

American Legion Auxiliary Department of Kansas



Standing Rules and Policies

Update: June 28, 2026

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Standing Rules

of the

American Legion Auxiliary, Department of Kansas

Preface

These American Legion Auxiliary Standing Rules are duly adopted by the appropriate governing body of the American Legion Auxiliary, Department of Kansas to provide guidance to the Department, its Units, Subsidiaries, and affiliated entities. Standing Rules have the same importance as the Department Constitution & Bylaws and may be amended as frequently as needed.

I. Office

1. The Department President of the American Legion Auxiliary, Department of Kansas will be the signatory for all legal documents including, but not limited to, contracts, tax documents, and other legal documents related to the operation of the American Legion Auxiliary, Department of Kansas. If the President is unable to perform this duty, the Finance Committee Chairman shall have the authority to serve as signatory on documents.
2. Members are welcome in the department office with an understanding business purposes should be the priority. Access to files, mail pick- up, and other property of the Department of Kansas are prohibited without the Department President approval, with the exception being the Department Treasurer, the Department Membership Chair , and units accessing their unit information, pulled by the Administrative Assistant, as their duties require access to historical and current archives.
3. All passwords for the American Legion Auxiliary Department of Kansas owned programs, software, hardware and/or other office equipment or access requiring passwords or passcodes necessary for business operations shall be retained in a physical folder stored in a locked file cabinet in the office. The Department President shall have access to the folder and full knowledge of its stored location.
4. Employees will be eligible for Paid Time Off (PTO) benefits as outlined in the Employee Handbook.
5. Any paid employee who has been terminated for cause by the American Legion Auxiliary, Department of Kansas is not eligible for rehire and cannot work as an office administrative volunteer in the Department office.
6. The Administrative Assistant is responsible to:(6/28/26)
 - a) The Finance Director is responsible for:
 - a) Acting as custodian of the funds of the Department Organization and shall account for the same.
 - b) May be a second signature on all checks disbursing the funds as prescribed by the Department.
 1. Making monthly reports of the condition of the Department finances to the Department Finance Committee by the 20th of the following month.
 - c) Upon the approval of the Finance Director's successor's bond, the Finance Director shall turn over to their successor all money, vouchers, books, papers, and supplies belonging to the Department.
 - d) Distributing quarterly Department Finance Reports, including Veterans Affairs and Rehabilitation quarterly reports, to the Department Executive Committee.
 - f) Distributing the subsidiary organization's monthly report to the Executive Committee.
 - g) Doing all work and handling all monies at the Department Headquarters office.
 - h) Assuring all books and records are retained and kept at the Department Headquarters office.
 - i) Complete other financial duties.
7. The Administrative Assistant and Finance Director's continued employment shall be approved by the Department Executive Committee at the meeting immediately following Department Convention. Termination of

employment of the Administrative Assistant and Finance Director must also have the approval of the Department Executive Committee.

8. In the absence of either the Administrative Assistant or Finance Director, the other shall have the authority to handle necessary business.
9. The American Legion Auxiliary, Department of Kansas office will be closed under the following conditions:
 - a) When offices are closed by The American Legion – Department of Kansas employees will be paid normal compensation (wages).
 - b) Should the Office Personnel be unable to work during times open by The American Legion, they shall work in tandem with other officers and members to secure appropriate office coverage and notify (text, email, or phone) the Department President of their absence and office coverage as soon as possible, and not later than 8:00 a.m. of the day absent.
10. The American Legion Auxiliary, Department of Kansas eleven (11) paid holidays are: New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving and Christmas Day.
11. Non-exempt employees of the American Legion Auxiliary, Department of Kansas, will be reimbursed one-half of the hotel cost, business travel mileage at a rate of \$.25 per mile and \$35.00 per diem per day when mandated to perform work outside of the normal 40 hours per week office work time.
12. Employee Review
 - a) The Finance Committee will individually perform a yearly evaluation in March on the Finance Director on a standardized form provided by the Department President. The results will be given to the Department President.
 - b) The elected department officers and elected district presidents will individually perform a yearly evaluation in March on the Administrative Assistant on a standardized form provided by the Department President and approved by the Department Executive Committee. The results will be given to the Department President.
 - c) The Department President will then discuss the reviews with each employee.
13. Members are welcome in the department office with an understanding business purposes should be priority. Access to files, mail pick up, and other property of the Department of Kansas are prohibited without department president approval, with exception being the department treasurer, the department membership chair, and units accessing their unit information, pulled by the Administrative Assistant, as their duties require access to historical and current archives.

II. Department

1. All adults working directly with youth through an American Legion Auxiliary Committee or are on the Audit and Finance Committees or overseeing the assets of the Department, must allow the Department of Kansas to complete a background check before being allowed to perform their duties. The cost of the background check will be the responsibility of the American Legion Auxiliary, Department of Kansas. Forms will be distributed by the Administrative Assistant and securely held at Department Headquarters. The Chairman of the committee will be informed of any irregularities in the check. This includes, but is not limited to, personnel working ALA Sunflower Girls State, Cadet Law, and Junior Activities.
2. The Department’s Districts shall be divided as follows for contributions to the Gift Shops and Cheer Funds:

Units assigned to send gifts and cheer funds to:				
DWIGHT D. EISENHOWER VA at LEAVENWORTH:	COLMERY-O’NEIL VA at TOPEKA:	WICHITA VA at WICHITA:	FT. DODGE SOLDIERS HOME at FT. DODGE:	THE WINFIELD VETERANS HOME at WINFIELD
Atchison #6, Lawrence #14, Gardner #19,	Topeka #1, Manhattan #17, Rossville #31,	Newton #2,	Pratt #86 , Garden City #9, Atwood #46,	Columbus #3, Emporia #5, Winfield #10,

<p>Seneca #21, Leavenworth #23, Ft. Scott #25, Tonganoxie #41, Oskaloosa #36, Troy #55 , Leavenworth #94, Barnes #145, Olathe #153 , White Cloud #154, Paola #156, Frankfort #181, Quindaro #199, Osawatomie #204 Argentine Eagles #213, Baldwin City #228, Linn #237, Beattie #244, Louisburg #250, Blue Mound #279, Wetmore #282, Effingham #285, Fairview #322, Bern #326, Shawnee #327, Spring Hill #350, Summerfield #362, Overland Park #370, Powhattan #373, Winchester #387, Lenexa #407, Lansing #411, Horton #415,</p>	<p>Alma #32, Abilene #39, Leonardville #40, Holton #44, Junction City #45, Salina #62, Concordia #76, Hunter #77, Washington #91, Clay Center #101, Waverly #119, Sabetha #126, Maple Hill #130, Belleville #133, Perry #142, Wathena #161, Marysville #163, Blue Rapids #169, Wamego #172, Ellsworth #174, St. Mary's #178, Lebanon #185 , Westmoreland #186, Scandia #193 , Osage City #198, Centralia #216, Ozawkie #225, Clifton #227, Greenleaf #235, Chapman #240, Tescott #255, St. George #260, Wilson #262 , Burr Oak #263, Lucas #267, Hanover #306, Melvern #317, Topeka #319, Lebo #323, Waterville #332, Dorrance #334, Sylvan Grove #359, Esbon #368, Allen #389, Topeka #400, Mayetta #410, Topeka #421</p>	<p>Wichita #4 , Herrington #12, McPherson #24, W Anthony #54, Whitewater #65, Hutchinson #68, Medicine Lodge #69, El Dorado #81 , Peabody #95, Isabel #98, Sterling #128, Stafford #131, Mulvane #136, Lindsborg #140, Kiowa #146, Hardtner #175 Canton #192 Holyrood #200 Halstead #231 Geneseo #241 Marquette #253 Wichita #256, Little River #258, Sedgwick #268, Wichita #273, Attica #298, Lincolnville #347, Hope #365, Hillsboro #366, Wichita #401, Andover #406 Derby #408, Maize #419, Wichita #424</p>	<p>Dodge City #47, Macksville #52, Norton #63, Oberlin #70, Ulysses #79, Liberal #80, Alton #87, Russell #99, Larned #106, Natoma #109, Ness City #152, Kensington #166, Hays #173, Great Bend #180, Dighton #190 , Wakeeney #197, Smith Center #220, Bucklin #269, Santana #276, Kirwin #277, Burdett #280, Logan #281, Hoisington #286, Jetmore #290, Garfield #300, Grainfield #301, Ellinwood #320, Jennings #351, Bird City #352, Agra #357, Colby #363, Copeland #369, Utica #380</p>	<p>Yates Center #13, Iola #15, Arkansas City #18, Coffeyville #20, Girard #26, Cherokee #35, Burlington #38, Garnett #48 Wellington #90, Erie #102, Caney #138, Independence #139, Howard #149, Chanute #170, Mulberry #176, Arma #182, Cedar Vale #201, Baxter Springs #206 , Mound City #248, Weir #272, Gridley #296, Leroy #313, Toronto #325, Moran #385 Pittsburgh #394</p>
<p>DWIGHT D. EISENHOWER VA at LEAVENWORTH:</p>	<p>COLMERY-O'NEIL VA at TOPEKA:</p>	<p>WICHITA VA at WICHITA:</p>	<p>FT. DODGE SOLDIERS HOME at FT. DODGE:</p>	<p>THE WINFIELD VETERANS HOME at WINFIELD</p>

3. Each Department President shall be presented their ribbon, which may be worn each year when they attend the Department Convention.
4. Complimentary tickets to the Past Presidents Parley Luncheon at Department Convention shall be limited to the Department President and the National President (or their representative).
5. When funds are deemed sufficient by the Finance Committee, all persons traveling out-of-state at Department expense, with the exception of National Convention, shall be required to furnish a complete accounting of all expenses, including receipts for transportation and hotel bills before payment is made.

6. All officers and committee communications must be sent to the Department office by the 15th of the month, giving time for the office staff to mail or email them to the Units prior to the first of the next month.
7. The POW/MIA flag should be draped on a chair in a place of honor and remembrance at all District, Department and National Conventions and Conferences.
8. Seating at Department Convention shall be based on District membership as of the end of business on the Monday preceding Department Convention. Membership must be into Department Headquarters by the end of business on the Monday preceding the Department Convention.
9. The Kansas "Member of the Year" will be recognized at the Department Convention and will receive their luncheon ticket to the "Public Spirit" luncheon at the National Convention.
10. When the Department Convention occurs in an even numbered year, even numbered Districts will help host the Convention under the direction of a local (location of convention) Convention Chairman. When the Department Convention occurs in an odd numbered year, odd numbered Districts will help host the convention under the direction of a local (location of convention) Convention Chairman.

III. Department Convention

1. The "Call to Department Convention" will be mailed or emailed to the Units and members of the Department Executive Committee postmarked or time stamped no later than 45 days prior to the convening of the Department Convention.
 - a) Unit representatives and Department Executive Committee members must sign acknowledgment and acceptance for receipt of Call to Convention via email.
 - b) A valid email address must be on file at the Department Office or documents will be mailed via U.S. Postal mail service.
2. The Department of Kansas Call to Convention will be signed by the Department President and Department Secretary.
3. All award certificates distributed to winning entities will be signed by the Department President and Department Secretary.

IV. Membership

1. Email verification and other electronic acknowledgments will be considered acceptable forms of signature verification for member transfers within American Legion Auxiliary Kansas units. Copy of electronic communication shall be attached as verification to the transfer form.
2. The American Legion Auxiliary, Department of Kansas will pay for three full ALAMIS permission access accounts. The Department Administrative Assistant, the Department President and the Chairman of the Department Membership Committee will each be allowed one user access after completing the full user training from National membership.
3. There are four membership categories:
 - a. Current: Any member paid for the current or upcoming membership year. A member whose dues are current have all membership privileges. b.
 - b. Delinquent: A member failing to pay annual dues by January 31 of the current membership year. Delinquent members are suspended from membership privileges. Membership privileges can be reinstated upon renewal of membership.
 - c. Expired: Any member who fails to renew their membership for 2 consecutive years. Expired members may become a current member by renewal of current membership dues. Payment of back dues may be paid in order to keep continuous years of membership.
 - d. Former: Any member who fails to renew their membership for 3 or more consecutive years. Former members may rejoin at any time in the future by:

- i. re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years in the future by: 1. re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years of membership; or
- ii. A former member may pay all back dues to establish continuous membership if they are unable to re-establish eligibility. Member applications and member reinstatements may also require Unit action if a Unit's governing documents so state.

V. District Operations

1. Districts shall serve as a liaison for reporting and communication between the Department and Units who are located within their own district boundaries.
2. Districts shall have no authority over Unit management, shall not interfere in Unit business or disciplinary proceedings, and shall remain neutral on Unit governance issues.
3. Districts shall share Department approved processes necessary for efficient operation and reporting purposes of American Legion Auxiliary program activities to Units.
4. Districts shall not usurp the prerogatives or activities of a unit whose authority resides with the membership of that Unit.
5. Two members from each unit shall supply a valid email address annually by September 1 each year to the American Legion Auxiliary, Department of Kansas office for the purpose of receipt of information, forms, and reporting alignment. If two valid email addresses cannot be retained, a valid USPS mail address must be supplied to assure delivery of critical information for reporting requirements and compliance.

VI. National Convention

1. Pages at the National Convention shall be based on District membership at the close of the Department Convention. The District with the greatest percent of goal will have the first page. The District with the second greatest percent of goal will have the second page.
2. Duties of the National Convention Chairman of the Delegation:
 - a. Will assign delegates to attend pre-convention meetings. Delegates should align with their program knowledge and expertise as appropriate.
 - b. Will serve as Chairman at the Department of Kansas Caucus.
 - c. Will attend the Constitution & Bylaws pre-convention meeting and any other pre-convention meetings as necessary, Central Division Caucus, all scheduled sessions of the National Convention, the Public Spirit luncheon, the States Dinner, the Kansas Party and any other convention meetings as appropriate.
 - d. Will determine the seating of delegates in the convention hall.
 - e. Provide oversight to the delegation and is the ultimate authority for approved excuses related to delegate attendance.
 - f. Will appoint a secretary for the Kansas delegation from the Kansas delegates attending
 - g. National Convention delegate/alternate registration fees shall be received to the ALA Department of Kansas by the assigned due date, or the delegate/alternate will forfeit their delegate/alternate rights to attend the National Convention as a member of the Kansas delegation.
3. Duties of National Convention Secretary of the Delegation:
 - a. Work with The American Legion Adjutant to secure and distribute credentials.
 - b. Support logistical requirements and assure the delegates have necessary information related to convention activities.
 - c. In the absence of the Chairman to the Delegation, the Secretary will serve as Chairman.
 - d. Document proceedings of the Kansas Caucus.
 - e. Document attendance at all meetings and prepare other written reports as needed.
4. Duties of National Convention Delegates:
 - a. Attend assigned pre-convention committee meetings and complete reports of proceedings to include all

recognition and awards. Report to be submitted to the Secretary of the Delegation no later than one (1) week following the close of the convention.

- b. Attend the Kansas Caucus, Constitution & Bylaws pre-convention meeting, Central Division Caucus, and all scheduled sessions of the National Convention.
5. Duties of National Convention Alternates:
 - a. Attend scheduled sessions of the national convention to serve as alternates to seated delegates as required.
 - b. Fulfill responsibilities as required due to absence of delegate(s).
 6. Financial Policy for National Convention:
 - a. Financial distribution of funds for activities at the National Convention is determined by the Department Finance Committee.
 - b. All National Convention Delegates will be allowed the budgeted amount. Payment allowed to each delegate shall be determined by the Department Finance Committee and approved by the Department Executive Committee.
 - c. All delegates will attend their assigned meetings and be seated on the Convention floor for the entirety of the Convention unless excused by the Chairman of the delegation. Payments will be disbursed after attending the National Convention.
 - d. Any delegate who fails to attend a required event, may have a reduction applied to their approved delegate budgeted financial allowance.
 - e. If an alternate is required to attend a National Convention event due to failure of a delegate to attend, the Finance Committee may appropriate a portion of that delegate's budgeted financial allowance to the alternate.
 - f. National Convention delegate/alternate registration fees shall be received to the ALA Department of Kansas by the assigned due date, or the delegate/alternate will forfeit their delegate/alternate rights to attend the National Convention as a member of the Kansas delegation.

VII. Duties of Chairmen and Committees

1. The Department Chairmen shall add to the Committee Notebook any helpful information collected during the year, and bring the notebook to the Department Convention to be given to the new Chairman. The Department President shall designate a person at the Department Convention who shall oversee the Committee Notebooks as they are checked in from one administrative year and checked out by the persons responsible for the next administrative year.
2. Each Department Chairman will present program content at the Department Fall Conference. The Chairman shall make two (2) folders containing the Plan, a Unit report, and a District report. These folders are for the Department Administrative Assistant and Department Webmaster. Each District Chairman is responsible to provide a hard copy of the Plan and Report Forms to the District's Units with the option to download the information from the Department website.
3. At Department Executive Committee meetings, Chairmen of Department Committees, who are not members of the Department Executive Committee, shall have the privilege to make motions on behalf of the committee they chair.
4. All Department Chairs are required to submit American Legion Auxiliary National End of Year reports and email or mail a copy of the report to the Department President and to the Department of Kansas office.
5. The Advisory Committee shall consist of three (3) members whose responsibility shall be to mentor, support and advise the officers. At least one (1) member of the committee must be a Past Department President.
6. The Americanism Committee shall consist of three (3) members. The Chairman and the committee shall cooperate with other organizations of a kindred nature in the community and shall establish relations with the civic societies seeking to promote Americanism, Patriotism, and Loyalty to home and government. The second

member shall be responsible for promoting the Americanism Essay Contest. The third member will be the Oratorical Contest Liaison.

7. The Auxiliary Emergency Fund committee shall consist of three (3) members. The Chairman of the Auxiliary Emergency Fund and the committee members shall promote donations from the Units for the American Legion Auxiliary Emergency Fund at National and the Kansas Disaster Fund which stays in the state.

Upon receipt of a Kansas American Legion Auxiliary Emergency Fund application (Kansas Disaster Fund) for assistance, the three (3) member Kansas AEF Committee will review the application within seven (7) working days. The committee, with approval of the Department President and Department Finance Chairman, will allow up to a maximum amount of five hundred dollars (\$500.00) per assistance application based on need. Funds allowed will be paid to the provider of needed services, not the applicant.

8. The Cavalcade of Memories Committee shall consist of one (1) member whose responsibility shall be to locate, display and preserve important memorabilia related to the American Legion Auxiliary, Department of Kansas.
9. The Children and Youth Committee shall consist of three (3) members. The Chairman and the committee shall cooperate with The American Legion in the Children and Youth program, and contribute to the care, welfare, and happiness of families of all veterans. The second member will be the Cadet Law Liaison. The third member shall be the liaison to the Child Well-being Foundation.
10. The Community Service Chairman and the committee shall promote activities in the Units for the promotion of the principles of our organization and the improvement of all conditions of the community. This shall be a three (3) member committee, each serving one (1) year. One member shall be the chairman, the second member named from the Bowling Association, which consists of American Legion Auxiliary members, who participate in an American Legion Auxiliary Bowling Tournament. The third member shall serve as the Eisenhower Pilgrimage Liaison. The Community Service Chairman will oversee all activities of the committee. The Chairman will give an annual attendance and financial report of the bowling tournament and community activities at Department Convention. The report will include all income and disbursements of monies.
11. The Constitution & Bylaws Committee shall consist of three (3) members. The Constitution & Bylaws Committee shall inform and educate the members on the importance and power of properly written, reviewed, and updated documents, policies, and procedures at all levels.

The Constitution and Bylaws committee will be charged with oversight and consistent review, maintenance, and revision of all policies, manuals, and handbooks annually. They shall work collaboratively with other committees where necessary. All changes are subject to the approval of the Department Executive Committee or other approval entity as authorized in the Bylaws.

12. The Education Committee shall consist of three (3) members. The Education Committee shall award scholarships, except the scholarship under jurisdiction of the Past Presidents Parley.

The Department, under the direction of the Education Committee, shall offer eight (8) two-year scholarships to be used in the schools of Kansas. Each scholarship shall be \$500.00 payable in two (2) payments, provided the scholarship recipient(s) have achieved the requirements for the award.

Scholarships shall be awarded to children, grandchildren, great-grandchildren, spouse, or unmarried widows/widowers of veterans.

13. The Finance Committee shall consist of five (5) members two (2) having served on the committee the previous year. The Department Finance Committee shall oversee the general financial policy of the Department organization subject to the approval of the Department Executive Committee. It shall meet when the Department Executive Committee is called or at the call of the Department President. It shall be charged with the preparation of the yearly budget, shall supervise the expenditure of funds under the budget, including supervision of the expenditure of funds pertaining to the Headquarters Building fund. The Department shall pay monthly our share (one-third) of the expenses for maintaining the Headquarters Building. Payment shall be made on the presentation of an itemized statement.

- a. The Department President is to invite the Finance Committee to all called Department Executive Committee meetings.
- 14. The Junior Activities committee shall consist of two (2) members and promote the activities of the Juniors as outlined in the Junior Handbook. A Department Junior Meeting will be held annually the second weekend in March. Each District will send twenty-five dollars (\$25.00) annually to Department Headquarters for financial support of the meeting. An annual financial report shall be presented at the Department Convention.
- 15. The Leadership Committee shall consist of two (2) members. The Chairman shall develop activities for training present and future leaders.
- 16. The Legislative Chairman shall cooperate with The American Legion in securing legislation beneficial to the veterans, their families, and the community at large.
- 17. The Membership Committee shall consist of a chairman, vice chairman and one representative from each District who shall be recommended by the District President, subject to ratification by the Department Executive Committee. The purpose of the Membership Committee is to promote the benefits of membership and to promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.
 - a. The chairman along with the committee, shall be responsible to investigate, answer, and manage the department membership activities not related to ALAMIS, to include but not limited to inquiries, issues, and discrepancies at the unit, district, and department level.
- 18. The National Security Chairman is to maintain and promote a strong National Defense by providing the necessary means to strengthen our military families and prepare for response to natural and man-made disasters.
- 19. The Past Presidents Parley Chairman shall:
 - a. Promote the Medical Field Entrance Scholarship project as well as other activities the group may choose.
 - b. Assign an ALA Program to Past Department Presidents who wish to participate in mentoring a Department Chair, with reporting, and scheduling one assigned monthly grassroots call.
- 20. The Poppy Committee shall consist of three (3) members. The Poppy Chairman shall oversee the production of poppies. The Chairman will be in charge of inventory, supplies, and the shipping of Poppy orders. The Poppy Chairman will send information for the Poppy Workers Payroll to Department Headquarters by the 15th and the 30th of each month. The Committee Members will help with the bi-monthly pick-up of made poppies and other tasks assigned to them for the success of the Poppy Program.

Poppy Rules:

- a) All poppy orders and payment shall be sent to Department Headquarters. All Units must pay for poppies when they are ordered. The expected poppy delivery date will be given upon receipt of poppy order and payment.
- b) The poppy books shall be kept in Department Headquarters.
- c) Poppy materials shall be ordered through Department Headquarters.
- d) All Units shall remit to Department Headquarters fifty percent (50%) of the net profits of their poppy donations for Department Veterans and Rehabilitation and Children and Youth Funds.
- e) The fifty percent (50%) retained by the Unit shall be used for Unit Veterans and Rehabilitation and Children and Youth Funds.
- f) Poppies made by the Poppy workers will be received from the workers by a member of the Poppy Committee bimonthly. Poppies received from a Poppy Worker the 27th to the 12th of the following month will be submitted for payment the 15th of the month. Poppies received from a Poppy Worker the 13th to the 26th of the month will be submitted for payment the 30th of each month. Checks for the Poppy Workers will be mailed within ten (10) days following the date of the submitted payment. All Poppy Workers are required to have a W-4 on file in the Department Headquarters.

- g) The cost of made poppies will be
 - i. \$28.00 per 100 when picked up.
 - ii. \$35.00 per 100 when mailed
 - iii. \$280.00 per 1000 when picked up
 - iv. \$350.00 per 1000 when mailed
 - v. Out of State Orders
 - 1. \$280.00 per 1000 when picked up
 - 2. \$350.00 per 1000 when mailed
 - vi. Emblem Sales Orders
 - 1. \$280.00 per 1000
 - vii. Poppy Chair is permitted to negotiate with Emblem Sales on poppy pricing.

- 21. The Public Relations Committee shall consist of three (3) members. The Department Public Relations Chairman and the committee are to place the program of the American Legion Auxiliary and the achievements of the organization before the public. The second member shall help with the Department newsletter. The third member shall create a Department President's scrapbook.
- 22. The Risk & Compliance Committee shall be a six (6) person committee comprised of a chairman and one (1) other continuing member, three (3) other members and the Department Secretary and/or Department Treasurer. No person may audit an account their name is on.
- 23. The Risk & Compliance Committee responsibilities are to:
 - 1. Review the integrity of financial statements and financial disclosures;
 - 2. Along with the Department Secretary / Treasurer, ensure compliance with legal and regulatory requirements;
 - 3. Engage the independent auditor and review and approve the financial audit and IRS Form 990;
 - 4. Oversee the organization's internal controls and risk-management procedures;
 - 5. Meet periodically with management and auditors to gain an understanding of the potential significant risks and exposures facing the organization; and propose needed internal controls to reduce risks.
- 23. The Strategic Planning Committee shall consist of 3 members. The Department Strategic Planning Committee will be responsible for documenting and establishing a roadmap for long-term goals and an action plan to achieve them.
- 24. ALA Sunflower Girls State shall be a five (5) member continuing committee. The President shall appoint one three (3) year member and two (2) one-year members. The Chairman will serve as Director of ALA Sunflower Girls State. The Secretary/Treasurer will be appointed by the Director of ALA Sunflower Girls State with the approval of the Board of Directors of ALA Sunflower Girls State.
 - a) The Director/Chairman of ALA Sunflower Girls State shall have served at least one (1) year as Assistant Director preceding the appointment to the office of Director/Chairman.
 - b) The Assistant Director of ALA Sunflower Girls State shall have served at least two (2) years on the ALA Sunflower Girls State Executive Board as an appointed member and shall have served as counselor or assistant counselor at ALA Sunflower Girls State preceding the appointment to the office of Assistant Director.
 - c) A Liaison shall be appointed to act as a communication agent between the Department of Kansas and ALA Sunflower Girls State
- 25. The Technology Committee shall consist of three (3) members. The Department Technology Committee will be responsible for oversight and management of the Department website, electronic archiving of meetings and other duties related to technology.

26. The Department Veterans Affairs and Rehabilitation Committee (VA&R) shall consist of three (3) members. The Chairman shall, with the assistance of the committee, carry out the Department program in Rehabilitation among the veterans and their families.
- a) The Department President shall appoint a VA Representative and two (2) Deputies at each Veterans facility in Kansas.
 - b) Each VA&R representative will submit a quarterly financial statement to Department Headquarters accompanied by bank statements for that period.
 - c) There shall be two (2) names listed on each VA&R facility's checking account along with the required signature of the Administrative Assistant or Finance Director.
 - d) All VA&R bank accounts must use the Department's EIN and the account name of American Legion Auxiliary Department of Kansas with the facility's name.
 - e) Each VA facility shall retain a balance of \$3,000. All amounts over that shall be sent to Department to be earmarked for that VA facility in the Rehabilitation account. Funds will be sent upon request.
 - f) VA Representatives will keep an accounting of all monies donated directly to them. A financial statement will be made quarterly to the Finance Director to be forwarded to the Department Executive Board and the Department Finance Committee. Upon request from the VA Representative, donated funds for functions will be paid by the Finance Director.
 - g) The American Legion Auxiliary, Department of Kansas person on the account or Administrative Assistant will have access to online bank statements for each of the five VA/Kansas Veterans Home facilities American Legion Auxiliary bank accounts. Direct deposits of Department funds from the American Legion Auxiliary, Department Rehabilitation VA / Kansas Veterans home accounts will be used instead of paper checks.

VIII. Finance

1. The Administrative Assistant shall be allowed to use funds from the miscellaneous funds, in the General Fund, for entertainment of visitors.
2. Rules of the Finance Committee:
 - a. Department Convention, Forum and Conference Registration Fees:
 - 1) A registration fee of fifteen (\$15) dollars shall be paid by each delegate, alternate, and visitor attending the Department Convention and by each person attending the Forums and Conferences. A registration fee of five (\$5.00) dollars shall be paid by each Junior member attending the Department Convention, Forums or Conferences.
 - 2) Registration fees for Distinguished Guests (National President or their Representative and Central Division Vice President) shall be paid by the Department.
 - 3) All fees shall go to the Department to defray Conference and Convention expenses.
 - b. Conference and Convention Tax:

A tax for Conference and Convention expenses shall be levied upon each Unit, based on the previous year's membership as of close of books on June 30th, according to the following classification:

 - 10 to 50 members, inclusive \$2
 - 51 to 100 members, inclusive \$4
 - 101-150 members, inclusive \$6
 - 151-200 members, inclusive \$8
 - 201 members, or more \$10
 - c. A per capita tax of twenty cents (\$.20) per member shall be levied upon each Unit, based on the previous year's membership as of close of books on June 30th.
 - d. Rehabilitation Tax: A Rehabilitation tax of fifteen cents (\$.15) per member based on the previous year's membership as of June 30th.
 - e. All obligations shall be due upon notification from the Department.

- f. The Department will include in the membership card packet picked up at Department Convention by Districts an Unit assessment statement for their Unit's Conference & Convention tax, Per Capita Tax, Rehabilitation Tax, Unit Bond (when applicable).
 - g. ALAMIS renewable fee notice will be emailed during the month of November to each ALAMIS User to be paid by December 31 of the year.
3. The Department of Kansas approved reimbursable rate for mileage will be fifty (\$.50) per mile.
4. When a Past Department President passes away, a fresh single red rose will be sent to the service with a ribbon "AMERICAN LEGION AUXILIARY DEPARTMENT OF KANSAS" and a sympathy card stating that a memorial has been given. A memorial of fifty dollars (\$50.00) in the Past Presidents name will be made to the Department Memorial Fund and their name will be placed on a special page. Upon the death of a Past Department President's spouse, a twenty-five dollar (\$25.00) memorial will be made in their name to the Auxiliary Memorial Fund. A twenty-five dollar (\$25.00) memorial upon the death of a Department Officer and the spouse of a Department Officer will be made to the Auxiliary Memorial Fund. When a Department President or Past Department President passes away, the family may request the Department Colors to be used at their funeral. Colors are to be shipped at Department expense. Upon being notified by the Administrative Assistant of the death, the Department President will contact the family. The Department President will instruct the Secretary concerning the flags, rose, etc.
5. The Department Convention Book of Reports may be ordered through the Department Office. Order and payment must be received by August 1.
6. The Finance committee shall budget funds for the Department President or Department Vice President or Department representative to attend all District Conventions. The District President will appoint a Distinguished Guest Chairperson from the District to accompany the Department President and the Department Vice President.
7. The amount of \$250 shall be available annually to each participating V.A. and/or Veterans Homes for Arts and Craft Programs upon request of the VA representative for the facility
8. The Department President shall be allowed the budgeted amount from the Veterans Affairs and Rehabilitation account to be evenly divided between the five (5) Veterans' facilities in Kansas for providing for the welfare of the Veterans in these five (5) facilities.
9. All Kansas VA Facilities donations sent to the Kansas Department Headquarters will be donated by VA facility location. Funds raised for a VA function or activity shall be donated to the facility's function.
10. The two Department of Kansas members who receive a call in to the Department Leadership National Conference (DLNC) will be allowed funds from the National Organization to attend. If a third Department of Kansas member is invited to attend DLNC that member shall be allowed up to the budgeted amount of funds to attend this event.
The three Department of Kansas members will share lodging at DLNC.
11. Junior members, in good standing, for the Department of Kansas and their designated chaperon will be allowed funds to attend a National Junior Meeting. These funds will be dispersed under the direction of the Department Finance Committee upon receipt of expenses. Funds allowed will be equal to or less than the budgeted amount for the National Junior Meeting.
12. All matters of finance (including asking members, Units and the public for contributions to any project or fundraisers open to the public) shall be referred to the Department Finance Committee through the Department President, for consideration and recommendation before being presented to the Department Executive Committee or the Convention Assembly for action. All funds generated shall be deposited with the Finance Director in a predetermined fund.
 - a. The District President shall present their President's Project with the funds to be handled through the District Treasurer.
 - b. District fundraisers are to be overseen by the District Finance Committee.
 - c. Unit fundraisers are to be overseen by the Unit Finance Committee.
13. Profits from the annual Auxiliary Golf Tournament (if held) shall be disbursed in the following manner:
 - ¼ disbursed to areas chosen by the Department President.
 - ¼ disbursed into the Department Veteran & Rehabilitation Fund.
 - ¼ disbursed to the five (5) VA hospitals and Veterans' homes in Kansas.

- ¼ disbursed to a special Veteran project predetermined by the Department Executive Committee for that year. Submissions for consideration must be submitted by members or Units to the Department Secretary prior to the annual Department Fall Conference.
14. Financial Reports:
 - a. All Districts, along with the Bowling, Community Service functions, and Junior Programs shall submit an annual financial report to Department Headquarters.
 - b. Each of the five (5) VA&R representatives shall submit a financial statement quarterly with bank statements.
 - c. ALA Sunflower Girls State shall submit monthly financial reports due to incorporation as a subsidiary organization. These reports shall be submitted to the Department on or before the 20th of the month following the close of the reporting period.
 - d. All committees and programs of the American Legion Auxiliary, Department of Kansas shall have the Administrative Assistant and/or Finance Director *and the* Department Treasurer as an additional signer to all accounts. Those being American Legion Auxiliary Juniors, Bowling, Golf, ALA Sunflower Girls State and all five (5) VA&R accounts.
 15. The Department shall purchase liability insurance for the Corporation Board of Directors.
 16. PUFL money, on-line membership, and any overage paid by Units will be kept by Units at the Department Office and used to pay assessments, memberships and any other Department responsibilities. The Department Finance Committee will authorize the payments to the Unit any excess of funds. (6/28/26)
 17. All American Legion Auxiliary Department Chairmen, Department Officers and Department representatives of The American Legion Programs are allowed three (3) American Legion Auxiliary citations without charge to award at the Department Convention, with the exception of the following: Poppy Chairman and Americanism Chairman. These Chairmen will be allowed the same number of citations as entered Divisions for their Programs.
 18. Vouchers with receipts or proof of event are to be submitted for reimbursement from the American Legion Auxiliary, Department of Kansas.
 - a. These must be presented to the Finance Director no later than forty-five (45) days following the event for which reimbursement is being submitted.
 - b. All committee chairmen presenting at a Department meeting shall receive reimbursement of the budgeted amount allowed upon receipt of a voucher. The voucher must be filled out and submitted at the meeting they are requesting reimbursement for. Chairmen can only be reimbursed once per meeting regardless of how many presentations are done.
 19. American Legion Auxiliary, Department of Kansas members who have completed their term as American Legion Auxiliary, Department of Kansas President and presided over an American Legion Auxiliary, Department of Kansas Department Convention shall be entitled to receive an American Legion Auxiliary Past Department President's pin at the expense of the Department of Kansas.
 20. When the Department of Kansas endorses a member for American Legion Auxiliary National President or for American Legion National Commander, the American Legion Auxiliary, Department of Kansas will place funds each year while the member is campaigning in a budgeted line item for that purpose of donating to the campaign funds of the candidate.

IX. Dues and Assessments

Section 1. The Department per capita dues shall be ten (\$10.00) per annum for Senior members, and one dollar and twenty-five cents (\$1.25) per annum for Junior members.

Section 2. As provided in the Department Bylaws, modification to the Department per capita dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the Department Convention delegates.

Section 3. Dues shall be payable annually for the succeeding calendar year or may be paid for life via a Paid Up for Life (PUFL) membership.

X. Amendments

Section 1. Standing Rules that do not require action by the convention body, may be adopted at a Department Executive Committee Meeting or a Department Convention by a majority vote.

Section 2. All amendments to the Standing Rules must be presented in a three (3) column format (current wording, proposed amendment and if adopted, will read) and include the location (Heading with document, article and section) and rationale.

Amendment Notes:

Constitution, Bylaws, Standing Rules: Department Convention: May 19, 2019
Standing Rules: Fall Conference, September 20, 2019
Standing Rules: Post Convention DEC: May 19, 2019
Standing Rules: Mid-Winter DEC: February 1, 2020
Standing Rules: Special DEC Meeting: June 13, 2020
Standing Rules: Pre-Convention DEC: May 14, 2021
Constitution, Bylaws, Standing Rules: Department Convention: May 16, 2021
Standing Rules, Fall Conference, September 18, 2021
Standing Rules, Referendum, March 8, 2022
Constitution, Bylaws, Standing Rules: Department Convention: June 5, 2022
Standing Rules and Policies, Special DEC Meeting: August 7, 2022
Standing Rules and Policies, Fall Conference DEC Meeting, September 16, 2022
Standing Rules, Special DEC Meeting: February 21, 2023
Standing Rules, Pre-Convention DEC Meeting, June 2, 2023
Constitution, Bylaws, Standing Rules: Department Convention: June 4, 2023
Bylaws: ALA National Convention, August 29, 2023
Standing Rules, Mid-Winter DEC Meeting, February 3, 2024
Standing Rules, Pre-Convention DEC Meeting, May 31, 2024
Constitution, Bylaws, Standing Rules: Department Convention: June 1, 2024
Standing Rules, Pre-Convention DEC Meeting, May 29, 2025
Constitution, Bylaws, Standing Rules: Department Convention: May 31, 2025
Standing Rules Fall Conference DEC Sept 2025
Constitution, Bylaws, Standing Rules, Policies: Department Convention: May 30, 2026
Standing Rules: Special DEC 6/28/26

Policies
of the
American Legion Auxiliary, Department of Kansas

American Legion Auxiliary
DEPARTMENT POLICY
Audit Policy

Adopted By: Department Executive Committee (KS)	Adopted Date: September 17, 2021
Approving Body: Department Executive Committee (KS)	
Reviewing Body: Risk and Compliance	Next Review Date: Spring 2023

Policy Statement

1. The American Legion Auxiliary, Department of Kansas shall conduct an internal audit each year with a financial audit review by an outside accounting firm.
2. Districts and Units shall conduct an internal audit at the end of their fiscal year.
3. All subsidiaries, VAs, Districts, Bowling Committee, and any other Department committees raising or containing monies related to the American Legion Auxiliary, Department of Kansas, shall submit these listed items each year to the Department of Kansas by July 15 for the internal audit:
 - a. Copy of the approved budget for the fiscal year.
 - b. Copies of meeting minutes for the fiscal year.
 - c. Journals, ledgers, or other transaction logs for the fiscal year.
 - d. Copies of bank statements including:
 - i. Check images
 - ii. Cancelled check images
 - iii. Deposit slip images (if not included as a part of the bank statements)
 - e. Copies of supporting documents for the fiscal year (July 1 to June 30 in most cases) including:
 - i. Receipts
 - ii. Paid Bills
 - iii. Vouchers
 - iv. Invoices
 - v. Reimbursements
 - f. Copy of the bond for the fiscal year.
 - g. Account signature page for all bank accounts.
 - h. Copy of the IRS most current 990 form with receipt confirmation.

Do not send originals; send copies as all submitted documents will not be returned.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
Department of Kansas**

**DEPARTMENT POLICY
Complaints Handling Policy**

Adopted By: Department Executive Committee (Kansas)	Adopted Date: June 3, 3022
Approving Body: Department Executive Committee (Kansas)	
Reviewing Body: Risk and Compliance Committee	Next Review Date: 2024

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Kansas, to provide a procedure to outline a process for the confidential handling and investigation of complaints against department officers, past department presidents and department committee chairmen and committee members.

Policy Definitions

Confidentiality: In this context, confidentiality shall mean the state of keeping or being kept secret or private; The ethical principle or legal right that a board member will hold secret all information relating to complainant and accused as it relates to the specific complaint.

Policy

1. Complaints shall be confidentially submitted in writing via email or U.S. Mail to the President of the ALA, Department of Kansas who will form a special investigative committee, subject to the approval of the American Legion Auxiliary, Department of Kansas Executive Committee, comprised of members who are neutral and will demonstrate confidentiality in their investigative work.
 - a. If the complaint levied is against the Department President, the complaint must be submitted in writing to the Department Secretary/Treasurer who will forward to the Kansas Risk and Compliance Committee for investigation.
 - b. Confirmation and acknowledgment of complaint must be sent confidentially via email or U.S. Mail to complainant within 48 hours (2 business days) of receipt of complaint.
 - c. A Department Executive Committee meeting for the purpose of ratification of selected investigative committee members must occur within fifteen (15) business days of receipt of complaint.
2. All complaints must contain the following information:
 - a. Complete name, address, contact information of person submitting the complaint
 - b. Outline of alleged incident including location, time, date, and witnesses
 - c. Any evidence related to the complaint (photos, documents, etc.)
3. A complaint levied will be considered in the following context:
 - a. Does the action injure the good name of the organization?
 - b. Does the action disturb the organization's well-being?
 - c. Does the action hamper the ALA, Department of Kansas in its work?

Examples of Complaints:

Example 1: Assaulting another member physically or verbally

Example 2: Repeatedly violating rules in the governing documents

Example 3: Violating confidentiality of Department Executive Committee (Executive Session)

2. Upon completion of the investigation, the committee will report to the ALA, Department of Kansas Executive Committee, their recommendations for outcomes.
 - a. If the recommendation from the committee is no action, a signed report indicating this recommendation will be confidentially retained at the Department office. The complainant will be notified of the findings.
 - b. If the recommendation from the committee is to take further action and prefer charges, the ALA, Department of Kansas will follow rules as adopted by the American Legion Auxiliary, Department of Kansas, Department Executive Committee for process and to be heard in such a manner as the Department Executive Committee shall prescribe.
2. All complaints will be handled confidentially by committees responsible for investigation and those persons who are authorized to handle the complaint.

3. Any discussions related to complaints that require Board review will occur only in Department Executive Committee Executive Session.

Date Revised	Description of Revision	Approved by
6/2/23	Reviewing Body update, added Section 1b and 1c	DEC

**American Legion Auxiliary
DEPARTMENT POLICY
Confidentiality Policy**

Adopted By: Department Executive Committee (KS)	Adopted Date: September 17, 2021
Approving Body: Department Executive Committee (KS)	
Reviewing Body: Risk and Compliance	Next Review Date: Spring 2024

Policy Statement

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 dealing with legal, sensitive business and personnel of the American Legion Auxiliary, Department of Kansas.

Volunteers: In this context, Volunteers are defined as Department of Kansas officers, Department board members, Department Committee Chairmen, and committee members providing non-compensated services to the ALA.

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 donation, without express permission, nor disclose information concerning personnel, sensitive matters and legal matters that may directly or inadvertently become known to the Department officers, Department Board members, committee members, volunteers, and staff.
3. Employees and volunteers shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.
4. Before an employee or volunteer can assume the responsibilities of their position, they shall be required to sign the ALA Confidentiality Agreement annually.
5. All Department Executive Committee Board members, elected officers, appointed members and hired employees must sign and submit the confidentiality agreement annually within 30 days following appointment, election, or hiring. Failure to comply will result in:
 - a. Department Executive Committee Board Members: Suspension from the Department Executive Committee
 - b. Appointed Positions: Relinquishment of position.
 - c. Employee: Immediate Termination of Employment

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

**American Legion Auxiliary
DEPARTMENT POLICY
Electronic Communications, Internet and Social Media Policy**

Adopted By: Department Executive Committee (KS)	Adopted Date: September 17, 2021
Approving Body: Department Executive Committee (KS)	
Reviewing Body: Finance and Risk and Compliance	Next Review Date: Spring 2023

Policy Statement

Permission

- In accordance with the provisions contained within this policy, an entity chartered by the ALA already has permission to use the name, emblem, and trademarks of the American Legion Auxiliary and may use the name, emblem, and trademarks to establish a presence on the Internet, in social media and other electronic communications, including but not limited to websites, Internet-based tools, accounts, Facebook pages and groups, Twitter accounts and mobile device applications.

Administrative Rights

- All Department level, District level, Unit level and Department and Unit subsidiary Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary are advised to have more than one ALA entity representative with administrative rights and/or login information.
- All Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary must obey the Terms of Service of any social media platform employed.
- Any entity that shares a website and other electronic media with their American Legion counterparts is advised to establish policies regarding permissions and shared administrative rights.

Content

- Websites, electronic communications, Internet-based accounts, electronic blogs, and social media accounts must clearly, accurately, and completely identify the ALA entity represented, e.g. American Legion Auxiliary, Department of Kansas, District _____ or Unit _____, or subsidiary or program.
- Information posted or conveyed electronically via Internet-based accounts must be relevant to the ALA entity and its programs and must safeguard the integrity of the ALA and the privacy of individuals in keeping with all applicable federal, state, and local laws and regulations.
- Content considered relevant under this policy includes proper and suitable postings about members, ALA meetings, ALA mission-related programming events and fundraising activities, and events or fundraisers that benefit the American Legion Auxiliary.
- Any content construed as bullying or slander of any individual or entity will not be tolerated and could result in disciplinary action.
- Content communicated via Internet-based accounts, social media, websites and electronic blogs cannot divulge private information about an individual, including a person’s contact information or medical information. Posting private information about others can be a criminal offense.
- Any ALA representative or individual communicating about ALA-related matters via Internet-based accounts, social media, websites, and electronic blogs must respect and abide by all relevant laws, including copyright and defamation laws. An ALA entity representative or individual is personally responsible for any content so published, regardless of whether or not the message was posted under the intention of anonymity.
- Any ALA entity representative or individual communicating about ALA-related matters via Internet-based accounts, social media, websites, and electronic blogs is responsible for understanding that, once published, content is immediately public and considered permanently available to others; an entity representative or individual may be held responsible for any consequences thereof.
- ALA Internet-based accounts, websites, electronic communications, blogs, and social media cannot be used to convey information in support of political parties, political candidates, or sectarian viewpoints; the American Legion Auxiliary is a non-partisan and non-sectarian organization.
- Administrators of ALA websites, electronic communications, internet-based accounts, blogs and social media accounts are forbidden from using ALA accounts to promote personal project, goals, or interests outside of ALA programs and

business.

Monitoring

- The American Legion Auxiliary, Department of Kansas, will follow the American Legion Auxiliary Branding Guide appropriate protocols for establishing American Legion Auxiliary social media and Web presence in keeping with applicable laws, government regulations, and industry best practices.
- The American Legion Auxiliary, Department of Kansas, will reasonably monitor electronic communications that represent the ALA for threatening, or dangerous content, or bullying or slander and the electronic media account administrator reserves the authority to remove postings that violate laws, regulations, or ALA policy.
- The American Legion Auxiliary, Department of Kansas, will maintain appropriate records of utilization in accordance with applicable laws, government regulations and industry best practices.

Sanctions

- Any electronic, Internet-based, website or social media presence using the name, emblem, or trademarks of the American Legion Auxiliary that fails to comply with this policy is prohibited. Any cost for enforcement of laws or judgments relative to this policy shall be sought from the offending entity or individual representative.

Guidelines

- The American Legion Auxiliary, Department of Kansas, will follow the published guidelines within the American Legion Auxiliary Branding Guide that include appropriate protocols regarding establishing and conducting American Legion Auxiliary social media and Web presence in keeping with applicable laws, government regulations and industry best practices.
- ALA electronic media guidelines will address appropriate participation in electronic communications, social media, and Internet representation of the American Legion Auxiliary both personally as well as when one is acting in an official capacity on behalf of the ALA.
- Guidelines will reflect and promote the importance of the ALA's role and opportunities in social media and Internet communities for conveying the organization's identity – a community of volunteers serving Veterans, military, and their families at home and abroad.
- Guidelines will reflect the importance of ALA members and entities joining in conversations that take place online about the American Legion Auxiliary, and that entities and members have an ethical responsibility to ensure such online conversations accurately represent the ALA and share the positive spirit of the ALA and American Legion Auxiliary Family brand so that the American Legion Auxiliary can fulfill its mission for future generations.
- The American Legion Auxiliary Branding Guide includes details regarding usage of the American Legion Auxiliary emblem, name and trademarks, and written design elements reflecting the same. The ALA Branding Guide is available at the national ALA website www.ALAforVeterans.org to download.

Addendum

With an ever-increasing move from traditional media to electronic platforms, many organizations and individuals are turning to social media for word-of-mouth communications and marketing because of its ease of use and instantaneous results. Because of the tremendous growth in Internet-based communication media, countless conversations take place online daily about the American Legion Auxiliary (ALA). We want to encourage our organization's members and entities to join those conversations, accurately representing our organization and sharing the positive spirit of our brand so that the American Legion Auxiliary is here to fulfill our mission for future generations.

This electronic media policy is intended to guide your participation in electronic communications, social media and Internet representation of the American Legion Auxiliary, both personally as well as when you are acting in an official capacity on behalf of the ALA. The purpose of the policy is simply to protect the organization as well as the individuals who are using electronic media to increase awareness about the value of the ALA.

To grow and strengthen our entire organization, the ALA needs to take advantage of the fact that more people are communicating via websites and social media, and we want the ALA's electronic presence to be fun and up to the highest standards. It is important we develop and maintain a cohesive, true and proper American Legion Auxiliary image. This policy is about caring for our brand and our reputation; it is for everyone's protection – individual members as well as the organization.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
Department of Kansas
DEPARTMENT POLICY
Electronic Correspondence and Delivery / Mailing Policy**

Adopted By: Department Executive Committee (Kansas)	Adopted Date:
Approving Body: Department Executive Committee (Kansas)	
Reviewing Body: Department Executive Committee (Kansas)	Next Review Date: 2024

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Kansas, to provide information related to the requirements and protocol for outbound communication (U.S. postal mailings, electronic correspondence and delivery) originating from the Department Office.

Policy Definitions

In this context, mailings shall mean any outbound communication from the Department Office to include electronic correspondence and delivery and/or U.S. mailing requirements related to department business, unit packets or other associated mailing requirements that fall within the scope of multiple page documents.

Policy Electronic Correspondence and Delivery

1. Electronic Correspondence and Delivery may be used for distribution of documents, if approved and acknowledged by the recipient.
2. Electronic Correspondence and Delivery documents shall be distributed in .pdf format

Policy Physical Mail

1. Documents shall be copied double sided (front/back) as necessary for packet consistency.
2. Packets less than six sheets of paper shall be mailed in a #10 standard envelope
3. Any member with more than one role, shall receive one packet only
Example: A member who is a Past Department President and current District President (two positions on the Department Executive Committee) shall receive only one packet.
4. Postage fees for outbound mailing shall be exact postage required

Department Convention Packet Mailing

1. There shall be a Department Convention Packet Mailing checklist that will be utilized to assure all necessary communications for mailings related to Department Convention are contained within a single outbound parcel.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
DEPARTMENT POLICY
Emblem Usage Policy**

Adopted By: Department Executive Committee (KS)	Adopted Date:
Approving Body: Department Executive Committee (KS)	
Reviewing Body: Finance and Risk and Compliance	Next Review Date: Spring 2023

Policy Statement

The possession of this emblem in this format does not constitute permission to reproduce it. Permission to reproduce the emblems of The American Legion, the American Legion Auxiliary, and the Sons of The American Legion is confined to those activities listed below.

“The American Legion emblem is fully copyrighted and patented in the name of the National organization. The emblem is also protected by federal legislation which makes it a criminal offense to use, without formal approval of the National organization, the patented insignia of any Veterans’ group chartered by Congress, one of which is The American Legion.”

The above restrictions apply equally to the emblems of The American Legion, American Legion Auxiliary, and the Sons of The American Legion.

The use of the emblem by an individual Auxiliary member is limited to the wearing of the official insignia and to the possession of authorized jewelry and of merchandise bearing the insignia. Units are confined to using the emblem or reproduction of the emblem on stationary, Unit publications, notices, posters, or place cards or matters of similar character used in the ordinary routine and conduct of legitimate Unit business. The use of the emblem by Departments, Districts, and Units in each instance is subject to the approval of the National Secretary, provided that:

- 1) any requests for such use of the emblem by Units and Districts shall first be subject to Department approval before submission to the National Secretary, and
- 2) any other such use by the Department, when approved by the National Secretary, shall be confined within the territorial limits of the Department.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
DEPARTMENT POLICY
Employee**

Adopted By: Department Executive Committee (KS)	Adopted Date: June 3, 2022
Approving Body: Department Executive Committee (Kansas)	
Reviewing Body: Risk and Compliance	Next Review Date: Spring 2023

EQUAL OPPORTUNITY

The policy of the American Legion Auxiliary, Department of Kansas is to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sexual orientation, age, pregnancy or gender, national origin, veteran status, or non-job-related limitations. This policy relates to all phases of employment, placement, upgrading, demotion, transfers, layoffs, recalls, and termination; rates of pay or other forms of compensation and selection for training.

DIVERSITY & INCLUSION

The American Legion Auxiliary, Department of Kansas, is committed to foster, cultivate, and preserve a culture of diversity, inclusion, and respect as a part of our day-to-day environment.

EMPLOYMENT AT WILL STATE

The American Legion Auxiliary, Department of Kansas supports the State of Kansas employees at will employment, which means that employees have the right to terminate their employment at any time, for any reason with or without notice. The Department of Kansas Executive Committee reserves the right to terminate employment of any employee at any time, following appropriate and legal means of termination with documentation.

EMPLOYMENT VERIFICATION

Any person considered for employment must fill out, submit to and pass a background check at the expense of the American Legion Auxiliary Department of Kansas. All employees of the American Legion Auxiliary, Department of Kansas, must be bonded at the expense of the organization. Each employee shall sign a Confidentiality Agreement. Each employee must complete a W-4 and I-9, before assuming position responsibilities. Each employee shall sign the American Legion Auxiliary, Department of Kansas employee certification form attesting to receiving the American Legion Auxiliary, Department of Kansas employee handbook and the American Legion Auxiliary Department of Kansas Constitution and Bylaws and Standing Rules.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
DEPARTMENT POLICY
Financial Policy**

Adopted By: Department Executive Committee (KS)	Adopted Date: May 14, 2021
Approving Body: Department Executive Committee (KS)	
Reviewing Body: Finance and Risk and Compliance	Next Review Date: Spring 2023

Policy Statement

1. The American Legion Auxiliary, Department of Kansas shall have two separate checking accounts: one for the General Funds and one for the Veterans Affairs and Rehabilitation (VA&R) Funds. The Department shall have an investment account in addition to the checking accounts.
 - a. The General Fund receipts shall be from membership, donations, reimbursements and awards, fundraisers, and other non-VA&R money. Disbursement shall fall into these categories: budgeted items and payroll.
 - b. The Veterans Affairs and Rehabilitation Fund receipts shall be from poppy orders and proceeds, donations to Kansas VA facilities, Rehab assessments and other Veteran related donations. Disbursements shall fall into poppy kits, poppy workers and other related poppy expenses, VA facilities activities/needs and other budgeted items.
 - c. The Investment Account receipts shall be from scholarship monies, the Kansas Disaster Fund (KDF) monies, the building fund monies, undesignated memorial donations, and monies from cashed in CDs. The interest earned must proportionally be reinvested in the Investment Account.
2. The approved signatures on both (General Funds and VA&R Funds) checking accounts shall be the Administrative Assistant, Finance Director, Department President, Department Vice-President, and the Department Finance Chairman. An additional name may be added at the request of the Department President upon the approval of the Department Executive Committee. Two (2) signatures, as described in the Department of Kansas Constitution & Bylaws and Standing Rules are required on each check.
3. The approved signatures on the Investment Account shall be the Department President, the Department Vice-President, Department Finance Chairman, and the Finance Director. The Administrative Assistant will be part of the fund transfer operations as defined in the Investment Policy.
4. The Administrative Assistant and/or Finance Director shall be an approved signatory on all subsidiary accounts, VA accounts, bowling account and any other committee account raising or containing monies related to the Department of Kansas.
5. All subsidiaries shall submit a monthly financial report to the Finance Director. The Finance Director will forward the subsidiaries monthly financial reports to the American Legion Auxiliary, Department of Kansas Finance Committee and the American Legion Auxiliary, Department of Kansas Executive Committee.
6. All VA accounts, bowling account and any other committee account raising or containing money related to the Department of Kansas will send in quarterly financial reports to the Finance Director. The Finance Director will then send them to the Department Finance Committee and the Department Executive Committee.
7. All Districts and Units shall have their own EINs registered with the IRS. District Presidents need to ensure the filing of their District 990.
8. All entities having a third-party audit must, in good faith, follow the recommendations of the audit.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
DEPARTMENT POLICY
Investment Funds Policy**

Adopted By: Department Executive Committee (KS)	Adopted Date: May 14, 2021
Approving Body: Department Executive Committee (KS)	
Reviewing Body: Finance and Risk and Compliance	Next Review Date: Spring 2023

Policy Statement

The Investment Funds are held in one investment account but are managed through the Department office as subaccounts based on donations for specific funds.

Donations made during the fiscal year of the American Legion Auxiliary, Department of Kansas will be deposited in the American Legion Auxiliary, Department of Kansas General Fund and yearly (between June 20 and June 30 will be transferred to the Investment Account.

Names on Account(s) will be:

- American Legion Auxiliary, Department of Kansas President
- American Legion Auxiliary, Department of Kansas Vice President
- American Legion Auxiliary, Department of Kansas Finance Chairman
- American Legion Auxiliary, Department of Kansas Finance Director

Management Information

1. Each year, following election of Department Officers, a mailed letter, on American Legion Auxiliary, Department of Kansas letterhead will be sent to the Investment Broker with the personal names and contact information of the American Legion Auxiliary, Department of Kansas President; the American Legion Auxiliary, Department of Kansas Vice President; the American Legion Auxiliary, Department of Kansas Finance Chairman; the American Legion Auxiliary, Department of Kansas Finance Director and the American Legion Auxiliary, Department of Kansas Administrative Assistant along with the Account number of the Investment Account.
2. A verbal contact will be made by the former general contact to the Investment Broker introducing the current general contact person.
3. Any changes in the American Legion Auxiliary, Department of Kansas General Account banking information will be forwarded to the Investment Broker per the Investment Broker's instructions.

Scholarship Funds (Restricted)

The purpose of the Scholarship fund is to maximize funds available to be awarded to students who are eligible for the American Legion Auxiliary, Department of Kansas scholarships. Funds are transferred to the General Fund on an as needed basis to fund the awarded scholarships, provided that the General Fund – Scholarship Funds do not meet the needed amount.

The Judy Nielson Scholarship Fund is intertwined in the Scholarship Fund. The Judy Nielson Scholarship Funds are designated for students who almost are awarded a Kansas Scholarship but were not chosen for the Scholarship. The Scholarship is for \$250.00 for each semester that the student fulfills the requirements up to two semesters.

The PPP – Past President Parley Scholarship (also known as the Nursing Scholarship) is not part of the Scholarship Fund and the PPP Scholarship Funds remain in the General Account to be used at the direction of the Past Presidents Parley Committee.

Procedure for the transfer of funds from Investment Funds to the American Legion Auxiliary, Department of Kansas General Fund for approved Scholarship Applications:

1. A written request for transfer of funds, not allowed by approved budgeted amounts, will be submitted to the American Legion Auxiliary, Department of Kansas Administrative Assistant and the American Legion Auxiliary, Department of Kansas Finance Chairman for written approval of the American Legion Auxiliary, Department of Kansas President; the American Legion Auxiliary, Department of Kansas Vice President; the American Legion Auxiliary, Department of Kansas Finance Chairman; and the American Legion Auxiliary Finance Director.
2. These funds, not to exceed \$500.00 yearly for each fund, when approved will be transferred from the Investment Account by a verbal contact made by the American Legion Auxiliary, Department of Kansas Administrative Assistant and

the American Legion Auxiliary, Department of Kansas Finance Chairman to the Investment Broker to release funds to the American Legion Auxiliary, Department of Kansas General Account.

Building Fund (Restricted)

The purpose of the Building Fund is to maximize funds to be used for the upkeep and repairs of The American Legion and American Legion Auxiliary Headquarters Building, Department of Kansas, that are not funded in the operational upkeep from the General Fund. Donations made to the Memorial Fund and to the General Building Fund are transferred yearly to the Investment Building Fund.

Procedure for the transfer of funds from Investment Funds to the American Legion Auxiliary, Department of Kansas General Fund for Building Funds:

1. A written request for transfer of funds, not allowed by approved budgeted amounts, will be submitted to the American Legion Auxiliary, Department of Kansas Administrative Assistant and the American Legion Auxiliary, Department of Kansas Finance Chairman for written approval of the American Legion Auxiliary, Department of Kansas President; the American Legion Auxiliary, Department of Kansas Vice President; the American Legion Auxiliary, Department of Kansas Finance Chairman; and the American Legion Auxiliary Finance Director.
2. These funds, not to exceed \$2,500.00 yearly, when approved will be transferred from the Investment Account by a verbal contact made by the American Legion Auxiliary, Department of Kansas Administrative Assistant and the American Legion Auxiliary, Department of Kansas Finance Chairman to the Investment Broker to release funds to the American Legion Auxiliary, Department of Kansas General Account.

Kansas Disaster Fund/Kansas AEF Fund (Restricted)

The purpose of the Kansas Disaster Fund is to maximize funds available awarded to American Legion Auxiliary members of the Department of Kansas who met the requirements of the Kansas Disaster Fund application and are awarded funds. Donations made to the Kansas Disaster Fund or Kansas AEF are transferred yearly from the General Fund to the Investment Kansas Disaster Fund.

Procedure for the transfer of funds from Investment Funds to the American Legion Auxiliary, Department of Kansas General Fund for approved Kansas Disaster Fund Applications:

1. A written request for transfer of funds, not allowed by approved budgeted amounts, will be submitted to the American Legion Auxiliary, Department of Kansas Administrative Assistant and the American Legion Auxiliary, Department of Kansas Finance Chairman for written approval of the American Legion Auxiliary, Department of Kansas President; the American Legion Auxiliary, Department of Kansas Vice President, the American Legion Auxiliary, Department of Kansas Finance Chairman, and the American Legion Auxiliary Finance Director.
2. These funds, not to exceed \$500.00 yearly for each fund, when approved will be transferred from the Investment Account by a verbal contact made by the American Legion Auxiliary, Department of Kansas Administrative Assistant and the American Legion Auxiliary, Department of Kansas Finance Chairman to the Investment Broker to release funds to the American Legion Auxiliary, Department of Kansas General Account.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
DEPARTMENT POLICY
Whistleblower, Fraud and Retaliation Protection Policy**

Adopted By: Department Executive Committee	Adopted Date: June 5, 2022
Approving Body: Convention Delegates	
Reviewing Body: Risk and Compliance	Next Review Date: Spring 2023

Policy Statement

It is the national policy of the American Legion Auxiliary (ALA), Department of Kansas, to provide a culture and process that encourages, receives, retains and resolves complaints arising from “whistleblower” communications concerning any questionable accounting or auditing matters, potential fraud or illegal or irregular activities suspected or committed by members of the governing corporation or executive board, Department officers, Department chairmen, members of a committee with governing board delegated powers, volunteers and staff.

Policy Definitions

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical or illegal means. Fraudulent acts covered under this policy include, but are not limited to:

- Forgery or illicit alteration of documents (checks, promissory notes, time sheets, expense reports, independent contractor agreements, purchase orders, budgets, etc.)
- Misrepresentation of information on documents.
- Misappropriations of funds, inventory, securities, supplies, or any other asset.
- Theft, disappearance, or destruction of any asset.
- Improprieties in the handling or reporting of money or financial transactions.
- Issuing false or misleading financial statements, tax returns or other forms of financial information whether for internal or external use.
- Authorizing or receiving payments for goods not received or services not performed.
- Authorizing or receiving payment for hours not worked.
- Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

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.

Management: In this context, Management is defined as any officer, administrator, manager, director, supervisor, or other individual who manages or supervises employees, funds, or other resources.

Volunteers: Volunteer: In this context, Volunteers are defined as Department officers, Department board members, Department Committee Members and any Unit member of the Department of Kansas, American Legion Auxiliary involved in a concern, complaint and/or investigation addressed by the Department of Kansas Executive Committee who are providing non-compensated services to the ALA.

Whistleblower: In this context, Whistleblower is defined as one who raises a concern about or reveals suspected misconduct or wrongdoing occurring in the organization to those in positions of authority.

Policies

1. Members of the ALA’s governing board, Department officers, Department chairmen, members of a committee with governing board delegated powers, and Department staff shall follow the ALA Fraud and Whistleblower Procedures and report any suspected fraudulent activity to the Department of Kansas Risk and Compliance Committee.
2. Members of the ALA’s governing board, Department officers, Department chairmen, members of a committee with governing board delegated powers, Department staff shall exercise due care when reporting suspected fraudulent activities.
3. The ALA shall promptly investigate any suspected fraudulent or dishonest activity against the ALA. The ALA Department of Kansas Risk and Compliance Committee shall determine the nature, scope, timing, and extent of all investigative activities.
4. When appropriate, based on a finding of fraud, the ALA Department of Kansas shall take appropriate disciplinary actions and pursue legal remedies available under the law against members of the governing corporation or executive committee, Department officers, Department chairmen, members of a committee with governing board delegated powers, and Department staff including, but not to be limited to, the possibility of termination of employment, restitution, and

forwarding information to appropriate authorities for criminal prosecution or other legal remedies.

5. Members of the governing corporation or executive committee, Department officers, Department chairmen, members of a committee with governing board delegated powers, and Department staff shall be protected from retaliatory actions in accordance with Federal and Kansas laws.
6. The ALA Department of Kansas Risk and Compliance Committee is empowered to undertake its own investigation or solicit the assistance of its independent auditors, legal counsel or other resources to investigate suspected fraud.
7. All ALA assets shall be subject to inspection when reasonable suspicion of fraudulent activity exists that makes such inspection appropriate. The ALA Department of Kansas Risk and Compliance Committee shall have full and unlimited access to all of ALA's contents and possessions including but not limited to furniture and equipment, electronic devices, digital devices, telephonic devices, and all information stored on said devices.
8. There shall be no assumption of privacy during the performance of an investigation of fraud.

Retaliation Protection

1. No Retaliation - It is contrary to the value of the American Legion Auxiliary for anyone to retaliate against an employee, management, or volunteer who in good faith reports a concern or complaint. A member of the Department of Kansas, American Legion Auxiliary who retaliates against any employee, management or volunteer who has reported a concern or complaint in good faith and believed the information to have been accurate is subject to discipline up to and including termination of membership in the organization or termination of employment.
2. Any member of the American Legion Auxiliary who acts maliciously by making known information or reasonably believes to be false with information will not be protected under the Retaliation Policy.

Date Revised	Description of Revision	Approved by

**American Legion Auxiliary
Department of Kansas
DEPARTMENT POLICY
Financial Document Storage**

Adopted By: Department Convention 2026 (Kansas)	Adopted Date:
Approving Body: Department Executive Committee (Kansas)	
Reviewing Body: Finance Committee(Kansas)	Next Review Date: 2030

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Kansas, to store Financial Documents based on National ALA recommendations.

The current year documents (year 1) will be kept as working files in the Department office. Previous year's Financial Documents (year 2) will be stored in the Department Office. Documents from the third year on will be moved in the designated storage area.

Procedures:

1. Current year (1) and previous year (2) are kept in the working office area.
2. Years 3 - 10 will be kept in the designated storage area on the shelves label by year in 2 categories.
 - a. Permanent Documents will be sorted and filed in the designated storage area file cabinets.
 - b. Short term Documents will be boxed and labeled and placed on the correct year shelf.
 - c. Years are filed by the fiscal year (July 1 - June 30) and labeled with the close of the books year.
3. Permanently kept documents - based on ALA National's chart
 - a. When documents move in the designated storage area in year 3
 - i. Attach a checklist to an expandable file and label.
 - ii. Place all listed documents into the file and fill in checklist
 - iii. Place the permanent document file in the **file cabinet** for storage of permanent documents by year in the designated storage area
4. Short Term Documents - All other financial documents
 - a. Remove year 10 box from its current shelf
 - b. Move all year boxes down one year (ex. Year 3 to 4, year 7 to 8)
 - c. Documents in the removed box (from year 10) need to be shredded and disposed of properly.
 - i. Colored hanging folders are saved and reused
 - d. Place year 2 documents from working area into a cardboard banker/storage box which now become new year 3 (reuse box from year 10)
 - i. Update the box label with correct year
 - e. Year 3 boxed documents stay in the working office area until all finance requirements are complete. Then it is stored in the designated storage area in the Year 3 slot.

Transfer Responsibility

The Department Finance Committee and the Department Treasurer shall ensure documents are correctly moved, stored and old documents shredded properly.

Date Revised	Description of Revision	Approved by

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