: Department Policy #6; Auxiliary Emergency Fund #8; Children & Youth #5; Community Service #6; Constitution & Bylaws #9; Education #16; Girls State #29; Historian #7; Jr. Activities #15; Leadership #15; Legislative #9; Membership #9; National Security #5; Past Presidents Parley #17; Poppy #8; Public Relations #6 and Veterans Affairs & Rehabilitation #12.

Change for all Codes reads: Annual report forms shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the **second Friday in April**. District report forms are to be sent to the Department Chairman **by May 1st. (2013)**

Education

12. Students applying for Department scholarships shall fill out one application per category per Code #11. Each category will be judged and scored by individuals chosen by the Department Chairman. Once scored, the Department Chairman shall numerically rank each category with the highest scored application as #1 the next highest #2 and so on and so forth until all applications have been numerically ranked. Once each category is ranked, the Department Chairman will assign the highest scored application the largest scholarship and continue assigning all available scholarships descending in dollar amount and numerical ranking until all scholarships in that category have been awarded. (2013)

Code #6 deleted

FINANCE

9. A fee of \$25.00 will be charged to any Unit, District, Department Officers and Chairman, Past Department Presidents, and individual members who wish to receive **bi-monthly** mailings in paper form. All recipients of **bi-monthly** mailing via email will not be charged. (2013)

DEPARTMENT POLICY - ADMINISTRATIVE

1. The Department Secretary/ Treasurer shall be authorized and charged with the responsibility of investing Department funds in savings accounts, certificates of deposit, etc., interest bearing checking accounts (where practicable). The investment of funds must be made in major banking institutions insured by the federal government.
 - a. **The Department President and Secretary/Treasurer shall serve as signatories on all financial accounts. The Department Vice President shall serve as a signatory on bank accounts but not investment accounts. Annually, the Department Secretary/Treasurer will send a**

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letter to the appropriate financial investment institution/s with copy of election minutes from the Book of Proceedings and Post Convention Minutes for nomination/election of the Secretary/Treasurer updating current authorized signatories on all financial investment accounts. (2013)

Department Policy Code #17 deleted

GIRLS STATE

17. Unit Procedures for Selecting of Candidates: All materials and necessary information relative to the qualifications and methods of selection shall be presented to the school representative by the Unit Chairman or her substitute. The recommendation of candidates and alternates shall be made by the school faculty and provided to the sponsoring Unit. Only the Unit shall have final approval of the recommendations, subject to acceptance by the Department Chairman. Last year's Girls State Citizen may provide guidance in selection of the current candidate and may be included as part of the committee when interviews are scheduled. When the Unit has chosen the candidate, the fee and supporting papers shall be forwarded not later than **March 31** as provided in the instructions. Publicity may be released indicating that the candidate has been chosen. If selected delegate and alternate, due to circumstances beyond control, cannot attend the Girls State Session, a second alternate selected in the same manner shall attend to prevent forfeit of the Unit fee. (2013)

JR ACTIVITIES

3. Facilities for the Conference must include proper beds, showers, and restrooms to accommodate the attendees. Recreational facilities are desirable. If requirements can be met for a suitable site, a rotation between Northern and Southern California would be preferred. However, the prime consideration shall be proper facilities at an affordable cost. (2013)

LEADERSHIP

4. Requirements for certification on recertification of Certified Instructor:
- a. Passed the National Correspondence Course
 - b. Attended and/or participated in a Leadership Workshop for a *minimum of six (6) hours*.
 - c. Certified Instructors must conduct or have participated in a workshop every five (5) years to maintain their certification.
 - d. Proper forms must be completed by applicant and recommendation made by the Certified Instructor.
 - e. Blue cards will be issued to Certified Instructors after receipt by the

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Department Chairman of the application and \$1.00. The date of expiration will be placed on the back of the card by the Department Chairman. (2013)

5. **Each member attending a Department Leadership Workshop may be assessed a fee by the Department Chairman to defray the costs of booklets, packets and other materials. Fees collected will be noted on the Department Chairman's report to the Finance Chairman with a notation of costs incurred. (2013)**
9. **White cards will be issued upon receipt of attendance and \$1.00 each from the Certified Instructor. Leadership pins, at current cost, are also available and can be ordered from National Emblem Sales by any attendee, but they do not indicate Instructor status. Monies in full must accompany all requests for pins and cards. (2013)**
13. **All members are encouraged to complete the Auxiliary Correspondence Course. (2013)**

LEGISLATIVE

2. **The Department Chairman may attend the American Legion Auxiliary Washington DC Conference sponsored by the National Organization if approved by the Department President. The Chairman's expenses cannot exceed the amount budgeted annually to help defray the cost of attending the American Legion Auxiliary Washington DC Conference. (2013)**

PAST PRESIDENTS PARLEY

2. **The Past Presidents Scholarship has been designated as a Nursing Scholarship by the Past Department Presidents Parley and shall be awarded annually in the amount of \$4,000.00 to a veteran or a veteran's wife or husband, widow or widower, or child of a veteran of the World Wars, Korea, Vietnam Conflict, Grenada/Lebanon, Panama, Persian Gulf and Wars on Terrorism. (2013)**
4. **The winner of the \$4,000 scholarship is disqualified from future \$4,000 awards, but may be encouraged to apply for a lesser amount. A scholarship winner shall be given priority each year until graduation, provided the grades and need meets the requirements and a new application is submitted each year. (2013)**
10. **The Scholarship Fund shall be supported by voluntary donations and shall be maintained in the Department Welfare Fund. The first \$4,000 each year shall be used for the \$4,000 scholarship. Donations received over \$4,000 may be disbursed under the direction of the**

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Department President and Department Chairman to other applicants, as partial assistance and in amounts to meet the basic needs. The number of scholarships awarded shall be determined by the amount available. (2013)

14. The corsages and Past Presidents Parley Luncheon tickets for the **\$4,000** scholarship winner and/or the Auxiliary Member of the Year and the Women Veteran Honorees, who attend the luncheon, will be paid out of the Convention Expenses. As a courtesy for the recognition a Past National President brings to California her Past Presidents Parley Luncheon ticket will be paid out of the Convention Expenses. (2013)

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POPPY

5. Poppy funds shall conform with National American Legion and Auxiliary codes to include the rehabilitation of all veterans and/or their families, and to include hospitalized service personnel returning home and waiting to be discharged **and shall also include active military personnel and their families where financial and medical need is evident.** (2013)
6. Poppy monetary prizes shall be awarded per the budget as follows:
 - a. The Miss Poppy and Little Miss Poppy 1st place awards shall be \$20.00 to each.
 - b. The Poppy poster contest shall be awarded as follows:

All categories will receive \$20.00 for 1st Place Awards. **The 2nd and 3rd Place winners shall receive certificates. Categories are determined by National.** (2013)

Class I	Grades 2 and 3
Class II	Grades 4 and 5
Class III	Grades 6 and 7
Class IV	Grades 8 and 9
Class V	Grades 10 and 11
Class VI	Grade 12
Class VII	Students with Special Needs (2010)
8. A year-round poppy production is authorized at the California Veterans Homes at Yountville, Chula Vista, and WAVE Clinic San Diego, **and Long Beach VAMC** to give veterans the opportunity to participate in the therapeutic and incentive work programs without the pressures of a short-term production. (2013)