

Department of Washington



Department Operating Procedures

The American Legion Department of Washington

Department Operating Procedures

In accordance with the provisions of The American Legion Department of Washington Bylaws, Article XII, Department Operating Procedures, Section 1: Establishment of Department Operating Procedures, The American Legion Department of Washington adopts these Operating Procedures that govern the activities, procedures, function and operation of the Department of Washington.

The Department Executive Committee reserves the right to modify, add or delete any of these policies and procedures. Any variation of the policy contained herein must be approved by the Department Executive Committee and signed by the Department Commander.

These Department Operating Procedures were approved by the Department of Washington Executive Committee on July 17, 2005 at the Post Executive Committee meeting held at the Best Western Lakeway Inn, Bellingham, Washington and revised:

July 17, 2005
January 31, 2008
February 7, 2010
July 13, 2011
Feb. 2, 2013
Feb. 2, 2014
Jan. 31, 2015
July 15, 2015
February 5, 2017
July 19, 2017
October 30, 2017
February 3, 2018

Table of Contents

SECTION I – CONVENTION AND CONFERENCES

OP 1	Convention Procedure
OP 2	Convention Credentials
OP 3	Voting By Secret Ballot
OP 4	Executive Committee Material/Minutes
OP 5	Resolution Format
OP 6	Convention Applications
OP 7	Mid-Winter and Convention Commission/Committee Meetings
OP 8	Fall and Spring Conferences
OP 9.....	Annual Department Awards

SECTION II – FINANCE/PERSONNEL/ADMINISTRATION

OP 10.....	General Finance Policy and Procedures
OP 11	Finance Commission
OP 12	Department of Washington Accounting Policies and Internal Office Procedures
OP 13	Call-In Reimbursement
OP 14	Vouchers
OP 15	Enhancement/Fundraising Programs
OP 16	Officers’ Caps
OP 17	Personnel (See Dept of WA Personnel Policy and Procedures Manual)

SECTION III – PROGRAM COMMISSIONS/COMMITTEES

OP 18	Americanism
OP 19	American Legion Evergreen Boys’ State
OP 20	American Legion Baseball
OP 21	Junior Shooting Sports
OP 22	Boy Scouts
OP 23	High School Oratorical Contests
OP 24	Educator of the Year
OP 25	Children and Youth Commission
OP 26	National and Homeland Security
OP 27	Homeland Defense
OP 28	Law and Order
OP 29	Veterans Affairs and Rehabilitation
OP 30	Department Service Division
OP 31	The American Legion VA Volunteer Service
OP 32	Public Relations
OP 33	Legislative Commission
OP 34	Legion Riders Advisory Committee

OP 35 Publications

SECTION V – POST OPERATIONS

OP 36Post Adjutants Manual (See Post Adjutants’ Manual)
OP 37Request for Department Commander’s Visit
OP 38Annual Reports and Certification of Post Officers
OP 39Consolidated Post Report
OP 40Post Data Form
OP 41Procedures for placing posts on Probation,
Cancellation,
.....Revocation, Suspension or Merger of Post Charter
OP 42Procedures and Policies for the Revocation,
Cancellation, or Suspension of Post Charters
OP 43Procedures to Avert Post Cancellations
OP 44Procedure for Voluntarily Turn in an Active Charter
OP 45Procedures for Merging a Post Charter
OP 46New Post Developments

SECTION VI – MISCELLANEOUS

OP 47The American Legion National Legion College
OP 48Protocol
OP 49Code of Ethics and Professional Conduct
OP 50Department of Washington Official Commander
Vehicle
OP 51The American Legion Department of Washington
Band
OP 52Post / District Chaplain Recognition
OP 53Department and District Officers

**THE AMERICAN LEGION
DEPARTMENT OF WASHINGTON
DEPARTMENT OPERATING PROCEDURES**

SECTION I – CONVENTION/MID-WINTER MEETINGS

OP 1 DEPARTMENT OF WASHINGTON CONVENTION PROCEDURE –
See Manual of Department Convention Procedure

OP 2 CONVENTION CREDENTIALS

- a. Post Delegate certifications and committee assignment requests from the Post should be received by Department Headquarters thirty days prior to the start date of the Annual Department Convention. Certifications received up to 24 hours prior to the start of the Annual Convention will be accepted; however, late submission may preclude the assignment of Delegates to sit on a Convention Committee. See Certification Form on page six.

Certification and Registration

To the _____ Annual Department Convention of The American Legion, _____,
Washington – July _____, 20_____.

Post #: _____ District #: _____ Area #: _____

Membership as of Date: _____: (Total Membership as reported on membership report)

THIS IS TO CERTIFY that our post has selected the following delegates, all being members of The American Legion in good standing, to represent this Post at the Ninety-Third Annual Department Convention of The American Legion, _____, Washington, July _____, 20_____. Please also prepare name badges for those listed below.

#	Membership Number	First Name or Nickname	Last Name	Guest	Delegate	Alt-Delegate	At-Large Delegate
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

ATTEST:

Post Commander

Date

Post Adjutant

Date

Please mail delegate form and registration check to Department Headquarters, P.O. Box 3917,
Lacey, WA 98503-3917

Check #: _____ \$25.00 x _____ = _____

THE FOLLOWING CHART INDICATES THE NUMBER OF DELEGATES AND ALTERNATES TO WHICH A POST IS ENTITLED ACCORDING TO THE MEMBERSHIP AT THE TIME OF SUBMISSION OF THIS FORM TO DEPARTMENT HEADQUARTERS.

<u>NUMBER OF MEMBERS</u>	<u>DEL.</u>	<u>ALT.</u>	<u>NUMBER OF MEMBERS</u>	<u>DEL.</u>	<u>ALT.</u>
0-50	1	1	1351-1450	15	15
51-150	2	2	1451-1550	16	16
151-250	3	3	1551-1650	17	17
251-350	4	4	1651-1750	18	18
351-450	5	5	1751-1850	19	19
451-550	6	6	1851-1950	20	20
551-650	7	7	1951-2050	21	21
651-750	8	8	2051-2150	22	22
751-850	9	9	2151-2250	23	23
851-950	10	10	2251-2350	24	24
951-1050	11	11	2351-2450	25	25
1051-1150	12	12	2451-2550	26	26
1151-1250	13	13	2551-2650	27	27
1251-1350	14	14	2651-2750	28	28

- Area I = Districts 1st, 2nd, 11th**
- Area II = Districts 3rd, 4th, 5th, 10th**
- Area III = Districts 8th, 9th**
- Area IV = Districts 6th, 7th, 12th**

Delegate At-Large

Department By-Laws - Article XI - Department Convention

Section 2: C: Past Department Commanders and Past National Department Executive Committeemen and the currently serving Department Commander, National Department Executive Committeeman, Department Vice-Commanders, and District Commanders shall be **delegates at large** (in addition to the delegates authorized for the Post in which they are in good standing) but, on a roll call vote, shall cast their votes with the applicable posts.

- b. The Department Adjutant shall provide the Convention Credentials Committee with the list of Post Delegates, At-Large Delegates and Alternates certified in accordance with Department of Washington Bylaws Article XI, Sections 2 and 3, and shall provide readily distinguishable Delegate, At-Large and Alternate Cards.
- c. The Credentials Committee shall be responsible for:
 - (1) Issuing a Delegate card to each certified Delegate who is registered at the Convention and who appears in person before that Committee with their current Legion membership card.

- (2) Issuing an Alternate card to each certified Alternate who is registered at the Convention and who appears in person before that Committee with their current Legion membership card.
- (3) Issuing an At-Large delegate card to each certified At-Large delegate who is registered at the convention and who appears in person before that committee with their current Legion membership card.
- (4) Providing accountability for all At-Large, Delegate and Alternate cards both issued and un-issued.
- (4) Presenting a by-Post report of issued At-Large, Delegate and Alternate cards to the Convention when specified in the agenda.
- (5) When announced from the podium by the presiding officer or directed by the Department Judge Advocate, replace missing certified Post Delegates by changing Alternate cards for the same Post to Delegate cards and correcting the certified Delegate list. If a Post has specified its Alternates in number sequence, they shall replace the missing Delegates in that sequence.
- (6) After completion of (5) above, providing the corrected, certified Delegate list to the Tellers Committee prior to the start of the voting by secret ballot.
- (7) Certification of Delegates, Alternates, and At-Large Delegates Form (Example 1) requires Name of Post; Post, District and Area Number, total post membership and date. Information required is name of legionnaire, membership number and to which Convention committee they prefer to be assigned. The Post Adjutant certifies that each delegate is a current paid Legion member. The Post Adjutant signs and dates the form prior to mailing to Department Headquarters.
- (8) Department Convention Committees and Commissions (Example 3) are provided to each post to facilitate requests to be assigned to those committees and commissions that are meeting during the Department Convention.
- (9) Forms are available online at www.walegion.org or via e-mail: americanlegion@walegion.org. Forms received via the e-mail system will be accepted.

OP 3

VOTING BY SECRET BALLOT

When a secret ballot is required by the Bylaws, voting shall be conducted as follows:

- a. The Department Adjutant shall provide printed ballots (colored coded for each Area) showing all department offices and the applicable Vice-Commander candidates. The ballot shall consist of each candidate's name, a write-in line for each office, and a box for each candidate and write-in. The voting Delegates are to mark an "X" for each office or write in their choice of candidate and mark an "X".

- b. An adequate supply of pens, a single-hole punch, a counter and a locked ballot box with the key should be available for the Department Judge Advocate.
- c. The polling site shall have a minimum of twelve (12) eight (8) foot long tables and 16 chairs. There shall be at a minimum eight (8) polling booths.
- d. Fifteen (15) Teller Committee members shall be present while the polls are open. These same members will remain on site after the polls close to assist with the Ballot counting and will remain until the Committee Chairman announces that the election is determined to be complete. A sack lunch will be provided for all members of the Tellers Committee

e. Voting Procedures:

- (1) Department Judge Advocate Shall:
 - (a) Pick up the ballot box with lock and key from the Department Headquarters Office.
 - (b) Inspect the ballot box for serviceability and verify that it is empty before removing it from the Department Headquarters Office.
 - (c) Lock the ballot box before turning it over to the Convention Tellers Committee.
 - (d) The Judge Advocate shall retain the key throughout the voting process.
- (2) Prior to the start of Delegate voting and in the presence of the Dept. Judge Advocate, members of the Tellers Committee who are also Delegates shall follow the voting procedure and cast their ballots.
- (3) As each Delegate appears at the voting location, members of the Tellers Committee shall verify his/her Delegate card by checking that the name on the card and on the Delegate's Registration Badge match and the card is properly signed; punch one hole in the Delegate card; issue one ballot for the applicable Area, returning the Delegate card.
- (4) When a Delegate has marked his/her ballot, it shall be folded by the Delegate and deposited in the ballot box.
- (5) There shall be no more Delegates in the voting room than there are stations at which ballots can be marked.
- (6) There shall be no campaigning by or for candidates at or near the voting room.

(7) At the specified time for the close of voting, unused ballots shall be sealed in an envelope and turned over to the Dept. Judge Advocate, to be used if a revote is needed.

f. Counting the Ballots:

- (1) The voting room shall be locked (with the Tellers Committee/Judge Advocate inside).
- (2) The Dept. Judge Advocate shall then unlock the ballot box for the Tellers Committee and ensure that all ballots are removed there from for counting. The Judge Advocate may then leave the voting room.
- (3) Ballot counters will be assigned at a minimum of 2 per area. At no time may a counter be from the same area being counted. This will eliminate any conflict of interest. All ballots must be counted with two-persons counting and verifying the count. The counts by both counters must agree to be valid. The transcription of these numbers into the Tellers Committee Report must also be verified by two persons.
- (4) The Tellers Committee shall count the votes for each office on the ballots and prepare a report as follows, in accordance with Robert’s Rules of Order:

Total Certified & Registered Delegates	_____
Total Delegates Casting a Ballot	_____
Necessary for Election (majority of those voting)	_____

VOTES

OFFICE	
[Name of Nominee #1] received	_____
[Name of Nominee #2] received	_____
Abstentions (no one marked)	_____
Illegal (illegible or marked more than one name)	_____
Total	_____

(Repeat report information for each office except Vice Commanders)

VICE COMMANDER - AREA I	
Total Certified & Registered Delegates	Area I _____
Total Delegates Casting a Ballot	Area I _____
Necessary for Election (majority of those voting)	_____

VOTES

[Name of Nominee #1] received	_____
[Name of Nominee #2] received	_____

Abstentions (no one marked)	_____
Illegal (illegible or marked more than one name)	_____
Total	_____

(Repeat for each Vice Commander, changing Area Number)

- (4) When all votes have been counted and the report prepared and signed by all members of the Tellers Committee, the ballots shall be sealed in an envelope marked "First Ballot", with the Tellers Chairman signing across the sealed flap.

- e. Report to Convention Delegates:
 - (1) The Tellers Chairman shall then notify the Dept. Commander that the Tellers Report is ready and, when called on by the Commander, shall read the report to the Convention Delegates, without specifying who was elected or if there was "no election" for any office.
 - (2) The Tellers Chairman shall hand the report to the Dept. Commander who will repeat the report, one office at a time, announcing after the reading for each office, "xxxxxxx is elected yyyyyyy" or "there is no election for yyyyyyyy; re-balloting is required. "xxxxxxx, with the least number of votes, is dropped from the ballot."

- f. Should a re-ballot be required for one or more offices, this procedure shall be repeated, with the following changes:
 - (1) In "a", on the list of nominated candidates at each voting station, the Dept. Judge Advocate shall ensure that the elected offices and dropped candidates are marked out.
 - (2) In "d", there shall be two punches on each Delegate's card on a second ballot, three on a third, etc., (e.g., if someone did not vote the first time, but wants to vote the second time, punch two holes).
 - (3) The Commander shall announce the times for both opening and closing the voting on each subsequent balloting, leaving adequate time for the accomplishment of required actions per this Procedure.
 - (4) In "k", mark the envelope "Second Ballot" or "Third Ballot" as applicable.

- g. When all offices have been filled, the Tellers Chairman should move that the sealed ballot envelope(s) be turned over to the Dept. Adjutant for safekeeping for one month and then to be destroyed.

OP 4 EXECUTIVE COMMITTEE MATERIAL/MINUTES

- a. Thirty days prior to the first regular, second, and third regular meeting of the Post Convention Executive Board Meeting, the Department Adjutant shall provide all available pertinent material to those members of the incoming Executive Committee who are already known and shall provide the same to the other members immediately after election or appointment.
- b. For special meetings, available pertinent material shall be sent to each member of the Executive Committee with the meeting notice.
- c. Within 90 days after the adjournment of an Executive Committee meeting, the Dept. Adjutant shall provide each member of the Executive Committee with a copy of the minutes of that meeting.

OP 5 RESOLUTION FORMAT

- a. Resolutions destined for the department convention, most often approved at a post meeting, must be “submitted upon a proper form and shall be numbered for identification as provided by the Department Adjutant”. The form used is either hard copy paper or an electronic file.
- b. If considering transmitting the resolution proposal beyond the post level, then the subject matter must be germane to the principles of the organization.
 - Does The American Legion consider such a position within the mandates as outlined in its preamble, i.e. is it germane?
 - Does The American Legion already have a current position on the subject?
 - Can the subject matter be taken care of administratively without the need of a resolution?
 - Does the resolution involve a local issue?
 - What legislation is involved?
 - Is it reasonable that the intent of the resolution can be realistically attained?
 - Does the resolution deal with a politically sensitive issue, such as the recommendation of a political appointment?
 - Is the resolution in proper format?
 - Should The American Legion be involved in the issue?
 - Simple or Complex?

Each resolution should address only one subject. Submit two separate resolutions in the case of two different subjects.

- c. The preamble, which consists of the Whereas clauses, comes *first* in the resolution; however, it should be written after the resolved clause(s) have been completed. Once the intent of the resolution has been clearly stated, it is much easier to put together the statements needed for understanding why the resolution is written in the first place. That is, it should contain a statement of fact, which is logically related to the intent of the resolution and explains and justifies the need for the resolution. Note that each clause would stand alone as a complete sentence if the “WHEREAS” were to be removed and a period used in place of the semicolon at the end.

Example:

“WHEREAS, The presentation of Department Firefighter of the Year Awards reflects great credit on firefighters, communities and states and on The American Legion; and

“RESOLVED, By Post No.... (etc), Department of ..., in regular meeting assembled in (Place and Date) ..., That The American Legion should consider establishing a National Firefighter of the Year Award.”

There is no formula for deciding how many “WHEREAS” clauses should be in the resolution. In general, the fewer the better, provided the reason or reasons for the resolution are adequately stated. Do not go into such detail that resolution becomes a long, drawn-out document that redirects the reader from the real intent of the resolution that is found in the resolve.

Study the resolving section of the resolution first and get the exact purpose of the intent firmly in mind. The start writing down statements of fact that relate to this purpose. Organize the facts into a logical sequence and begin each one with a “WHEREAS”.

- d. The RESOLVED clause shall be prepared in appropriate form beginning with the word “RESOLVED, usually printed in capital letters and followed by a comma. The resolving clause or clauses shall specifically set forth what statement or declaration is to receive **action** of the resolving body. Such a resolving clause or clauses must contain the following leading language, to include the identification of resolving authority, the circumstance and place of the action, and the date of the action. The first word after this information shall the “That” with a capital “T”.

RESOLVED, By Post No.1, The American Legion, Department of Washington, in regular [or special] meeting assembled in (Place and Date), That (etc.).

This clause should be uniform for each resolution. At Department Convention or Executive Committee meeting, the wording is the same.

RESOLVED, By the Department Convention of The American Legion assembled in (Location), on (date or dates), That ...(etc.)

The word “That” immediately following the resolving clause introduces the clause that is the object of the verb RESOLVED. It helps the reader to find

the point at which the substance of the resolution begins and should be the strong and unmistakable statement of intent.

- f. In the Post part of the footer, number the resolutions approved by that Post in sequence (e.g., if only one is sent to Dept., it is No. 1; if there are five, then number them as '1', '2', '3', '4', and '5'). If one resolution takes more than one page, each page shall carry the Post name and number and the applicable Post Resolution Number.
- g. Certification of Post/Committee approval of each resolution shall specify the submitting body, the date of the meeting at which approved, and that a quorum was present.
- h. Each Resolution is to be worded in full, including all "Whereas" and "Resolved" clauses. Font size will be a minimum of 12 pt.
- i. When a resolution is received, a cover sheet in the following format will be prepared by Department Adjutant. The Department Resolution Number will be affixed, along with the completed other parts of the "Dept. only" header to each Post page of the resolution. Page Numbers will also be added. Resolution Numbers will be in the format of 'YY-x' where 'YY' are the last two digits of that year and the '-x' is assigned in sequence as received (e.g., 05-1, 05-2). As the processing progresses, appropriate notations will be made in applicable places until Convention action is complete and certified. In the following, comments enclosed in [] are instructions:
- j. Rescinding of resolutions:
 - Resolution not submitted to Department Headquarters within 90 days
 - Not in proper format
 - Not certified by Post Commander and Adjutant
 - Action called-for has been accomplished
 - The problem that brought about the writing of the resolution no longer exists.
 - Resources to bring about the objective are no longer available.
 - Some changes in circumstance have occurred to make the resolution no longer applicable.
 - Resolution combined with another with same objective.
- k. Resolution Checklist:
 - Times New Roman or Arial
 - Font size 12 or greater
 - Check spelling
 - Check grammar
 - Non-expert able to read and understand resolution

- No reference to specific congressional bill support
- Date of meeting in Resolved clause
- Wording in resolve clause is correct
- The entire resolution is only *one sentence*
- Germaneness
- One subject per resolution
- Commander's signature on *each page* of the resolution
- Resolve clause in **bold**
- Period (.) at end of resolution
- Origin of post or other authority noted before text of resolution begins
- Concise title
- Documentation attached when appropriate

OP 6 CONVENTION APPLICATIONS (See Convention Manual for more Information)

Any Post or District wishing to host a Department Convention shall present an application to the Department Convention Commission not later than their meeting held in conjunction with the Annual Department Convention which is at least two years prior to the one specified in the application. Such application shall include, but not be limited to, the following:

- a. Proposed dates and alternate dates.
- b. City and host organization(s).
- c. Facilities available, including accommodations (number of sleeping rooms), meeting rooms (with size of each), dining facilities, parking, RV parking/hook-ups, distance between various facilities, golf tournament facilities, and parade route (length and where).
- d. Proposed General Chairman.
- e. Planning budget.
- f. Certification of vote by host body to submit the application (similar to resolution certification specified in OP 4).

OP 7 MIDWINTER AND CONVENTION COMMISSION / COMMITTEE MEETINGS

The Department Commander shall ensure that a knowledgeable person will be available to conduct ALL Commission/Committee meetings which are scheduled at the Department Convention, so that none have to be canceled due to the unavailability of the applicable chairman.

All members of the Convention Committees must be registered Delegates/Alternates to the Convention.

- a. The Department Adjutant shall verify that all Convention Committee Chairmen are duly registered prior to the issuance of the respective Committee Packet.
- b. Each Committee Chairman shall verify that each member assigned to is or her committee is duly registered.
- c. The Convention Registration Badge shall be worn by all members of Convention Committees when in session.
- d. Each Committee and Commission Chairman shall provided reports to the Executive Committee at the second and third regular meetings, to the Convention Delegates, and at such other times as requested by the Executive Committee.

OP 8 FALL AND SPRING CONFERENCES

OP 9 ANNUAL DEPARTMENT AWARDS

The Convention Awards Committee shall judge annual reports submitted by Posts/Districts on activities listed below and present a permanent award (as described in paragraph b.) to the winner(s):

AMERICANISM - William D. Welsh Award

BOY SCOUTS

- Stephen F. Chadwick Award

- Runner-up - Edward B. Rhodes Award

CHAPLAIN - Sally A. Bennett Award

COMMUNITY SERVICE

- Herb Davis Award [100 or more members]

- Arlington Post No. 76 Award [100 or fewer members]

EDUCATION - Service Girls Post No. 204 Award

EMPLOYMENT - James C. Grant Award

ENERGY - Doris Gross Award

NATIONAL SECURITY - Vernon Hill Award

PUBLICITY

- Department of Washington [over 100 members]

- Department of Washington [under 100 members]

REHABILITATION - Dr. Louis S. Dewey Award

ROBERT WESTPHAL VOLUNTEER SERVICE OFFICER OF THE YEAR AWARD

SPECIAL OLYMPICS - Henry E. Lamb, Sr., Award

VISITATION-FRIENDSHIP - "Adios Amigos" Claude A. Race Award

- b. All permanent awards shall be plaques of the same size, materials, and shape of the State of Washington and to include a metal plate indicating the original description of the trophy and its sponsor(s).

In addition, each awarded plaque shall include a small engraved plate to identify the year and its winner.

- c. Other awards which are determined by HQ records (such as membership and shown below) or by tournament (such as golf) are not the responsibility of the Convention Awards Committee.

BIG STICK AWARD
BINGER MEMBERSHIP PLAQUE
OTT PLAQUE
DR. KRETZLER PLAQUE

LITTLE BROWN JUG
THUNDER MUG PLAQUE
C. L. JOHNSON PLAQUE
WATT FALLS DIST
MEMBERSHIP PLAQUE

SECTION II – FINANCE

OP 10 FINANCE POLICY AND PROCEDURES

The American Legion Department of Washington is a non-profit Section 501(c)(19) (A post, organization, auxiliary unit, etc., of past or present members of the Armed Forces of the United States) organization Chartered by The American Legion which was chartered by the US Congress in 1919.

The Department falls under The American Legion General Exemption Number 0925. As a non-profit organization, monetary donations and donations in kind made to The American Legion Department of Washington may be tax deductible under IRS rules.

The American Legion Department of Washington, Inc. is incorporated under the Washington Nonprofit Corporation Act (Chapter 24.03 RCW)(also see RCW 24.03.005(17)) operating in the State of Washington with Employee Identification Number of 91-012495 and a UBC of 600 098 099.

The American Legion Department of Washington is governed by The American Legion Constitution and Bylaws, The American Legion Department of Washington Bylaws, federal and state laws, codes and regulations and other local and national guidelines, rules and laws that may be applicable. The American Legion Department of Washington registers annually with the Washington Secretary of State and reports currently serving officers including the President (Commander), Treasurer (Department Finance Officer) and a Secretary (Adjutant). The Department of Washington Adjutant is the Registered Agent of Record for The American Legion National Organization in Washington.

The Department of Washington Finance Officer is the Treasurer and Chief Financial Officer of the organization. He/she is responsible for all financial matters of The Department of Washington. The Department Finance Officer shall be responsible for the proper handling of all funds under his/her care, maintaining vigilance over the financial records, and ensuring that checks are prepared only for properly executed vouchers which are within the approved budget. The Department Finance Officer shall have single signature authority to disburse all monies from the Department treasury, provided such disbursement is authorized by the approved budget and by a voucher signed and certified by the applicable officer/chairman and countersigned by the Department Commander. The Department Finance Officer is responsible for monitoring the banking activities of the organization, ensuring the company has an adequate amount of liquidity

to meet the Department financial obligations and authorized budget appropriations. The Department Finance Officer shall oversee the maintenance and may approve all actions regarding investment assets held by Steward Partners Global Advisory. He is also a member of the Department of Washington Executive Committee, with voice but no vote. Additionally, the Finance Officer shall provide fiscal and fiduciary duties for the Sons of The American Legion as well as The American Legion Baseball and Evergreen Boys State Foundations.

The Department of Washington Assistant Finance Officer shall be prepared to assume and carry out the duties of the Department Finance Officer as required and shall have all the authority afforded the Department Finance Officer when acting in his/her stead.

Department of Washington Finance Commission: See OP 12

Revenue: The Department of Washington is funded by various revenue streams from three primary funding sources: 1) general dues per-capita, 2) Washington Department of Veterans Affairs (WDVA) contract for services payments and 3) donations from Enhancement fundraising programs. Additional, supplemental revenues are garnered through corporate partnerships.

1. Membership Dues: The annual Per-Capita dues amount shall be determined by the Department Convention. Dues shall be transmitted to Department in accordance with National and Department Bylaws and procedures. Membership Per-Capita dues shall be available for any and all Departmental expenses.
2. WDVA Contracts: WDVA funding is primarily expensed in support of the Department of Washington Service Division. Contracts are awarded on a bi-annually. The Department Service Officer is responsible for the negotiation of the contract. The Department Adjutant is responsible for signing the contract and certifying monthly warrants for payment.
3. Enhancements: Donations received from member solicitation fundraising programs are identified as enhancement revenues. Funds generated through these fundraisers are primarily appropriated to the Service Division and Department Programs including, but not limited to, Department of Washington Americanism, VA&R, National Security and Children and Youth programs. Fundraising programs are conducted (design, donor base management, mailing, etc.) through a private fundraising company, Magnet Direct. Specific fundraising programs are negotiated by the Department Adjutant and presented to the DEC at its second regular meeting (Mid-Winter Conference).
4. Corporate Partnerships: Supplemental general fund revenues include donations resulting from negotiated National and Departmental corporate partnerships and agreements. These include agreements with such companies as Affinion, Dignity Memorial and USAA. Some of these donation amounts are not fixed or guaranteed. The Department Finance Officer and the Department Adjutant shall negotiate corporate revenue partnerships subject to approval by the DEC. Funds generated through these partnerships are available for any and all Department expenses.

Budget: The Department of Washington budget shall be prepared by the Department Finance Commission and approved annually by the Department Executive Committee at its third regular meeting (Pre-Convention). The approved budget shall serve as funding and disbursement authorization for that fiscal year. In cases wherein a “deficit” budget is approved, such approval

will constitute DEC authorization to access, withdraw and expend reserve account assets to fund any and all authorized expenditures and financial obligations of the Department of Washington.

The Department of Washington budget shall be reviewed and revised as appropriate by the Department Finance Commission prior to the second regular meeting of the DEC (Mid-Winter Conference) and any changes and adjustments recommended by the Department Finance Commission shall be submitted to the DEC at its Mid-Winter meeting for approval as required.

Investments: The Department of Washington maintains investment accounts with Steward Partners Global Advisory. These investment funds are categorized within the Department Financial architecture as Building Fund, Scholarship Fund and General Reserve accounts; however, they are not identified as such by the Steward Partners Global Advisory investment account manager and are all included in a single account.

The American Legion Department of Washington Evergreen Boys State Foundation, the Department of Washington Sons of The American Legion and the Department of Washington Evergreen Girls State also have separate investment accounts managed as part of the Department of Washington portfolio.

The Department of Washington investment accounts are managed by finance advisor, Chris Reaney, whose office is located in New Hampshire. These funds are invested primarily in corporate bonds with approximately 20% in mutual fund accounts. Risk exposure is Class BBB or better for corporate and government bonds. Mutual funds represent a higher risk with the associated higher earning potential. The Department of Washington Finance Officer receives quarterly reports and the Finance Commission communicates via conference call with the Financial Advisor semi-annually at its regular meetings. The Department Finance Officer or the Chairman of the Department Finance Commission shall oversee the maintenance and may approve all actions regarding investment assets held by Steward Partners Global Advisory.

Local Bank Accounts: Local bank accounts shall be maintained as required and directed by the Department Finance officer. Authorized signers with access to accounts shall be the Department Finance Officer, the Assistant Department Finance Officer and the Department Finance Commission Chairman.

Requests for Inspection/Copying of Required Documents: The following records shall be maintained at the Department Office.

1. Current Articles and Bylaws
2. A list of members, including names and addresses (There is only one class of membership in The American Legion)
3. Correct and adequate statements of accounts and finances (Balance Sheet, Budget, Profit and Loss Reports, IRS 990 and 990T)
4. A list of officers and directors' name and addresses
5. Minutes of proceedings

The corporate records of the Department of Washington shall be open at any reasonable time to inspection by any member of more than three months standing or a representative of more than five percent of the membership provided a written request is submitted with the following:

1. Specific records requested under RCW 24.03.135 and whether the request is for inspection, copying or both
2. Requesting party's status; individual member or representative
- 3 Reason for the request and how it is reasonably related to membership interests
4. Three suggested dates and times for inspection and/or copying

Requests shall be submitted to the Department Adjutant; however, the Department Finance Officer will serve as the action principal to facilitate the request. The Department Adjutant shall reply within 10 business days denying, approving or requesting additional information pertaining to the request.

Requests for inspection and copying of records are limited by statute; types of records subject to inspection are defined, requested time of inspection must be reasonable and a reason must exist that pertains to the interests of the membership, not simply the interests of the requesting party. The Department does reserve the right to require the purpose for the inspection to insure it is reasonably related to the interests of the membership.

OP 11 FINANCE COMMISSION

The American Legion Department of Washington Finance Commission is responsible for the preparation of annual budget recommendations to the Department Executive Committee (DEC). It will provide general oversight of the Department budget and financial affairs.

1. The Department of Washington Finance Commission shall consist of six (6) members with one new member appointed each year to serve a five year term.
2. The Chairman of the Finance Commission shall be elected by the members of the Commission following the annual appointment of the newest member.
3. The Department Finance Officer shall be a voting member of the Finance Commission.
4. The Finance Commission shall hold regularly scheduled meetings approximately three weeks prior to any Department Executive Committee meeting, or at the call of the Chairman or Department Commander.
5. The Finance Commission shall:
 - a. Receive budget requests from Department Officers, Division Directors and Program Chairmen, semi-annually; prior to Department Convention to develop the annual budget and prior to the Mid-Winter DEC meeting to make required adjustments.
 - b. Analyze budget requests and projected revenues in order to prepare a recommended budget of appropriations to projected Department Officers, programs and operating expenses.
 - c. Present fiscal recommendations in established budget format to the Department Executive Committee for approval at its pre-convention meeting held prior to the

- annual Department Convention and adjustments prior to the Mid-Winter DEC meeting.
- d. Oversee the Department of Washington investment portfolio and make recommendations to the DEC pertaining thereto.
 - e. Receive for review and recommendations all proposals for revenue and expenditures not included in the current, approved budget.
6. A Special meeting of the Finance Commission may be called by any two members if the request is submitted to the Chairman at least seven days prior to date of such meeting.
 7. All Finance Commission meetings shall be open to any member of The American Legion Department of Washington and invited guests unless the Commission meets in Executive Session.
 8. The Finance Commission will meet in Executive Session at the direction of the Chairman or upon a vote of the majority of the members present.
 9. Any request for expenditures by any officer, committee, commission or individual member requiring either an increase, or change in amounts budgeted as approved by the Department Convention, must be submitted to the Finance Commission a minimum of thirty (30) days prior to the Department Executive Committee meeting at which the final approval is required. Failure to do so will constitute that no consideration or recommendation will be considered by the Finance Commission until its next regularly scheduled meeting.
 10. The approved annual budget shall be provided to each member of the DEC within thirty days of the adjournment of the Pre-convention DEC meeting.
 11. Budget appropriation changes approved at the Mid-Winter DEC meeting shall be provided to all members of the DEC and published in the April issue of The Washington Legionnaire.
 12. Copies of the Department of Washington budget will be provided to any member upon request.
 13. The Chairman of the Finance Commission shall be in attendance at the Department Convention for the purpose of annotating any changes made to the Department Budget by the delegates to the Department Convention.
 14. Finance Commission Members will be provided per diem and travel to Regular Meetings and Department Convention at the discretion of the Finance Commission Chairman.

SCOPE

The policy and procedures set forth in this section applies to the Financial and Accounting activities of the corporation and is binding on the elected officers, employees and members of The American Legion.

POLICY

The American Legion Department of Washington is a non-profit Veterans Service Organization incorporated in the State of Washington and is subject to all laws, codes and statutes governing the operation of a corporation. Additionally, The American Legion Department of Washington is subject to the specifications and provisions of The American Legion National Constitution and Bylaws and The American Legion Department of Washington Bylaws.

The Department Finance Officer is responsible for oversight of all financial activities of the Department. A professional Bookkeeper conducts all day to day financial transactions of the Department. The American Legion Department of Washington adheres/follows established normally accepted financial accounting procedures and standards. The Department uses a voucher demand re-imbusement system to facilitate payment of any and all expenditures. Additionally, the Department of Washington has an Audit Committee that is responsible for semi-annual review of all financial activities within the Department. Only the Department Finance Officer, the Assistant Finance Officer, Department Commander, and the Chairman of the Department Finance Commission may sign checks issued against any accounts maintained by The American Legion Department of Washington.

In addition to maintaining local financial accounts to conduct daily transactions, the Department of Washington also has a Investment Account. Access to those accounts is also limited to the Department Finance Officer, Chairman of the Finance Commission, and the Department Commander.

PROCEDURES

RECEIPT PROCEDURES:

Checks, credit cards and cash from Membership & Donations are opened and endorsed, with the American Legion account number, by an American Legion Employee. The transmittals are entered into a membership processing database, donations and any other transactions are entered into the accounting software. A report from the membership processing database along with the checks and cash are then given to the Bookkeeper. All credit card transactions will include a handling fee and will be posted where applicable.

DISPERSING PROCEDURES:

We have three methods of dispersing funds. They are by checks, electronic fund transfer and petty cash. Checks are signed by the Finance Officer once per week. All blank checks are secured in the Bookkeeper's office.

Petty cash is only dispersed upon a receipt of purchase. These receipts are kept in the Petty Cash Box until a voucher is made to replenish petty cash. The receipts are then attached to the voucher. Petty Cash Box will be balanced to receipts prior to replenishment.

We offer Direct Deposit for all employees. Once the payroll has been approved by the Department Adjutant it is then transmitted for processing.

VOUCHER AND VENDOR PROCESSING:

All bills and request for payment are dispersed by the voucher process. All vouchers must have receipts or invoices attached, with the exception of mileage. We must pay our vendors in a timely manner so we may have to obtain receipts after the payment has been processed (credit cards). All vendors will be required to complete IRS Form W-9. Per IRS guidelines, appropriate vendors will receive IRS Form 1099-MISC at the end of each calendar year.

Every item for which a check is cut must have a voucher. Currently each Program within the Department that is funded from sources other than the General fund shall have their own voucher. When bills come in from vendors they are vouchered by the Bookkeeper. All bills are paid upon receipt.

Once the voucher has been prepared it is tied to a budgeted item. The Bookkeeper places the account number on it and verifies that there are sufficient enough monies in the budget to cover the voucher. If the voucher is from a budget line that is for something that is purchased directly from a vendor the item is paid regardless of the budget amount remaining. If the voucher is from a volunteer it is only written for the amount that is in the budget for that line.

PAYROLL PROCESSING:

All timecards must be submitted by US Mail or electronically for each employee to the Bookkeeper on the following Monday for the previous week worked. The work week consist of a Monday through Sunday pay period.

Payroll will be processed on a weekly basis and paid the following Friday, to allow the Bookkeeper to process actual hours worked.

Each employee receives a payroll stub each payday. This is sent from the Headquarters' Office to each site by US Mail.

1. SALARY

Salaries are determined by either the Department Adjutant or the Department Service Officer. After the budget is approved or revised by the Pre-Convention and Mid-Winter Department Executive Committee, respectively, they will notify the Bookkeeper, in writing, as to the salaries for the new year.

A. DIRECT DEPOSIT

Employees are given the option of signing up for Direct Deposit. They must fill out a Direct Deposit Form. The form contains information regarding bank name, routing number and account number.

B. CHECK

Employees who opt not to do Direct Deposit are written a check each payday.

2. PAYROLL TAXES

All payroll taxes will be processed and paid by the Bookkeeper in accordance with State and Federal guidelines. At the end of each year W-2's will be prepared, processed and mailed to all employees.

3. EMPLOYEE BENEFITS

Information regarding employee benefits are explained in the Personnel Policy and Procedure Manual in further detail. Indicated below are brief descriptions of each employee benefit.

A. VACATION

Full-time employees accrue leave at rates according to the Personnel Policy and Procedure Manual. The employee may accrue a maximum of 160 hours.

B. SICK LEAVE

Sick leave is granted to full-time employees at the rate of 8 hours each month, per the Personnel Policy and Procedure Manual. The employee may accrue a maximum of 240 hours.

C. 401K CONTRIBUTION AND EMPLOYER MATCH

Employees who have been here six months are entitled to participate in the Company 401k Plan. Employees must complete their paperwork before they are added to the Plan. This paperwork is kept in their employee file. After payroll is process the Bookkeeper records the Employee and Employer Match and transmits the information to the 401K Provider. The Provider then debits the Department General Checking account.

D. HEALTH CARE

The employee is eligible for Health, Dental and Life Insurance after ninety days of continuous service. Currently Health Insurance is a 25% Employee paid and 75% Employer paid. Dental Insurance and Life are completely Employer paid. The employee fills out paperwork and that is transmitted to the Provider. These Providers' bill on a monthly basis. They are paid through the Vendor Payment process.

ACCOUNT INFORMATION:

1. LOCAL BANK ACCOUNTS

After each Convention bank accounts will be updated with new signature cards. The signatures cards include the Department Commander, Department Finance Commission Chairman, Department Finance Officer, and the Department Assistant Finance Officer.

2. STEWARD PARTNERS GLOBAL ADVISORY ACCOUNTS

These accounts are updated after Convention each year with new signature cards. The signatures include the Department Commander, Department Finance Commission Chairman, Department Finance Officer, and the Department Assistant Finance Officer.

BUDGET PREPARATION:

The annual budget for The American Legion Department of Washington will be prepared and presented to the Department Finance Commission in the spring, prior to the Pre-Convention Executive Committee meeting held at the annual Department Convention. Budget recommendations will be prepared by the Department Adjutant, the Department Service Officer, the Chairman of the Boys State Committee, the Chairman of the Baseball Committee with the advice and assistance of the Chairman of the Department Finance Commission, the Department Finance Officer and the Bookkeeper.

Each year, the annual Budget will be considered by the Department Finance Commission and recommendations will be presented to the DEC for approval.

OP 13 CALL-IN REIMBURSEMENTS

a. Each person who receives a call-in from the Department Commander to attend Executive Committee, Commission, or Committee meetings shall be reimbursed from Department funds in the maximum amount of \$75.00 per authorized night toward hotel, food and parking fees per actual costs, with a voucher and attached receipts required within 30 days following the adjournment of that meeting.

b. Reimbursement Guidelines are as follows:

- (1) One-day meetings - one night.
- (2) Two-day meetings - two nights.
- (3) Post-Convention Executive Committee meeting -- one night for each member of the incoming Executive Committee, and, if so ordered by the Department Commander, the incoming District Vice Commanders.
- (4) Mid-Winter Executive Committee meeting -- see (2) and (3) above.
- (5) Pre-Convention Executive Committee meeting -- one night for each member of the outgoing Executive Committee, and, if so ordered by the Department Commander, the outgoing District Vice Commanders.
- (6) Special Executive Committee meetings -- see (2) and (3) above.
- (7) Commission/Committee meetings [also see (1) above], particularly in conjunction with the Department Convention -- see (2) and (3) above.
- (8) Special Convention Committee meetings -- none, these are made up from the certified Post and At-Large Delegates and Post Alternates attending the Convention.

c. Each person who receives a call-in from the Department Commander for the Department Executive Committee, Commission, or Committee meetings shall be reimbursed from Department funds in the amount of \$0.25 per actual mile. Attendees are

encouraged to car-pool, with only the owner of the car submitting a mileage voucher within 30 days of the meeting.

- d. Reimbursement guidelines are as follows:
 - (1) One-day meetings -- round trip.
 - (2) Two-day meetings -- round trip.
 - (3) Post-Convention Executive Committee meeting -- round trip for each member of the incoming Executive Committee, and, if so ordered by the Department Commander, the incoming District Vice Commanders.
 - (4) Mid-Winter Executive Committee meeting -- round trip.
 - (5) Pre-Convention Executive Committee -- round trip for each member of the outgoing Department Executive Committee.
 - (6) Special Executive Committee meetings -- round trip.
 - (7) Commission/Committee meeting [also see e., below], particularly in conjunction with the Department Convention -- round trip.
 - (8) Convention Committee meetings -- none, since these are made up from the certified Post and At-Large Delegates and Post Alternates.
- e. Reimbursement limitations are not applicable to Commission/Committee Meetings called by the respective Chairman for whom Commission/Committee funds are appropriated in the budget for the accomplishment of their responsibilities
- f. Each person who receives a call-in from the Department Commander must stay in the Department Hotel and submit their written reports to the Department Adjutant 15 days prior to the start of the Midwinter or Department Convention to receive reimbursement. Exception to the policy can only be granted if requested showing good cause, the Department Commander may grant exception to staying in the Department Hotel.

OP 14 VOUCHERS

The voucher required for the disbursement of any Department monies shall be as shown herein, with the words enclosed in [] to be instructions and not to be copied onto the voucher.

- a. Department shall number each voucher in the sequence received, utilizing the last two digits of the year in which the fiscal year ends, followed by a dash and a four-digit number (e.g., for program year 2004-2005, the number would be 05-0001, 05-0002, 05-0003, etc.).

- b. The individual submitting the voucher is responsible for attaching applicable receipts or invoices (bills or statements), for explaining exactly what the payment is for, and for certifying the validity of the voucher.
- c. The Department Adjutant/Service Officer/Chairman, as applicable, is responsible for verifying the validity and completeness of the voucher.
- d. The Department Commander is responsible for assuring that the purpose of the requested payment is an authorized Department responsibility and so certifying.
- e. The Finance Officer is responsible for ensuring that the payment is within the authorized budget for the applicable account and for properly identifying the check number, the bank account number, and the budget account. No check shall be issued without the certification signatures required by c, d and e.
- f. Whoever posts this payment to the account shown shall date and initial that part of the voucher, and whoever audits this voucher during a Dept. audit shall date and initial that part of the voucher, certifying that it is properly charged and posted.
- g. The Finance Officer shall ensure that Department Headquarters maintains an adequate supply of vouchers in the proper form; that, at the first meeting of the Executive Committee, each member of that Committee receives a supply of the voucher forms; and that each Commission/Committee Chairman who is authorized to sign and submit vouchers receives a supply of the voucher forms. (See Incl x for copy of Voucher)

OP 15 Enhancement/Fundraising Programs

- a. Not later than its regular second meeting, each Executive Committee shall determine whether or not to authorize the Fundraising Program for the coming fiscal year when recommended by the Finance Commission.
- b. Net funds raised by each program shall be accounted for and managed separately.
- c. Appropriation of the fundraising Program's income and/or principal will be approved by the Department Executive Committee upon recommended by the Finance Commission as presented in the budget for Legion programs including the Department Service Division

OP 16 OFFICERS' CAPS

- a. NATIONAL - Department officers authorized and required to wear the RED cap are the National Executive Committeeman and the Alternate National Executive Committeeman. RED caps are to be embroidered in gold silk, with WASHINGTON on the left side and office title and Post Number on the right side. Authorized Nametags will have RED background with WHITE lettering.

- b. DEPARTMENT - Department officers authorized and required to wear the WHITE cap are the Commander, Vice-Commanders, Adjutant, Assistant Adjutant, Finance Officer, Judge Advocate, Service Officer, Sergeant-At-Arms, Chaplain, and Historian. WHITE caps are to be embroidered in gold silk, with WASHINGTON or WASHINGTON STATE on the left side and office title (with or without DEPARTMENT preceding the office) and Post Number on the right side. Authorized Name Tags will have WHITE background with BLUE lettering.
- c. DISTRICT -
 - (1) District officers in this Department authorized and required to wear the BLUE CAP WITH WHITE CROWN are the Commander and Vice Commander.
 - (2) All other District Officers regularly authorized by each District to be elected or appointed in that District are authorized, but not required, to wear the BLUE CAP WITH WHITE CROWN.
 - (3) All other District Officers identified in (2) above who do not elect to wear the BLUE/WHITE CAP shall wear the applicable office cap badge on the BLUE CAP.
 - (4) BLUE/WHITE caps are to be embroidered in gold silk with FULL DISTRICT DESIGNATION and WASH on the left side and office title and Post Number on the right side. Authorized name tags BLUE/WHITE background with BLUE/WHITE lettering.
- d. POST - All elected and appointed Post officers are authorized to wear the BLUE cap with either WASHINGTON or CITY, WASH on the left side and current office insignia and Post Number on the right side.
- e. RED, WHITE, and BLUE/WHITE caps may be worn only while in office.
- f. PAST OFFICERS - All past officers are authorized to wear the BLUE cap only with the applicable past office insignia and Post Number on the right side. Authorized nametag will remain the same background as the office held i.e. Red for a Past National officer, White for a Past Department officer and Blue/White for the Past District officer.
- g. RED, WHITE, and BLUE/WHITE caps must be ordered from National Emblem Sales through Department HQ so that the Department Adjutant can certify that the recipient is authorized to wear that cap, but the cost of the cap, including the embroidery and shipping costs, is the individual's responsibility.
- h. The Chairman of a District or Department Commission or Committee is authorized the wearing of the appropriate nametag, i.e. Blue/White for a District Commission/Committee, a White nametag for a Department level

Commission/Committee. Once the term as Chairman expires the wearing of the Blue/White name tag is not authorized.

OP 17 PERSONNEL (See Dept. of WA Personnel Policy and Procedures Manual)

SECTION III – PROGRAMS COMMISSIONS/COMMITTEES

OP 18 AMERICANISM COMMISSION

- a. This commission shall be constituted, in accordance with Article XV Section 1, of the Department By-laws.
- b. This commission shall have as its objective the promotion of all programs that come under the heading of Americanism, in accordance with the Americanism Manual of The American Legion, prepared and distributed by the National Americanism Commission, and revised to date; specifically, those program include:

American Legion Baseball	Education
Boy Scouts	Junior Shooting Sports
Evergreen Boys' State	High School Oratorical
Education	Special Olympics

Many of the above are generally serviced by individual committees, however, the Americanism Commission should be available to give advice and/or help when necessary.

- c. The commission shall make such rules as it deems proper for the conduct of its activities. Any changes made to be submitted to the Department Executive Committee for its approval. The Chairman shall make periodic reports of its activities to the Department Executive Committee; where unable to deliver in person, a written report to be submitted.
- d. The commission to be called into session when necessary by the chairman, notice of meeting and a copy of minutes shall be sent to the Department Commander.
- e. No expenditures in behalf of the commission shall be made without prior notification and approval of the chairman.
- f. Requests for materials by individual Posts shall be submitted in writing to the commission Chairman. Said requests will be processed within seven (7) days of receipt.
- g. The commission shall carry out such other duties as may be assigned it by the Department Commander, the Department Executive Committee or a Department Convention.
- h. The chairman of the commission shall make a written report of the year's activities as required by Article XV, Section 7 of the Department By-laws, and submit it to

the Department Adjutant no later than thirty days before the opening of Department Convention.

- i. Information pertaining to the Department of Washington Americanism Program will be maintained at web site <http://www.americanismalwa.org>.

OP 19 AMERICAN LEGION EVERGREEN BOYS' STATE

- a. All Department of Washington Legionnaires in good standing are considered members in good standing of the non-profit corporation known as American Legion Evergreen Boys' State, and such members as are seated Delegates at each annual Department of Washington Convention shall be considered as Delegates to the annual corporate meeting of American Legion Evergreen Boys' State which shall be held during a recess of the annual Department Convention. Such recess shall be called specifically for calling to order the corporate meeting of American Legion Evergreen Boys' State.
- b. The Board of Directors of American Legion Evergreen Boys' State, as specified in Dept. Bylaws and American Legion Evergreen Boys' State Articles of incorporation, may provide Boys' State Bylaws which cannot violate either said Articles of Incorporation or Department Bylaws and must be approved by a two-thirds vote of the Board of Directors and by the Department Executive Committee. Such Bylaws, when first approved, and subsequent amendments thereto shall be read at the first corporate meeting after approval and may be overturned by a two-thirds vote of the Delegates at the corporate meeting.
- c. The Board of Directors shall provide the annual budget to the Department Finance Commission under the provisions of Department Bylaws Article XIV, Section 1.F (2) (f).
- d. The financial records of American Legion Evergreen Boys' State shall be subject to audit by the Department Audit Committee under the provisions of Dept. Bylaws Article XIV, Section 1.A.(2).

OP 20 AMERICAN LEGION BASEBALL

- a. This Committee shall be composed of six Senior Commissioners and one District Commissioner for each Department of Washington Legion District.
 - (1) Senior Commissioners shall be appointed for a three year term by the Department Commander based on recommendations from the members of the Baseball Committee; two Senior Commissioners will be appointed each year.
 - (2) District Commissioners shall be appointed to staggered three year terms by the Department Commander from a list of qualified legionnaires submitted by the Baseball Committee.

- (3) The Baseball Committee Chairman shall be a Senior Commissioner.
- c. This Committee shall serve as the Appeal Board for any and all matters pertaining to American Legion Baseball in the State of Washington. Their decision shall be final.
 - d. The Legion Baseball Committee shall have direct charge and supervision over all baseball activities and shall carry out convention mandates as pertains to their commission. They shall be responsible for preparing the plan for conducting the program in the State of Washington and for initial statewide publicity to the Posts and/or public.
 - e. The Legion Baseball Committee shall be responsible for the approval and publication of the State Rule Book.
 - f. The Committee meetings will be at the call of the Committee Chairman.
 - g. All sums of money that have accrued for the Legion Baseball Committee shall be carried in a segregated fund by the Department Finance Office of The American Legion Department of Washington, and any surplus held at the end of the baseball year shall remain in such segregated fund, and shall be carried over for such expense vouchers for the payment of all obligations, said vouchers to be signed by the Committee Chairman, approved by the Adjutant, Commander and the Finance Officer as otherwise provided for in the By-laws of this Department.
 - h. This Committee shall have full responsibility and authority with respect to the baseball program of the Department, subject only to the advice and direction of the Department Commander and Department of Washington Executive Committee which shall be the governing body of the Legion Baseball program in the Department of Washington.
 - i. All rules and regulations pertaining to the program shall be the responsibility of the Committee.
 - j. The Chairman shall request, in writing, to the Department Commander, the removal of a Committee member for cause or failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned.
 - k. The Committee Chairman shall annually, at each Department Convention, make a report of its activities for the past year.

OP 21 JUNIOR SHOOTING SPORTS

- a. The annual Junior Air Rifle 3-Position National Championship is a shoulder-to-shoulder match that will be held at the USA Shooting Range Facilities at the Olympic Training Center, Colorado Springs, CO. The National Champions in both

categories receive \$1000.00 college Scholarships generously donated by the Sons of The American Legion.

- b. Competitors will shoot from prone, standing and kneeling positions in either of two categories, determined by rifle type: Precision and Sporter.
- c. The American Legion recognizes that guns are a part of sports and recreation in our society and strives to teach youngsters the proper use of firearms before accidents occur. Many local Posts sponsor Junior Shooting Clubs which provide training in gun safety and marksmanship for junior shooters. The Legion hosts an annual national air rifle tournament that draws more than 1,200 contestants annually.
- d. The American Legion Junior Position Air Rifle Tournament is an annual tournament that begins with postal matches to determine state and regional champions and the top thirty competitors in the Precision and Sporter Categories

OP 22 BOY SCOUTS

- a. The Committee shall be composed of members in accordance with Article XV, Section of the Department By-laws. All members shall be current registered members of the Boy Scouts of America
- b. The Committee shall encourage the Posts in the Department of Washington to participate in the Boy Scout Program.
- c. The Committee shall make available to the Posts in the Department of Washington any new programs initiated by the Boys Scouts of America.
- d. The Committee shall carry out such other duties as may be assigned it by the Department Commander, the Department Executive Committee or a Department Convention.
- e. The Committee shall meet at the call of the Chairman. If, by prior information, a quorum cannot be present at a called meeting, the Chairman shall contact each member by mail, and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chairman.
- f. Three members shall constitute a quorum at any meeting of the Committee. Any action taken by less than a quorum shall be ratified at the next meeting of the Committee.
- g. The Chairman shall request, in writing, to the Department Commander, the removal of a Committee member for failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned.
- h. The Chairman shall make a report to the Department Executive Committee, when called to do so, at the meetings of that Committee for the Commission. If unable to

be present, he/she shall either delegate another Committee member to represent him/her. If another Committee member cannot represent the Committee, then the Committee Chairman shall submit a written report.

- i. The Chairman shall submit a written report annually of the year's activities of the Committee to the Department Commander as required by Article V, Section 7 of the Department By-laws, and shall attend the Department Convention, whenever possible, in an official capacity. If unable to attend, he/she shall appoint a member of the Committee to replace him/her.
- j. Changes in the Department of Washington Operating Procedures shall be made by a majority vote of the Committee members and submitted to the Commander and Department Executive Committee for approval.
- k. The Chairman shall prepare and submit a budget for the year to the Finance Commission for approval by the Department Executive Committee.
- l. No expenditures in behalf of the Committee shall be made without prior notification to and approval of the Chairman. Subject to funds available to the Committee, travel allowances will be made for attendance at called meetings on vouchers submitted to and approved by the Chairman.
- m. A notice of the called meetings, as well as a copy of the minutes of the meetings, shall be sent to the Department Commander for his/her information and to the Department Headquarters to be placed on file.

OP 23 HIGH SCHOOL ORATORICAL CONTESTS

- a. The Oratorical Committee shall consist of five (5) members appointed to staggered five-year terms by the Department of Washington Department Commander. One representative from each Department Area and one member-at-large will be appointed. Each member shall be responsible for a specific Area within the Department of Washington.
- b. **Oratorical Personnel Duties and Responsibilities**

Department Chairman

1. Attend National Americanism Workshops in Indianapolis
2. Organize and conduct Department Oratorical Contest
3. Submit the annual Oratorical budget to the Department Finance Commission
4. Ensure that all Area and District Chairmen are kept aware of all updates
5. Report to the Department Executive Committee at Mid Winter
6. Report to the Department Convention
7. Arrange for Department Champion to attend Department Convention
8. Act as liaison between Department and the National organization on all Oratorical matters
9. As budget allows send one Vice Chair to the National Contest
10. Call Committee meetings as required
11. Ensure that Oratorical Contest Material is distributed as required

12. Assist Area, District and Post Chairman as required
13. Submit required reports to Department and National Americanism Commission
14. Write Articles for Washington Legionnaire promoting Program

Area Vice Chairmen

1. Attend and assist Chairman in organizing and conducting Department contest
2. Ensure that District Chairmen know and understand their duties
3. Keep Department Chairman aware of all Oratorical related events in Area
4. Attend all District Conferences and workshops in Area
5. Maintain Communications with District Chairmen
6. Assist District and Post Chairmen as required

District Chairmen

1. Prior to 1 August, ensure that Department Chairman has your correct contact information; Name, Address, Phone and/or Cell number, Email address.
2. Prior to 1 September contact each Post Commander and get contact information on each Post Oratorical Chairman. If unable contact Department Chairman.
3. Ensure that Post Chairmen know and understand their duties
4. Attend District Conference and Area Workshop
5. Attend all Oratorical related functions in District
6. Attend and assist in conducting Department Contest
7. Assist Post Chairmen as required

Post Chairmen

1. During September, contact all High Schools in Post service area and ensure they are aware of the Oratorical Program. Ensure that schools have contest flyers and contact information.
2. Identify each High School contact person and inform District Chairman
(May be Principal, Counselor, Teacher, Librarian, Coach, etc.)
3. Arrange for someone to speak about contest at school function (assembly) during September or October.
4. If necessary organize fund raiser to sponsor one or more contestants
5. Organize Post Certification contest prior to 10 January. District and Area Chairmen will assist.
6. Ensure that Department Certifying Officer has Application with sponsorship fee and Certification form prior to 15 January.
7. **REMEMBER**, it takes most contestants several months to prepare a competitive Oration. **START EARLY**

c. Department Scholarships will be given for 1st, 2nd 3rd and 4th places.

d. Winners will be allowed six (6) years, excluding time spent in the military service, from time of their graduation from high school to use their scholarship. Students may use their scholarship to pay for graduate school.

e. The Department Contest is to be held before the National Certification Date.

f. Department Chairman will furnish the Editor of The Washington Legionnaire with an article on the State Contest stating winners and other pertinent information.

- g. The Department winner will present his/her oration at the annual Department Convention.

Department Oratorical Certification Process

1. The student must have submitted an application, by the January 15 deadline, with the application fee paid, by the sponsoring American Legion entity.
2. Certification to the Department Oratorical Contest means that an American Legion official has verified that the student is able to deliver an eight to 10 minute prepared oration on some phase of the U.S. Constitution emphasizing duties and obligations of citizens to our government. The student must also deliver a three to five minute oration on one of the four assigned topics as listed in the National Rules for any given year. Each oration must be delivered without notes, sound system or podium. The certification must be held before an audience. It can take place in a school, American Legion Post or other public buildings. The certifying chairman should be present. If that is not possible, another Legion officer, school or government official may certify the prospective contestant.
3. Upon completion of the presentations, the Oratorical Chairman and evaluators will determine if a student is eligible for certification by the criteria set on the **Criteria for Certification Form**. It is expected that most students attempting this program are competent and will become certified. However, if the certifying officials do not certify a student, they can give that student more chances to certify. The Criteria for Certification Form must be kept on file as a record of performance, by the certifying Legion official until the Department Contest is completed.
4. Judging is not recommended, as certification is not a contest. However, it is recommended that a moderator be used to set the tone of the event, and to brief the audience and students of what is to take place. Timers should also be present and use regulation contest time cards. It is also recommended that evaluators be present to debrief each student following the orations at the end of the program, and to provide feedback intended to help the student improve his or her orations.
5. Students may be present in the auditorium to hear each other's presentations.
6. The certifying Legion official must submit the Certification Form to the Department Oratorical Chairman. The certification must take place by the January 15 deadline.

The American Legion Department of Washington



Educator of the Year Award

Section I Professional Career	(0 to 20 Points)
Section II Community Service Points)	(0 to 15 Points)
Section III Family Points)	(0 to 10 Points)
Section IV Letters of Recognition	(0 to 5 Points)

Revised 2014

Rules for Determining Department Winners

for The Educator of the Year Awards

Post Instruction

1. Each Post shall select a Chairman whose responsibility will be to provide the District Committee with a suitable and qualified nominee for the award in each of the two categories (grades K-6 and grades 7-12).
2. All nominees for this award must be living, full-time educators working the following year of the award, within the two established grade categories, within the State of Washington.
3. Membership in The American Legion, The American Legion Auxiliary or Sons of the American Legion shall not be a requirement or consideration in qualifying any nominees for this award.
4. Entry forms provided by the Department shall be used as the sole instrument of certifying a nominee and shall not be used as a basis of accumulating points toward determining winners. Final judgment shall be made from the documenting materials appearing on the 25 pages in the album.
5. Department winners shall be declared on an accumulation of total points using the following rating system:

Section I	Professional Career	(0 to 20 Points)
Section II	Community Service	(0 to 15 Points)
Section III	Family	(0 to 10 Points)
Section IV	Letters of Recognition	(0 to 5 Points)
6. Scrapbooks complete with Legion emblem (if available) and acetate folders and dividers will be presented to the District Chairman.
7. Scrapbooks will be three-ring binders, 8 1/2 x 11 1/2 inches.
8. Each book shall contain 14 acetate folders providing 25 sides for material to be judged and one acetate folder for the candidate's entry form and one side for the rating index form. A photograph of the candidate must be submitted.
9. Numbered tabs (dividers) shall separate the album into sections (four) suitable for judging.
10. The District Chairman shall be responsible to check each of the District winner's scrap-book. This may be accomplished by a method of the Chairman's own choice.
11. Deadline for certifying District winners to Department Headquarters is July 1st of each year. Judging will be at the start of Dept. Convention of each year by the committee.

Rules for Determining Department Winners for The Educator of the Year Awards

Rules for District Chairman and Department Committee

1. It is great to be a District Chairman, but it's even greater to be a successful one by assuring the challenges and responsibilities attendant with that appointment. Yes, you were chosen as a Chairman because of your record, but with the expectation that you would perform successfully.
2. Chairman should not only give minimized reports at District meetings, but should make personal contacts with various post officials throughout their District thereby encouraging multi-post participation in this outstanding program.
3. This goal can be obtained by the District Chairman immediately contacting at least one selected Post within their District and collaborating with that Post to assure that at least one applicant per District be realized.
4. Each District Chairman shall appoint a Committee of not less than three nor more than five members whose responsibility shall be to judge all applications and select one will who shall represent that District in the Department competition.
5. Each Chairman shall commit their District to the certification of a District winner to the Department by the established deadline.
6. Each District Chairman shall set his/her own deadline for determining the District winner. However, all District winners shall be certified to Department Headquarters no later than July 1st of each year.
7. No District or Department winners may be certified for consideration of Educator of the Year for successive years.
8. The nomination for this Award of any member who sits on this committee shall not jeopardize that member's position on this committee. The nominee shall enjoy the same privileges and the responsibilities as all other members.
9. The names of the Department winners of the Educator of the Year Award shall be announced from the podium during ceremonies at the Department Convention.
10. The chairman representing the District from whom the Department winners are selected shall be notified and certified at Department Convention.
11. The Chairman representing the Department winners shall be prepared to provide additional biographical data, if necessary, for a suitable presentation.
12. The winners of the Department Award shall be awarded a check for \$250.00 to be used in their class rooms as they see fit.
13. It is the responsibility of the District Chairman and Post Chairman to assure the presence of their winner at a pre-arrange meeting for the presentation.

14. The Award will be presented before the winner's school assembly, school board meeting and or school staff.

15. The Post Chairperson will get several different dates to the Department Chairman after National Convention, to fit into the Chairman and Dept. Commanders dates.

Official Entry Form for Educator of the Year Award (Please Print)

First Name: _____ MI: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (_____) _____ - _____ Email: _____ Cell: _____

Recommended by Post # _____ Post Chairman _____ Telephone _____ - _____

Category "A" (K-6) _____ Category "B." (7-12) _____

How long engaged as an educator? _____

Present position, giving name of city and school

_____ List of previous education
experience _____

Submit a biographical sketch of nominee including education, family, social/service organizations, or other data suitable for the construction of a speech necessary in the performance of presenting the winner's award.

Attach a small photo of the nominee. (Attach appended sheet)

What makes this candidate an outstanding educator?

Has this individual's supervisor been informed of this recommendation? Yes _____ No _____

If yes, does he/she concur with the recommendation? Yes _____ No _____
If the answer is "yes" please attach a letter of recommendation from the supervisor.

Each Post winner shall have his/her entry data submitted to the District in a form of their own choosing. Each District winner shall have his/her submission prepared as outlined by the rules presented to each District Chairman.

Post submissions should be documented by photos, certificates, news clippings, and other items relating to the nominee's career. Submissions should not exceed 25 pages in length to the District and shall not exceed 25 single pages to Department.

Department will return all entries to the nominees.

Judging will be governed by the rules approved by the District Chairman and appended to this entry form.

This recommendation was submitted by _____ Post _____ District _____

The American Legion, Department of Washington

Post Commander

Post Adjutant

Post Chairman

Educator of the Year

District Winner Certification

(For District and Department use only)

To be completed by District Commander, Adjutant and Education District Chairman.

We, the undersigned, certify that _____ is the winner in the District _____ of the Educator of the Year Award.

Category "A" K-6 _____

Category "B" 7-12 _____

District Commander

District Adjutant

District Chairman

Department Certification

This is to certify that _____ is the winner of The American Legion

Department of Washington, "Educator of the Year Award".

Category "A" K-6 _____ Category "B" 7-12 _____

Department Chairman

Department Adjutant

Please attach _____ to _____ the _____ application

Educator of the Year Judge's Scoring Sheet

(For District and Department Use only)

Candidate's Name _____

Category "A" (K-6) _____ "B" (7-12) _____

A. **Professional Career** (0 to 18 Points) Has the candidate Exhibited a desire to improve his/her ability to do their job? Has the candidate received additional training, certifications And served in leadership positions, etc.?

B. **News Clippings** (0 to 2 Points) Newspaper or magazine Articles describing a school/class project/event undertaken by this candidate.

C. **Community Service** (0 to 15 Points) Does the candidate Participate in community service activities? This may Include membership in service organizations and participation in their service activities.

D. **Family** (0 to 10 Points)
Does the candidate exhibit strong family values? _____

E. **Letter(s) of Recognition** (0 to 5 Points)
Letters of achievement, commendation or recognition the candidate has received for his/her classroom efforts.

Points _____

Total

(Maximum of 50 Points)

Judge's Initials_____

Please attach to the application

****** NEW PROGRAM ******

Dear Commanders, Adjutants and Chairman:

At Mid-winter conference in Spokane, the Executive Board of the Department of Washington approved a new program under the direction of the Education Committee. This will be annual program for this Department.

The **“Educator of the Year”** program as well as the judging criteria has been set for this year. It will be on the Americanism website and will be attached to this letter.

This is a tremendous opportunity for each Post to thank the people that we call on every year to assist in our programs. From Boys State, Children & Youth, Americanism, Legion Baseball, Junior Shooting Sports and our Scholarship program for each school that we support.

We know this is going to be a lot of work and a short period of time, but I’m excited about this program and I know that we can have an “Educator of the Year” Award for the Department of Washington at our Convention in Bellevue.

Lets take this new program and push ourselves to complete this task to Honor our teachers for all the help that they give us each year.

If you have any questions, Please call the Department Education Chairman

Sincerely,

Department Education Chairman

OP 25

CHILDREN AND YOUTH COMMISSION

- a. This commission shall be constituted, in accordance with Article XV Section 1, of the Department By-laws.
- b. The Commission shall study, advise and assist, when requested, in the Children and Youth Programs of the Districts and Posts, informing them of all of the different programs available from National and Department to assist the Children of the Veterans.
- c. The Commission shall carry out such other duties as may be assigned it by the Department Commander, the Department Executive Committee or a Department Convention.
- d. The Commission shall meet at the call of the Chairman, and in any event at least twice annually.
- e. The Chairman shall make a report to the Department Executive Committee at its meeting for the Commission. If unable to be present, he/she shall submit a written report.
- f. The Chairman shall submit a written report annually of the year's activities of the Commission to the Department Commander as required by Article V, Section 7 of the Department By-laws.
- g. No expenditures on behalf of the Commission shall be made without prior notification to and approval of the Chairman. Subject to funds available to the Commission, travel allowances will be made for attendance at called meetings on vouchers submitted to and approved by the Chairman.
- h. A notice of all called meetings, as well as copy of the minutes of the meetings shall be sent to the Department Commander for his/her information.
- i. The Department Children and Youth Chairman or Commission members shall submit articles to the Editor of "Legionnaire" for publication.
- j. Commission will review and determine all Children and Youth related award winners at Convention and that the Commission will present these at the Annual Department Convention.

THE AMERICAN LEGION

Department of Washington

CHILDREN & YOUTH SCHOLARSHIP

TWO (2) SCHOLARSHIPS will be Awarded - One (1) \$2500 and One (1) \$1500

QUALIFICATIONS

1. Must be the son or daughter of a member of The American Legion, Department of Washington, or its Auxiliary, living or deceased, currently in good standing, or in good standing a time of death.
2. May attend any accredited or recognized institution of higher education, or trade or vocational school in the State of Washington.

APPLICATION INFORMATION

3. Grades to be considered will cover the last three semesters prior to April 1.
4. Application for Scholarship must be approved by the local American Legion Post, signed by the Post Commander, and includes Post name and number, date of application.
5. The Department Children & Youth Commission will be the sole judge of applications and will be responsible for awarding the scholarships.
6. The Department Children & Youth Commission will certify the names of the winners to the Department Adjutant who will present checks to the winner of the \$2500 and the \$1500 scholarship. A check in the amount of \$1250 (\$2500 scholarship) and one for \$750 (\$1500 scholarship) will be given to the winners at the start of the semester following the next Department Convention. One more payment of \$1250 (\$2500 scholarship) and \$750 (\$1500 scholarship) will be given at the start of the next semester, **PROVIDING** - that the recipients have maintained a grade point average of 2.0 or better, and have signified their intentions of continuing their schooling.
 - a. Where school attended is on a quarterly basis, \$900 (\$2500 scholarship) and \$500 (\$1500 scholarship) will be given at the start of the Fall quarter. At the beginning of the Winter and Spring quarters, \$800 (\$2500 scholarship) and \$500 (\$1500 scholarship) will be given.
 - b. In the event either recipient of either scholarship fails to maintain a 2.0 grade point average or drops out of school any unpaid portion of the scholarship will revert to the Scholarship Fund and may, at the discretion of the commission, be awarded to a qualified alternate.
7. Applications will be evaluated on the basis of Presentation, Family financial needs, Goals, commitment to goals, and Initiatives.

8. Scholarship Application Forms are available at local American Legion Posts and additional forms may be obtained by the Posts from the Department Adjutant, The American Legion, Department of Washington, P.O. Box 3917; Lacey, WA 98509-3917.

9. The deadline for submitting the completed application is April 1. All applications to be mailed to:

THE AMERICAN LEGION
Department of Washington
P.O. Box 3917
Lacey, WA 98509-3917

APPLICATION FOR DEPARTMENT OF WASHINGTON CHILDREN & YOUTH SCHOLARSHIP

Part I (Family Data)

1. Name _____
 2. Age _____
 3. Legal residence _____
 4. Date of birth _____
 5. Location _____
 6. Home phone Number _____
 7. Father's (or guardian's) name _____
 8. Father's (Guardian's) address _____
-

9. Father's (or guardian's) occupation, business firm, and address _____

10. Mother's name _____

11. Mother's occupation, business firm, and address (if employed) _____

12. Name, number and address of Post of The American Legion (or American Legion Auxiliary Unit) to which your father or mother belongs. _____

Current card number _____ Year _____

Part II (Schooling)

1. Name and address of High School _____

2. Name of School Principal _____

3. Grades received for last three Semesters prior to April 1st of year application are made:

<u>First Semester</u>		<u>Second Semester</u>		<u>Third Semester</u>	
Subject	Grade	Subject	Grade	Subject	Grade

4. Name and address of the College, University, Trade, or Vocational School applicant wishes to attend: _____

5. Has applicant been accepted by the school of his (her) choice? _____

6. Type of course applicant wishes to pursue. _____

Part III (Financial)

1. Briefly explain your financial plans for your college education. _____

2. What percentage of your estimated annual college expenses will be provided by:

Parents or Family? _____ Self? _____

Scholarship? _____ Savings or insurance? _____

Other? _____

3. Please indicate what you have saved from employment which will be available for future college expenses:

a. Year Earned	Amount Saved
_____	_____
_____	_____
_____	_____
_____	_____

4. Do you have a possibility of a job for the summer following graduation?

a. Estimate savings during summer following high school graduation. \$_____

Part IV (Personal History)

1. List subject areas in which you are interested. _____

2. List school activities in which you have participated, including committees.

3. List interests and activities outside of school (i.e. clubs, 4-H, Scouts, Boys State, Girls State, etc.) _____

4. Attach a personal letter fully explaining why you are applying for this scholarship and the goals toward which you are working.

5. Names, Addresses, and occupations of three references:

6. Attach a letter of recommendation from school Principal or Counselor.

Part V

STATEMENT TO BE COMPLETED BY PARENT OR GUARDIAN

1. Do you confirm and agree with applicant's statements and intentions as stated in this application and his letter? _____

2. Please give the ages and number of children in the family who are completely dependent for their living. Number _____ Ages _____

3. Are there others partially or completely dependent upon your family for support?
Number _____

Relationship _____

4. How many of your children, other than applicant, are attending college or are planning to attend who will be enrolled within the next three years?

5. Approximate family income (husband and wife) for last calendar year? \$_____

6. Is the family willing and able to provide applicant with any additional financial assistance if necessary in completing the year of college? _____
If not, please explain _____

7. Please make any other statement you wish that might be helpful in considering this application.

8. Agreement release information: "I give my permission for the information contained in this application to be reviewed by scholarship committee."

Date _____

(Parent's / Guardian's signature)

Date _____

(Applicant's signature)

Part VI

CERTIFICATION OF POST COMMANDER

As Commander of _____ Post No. _____, The American Legion, Department of Washington, located at _____,

I have interviewed this applicant and approve this application.

Dated this _____ day of _____, 20_____,
at _____, Washington.

Commander _____ Post No. _____

The American Legion, Department of Washington

Error! Objects cannot be created from editing field codes.

OP 26

NATIONAL AND HOMELAND SECURITY

- a. In the interest of an effective organization and control of The American Legion Department of Washington activities, the Department National and Homeland Security Commission has adopted a code of Operating Procedures outlining its duties and responsibilities to formulate and guide the Department National and Homeland Security programs.
- b. This Commission shall consist of a chairman **elected by the Commission** to a one (1) year term, **Vice Chairmen East and West appointed to a three (3) year terms** and Chairmen for each of the following: ~~Army, Navy~~, Aerospace, Blood Drive, **Conventional Armed Forces**, Cyber-Security, **Foreign Relations**, ~~Counter-Subversive~~, **Military Benefits & Quality of Life**, ~~Merchant Marine~~, **National Guard & Reserve Forces** and a **Unconventional Forces & Intelligence** chairman appointed annually by the Department Commander. Additional annual appointments to the Commission shall consist of one member from each District, recommended by the applicable District Commander with Department Commander approval. The Commission will also include the Chairmen of the Law and Order **/Homeland Security** Committee and the Emergency Preparedness Committee.
- c. This Commission shall meet at the direction of the chairperson or the Department Commander. The chairperson shall report to the annual Department Commander, the DEC, and the annual Department Convention.
- d. This Commission shall annually prepare and present a budget to the Department of Washington Finance Commission for their approval prior to the Annual Department Convention.
- e. A minimum of two (2) meetings must be held each year and the chairperson shall make written report to the Department Commander at years' end.
- f. The Commission shall help all Posts and Districts with the programs pertaining to National Security and Homeland Security issues and keep the membership of the American Legion family aware of and informed about the world and national situations.
- g. It shall be the duty of the Commission to promote an active relationship with the nearest American Red Cross Chapter to every American Legion Post within this Department. The purpose of this relationship being to promote and encourage The American Legion family to participate in the long established ARC training programs as students, teachers and blood donors.
- h. It shall be the duty of the Commission to promote an active relationship by every American Legion Post with their local emergency management agency within their community . The purpose of this relationship is to promote and encourage The American Legion family to participate in emergency preparedness activities, training, and support of their local communities during an emergency or disaster.

- i. This Commission, through action by the Department of Washington Law and Order Committee shall be responsible for the program titled “The American Legion Law Enforcement Officer of The Year Award”.

OP 27 HOMELAND DEFENSE

- a. In the interest of an effective organization and control of The American Legion Department of Washington activities, the Department National and Homeland Security Commission shall organize and manage Homeland Defense activities as a part of their duties. Homeland Defense is managed by the Department of Defense for the nation and is a component of the military branches. As such, the Department of Washington Army, Navy, and Aerospace Committees will be responsible for Homeland Defense activities respectively.

OP 28 LAW AND ORDER

- a. The Law and Order Committee shall consist of a Chairman, Vice Chairmand East and Vice Chairman West appointed annually by the Departmtne Commmande and one member from each Disrict nominated by the applicable District Commander with Department Commander approval.
- b. This Committee, through action by the Department of Washington Law and Order Committee shall be responsible for the program titled “The American Legion Law Enforcement Officer of The Year Award”.
 - (a) The rules and guidelines to follow are published by the National Security Foreign Relations Division, The American Legion, 1608 K Street, NW, Washington DC 20006 in a memorandum dated December 1, 1998, a copy of which is attached.
 - (b) A copy of the rules and guidelines to be used by all Posts in the Department of Washington can be obtained by requesting it from the Chairman of the Department of Washington Law and Order Committee or the Adjutant, The American Legion, Department of Washington.
 - (c) The inclusive dates for this award cover calendar year January 1 through December 31. Submissions to Department will be mailed or hand-delivered to reach Headquarters no later than January 1st each year.
 - (d) The Department of Washington Law Enforcement Officer of The Year will be selected prior to the Mid-Winter DEC meeting from all applications received at Department Headquarters. A panel consisting of members of the Law Enforcement Committee shall review the applications and select the most qualified candidate.

- (e) The individual selected by the above named panel will receive an appropriate award and commendation at the Department's Annual Convention in July.
- (f) The individual selected as this Department's Law Enforcement Officer of the Year will have his/her name submitted to the National Security/Foreign Relations Division, for consideration for national honors. The application packet must be mailed to reach its destination **NO LATER THAN February 1st**.
- (g) It is highly recommended that each Post Commander appoint a Law and Order Committee who will be authorized to select and submit one nominee per Post, per year, to Department Headquarters for consideration.
- (h) Two (2) or more Posts with the same jurisdiction of any one law department can nominate the same individual for this award.

C. In order for all applicants to be judged equally, complete the appropriate forms and attach supporting documents to cover each incident upon which the recommendation is based so the committee has back ground information for evaluation.

The Law and Order Committee will review all applications during the first day of our Mid-Winter Conference and the winner will be chosen at that time.

APPLICATIONS MUST BE RECEIVED AT DEPARTMENT HEADQUARTERS 30 DAYS PRIOR TO THE FIRST DAY OF MID-WINTER. (No exceptions. . .)

1. L. HARRY EASLEY LAW ENFORCEMENT OFFICER OF THE YEAR AWARD
2. FIRE FIGHTER OF THE YEAR AWARD
3. HUMANITARIAN AND LIFE SAVING AWARD
4. EMT AWARD

Forms are available at Department Headquarters or their web site www.walegion.org or from the Law and Order Committee as listed in the Department Roster.

The following procedures will be followed in submitting a recommendation for any of the awards listed above.

1. All appropriate forms will be completed by the Post Law and Order Chairman, signed by the Post Chairman and Commander.
2. Documentation and supporting articles, statements, etc. to be attached.

3. Chairman is requested to furnish a condensed statement surrounding the event listing.
 - (a) Date
 - (b) Time
 - (c) Location
 - (d) Type of Incident
4. The full name, address, phone number of the participant so we may notify them if selected.
5. Once the recipient has been chosen, the committee will take the following actions to insure the proper procedures are followed.
 - (a) Notify the individual by letter of date, time and location to include time on the convention floor to appear.
 - (b) Arrange hotel accommodations.
 - (c) Order a Plaque for presentation with a letter from Department.
6. All the expenses will be paid by the Department of Washington.

**L. HARRY EASLEY LAW ENFORCEMENT OFFICER
OF THE YEAR AWARD**

Award to be presented annually at the Department Convention to an outstanding officer selected from local, county, or state law enforcement agencies. The individual selected will be chosen from the candidates submitted by Post Law & Order Committees. Nominations must be submitted to Department HQ **POSTMARKED NOT LATER THAN January 1.**

Local Posts should use the following criteria for selection and nomination. The Department Law & Order Committee will make the decision and arrange for presentation at the Convention.

_____, Post # _____, Location:

1. Why is candidate outstanding? (Attach separate sheets of explanation, should include opinions of local leaders, supervisors, etc.)

2. Did candidate commit an act of valor? Yes [] No []. (If "Yes", give explanation.)

3. If such an act was given publicity, please attach clippings, pictures, etc.

4. Has candidate received local recognition (i.e., presentation of plaque, special meeting, banquet, etc., or in conjunction with or by another organization? Yes [] No []. (If "Yes", give explanation.)

5. Has Post presented The American Legion Law & Order Certificate to this candidate? Yes [] No []

6. As Post Law & Order Chairman, give reasons for the Post selecting this candidate:

SIGNATURES:

Post Law & Order Chairman

Post Commander

FIRE FIGHTER AWARD

Award to be presented annually at the Department Convention to an outstanding fire fighter selected from local, county, or state fire departments. The individual selected will be chosen from the candidates submitted by Post Law & Order Committees. Nominations must be submitted to Department HQ **POSTMARKED NOT LATER THAN January 1.**

Local Posts should use the following criteria for selection and nomination. The Department Law & Order Committee will make the decision and arrange for presentation at the Convention.

_____, Post # _____, Location:

1. Why is candidate outstanding? (Attach separate sheets of explanation, should include opinions of local leaders, supervisors, etc.)
2. Did candidate commit an act of valor? Yes [] No []. (If "Yes", give explanation.)
3. If such an act was given publicity, please attach clippings, pictures, etc.
4. Has candidate received local recognition (i.e., presentation of plaque, special meeting, banquet, etc., or in conjunction with or by another organization? Yes [] No []. (If "Yes", give explanation.)
5. Has Post presented The American Legion Fire Fighter Certificate to this candidate? Yes [] No []
6. As Post Law & Order Chairman, give reasons for the Post selecting this candidate: _____

SIGNATURES:

Post Law & Order Chairman

Post Commander

HUMANITARIAN AND LIFE SAVING
Dominic Vitally Humanitarian and Lifesaving Award

Award to be presented annually at the Department Convention to the individual selected as the outstanding humanitarian or lifesaver. The individual selected will be chosen from the candidates submitted by Post Law & Order Committees. Nominations must be submitted to Department HQ **POSTMARKED NOT LATER THAN January 1.**

Local Posts should use the following criteria for selection and nomination. The Department Law & Order Committee will make the decision and arrange for presentation at the Convention.

_____, Post # _____, Location:

1. Why is candidate outstanding? (Attach separate sheets of explanation.)

2. Did candidate save a life? Yes [] No []. (If "Yes", give explanation.)

3. If such an act was given publicity, please attach clippings, pictures, etc.

4. Has candidate received Post recognition (i.e., presentation of plaque, special meeting, etc.)?
Yes [] No []. (If "Yes", give explanation.)

5. Has candidate received community recognition or award? Yes [] No [].

Post Commander

EMERGENCY MEDICAL TECHNICIANS

Award to be presented annually at the Department Convention to an Outstanding (E.M.T.) officer selected from local, county, or State agency. The individual selected will be chosen from the candidates submitted by Post Law & Order Committee. Nominations must be submitted to Department Headquarters, POST MARKED NOT LATER THAN December 31 ending Year for consideration at Mid-Winter Convention.

Committee Chairman - Name and phone number _____

Post Number: _____ Location _____

1. Why is candidate outstanding?
Attach a separate sheet of explanations, should include opinions of local leaders, supervisors, etc.
2. Did candidate commit an act of valor? Yes or No
Furnish explanation and documentation.
3. If such an act was given publicity; Please attach clipping & pictures.
4. Has candidate received local recognition (presentation of plaque, special meeting banquet or in conjunction with any other organization, Yes or No.
Write a short paragraph for each event.
5. Has Post presented The American Legion (EMT) Certificate to this candidate? Yes or No
6. As Post Law & Order Chairman, provide written explanation for the Post selecting him or her for this award.

Post Law & Order Chairman _____

Post Commander _____

EMERGENCY MEDICAL TECHNICIANS --- QUALIFICATIONS

Established by the Washington State Department of Health:

1. Paramedic training programs require 1000 to 1500 hours in classroom observing skills, practice in hospital environment, emergency and operating room procedures, field internship, treating and transporting patients while monitored by experienced paramedics a minimum of 130 patient encounters required.
2. Along with intensive training in the assessment and treatment of medical and traumatic conditions paramedics are responsible for knowing how to administer a variety of emergency medications including those used for cardiac arrest resuscitation, pain control breathing problems, nausea and others. Perform invasive procedures such as IV lines and Endotracheal Intubation.
3. According to the DOH website, training programs for EMT's are a minimum of 110 hours classroom time with 10 hours of observation time in a hospital environment, typically the emergency department EMT programs may include observation time on ambulances as well. Ten patient encounters are required by the State.
4. EMT's often are deployed to provide rapid first response and begin assessment of medical and traumatic conditions. ET's are trained in CPR, and automatic defibrillator use, administering oxygen, and in the use of epinephrine autoinjectors for severe allergic reactions.
5. EMT's and paramedics may work on the same ambulance or separately for emergency or routine transport to emergency departments. Ambulances providing transportation between hospitals or care facilities frequently are staffed by EMT's, but some employ paramedics.
6. In Washington State, almost all firefighters are required to be EMT's, and in most jurisdictions provide 911 first responses for medical and traumatic emergencies. Some are designated Firefighter/paramedics.

Notice: The State will soon be changing its EMT training requirement, but not dramatically.

OP 29

VETERANS AFFAIRS AND REHABILITATION

- a. In the interest of an effective organization and to better serve veterans, the Department Veterans Affairs and Rehabilitation (VA&R) Commission has adopted Operating Procedures outlining its duties and responsibilities to formulate and guide the Department VA&R Programs.
- b. This Commission shall consist of a Chairman, one Post Service Officer, VAWS Committee Chairman, one District Service Officer, the Legionnaire holding the appointment to the National VA&R Commission, the Legislative Commission Chairman, the Department of Washington Service Officer, the Department of Washington representative to the Governor's Veterans Affairs Advisory Committee (VAAC), the Women's Veteran Coordinator and the Chairman of the Economics Committee.
- c. This Commission shall meet at the direction of the Chairman or the Department Commander, The Chairman shall report to the Department Commander, the DEC and the annual Department Convention.
- d. This Commission shall annually prepare and present a budget to the Department Finance Commission for their approval prior to the annual Department Convention.
- e. This Commission shall be the advisory board for the Department Service Division.
- f. The VA&R Chairman shall exercise administrative control over all non Full Time and Part Time regular Employees (FTE/PTE) of the Department of Washington. Such volunteer service officers include those non-accredited, but, certified service officers staffing American Legion offices on any federal VA facility including VA Medical Centers, Vet Centers and Community Based Outreach Clinics (CBOC) as well as any other locally established American Legion Service office in Washington, not part of the Department Service Division Professional Network. This administrative control includes, but is not limited to, the following:
 1. Approval authority regarding individuals volunteering to serve as certified service officers at the specified locations.
 2. Coordination of certification training conducted within the Department.
 3. In conjunction with the Department Service Officer and the Department Service Division Training Officer awarding and cancelation of certification of volunteer service officers.
 4. Coordination with District Officers on matters regarding VA&R activities, including Job Fairs, service officer training and other veterans' rehabilitation activities.

- g. The VA&R Chairman or Representative will make at least one visit to each of the Department of Veterans' Affairs medical facilities, the Seattle VA Regional Office and three (3) WDVA facilities during the year. Visitations should be arranged with The American Legion Volunteer Service Representative for a tour of the DVA facilities. The Chairman should also visit the Department Service Office during the year.
- h. This Commission shall be the advisory board for the Chairman and Committee members of The American Legion VA Voluntary Service Committee.
- i. The VA&R and Hospital Committee Chairman shall ensure that the VAVS Hospital Representatives have a copy of the VAVS Guidelines on file at his/her location.

OP 30 DEPARTMENT SERVICE DIVISION

1. MISSION STATEMENT:

To advise and assist Veterans and their family members in obtaining various benefits earned through service to our Country.

2. SUPERVISION AUTHORITY:

The American Legion Department Service Officer is the Director of the Department Service Division responsible for budgets, financial controls, personnel actions, training, quality control and all other duties as described in the Bylaws. The Department Service Officer is responsible for quality control and case management of all claims submitted to the Department of Veterans Affairs by both professional and volunteer service officers accredited or certified within the Department. The Department Service Officer coordinates with the Department Adjutant on matters regarding personnel administration and policies pertaining to regular Full Time and Part Time Employees (FTE/PTE).

The Department Service Officer shall have administrative and supervisory authority to operate the Department Service Division as authorized under the provisions of the Department of Washington By-laws.

The Department Service Division shall be governed by the approved annual budget of the Department of Washington. The DSO shall annually prepare and present a budget to the Department Finance Commission for their approval prior to the annual Department Convention.

3. LOCATIONS:

The American Legion, Department of Washington, Service Division is comprised of professional staff to provide assistance to veterans and their family members. These dedicated individuals include a staff of highly trained, accredited professional veterans service officers who **are** full time or part time (FTE/PTE) employees of the Department.

The Department of Washington Service Division maintains three full-time, professionally staffed service offices at the following locations; Seattle Veteran Affairs Regional Office (VARO), American Lake Campus of the VA Puget Sound Health Care System and at the

Spokane VA Medical Center. Additionally, satellite facilities working out of the American Lake office are located at Joint Base Lewis McCord (JBLM) Army Career Alumni Program (ACAP) center and other locations as necessary.

Seattle VARO
915-2nd Ave Room 1042,
Seattle, WA 98174
206-341-8262

American Lake
9600 Veterans Drive SW
Bldg. 16 Room 111,
Tacoma, WA 98493
253-583-1300

JBLM ACAP
Bldg. 3271
2nd Division Drive
JBLM, WA 98433
253-967-6145
Active Duty Military Members Only

Spokane VAMC
4815 N. Assembly, Bldg. 6A,
Spokane, WA 99205
509-434-7750

WAANG J-9
Camp Murray, WA
253-512-8196

4. OFFICE OPERATIONS:

a. Seattle Service Office:

1. This office is co-located with the Seattle VA Regional Office and its staff work closely with VA Benefits federal employees to facilitate the best practices in the prosecution of each veteran's claim. These dedicated professionals focus on the appeals process, quality control and case management.
2. Service Officers in the Seattle office focus on the VA claim appeal process and will frequently meet with claimants who travel to the Seattle VARO to testify at a local DRO or BVA hearings. Most other communication with individual clients shall be effected through the local service officer responsible for case management of that claim.
3. Given that the office is co-located with the Seattle VARO with access to electronic VA data bases. The Seattle office staff shall be responsible for responding to concerns and inquiries regarding the status of client cases when other options prove to be ineffective.

4. The Seattle Service Office shall be responsible for quality assurance of all fulltime, part time and volunteer veteran service officers.

5. Case management will be accomplished using the VETRASPEC program to reduce the need for paper files.

b. American Lake Service Office:

1. This office includes the office on the grounds of the American Lake campus of the VAPSHCS and a satellite office on JBLM. The service officers work directly with clients in the preparation of their claims for VA benefits. Clients may include veterans and their families as well as active duty personnel.

2. Case management will be accomplished using the VETRASPEC program to limit the need for paper files.

3. The office at JBLM will focus primarily on separating service members provides service to separating (ETS) service members in accordance with DOD/VA agreements and memoranda of understanding. This office may coordinate directly with The American Legion National MEB advocate co-located on JBLM as required.

c. Spokane Service Office:

1. This office is collocated within the grounds of the Mann-Grandstaff VA Medical Center in Spokane. The service officers work directly with clients in the preparation of their claims for VA benefits. Clients may include veterans and their families as well as active duty personnel.

2. Case management will be accomplished with the VETRASPEC program to limit the need for paper files.

3. Support to transitioning service members from Fairchild Air Force Base will also be provided.

5. QUALITY ASSURANCE:

The goal of the Service Division is to achieve the best possible rating decision for our veterans and their families the first time, every time. The Department Service Officer is responsible for the quality assurance of all claims filed by a representative of the Department.

a. All American Legion accredited and certified Veteran Service Officers must send all claims to The American Legion Service Office in Seattle. Seattle, Spokane and American Lake Service Officers will enter claim data using VETRASPEC.

b. Claims will be checked for correctness, forms, content, and Power of Attorney (POA).

c. Post Service Officers claims will be logged into VETRASPEC by the Quality Assurance Officer in the Seattle office.

d. Claims will be delivered to the Department of Veteran Affairs (VA) in a timely manner to protect the date of the claim. Submission will be accomplished even if the claim is flawed and corrective action will be initiated subsequent to the submission as appropriate.

6. TRAINING OFFICER (TO):

The TO shall be an accredited service officer who is an experienced expert in claim processing. Working in coordination with the Chairman of the VA&R Commission, the TO will schedule multi-level training sessions throughout the state for volunteer and employed service officers. Certified contributing service officers will direct questions to the TO and errors made by the contributing service officers, as defined by WDVA, will be reported to the TO, who will explain the error to the volunteer service officer and schedule remedial training as required. The TO is also responsible providing accreditation training to service officers that are to be accredited with The American Legion and provides annual training to accredited service officers at Seattle VARO, American Lake, JBLM, and Spokane offices.

7. ACCREDITED SERVICE OFFICERS:

a. The Department Adjutant has the sole authority to recommend accreditation for a service officer to the Veterans Affairs Office of General Counsel (VAOGC).

b. Accredited service officers will be full-time, part-time or contracted employees of The American Legion Department of Washington unless an exception to policy is authorized by the Department Adjutant.

c. The accredited service officer is the primary contact in filing claims and assisting veterans in the adjudicating of their claims and assisting veterans appealing their claims.

d. The accredited service officer may assist volunteer service officers with claims preparation. Accredited service officers will be required to complete the following:

1. Pass VA criminal background check
2. Maintain the standards of National Accreditation and ethics
3. Follow VA guidelines for security and privacy
4. Complete VETRASPEC training
5. Complete VA TRIP training
6. Log-on VA systems every 30-days (Minimum)
7. Complete department accreditation training
8. Enroll in NLSVP correspondence course as directed by the DSO

8. CERTIFIED SERVICE OFFICERS:

All certified service officers shall be a member in good standing of The American Legion, American Legion Auxiliary, or Sons of The American Legion. All must successfully complete The American Legion, Department of Washington, Certified Service Officers training program, be certified by the TO and be assigned a Service Officer identifier to be indicated on "Green Sheets" when submitting claims. Quality assurance of all claims submitted by a certified service officer shall be the responsibility of the Department Service Officer. Administrative supervision of volunteer certified service officers shall be the responsibility of the Chairman of the VA&R Commission.

9. STAFFING:

- a. Staffing levels for the Seattle, American Lake and Spokane Offices will be determined by current and projected case load and budgetary constraints.
- b. The staffing levels for the WAANG J-9 are based on individual contracts negotiated between the contractor and the WDVA.

OP 31 THE AMERICAN LEGION VA VOLUNTEER SERVICE

- a. In the interest of an effective organization and control of The American Legion Department of Washington Veterans Affairs and Rehabilitation Volunteer Service Activities, operating procedures have been adopted outlining duties and responsibilities to formulate and guide the VA Volunteer Service programs.
- b. The Department Commander, with consultation with the Department Service Officer, Chairman of VA&R Commission and the VAVS Committee Chairman, shall appoint a Representative for each of the five Department of Veterans Affairs facilities with the option of at least one Deputy Representative for each facility. A Chairman of the VAVS Committee shall be appointed from these representatives shall be designated by the Department Commander. Terms of appointment for representatives and deputies are annually.
- c. All appointees shall meet or exceed the criteria for selection as provided in The American Legion National Guidelines for a VAVS Representative and will require annual certification to the director of the medical facility where he/she is to serve by the National Certifying Official of The American Legion.
- d. The Chairman of the VAVS Committee will attend meetings of the VA&R Commission, which will be called at the direction of the Chairman or Department Commander.
- e. The VAVS Chairman will visit each the five Department of Veterans' Affairs facilities yearly. Visitations should be scheduled with the facility Representative or Deputy, facilities to include, Seattle, American Lake, Vancouver, Spokane and Walla Walla.
- f. The VAVS Committee will meet at a time and place as directed by the Chairman, the Department Commander or the VA&R Commission. The Commander and VA&R Chairman shall be notified of all meetings in advance.
- g. This Committee shall annually prepare and present a budget to the Department Finance Commission for their approval prior to the annual Department Convention.

OP 32 PUBLIC RELATIONS

OP 33 LEGISLATIVE COMMISSION

This Commission shall consist of three members. The Commission shall meet at the direction of the Chairman or the Department Commander. The Chairman shall report to the Department Commander, the VA&R and the annual Department Convention. This Commission shall annually prepare and present a budget to the Department Finance Commission for their approval prior to the annual Department Convention. The Commander, at the request of the Chairman, may remove any Commission member for failure to participate actively in the work of the Commission. A notice of such removal shall be sent to the member by Department.

Every effort should be made to:

1. Make and keep in contact with members of the Washington State Legislature.
2. Screen Veteran/Military bills proposed in the Legislative, and endeavor to educate members about these bills.
3. Educate Legion members on how to use the Washington State Legislative Website and use it to make contact with their Legislative Representatives.
4. Encourage all members to register to vote and to exercise their right to vote.

OP 34 LEGION RIDERS ADVISORY COMMITTEE

- 1 All American Legion Riders Programs shall be a post program.
- 2 All Posts will follow National Resolution # 35 and Resolution #32 and any other governing documents from National Organization
- 3 The American Legion Advisory Committee shall give a report to the Department of Washington Executive Committee at least twice a year.
- 4 American Legion Riders Advisory Committee shall consist of the following:
 - (a) The Advisory Committee members shall be an American Legion Rider in good standing of a Chapter in good standing.
 - (b) The American Legion Riders Advisory Committee shall consist of a Chairman, East Vice Chairman, and West Vice Chairman and one District Representative per District.
 - (c) The Department Commander shall appoint the Chairman, East Vice Chairman and West Vice Chairman to serve in such capacity for one year.
 - (a) The District Commander in each District shall appoint one District Representative for their District. If a District does not have an ALR Chapter, that District will have no representation.

- (b) The Legion Riders Advisory Committee shall have the following responsibilities:
- (1) Provide a written report prior to Mid-Winter Department Executive Committee and Department Convention and, when requested by the Department Commander, orally, to the Department Executive Committee and to all Chapter Directors.
 - (2) Promote the Legion Riders and assist in the formation of new chapters.
 - (3) Provide guidance and information to the chapter leadership.
 - (4) All expenses shall be at the discretion of each Post.

OP 35 PUBLICATIONS

**“WASHINGTON LEGIONNAIRE” -
PUBLICATIONS COMMISSION**

- a. The objective and responsibility is to publish bimonthly “The Department Washington Legionnaire” newspaper as a worthy and representative communication of this Department
- b. The Commission is subject to Article No. XIV, Sections 2 & 3 of the By-laws of The American Legion, Department of Washington.
- c. The Auxiliary Editor will be an ex-officio member with voice but no vote.
- d. The Commander may remove a Commission member for failure to participate actively in the work of the Commission. A notice of such removal shall be sent to the member concerned.
- e. It shall be the duty of the Commission to negotiate terms of contracts for the publication of the newspaper and to report their findings to the Department Executive Committee at the Department Convention.
- f. It shall be the duty of the Commission to determine that all published material shall be in accord with American Legion and Department of Washington policy.
- g. The Chairman or his representative will meet with the Permanent Finance Commission at the Commission’s spring planning meeting.

- h. The Chairman or his representative will report to the Committee at Department Convention.
- i. The Commission will be called into session when necessary by the Chairman with notice of meeting to the Department Commander, Publication Commission members, the Editor, and the Auxiliary office.
- j. Expenses will be determined by vote of the Commission within the regular budget.
- k. At each meeting a member will be appointed as recording secretary. One copy of the minutes will be filed with the Department Adjutant and other copies will be distributed as necessary.
- l. Vouchers will be prepared for the payment of all obligations of the Commission.
- m. Budgetary information, both planning and actual expenditures, will be filed with the Permanent Finance Commissions of the Department and the Auxiliary. This information will be otherwise distributed as necessary.
- n. The Commission shall judge or appoint a committee to judge the winners of the Best Post Newsletters for Posts with membership of 15 to 499 and Posts of 500 members and above. The judging of these two awards must be completed by June 1st of each year so that the awards may be announced at the annual Department of Washington Convention held in July of that year.

DUTIES AND RESPONSIBILITIES

- a. The Commission shall be responsible for the setting of policies governing the *Legionnaire* and the Legionnaire Internet web site.
- b. Establish publishing dates and format
- c. Oversee editing and compliance to American Legion standards
- d. Ensure the *Legionnaire* consists of a minimum of twelve pages with six issues per year.
- e. Establish the most economical distribution process.
- f. Establish advertising rates for Department publications and Internet venues.
- g. Negotiate contracts with publisher, printer, editor and advertising sales.

DUTIES OF THE CHAIRMAN

- a. Solicit a minimum of three (3) bids from interested managing editors, publishers and printers during the year prior to the end of contractual date, with such findings and recommendations reported at the final (Pre-convention) meeting of the Department of Washington Executive Committee.
- b. Report on publications operations at all scheduled meetings of the Department of Washington Executive Committee.
- c. Report to the Department of Washington Annual Convention when directed by the Executive Committee or the Department Commander.
- d. Ensure all operating funds received from membership dues, advertising and other sources are properly accounted.
- e. Ensure compliance with Department of Washington voucher procedures.
- f. Ensure the printer is furnished a data disk containing the Department mailing addresses.

SECTION V – POST OPERATIONS

OP 36 POST ADJUTANTS MANUAL (SEE POST ADJUTANTS’ MANUAL)

OP 37 REQUEST FOR DEPARTMENT COMMANDER VISIT



**Area/District/Post
Department**

**Request
Commander**

**for
Visitation**

ALL REQUESTS SHOULD HAVE 45 DAYS NOTICE

Requesting Post / District are responsible for hotel accommodations for the Department Commander. Provide Department Headquarters with Name of Hotel and phone number.

District # _____ Post # _____

Date of event: _____ City: _____

Occasion: _____
(Installation of Officers, district meeting, post meeting, awards ceremony, dinner or banquet, other)

Type of appearance: _____
(Post, District Meeting/Luncheon/Civic Affair/Other)

Location of event: _____
(Post, Civic Building, Local supper Club, etc)

Address: _____

Time of appearance: _____

Who will comprise of the audience: _____

Will the Commander be the main speaker? Yes ___ No ___ _____
How long will he/she be speaking?

Will he/she function in other capacities? _____

Does the event include the commander's spouse? Yes ___ No ___

Does the event a dinner, luncheon or other gathering? _____

Type of attire: _____
(Uniform Blazer and Legion Cap - Suite and Legion Cap or Legion Polo and Legion Cap)

Type of attire: _____
(Formal / Semi-Formal / Casual)

Does the event include the American Legion Auxiliary? _____ SAL? _____

If the Department Commander cannot accept your invitation, do you want a Department Vice-Commander? Yes ___ No ___

What role will the Commander or representative play during function? _____
(Main Speaker, Greetings from Department, Guest/Observer, other)

Has event received PR in Post and Or District: Yes ___ No ___

What news media will be present? Newspaper ___ Press ___ Radio ___ TV ___ Other ___

Press Conference arranged? Yes ___ No ___

Have any other Department Officers or representatives been contacted? Yes ___ No ___ If yes: Who _____

If the function includes a dinner/ banquet it is customary for the meals be complimentary.

Other information that will be of assistance: _____

Name of Post District Phone Number

Post Commander's Name Address Phone Number

Name of person extending the invitation Signature

Phone number Address

ALL REQUESTS ARE MAILED TO DEPARTMENT HEADQUARTERS 45 DAYS PRIOR TO EVENT

- a. The Annual Post Officer and Certification Report shall be emailed in word and PDF formats to Post Adjutants who have email addresses and mailed to posts not having email in April of each year. The report shall also be available on the Department Web Site www.walegion.org under Resources – Post Adjutants. This report provides information to be entered into District Rosters and provides contact information for Post Commanders, Adjutants and Service Officers. Additionally this report is required by the National office to facilitate updating the Post Inquiry information found on www.mylegion.org and other data bases.
- b. This single form replaces three forms, the National Post Commander and Adjutant report, the Post Officer Report and Post Officer Certification forms, previously used.
- c. IAW Department Bylaws, Article XVII, Section 2, all post officers must be certified by the Post Adjutant with the statement as follows: “I hereby certify that each of the above officials is eligible to membership in The American Legion and has the consequent right to serve in an official capacity”. Post Adjutants are required to certify that he or she has reviewed military documents showing date of enlistment, discharge date, branch of service, type of discharge and is eligible to be a member of The American Legion.
- d. Each Post Officer and Certification Form received by Department Headquarters staff will be date stamped and reviewed for completeness. The receipt of the form will be indicated in the AIM data base by changing “NO” to “Yes” under the Post Tab and clicking on “User Field 4” (Post Officer Report) and “User Field 2” (Post Certification). Department staff shall also verify each officer’s current membership standing. The name of any post officer found to be delinquent or those with any discrepancies found during review of the Post Officer and Certification form shall be reported to the Department Adjutant.
- e. After updating AIM and submitting a copy of the report to National Headquarters, the document shall be filed in the appropriate binder for future reference.



Department of Washington

Official Post Officer Report & Certification

Article XVII: Post Organization: Section 2: Post Officers Elected or Appointed

The annual election and installation of Post officers shall be held prior to the Department Convention, except if requested by a Post showing good cause, the Department Commander may grant permission to hold the election on a date as close after the annual Department Convention as practicable.

Department Bylaws: Article XVIII: Post Operation

Section 2: Notification of Post Officer Elections: Immediately following the election of Post officers, the Post Adjutant shall notify the Department Adjutant of the names, addresses, e-mail address, and telephone numbers of all Post officers and shall include the date of election. In addition, the Post Adjutant shall certify the eligibility of each to be a member of The American Legion. Such certification shall include the office, name, military service of eligibility, dates of active duty. **Until such certification is received and approved by Department Headquarters, qualification for the office to which elected cannot be granted.**

Without this report your post will be denied access to mylegion.org, district and national rosters or post inquiries will show no Post Commander or Adjutant. Your convention delegates to the Department Convention cannot be certified to vote.

Names & Information regarding newly-elected / appointed post officers must be reported to the Department Adjutant after the post-election.

Mail forms to Department of Washington, P.O. Box 3917, Lacey WA 98509-3917; fax to 360.491.4373 or email to administrator@walegion.org.

No newly elected or appointed Post officer, regardless of the date of installation, may assume their duties of office prior to the first day following the close of the annual Department Convention.

Notification of Post and Certification of Post Officers Notification of Squadron Commander and Adjutant

Immediately following Post Elections, return original to the Department Headquarters in Lacey. List the address where Legion-related mail should be sent. Please provide all officers' personal mailing addresses, email addresses, as opposed to a Post address. We must contact all officers at their preferred personal addresses.

Department Adjutant

Post #: _____

The following were elected or appointed at _____ meeting held at _____
WA
on _____ and will take office after the close of the Department Convention.
(Date)

POSITION: <i>Commander</i>	Name:	ID Number:
Street Address:	City & State:	Zip Code:
Email address:	Nickname:	
Home Phone:	Business Phone:	Cell Phone:
Date of Enlistment	Date of Discharge	Branch of Service
POSITION: Adjutant	Name:	ID Number:
Street Address:	City & State:	Zip Code:
Email address:	Nickname:	
Home Phone:	Business Phone:	Cell Phone:

Date of Enlistment	Date of Discharge	Branch of Service
POSITION: <i>Service Officer</i>	Name:	ID Number:
Street Address:	City & State:	Zip Code:
Email address:	Nickname:	
Home Phone:	Business Phone:	Cell Phone:
Date of Enlistment	Date of Discharge	Branch of Service

Notification of Squadron Commander and Adjutant

POSITION: <i>Squadron Commander</i>	Name:	ID Number:
Street Address:	City & State:	Zip Code:
Email address:	Nickname:	
Home Phone:	Business Phone:	Cell Phone:
POSITION: <i>Squadron Adjutant</i>	Name:	ID Number:
Street Address:	City & State:	Zip Code:
Email address:	Nickname:	
Home Phone:	Business Phone:	Cell Phone:

I hereby certify that each of the above officials is eligible to membership in The American Legion and Sons of the American Legion has the consequent right to serve in an official capacity.

Attested:

Signature of Post Adjutant

Date

OP 39 CONSOLIDATED POST REPORTS

- a. The Consolidated Post Report form is mailed to all Posts in the state of Washington in late March. The report is a single page and two copies. After the form is completed, send the original and one copy to your Department Headquarters by the date they specify, but no later than June 15. Keep the third copy for the Post's records.
- b. The Consolidated Post Report is perhaps the most important document your Post can complete and submit. This information will be combined with that of other Posts, which submit forms to be put into the report annually sent to Congress. Your Post is encouraged to send a photocopy to your own U.S. Representative. This summary is "US" when the National Commander and others testify on Capitol Hill on behalf of The American Legion and all veterans. Each Post has a story to tell, and when we speak collectively, our strength is magnified.

Office Staff:

- Date stamp receipt of CPR
- Update AIM
 - a. Post Tab
 - b. Locate Post
 - c. Tab 4 (click on arrow to "Yes" for receipt of CPR)
 - d. Advanced Reports
 - e. Annual Reports (print) This report identifies all posts that have or have not submitted the required documents.
- File the pink copy for record
- Make two additional copies (Blood Chairman, Children and Youth Chairman both receive a copy)
- Mail original to National Headquarters.

OP 40 POST DATA FORM

- a. Throughout the year it is necessary for National and Department to contact its Posts regarding membership renewals, awards, Dispatch subscriptions, Veterans Affairs or other important information. In addition, National and Department receive daily requests for Post information from members and potential new members, or others who are looking for information about The American Legion at the local level. Maintaining current Post information on National's and Department files has become more important than ever.
- b. The Annual Post Data Report is used by the Post to inform the Department and National Headquarters of pertinent information regarding the local post, most importantly, membership renewal information. The left column (CURRENTLY ON FILE) shows the information that National and Department have on record for the Post. Updates to the information should be entered in the right column (CHANGE OR CORRECTION).

- c. The Annual Post Data Report must be signed at the bottom of the page by the Post Adjutant or Commander. Unsigned reports will be returned for the authorized signature.
- d. The completed Annual Post Data Report must be forwarded to Department Headquarters no later than April 15, _____ in order for the information to be processed in time for the first 2009 Renewal Notice.
- e. If there is a subsequent change in the Post contact information or a change in the dues amount, the Post must notify the Department Headquarters immediately. National Headquarters will not be responsible for reporting incorrect information if proper notification was not received, or if notification was not received in advance of the established deadlines.



ANNUAL POST DATA REPORT
2013 Membership Year

WA - AMERICAN LEGION POST 0227 (54022700) District 11 Data as of 2/1/2012

Post's Legal Name (as shown on Post Charter):
STARR SUTHERLAND, JR.

Post Location (as shown on Post Charter):
SHORELINE

Current Post Commander:
RICHARD E SESLAR

Current Post Adjutant:
GARY R M TAYLOR

(Contact your Department Headquarters immediately if any of the information above is incorrect.)

Please type or print in ink and forward to the Department by April 15, 2012

CURRENTLY ON FILE:

CHANGE OR CORRECTION:

1) Post's Home (Physical) Address:
14521 17TH AVE NE
SEATTLE WA 98155

2) Post's Mailing Address:
PO BOX 55193
SEATTLE WA 98155

3) Post's Dues Mailing Address:
AMERICAN LEGION POST 0227
PO BOX 55193
SEATTLE WA 98155

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's ID#.

4) Current Annual Post Dues: \$ 35.00

2013 Dues will be \$
Effective Date / /
Month Day Year

5) Post's Telephone Number: UNKNOWN

- -

6) Post's Fax Number: UNKNOWN

- -

Note: Please **DO NOT** use personal phone numbers of members.

7) Post's Email Address:
alwapost227@yahoo.com

8) Post's Internet Website:
UNKNOWN

9) Post's Meeting Date & Time:
1ST TUESDAY EACH MONTH @ 7:00 PM

Post Adjutant or Commander Signature

Date

★ **IMPORTANT NOTICE** ★

Complete and return this form to your Department Headquarters no later than April 15, 2012. Failure to meet this deadline may cause the first 2013 Renewal Notices to be mailed with incorrect information.

(Detailed Instructions on reverse side)

OP 41 PROCEDURES FOR PLACING POSTS ON PROBATION, CANCELLATION, REVOCATION, SUSPENSION OR MERGER OF POST CHARTER

The American Legion National Constitution and Bylaws, as well as the Department bylaws and other directive policies, provide that Departments of The American Legion have only general oversight, not day-to-day operational responsibility, over the Posts within their respective Departments. While posts are part of the overall corporate architecture, each post is a self-directed subsidiary of the corporation and ultimately responsible for the discharge of its own internal management duties and the proper and legal conduct of its affairs.

It is the duty of District Officers to be familiar with the Posts within their District and to assist in maintaining strong and effective Post Officers and membership. When District Officers realize a Post is in trouble, they should offer assistance with Post Revitalization and/or officer training. If these efforts fail, the District Commander should then request a Post be placed on Probation by the Department Executive Committee (DEC) and follow the guidelines of this Operations Procedure. Based on Post/Community reaction, the District Commander may be forced to proceed into recommending suspension, revocation or cancellation of a Post charter utilizing the guidelines below.

National Bylaws do provide for the revocation, cancellation or suspension of the charter of a Post under certain specific conditions. Only then may the Department take control of a Post. This action is reserved for only the most egregious situations and is not common practice within The American Legion.

Article IX, Section 3 of The American Legion Constitution specifies that Post charters are subject to revocation by the National Executive Committee on the recommendation of the Department of Washington. Article III, Section 2 of The American Legion National Bylaws direct that any Post...shall, upon order of the Department Executive Committee, surrender its charter for cancellation. Upon failure to surrender such charter, immediate steps may be taken for its revocation, suspension or cancellation.

Additionally, a Post may voluntarily offer its charter for cancellation due to inactivity or other irresolvable issues. The American Legion National Bylaws Article III, Section 2 also requires that any Post wishing to voluntarily cease to function as a Post must seek and obtain the permission of the DEC prior to surrendering its charter. Only after receiving DEC authorization to turn in its charter may the post be closed. Section 2 reads in part "voluntarily ceasing to function as a Post... shall upon order of the Department Executive Committee surrender its charter for cancellation".

Steps to facilitate this action leading to the cancellation, suspension or revocation of a Post charter, whether voluntarily or involuntarily, are specified by this Operating Procedure. Actions regarding placing a Post on probation, along with the associated/resulting/prescribed procedures and ramifications are also directed by this procedure.

In many cases prior to the implementation of action to revoke, cancel or suspend a Post Charter, the DEC may direct that a Post be placed on probation to facilitate action to assist in the revitalization of the Post. Probation shall be directed by the DEC upon the recommendation of the District Commander of the district wherein the Post is located. A majority of the voting members is required to place a Post on probation.

SIGNIFICANCE OF PROBATION

The District Commander of the Post on probation shall be authorized to work with the existing Post Officers to identify and implement action to facilitate revitalization. All Post officers are to provide fullest cooperation to the District Commander; however, irresolvable concerns may be addressed to the appropriate Department Vice-Commander.

While all revitalization efforts should be executed in partnership with the Post leadership, the District Commander shall reserve and have formal authority to direct Post operations and activities, including but not limited to, the following:

1. Relieve Post officers of their duties.
2. Call post meetings.
3. Chair/preside over post meetings.
4. Supervise/direct Post operations and activities.
5. Schedule training.
6. Review/audit financial records including internal accounts and bank records.
7. Oversee/review membership records.
8. Oversee and schedule the election of new post officers, if required.

This list is not all-inclusive; however, it does highlight some of the more significant ramifications of placing a Post on probation.

The District Commander shall provide monthly progress reports to the Department Commander and report to the DEC.

Should the District Commander prove unable, incapable or unqualified to perform these duties, the Department Vice-Commander or other appropriate officer shall be delegated the authority to execute the probation.

OP 42 PROCEDURES AND POLICIES FOR THE REVOCATION, CANCELLATION OR SUSPENSION OF POST CHARTERS

The National Executive Committee has published a uniform code defining the procedure to be followed in the revocation, cancellation or suspension of Post charters. This Code of Procedures was last amended by that body on November 6-7, 1941. These sections of the Department of Washington Operating Procedures expound on that policy and establish enhanced procedures related to such action.

The American Legion Department of Washington has, historically and traditionally, chosen to either revoke or suspend a Post Charter in situations where charges are filed for misconduct or a Post is in need of extraordinary assistance. A Post charter is cancelled in cases where in a Post

ceases to function due to lack of leadership, membership or merger with another Post or some other situation that would lead to a Post requesting cancellation of its charter. These actions are distinctly different, require different procedures to implement and produce different outcomes. For purposes of this procedure the following definitions apply.

Revocation – This is the most punitive of the charter related actions. It is pursued when a Post has violated the tenets and principles of The American Legion, has not responded to guidance and is beyond rehabilitation or revitalization. It should only be considered in extreme cases. The procedure for the revocation of a Post charter is the most structured. It is precise, time consuming and costly. The Uniform Code of Procedure for the Revocation, Cancellation or Suspension of Post Charters, adopted by the NEC in May 1941 and amended in November 1941 will be followed carefully. This ensures the Post due process when its charter is revoked. The revocation of a Post charter is accomplished only after all other options have been examined and there is no viable recourse. The charter is not held at Department level; rather it will be presented to the NEC for cancellation.

Cancellation – While this action also results in the Post charter being returned to The American Legion National Office where it will be presented to the NEC for cancellation, it is normally accomplished with the consent of the Post members. Therefore, the procedure is less stringent with a lessened requirement to consider due process. Cancellation of a Post charter is essentially an administrative action making it less susceptible to challenge; therefore, there is normally no requirement for a trial. Cancellation of a Post charter is normally less costly than a contested revocation.

Suspension – Suspension of a charter is implemented when the DEC determines that extraordinary measures are warranted to assist in the revitalization of a Post that is in danger of catastrophic failure due to mismanagement, misguided leadership or any other situation that places the Post in jeopardy of financial or operational collapse. The suspension of a post charter is not meant to be punitive. Rather, it is used to allow the Department to legally intercede in the internal affairs of a post. The ultimate goal is to assist the post in getting its affairs in order; reorganizing and getting programs back on track. It is important to note, once again, that the Charter is not cancelled or revoked; rather, it is temporarily suspended to be held at the Department Headquarters with a sincere expectation that it will be restored to the Post upon successful reorganization.

RAMIFICATIONS OF REVOCATION OR CANCELLATION OF A POST CHARTER

In accordance with Article II, Section 3 of The American Legion National Bylaws, upon revocation, cancellation or suspension of the charter of a Post ..., said Post shall immediately cease operations and upon revocation or cancellation shall turn over its charter to its Department Commander or DEC, and the DEC is authorized, empowered and directed by and through its duly authorized agent to take possession, custody and control of all the record, property and assets of said Post;...

Upon cancellation of the charter, the Post is no longer legally allowed to operate a corporation as a Post of The American Legion. The Post Corporation shall be dissolved immediately and neither the Post nor any of its former officials shall be authorized to use the trademark or name

of The American Legion alone or in conjunction with the name of the former Post. To do so would constitute a violation of The American Legion's rights of trademark, trade name and letters patent; therefore, all such use must cease immediately. Failure to cease using the name of The American Legion, American Legion will result in legal action pursuant to 18 U.S.C., Section 705.

The Post essentially ceases to exist; however, should the Post has an American Legion Auxiliary, it may continue to function and apply for status as a "widow" unit. The name and number of the cancelled Post will be allocated to the Auxiliary unit.

RAMIFICATIONS OF SUSPENSION OF A POST CHARTER

Given that this action is not designed to result in the cancellation of a Post charter, the Post may retain the charter until the suspension is lifted. If the suspension action proves unsuccessful and revocation of the Post charter proves to be the only recourse, then proceedings to revoke the Post charter would be initiated.

Suspension of the charter causes the following actions to occur:

1. The Post shall immediately cease operations i.e., stand down, take no further action and await instructions (this includes filing for bankruptcy or liquidating any real and financial assets).
2. Through it duly authorized agent (trustee), The Department of Washington shall take control of all Post activities and operations.
3. All Post Officers are relieved of duty
4. The Department of Washington shall take possession, custody and control of all records, property and assets including but not limited to the following :
 - a. All financial accounts including bank accounts, Certificates of Deposit, investments, etc.
 - b. All real estate and other real property including the Post building
 - c. All post office boxes
 - d. Ceremonial Rifles
5. The Department of Washington shall take control of and process all membership payments
6. Only the Department of Washington shall be authorized to call, sanction or schedule Post meetings
7. The Department of Washington shall officiate at all official Post meetings
8. The Department of Washington shall take steps to revitalize the Post with the goal of reinstating the official Charter
9. The Department of Washington shall schedule and oversee the election of new post officers

This list is not all-inclusive; however, it does specify some of the more significant consequences of the suspension of a post charter.

OP 43 PROCEDURES TO AVERT POST CANCELLATIONS

Cancelling a Post charter is a last resort course of action that is avoided if possible. In fact, for the past several years, The American Legion National Executive Committee has elected to refuse to recognize the cancellation of many post charters. To avoid any future confusion and ensure that every effort to avoid the cancellation of a charter has been made, the following procedure is to be followed.

1. When a post is struggling to survive, the Post Commander will notify his/her District Commander who will in turn activate the membership team which includes the District First Vice Commander, the responsible Department Vice Commander and the Department Membership Chairman to come to the post's assistance.
2. After completing a thorough evaluation of the post's situation, and if it has been determined that assistance from National is appropriate, a formal request shall be made. National has demonstrated their successful pro-active involvement in post revitalizations and has the necessary resources, expertise and staff support at their disposal.
3. If revitalization efforts fail and probation status cannot be averted, the post will be placed on probation upon recommendation by the District Commander at the next Department Executive Committee (DEC) meeting. The District Commander then has 90 days to revitalize the post or request further consideration from the DEC.
4. If the District Commander fails to comply with the provisions above the Department Area Vice-Commander shall presume responsibility of completing the required action addressed in the above paragraphs.

OP 44 PROCEDURES TO VOLUNTARILY TURN IN AN ACTIVE CHARTER:

Should all efforts to avert the cancellation of a Post charter prove unsuccessful, The American Legion By-Laws and Washington State RCW require that all Posts complete a series of actions prior to turning in a Post charter and dissolving its corporation. The initial steps include calling a special Post meeting to vote on closing the Post. A letter announcing this meeting must be mailed to all Post members at least two weeks prior to its being held. The letter must clearly state the "purpose" of the meeting.

At the Post meeting called to consider surrendering the charter, the Post Constitution and Bylaws (C&BL) and Roberts Rules of Order must be followed. Complete and detailed minutes must be kept of the proceedings. The decision to request that the charter be surrendered requires a majority vote of those members present; unless the Post C&BL specifies that a different majority is required.

Once the Post members vote to surrender the charter, the Post must immediately notify the Department Adjutant in writing of that decision. Copies of the member notification letter, minutes of the meeting wherein the vote was taken and an accounting of all Post assets, including real property, must accompany the request to turn in the charter.

The Department Adjutant will notify the DEC which will vote on the matter at their next regular meeting. If approved by the DEC, the Department Adjutant will request, in writing, that the National Executive Committee (NEC) accept the turn-in and cancellation of the Post charter.

Once the DEC approves the closing of a Post, it will close all financial books and records effective the date the surrender is approved. The Post will prepare final financial statements; and conduct an audit of all funds and other assets. A copy of the Post financial records, the records of Post property; along with a final income tax report (form 990) will be submitted to the Regional Director of Internal Revenue with copy provided to the Department Adjutant. The closed records will then be transferred to the Department for safekeeping by the Department Historian.

To complete the closure action, the additional following steps will be taken:

- A. If any Post property and assets are disposed of prior to the DEC authorization to accept the charter, an accounting of all such assets, including detailed minutes of any meeting authorizing the transfer of property or funds, must be provided to the Department Adjutant for review by the DEC. Any remaining property or assets must be turned over to the Department of Washington in accordance with The American Legion National Bylaws Article III, Section 3.
- B. Upon approval by the DEC, the Post may request, in writing, that the Department Adjutant affect a blanket transfer of all remaining members from the cancelled Post to a nearby Post. That action notwithstanding, each member retains the right to transfer to the Post of his/her choice. The Department Adjutant will transfer into all members not transferred by the two options above into Post 110.

Since Posts are individually incorporated in Washington State, the closing corporation (Post) must be formally dissolved. The necessary forms are available from the office of the Washington Secretary of State. When the forms are complete, submit them to the Office of the Secretary of State, file a copy with the Office of County Auditor of the County in which the Post is located and provide copies of all filings and responses with the Department Adjutant.

Please note: The District membership quota will not be adjusted during the membership year in which a Post turns in its charter. Changes may be reflected in next year's membership goal.

POST CANCELLATION CHECKLIST

If a post finds that it can no longer function on their own and its members elect to request cancellation of the Charter, the Post Commander/Adjutant shall notify the District Commander of their desire to close. The District Commander shall then initiate the Post Revitalization program. If the revitalization effort fails, the Post may proceed with the closure action.

- The leadership of the closing post will send a letter to every member of the post notifying them of the proposed action. Such letter will contain the following information.
 - Notification of the proposed action.
 - Date and place of the meeting scheduled to vote on the proposed action.

- The closing post must bring before the members a motion to approve a resolution to close in accordance with Post Bylaws and Revised Code of Washington (RCW) laws concerning non-profit corporations. The motion must pass and minutes of the proceeding must be kept. The motion should address the following as applicable. This list is not exclusive; there will likely be other matters to be considered.
 - The disposition of all post property and assets
 - Status of Life Members - If a member was a Life Member in the closing post, the accepting post can continue the member as a Post (Honorary) Life Member or notify all Post (Honorary) Life Members that they will now have to pay dues each year.
 - Proposed timeline for the implementation of the closure.

- The closing Post Commander and/or Finance Officer shall contact Department to determine if the Post has any outstanding financial obligations due Department to be paid prior to merging.

- Closing Post shall notify the District Commander of the approved actions.

- The responsible District Commander must fill out the National Survey (Encl ____) and complete the “Surrender of Charter or Lost Charter Affidavit” (Encl ____).

- The responsible District Commander shall complete the required certifications of the actions taken to revitalize the closing post, prepare and present a resolution for consideration to the DEC. Copies of the post resolutions approving the closure, the minutes of the post meeting, the letter informing the post members of the proposed action, as well as all other required documentation will be included as attachments in support of the resolution.

- The Post Charter of the closing post shall be available for turn in at the DEC; however, if the post charter cannot be located, an affidavit of lost charter must be completed and submitted.

- The closure must be approved by a majority vote the DEC.

- Once the closure is approved by the DEC, the following actions must be accomplished.
 - The closing Post Commander and/or Finance Officer shall close the post bank account(s) and the residual funds must be turned over to the Department or disbursed as agreed upon by the members of the post.
 - All post documents and property, such as flags, paperwork, etc., shall be turned over to the Department or as determined by the members.
 - If the closing post is incorporated, the Post Commander/Adjutant of said post shall notify the Secretary of State (WA) of their status change.

- Once the closure is approved by the DEC, the Department Adjutant shall be authorized to transfer all members of the Department Headquarters Post or to a Post of their choosing. If even one member of the post is not properly transferred, the post cannot be closed.

- Upon the successful accomplishment of all closure actions, the Department will notify National of the closure and submit the Post Charter for cancellation.

NOTE:

Please send in Member Data Forms for each member being transferred

OP 45 PROCEDURES FOR A LEGION POST TO REQUEST MERGER WITH ANOTHER POST

1. When a post is struggling to survive, the Post Commander will notify his/her District Commander who will in turn activate the membership team which includes the District First Vice Commander, the responsible Department Vice Commander and the Department Membership Chairman to come to the post's assistance.

2. After completing a thorough evaluation of the post's situation, and if it is determined that assistance from National is appropriate, a formal request shall be made. National has demonstrated their successful pro-active involvement in post revitalizations and has the necessary resources, expertise and staff support at their disposal.

3. If revitalization efforts fail and merger with another post is desired, the following steps will be taken.

POST MERGER CHECKLIST

If a post finds that it can no longer function on their own and its members elect to merge with another post within its District, the Post Commander/Adjutant shall notify the District Commander of their desire to merge with another post within their District. The District Commander shall then initiate the Post Revitalization program. If the revitalization effort fails, the Post may proceed with the merger action.

- The leadership of the merging post will send a letter to every member of the post notifying them of the proposed action. Such letter will contain the following information.
 - Notification of the proposed action.
 - Date and place of the meeting scheduled to vote on the proposed action.
- The merging post must determine the post with which it wishes to merge, contact said post and obtain a preliminary agreement to merge.
- The merging (closing) post must bring before the members a motion to approve a resolution to merge in accordance with Post Bylaws and Revised Code of Washington (RCW) laws concerning non-profit corporations. The motion must pass and minutes of the proceeding must be kept. The motion should address the following as applicable. This list is not exclusive; there will likely be other matters to be considered.
 - The post with which it wished to merge.
 - Whether the name of the merging post will be incorporated in the merged post
 - The disposition of all post property and assets
 - Status of Life Members - If a member was a Life Member in the closing post, the accepting post can continue the member as a Post (Honorary) Life Member or notify all Post (Honorary) Life Members that they will now have to pay dues each year.
 - Proposed timeline for the implementation of the merger
- The accepting post must follow the same procedure including notification of members and holding a meeting to vote to approve a resolution accepting a merger with the closing post. Issues addressed by the merging post must also be addressed by the accepting post and the two resolutions must be in agreement. Minutes of the proceedings approving the merger must be kept.
- The merging Post Commander and/or Finance Officer shall contact Department to determine if the Post has any outstanding financial obligations due Department to be paid prior to merging.
- Closing and accepting Posts conducting the merger shall notify the District Commander of the approved actions.
- The responsible District Commander must fill out the National Survey (Encl ____) and complete the “Surrender of Charter or Lost Charter Affidavit” (Encl ____).

- The responsible District Commander shall complete the required certifications of the actions taken to revitalize the closing post, prepare and present a resolution for consideration to the DEC. Copies of the post resolutions approving the merger, the minutes of both the merging and accepting posts, the letters to the members notifying them of the proposed action, as well as all other required documentation will be included as attachments in support of the resolution.
- The Post Charter of the merging post shall be available for turn in at the DEC.
- The merger must be approved by a majority vote the DEC.
- Once the merger is approved by the DEC, the following actions must be accomplished.
 - The merging Post Commander and/or Finance Officer shall close the post bank account(s) and the residual funds must be turned over to the new post or disbursed as agreed upon by the merging and accepting post.
 - All post documents and property, such as flags, paperwork, etc., shall be turned over to the accepting post.
 - If the merging post is incorporated, the Post Commander/Adjutant of said post shall notify the Secretary of State (WA) of their status change.
- Once the merger is approved by the DEC, the Department Adjutant shall be authorized to transfer all members of the closing Post to the accepting Post or to a Post of their choosing.
- When merging – the closing post’s goal will be added to the accepting post.
- Upon the successful accomplishment of all merger actions, the Department will notify National of the merger.

NOTE:

Please send in Member Data Forms for each member being transferred

Date: _____

TO: Department Commander
The American Legion
Department of Washington
P.O. Box 3917
Lacey, WA 98509-3917

I _____, District Commander of District _____

Declare that after a due and diligent search, the Charter of Post _____
_____ cannot be located. I further declared that all the records

and property of whatever kind have been turned in to the Department and/or other Posts or distributed to in accordance with a legal vote of a quorum of the members. I further declared that all members of the Post have transferred to another Post and / or Posts. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20_____ at _____,
Washington.

District Commander

Area Commander

Approved by:

Department Judge Advocate

Department Adjutant

Department Commander

Date: _____

TO: Department Commander
The American Legion
Department of Washington
P.O. Box 3917
Lacey, WA 98509-3917

I _____, District Commander of District _____ do hereby surrender the Charter of _____ Post No. _____. I further declared that all the records and property of whatever kind have been turned in to the Department and/or another post or have been distributed in accordance with a legal vote of a quorum of members. I further declared that all members of the Post have transferred to another Post and/or Posts. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20_____ at _____, Washington.

District Commander

Area Commander

Approved by:

Department Judge Advocate

Department Adjutant

Department Commander

SAMPLE CEASE AND DESIST USING TRADEMARK LETTER

**THE
AMERICAN
LEGION**



DEPARTMENT OF WASHINGTON * P.O. BOX 3917 * LACEY, WASHINGTON 98503
(360) 491-4373 * FAX (360) 491-7442

(DATE)

Mr. Name
Street
Town

Dear Mr. _____:

It has come to the attention of The American Legion Department of Washington that you are using the name of The American Legion Post ____ without authorization from The American Legion or permission of any kind and that you are also continuing to represent yourself as an officer of Post ____ and as an agent/officer of that corporation.

On (Date), The American Legion Department of Washington Executive Committee revoked/cancelled/suspended the charter of Post _____ and relieved you as Post Commander/Adjutant/Officer. Therefore, any actions subsequent to that date are not on behalf of Post ____ as you are no longer authorized to represent or engage in any business on behalf of Post ____ . Any further actions taken on behalf of Post ____ will be considered an infringement of United States copyright laws.

You are advised that the use of the Name of The American Legion alone or in conjunction with The American Legion Post _____, (Town), WA is a violation of The American Legion's rights of trademark, trade name and letters patent and all such use must cease immediately. Failure to cease using the name of The American Legion, American Legion or The American Legion Post _____ will result in legal action pursuant to 18 U.S.C., Section 705.

You are, therefore, directed to immediately notify every individual, corporation, company, partnership or entity with which you have corresponded in any fashion that you did not and do not have authority to use the name or represent The American Legion Post _____.

You are further directed to inform The American Legion Department of Washington, attention the undersigned, no later than the close of business on (Day/date) that you have complied with this letter and will desist in any further violation of The American Legion's rights.

Sincerely,
Department Judge Advocate

This copy of the Application for Supplemental Charter is included in the Department Operating Procedures to address the legal implications of incorporation. The application contains the contractual agreement between the Post and The American Legion. It specifies the subordinate relationship and other provisions to which the Post stipulates.



Application for Supplemental Charter
(For Use of Incorporated Post of The American Legion)

Please read the instructions before filling in the blanks--form to be TYPED in TRIPLICATE
To The American Legion, Department of _____.

_____ (DATE)

We, the members of _____ Post No. _____ having functioned under a regular charter of The American Legion, hereby request the issuance of a supplemental charter in our corporate capacity.

Since the issuance of said original charter, this Post has incorporated under the state laws of _____ for the sole purpose of protecting individual members thereof from liability in the event of litigation against said Post.

This Post has since its incorporation continued its allegiance to the National Constitution and By-Laws of The American Legion and the _____ Department thereof, and the National organization of The American Legion and the _____ Department have continued to recognize said Post as a subordinate unit of The American Legion and of said Department regardless of its incorporation.

The said Post in its corporate capacity makes application for a supplemental charter and by said application it acknowledges and will continue to be bound by all the provisions of the Constitution and By-Laws of The American Legion and the Department of _____ and any and all amendments thereof, and supplements thereto, or repealers thereof, now existing or which in the future may be adopted, as well as all the rules, regulations and orders heretofore, or hereafter, promulgated in pursuance thereof.

1. Present Charter Name _____
Old EIN _____ - _____ Post No. _____
2. Incorporated Name _____
New EIN - _____ Post No. _____
3. City or Town in which Post is located _____
4. Date of Incorporation of Post _____
5. **Attach a copy of the Certification of Incorporation.**

Please include the new name, _____, in its application to
Incorporated Name
the Department of Internal Revenue for a group exemption so that this Post may be exempt from the payment of Federal Income Tax under the provisions of Section 501 (c)(19) of the Internal Revenue Code of 1954, as amended.

ATTEST:

Post Adjutant

Post Commander

There must be found or brought together a nucleus of those eligible, who can be interested in taking the initiative to form a Post. There must be help and stimulation from knowledgeable Legionnaires who are in a position to advise and inform the nucleus.

The work of dedicated Legionnaires who unselfishly devote time and effort to assuring the success of a new Post should not go unrecognized. The National Membership and Post Activities Committee issues "Pioneer Award" citations which a new Post can award at the time it receives a permanent charter to that individual or Post which has been most instrumental in its success. Details are available through Department headquarters.

Contact Department Headquarters for assistance when you are ready to form a new post. Department can provide materials and expertise to assist members in the formation and development of a new post.

Department By-Laws Article XVII, Post Organization, Section 1: Requirements: Each Post shall have a minimum of 15 members in good standing and shall adopt a Constitution and / or By-Laws.

STEP-BY-STEP PROCEDURES

1. Determine the city, town, neighborhood or other identifiable area where there are veterans without a readily available.
2. Make a firm decision that a new Post will be formed to serve the selected area.
3. At this point, clear with the Department Headquarters of The American Legion.
4. Find out from the Department the minimum number required for a Post Charter.
5. At the same time, get the following from the Department: an Application for Temporary Charter, Post Adjutant's Manual, membership applications, etc.
6. Select two or three projects which the new Post will be able to carry out and which will meet local needs or local aspirations.
7. Contact key people in the community and get their approval for a new Post and their suggestions for possible leaders and members. Excellent sources of information are the mayor, school superintendent/teachers, bank managers, real estate agents, insurance men, barbers, bartenders, café operators, police officers, fire Department Officials, etc.
8. Pick the key individual who can serve as the presiding person during organization. Look for leadership talent, enthusiasm and community stature.
9. Pick a name for a Post (**A Post may not be named for any living person.**)
10. Have the Department Headquarters assign a number to the Post.
11. Establish Post dues even before the first organizational meeting.

12. Designate an active secretary-treasurer to serve during the organizational period.
13. Open bank account for Post.
14. Start signing members.
15. Set time and place of organizational meeting.
16. Get signatures of required number on the application for Temporary Charter.
17. Notify all members in writing of time and place of organizational meeting.
18. Publicize formation of Post and organizational meeting through local press, electronic media, notices on shopping center bulletin boards, etc.
19. Check to make sure you have signatures of all members on charter application and the form is fully made out with necessary copies.
20. Do not overwhelm members and prospective officers with literature or too much information. One step at a time does it.
21. Select one or two needed community projects. Emphasize the help The American Legion can give in meeting problems of veterans.

The Officers Guide on page 122-124 provides more detailed information on How to Form a Post, Post Charter, Charters for Incorporated Posts, Eligibility for Membership, Organizational Meeting, Post Officers and An American Legion Activity Center.

SECTION VI - MISCELLANEOUS

OP 47 THE AMERICAN LEGION NATIONAL COLLEGE

The American Legion National College enhances knowledge and appreciation of The American Legion as well as the core values and contributions of The American Legion, The American Legion Auxiliary, The Sons of The American Legion and many of their subordinate programs. The National College prepares young Legionnaires to hold leadership positions in Posts, Districts, Counties, Areas and Departments through education, development, and motivation. The curriculum challenges our student leaders to think critically and creatively about issues confronting The American Legion in the 21st Century.

OP 48 PROTOCOL - See Department of Washington Protocol Manual

OP 49 CODE OF ETHICS and PROFESSIONAL CONDUCT

CHAPTER 1. VISION AND APPLICABILITY

1.1 Vision and Purpose

As officers and members of the American Legion for the Department of Washington, we are committed to doing what is right and honorable. We set high standards for ourselves and we aspire to meet these standards in all aspects of our lives—at work, at home, and in service to our communities.

This Code of Professional Conduct describes the expectations that we have of ourselves. It articulates the ideals to which we aspire as well as the behaviors that are mandatory in our roles.

The purpose of this Code is to instill confidence in our dealings with others and amongst us and to help an individual become a better Legionnaire. We do this by establishing an understanding of appropriate behavior. We believe that the credibility and reputation of The American Legion is shaped by the collective conduct of individual members of the Legion family.

We believe that we can advance our work, both individually and collectively, by embracing this Code of Ethics and Professional Conduct. We also believe that this Code will assist us in making wise decisions, particularly when faced with difficult situations wherein we may be asked to compromise our integrity or our values.

Our hope that this Code of Ethics and Professional Conduct will serve as a catalyst for others to study, deliberate, and act appropriately about ethics and values. Further, we hope that this Code will ultimately be used to build upon and evolve across The American Legion.

1.2 Structure of the Code

The Code of Ethics and Professional Conduct is divided into sections that contain standards of conduct, which are aligned with the four values that were identified as most important to the legion community. Some sections of this Code include comments. Comments are not mandatory parts of the Code, but provide examples and other clarification. Finally, a glossary can be found at the end of the standard. The glossary defines words and phrases used in the Code. For convenience, those terms defined in the glossary are underlined in the text of the Code.

1.3 Values that Support this Code

The values that are most important to a vibrant and meaningful organization are: responsibility, respect, fairness, and honesty. This Code affirms these four values as its foundation. Additionally, this code also affirms the values set forth in the preamble to the constitution of The American Legion

1.4 Aspirational and Mandatory Conduct

Each section of the Code of Ethics and Professional Conduct includes both aspirational standards and mandatory standards. The aspirational standards describe the conduct that we strive to uphold as officers. Although adherence to the aspirational standards is not easily measured, conducting ourselves in accordance with these is an expectation that we have of ourselves as professionals—it is not optional.

The mandatory standards establish firm requirements, and in some cases, limit or prohibit member behavior. Those who do not conduct themselves in accordance with these standards will be subject to disciplinary procedures before the Department Executive Committee.

CHAPTER 2. RESPONSIBILITY

2.1 Description of Responsibility

Responsibility is our duty to take ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result.

2.2 Responsibility: Aspirations (Standards)

As Officers:

2.2.1 We make decisions and take actions based on the best interests of the American Legion, the Department and the national organization.

2.2.2 We accept only those assignments that are consistent with our background, experience, skills, and qualifications.

2.2.3 We fulfill the commitments that we undertake — we do what we say we will do.

2.2.4 When we make errors or omissions, we take ownership and make corrections promptly. When we discover errors or omissions caused by others, we communicate them to the appropriate body as soon they are discovered. We accept accountability for any issues resulting from our errors or omissions and any resulting consequences.

2.2.5 We protect proprietary or confidential information that has been entrusted to us.

2.2.6 We uphold this Code and hold each other accountable to it.

2.3 Responsibility: Mandatory Standards

As officers, we require the following of ourselves and our fellow Legionnaires:

Regulations and Legal Requirements

2.3.1 We inform ourselves and uphold the policies, rules, regulations and laws that govern our work and volunteer activities.

2.3.2 We report unethical or illegal conduct and, if necessary, report same to those affected by the conduct.

Ethics Complaints

2.3.3 We bring violations of this Code to the attention of the Department Executive Committee for resolution.

2.3.4 We only file ethics complaints when they are substantiated by facts.

2.3.5 We pursue disciplinary action against an individual who retaliates against a person raising ethics concerns.

CHAPTER 3. RESPECT

3.1 Description of Respect

Respect is our duty to show a high regard for ourselves, others and the resources entrusted to us. Resources entrusted to us may include people, money, reputation, the safety of others, and natural or environmental resources.

An environment of respect engenders trust, confidence, and performance excellence by fostering mutual cooperation — an environment where diverse perspectives and views are encouraged and valued.

3.2 Respect: Aspirational Standards

As officers:

3.2.1 We inform ourselves about the norms and customs of others and avoid engaging in behaviors they might consider disrespectful

3.2.2 We listen to others' points of view, seeking to understand them.

3.2.3 We approach directly those persons with whom we have a conflict or disagreement.

3.2.4 We conduct ourselves in a professional manner, even when it is not reciprocated.

3.3 Respect: Mandatory Standards

As officers, we require the following of ourselves and our fellow committee members:

3.3.1 We negotiate in good faith.

3.3.2 We do not exercise the power of our expertise or position to influence the decisions or actions of others in order to benefit personally at their expense.

3.3.3 We do not act in an abusive manner toward others.

3.3.4 We respect the property rights of others.

CHAPTER 4. FAIRNESS

4.1 Description of Fairness

Fairness is our duty to make decisions and act impartially and objectively. Our conduct must be free from competing self-interest, prejudice, and favoritism.

4.2 Fairness: Aspirational Standards

As officers:

4.2.1 We demonstrate transparency in our decision-making process.

4.2.2 We constantly reexamine our impartiality and objectivity, taking corrective action as appropriate.

4.2.3 We provide equal access to information to those who are authorized to have that information.

4.2.4 We make opportunities equally available to qualified candidates.

4.3 Fairness: Mandatory Standards

As officers, we require the following of ourselves and our fellow Legionnaires:

Conflict of Interest Situations

4.3.1 We proactively and fully disclose any real or potential conflicts of interest to the appropriate stakeholders.

4.3.2 When we realize that we have a real or potential conflict of interest, we refrain from engaging in the decision-making process or otherwise attempting to influence outcomes, unless or until: we have made full disclosure to the affected stakeholders; we have an approved mitigation plan; and we have obtained the consent of the stakeholders to proceed.

Favoritism and Discrimination:

4.3.3 We do not hire or fire, reward or punish, or award or deny contracts based on personal considerations, including but not limited to, favoritism, nepotism, or bribery.

4.3.4 We do not discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, or sexual orientation.

4.3.5 We apply the rules of The American Legion without favoritism or prejudice.

CHAPTER 5. HONESTY

5.1 Description of Honesty

Honesty is our duty to understand the truth and act in a truthful manner both in our communications and in our conduct.

5.2 Honesty: Aspirational Standards

As officers:

- 5.2.1 We earnestly seek to understand the truth.
- 5.2.2 We are truthful in our communications and in our conduct.
- 5.2.3 We provide accurate information in a timely manner.
- 5.2.4 We make commitments and promises, implied or explicit, in good faith.
- 5.2.5 We strive to create an environment in which others feel safe to tell the truth.

5.3 Honesty: Mandatory Standards

As officers, we require the following of ourselves and our fellow Legionnaires:

- 5.3.1 We do not engage in or condone behavior that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding information that, if known, would render our statements as misleading or incomplete.
- 5.3.2 We do not engage in dishonest behavior with the intention of personal gain or at the expense of another.

APPENDIX

Glossary

Abusive Manner. Conduct that results in physical harm or creates intense feelings of fear, humiliation, manipulation, or exploitation in another person.

Officer. An elected or appointed member of the American Legion Department Executive Committee.

Conflict of Interest. A situation that arises when an officer is faced with making a decision or doing some act that will benefit the officer or another person or organization to which the officer owes a duty of loyalty and at the same time will harm another person or organization to which the officer owes a similar duty of loyalty.

Duty of Loyalty. A person's responsibility, legal or moral, to promote the best interest of an organization or other person with whom they are affiliated.

OP 50 Department of Washington Official Commander Vehicle

1. The Department of Washington will provide a corporate vehicle for use by the Department Commander in the pursuit of his or her official duties. Due to the marketing value of a highly visible, official vehicle it is expected that the Commander use this vehicle as a tool to promote The American Legion during his or her term.
2. The vehicle will be presented to the newly elected Department Commander each year at the Post Convention DEC meeting.

3. The vehicle will bear, at minimum, the logo of The American Legion, “Commander” and “Department of Washington”, website and Department phone number.
4. Option choices for the vehicle are subject to change as different items become available or standard. Suggestions are for an All-wheel drive vehicle to include a navigation system, Blue Tooth or hands free communication system and tow package.
5. This vehicle will be maintained according to manufacturer’s recommendations. Records must be kept with the automobile.
6. An overall annual assessment of the vehicle is to be provided to the DEC’s third regular scheduled meeting. The commander is to inform the DEC of repairs that have been required and completed; and any concerns he or she may have in regards to the condition of the vehicle.
7. The vehicle shall be titled in the name of The American Legion Department of Washington. Insurance, maintenance and other normally associated expenses will be borne by the Department of Washington. The Department of Washington Commander will be registered as the primary driver; however other drivers may be authorized by the Commander to operate the vehicle for official purposes.
8. Funding for the purchase or lease of a replacement vehicle is to be approved by the DEC. The only exception would be in case of major failure of the vehicle wherein the repair costs would exceed \$5,000.00. In such circumstance, the current Commander, the Department Adjutant and the Department Finance Officer will work as a team to replace the vehicle and inform the DEC of process.
9. Financing for the acquisition of a new vehicle may come from a withdrawal from the Department Investment Fund or dealer financing, whichever is more cost effective.

OP 51 THE AMERICAN LEGION DEPARTMENT OF WASHINGTON BAND

Mission Statement:

The American Legion Band’s mission is to represent the American Legion, the local community, the State of Washington and the citizens of the United States in a positive and professional manner through musical performances presented to the public. These performances include music of historical, patriotic, motivational and pure entertainment value. Through our efforts we hope to encourage involvement and support of the general public and to continue the legacy of band music and band music performance practices. To accomplish this mission the band operates using the following format and procedures.

1. Band Advisory Committee: The Band Advisory Committee shall consist of the following five (5) members:
 - (a) A Band Chairman who shall be appointed by the Department Commander upon recommendation from the full band. A Band Manager who shall be selected by a vote of the full band and appointed by the band chairman. A Band Finance officer who shall be appointed by the band Chairman. The Musical Director shall be appointed by the Band Chairman after a vote of the full band. A Band volunteer member shall be appointed as needed. The Band Chairman, Manager, and Finance Officer must be Legion Members. The Musical Director and band volunteer, because of the expertise required, need not be a Legion Member but a Legion Member is preferred if possible.
 - (b) The Band Advisory Committee shall have the following responsibilities to the American Legion Department of Washington Headquarters:
 - a. Promote and support the band in all of its goals and missions
 - b. Coordinate band involvement in annual state convention
 - c. Provide communication and reports as required to the Department Commander and/or Executive committee
2. Band Advisory Committee terms and responsibilities by position:
 - (a) Committee Chairman is confirmed by full band vote and is continued for an indefinite term. The chairman must be an American Legion member in good standing and devoted to the band and its mission. Full band vote is required to remove a person from this position and this position must be filled at all times. In case of emergency the band manager may act as chairman till the emergency no longer exists or the position is filled by band vote. Chairman responsibilities include:
 - (1) Liaison between band and department headquarters
 - (2) Call for and preside over special meetings as necessary
 - (3) Assist in community relations
 - (4) Coordinate hotel accommodations for band member's annual convention participation
 - (5) Advise manager of any information from headquarters or elsewhere that may impact the band
 - (6) Advise and participate in budget meetings by department headquarters and band budget meetings

(b) Band Manager is confirmed by full band vote and continues for an indefinite term. The band manager must be an American Legion member in good standing and devoted to the band and its mission. Full band vote is required to remove a person from this position. Any member of the band may request a removal of a person from the manager position if it is deemed that effective management is not being accomplished. Band manager duties and responsibilities include:

- (1) All aspects of scheduling to include contact with sponsor, obtaining particulars of concert/parade, informing the band, signing of contract where applicable, publishing commitment information, and final arrangements on site
- (2) Maintain and update rosters both email and informational rosters.
- (3) Assist the music director in any manner to aid in a successful performance
- (4) Recruit and welcome new members
- (5) Prepare reports as necessary
- (6) Answer all calls and correspondence directed at the band
- (7) Organize and assist in any activity that enables the band to be more productive
- (8) Act as the liaison between the rehearsal site administration and the band
- (9) Coordinate the annual Christmas Concert
- (10) Publicize all concerts as much as possible promoting the band and its mission where ever and whenever possible
- (11) Forward donations to the band finance officer
- (12) Maintain an accurate inventory of band items
- (13) Maintain band library as time permits
- (14) Issues clothing items to new personnel

(b) Band Finance Officer is confirmed by Members of the Band Advisory Committee and is of an indefinite term. Band Finance Officer responsibilities are as follows:

- (1) Keep accurate records of all American Legion Band monetary exchanges
- (2) Make deposits and withdrawals from the band bank account as needed for authorized expenses
- (3) Write checks covering receipts for goods or services the band has received
- (4) Maintain band checkbook and present to Department Headquarters Finance officer for Quarterly review

(c) Musical Director is confirmed by the members of the Band Advisory Committee based upon full band vote. Term of position is initially a one year probationary period followed by a full band vote of approval for continuation determined by the Band Advisory Committee. Musical Director duties include:

- (1) Rehearses band on a weekly basis

- (2) Selects and rehearses music appropriate for upcoming performances
 - (3) Directs the band in concerts
 - (4) Responsible for program order and communicating to the band the music selected at least one week prior to commitment
 - (5) Be a community relations advocate for the band and the American Legion
 - (6) Recommend to the Band Advisory Committee music to be purchased for future events
 - (7) Be the final authority on musical and personnel issues within the band
- (d) Band Volunteer is a person voted upon by the full band to support the overall mission of the band in any manner deemed necessary by the Band Advisory Committee and the responsibilities include:
- (1) Act as a liaison between the band and the band committee
 - (2) Advise the Committee or a member of the committee of any issue that has an impact upon the band and its ability to perform
 - (3) Help whenever possible

3. Band Member Eligibility:

- (a) Any experienced musician is eligible to join the band. It is not required to be a Veteran or an American Legion Member although it is highly recommended. Should sections become filled, preference will be given to Legion Members with appropriate musical capabilities. Final instrumentation decisions if necessary are the responsibility of the Musical Director.
- (b) As this is voluntary, devotion to musical rehearsals and musical goals is required as much as possible.
- (c) It is requested that all physically able members march in the summer parades. It is not a requirement but all instrumentation needs to be present to effectively produce acceptable music and properly represent the American Legion.

4. Band Member Responsibilities:

- (a) Attend rehearsals regularly and arrive early to assist in set up and warm up of individual equipment
- (b) Set up and put away your own chair, stand and music folder.
- (c) Maintain uniform items provided by the band and wear the designated uniform properly for commitments
- (d) Maintain your music folders and keep them up to date
- (e) Practice your parts and be the best musician you can
- (f) Maintain appropriate bearing and discipline during rehearsals and concerts
- (g) Be a positive representative of the American Legion at all times by your appearance, comments and actions

- (h) Communicate performance absences to the band manager in a timely manner so arrangements can be made covering your absence
- (i) Upon termination of a member's involvement with the band all uniform, music, and any other property that belongs to the Legion Band, must be returned to the band manager or a band representative

5. Band Performance Venues:

- (a) Events honoring any United States military veteran(s) such as programs at the state capital campus, school Veteran's Day assemblies and Memorial Day events. Veteran events receive priority but all events are considered
- (b) Parades supporting local community events as our scheduling allows
- (c) Annual participation in the state American Legion conference which is held in different parts of the state each year
- (d) When possible small groups may be requested for smaller events and as with parades a donation is requested but not required
- (e) Performance dates and commitment decisions will be open for full band discussion and vote. This is necessary to ensure availability of full instrumentation. Most voting will be done at a rehearsal but occasionally email correspondence may be required for speed
- (f) A donation from the organizations we perform for is requested but not required. All funds received help defray the costs of music, uniform, transportation, instruments and all other overhead costs

OP 52 DISTRICT / POST CHAPLAINS RECOGNITION

Chaplains are important officers in the Posts and Districts of The American Legion, Department of Washington.

The chaplain does not have to be a clergyman, but one who is willing to serve as the chaplain. The person serving in the office should demonstrate a sense of spiritual maturity and be committed to the chaplaincy and a person of integrity. He / She must be willing to administer to people whenever there is a need. They should be elected or can be appointed by the commander.

The American Legion, Department of Washington, would like to recognize a Post/District chaplain at the Department Convention who has performed their duties in an exceptional manner and beyond basic normal duties.

Qualifications of Chaplains

1. The Chaplain demonstrates a sense of spiritual maturity.
2. The Chaplain is committed to the chaplaincy.
3. The Chaplain is a person of integrity and high moral standards.
4. The Chaplain provides the Spiritual counsel needed by the commander and members of the Post/District.
5. The Chaplain has a positive attitude towards himself/herself.
6. The Chaplain keeps things confidential.

Work of the Chaplains

1. The Chaplain opens and closes all Post/District meetings.
2. The Chaplain should pray for the Post/District leadership.
3. The Chaplain must be aware of Post members who are ill or in need.
4. Chaplains should send cards: Get well for the ill, Sympathy, and Thinking of you for members who have missed meetings.
5. Chaplains may make hospital visits, home visits, or nursing home visits.
6. Chaplains should be prepared to conduct or attend funerals.
7. Chaplains should be prepared to conduct or attend memorials.
8. Chaplains should conduct Post/District rituals.
9. All Post chaplains should report the number of members in their post who have passed away during the year. This report should be provided for the District Commander and Chaplain by 15 June of each year.

The American Legion
Department of Washington

Chaplain's Recognition:

Chaplain's Name: _____

Post #: _____ City: _____ District: _____

Phone #: _____ E-Mail: _____

Date: _____

Number of visits:

- A. Hospital visits _____
- B. Home visits _____
- C. Nursing Home visits _____

Participated:

- A. Funerals conducted/attended _____
- B. Memorials conducted/attended _____
- C. Rituals conducted/attended _____
- D. Number of Posts Reporting Deceased _____
- E. Other events: Described: _____

Cards sent:

- A. Get well _____
- B. Sympathy _____
- C. Thinking of you _____

Post or District Commanders comments for recommending the Post / District Chaplain

Post/District Commander's Name: _____

Post / District Commander's Phone Number: _____

Post / District Commander's Signature: _____

OP 53 DEPARTMENT AND DISTRICT OFFICER CERTIFICATION

All Legionnaires aspiring to be elected to Department leadership positions including District Commanders, District Vice-Commanders, Department Commander, Department Vice-Commanders, National Executive Committeeman, Alternate Executive Committeeman, Department Sgt-at-Arms, Historian, and Chaplain are to submit the following documents to the Department Adjutant within ten working days of announcing their candidacy.

- a. Post Resolution of endorsement
- b. DD Form 214 (showing character of discharge)
- c. Prominent Legionnaire Questionnaire

Department Adjutant, Judge Advocate, Service Officer, and Finance Officer are to submit their DD Form 214 and Prominent Legionnaire Questionnaire ten working days after their appointment.

The Department Adjutant is required to certify each elected and appointed officer in according to National directives; *“Pursuant to the action of the 13th Annual National Convention of The American Legion at Detroit, Michigan, September 24, 1931, I have examined the service record of each of the following officials who have been duly elected or appointed to serve the Department of Washington for the ensuing year:”* and submit the appropriate National Certification to the National Judge Advocate.

Background checks are conducted on District Commanders, District Vice-Commanders and other candidates for Department Office who, by virtue of their positions, may be required to associate with children and “at risk” individuals, prior to the voting at Department Convention.