1. National President or Department Presidents Visit:

a. The Auxiliary in the area where the visit occurs will coordinate efforts with a complete representation of all concerned. The Chairperson will be appointed by the Department or Auxiliary President.

b. A warm welcome with as many members present as possible upon her arrival.

c. A small gift (if the Auxiliary can afford it) may be presented.

d. The National President travels extensively and requires a little down time. Give her the opportunity to rest and get caught up with business at home and with National offices.

e. Get as much publicity as possible, Radio, TV, Newspapers etc

f. Gifts for the National President or Representative are to be presented at the Department/ Auxiliary meeting. NEVER present the gift at an Installation. This gift is presented by the presiding Department/Auxiliary President hosting the event.

g. The Visitor’s Chairperson will be instructed to follow all protocol regarding official visitors.

2. At all Department Council of Administration meeting the hosting Auxiliary will provide light refreshments.

3. The Convention Rules are to be distributed before each convention or included at the beginning of the Annual Report Packet. Conventions Rules must be accepted at the beginning of the convention by approval of the Delegates.

4. Resolutions must be sent to the Department Resolutions Committee Chairperson at least 30 days prior to the Convention a copy is to be sent to the Department President and Secretary.

5. Guidelines and Standing Rules will be review and revised as necessary by a committee comprised of all Past Department Presidents with the Chair being a member of the PDP on Council. The recommendations will be presented for approval at a Council of Administration meeting. Auxiliary President’s shall be included in the distribution.

6. The Department President shall appoint an Awards Committee of all PDPs in attendance to judge the “Auxiliary of the Year” and any other awards requested by the Program Chairperson. All entries are to be submitted on the official form by the end of the 3rd C. of A. prior to the Convention to the Jr. PDP. Instructions will be provided in the program book. The “Auxiliary of the Year” runs from July 1st to May 1st.

7. The Advisory Committee consists of all PDP.

8. In a discrete manner the Department Senior Vice President shall be allowed begin planning her year and appoint her officers and committees. There shall be a motion from the floor to allow the Senior Vice President to begin her Ways and Means.

9. The Dept. Sr. Vice President shall appoint a PDP to the position of Program Coordinator.

10. The Budget Committee will report for the current year as well as the Year End Budget for approval by the C. of A. They will also submit the Year End Budget to National Headquarters at the Mid-Winter Conference.

11. The Investment Committee shall be comprised of all PDP with the Department President as representative of the Line Officers

12. The Department of Alaska Ladies Auxiliary paraphernalia shall be the financial responsibility of the respective Department Officer.

a. A signed inventory of all items passing from one Office to another is to list any missing or damage with the previous officer responsible for the repair or replacement.

b. Badges are the property of the Department. Department Officers are responsible to return them to the Depart. Treasurer at the close of their term of office or accompany a letter of resignation.

c. If lost or broken it is the sole responsibility of the Officer that had possession of them at the time of the loss or damage to replace the badge.

d. The Department Charter, stand and gavel are the responsibility of the Dept. President.

e. Any laptop computers, printers, cables, calculators, check books, investment account, Treasurer’s Book, bank statements, vouchers to include all documents per the retention schedule, file cabinet and carrying cases are the responsibility of the Dept. Treasurer.

f. All microphones, tape recorders, the Dept. Seal, carrying case, laptop computer, printer, and cables are the responsibility of the Dept. Secretary.

g. The flags, banners, stands and cases are the responsibility of the Dept. Conductress.

h. The memorial book, black Bible, Alter cloth, white Bible, Charter drape, Memorial cloth, flowers and basket are the responsibility of the Dept. Chaplain.

i. If there is portable stereo or memorial music it will be the responsibility of the Dept. Musician.

13. The Department to adopt the voucher system with President and Treasurer signatures. All bills submitted for payment will be itemized and have original receipts attached. All bills must be submitted not later than June 30th each year.

14. The Dept. Treasurer’s books, including all bank and debit card statements will be audited quarterly with Audit report copies sent to the Department President and Secretary. All Audits are to be submitted to the Council of Administration for approval.

15. There shall be (2) two signatures on the bank accounts with one signature required on all checks. Those signatures are limited to the Department President and Department Treasurer of the current year.

16. The Department Secretary shall sent request for Delegates forms (for credentials) that includes the information of Delegate fees at least (45) forty-five days prior to the Department Convention to the Auxiliary Presidents.

a. The Auxiliary is to send (1) one copy with the fee to the Department Treasurer, (1) one copy is kept for the Auxiliary files and (1) is to be hand carried to the Department Convention and given to the Credentials Committee.

17. The Department Secretary shall distribute minutes of the Department Convention, C. Of A. and Special meetings within (30) thirty days of said meetings to:

a. All Line Officers

b. All Past Department Presidents

c. All Auxiliary Presidents

d. National Council Member (if from Alaska)

e. Past National President (if from Alaska)

18. All Officers Reports must be submitted in writing to the Department Secretary and be incorporated in the Annual Report Packet (20) twenty days prior to the Department Convention. **REPORTS ARE NOT TO BE READ ON THE FLOOR.** Reports received after that time will be held and included with the Convention Minutes.

19. All Department Ambassadors must have a copy of their year-end report sent to the National Program Ambassador, the Department Program Coordinator and Department Secretary no later than May 1st of each year.

20. The Department President shall keep a written record of her functions during her term of office. The Department shall purchase an appropriate book for these records.~~.~~

21. All Past Department Presidents are to establish criteria for items to be retained in the Department file of the Secretary and Treasurer. The list is to be held in file as a permanent record.

22. Chair people of budgeted programs shall follow her program thought by purchasing required plaques or extra citations and submit original bill to the Treasurer for reimbursement.

23. All Ambassador and Chair reports and letters of promotion shall be dated. Copies of these are to be submitted to the Department Program Coordinator. **Email is encouraged for all communications**

24. Judging of the Buddy Poppy displays will be done at the Mid-Winter Conference.

25. Ambassadors shall distribute a copy of their report for awards to the Department Secretary for the minutes and to the Department Treasurer if any funds are needed.

26**. The Department Program Coordinator**(s) will prepare and print the Department **Program Packet**, to include:

a. Guidelines

b. Standing Rules

This will be presented at the first C. Of A. following the Department Convention and distributed to:

a. Department Line Officers

b. Auxiliary Presidents

c. Department Ambassadors

A copy will be mailed to those not in attendance.

27. **The Department Program Coordinator**(s) shall compile and print the Department Program Book for the incoming Department President.

a. She will insure that all Ambassadors get their letters out in a timely manner

b. All Ambassadors can call on her for help and supplies

c. The Ambassador must send a copy of their program letters to the Program Coordinator(s)

d. The Ambassadors will do a year-end report for the Pre-Convention Packet

e. The Department Program Coordinator(s) will hold a training session at Department Convention or Mid-Winter Conference. (Or as requested)

28. The Outstanding Performance Certificates are given each year to recognize those hard working Auxiliaries and Auxiliary Ambassadors who have given **the extra amount of effort**. Certificates are **NOT** to be given to:

a. the **1st** Auxiliary to file a report

b. the Auxiliary that files the **MOST**

c. the Auxiliary that files the **LAST**

Ambassadors can mention which Auxiliary turned in the most reports OR they can state a total reports received for the number of Auxiliaries submitting*. (Example: 41 reports for 12 Auxiliaries) or (75% of Auxiliaries Reported)*

If a report is filed stating that the Auxiliary DID NOT participate in the Program they are reporting on can be counted in the 100% but is **NOT ELIGEBLE** for an award.

Program Certificates of award are for Merit and Appreciation and are awarded in the following:

a. Americanism b. Flag Poetry c. Hospital-VAVS d. Legislative

e. Membership f. Patriot’s Pen-VOD g. Veterans & Family Support

h. Vicki Webb-Nelson Scholarship i. Joan Katkus Scholarship

j. Youth Activities

29. Mid-Winter Audit Committee is to review the Treasurer’s books before the Mid-Winter C. Of A. and a report is to be made. They will also insure the form 990 of the IRS has been filed and that the year-end gaming report is complete.

**Department of Alaska Travel Guidelines**

**Department President**

1. The Department President **must** reside in the State of Alaska during her year as a Department Officer.

2. The Department President **must** submit her official visit schedule at the (1st) first C. Of. A. following the Department Convention. Any changes made to that schedule will be provided in Department General Orders with a copy provided to the Department Treasurer, Audit and Budget Committees.

3. All Department Presidents’ official visits **must** be completed by the Mid-Winter Conference. An exception to this is of rescheduling due to unforeseen circumstances. All visits and Auxiliary inspection should take place during a meeting if at all possible, if not possible then plan a time when the most Auxiliary members will be able to attend. The Auxiliary **must** present all records for inspection to include: a. Bonding b. Secretary books/minutes c. Banking Accounts and deposits

4. A debit card is to be issued to the Department President for official business only, to be used for hotel, airfare, and baggage fees (if necessary for National Convention) Statement will be audited quarterly and any unauthorized charges will be reimbursed immediately. The Department President will sign an acknowledgement agreeing to the use of such card. All airline tickets are at excursion (coach) rates and hotel at a single room rate. All original receipts must be submitted to the Treasurer for verification and payment.

Funds for Travel are to be used as available for travel as listed in the priority below

a. Department of Alaska State Convention

b. Department of Alaska Mid-Winter Conference

c. Western Conference

d. National Convention

e. One visit per year to each Auxiliary in the Department of Alaska

f. National Mid-Year Conference

Additional visits to Auxiliaries may be authorized upon request for the betterment of the Department or Auxiliary being visited. (i.e. resolving issues within the Auxiliary.)

h. If there is a companion the companion shall pay their own expenses and any amount over a single room rate.

5. The Department President shall have the responsibility to take the Patriotic Flag, Small AK Flags, Banner Flag, holder and containers to National Convention. This includes seating covers for Line Officers.

**Department Senior and Junior Vice Presidents**

1. The Department Sr. Vice President is to submit a tentative travel schedule upon election as Department President before May 15th to the Department Treasurer and Budget Committee. This will insure proper funding for travel.

2. The Department Sr. Vice Presidents airfare are at excursion (coach) rate and hotel room at the single rate.

Funds for Travel are to be used as available for:

a. Department Convention

b. Department Mid-Winter Conference

c. National Convention

d. Western Conference

e. National Mid-Year Conference

She must attend all business meetings and submit original receipts for payment. A written report for all travel is to be submitted in the year-end pre-convention packet

**Junior Past Department President**

The Junior PDP is allowed airfare at an excursion rate (coach) and hotel room at a single rate to be paid if the budget allows for

a. Department of Alaska Convention

b. Department Mid-Winter Conference

c. National Convention

She must attend all business meetings and submit original receipts for payment. A written report for all travel is to be submitted in the year-end pre-convention packet.

**Department Treasurer and Secretary**

1. The Department Treasurer and Department Secretary airfare at excursion (coach) rate and hotel room at single rate be paid if the budget allows for the Department Convention and Department Mid-Winter Conference. She must attend all meeting and submit original receipts for payment.

**Department Assistant Treasurer and Secretary**

1. In time where the Department Treasurer or Department Secretary are unable to fulfill their obligations the Assistant will assume the position. They shall have airfare at an excursion rate (coach) and hotel at a single rate. This is to be reported to the C. Of. A. following the Department Convention.

She must attend all business meetings and submit original receipts for payment

**The Department will NOT pay for rental cars or parking fees unless approved by the C. Of. A.**

The Department will only pay half of the hotel expense for a budgeted Line Officer who shares with a spouse and recommends sharing a room with another Auxiliary Line Officer if applicable. The exception is that the Department President, Department Treasurer and Department Secretary will each have a private room if possible.