



**NATIONAL EXECUTIVE COMMITTEE MEETING
HELD ELECTRONICALLY VIA GO TO WEBINAR**

**Saturday
August 29, 2020**

**American Legion Auxiliary National Headquarters
3450 Founders Road
Indianapolis, Indiana**

National Executive Committee Meeting

Saturday, August 29, 2020

National Officers

National President Nicole Clapp
National Vice President..... Kathy Daudistel
Central Division National Vice President Ruth Gott
Eastern Division National Vice President Carolyn Baranowski
Northwestern Division National Vice President Rhonda Larkowski
Southern Division National Vice President..... -
Western Division National Vice President..... Cheryl Park
National Chaplain..... Mary Anne Casadei
National HistorianPeggy Monroe
National Secretary Linda Boone
National Treasurer..... Marybeth Revoir

Invited Guests

Executive Director..... Kelly Circle
Director of Finance..... Gary Ward

Past National Presidents

Linda Boone
Linda Newsome
Virginia Hobbs
Kristine West
Desireé Stoy
Rita Navarreté
Carlene Ashworth
Peggy Thomas
Nancy Brown-Park
Janet Jefford
Sharon Conatser
Mary Davis
Diane Duscheck
Kathy Dungan

National Executive Committee persons

Alabama Judy Daughtry
Alaska..... Penelope Mazonna
Arizona Cynthia Queen
Arkansas Patricia Murray
California..... Linda Workman
Colorado Ann Ritacco
Connecticut Debra Knickerbocker
Delaware Carol Feeley
District of Columbia..... Lauren Lloyd
Florida Michele DeGennaro
Georgia Jane Lawrence
Hawaii -
Idaho..... Toni Gimpel
Illinois Debra Lewis
Indiana..... Betty Slagle
Iowa..... Ann Crawford

Kansas	Debra J. Haas
Kentucky	Jerilynn Kabel
Louisiana	Mary Cauthen
Maine	-
Maryland	Patti Lach
Massachusetts	Donna Blattenberger
Michigan	Deborah Williamson
Minnesota	Raleen Tolzmann
Mississippi	Tina Hurst
Missouri	Marsha Mooney
Montana	Kathryn Long
Nebraska	Kathleen Mazur
Nevada	Glynis Seeley
New Hampshire	Carol Maynard
New Jersey	Linda Stadler
New Mexico	Cecilia Martinez
New York	Deborah Morris
North Carolina	Janice MacLeod
North Dakota	Tammy Ryberg
Ohio	Kathleen Heichel
Oklahoma	-
Oregon	Pam Seelye
Pennsylvania	Melissa Hrinya
Puerto Rico	Amanda Torres
Rhode Island	Karen Panzarella
South Carolina	Patricia Jarvis
South Dakota	Laura "Susie" Clyde
Tennessee	Kathleen Leedy
Texas	Christine Trahan
Utah	Nancy Aerts
Vermont	Corinna Colson
Virginia	Sallie Rossman
Washington	Eva Wallace
West Virginia	Rhonda Best
Wisconsin	Laura Calteux
Wyoming	Vicki Paddock

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This regular meeting of the 2019-2020 National Executive Committee was conducted electronically due to the COVID-19 pandemic, which prohibited assembly in person. The NEC assembled in a virtual meeting through the use of the Go To Meeting Webinar online platform. Attendance was verified by American Legion Auxiliary National Headquarters staff and the electronic sign-in records of the online platform. Voting was conducted through Go To Meeting's electronic polling platform with instant results on screen and verified by NHQ staff.

(Meeting called to order at approximately 2:00 p.m. Eastern Time.)

NATIONAL PRESIDENT NICOLE CLAPP: The National NEC Committee meeting will now come to order. Mary Anne Casadei, our National Chaplain, will lead us in the invocation this afternoon.

NATIONAL CHAPLAIN MARY ANNE CASADEI: Blessed is the servant who loves his brothers and sisters, who supports and encourages them, blessed is the servant who lifts his brothers and sisters when they are in need. No one goes this way alone. And it is because of organizations like the American Legion Auxiliary we do not have to. As we go about our business today, look upon us with favor; give us smooth sailing, and happy hearts to get us through this day. Bless our president, Nicole, as she navigates us through this difficult year, and give her the strength and courage and wisdom she will need. Amen.

PRESIDENT CLAPP: And welcome, everyone to our second virtual NEC meeting. Since our last meeting in May, we've worked very hard to make adjustments in an effort to give you the best virtual experience possible. For example, we have asked all voting NEC members to login a bit earlier to do roll call so we're not taking time away from the meeting. We also scheduled virtual training sessions with all presenters and the NEC members so that everyone could become more familiar with the virtual platform before today's meeting. The headquarters staff has done a great job, making sure each virtual meeting is better than the last one. Thank you, staff. While it is true, that we've made many adjustments, I would like to remind everyone, this is only our second virtual NEC meeting. So the name of the game is "patience and flexibility." And I know you're all raising your hand and saying, "OK, Nic, great!" Here we go. So, now, I want to know everyone participating in the tech rehearsal, but let's touch on a few of those key points to make sure this meeting does run smoothly. Number one, your microphone was automatically muted when you entered the meeting. I remind you that only members of the NEC may speak. The "Raise Your Hand" feature is the virtual version of walking up to the microphone to be recognized. So, if you need to make a motion, second a motion, engage in debate, you will simply raise your hand to be recognized by the chair. Once the chair recognizes you, your microphone will be turned on, and we will ask that you state the following: your full name, the department, and whether you have a motion or wish to engage in debate. Finally, the "Question Tool" is only for questions regarding any NEC business. For example, if you have a question during a presentation, please use the question tool, and one of the headquarters staff will make sure to get your question answered. If it's used inappropriately for conversations, we run the risk of important questions being missed, so please use the question box for any of the business. Just like our meeting in May, when it's time to vote, a voting box will pop up on your screen. If you are in favor of the motion, you will click the "YES" button. If you are opposed, you will click on the "NO" button. If you wish to abstain, simply do not click either button. The

voting box will automatically disappear when voting is closed. Even though a voting box will appear on every attendee screen, I remind you that voting is only for voting members of the NEC. If you are not a voting member of the NEC, please do not vote. The box will disappear automatically. So, let's do a test vote: if you decided to skip wearing makeup today because no one can see you on screen, please answer in the affirmative by clicking on the Yes button. If not, please click the No button. Here we go. *[pause]* Voting is now closed. Well, as you can see, 75% of you have a makeup-free day today. See, there are advantages to having virtual meetings. If there are no objections, the debate today will be limited to two minutes for each speaker. No person shall speak on the same question more than twice without the consent of the body. I also remind you that we do have a timer here so we are fairly enforcing the rule. Are there any questions? Please raise your hand to be recognized at this time. *[pause]* As you have all seen in your packet, we added an official National Secretary and National Treasurer Report. This new feature will become a staple in all future NEC package. I draw your attention now to the Minutes Approval section of the National Secretary's Report. This is where you can find the information regarding when the Minutes Approval Committee met and where to find the official proceedings online. As NEC members, you have the right to make corrections to the proceedings. If you feel the committee missed something, these corrections can be brought to our attention today or at any future NEC meeting. I want to thank this year's committee, which consisted of NECs from Mississippi, from Kentucky, and from Florida. I would now like to have some introductions before we start the consent agenda. I would like to recognize National Vice President Kathy Daudistel, from the Department of Kentucky. And I also have on the screen with me today, Kelly Circle, our Executive Director. And behind the scenes, we have our trusty professional parliamentarian Chris Dickey, who is here at National Headquarters with Kelly and myself. So thank you to Kathy, Kelly, and Chris. I also wanted to say welcome not only to the NECs, but the national officers, past national presidents, national chairmen, and all those that are participating in the call today. Thank you again. *[unintelligible]* raised, OK, so just a second, before we move on to the consent agenda. Just testing us, and that's OK. The "Hand Raise" feature work, we know that has been tested for us, so, thank you.

As usual, we will be utilizing a consent agenda. Information about the consent agenda, and how it works was circulated in advance, along with the following items listed on the consent agenda: the unit charter cancellations since February of 2020; confirmation of national appointments; we have one Audit policy titled Confidentiality; and 14 financial policies with the following titles: Business credit card, Complimentary Ticket and Registration, Disbursement of Funds, Endorsement, Member Benefits, Membership List Protection, Merchandising and Licensing, National President's Special Project, National Headquarters Purchasing Policy, Prepaid Expenses, Protection of National Officer Signatures, Reserve Funds, Solicitation and Acceptance of Donations, Gifts, and Grants, and the National President and National Vice President Information Technology Equipment.

Before we move forward to vote, I would like to highlight two items that are different from the NEC packet, which you received via e-mail on Friday, August 21st. One item on the consent agenda previously circulated included a 15th financial policy. Based on questions received during our NEC Q & A session held this past Wednesday on the 20th, we have decided to remove the National President Foreign Travel Policy from the consent agenda, and we'll be presenting it as a standalone policy during the Finance Committee Report. This will allow for questions on the policy to be discussed amongst the board *[unintelligible]*. So if everyone would

turn to the National Appointment List, we have made one change under the Constitution and Bylaws. Please strike the name Natalie Chevalier-Myers, and she has been replaced by Wanda Brant for the position of Committee Member. If you are looking at the updated list, you will already see that change has been made for you. OK, do we need to have any questions raised at this point? *[unintelligible]* OK.

LAURA CASEY: We have one question.

PRESIDENT CLAPP: OK, thank you, Laura.

LAURA CASEY: You're welcome. Will you please recognize Janet Jefford? Janet, your mic should go live.

PRESIDENT CLAPP: Good afternoon, Past National President.

LAURA CASEY: You still may have to unmute yourself.

JANET JEFFORD: Hello?

LAURA CASEY: Yeah, we can hear you now.

JANET JEFFORD: All right. At our DEC meeting, we voted not to pull the charter of 135, and I notice it's still on the list of pulled charters. So could that please be removed? Unit 135.

PRESIDENT CLAPP: William Wilson?

JANET JEFFORD: Yes. Yes

PRESIDENT CLAPP: OK. Thank you.

[background unintelligible conversation]

PRESIDENT CLAPP: *[unintelligible]* consent agenda will be considered as a group with no discussion moving forward.

LAURA CASEY: Um, there's a couple more questions.

PRESIDENT CLAPP: OK.

LAURA CASEY: Will you please recognize NEC Glynis Seeley?

PRESIDENT CLAPP: The chair recognizes Nevada NEC Glynis. Good morning to you, no, it should be afternoon by now, I think.

NEC [NV] GLYNIS SEELEY: Actually still it's good morning, I still have 45 minutes to morning, and I was wondering if we could possibly remove the Purchasing Policy from the consent agenda for further clarification.

PRESIDENT CLAPP: Did you say, for clarification, that you would like the Purchasing Policy removed from the consent agenda. Is that correct?

NEC [NV] GLYNIS SEELEY: Yes, ma'am.

LAURA CASEY: Wanda Brant replaced Natalie Chevalier-Meyers, is that correct?

PRESIDENT CLAPP: For the vacancy for Natalie. That is correct, on the Constitution and Bylaws committee member. *[unintelligible]* hands raised at this point.

LAURA CASEY: Yes, would you please recognize NEC Eva Wallace?

NEC [WA] EVA WALLACE: NEC Eva Wallace, Department of Washington. I would like to have further discussion on the IT equipment policy. I just had a question about it before we vote on it.

PRESIDENT CLAPP: We'll add the IT...we'll pull the IT policy, as well as the Purchasing Policy from the consent agenda

NEC [WA] EVA WALLACE: Thank you.

PRESIDENT CLAPP: *[unintelligible]* raised, Laura?

LAURA CASEY: I believe there are no more hands raised. *[pause]* I see one actually, that just came on.

PRESIDENT CLAPP: OK.

LAURA CASEY: Will you please recognize NEC Deborah Morris?

NEC [NY] DEBORAH MORRIS: Deborah Morris, Department of New York. I move that we accept the consent agenda.

PRESIDENT CLAPP: *[unintelligible]* motion made. Is there a second?

LAURA CASEY: Will the chair please recognize Debra Lewis?

PRESIDENT CLAPP: *[unintelligible]* Department of Illinois NEC?

LAURA CASEY: She may need to unmute herself.

NEC [IL] DEBRA LEWIS: Debra Lewis, Department of Illinois. I second.

PRESIDENT CLAPP: Anything else, Laura?

LAURA CASEY: I believe that's it.

PRESIDENT CLAPP: *[unintelligible]* consent agenda, we will remove the Purchasing and the IT Policies *[unintelligible]* a motion and a second for the approval of the consent agenda. All those in favor, please vote yes. Those opposed, vote no. Voting is now open. *[pause]* Results 100% agree with the consent agenda with the removal of the policies of Purchasing and IT. Thank you. We will address those policies as they're financially related in the Finance section of the meeting.

OK, on the agenda, now it's time to hear what your National President has been up to, so good afternoon, National Officers, Past National Presidents, members of the NEC, staff and guests. Our 16th President of the United States once said, "We live in the midst of alarm. Anxiety clouds the future. We expect some new disaster with each new newspaper we read. *[unintelligible]* those words 150 plus years later. The COVID-19 pandemic, along with protests, some of which have

turned to riots, have interrupted our lives during this past year but not our resolve. [unintelligible] waypoint of my national president travel on March 15th. [unintelligible] with completed, and looking forward to the next six months, and 33 more trips. We have all become way too familiar with the phrase, adapt, and overcome. [unintelligible] serving alongside National Vice President Kathy Daudistel as the only two-year national leadership team of our great organization, if our collective resolve, friendship and mutual respect, were not in play. [unintelligible] is to serve and lead our members into a new century of service, no matter what that new normal entails. It is an honor and a privilege to continue to serve as your National Centennial President for a second year. All of the National Officers, National Chairmen, and all but a couple national committee members, are maintaining in their role through National Convention 2021 [unintelligible] departments have followed suit, as well. Our members have demonstrated their duty and resolve by making thousands of face masks, preparing and delivering meals, hosting blood drives, virtual holiday observances, Poppy Day Promotion, scrubbing graffiti from Historic Monuments, Holding Drive-by birthday parades, and so much more. Our membership team's Caring and Sharing Week Initiative took on a whole new meaning during the pandemic. I personally made over 60 phone calls to our members around the country. [unintelligible] embrace technology to keep our members engaged. I choose, though, to not total up the number of hours I spent on Zoom and GoToMeeting since March. [unintelligible] to participate in four of the eight Virtual ALA Girls State programs. Now I want you to think about that. I was in Hawaii one day and I was in Rhode Island the next. I know that wouldn't have been possible without the use of technology. Legion Commander Bill Oxford and I continue to record public service announcements together which wasn't the easiest when we weren't in the same state, let alone the same room. Remember the ALA Virtual Poppy Day Program way back in May? It seems like so long ago. I want to thank Commanders Bill and Clint and all those who helped make that event so successful on-screen and those behind the scenes. [unintelligible] interactions with members and staff are not the same, but so very incredible and rewarding be it the ALA Division membership calls, sponsoring a VA question and answer session for female veterans, listening to the Legion Membership Workshop and conducting business by Committee meeting, just to name a few examples. The American Legion family is made up of common people with a dedication of service of a mission to deliver care. President Lincoln also commented "Common looking people are the best in the world. That's the reason the Lord made so many of them." I fast forward that statement to today, to me the American Legion family, three million strong. [unintelligible] the passage of the Legion Act, spousal eligibility, and now potential members from the Space Force, our collective membership opportunities continue to expand. I enjoyed walking in the Commander's 100 miles For Hope Campaign. I have just three miles to go. I accompanied the VA&R Commission Chairman Ralph Bozella, Legionnaires, and staff on System Worth Saving visits last year. I look forward to participating again in the future if my healthcare skillset can, once again, be an asset to the cause. Many departments, as well as us nationally, did not get a chance to celebrate our anniversary milestone. Some of you have heard me say, how many people and businesses do you know get to celebrate their 100th birthday for two whole years straight? [unintelligible] year paid-up-for life member, I pledge my passion, my enthusiasm and knowledge, to lead our ALA membership as we continue celebrating a century of service all the way to Phoenix while being focused and remaining focused on the health and well-being of our veterans, military, and their families. As you can see, I've got fireworks on today as we begin our second year of our anniversary celebration. I want to thank you for your ongoing love, encouragement, and support. And Cornelius and I will be seeing you during our travel, which we

will begin tomorrow in South Dakota. So, thank you for allowing me to serve as your national president. *[unintelligible]* president, it is my obligation to report on what has been happening with the national Executive Committee to the NEC. We have not met, and there's been no business brought before our committee than the formal NEC meeting in May. It is my honor and privilege to introduce our Executive Director, Kelly Circle, who will now give us the updates on what's been happening at National Headquarters. It's great to be back in the building today, Kelly.

EXECUTIVE DIRECTOR KELLY CIRCLE: Thank you, Madam President. Hi, everyone. Hard to believe I've been in this position for almost 10 months now. And on my first day with Linda gone, we had to quickly make plans to shut the office down and work remotely. It's not quite what I had envisioned the job to be, but I have to say, I love what I do. And I can see so many great things coming from all of this. I think I'm one of the few people in the world who can say during a global pandemic, that I love life. I've had the opportunity to meet and get to know many strong, compassionate women leaders across the country. And I'm looking at you. And I'm so impressed with the way our members have adapted, improvised, and succeeded in, continuing to work our mission. I'm going to date myself a little bit, but in the words of Helen Reddy, "We are woman, here us roar." I've been trying to keep you updated through my weekly briefings. So my remarks here will be a bit shorter. Thank you all for reading the briefings every week. I've received many positive comments, especially from the department Presidents and Secretaries. So I plan on continuing to include them each week. If there is confidential information I need to share with just the NEC, I will send a separate e-mail and put that in the subject line to alert you. So I introduced him in a weekly briefing, but now I'd like to introduce and let you actually see our new finance director, Gary Ward. Gary, do you want to turn on your camera so everybody can see you? Gary is a graduate of Ball State University with a BS in accounting and has been a certified public accountant since 1987. Most recently, Gary served as the Director of Finance at South Bend Clinic and IU Health, focusing on the health care industry. He also served as the CFO for over seven years for Franklin United Methodist Community, which is one of the 10 largest single site retirement communities in the US., he served in public accounting for the first 15 years of his career, in tax and audit, specializing in several industries, including non-profit industry clients. He's been with us for almost two months now, and it is great to have him on the team. Gary, do you have anything you'd like to say?

DIRECTOR OF FINANCE GARY WARD: Thanks for the introduction, Kelly. I'd just like to say, it's wonderful to be here, my wife and four children, and I have lived in Zionsville on the north-west side of Indiana since, or Indianapolis since 1987. I'm excited to be a part of this historical organization, to have the opportunity to work with the great people that you have here and to serve our veterans. Thank you.

EXECUTIVE DIRECTOR KELLY CIRCLE: Thanks, Gary. So one of the major priorities for the staff over the last few months have been adapting to our new normal with COVID 19. I want to continue to sing the praises of the staff as they continue to demonstrate how amazingly creative, motivated, and resilient they are. They care so deeply for our organization and our mission those consistently go above and beyond to make sure our needs are met. I am so proud of their efforts, and I'm blessed to lead such a great team. This past month we transitioned back into the office, with a telecommuting policy in place. This allows for staff members to work from home for up to two days per week, which helps us to maintain social distancing at the office. Some other precautions we're taking are temperature checks every morning at the front door, mandatory masks and protection shields for the front desk. Extra

cleaning is being done daily, and all bathrooms now have an occupied sign on the outside so only one person is using at a time. We applied for and received a paycheck protection program loan in the amount of \$566,500. It has not yet been forgiven. So keep your fingers crossed until that goes through. We've also applied for two \$5,000 PPE grants or personal protective equipment grants. We received word we did not get one, but we're still waiting to hear on the other.

Turning to training. As you saw in this week's briefing, we're working on a number of trainings to offer in various formats online. Our first courses, we're able to add to existing content and get them to you sooner. The Operating with Efficiency series is going to take a little more time as we're developing these videos from scratch. As a former educator, I know how much goes into developing a course. In fact, one can actually earn a master's degree in curriculum development. It's a daunting task, but the staff is up to it, and they're going full steam ahead. And we'll be working with our volunteer trainers to create useful and engaging courses for our members. If you know of anyone who has experience in education or course development and they would like to volunteer, please have them e-mail me.

And now here's the meat and potatoes. As part of the strategic planning process, the Strategic Planning Committee recommended to staff that we include goals and strategies for inclusion and diversity. As we looked into it, we realized, we don't know the demographics of our organization. The ALA has a reputation of being an older white ladies club, but are we? Maybe, maybe not. We need to find out. We need to establish a baseline of where we are, so we can then set goals for where we want to be. Some other reasons to focus on inclusion and diversity, and these are in no particular order. It's clear we don't have a lot of diversity in our national leadership, as of yet, and our leadership needs to be representative of our members. Two, there are important discussions and impactful dialog regarding inclusive, allusion to diversity that are happening around the world. We need to be a part of this dialog to attract new members and demonstrate that our organization is keeping up with the times. We don't want to be left out or left behind. Three, an inclusive and diverse membership is more productive and innovative in fulfilling our mission. And finally, bottom line, this will help us attract more and retain more members. And now I'd like to turn it over to Linda Boone, Chair of the Strategic Planning Committee for the Committee's recommendation.

STRATEGIC PLANNING CHAIRMAN LINDA BOONE: Good afternoon. So for the reasons that Kelly has just outlined, and for some others, the Strategic Planning Committee is recommending that a special committee be formed and charged with the following. So I'm going to give you about nine reasons, and we'll give you those in writing later. Establish a method of determining the demographics of our organization that would create our baseline, and a process for obtaining this information from future members. Number two, identify which demographics we want to measure. Three, identify needs and other areas of concern. Establish goals and strategies for inclusion and diversity for the American Legion Auxiliary. Provide opportunities for our members to participate in discussions on the inclusion and diversity topics. Number six, address policies or practices affecting inclusion and diversity. Seven, create a transparent process for the selection of member leadership protecting against unconscious bias. Number eight, establish mechanisms for measuring success and hold leaders accountable. Number nine, procure buy-in and support from our organization members. Once the committee has completed these tasks, we will need to determine if this initiative should be turned over to staff or if a permanent committee should be established to work with the staff and members for continued implementation. Some of the further implementation steps would be to communicate the

initiatives, implement the initiatives, measure and disseminate outcomes, review and adjust. And that concludes our recommendation, Madam President.

PRESIDENT CLAPP: Diversity and inclusion are two things that leadership have focused on for quite some time. Based on these continuing efforts, and the recommendation of the Strategic Planning Committee, I will form a special committee called the Diversity and Inclusion Committee. This special committee will be charged with the nine items recommended by the Strategic Planning Committee. Let's try approving this special committee via general consent. This means, if no one opposes the committee, it will be established without a formal vote. If any members of the NEC oppose the formation of this special committee. Please, raise your hand now. *[unintelligible]* hands raised?

LAURA CASEY: We had two hands raised.

PRESIDENT CLAPP: *[unintelligible]* the traditional method of voting, so those in favor of creating the diversity and inclusion committee will vote in the affirmative by voting, yes. And those opposed will vote no, and obviously there's still the option to abstain. *[unintelligible]* The affirmative have it: 98%, are in favor of developing the Diversity and inclusion committee. Thank you. *[unintelligible]* call on Past National President Sharon Conatser, chairman of the Finance Committee for her report.

FINANCE CHAIRMAN SHARON CONATSER: Hello, everyone. Madam President, thank you for the opportunity to present the June 30th Financials and the FY 20 Budget Update. To those in attendance, do you have any questions about the June 30th financials that were included in your packet on August 21st? I believe it was page 51 and 52 of your packet. I also wanted to let you know that our Director of Finance Gary and Sara Riegel are on the line to help me answer questions. Any hands raised?

LAURA CASEY: Not at this time

FINANCE CHAIRMAN SHARON CONATSER: OK. We'll move on. Thank you. The update on the FY 20 budget is that we are under budget by almost \$1.6 million. We need to have a clap emoji on that one. With that said, it is due to the many cancelations of events, including our national convention. We would still finish in the black, I want to assure you, even if we had spent everything and COVID had not happened. So thank you, everyone, for your due diligence on our budget for the past year. OK, the FY 21 budget will be approved at a separate NEC meeting soon. We are trying to make the budget as realistic as possible, realizing there are many unknowns due to the COVID 19 pandemic, but we also know that not all of our mission delivery can be done virtually. We met, excuse me, we have to have a national and department presence in our communities, and throughout the country. Boy, Gary and Sara, we got off easy on that one, but I do want to thank all of you publicly for your hard work this year, with our budget. As Madam President stated at the opening, the finance policy titled, National President's Foreign Travel was removed from the consent agenda in order to facilitate a discussion during the NEC Q & A session on Wednesday, August 26. Madam President, I move the adoption of the National President's Foreign Travel Policy as previously circulated via e-mail on Friday, August 21st.

PRESIDENT CLAPP: *[unintelligible]* the National President Foreign Travel Policy as previously circulated. This motion comes from the committee so it does not require a second. Is there any discussion?

LAURA CASEY: Yes. There is discussion, Will you please recognize PNP Mary Davis? Mary? Oh, there you are, you are live.

MARY DAVIS: Good morning. I would like to suggest an addition to the Finance Committee's Foreign Travel Policy. In Section number four, um, I would like to add the words...Just a minute...Anyway, section number four the second sentence begins, "Unanticipated foreign business travel by ALA National President shall be pre-approved by the ALA National Finance Committee." I would like to suggest that the words "Funding for" unanticipated foreign business travel can be added to that for the consideration of the NEC to see if that's something they would like to do. Yeah.

PRESIDENT CLAPP: *[unintelligible]* raised.

LAURA CASEY: Would you please recognize the NEC from Illinois, Debra Lewis?

PRESIDENT CLAPP: Deborah Lewis, Illinois.

NEC [IL] Deborah Lewis: Deborah Lewis, Department of Illinois. I move that we change section four of this proposal to state, um, sorry, "Unanticipated funding for foreign business travel by the ALA president."

PRESIDENT CLAPP: Is there a second? *[pause]*

LAURA CASEY: Will you please recognize NEC Eva Wallace

NEC [WA] EVA WALLACE: Eva Wallace, NEC Washington. I second this motion.

PRESIDENT CLAPP: *[unintelligible]* second? Is there any further discussion? Sure.

LAURA CASEY: Will you please recognize NEC Patty Lach?

PRESIDENT CLAPP: NEC Patty Lach for Maryland.

NEC [MD] PATTY LACH: Thank you, Patty Lach, Department of Maryland. I think I prefer Mary's wording funding for unanticipated foreign travel business rather than anticipated funding for, um, and I move that we make that change.

PRESIDENT CLAPP: *[unintelligible]* on the table is "unanticipated funding for" so we would need to vote on that motion before we could further discuss the policy in the whole or change it. I'll call for the vote. Excuse me, does anybody else have their hand raised? I apologize.

LAURA CASEY: I am checking and please recognize Carol Maynard.

PRESIDENT CLAPP: *[unintelligible]* Maynard

LAURA CASEY: She just lowered her hands. I'm trying to unmute her to find out. *[pause]* Carol?

NEC [NH] CAROL MAYNARD: Yes. I didn't mean to raise my hand, sorry.

LAURA CASEY: Thank you. NEC Glynis Seeley from Department of Nevada.

NEC [NV] GLYNIS SEELEY: Could you please re-read the full sentence, so that I have a full understanding of exactly what that change is worded as there's been, I'm getting a little bit of confusion as to how that's actually going to be worded.

PRESIDENT CLAPP: On the floor, says, “Unanticipated funding for foreign business travel by the ALA National President, shall be pre-approved by the ALA National Finance Committee.”

NEC [NV] GLYNIS SEELEY: Thank you.

LAURA CASEY: Would you please also recognize Judy Daughtry, NEC?

NEC [AL] JUDY DAUGHTRY: Good afternoon. Point of order, do we not have to vote on the first motion, then vote on the second?

PRESIDENT CLAPP: *[unintelligible]* amendment, which on the floor, the amendment that's being proposed, is “Unanticipated funding for”, then the question was raised, should the words be reworded? And that cannot be voted on, and so we deal with the motion on the floor, which is for the original amendment.

NEC [AL] JUDY DAUGHTRY: Thank you.

PRESIDENT CLAPP: *[unintelligible]* before we vote.

LAURA CASEY: PNP Mary Davis. She still has her hand raised. Seeing one other hand, Glynis Seeley?

NEC [NV] GLYNIS SEELEY: Sorry. That was a mistake.

LAURA CASEY: Thank you.

PRESIDENT CLAPP: You are keeping us on our toes, thank you.

LAURA CASEY: NEC Deborah Morris?

NEC [NY] DEBORAH MORRIS: Move on the question? Deborah, Department of New York, sorry.

PRESIDENT CLAPP: *[unintelligible]* hands raised.

LAURA CASEY: Seeing no other hands.

PRESIDENT CLAPP: *[unintelligible]* then we'll go with the previous question. On the amendment, as read “Unanticipated funding for foreign business travel by the ALA National President shall be pre-approved by the ALA National Finance Committee.” Those in favor of the wording of the amendment vote in the affirmative yes. Those opposed vote, No. Voting is now open. *[pause]* In favor of the change on the wording on item number four, to read “Foreign Business Travel by the ALA National President shall be included in the annual budget proposed by the National Finance Committee to the ALA National Executive Committee for Consideration. Unanticipated funding for foreign business travel by the ALA National President shall be pre-approved by the ALA National Finance Committee.” *[unintelligible]* on the policy as a whole, with the amendments, and to approve the amended policy.

LAURA CASEY: Can you please repeat that you cut out?

PRESIDENT CLAPP: *[unintelligible]* discussion regarding the foreign policy travel, the vote on the policy as amended.

LAURA CASEY: Please recognize NEC Deborah Morris.

NEC [NY] DEBORAH MORRIS: I move, that we accept the motion of the approval, for number four. *[unintelligible]* Can you hear me?

PRESIDENT CLAPP: Yes, Debbie, I heard you

NEC [NY] DEBORAH MORRIS: I move that we accept that. Number four.

PRESIDENT CLAPP: Original motion is already on the floor for the policy to be adopted, now, as amended. Is there any other discussion?

LAURA CASEY: Seeing no other hands.

PRESIDENT CLAPP: We will now vote on the foreign travel national president policy, as amended. *[pause]* The approval of the amendment to the Policy of National Foreign Travel for the National President has been approved 94%. Thank you. Now to the request from the consent agenda to have the purchasing policy reviewed. And that was at the request of the NEC Glynis Seeley from Nevada, Nevada.

PRESIDENT CLAPP: Please move for the adoption of the policy, so we can open the debate.

FINANCE COMMITTEE CHAIRMAN SHARON CONATSER: Sorry, yes, Madam President. At the direction of the committee, I move the adoption of the purchasing policy, as included in the August 21st mailing.

PRESIDENT CLAPP: As the motion comes from a committee, it does not require a second. Is there any discussion, excuse me?

[unintelligible]

LAURA CASEY: No discussion. Oh, I apologize, please recognize NEC Glynis Seeley from the Department of Nevada.

NEC [NV] GLYNIS SEELEY: I know I had previously asked a question. I'm sorry, Glynis Seeley from the Department of Nevada. I had previously asked a question via e-mail to Kelly, and she was actually very, very great at responding as quickly as she did. I'm trying to find exactly which one it is. Oh. It was, my concern is number 10, in this policy. The reason I was actually questioning it is, considering our purchasing policy, which allows as much as \$50,000 at the discretion of the executive director, competitive bidding requirements being waived is a little concerning to me. I understand that immediate and urgent in a timely manner. But at the same time, um, and I understand too the differences of. Let's, I'm going to throw out an, I'm gonna play devil's advocate and throw out a scenario. Let's say, for argument's sake, the air conditioner in the building breaks down. Somebody comes in and says, OK, we can repair or replace this air conditioning unit for \$10,000, however, one individual and Kelly, please don't take this personally one, individual has the decision to say, oh, wait, my cousin's brother has an air conditioning company that can come in and replace this air conditioner for \$7,000, but the bid is for \$9,000, and we approve it. One person approves it, but everybody pockets a thousand dollars for doing the job. It happens in construction. I'm not trying to...I'm just trying to play devil's advocate that it's only a decision of one person. That's the part that is concerning to me.

PRESIDENT CLAPP: Is there an amended wording that you would recommend to the NEC for consideration?

NEC [NV] GLYNIS SEELEY: Um, I would consider amended wording. It would have to be somebody else that would also be in the building, especially if it's a timely manner thing. So, I don't necessarily have amended wording as of right now this minute, I think. If the finance director, Mr. Ward is right there in the building and two people can make an immediate decision, that would be something that I would consider. I'd have to actually reword the whole thing to really give it some more thought as to how to do that.

PRESIDENT CLAPP: *[unintelligible]* one, it can be adopted, as it is previously circulated or, and brought back at another NEC meeting or wording can be wordsmithed at the current time to reflect an amended policy.

NEC [NV] GLYNIS SEELEY: OK, could you repeat that, you cut out?

PRESIDENT CLAPP: There are options on the table. One, is, we can adopt the policy, as is, and ask the Finance Committee to review and bring it back at the next NEC meeting with a recommendation. Or, we can have an amendment. And wordsmithing then, currently on the policy, and have it approved as amended today.

NEC [NV] GLYNIS SEELEY: If it could go back to Finance Committee for review, I would be fine with that, I would add option one, would work fine.

PRESIDENT CLAPP: Did you say you would prefer it to be referred to the Finance committee without approval today?

NEC [NV] GLYNIS SEELEY: Correct.

PRESIDENT CLAPP: *[unintelligible]* needs to be made to that effect.

NEC [NV] GLYNIS SEELEY: I would like to make a motion that the purchasing policy be referred back to the Finance Committee for review to be brought up at another NEC Meeting.

PRESIDENT CLAPP: Is there a second?

LAURA CASEY: Please recognize NEC Kathryn Long?

NEC [MT] KATHRYN LONG: I second, whoops, Kathryn Long from Montana, I second that motion.

PRESIDENT CLAPP: Is there any discussion?

LAURA CASEY: Please recognize NEC Deborah Morris?

PRESIDENT CLAPP: OK, Deborah Morris, New York.

NEC [NY] DEBORAH MORRIS: To you, Madam President, to Glynis and to the NECs, I really don't feel this is necessary. A person in that position, is a position of trust. At the national level, is, we trust everyone. I don't think we have to be, I mean, we have a National Treasurer. We have a Finance Chairman, that's all checks and balances right there. Anyways, I don't think we need that in writing.

PRESIDENT CLAPP: Any other raised hand?

LAURA CASEY: Please recognize Kathy Leedy, NEC. Kathy, you may need to unmute yourself.

NEC [TN] KATHY LEEDY: Sorry, can you hear me?

LAURA CASEY: Yes.

NEC [TN] KATHY LEEDY: Kathy Leedy, Tennessee NEC. Does number 4 and 5 not preclude anybody from choosing a family member or anybody that's related? Would that not apply to that also?

PRESIDENT CLAPP: You are correct. That is in strict compliance with the Conflict of Interest Policy, so that would come into play with the example that Glynis articulated.

NEC [TN] KATHY LEEDY: So, therefore, it would seem that no change would be needed.

PRESIDENT CLAPP: *[unintelligible]* hand.

NEC [TN] KATHY LEEDY: I'm sorry, you were breaking up. I didn't hear that.

PRESIDENT CLAPP: *[unintelligible]* raised hands. Thank you for your comment, Kathy.

NEC [TN] KATHY LEEDY: Thank you.

LAURA CASEY: No further discussion.

PRESIDENT CLAPP: No further discussion?

LAURA CASEY: I apologize, I see one now. Please recognize NEC Amanda Torres. Amanda, you may need to unmute yourself.

NEC [PUERTO RICO] AMANDA TORRES: Hi. Good afternoon. My name is Amanda Torres, NEC from Puerto Rico. I raise my hand because I need to excuse myself because I'm about to get into work right now. I can't stay till the very end of the meeting.

PRESIDENT CLAPP: *[unintelligible]* notification. We appreciate it.

NEC [PUERTO RICO] AMANDA TORRES: OK, thank you. I sent an e-mail earlier. So thank you. Have a good afternoon.

LAURA CASEY: No further discussion.

PRESIDENT CLAPP: *[unintelligible]* vote on the policy regarding Purchasing? *[unintelligible]* on the motion, I apologize to refer it back to the Finance Committee to bring it back at a later NEC meeting.

PRESIDENT CLAPP: *[unintelligible]* do not want the policy taken back to the Finance Committee. *[unintelligible]* on the policy as a whole *[unintelligible]* discussion.

[unintelligible]

FINANCE CHAIRMAN SHARON CONATSER: You were cutting out, Madam President Nicole, so that's why I didn't know what you were asking, I'm sorry.

PRESIDENT CLAPP: I see we have Toni Gimpel has her hand raised, is that correct?

LAURA CASEY: Yes, that is correct. Toni, you may have to unmute yourself.

NEC [ID] TONI GIMPEL: Toni Gimpel, NEC Idaho. I move for the approval of the National Purchasing Policy as has been mailed to all the NECs.

PRESIDENT CLAPP: *[unintelligible]* on the floor for the policy to be approved?

NEC [ID] TONI GIMPEL: I'm sorry. I move for it to be approved as written.

TAMARA SHUMATE: The motion is already on the floor to be approved as written, Toni. Does anybody else have any...

NEC [ID] TONI GIMPEL: I'm sorry.

TAMARA SHUMATE: Oh, it's OK. Anybody else with questions or comments, discussion? Just raise your hand, we'll wait a couple minutes.

LAURA CASEY: Seeing no further discussion.

[unintelligible]

PRESIDENT CLAPP: Are there any other hands raised?

LAURA CASEY: There is no further discussion.

PRESIDENT CLAPP: With there being no further discussion, we will now vote on the motion to approve the policy of Purchasing, the Finance Policy as circulated.

PRESIDENT CLAPP: The affirmative has it, 96%. The policy for Purchasing has been approved. We will now move on to the second item of the consent agenda requested to be taken off, and that is the IT policy. And please proceed with discussion.

FINANCE COMMITTEE SHARON CONATSER: Madam President, I move the acceptance of the National President, National Vice President IT Equipment Policy as circulated in the August 21st NEC packet.

PRESIDENT CLAPP: There's been a motion from the Finance Committee to approve the National President and National Vice President IT Equipment Policy. Since this motion comes from the Committee, it does not require a second. Is there any discussion?

LAURA CASEY: Yes, please recognize NEC Eva Wallace from the Department of Washington.

NEC [WA] EVA WALLACE: Eva Wallace, Department of Washington, I felt that Section 4 and Section 5 are in conflict. I would like to amend, since National already secures insurance on the phones, and I would like to amend Section five to read National President and National Vice President shall adhere to prudent safety and safeguarding practices to protect phones and tablets from loss, damage, or theft. We're saying that national provides insurance, but they're also saying that the president and vice president are responsible to pay for their damage.

PRESIDENT CLAPP: Eva, would you please repeat for the audience? Your amendment, please?

NEC [WA] EVA WALLACE: Yes. I would like to amend Section 5 to read, and this is based on the previous sections, insurance: “National President and Vice President will adhere to prudent safety and safeguarding practices to protect phones and tablets from loss, damage, or theft.”

PRESIDENT CLAPP: “National President and National Vice President shall adhere to prudent and safety safeguarding practices to protect phones and tablets from loss, damage, or theft, correct.”

NEC [WA] EVA WALLACE: That's correct.

PRESIDENT CLAPP: Thank you, Eva. Is there other discussion?

LAURA CASEY: Yes. Please recognize NEC Kathleen Mazur.

PRESIDENT CLAPP: Kathleen?

LAURA CASEY: You may need to unmute yourself.

NEC [NE] KATHLEEN MAZUR: OK, sorry, Kathy Mazur, NEC in Nebraska. I have had to deal with insurance on I-Phones before and insurance doesn't always pay for everything, so they would still have to be, I would think, responsible for any damages that they would cause. Thank you.

PRESIDENT CLAPP: We have a motion on the floor, is there a second for the amendment? Is there any other discussion?

[unintelligible]

LAURA CASEY: Yes, please recognize NEC Deborah Morris.

PRESIDENT CLAPP: Go ahead, Debbie.

LAURA CASEY: She may need to unmute herself.

NEC [NY] DEBORAH MORRIS: OK, now it finally worked. I couldn't get it to work. If there wasn't a second, I second it so we can put into discussion. Deborah Morris, New York.

PRESIDENT CLAPP: There's a motion and second on the floor. The second is from Debbie Morris of New York. Is there any other discussion on the proposed Amendment?

LAURA CASEY: Please recognize NEC Patti Lach, Department of Maryland.

NEC [MD] PATTI LACH: OK, sorry, Patty Lach, Department of Maryland. I think to get around any confusion about the insurance, we just add after “deemed fair wear and tear” “not covered by insurance” and “shall adhere to prudent safety. I mean, one person recommended, said that it's covered by insurance and another said, but it doesn't cover everything. So if we just say “not covered by insurance,” that may make, make it more clear and be what people want. So I move that. We have Number 5, “National President and National Vice President are responsible for any damages incurred to phones and tablets not deemed fair wear and tear, and not covered by insurance, and shall adhere to prudent safety and safeguarding practices to protect phones and tablets from loss damage.”

PRESIDENT CLAPP: There is currently a motion on the floor for the First amendment that will have to be debated first before we could entertain an amendment, another suggestion. Is there any other discussion regarding the amendment on the floor from Eva Wallace?

LAURA CASEY: Please recognize Eva Wallace.

NEC [WA] EVA WALLACE: I was going to address the other lady's comment, but we already have this notion on the floor.

PRESIDENT CLAPP: Thank you, Eva. Are there other hands raised, Laura?

LAURA CASEY: Will you please recognize Deborah Morris?

PRESIDENT CLAPP: Go ahead, Debbie.

NEC [NY] DEBORAH MORRIS: Sorry, that was an accident. I forgot to put my hand down.

PRESIDENT CLAPP: That's OK. Is there any other discussion on the amendment to *[unintelligible]* that's on the floor.

[unintelligible]

LAURA CASEY: Linda Workman?

PRESIDENT CLAPP: Go ahead, California NEC Linda Workman.

LAURA CASEY: You are unmuted. *[unintelligible]* Linda, you are unmuted.

[silence]

PRESIDENT CLAPP: Laura, are there other hands raised at this time?

LAURA CASEY: Seeing none.

PRESIDENT CLAPP: Seeing none? All right, we will proceed with a vote on the amendment, which I will state here. Number 5 of the National President, National Vice President IT Equipment Policy: "National President and National Vice President shall adhere to prudent safety and safeguarding practices to protect phones and tablets from loss, damage, or theft." Voting is now open. As you can see on the screen, the majority are in favor of the amendment to the IT policy. Further discussion on the entire policy?

LAURA CASEY: Please recognize Cheryl Park, NEC.

PRESIDENT CLAPP: Go ahead, Division Vice President Cheryl.

DIVISION VICE PRESIDENT CHERYL PARK: Oh, I'm sorry. I apologize.

PRESIDENT CLAPP: That's OK. Is there any discussion regarding the overall policy for the IT?

LAURA CASEY: Cheryl, you may need to unmute yourself.

DIVISION VICE PRESIDENT CHERYL PARK: I am unmuted on my end. Can you hear me now?

LAURA CASEY: Yes.

DIVISION VICE PRESIDENT CHERYL PARK: OK, Thank you. I just wanted clarification on that 5 since we just voted on that. Who then is responsible for the costs, not covered by the insurance? Would that just come out of ALA National?

PRESIDENT CLAPP: That is correct.

DIVISION VICE PRESIDENT CHERYL PARK: OK, thank you.

PRESIDENT CLAPP: You're welcome. Thank you for asking Cheryl. Are there any other hands raised?

LAURA CASEY: Seeing no other discussion.

PRESIDENT CLAPP: If there is no other discussion, we will now vote on the overall policy, as has been amended. Voting is now open. As you can see on the screen, 94% in favor of the amended policy for IT equipment. Thank you very much.

FINANCE CHAIRMAN SHARON CONATSER: Madam President, that concludes the finance report.

PRESIDENT CLAPP: Thank you, Finance Chairman Sharon. We appreciate the due diligence done for the Finance Committee and by the NEC members regarding all of the policies. Thank you very much. All right, let's shift gears. The Chair now calls on the National Membership Chairman, Pam Ray to present. Pam?

[unintelligible]

MEMBERSHIP CHAIRMAN PAM RAY: No, I think, I think that Laura and I were both working on it at the same time, I apologize, OK. Madam President, thank you so much. We have proposed, the Membership Committee, has proposed an amendment to the standing rules. This was circulated in advance to the NEC regarding changing the mailing date of our second due's renewal notice. The rationale explains the advantages to this change. Madam President, on behalf of the Membership Committee, I move the adoption of this amendment as previously circulated in the 8-21-2020 packet.

PRESIDENT CLAPP: It is moved to adopt the Membership Committee amendment as previously circulated. This motion comes from a Committee and does not require a second. Is there any discussion?

LAURA CASEY: Seeing no discussion

PRESIDENT CLAPP: Seeing that there are no hands raised for discussion, we will proceed with the vote. All in favor of adopting the change to the Membership Committee's second date of renewal. Please vote yes in the affirmative, no as opposed or abstain. Voting is now open. *[pause]* 100% are in agreement with moving the second renewal mailing date. Thank you very much. Not only will it benefit our members that will also be a cost savings and a satisfier for everyone around. Thank you. We appreciate the due diligence and the financial stewardship. Congratulations, Madam Chairman. Thank you, Pam.

MEMBERSHIP CHAIRMAN PAM RAY: Thank you.

PRESIDENT CLAPP: All right. We've talked finance. We've talked policies. We've talked membership. So, the biggest thing on our plate this year, besides where the health and

well-being of our members, has been constitution and bylaws. And so we have National Constitution and Bylaws, Trish Ward, with us from her home. Go ahead, Trish, thank you.

CONSTITUTION & BYLAWS CHAIRMAN TRISH WARD: Thank you, Nicole. I will be presenting four amendments to the Standing Rules and one Resolution. All members of the National Executive Committee received advanced copies of these amendments via e-mail on Friday, August 19, 2020. Madam National President, the Constitution and Bylaws Committee presents Amendment Number two: a proposal from the National Constitution and Bylaws Committee to amend #3, under Standing Rule 3, regarding national conferences for department leaders. The rationale being that when the positions of National Secretary and Executive Director were separated, it was acknowledged that the Executive Director would need to assume some responsibilities formerly designated for the National Secretary. Since National Headquarters staff manages the logistics and expenses for national meetings, the executive Director needs to receive notifications of absences rather than the National Secretary, Madam National President. On behalf of the Constitution and Bylaws Committee, I move the adoption of Amendment Number two as circulated in advance.

PRESIDENT CLAPP: It has been moved to adopt Amendment Number 2 as circulated in advance. This motion comes from a committee so it does not require a second. Is there any discussion?

LAURA CASEY: Seeing no discussion.

PRESIDENT CLAPP: All those in favor of adoption of Amendment Number 2, please vote in the affirmative, those opposed, opposition, voting is now open. *[pause]* As you can see on the screen, it is 100% in the affirmative. Trish, continue on.

NATIONAL CONSTITUTION & BYLAWS CHAIRMAN TRISH WARD: Madame National President, the Constitution and Bylaws Committee presents Amendment Number 3, a proposal from the National Constitution and Bylaws Committee to amend Number 4 of Standing Rule 4 regarding duties of the national officers, specifically the national president. The rationale being that under the American Legion Auxiliary National Constitution Article 4, National Executive Committee, Section 2, Paragraph three. All questions affecting the election, eligibility, conduct, and capacity of national officers shall be referred to and determined by the National Executive Committee. Standing Rule for Duties of National Officers, National President, Number 4 conflicts with the constitution and needs to be amended. Only the NEC can make a determination regarding a national officer's capacity to continue in office. Madam National President, on behalf of the Constitution and Bylaws Committee, I move the adoption of Amendment Number 3 as previously circulated.

PRESIDENT CLAPP: It has been moved to a *[unintelligible]* Amendment Number 3 as circulated in advance. The motion comes from a committee, so it does not require a second. Is there any discussion on Amendment Number 3?

LAURA CASEY: Seeing no discussion.

PRESIDENT CLAPP: Seeing that there is no discussion, we will move forward with the vote on Amendment Number 3. All those in favor of the amendment vote in the affirmative: with, yes, those opposed, no, or abstain. Please begin voting. *[pause]* Voting is now closed and as

you can see on the screen, 100% in the affirmative, the adoption of Amendment Number three. Trish, please proceed.

NATIONAL CONSTITUTION & BYLAWS CHAIRMAN TRISH WARD: Madam National President, the Constitution and Bylaws Committee presents Amendment Number 4, a proposal from the National Constitution and Bylaws Committee to amend Standing Rule 7 regarding the AEF Review and Processing Committee. The rationale behind this amendment has to do with the National Secretary and National Treasurer no longer being full-time employees of the national organization, therefore, it is appropriate to transition their responsibilities on the AEF Review and Processing Committee, to the Director of Finance and the Director of Development, whose positions include fiduciary and grant fulfillment responsibilities, respectively. Madam National President, on behalf of the Constitution and Bylaws Committee, I move the adoption of Amendment Number 4 as circulated in advance.

PRESIDENT CLAPP: It has been moved to adopt Amendment Number 4 as circulated in advance. Since it comes from a committee, it does not require a second, is there any discussion?

LAURA CASEY: Seeing no discussion.

PRESIDENT CLAPP: Seeing no hands raised, we will continue with the vote. Those in favor of Amendment Number 4: vote in the affirmative, yes; those opposed, no or abstain please begin voting. Once again, we have 100% in the affirmative for the adoption of Amendment Number 4. Go ahead, Trish.

CONSTITUTION & BYLAWS CHAIRMAN TRISH WARD: Madam National President. The Constitution and Bylaws Committee presents Amendment Number 5, a proposal from the National Constitution and Bylaws Committee, to amend Number 3 in Standing Rule 1 pertaining to the national organization and requests for opinions from the council general. The rationale states that pursuant to the separation of government governance functions from management functions, the executive director needs to assume responsibilities formerly designated to the National Secretary, Madam National President, on behalf of the Constitution and Bylaws Committee, I move the adoption of Amendment Number 5 as circulated in advance.

PRESIDENT CLAPP: It has been moved to adopt Amendment Number five is circulated in advance. As the motion comes from the committee, it does not require a second. Is there any discussion?

LAURA CASEY: No discussion

PRESIDENT CLAPP: Seeing that there is no discussion we will continue with the vote. All those in favor of Amendment Number 5, vote yes, those opposed, no, or abstain. Please begin voting. *[pause]* 100%, in the affirmative for the adoption of Amendment Number 5. Please continue, Trish.

NATIONAL CONSTITUTION & BYLAWS CHAIRMAN TRISH WARD: Madam President, that concludes the amendments. However, the Committee does have one resolution and one recommendation to present. I will begin with the resolution. Our resolution was circulated in advance to the NEC, and a typo was corrected and posted in the handouts regarding the establishment of November 14th, 2020, as National Read Your Constitution and Bylaws Day. Having governing documents in place has always been important. But considering the current pandemic, it has become crucial to not only have these documents, but to read and understand

them. Just as the number of COVID cases increased, so did the number of questions coming into the C&B e-mail box, confirming that now, more than ever, is the time to create greater activism and energy around reading and understanding our governing documents. Madam President, on behalf of the Constitution and Bylaws committee, I move the adoption of this resolution as previously distributed and corrected.

PRESIDENT CLAPP: It has been moved to adopt the Constitution and Bylaws Committee resolution as previously circulated and amended. Since this motion comes from a committee, it does not require a second, is there any discussion?

LAURA CASEY: Seeing no discussion.

PRESIDENT CLAPP: Seeing that there are no hands raised, please proceed with a vote. All those in favor, say, excuse me, click on the yes button, all those opposed no, or to abstain. Please proceed. *[pause]* 98% in the affirmative of the resolution for Read Your Constitution and Bylaws on November 14th has been approved. Continue, Trish.

NATIONAL CONSTITUTION & BYLAWS CHAIRMAN TRISH WARD: Thank you, Madam President, and a big thank you to everyone for establishing National Constitution and Bylaws Day. Not only will reading and understanding your governing documents help you to conduct business during this pandemic, but it may very well help you discover some issues that need to be addressed, which is exactly what happened to us. As you recall, during our midyear NEC meeting, the NEC adopted the Code of Ethical Conduct and President Nicole reported that she would have headquarters staff develop procedures for enforcing this code and handling any violations. As our staff worked with our professional parliamentarian to review the code and attempt to develop procedures, they discovered several surprising things. Here are just three of our main concerns. First, we have a National Code of Ethical Conduct that only applies to National Officers and National Committee members. It cannot be enforced on any other national positions. This means PNPs and our 52 NECs from departments cannot be held to this national code. Does it make sense to have a National Code of Ethical Conduct that only applies to a few national positions and not all national positions? Second, our governing documents currently charge the entire NEC with processing an alleged violation of the Code of Ethical Conduct. So what's the problem here? Please advance the slide. Bylaws Article 4, Section 2, and Standing Rules Article 5, Section 6, is where you can find this precise authorization. Please forward the slide. This slide shows just a few steps you would need to include in your process. As you can see, all 63 voting members plus all past national presidents would need to participate in an investigation, agree that the accused violate the code, hold a hearing, and agree on any charges. Is it realistic to expect so many people to participate in a multi-step process that needs to be carried out in a timely manner? Forget, realistic. Is it even possible? Please advance the slide. Finally, the language in the code is very subjective, which can make it even harder for all of you to agree that there was a violation of the code. Would all of you--and remember, that's 63 of you, plus all of the PNPs agree on what constitutes conduct befitting the organization. Please advance the slide. If you can't, you haven't even made it past the first step in processing someone accused of violating the code. Please advance the slide. And remember, it is the entire NEC who is responsible? Please advance the slide. Did I mention it is the entire NEC who is responsible? It is because of these issues, along with many others, that the Constitution and Bylaws Committee is recommending a special committee be formed to review the Code of Ethical Conduct and be charged with: 1) recommend any changes to the Code of Ethical Conduct that may include

clarifications, as well as substantive changes; 2) recommending a process to enforce the Code of Ethical Conduct. Madam President, that concludes the Committee's recommendation.

PRESIDENT CLAPP: Thank you, Trish. I've been in many discussions regarding this issue and I want to thank your committee, our Headquarters staff and Chris Dickey, our professional parliamentarian for all the work that has gone into preparing this recommendation. Based on several prior meetings I've had on this topic, I do agree with the recommendation of the Constitution and Bylaws committee that I will form a special committee called the Code of Ethical Conduct Review Committee, charged with recommending changes to the Code of Ethical Conduct and recommending a process to enforce the Code of Ethical Conduct. And because it has worked so well this last time, let's, again, try this by voting with the general consent of everyone, in favor, you don't have to do anything, those opposed to us forming this special committee, please raise your hand. Instead of doing a formal vote, we'll try it again. Please go ahead. Are there any hands raised?

LAURA CASEY: Seeing none.

PRESIDENT CLAPP: Seeing that there are no hands raised, this special committee of Code of Ethical Conduct Review will be established. While it's true that the National Code of Ethical Conduct cannot be enforced on our Unit members, we are working on a training package to help you handle business at the Unit and Department levels. Kelly mentioned them in her weekly briefings, as well as her remarks today. So to clarify, let's do a little quick Q and A on the subject. Question: Can you use the National Code of Ethical Conduct to kick a member out of your unit? No, N-O, it's only, as we've heard, a national code. It does not apply to unit members, department members. But we are working on a class to teach you how to create a code of conduct and member expectations document for your unit, and those documents could be applied to your unit members. Let's try Question 2. Can you use the Code of Ethical Conduct to punish a unit member for doing something you don't like? Of course not. Again, it's a national code, but what you can do is take one of our courses on mediation skills, so that you can stop problems before they start, and our class on member rights, to ensure that everyone is respected as well as protected. We know unit members are looking for guidance. That was the reason this was brought up in the first place. And hopefully, this packet of classes we are creating is going to help educate them on the best ways to ensure every member and volunteer has a positive experience in our organization. Now, speaking of special committees, before we move on to new business, I would like to thank all of you for your patience and participation and support in forming and formulating the Code of Ethical Conduct Review Committee, as well as the Diversity and Inclusion Committee. I just think of those words--that is a lot of heavy lifting that needs to be done. I believe both special committees are essential to ensuring that this board continues to serve our members and to fulfill our fiduciary responsibilities. So what's the timeline you may be thinking on these two special committees and how are we going to select the members? Well, here's the plan. As you can see on the screen, the committees were formed today and in September, there will be an online application available to any member, and I want to stress that--any member who wants to apply, applications will be received through the end of the year and then the committee members will be appointed and confirmed during the mid-year NEC meeting. The committee members will begin their work immediately following their confirmation and we'll give progress report to the NEC at the start of National Convention, August 21. Now, cross your fingers that we will do this face-to-face and in person for the report in Phoenix, Arizona. So, now, with some of, some of you also might be wondering, why not

appoint the committee members today and let them get started, because this is such important work that needs to be accomplished. I agree. It's a very good question. And as much as I believe in the work, I would love to have it start immediately. It is extremely important that we get the right people on these committees. And as you know, it takes time for our information, to filter down, to cascade, down to the unit level. I want you to think about who would be good members on this committee. By waiting til mid-year NEC to confirm these appointments, I feel will have adequate time to advertise for these new committees in the November magazine, on social media, E News. And plus, there is time to thoroughly review applications and to look some great people that maybe we haven't considered in the past to be appointed to these special committees. So, in the handout section, you will find a one page summary that captures all the important information that we've shared today on both of these committees. I think there is one very important point of clarification regarding special committees. While we have established two very important special committees today, these are considered, as I've said, special committees, not standing committees. There is a distinction. This means that committee members have completed their tasks, and the committee will automatically dissolve when the members give their final report. Or, at the end of my term, whichever is first, versus a standing committee. So for these two committees, to continue past the end of my term, it will be up to the next board chair, to continue to consider these appointments. Are there any questions on these two standing committees, and the difference between standing special committee, excuse me, and standing committees, as these are two special committees that you have formulated today?

LAURA CASEY: No questions.

PRESIDENT CLAPP: Seeing that there's no hands raised, I want to compliment you on taking on this heavy task, and the heavy lifting of what diversity, inclusion, ethical conduct truly means. You've heard me say, for years, I'm not going to tell you to be nice to each other. I think it's an insult that we should have to do that, but we know we live in uncertain times, and we need to realize that we are not respecting each other's wishes, as well as their rights at times. And so I am encouraged, and I support the committees moving forward and look forward to the great work that will be done over the next year and the progress we can make on having a culture of goodwill that we wanted for so long with our past strategic plan and moving forward. So again, I want to commend you for taking on this monumental task today. With that being said, is there any other new business to come before the meeting today?

[unintelligible]

PRESIDENT CLAPP: No hands raised for new business?

LAURA CASEY: Seeing no hands

PRESIDENT CLAPP: No hands raised. Well, I think, Mary Anne, we could all use spiritual guidance this afternoon in your benediction. If you would please lead us at this time.

NATIONAL CHAPLAIN MARY ANNE CASADEI: Definitely. Father, we thank you for your guidance in our work day. Bless those who participated. We thank you for the gift of the American Legion Auxiliary and changing our lives and the lives in our communities. We ask that you bless those affected by Hurricane Laura, and the fires in California, may your blessings be upon them and remain with them always? And finally, Lord, bless our wonderful President Nicole as she continues to serve. Keep her safe, happy, and healthy. Bless our world, Lord. We

are waiting for you to free us from the COVID 19 and to free us from the violence, and to free us from the unrest. Amen!

PRESIDENT CLAPP: Amen! Thank you, Mary Anne. We had 161 dedicated auxiliary members on the call today. I want to thank you for your dedication, as I said, but more importantly, the hard work. Getting a packet of 60 some pages, I know can be overwhelming, but it shows the necessity and the effort that has to happen at your level and your departments NEC have elected you to represent them. And, I thank you for asking the questions you did today. That is your job. I said that on Wednesday on the call, you're not doing your job if you're not asking questions. So thank you for continuing to have the belief in the organization in which we all know and love. It has been a pleasure. If you saw a Facebook post for me, late last night, yesterday was our one-year anniversary of the National Officers with celebrating a century of service. Nowhere, in any crystal ball, could I have predicted, we'd be sitting here today, with headphones on and smiling at a blank screen at times and hoping that you're all there and smiling back at us, and I know you are in my heart. And so, as I said before, thank you for your ongoing love and support. We are going to get through this together, that cliché, but it is a fact, and we are better and stronger for it. And so, as Cornelius has his mask on tomorrow morning, he and I will get on an airplane once again. And we will fly to South Dakota to start our second year of celebrating a century of service. And I cannot do it without the faces you're seeing on the screen without an Executive Director in Kelly, my right hand, Kathy Daudistel, everyone that you're not seeing behind the scenes that is here today and around the country? Thank you. And it is my pleasure to say, we are going to celebrate and cross those fingers, both fingers that we will see each other. And we will be together in Phoenix and have one heck of a birthday party that we darn well deserve after two years, because we're not going to, we're not going to see to turn 200, I'm sorry. No COVID or not. We will not be there to see that. So, thank you, and again, I just want to say, God bless, be safe. Take care of yourselves. Thank you for all the masks that have been sent to me from around the country. And this meeting of the National Executive Committee is now adjourned. Goodbye, everyone. Thank you.

(Meeting adjourned approximately 3:45 p.m. Eastern Time)

Submitted by National Secretary Linda Boone

Minutes approved with corrections by Minutes Approval Committee 10-23-2020

- *NEC [FL] Michele DeGennaro 10/23/2020*
- *NEC [MS] Tina Hurst 10/23/2020*
- *NEC [KY] Jerilynn Kabel 10/22/2020*

* Indiana Code 23-17-15-1(c) permits non-profit directors to participate in regular or special meetings by any means of communication in which all directors can simultaneously hear each other. A director participating in a meeting by this means is considered to be present in person at the meeting.

APPENDIX A



OFFICER AND COMMITTEE REPORTS

August 29, 2020

**American Legion Auxiliary
National Headquarters
3450 Founders Road
Indianapolis, Indiana**

**2019-2020 NATIONAL EXECUTIVE COMMITTEE
ELECTRONIC MEETING**

REPORT OF THE NATIONAL SECRETARY

American Legion Auxiliary National Executive Committee Meeting August 29, 2020

ALA BYLAWS

Article III Duties of Officers

Section 5. National Secretary:

It shall be the duty of the National Secretary to record proceedings of the National Executive Committee meetings and the National Organization in convention assembled, to keep all records of the National Organization, and to perform other duties as assigned. It is the specific responsibility of the National Secretary as a corporate officer to maintain constant and continuous control of all trademarks, trade names, patents and copyrights of the American Legion Auxiliary, including, but not limited to, on the recommendation of Counsel General, the hiring and engagement of competent outside legal counsel and others as needed to protect the trade names and trademarks.

Meeting Proceedings

May 2, 2020 National Executive Committee

The Minutes Approval Committee (NEC FL – Michele DeGennaro; NEC MS – Tina Hurst; NEC KY – Jerilynn Kabel) met virtually 5/28 and approved the minutes for the May Special NEC meeting. Those minutes are available to members only on the national website at Corporate [https://www.alaforveterans.org/Meetings/NEC Special May Electronic Meeting Proceedings 2020](https://www.alaforveterans.org/Meetings/NEC%20Special%20May%20Electronic%20Meeting%20Proceedings%202020) and are stored permanently on the shared drive at NHQ under Proceedings.

Corporate Entity Filings

Corporate entity filings are now due every two years to the Indiana Secretary of State's office. The due dates for the ALA and the ALAF filings are as follows:

ALAF: Due 9/30/2020
ALA: Due 11/30/2020

Trademark Control

Requests to use the emblem were slightly lower in 2020 no doubt impacted by COVID-19. Particularly affected were Girls State approval requests due to the cancellation of ALA Girls Nation and most in person ALA Girls State programs.

FY 2020 Year-to-Date	FY2019 YTD
101 ALA	118 ALA
37 Girls State	71 Girls State

Submitted by ALA National Secretary Linda Boone

REPORT OF THE NATIONAL TREASURER

American Legion Auxiliary National Executive Committee Meeting August 29, 2020

ALA BYLAWS

Article III: Duties of Officers:

Section 6. National Treasurer

It shall be the duty of the National Treasurer to serve as custodian of the funds of the National Organization, to account for the same, to sign all checks in dispersing the funds of the organization; and shall perform other duties as assigned. In the absence of or in addition to the National Treasurer, the National Secretary shall be authorized to sign checks according to policy.

YTD budget figures

Quarterly ALA budget attached

YTD summary available during video conference

Finance Committee Meetings

The Finance Committee met June 8, 2020, and again August 6, 2020.

Date of Report from Valeo

Valeo submitted its report to the Finance Committee August 6, 2020.

Bonding & Surety/Fidelity/Crime Coverage

The ALA engages Gregory & Appel Insurance to recommend adequate coverage amounts and provide coverage for the following areas:

Property – Building & Contents	Business Interruption
General Liability	Hired & Non-Owned Automobile
Electronic Data Processing	Fine Arts
Crime/Fidelity	Commercial Umbrella
Workers Compensation	Directors and Officers Liability
Employment Practices Liability	Fiduciary Liability
Cyber Liability	

YTD dues number

Amount budgeted for Dues:	\$6,335,000
Actual Dues:	<u>\$6,065,151</u>
Dues shortfall	\$ 269,849

Submitted by ALA National Treasurer Marybeth Revoir

NATIONAL HISTORY COMMITTEE UPDATE

At the Mid-Year NEC meeting, I talked about one of the projects the History Committee is working on – that of finding minority units that existed when this organization first began and up through the 1950s. Although we know these units existed, whether because of segregation or a reflection of their neighborhood, there is no tangible evidence of their existence at national headquarters other than two photographs. After the meeting, several NEC members stated they knew these units existed in their departments and would provide me with that information after returning home. However, the virus struck, putting a quick end to these offers.

The History Committee would like to remind you that we are still working on this project and hope that you are still willing to help us give voice to these early members. Please contact me via email or phone to discuss the information your department has and is willing to share. This project is not to make the ALA look bad. Its sole purpose is to celebrate the diversity of this organization's membership from its beginning.

Thank you,

Cathi M. Taylor, History Committee Chairman

COMMUNITY SERVICE COMMITTEE UPDATE

The Community Service Program Committee has implemented an American Legion Auxiliary Certificate of Community Service for a service project during the Pandemic. ALA members and Units are eligible to receive this printable certificate signed by our National President for promoting a Community Service Project. The certificate is available from Department Community Service Chairmen and members of the Community Service Committee.

Jeanne Haas, Community Service Committee Chairman

100TH ANNIVERSARY CELEBRATION - SECOND HALF UPDATE

Who would have thought six months ago that we wouldn't be having state conventions or a national convention – right when we were planning a super celebration of our 100th Anniversary. So, what are we doing? Are we coping? What is your Department doing to encourage your units to publicize our 100 years of service and to plan for the “second half” of our two-year celebration?

The National 100th Committee has implemented the use of conference calls and Zoom calls. During the last several months there have been multiple virtual meetings. We have, for various calls, invited national officers, national chairmen, past national presidents and department presidents, department 100th anniversary chairmen and a mixture of all. The calls have been informative and fun. We have had scavenger hunts (and, no, I'm not going to tell you what or who won). Many thanks to those who have made it all happen.

Our PR Subcommittee has also used Facebook to challenge our members to identify leadership from pictures taken years ago. It has proven to be fun and informative. We encourage each department to use

this idea in your own department or similar ideas. What ideas is your department implementing to engage our members and the community?

Department NECs: please pass this message on to your department presidents to encourage your 100th committee chairman to remain in contact with her national committee member. While there are no reports, we would like to hear what and how your department is coping – particularly regarding the 100th anniversary. Remind them that they can call on the national committee as we stand ready to help.

Linda Newsome, 100th Anniversary Committee Chairman

NATIONAL EDUCATION COMMITTEE UPDATE

As Administrators, Teachers and Students are setting off on a new path in a new school year, looking to keep all those involved safe, the Education Committee has been blazing their own trail.

The road has not been an easy one for the Education committee, but the committee was able to move on and get the important job of scholarship selection done. The due date for scholarships was March 15 for all Departments. Units received scholarship applications and were able to verify and pass them on to Departments, but the March 15 deadline created chaos with the debut of the Corona Virus in Mid-March. Many Department offices began to shutdown with applications stuck in those offices around the country. At that point, a decision was made to roll the deadline dates back a month. If all went well, the information on scholarship recipients would be released at the end of May.

The Division Chairmen traveled the right thoroughfare and were able to collect the scholarships and keep social distance during judging. Many states were creative in using digital resources to aid in judging. There was some disappointment among Chairmen that all states were not able to submit scholarship applications to their Divisions. The May 15 deadline rolled around, and all Division scholarship finalists were submitted to the National Education Chairman. National Scholarship Awards were announced near the end of May as planned.

The highlight in scholarships was the New Junior Auxiliary Loyalty Scholarship. This scholarship was well received across the country and deserving applicants will start college this fall with an extra boost. This scholarship can be used as a tool to encourage Junior Members to become active Senior members.

The goals of the Education Committee will remain the same. “Give 10 to Education” remains one of the most popular programs. With many schools starting “face to face” Education and other going to “remote” learning, this program fills an important need in education. The Education Committee has also decided to focus on Veterans in Community Schools during 20-21 to create a greater awareness of this plan. There seems to be a misunderstanding by some, but not all Departments on the intent of this important program to introduce Veterans into classrooms. Each year we are losing some of our precious Veterans. This year we may need to preserve their memories through Video recordings that can be shared and used in schools. Digital means may currently be the best way to transmit that information without transmitting Covid-19.

While it has been a challenge, the Education Committee has persevered and traveled the road to success in 2019-2020.

Debra Albers, National Education Committee

PUBLIC RELATIONS UPDATE

WHO Every program, every unit, every event.

WHAT It is even more critical now with the social distancing and quarantining that every program chair work with a Public Relations Team at every level to keep the name of our organization in front of our own members and the public.

WHEN As frequently as possible.

WHERE In the press, the radio, television, social media, posters, brochures, magazines, proclamations, letters to the editors.

WHY to help our organization grow in membership, in word of mouth, and in recognition.

HOW Branding, Posting, Talking, Sharing, Publicizing, Writing and more.

Public Relations is part of every program, every event, every ceremony, every holiday and every aspect of everything the American Legion Auxiliary does!

Thank you all for all you do for our organization!

Marty Peters - Public Relations National Chairman

**AMERICAN LEGION AUXILIARY
STRATEGIC PLANNING COMMITTEE
REPORT TO THE NEC
August 12, 2020**

Committee Members:

Linda Boone, Chair
Stephanie Abisi, Vice Chair
Janet Jefford
Kathy Dungan
Lisa Chaplin
Nancy Brown Park
Tamara Shumate
Kelly Circle, Executive Director

Ex Officio Members:

Nicole Clapp, Natl President
Kathy Daudistel, Natl Vice President
Vickie Koutz, VA&R Chair
Lisa Williamson, C&Y Chair

Executive Staff:

Kelly Circle, Executive Director
Kelly Harrier, Membership Director
Mike Butt, Communications & Marketing Director
Madison Maves, Development Director
Tamara Shumate, Administration Director
Gary Ward, Finance Director
Shannon Hitchcock, HR Director
Tyra Nelson, DC Site Director
Colette Fike, Programs & Events Director
Stephanie Abisi, Operations Director

ALA Strategic Plan Goals (adopted by the NEC 08-2019)

- 1) Cultivate a variety of Mission engagement opportunities.
- 2) Enhance organizational effectiveness of all levels: national, department, unit.
- 3) Recruit and retain members through mission engagement.
- 4) Ensure financial stewardship of resources to maximize mission delivery.
- 5) Enhance and foster the family relationship with The American Legion.

Since September 2019, when the five strategic plan goals were adopted, the staff began to refocus on mission delivery and outcomes in their daily work to ensure alignment with the adopted goals. Those evaluations led to some staff realignment, and new ideas that assisted in the development of division strategic plans that the committee recently reviewed.

July 2020 Committee Meeting Goal:

Committee will provide feedback for the executive staff to ensure strategies are in alignment with adopted goals and desired outcomes.

The questions the committee considered for each of the plans were:

- ❖ Will these strategies and tactics move the goals forward?
- ❖ Will the metrics assist in measuring the results of the tactics?
- ❖ Is there anything missing?

You might remember the strategic planning process “circle” that was provided during the August 2018 NEC meeting. This depicted a circular process that continues to ensure the strategic plan is alive and interactive.

The first step in the process is establishing/evaluating current “goals.” This is the responsibility of the NEC.

The next step is developing “strategies” which are the actions needed to accomplish goals. Along with these are the “tactics” that will be used to accomplish strategies. Both the “strategies” and “tactics” for each goal were developed by the staff division directors and describe what each division will focus on to contribute to the successful accomplishment of the adopted goals.

Strategy metrics were also included in division plans and will be used as an evaluation step to measure progress towards accomplishing the strategies.

The division plans with strategies, tactics, and metrics, are what the committee recently reviewed with staff. Discussions led to some additional tactics being included.

The next point of the “circle” is developing “action plans” that will align resources along each tactic’s timeline. The Executive Director will be leading the staff in this alignment.

Actual “implementation” is the next point on the planning circle, and the committee will be updated as the planned strategies/tactics are enacted.

At every Strategic Planning Committee meeting an “Evaluation” of the plans will be done and the information gathered will be reported to the NEC during the next regularly scheduled meeting. Staff will be responsible for making recommendations for plan adjustments as necessary, based on any barriers or facilitating factors identified during the initial rollout phase.

If you compare the previous 5-Year Centennial Plan to our current process, you will notice several differences:

- The NEC/Board still adopts goals, but the staff with input from the volunteers implements the strategies to reach the goals with this plan.
- Moving forward, division budgets will include the resources to implement the strategies and tactics, as opposed to the previous plan which had its own strategic plan budget. This time, there will be no strategic planning reserves established.
- Individual staff performance will be tied to their division strategic plans. Previously, staff was taxed with completing their job duties AND their strategic plan duties which often had nothing to do with their core job functions.
- Metrics will be used to evaluate, report, and when necessary modify strategies. This will allow us to monitor progress and recognize achievements, two things that members noticed were lacking from the previous plan.

Next Steps -- *Post July 2020 Meeting Activities*

- Integrate points discussed during the committee meeting into the Division plans.
- Executive Director will be working with executive staff to develop a process for reporting metrics.
- Committee meeting schedule will be developed for the F2021 year.
- Staff will develop timeline to update the strategic planning guide for departments.

APPENDIX B



MOTIONS/RESOLUTIONS ADOPTED OR REJECTED

August 29, 2020

**American Legion Auxiliary
National Headquarters
3450 Founders Road
Indianapolis, Indiana**

**2019-2020 NATIONAL EXECUTIVE COMMITTEE
ELECTRONIC MEETING**

**American Legion Auxiliary
National Executive Committee 2019-2020
Electronic Meeting
August 29, 2020**

Summary of Motions/Resolutions Adopted/Rejected

M/S/C = Moved/Seconded/Carried/Rejected

- M/S/C Minutes Approval Committee: NEC [FL] Michele DeGennaro, NEC [MS] Tina Hurst, NEC [KY] Jerilynn Kabel approved the minutes from the May 2, 2020 Special NEC Meeting on 5/28/2020
- M/S Motion by NEC [NV] Glynis Seeley to remove the Purchasing Policy from the Consent Agenda .
Policy removed from Consent Agenda.
- M/S Motion by NEC [WA] Eva Wallace to remove the National President and National Vice President IT Equipment Policy.
Policy removed from the Consent Agenda
- M/S/C Motion made by NEC [NY] Deborah Morris to approve the Consent Agenda:
- Ratified Cancelled Charters
 - Approved Finance Policies: Business Credit Card; Complimentary Ticket and Registration, Contract and Signature Authority, Disbursement of Funds, Endorsement, Member Benefits, Membership List Protection, Merchandising and Licensing, National President’s Special Project, Prepaid Expenses, Protection of National Officers Signatures, Reserve Funds, Solicitation and Acceptance of Donations, Gifts, and Grants
 - Approved Audit Policy: Confidentiality Policy
 - Confirmed National President Appointments (including National Secretary Linda Boone and National Treasurer Marybeth Revoir)
- Yes: 52 No: 0*
- M/C Ratified the National President’s formation of a special committee, on the recommendation of the Strategic Planning Committee, on inclusion & diversity.
*General consent vote failed – opposed by two raised hands.
Counted vote passed:
Yes: 51 No: 1*
- M/S/C Motion by NEC [IL] Deborah Lewis to amend the National President’s Foreign Travel Policy to add “Unanticipated funding for” foreign business travel by the ALA President to section 4.
Yes: 31 No: 21

- M/C Approved National President's Foreign Travel Policy from the Finance Committee as amended
Yes: 47 No: 3
- M/S/R Motion made by NEC [NV] Glynis Seeley to refer the Purchasing Policy back to Finance Committee – motion rejected
No: 35 Yes: 17
- M/C Motion to approve the Purchasing Policy from the Finance Committee as circulated in advance
Yes: 51 No: 2
- M/S/C Motion made by NEC [WA] Eva Wallace to amend Section 5 of National President and National Vice President IT Policy to read “National President and National Vice President shall adhere to prudent safety and safeguarding practices to protect phones and tables from loss, damage, or theft.”
Yes: 27 No: 25
- M/C Motion to approve the National President and National Vice President IT Policy as amended from the Finance Committee.
Yes: 48 No: 3
- M/C Motion from the Membership Committee to amend Standing Rule XIII. 6 as previously circulated that the second mailed dues renewal notice should be postmarked no later than February 1 to allow departments adequate time to process dues.
Yes: 51 No: 0
- M/C Motion from the Constitution & Bylaws Committee to amend Standing Rule III. 3 to have notifications of absences to national conferences be directed to the Executive Director instead of the National Secretary
Yes: 50 No: 0
- M/C Motion from the Constitution & Bylaws Committee to amend Standing IV.4 by striking the sentence that the National Secretary will notify the NEC of the incapacity of the National President. This is in conflict with the constitutional provision that only the NEC can make determinations regarding a national officer's capacity to continue in office.
Yes: 50 No: 0
- M/C Motion from the Constitution & Bylaws Committee to amend Standing Rule VII AEF Committee regarding the members serving on the AEF Review subcommittee. The National Secretary and National Treasure are no longer full-time employees of the national organization and should be transitioned to the Director of Finance and the Director of Development.
Yes: 53 No: 0

M/C Motion from the Constitution & Bylaws Committee to amend Standing Rule I.3 to reflect that requests for Counsel General opinions should be directed through the Executive Director.

Yes: 53 No: 0

M/C Motion from the Constitution & Bylaws Committee to pass a resolution naming November 14, 2020 as National Read Your Constitution & Bylaws Day. Having correctly worded governing documents became crucial during the COVID-19 pandemic.

Yes: 52 No: 1

M/C Motion to ratify the National President's formation of a special committee, on the recommendation of the Constitution & Bylaws Committee, to review the Code of Ethical Conduct

Passed by General Consent

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REPORT OF CHARTERS
American Legion Auxiliary
National Executive Committee Meeting
August 29, 2020

Charter Activities

February 2020 - August 2020

Active Units as of February 2020	8089
New Charters granted since NEC Meeting, February 2020	10
Charters reinstated since NEC Meeting, February 2020	7
Sub-Total	8106
Charters to be cancelled at the NEC Meeting, August 29, 2020	134
TOTAL ACTIVE UNITS	7972

UNITS TO BE CANCELLED

<u>Department</u>	<u>Unit Legal Name</u>	<u>Unit #</u>
Alaska	Nome	0019
California	Bill Brinlee	0102
	Twin Cities	0313
	Steele Town	0772
Connecticut	Corp. Frank Coyle	0001
	Gray Dickenson	0059
	Milardo-Wilcox	0075
	May-Davis-Stotzer	0117
	Stratfield	0143
	George A. Powell Sr.	0202
Georgia	Laurens County	0017
	Sylvester, Inc.	0335
	Grovetown	0337
	Howard Forrest	0503

REPORT OF CHARTERS
American Legion Auxiliary
National Executive Committee Meeting
August 29, 2020

UNITS TO BE CANCELLED

<u>Department</u>	<u>Unit Legal Name</u>	<u>Unit #</u>
Idaho	Lewis-Clark	0013
	Gus Zoellner	0036
	Boundary	0055
Illinois	Momence-Ganeer	0040
	Huerter Wilmette	0046
	Roseland	0049
	Aarvig-Campbell	0078
	Stanton Burgett	0201
	Grant	0202
	Holtz-Hirst	0288
	Wodtka-Rothe-Reiss	0380
	Beverly Hills	0407
	Romulus Meehan	0426
	Ltc. Charles J. Blackwood, Sr.	0800
	Mahomet	1015
	Central Park	1028
Ophiem	1077	
Mulberry Grove	1180	
Indiana	Glen Owens	0014
	Warfield-Knebel	0336
Iowa	Eibert Auen	0133
	Slater	0260
	Cloverleaf	0524
	Hiawatha	0735
Kansas	H. F. B. H.	0027
	Armourdale	0188
	Sublette	0205
	Rosser C. Fraser	0340
Louisiana	Turner-Mornhinveg-Moore	0129
	Banks-Strong	0166
	Iberville	0167
	Alison-Ivey	0202
	Guillory-Buller	0318
	Terrytown	0378
	Vernon R. Tweedy	0396
Albert Dalcour	0555	
Maryland	Clarence E. Wilson	0021
	Frank M. Jarman Inc.	0036
	Fitzgerald-Cantrel	0105
	My Maryland	0126

REPORT OF CHARTERS
American Legion Auxiliary
National Executive Committee Meeting
August 29, 2020

UNITS TO BE CANCELLED

<u>Department</u>	<u>Unit Legal Name</u>	<u>Unit #</u>
Massachusetts	Lowell	0087
	Samuel Turner, Jr.	0192
	Westwood	0320
Michigan	Elk Rapids	0350
	Dorie Miller	0410
Minnesota	Johnson	0382
	John Pohlker	0394
	Haack-Good	0496
	Dayton Rogers	0531
	James Weiland	0597
Missouri	Kenady-Hanks	0059
	St. Louis County Memorial	0111
	Chamois	0506
	St. Elizabeth Memorial	0545
Nebraska	Robert L. Wills	0051
	Harvard	0185
New Hampshire	Manchester	0079
New Jersey	Lt. Charles A. Meyer	0086
	Leroy S. Mead	0111
	W A Cortright Jr	0115
	Riverside	0146
	Harry Coppandyke	0171
	Roemer-Bollerman	0221
	Harvey D. Johnson	0295
	Clara Barton	0324
	Mine Hill Memorial	0391
	Deptford Memorial	0424
	Thaddeus M. Nulty	0471
Washington Twp Memorial	0521	

REPORT OF CHARTERS
American Legion Auxiliary
National Executive Committee Meeting
August 29, 2020

UNITS TO BE CANCELLED

<u>Department</u>	<u>Unit Legal Name</u>	<u>Unit #</u>
New York	Archie McCord	0086
	Earlville	0236
	Watkins-Kellett	0277
	Jesse Clipper	0430
	Bill Brown	0507
	Hiram G. Luhman	0626
	Earl B. Dudley	0686
	Kensington	0708
	Mohican	0983
	Amityville	1015
	First Ward	1254
	Silver Beach	1371
	Gentile Cespino-Joseph Russo	1544
	Harold Provost Memorial	1686
North Carolina	The Whiteville	0137
	Snow Hill	0536
North Dakota	Gilbert S. Furness	0040
	Frank Gordhammer	0048
	Morken Christensen	0182
	Gainer McAndrews	0242
South Dakota	Quail-Evenson	0133
	Harold Roesch	0161
	Dahnke-Menkins	0188
	Foothills	0320
Tennessee	Celina	0018
	Portland	0075
	Sam P. McConnell	0159
	Reelfoot Lake	0174
Utah	Monroe	0037
	Parley-Kimball	0108
Vermont	Milton	0057
Virginia	Leon A. Harper	0050
	Mathews	0083
	Keysville	0260

REPORT OF CHARTERS
American Legion Auxiliary
National Executive Committee Meeting
August 29, 2020

UNITS TO BE CANCELLED

<u>Department</u>	<u>Unit Legal Name</u>	<u>Unit #</u>
Washington	Captain Green	0020
	Glenn M Sickels of Kennewick-Pasco	0034
	Cpl. Christopher Nelson	0049
	Lake Stevens Memorial	0181
Wisconsin	Kerlin-Farina	0016
	Howe-Paff	0037
	William Graham	0173
	Cuff Patricki	0174
	Federal	0203
	Richard Ellis	0205
	Luther-Hamshire-Pearsall	0279
	Thomas-Holcomb	0304
	Wenzel-Longley	0349
	Jones-Mehrtretter-Ehrlich-Wagie	0405
	Bell Telephone	0427
Franklin Delano Roosevelt	0444	

End of Charter Report

COMMITTEE	TITLE	FIRST NAME	LAST NAME
ALA Girls Nation	Chairman	Wendy	Riggle
ALA Girls Nation	Vice Chairman	Gwenda	Schroeder-Zulch
ALA Girls Nation	Next year's Chairman		
ALA Girls Nation	Member	Margaret	Dellinger
ALA Girls Nation	Member	Gwenolyn	Crawford
ALA Girls Nation	Central Division Chairman	Bonnie	Jakubczyk
ALA Girls Nation	Eastern Division Chairman	Marie	Delaney
ALA Girls Nation	Northwestern Division Chairman Division	Kristi	Nohavec
ALA Girls Nation	Southern Division Chairman	Chris	Harvey
ALA Girls Nation	Western Division Chairman	Marge	Christianson
Americanism	Chairman	Denise	Conrad
Americanism	Vice Chairman	Doreen	Gallagher
Americanism	Member	Christine	Trahan
Americanism	Member	Ruth	Morgan
Americanism	Central Division Chairman Chairman	Lynda	Lancaster
Americanism	Eastern Division Chairman	Donna	Thurman
Americanism	Northwestern Division Chairman	Virgina	Nelsen
Americanism	Southern Division Chairman	Carol	Hassett
Americanism	Western Division Chairman	Anita	Biggs
Audit	Chairman 2 years	Jeri	Brooks-Greenwell
Audit	ALAF Committee Liaison	Coral May	Grout
Audit	Finance Committee Liaison	Virginia	Hobbs
Audit	Member 1 Year	Carol	Westergren
Audit	Member 3 Years	Carol T.	Robinson
Auxiliary Emergency Fund	Chairman	Vickie	Thrower-Mills
Auxiliary Emergency Fund	Vice Chairman	Sue	Gooch
Auxiliary Emergency Fund	Member	Sue	Verville
Auxiliary Emergency Fund	Central Division Chairman	Teresa	Isensee
Auxiliary Emergency Fund	Eastern Division Chairman	Debra	Knickerbocker
Auxiliary Emergency Fund	Northwestern Division Chairman Division	Raleen	Tolzmann
Auxiliary Emergency Fund	Southern Division Chairman	Anneliese	Anderson
Auxiliary Emergency Fund	Western Division Chairman	Mary Lou	Lopez
Children & Youth	Chairman	Lisa	Williamson

Children & Youth	Vice Chairman	Anselma	Obremski
Children & Youth	Member	Holly	Heatly
Children & Youth	Central Division Chairman	Suzanne	Hembrook
Children and Youth	Eastern Division Chairman	Carole	Baldwin
Children & Youth	Northwestern Division Chairman Division	Melanie	Martens
Children & Youth	Southern Division Chairman	Gabriele	Barnett
Children & Youth	Western Division Chairman	Barbara	Santillanes
Community Service	Chairman	Jeanne	Haas
Community Service	Vice Chairman	Deborah	Blanch
Community Service	Member	Barbara	Wong
Community Service	Member	Tina	Hurst
Community Service	Member	Cindy	Newton
Community Service	Central Division Chairman	Julia	Moore
Community Service	Eastern Division Chairman	Nancy	Magginnis
Community Service	Northwestern Division Chairman Division	Donna	Hatfield
Community Service	Southern Division Chairman	Gloria	Fochtman-Haygood
Community Service	Western Division Chairman	Linda	Fercho
Constitution & Bylaws	Chairman	Trish	Ward
Constitution & Bylaws	Vice Chairman	Pamela	Bates
Constitution & Bylaws	Member	Jane	Benzel
Constitution & Bylaws	Member	Wanda	Brandt
Constitution & Bylaws	Member	Lisa	Rojek
Education	Chairman	Debra	Albers
Education	Vice Chairman	Deborah	Morris
Education	Member 3 year	Margaret	McMahon
Education	Member 2 year	Amanda	Washburn
Education	Central Division Chairman	Rosemarie	Hauck
Education	Eastern Division Chairman	Karyl	Horn
Education	Northwestern Division Chairman Division	Jean	Walker
Education	Southern Division Chairman	Sallie	Rossmann
Education	Western Division Chairman	Yolanda	Bonilla
Finance	Chairman 2 year	Sharon	Conatser
Finance	Vice Chairman 4 year (FC's Liaison to Audit)	Virginia	Hobbs
Finance	Member 1 year	Peggy	Thomas

Finance	Member 5 year (FC's Liaison to ALAF)	Nancy	Brown-Park
Finance	Member 3 year	Paula	Raney
History	Chairman	Cathi	Taylor
History	Vice Chairman	Denise	Delaney-Wrolan
History	Member ex officio Natl Historian	Peggy	Monroe
History	Member	Carol	Campbell
History	Member	Yvonne	Brunner
Junior Activities	Chairman	Suzanne	Knapp
Junior Activities	Vice Chairman	Ann	Ritacco
Junior Activities	Member	Brenda	Collins
Junior Activities	Member	Lucille	Mozzillo
Junior Activities	Central Division Chairman	Bev	Copple
Junior Activities	Eastern Division Chairman	Alysia	Duncanson
Junior Activities	Northwestern Division Chairman Division	Peggy	Tesdahl
Junior Activities	Southern Division Chairman	Karen	Toll
Junior Activities	Western Division Chairman	LuAnn	Capazzi
Leadership	Chairman	Diana	Sirovina
Leadership	Vice Chairman	Beverly	Neel
Leadership	Member	Michele	DeGennaro
Leadership	Member	Michelle	Woodburn
Leadership	Central Division Chairman	Ann	Buchanan
Leadership	Eastern Division Chairman	Marrick	McDonald
Leadership	Northwestern Division Chairman Division	Carol	Kottom
Leadership	Southern Division Chairman	Linda	Smiley
Leadership	Western Division Chairman	Robin	Falkenberg
Legislative	Chairman	Norma	Tramm
Legislative	Vice Chairman	Kathy	Cisna
Legislative	Member	Betty	Moore
Legislative	Member	Joyce	Brown
Legislative	Central Division Chairman	Sue	Masten
Legislative	Eastern Division Chairman	Debra	Noble
Legislative	Northwestern Division Chairman Division	Barb	Vetter
Legislative	Southern Division Chairman	Donna	Dillard
Legislative	Western Division Chairman	Cindy	Queen

Liaison to Child Welfare	Chairman	Kristine	West
Liaison to Child Welfare	Vice Chairman	Desi	Stoy
Liaison to Child Welfare	Member C & Y Chair	Lisa	Williamson
Membership	Chairman	Pam	Ray
Membership	Vice Chairman	Lauren	Lloyd
Membership	Member	MaryAnn	Paul
Membership	Member	Marie	Mock
Membership	Central Division Chairman	Cathie	Goth
Membership	Eastern Division Chairman	Laura	Santino
Membership	Northwestern Division Chairman Division	Shirley	Frederick
Membership	Southern Division Chairman	Patti	Martinez
Membership	Western Division Chairman	Jan	Cushing
National Security	Chairman	Melanie	Taylor
National Security	Vice Chairman	Diane	Spencer
National Security	Member	Marsha	Haag
National Security	Member	Tamara	Opland
National Security	Member	Patti	Lach
National Security	Central Division Chairman	Joan	Chwala
National Security	Eastern Division Chairman	Sandy	Seacat
National Security	Northwestern Division Chairman	DeDe	Buckley
National Security	Southern Division Chairman	Dara	Oliver
National Security	Western Division Chairman	Anne	Parker
Past Presidents Parley	Chairman	Carlene	Ashworth
Past Presidents Parley	Vice Chairman	Kathy	Dungan
Past Presidents Parley	Member	Rita	Navarrete'
Poppy	Chairman	Beth	McGinn
Poppy	Vice Chairman	Sandra	Fredrickson
Poppy	Member	Shirley	Maurer
Poppy	Central Division Chairman	Mary	Sebben
Poppy	Eastern Division Chairman	Treva Kay	Wildrick
Poppy	Northwestern Division Chairman Division	Angela	Foster
Poppy	Southern Division Chairman	Susan	Hall
Poppy	Western Division Chairman	Karen	Smith
Public Relations	Chairman	Marty	Peters

Public Relations	Vice Chairman	Martha	Setlock
Public Relations	Member	Brenda	Holland
Public Relations	Member	Ree Ann	Ross
Public Relations	Central Division Chairman	Karen	Lowe
Public Relations	Eastern Division Chairman	Cathleen	Camire
Public Relations	Northwestern Division Chairman	Rita	Barylski
Public Relations	Southern Division Chairman	Toni	Reale
Public Relations	Western Division Chairman	DeDe	Theal
Veterans A & R	Chairman	Vickie	Koutz
Veterans A & R	Vice Chairman VAVS Rep 1 year	Patricia	Kranzow
Veterans A & R	Member 2 year	Donna	Ray
Veterans A & R	Member 3 year	Sharon	Neville
Veterans A & R	Central Division Chairman	Ann	Crawford
Veterans A & R	Eastern Division Chairman	Paulette	Caron
Veterans A & R	Northwestern Division Chairman Division	Barbara	Washburn
Veterans A & R	Southern Division Chairman	Janice	MacLeod
Veterans A & R	Western Division Chairman	Darlene	Allen
Special Committees:			
Strategic Planning	Chairman	Linda	Boone
Strategic Planning	Vice Chairman	Stephanie	Abisi
Strategic Planning	Member	Janet	Jefford
Strategic Planning	Member	Kathy	Dungan
Strategic Planning	Member	Lisa	Chaplin
Strategic Planning	Member	Nancy	Brown-Park
Strategic Planning	Member	Kelly	Circle
Strategic Planning	Member	Tamara	Shumate
Strategic Planning	Ex Off Member	Kathy	Daudistel
Strategic Planning	Ex Off Member	Vickie	Koutz
Strategic Planning	Ex Off Member	Nicole	Clapp
Strategic Planning	Ex Off Member	Lisa	Williamson
Advisory	Chairman TAL Liaison	Peggy	Thomas
Advisory	Vice Chairman TAL Liaison	Virginia	Hobbs
Advisory	Vice Chairman TAL Liaison	Linda	Boone
Advisory	Member		All other PNP's

Special Appointments:			
Convention City	Chairman	Penny	Maklary
Centennial Convention	Chairman	Martha	Corriher
Distinguished Guests	Chairman	Jan	Pulvermacher-Ryan
Distinguished Guests	Vice Chairman	Carlene	Ashworth
Distinguished Guests	Member	Rita	Navarrete
Parliamentarian	Chairman	Peggy	Thomas
Presidents Scrapbook	Chairman	Darla	Davidson
100th Anniversary	Chairman	Linda	Newsome
Appointees to Executive Committee to the NEC			
1 of 2 NECs Appointed to Exec Cmte of NEC:	NEC	Christine	Trahan
2 of 2 NECs Appointed to Exec Cmte of NEC:	NEC	Carol	Maynard
Appointed National Officers			
National Officer	National Secretary	Linda	Boone
National Officer	National Treasurer	Marybeth	Revoir
NEC Confirmations			
ALA, Inc. Board of Directors	Foundation President	Doris	Hammeke
ALA, Inc. Board of Directors	Foundation Vice President	Cathleen	Maclnnes
ALA, Inc. Board of Directors	Foundation Secretary/Treasurer	Terri	Wallace
ALA, Inc. Board of Directors	Elected Director (Liaison to Audit Committee)	Coral May	Grout
ALA, Inc. Board of Directors	Elected Director	Laura	Santino
ALA, Inc. Board of Directors	Elected Director	Carrie	Davenport
ALA, Inc. Board of Directors	Elected Director	Diane	Duscheck
ALA, Inc. Board of Directors	Elected Director	Rosemarie	Hauck
ALA, Inc. Board of Directors	Elected Director	Kathryn	Kaoudis
ALA, Inc. Board of Directors	Elected Director	Anne	Parker
ALA, Inc. Board of Directors	Designated Director - ALA National Vice President	Kathy	Daudistel
ALA, Inc. Board of Directors	Designated Director - Interim ALA National Secy	Linda	Boone
ALA, Inc. Board of Directors	Designated Director - ALA National Treasurer	Marybeth	Revoir
ALA, Inc. Board of Directors	Appointed Director-Natl. Finance Committee	Nancy	Brown-Park
ALA, Inc. Board of Directors	Ex-Officio Director - ALA National President	Nicole	Clapp
ALA, Inc. Board of Directors	Honorary Director - TAL Past National Commander	David	Rehbein

American Legion Auxiliary

NATIONAL POLICY

Business Credit Card

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020 Next Review Date: **Spring 2022**

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide compensated officers and certain American Legion Auxiliary National Headquarters (ALA NHQ) staff with a business credit card as an efficient and alternative means of payment for approved expenses, to improve managerial reporting related to purchases, and to improve efficiency and reduce costs of payable processing.

Policy

1. ALA NHQ business credit cards shall be used solely for Auxiliary business in accordance with established purchasing and travel policies and within the confines of the National Headquarters budget approved by the National Executive Committee.
2. ALA NHQ business credit cards shall be issued to the National President, National Vice President, Executive Director and Director of Finance. The Executive Director may authorize the issuance of business credit cards to certain ALA NHQ employees.
3. The Executive Director is responsible for reviewing and setting limits on ALA NHQ staff-issued credit cards.
4. ALA NHQ business credit cards shall be surrendered immediately to the Executive Director or Director of Finance upon the expiration of the compensated officer's term, upon termination of employment, or at other times as may be required.
5. Cash advances on ALA NHQ business credit cards are strictly prohibited.
6. Unauthorized use of ALA NHQ business credit cards by anyone other than the cardholder is prohibited.
7. Cardholders issued an ALA NHQ business credit card shall be responsible for safeguarding the business credit card and the card's account number, maintaining appropriate documentation of business transactions and reconciling the statement on a monthly basis. A National Officer may designate an ALA NHQ staff member to reconcile the business credit card statement.

8. Cardholders who fail to adhere to the ALA business credit card policy and procedures may be subject to disciplinary action as outlined in the ALA Business Credit Card Agreement.
9. Cardholders shall be financially responsible for costs from abuse causing late charges and/or over limit charges.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – consistent presentation of ALA policy not National Headquarters; remove “personnel” and add “staff”	FC
02-21-2020	Policy Item 2 – removed National Secretary and National Treasurer; add Executive Director and Director of Finance	FC
02-21-2020	Add new policy in position as Item 3 – ED responsible for reviewing and setting limits for cards issued	FC
02-21-2020	Item 4 – remove “shall be”; add “are strictly” prohibited	FC
02-21-2020	Item 7 – remove “employee” and reference correct document title	FC

American Legion Auxiliary

NATIONAL POLICY

Complimentary Ticket and Registration

Reviewed by: National Finance Committee Reviewed On: 02-21-20

Approving Body: National Executive Committee Date Approved: 08-29-20 Next Review Date: **Fall 2022**

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide complimentary tickets and registrations during various American Legion Auxiliary events.

Policy

1. The Executive Director shall submit complimentary registration and ticket recommendations to the National President for her approval 90 days prior to event.
2. Funds shall be budgeted for anticipated complimentary expenses annually.
3. Any authorized volunteer receiving a complimentary ticket and a meal allowance shall have the designated amount for the meal provided deducted from the meal allowance portion of their per diem.
4. Past National Presidents attending States Dinner shall receive complimentary tickets.
5. Participating staff, as assigned by the Executive Director, shall receive complimentary tickets for events to which they are assigned. A staff member receiving a complimentary ticket shall have the designated amount for the meal provided deducted from the meal allowance portion of their per diem.
6. Registrations for National Officers and National Chairmen shall be complimentary for events where the National President and Executive Director request attendance.

Date Revised	Description of Revision	Approved by
02-21-20	Item 6 – remove specific list of events; add “events where the NP and ED request attendance	FC

American Legion Auxiliary

NATIONAL POLICY

Contract Approval and Signature Authority

Reviewed by: National Finance Committee Reviewed On: 02/21/2020

Approving Body: National Executive Committee Date Approved: 08/29/2020

Next Review Date: Fall 2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to authorize appropriate ALA National Officers and the Executive Director to execute and enter into agreements on its behalf in compliance with the corporate laws of the State of Indiana and in keeping with corporate governance standards and acceptable business practices.

Policy

1. The National Secretary shall have oversight and the Executive Director shall have authority to execute contracts, agreements, and memorandums of understanding on behalf of the American Legion Auxiliary for goods and services consistent with matters within the approved American Legion Auxiliary National Headquarters budget.
2. The National Secretary and the Executive Director shall not enter into contracts, agreements, and memorandums of understanding for matters that are not within the scope and confines of the national organization's budget approved by the ALA National Executive Committee.
3. The Executive Director shall ensure that all contracts, agreements and memorandums of understanding bear legal and authenticated original signatures.
4. The Executive Director, with oversight by the National Secretary, shall make certain the organization maintain all fully executed signed contracts, agreements, and memorandums of understanding, clearly identified as such.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – inclusion of Executive Director as appropriate authority	FC
02-21-2020	Policy – include Executive Director, consistent references	FC

American Legion Auxiliary

NATIONAL POLICY

Disbursement of Funds

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020 Next Review Date: **Spring 2023**

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain check signing and electronic disbursement of funds (ACH/EFT/Transfers) authority parameters as part of its overall system of financial internal controls.

Policy

1. Checks written manually in the amount of less than \$50,000 shall require a single signature of the National Treasurer, Executive Director or Director of Finance.
2. Checks generated via the automated accounting system in the amount of less than \$50,000 for approved expenditures shall require the automated, and secured, signature of the National Treasurer.
3. Electronic disbursement of funds via the automated accounting system for approved expenditures in the amount of less than \$50,000 shall require written approval of the Executive Director or a designated director.
4. Checks written manually in the amount of \$50,000 or more for approved expenditures shall require two manual signatures. One of the signatures must always be that of the National Treasurer, Executive Director or the Director of Finance. The second signature may be obtained from a designated director, as authorized by the National Treasurer.
5. Checks generated via the automated accounting system in the amount of \$50,000 or more shall require two signatures. One of the signatures will be the automated and secured signature of the National Treasurer. The second signature may be obtained from the Executive Director or a designated director with signing authority, as authorized by the National Treasurer.
6. Electronic disbursement of funds via the automated accounting system for approved disbursements in the amount of more than \$50,000 shall require written approval of the Executive Director and the written approval of the designated director.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – include electronic disbursements parameters in financial internal controls	FC
02-21-2020	Policy - incorporate Executive Director and Director of Finance and parameters of signatures	FC
02-21-2020	Incorporate financial controls for electronic disbursements, thresholds and level of approvals	FC

ALA NATIONAL

American Legion Auxiliary

NATIONAL POLICY

Endorsement

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Fall 2022

Policy Statement

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to not endorse products, services, programs or activities of any other organization or to allow any products, services, programs or activities other than member benefit providers to use ALA national trademarks, service marks, name, and intellectual property (a.k.a “Marks”).

Policy Definitions

Endorsement is defined as the expressed approval or support of a product or service, typically conveyed through advertising. The Federal Trade Commission (FTC) guidelines define endorsement as any advertising message that consumers are likely to believe reflects the opinion, belief, findings, or experience of a party other than the sponsoring advertiser.

An endorsement is an advertising and marketing term regulated by the FTC. The term is specific and not to be confused with support for ALA partnerships, agreements, or collaborations with other organizations relative to mission outreach.

ALA national trademarks, service marks, name, and intellectual property (a.k.a “Marks”) are defined as, but not limited to, all emblems, logos, symbols and artwork that are in any way manifestations of the ALA organization or indicators of the organizational entity. The Marks are the corporate property of the American Legion, entrusted to the National Secretary and Executive Director for safeguarding.

Date Revised	Description of Revision	Approved by

ALA NATIONAL

American Legion Auxiliary

NATIONAL POLICY

Member Benefits

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: **Fall 2023**

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to enhance the value of belonging to the ALA by offering and maintaining member benefits through agreements with companies providing products and services at discounted rates to ALA members.

The purpose of this policy is to define the parameters of a member benefits program and the expectations of member benefit providers.

Policy

Companies interested in providing member benefits for the members of the ALA shall:

1. Submit an application to the Director of Development specifying the type of member benefit(s) to be offered to members.
2. Submit a statement request or business plan to the Director of Development that addresses: projected royalty schedule; advertising plan; references from other organizations; explanation of customer fulfillment; description(s) and/or sample(s) of the product(s); product manufacturing information including company, location, and primary contacts; and request for the appropriate Marks (trademarks, service marks, name, and intellectual property).
3. Companies marketing goods and services utilizing American Legion Auxiliary Marks and from which royalties are anticipated are expected to market to ALA membership via ALA national meetings and communication media, including advertisement in ALA national publications and electronic media.
4. Companies marketing goods and services utilizing American Legion Auxiliary Marks and from which royalties are anticipated shall sign and abide by a licensing and list protection agreement, executed by the Executive Director in consultation with and reviewed by Counsel General, that provides for the payment of royalties and appropriate national ALA Membership list fees.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy – clarification of responsible positions for compliance and management	FC
02-21-2020	Removed “National Headquarters” when referencing Development Director, consistency	FC

ALA NATIONAL

American Legion Auxiliary
NATIONAL POLICY
Membership List Protection

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Fall 2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to protect the national American Legion Auxiliary Membership List.

The purpose of this policy is to ensure the integrity of the manner in which the national ALA Membership List may be accessed and used. The national ALA Membership List is the corporate property of the ALA, entrusted to the Executive Director for safeguarding.

Date Revised	Description of Revision	Approved by
02-21-2020	Removed "Policy" section and moved requirements to procedure document	FC

American Legion Auxiliary
NATIONAL POLICY
Merchandising and Licensing

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Fall 2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain an effective licensing system utilized by the ALA National Secretary and Executive Director for granting the protected use of the ALA emblem and trademarks in producing licensed merchandise.

The purpose of this policy is to ensure the integrity of the manner in which the ALA national trademarks, service marks, name, and intellectual property (a.k.a. “Marks”) are reproduced. The American Legion Auxiliary Marks are the corporate property of the American Legion, entrusted to the ALA National Secretary and Executive Director for safeguarding. Applications for the use of American Legion Auxiliary Marks shall be reviewed and be approved by the ALA National Secretary and Executive Director. Companies marketing goods and services utilizing American Legion Auxiliary Marks from which royalties are anticipated, shall sign and abide by a licensing and list protection agreement, executed by the Executive Director, including the payment of royalties and appropriate national ALA Membership list fees.

Date Revised	Description of Revision	Approved by
02-21-2020	Approved recommendation to move listed items under “Policy” to a procedure document	FC

American Legion Auxiliary
NATIONAL POLICY
National President Foreign Travel

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Spring 2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to outline guidelines for foreign business travel by the American Legion Auxiliary National President. All ALA foreign business travel shall consider the value of proposed travel by weighing the costs and benefits of making the trip to determine the best possible return on investment for the organization as related to established organizational goals.

Policy

1. Foreign business travel by the ALA National President shall take into account:
 - a. the number of ALA members in close proximity to the business travel destination(s),
 - b. opportunities to meet with members in those foreign locations, and
 - c. opportunities to increase awareness of the ALA's mission in those foreign locations.
2. Foreign business travel by the ALA National President shall take into account current international travel warnings issued by the U.S. Department of State and any health issues for countries on the proposed foreign itinerary.
3. Foreign business travel by the ALA National President shall be planned in conjunction with that of the National Commander of the American Legion.
4. Foreign business travel by the ALA National President shall be included in the annual budget proposed by the ALA National Finance Committee to the ALA National Executive Committee for consideration. Unanticipated **funding for** foreign business travel by the ALA National President shall be pre-approved by the ALA National Finance Committee.
5. All expenses related to personal foreign travel by the ALA National President shall be the responsibility of the ALA National President.

Date Revised	Description of Revision	Approved by
02-21-2020	Grammar corrections	FC
08-29-2020	Changed #4 from “Unanticipated foreign business travel by the ALA National President shall be pre-approved by the ALA National Finance Committee.” to “Unanticipated funding for foreign business travel...”	NEC

ALA NATIONAL

American Legion Auxiliary
NATIONAL POLICY
National President's Special Project Funds

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Fall 2022

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, that the National President has the option of selecting a special project from the existing national programs of the American Legion Auxiliary or the American Legion Auxiliary Foundation (ALAF) to promote and request donations from the membership during their administrative year. Accordingly, American Legion Auxiliary Departments are encouraged to institute a policy at the Department level utilizing the same criteria reflected in this policy.

Policy

1. The National President's special project selected shall be supportive of the organization's mission and strategic plan.
2. The National President's special project shall be part of the annual development plan submitted to the Finance Committee.
3. Departments shall receive information on the National President's special project at, or prior to, her installation. All monetary gifts received by the National President during their year of service shall be applied to the designated special project and be deposited into the appropriate account of the ALA or the ALAF. The National President may, at times, direct monetary gifts received during their year of service to either the ALA programs or the ALAF based on greatest need.
4. National President's special project funds shall be deposited in the appropriate ALA or ALAF bank account and shall be duly recorded to the National President's special project.
5. This policy is separate from the acceptability and reporting of professional and personal gifts to a compensated officer or staff member as defined in the American Legion Auxiliary National Headquarters rules of conduct for personnel.
6. This policy shall follow the policies as defined in the American Legion Auxiliary National Headquarters Donation Acceptance Policy.
7. Dispersing of the National President's special project funds shall be in accordance with the requirements of standard and acceptable nonprofit accounting procedures.
8. When applicable, the decision to distribute National President's special project funds to more than one designee organization shall be made by the National President.

Date Revised	Description of Revision	Approved by

ALA NATIONAL

American Legion Auxiliary

NATIONAL POLICY

Purchasing

Reviewed by: National Finance Committee

Reviewed On: 02/21/2020

Approving Body: National Executive Committee

Date Approved: 08/29/2020

Next Review Date: **Spring 2022**

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to implement and follow purchasing practices of the highest ethical standards while achieving acquisitions at the lowest reasonable cost in order to conduct the business of the American Legion Auxiliary (ALA) and advance the mission of the ALA.

Definitions

Immediate or Urgent Need

Justification for a purchase made in exception to these policies due to circumstances beyond a reasonable person's control or that could not have been foreseen in time to follow standard purchasing policies and procedures.

Sole Source Procurement

Justification for a purchase when there is only one party or firm that can provide the required service or supply.

Trial Basis Equipment

Equipment obtained from vendors and used for demonstration or evaluation purposes.

Policy

1. Purchases by and on behalf of the ALA must comply with applicable Federal and State statutes and current ALA policies and procedures.
2. The ALA NHQ management shall negotiate and enact fair and reasonable contracts for the procurement of quality goods and services.
3. The purchasing of goods or services that personally benefit the private interest of members of the governing board, national officers, national chairs, members of a committee with governing board delegated powers, national appointees, and National Headquarters staff shall not conflict with the adopted ALA National Conflict of Interest Policy.

4. The purchasing of goods or services for the ALA by any ALA compensated National Officer or ALA NHQ staff from a third party that is an immediate family member of the officer or staff member shall be in strict compliance with the ALA Conflict of Interest Policy.
5. No ALA compensated National Officer or staff member of the ALA NHQ shall have any personal financial interest(s), directly or indirectly, in any contractor, company, corporation, or organization that furnishes goods and services of any kind to the ALA.
6. Purchases and requests for quotations or proposals shall be transacted, negotiated, or conducted by the Executive Director or their designee.
7. All contracts under consideration must include standard written quotations, terms and conditions.
8. The Executive Director or ALA NHQ designee may, at their discretion, utilize formal or informal bid solicitations in the course of procurement.
9. All contracts shall be reviewed and approved by the Executive Director prior to execution, and in accordance with the ALA National Contract Approval and Signature Authority Policy.
10. The Executive Director has discretion to waive competitive bidding requirements in certain situations, including but not limited to, as defined as, Immediate, Urgent Need, or Sole Source Procurement.
11. All moving, handling, transportation and applicable installation costs as defined as Trial Basis Equipment shall be the sole responsibility of the vendor.
12. No ALA National Officer or ALA NHQ staff member shall accept any gift, token, membership, gratuity or service valued at \$50 or more from a vendor of the ALA. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by a National Officer shall be reported to the ALA National Audit Committee Chairman. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by an ALA NHQ staff member shall be reported to the Director of Human Resources.

Date Revised	Description of Revision	Approved by
2-21-2020	Consistent use of IRS nonprofit definition;	FC
2-21-2020	Replaced “National Secretary” with “Executive Director” throughout	FC
2-21-2020	#2, added “management”	FC
2-21-2020	#3 Removed “The purchasing of goods or services that personally benefit any ALA compensated national officer or ALA NHQ staff shall be strictly prohibited.”	FC
2-21-2020	#4 Removed “The purchasing of goods or services for the ALA NHQ by any ALA compensated national officers or ALA MHQ staff from a third party that is an immediate family member of the officer or staff member shall be strictly prohibited.”	FC
2-21-2020	#6 Removed “by the ALA NHQ’s Authorized Purchasing Agent (APA), ALA National Secretary, ALA National Treasurer, or ALA NHQ Director, or his/her designee” and replaced with “Executive Director or their designee.”	FC
2-21-2020	#8 Removed “ALA NHQ’s APA, ALA National Secretary, ALA National Treasurer, or ALA NHQ director” and replaced with “Executive Director or ALA NHQ designee.”	FC
2-21-2020	#9 Removed “finalization and signing” and replaced with “prior to execution”	FC
2-21-2020	#10 Removed “ALA National Secretary, National Treasurer, or ALA NHQ’s APA” and replaced with “Executive Director”	FC
2-21-2020	#11 Removed “trial, loan, or demonstration equipment” and replaced with “ as defined as Trial Basis Equipment”	FC
2-21-2020	#12 Removed “ALA NHQ staff or ALA compensated national officer” and replaced with “ALA national officer or ALA NHQ staff member”; line # 2 replaced “\$25” with “\$50”; replaced “ALA NHQ” with “ALA.”; removed “shall be reported to any member of the ALA National Audit Committee as outlined in the American Legion Auxiliary National Whistleblower policy and procedures.” inserted “by a National Officer shall be reported to the ALA National Audit Committee Chairman. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by an ALA NHQ staff member shall be reported to the Director of Human Resources.	FC

American Legion Auxiliary

NATIONAL POLICY

National President and National Vice President IT Equipment Policy

Reviewed by: National Finance Committee Reviewed On: 08-06-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Spring 2022

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide necessary technological equipment to its National President and National Vice President to ensure the effectiveness of the American Legion Auxiliary. It is also the policy of the ALA to provide parameters for the National President's and National Vice President's use of technological equipment to ensure the effectiveness of the American Legion Auxiliary.

Policy:

1. The National President and the National Vice President will use an ALA provided phone and will return the phone to the ALA at the completion of the presidential term.
2. ALA phones used by the National President and National Vice President are purchased on a four-year cycle by the ALA.
3. ALA may provide a reimbursement up to \$1500.00 for the purchase of a tablet. Parameters for this reimbursement include:
 - a. Purchase must be made in the spring prior to the leading candidate's election to the position of National Vice President at National Convention.
 - b. This tablet will be used for both the vice presidency and the presidency terms.
4. ALA contracts with the data provider for both the ALA phones and the tablets. ALA also manages the plans, secures insurance on the phones and pays the monthly charges.
5. National President and National Vice President ~~are responsible for any damages incurred to phones and tablets not deemed fair wear and tear~~ and shall adhere to prudent safety and safeguarding practices to protect phones and tablets from loss, damage, or theft.
6. National President and National Vice President are required to sign applicable ALA required agreement forms upon receipt of phone and tablet reimbursement.

7. At the end of two terms of service (vice presidency and presidency), the tablet may be purchased by the outgoing National President for a predetermined fee agreed upon with the Executive Director.

8. Upon resignation or termination of office, equipment provided by the ALA shall be returned immediately and in good working condition. Any reimbursements for tablets may be reviewed for possible money owed by the resigned/terminated party to the ALA.

Date Revised	Description of Revision	Approved by
08-29-2020	Policy – item 5 recommended by NEC to strike “are responsible for any damages incurred to phones and tablets not deemed fair wear and tear and..”; shall read “NP and NVP shall adhere to prudent safety and safeguarding practices to protect phones and tablets from loss, damage, or theft	NEC

American Legion Auxiliary

NATIONAL POLICY

Prepaid Expenses

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Fall 2021

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to account for prepaid expenses in a consistent and rational manner in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Policy

1. Any prepaid expense (i.e. ALA Girls Nation pins/charms, convention page ribbons, National President's scrapbooks, supplies) in which the total (bulk) dollar amount is under \$5,000 (the scope or "de-minimus" level) shall be expensed when paid.
2. Any prepaid expense (i.e. awards, meeting supplies) in which the total (bulk) dollar amount exceeds \$5,000 (the scope or "de-minimus" level) shall be recorded evenly over the period of the intended benefit or use on a monthly basis in accordance with U.S. GAAP.
3. Any prepaid expense for insurance, regardless of the dollar amount, shall be recorded evenly over the life of the policy on a monthly basis in accordance with U.S. GAAP.
4. Any prepaid expense for meeting and travel expenses which take place in the upcoming fiscal year, regardless of the dollar amount, shall be recorded as a prepaid expense in the current fiscal year in accordance with U.S. GAAP.

Date Revised	Description of Revision	Approved by
02-21-2020	Grammar corrections	FC

ALA NATIONAL

American Legion Auxiliary

NATIONAL POLICY

Protection of the National Officers and Leadership Signatures

Reviewed by: National Finance Committee Reviewed On: 02/21/2020

Approving Body: National Executive Committee Date Approved: 08/29/2020

Next Review Date: Fall 2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to protect the digital or facsimile signature of the ALA National President, National Vice President, National Secretary, National Treasurer, the ALA National Committee Chairmen (Leadership), the Executive Director, and the Director of Finance.

Policy

1. The American Legion Auxiliary Executive Director and the Director of Administration shall safeguard the digital or facsimile signature of the ALA National Officers, Leadership, Executive Director and Director of Finance and only use the digital or facsimile signature(s) as designated and approved.
2. In the absence of the National President, National Secretary, National Treasurer or Executive Director, no authority is implied to acquire or dissolve assets or enter into binding contracts that obligate the organization beyond routine matters of policy or procedure.
3. In the event that an ALA National Officer or Leader's signature is required for a matter beyond what has been previously designated and approved, the Executive Director or the Director of Administration shall contact the respective officer or leader for approval. In such circumstances where a National Officer or Leader provides direction to a national headquarters staff member to utilize their digital or facsimile signature, a written directive shall be duly retained and filed.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – clarified protection of all facsimile signature retained for the purposes of doing business for the ALA	FC
02-21-2020	Policy Item 1 – add Director of Finance to protected list	FC
02-21-2020	Item 3 – remove reference “her” and add “their”	FC

ALA NATIONAL

American Legion Auxiliary

NATIONAL POLICY

Reserve Funds

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Spring 2022

Policy Statement

It is the policy of the National Headquarters of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain reserve funds (reserves) to ensure the stability of the mission, programs, employment, and ongoing operations of the American Legion Auxiliary National Headquarters.

Policy

1. The ALA National Finance Committee shall annually designate reserves to cover anticipated or unanticipated future expenses outside the budget in specific categories. The named designations will include explanations of purpose and amounts.
2. The ALA National Finance Committee shall present its recommendations for reserves in conjunction with its presentation of the annual budget recommended for adoption by the National Executive Committee (NEC).
3. The ALA National Finance Committee shall authorize disbursements of reserves in accordance with NEC actions.
4. The ALA National Finance Committee shall report the disbursement of reserves to the NEC as part of its annual financial report.
5. Reserves are considered board designated and as such may be undesignated by NEC action.

Date Revised	Description of Revision	Approved by

American Legion Auxiliary

NATIONAL POLICY

Solicitation and Acceptance of Donations, Gifts or Grants

Reviewed by: National Finance Committee

Reviewed On: 08-06-2020

Approving Body: National Executive Committee

Date Approved: 08-29-2020

Next Review Date: **Spring 2022**

Policy Statement

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to conduct itself with utmost integrity, adhere to the highest standards of conduct, and not allow the slightest appearance of impropriety of benefit for personal gain in the course of soliciting or accepting donations, gifts or grants (funds) on behalf of and for the ALA National Organization and to address requests to fund unanticipated and unbudgeted program opportunities through spontaneous solicitations of funds.

Policy

1. This policy applies to the solicitation and acceptance of current and/or deferred budgeted and unbudgeted funds from individuals and corporations to the ALA National Organization.
2. The ALA National Organization may accept unrestricted funds for specific programs and purposes that are consistent with its mission, purposes, and priorities. The ALA National Organization may not accept gifts that are too restrictive in purpose or that have debt attached to them.
3. The ALA National Finance Committee may review a prospective donation, gift or grant for acceptability in cost, scope, or purpose.
4. This policy is separate from the acceptability and reporting of professional and personal gifts to a compensated or volunteer officer or staff member, addressed in the ALA National Headquarters Personnel Policy Manual.
5. This policy is separate from the expectations that the ALA National President will duly deposit monetary gifts intended to benefit a national program or initiative of the ALA National Organization or the ALA Foundation, regardless of whether the gift is so specified or not, into the appropriate ALA National Organization or ALA Foundation account.

6. The ALA national leadership shall annually anticipate and budget for solicitations of funds to fund the budgeted programs included in the ALA budget.
7. Requests for solicitations for programs which were removed from the current year budget as adopted by the National Executive Committee shall not be considered for approval.
8. Requests for solicitations, whether to fund an additional program opportunity not presented in the annual budget or to solicit funds at an ALA event or meeting, shall:
 - a) be for mission programs of the ALA.
 - b) be presented to and reviewed by the Executive Director, Director of Finance and Development Director in a timely manner as to mission-related purpose, scope, and achievability.
 - c) be reviewed by the ALA National Finance Committee and, based on all facts and circumstances, the ALA National Finance Committee will take action.
9. Approved requests for solicitations, whether to fund an additional program opportunity not presented in the annual budget or to solicit funds at an ALA event or meeting shall follow existing ALA procedures for soliciting and accepting donations, gifts or grants.

Date Revised	Description of Revision	Approved by
02-21-2020	Recommended by management and committee to merge Unbudgeted Solicitations of Funds Policy with the Solicitation and Acceptance of Donations; ED and DOF to present to FC prior to 08/06 and 08/07 meetings	FC
08-06-2020	Policy Statement – inclusion of grants; unbudgeted	FC
08-06-2020	Policy Item 1 - include budgeted and unbudgeted	FC
08-06-2020	Policy Item 4 – correction to title	FC
08-06-2020	Policy Items 6-8 incorporate the “Unbudgeted Solicitations of Funds” policy	FC

American Legion Auxiliary

NATIONAL POLICY

Travel Reimbursement

Reviewed by: National Finance Committee Reviewed On: 08-06-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Spring 2022

Policy Statement

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to outline guidelines for travel and reimbursement by American Legion Auxiliary volunteers and staff. These guidelines ensure that adequate cost controls are in place and that travel expenditures are appropriate by considering the value of proposed travel against the anticipated cost of proposed travel to determine the best possible mission-focused return on investment for the organization.

Policy

1. All official travel on behalf of the ALA must be specified in an authorization prepared at the direction of the Executive Director, based upon approval by the National President.
2. Meals and Incidentals Per Diem: Meals and incidentals will be reimbursed according to the prevailing rates and schedules established by the U. S. General Services Administration (GSA) as published in its current Federal Per Diem Rates document.
 - a. Per Diem is not to exceed the prevailing Federal Per Diem rate for the destination city.
 - b. When meals are provided by the convener of the meeting, adjustments will be made to the daily per diem of attendees.
 - c. Per Diem is calculated based upon the number of nights authorized for travel.
 - d. ALA corporate credit cards shall not be used when an individual is engaged in authorized travel which is reimbursable by per diem.
3. Lodging/Housing
 - a. Lodging/housing will be provided for a shared room. Those who room alone will be reimbursed only for 50% of the cost of the room, including taxes and fees. Any exceptions shall require the prior approval of the National President or Executive Director.
 - b. Lodging/housing is not to exceed the Federal Per Diem rate for the destination city.
 - c. Receipts for lodging/housing must be submitted before reimbursement will be processed.
4. Transportation
 - a. Volunteers shall book authorized travel through the ALA's contractual travel provider unless authorized travel booked through a non-ALA contractual travel provider is documented as being less expensive.

- b. Staff shall book authorized travel through the ALA Logistics Planner.
 - c. Transportation shall be reserved at least 30 days in advance of departure when possible.
 - d. Selecting a flight based on carrier preference or to receive frequent flyer miles when a comparable flight exists with another airline at a lower fare is prohibited.
5. Reimbursable Expenses
- a. All travel expenditures will be reviewed by National Headquarters. Expense reimbursement requests must be submitted within 60 days of the last meeting day and must be accompanied by receipts and/or proof of purchase, when applicable.
 - b. Expenses will be reimbursed only with proper receipts and/or proof of purchase, when applicable. Allowable reimbursable expenses:
 - i. Parking and tolls.
 - ii. Airline baggage fees.
 - iii. Housing/lodging expenses en route to authorized meetings only when pre-approved by Executive Director.
 - iv. Commercial ground transportation to and from the airport in conjunction with the site of an authorized meeting or from home to the airport only when ground transportation is not available through the ALA’s contractual vendor or when complimentary shuttle transportation is not available.
 - v. Internet expenses, business center expenses and long-distance phone calls incurred for business related purposes only.
 - vi. Laundry and dry-cleaning expenses only when incurred by staff or volunteer leaders serving on-site at ALA functions for eight consecutive days or longer.
 - vii. Tips for items such as: skycaps, bellman, hotel housekeeping must be submitted with documentation/explanation to be reimbursed and within reason.
6. Exceptions - Any exceptions to the above based on any state, local, territorial, or tribal health and safety laws, rules, and regulations with which travel and events must comply shall be documented and require the prior approval of the National Vice President or Executive Director.

Date Revised	Description of Revision	Approved by
02-21-2020	Section V.b.1 5.b.i- Add “tolls” to allowable reimbursable expenses	FC
08-06-2020	Section V. a. and b. 5a and 5b to include “proof of purchase”	FC
08-06-2020	Section V.b.2 5b.ii – added airline baggage fees as a reimbursable expense	FC
08-06-2020	Section V.b.7 5b.vii – added “within reason” to tips	FC
08-06-2020	Section VI 6 – added clarification of exceptions due to COVID-19; changed NP to NVP for balance of internal controls	FC
Oct 2020	Format change from roman numerals to enumerations for consistency in all policies	NHQ

American Legion Auxiliary

NATIONAL POLICY

Confidentiality

Reviewed by: National Audit Committee Reviewed On: 06-30-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020

Next Review Date: Fall 2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the governance and management of the organization in order to foster a culture for ethical decision making and to protect the organization from harm.

Policy Definitions

Employee: In this context, Employee is defined as any individual who receives compensation, either full or part time, from the ALA. The term also includes any consultant or independent contractor who provides services to the ALA through a contractual arrangement with the ALA.

Volunteers: In this context, Volunteers are defined as national officers, national board members, members of a committee with governing board delegated powers, national chairs and national appointees providing non-compensated services to the ALA.

Policy

In the course of their duties, employees and volunteers will have access to information that, if disclosed, could harm the organization, its business relationships, or an individual.

1. Employees and volunteers with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters.
2. Employees and volunteers shall not disclose information about donors and donations without express permission, nor disclose information concerning personnel, sensitive business matters, and legal matters that may directly or inadvertently become known to the national officers, board members, committee members, volunteers, executives, and staff.
3. Employees and volunteers shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

Before an employee or volunteer can assume the responsibilities of their position, they shall be required to sign the ALA Confidentiality Agreement annually.

This policy is not intended to prevent disclosure when disclosure is required by law or a court of law.

Date Revised	Description of Revision	Approved by
02-21-2020	ALA National Finance Committee agreed with recommendation to move the oversight to the ALA National Audit Committee	NEC
06-30-2020	ALA National Audit Committee initial review and acceptance to present for adoption	AC

Proposed Amendment # 1 – Amend by Adding Standing Rule XIII, Dues and Assessments, #6 Second Mailed Dues Renewal Notice

Current Wording	Proposed Amendment	If Adopted, Will Read
	<p>Amend by adding Standing Rule XIII. Dues and Assessments, 6. Second Mailed Dues Renewal Notice</p> <p>In order to allow Departments adequate time to process end of year dues payments, the second dues renewal notice shall be postmarked no later than February 1.</p>	<p>Standing Rule XIII. Dues and Assessments, 6. Second Mailed Dues Renewal Notice</p> <p>In order to allow Departments adequate time to process end of year dues payments, the second dues renewal notice shall be postmarked no later than February 1.</p>

Proposed by: Membership Committee

Rationale: Since the Membership Division at NHQ is required per prior resolution of the National Convention in 2008 that the 2nd dues renewal notice be postmarked no later than January 15th, this results in pulling incomplete data from the membership database in order to process and print 175,000-225,000 notices. Last year almost 50,000 renewals were processed between Thanksgiving and December, a majority of which then received a renewal notice in January. Moving the required date to February 1st would save money both on print and postage costs as well as staff overhead to answer unhappy emails and phone calls to members about why they received a renewal notice when they already paid their dues. Renewal notices could still be emailed by January 15th.

Proposed Amendment #2 - Amend Standing Rule III. National Conferences for Department Leaders, #3

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Standing Rule III National Conferences for Department Leaders:</p> <p>3. When a national training, meeting, or conference for specified department leaders is presented, and expenses for attendance are paid by the National organization, the specified department leaders for whom the training, meeting, or conference is prepared and presented are expected to attend, absent a valid excuse presented to and accepted by the National President or National Secretary.</p>	<p>Amend by striking and inserting. Standing Rule III National Conferences for Department Leaders:</p> <p>3. When a national training, meeting, or conference for specified department leaders is presented, and expenses for attendance are paid by the National organization, the specified department leaders for whom the training, meeting, or conference is prepared and presented are expected to attend, absent a valid excuse presented to and accepted by the National President or National Secretary Executive Director.</p>	<p>Standing Rule III National Conferences for Department Leaders:</p> <p>3. When a national training, meeting, or conference for specified department leaders is presented, and expenses for attendance are paid by the National organization, the specified department leaders for whom the training, meeting, or conference is prepared and presented are expected to attend, absent a valid excuse presented to and accepted by the National President or Executive Director.</p>

Proposed by: Constitution & Bylaws Committee

Rationale: Pursuant to the separation of governance functions from management functions, the Executive Director needs to assume responsibilities formerly designated for the National Secretary. Since national headquarters staff manages the logistics and expenses for national meetings, the Executive Director needs to receive notifications of absences rather the National Secretary.

Proposed Amendment #3 – Amend Standing Rule IV. Duties of National Officers, National President, #4

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Standing Rule IV. Duties of National Officers, National President:</p> <ol style="list-style-type: none"> 1. The National President shall serve as chairman of the National Executive Committee and chairman of the National Convention. 2. The National President may appoint an Advisory Committee of three (3) to five (5) members as approved by the National Executive Committee. 3. The National President may authorize the candidates(s) for National President to make necessary plans for the upcoming administrative year, and authorize such travel as may be necessary. 4. Should the National President become incapacitated, the National Secretary shall inform the National Executive Committee. 	<p>Amend by striking Standing Rule IV. Duties of National Officers, National President, #4</p> <ol style="list-style-type: none"> 1. The National President shall serve as chairman of the National Executive Committee and chairman of the National Convention. 2. The National President may appoint an Advisory Committee of three (3) to five (5) members as approved by the National Executive Committee. 3. The National President may authorize the candidates(s) for National President to make necessary plans for the upcoming administrative year, and authorize such travel as may be necessary. 4. Should the National President become incapacitated, the National Secretary shall inform the National Executive Committee. 	<p>Standing Rule IV. Duties of National Officers, National President:</p> <ol style="list-style-type: none"> 1. The National President shall serve as chairman of the National Executive Committee and chairman of the National Convention. 2. The National President may appoint an Advisory Committee of three (3) to five (5) members as approved by the National Executive Committee. 3. The National President may authorize the candidates(s) for National President to make necessary plans for the upcoming administrative year, and authorize such travel as may be necessary.

Proposed by: Constitution & Bylaws

Rationale: Under the American Legion Auxiliary National Constitution Article IV, National Executive Committee Section 2, Paragraph 3, “All questions affecting the election, eligibility, conduct, and capacity of National Officers shall be referred to and determined by the National Executive Committee.” Standing Rule IV, Duties of National Officers, National President, #4 is in conflict with the constitution and needs to be amended. Only the NEC can make a determination regarding a national officer’s capacity to continue in office.

Passed

Proposed Amendment #4 – Amend Standing Rule VII. Committees, National Committees – Member/Organizational Support, Auxiliary Emergency Fund to update the AEF review and processing committee

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Standing Rule VII. Committees, National Committees – Member/Organizational Support, Auxiliary Emergency Fund</p> <p>The Auxiliary Emergency Fund (AEF) Committee shall be comprised of a chairman and two (2) members, plus a representative from each National Division, all of whom shall serve a one-year term.</p> <p>The Auxiliary Emergency Fund provides grants to American Legion Auxiliary members who qualify for specific types of emergency assistance. A three (3) member review and processing committee shall consist of the National Secretary, the National Treasurer, and a staff member of The American Legion Children & Youth Commission.</p>	<p>Amend: by striking and inserting</p> <p>Standing Rule VII. Committees, National Committees – Member/Organizational Support, Auxiliary Emergency Fund</p> <p>The Auxiliary Emergency Fund (AEF) Committee shall be comprised of a chairman and two (2) members, plus a representative from each National Division, all of whom shall serve a one-year term.</p> <p>The Auxiliary Emergency Fund provides grants to American Legion Auxiliary members who qualify for specific types of emergency assistance. A three (3) member review and processing committee shall consist of the National Secretary Director of Finance, the National Treasurer Director of Development, and a staff member of The American Legion Children & Youth Commission.</p>	<p>Standing Rule VII. Committees, National Committees – Member/Organizational Support, Auxiliary Emergency Fund</p> <p>The Auxiliary Emergency Fund (AEF) Committee shall be comprised of a chairman and two (2) members, plus a representative from each National Division, all of whom shall serve a one-year term.</p> <p>The Auxiliary Emergency Fund provides grants to American Legion Auxiliary members who qualify for specific types of emergency assistance. A three (3) member review and processing committee shall consist of the Director of Finance, the Director of Development, and a staff member of The American Legion Children & Youth Commission.</p>

Proposed by: Constitution & Bylaws Committee

Rationale: This is a follow-up amendment pursuant to the separation of the management and governance roles of the National Secretary and National Treasurer. With these two positions no longer being full-time employees of the national organization, transitioning these responsibilities to the Director of Finance and the Director of Development whose positions include fiduciary and grant-fulfillment responsibilities, respectively, is appropriate.

Proposed Amendment #5 – Standing Rule I. National Organization: #3 - Requests for information and opinions from the Counsel General

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Standing Rule I. National Organization</p> <p>3. The National Judge Advocate of The American Legion shall be the Counsel General of the American Legion Auxiliary on all legal matters and matters pertaining to the National Constitution & Bylaws and Standing Rules and shall perform such other duties as are usually incident to the office.</p> <p>All requests for information from and opinions by the Counsel General MUST come through the Department Secretary or Department President to the National Secretary, and thence referred to the Counsel General for his ruling, and said ruling will be sent by the National Secretary to the Department Officer.</p>	<p>Amend by striking and inserting</p> <p>Standing Rule I. National Organization</p> <p>3. The National Judge Advocate of The American Legion shall be the Counsel General of the American Legion Auxiliary on all legal matters and matters pertaining to the National Constitution & Bylaws and Standing Rules and shall perform such other duties as are usually incident to the office.</p> <p>All requests for information from and opinions by the Counsel General MUST come through the Department Secretary or Department President to the National Secretary Executive Director, and thence referred to the Counsel General for his ruling, and said ruling will be sent by the National Secretary Executive Director to the Department Officer.</p>	<p>Standing Rule I. National Organization</p> <p>3. The National Judge Advocate of The American Legion shall be the Counsel General of the American Legion Auxiliary on all legal matters and matters pertaining to the National Constitution & Bylaws and Standing Rules and shall perform such other duties as are usually incident to the office.</p> <p>All requests for information from and opinions by the Counsel General MUST come through the Department Secretary or Department President to the Executive Director, and thence referred to the Counsel General for his ruling, and said ruling will be sent by the Executive Director to the Department Officer.</p>

Proposed by: Constitution & Bylaws

Rationale: Pursuant to the separation of governance functions from management functions, the Executive Director needs to assume responsibilities formerly designated to the National Secretary.

Passed

PASSED

ORIGINAL

AMERICAN LEGION AUXILIARY
RESOLUTION

Submitted by: ALA Constitution & Bylaws Committee

Subject: Resolution to Name October 24, 2020 "ALA National Read Your Constitution & Bylaws Day"

Date: August 29, 2020

WHEREAS, The COVID-19 pandemic has elevated the importance for all members to understand content in the ALA's governing documents, and,

WHEREAS, Members have expressed interest in initiating critical changes in governing documents related to emergency situations, and,

WHEREAS, the ALA national constitution and bylaws committee has received numerous inquiries from members regarding activities related to greater understanding of their role as members and how to impact their governing documents, and,

WHEREAS, the ALA national constitution and bylaws committee would like to create greater activism and energy around reading the organization's governing documents, now, therefore be it

RESOLVED, that October 24, 2020 be recognized as "ALA National Read Your Unit/District/County/Department/National Constitution & Bylaws Day" and, therefore be it further

RESOLVED, that this shall be effective for the 2020-2021 Administrative Year.

Signed 
Chair, National Committee