



AMERICAN LEGION AUXILIARY
DEPARTMENT OF NORTH DAKOTA

FINANCE BOARD RECOMMENDATIONS

July 1, 2016 - June 30, 2017

- 1) We recommend that all mandatory contributions be paid by October 31st each year. MANDATORY CONTRIBUTIONS ARE: Veterans Affairs and Rehabilitation: 1.00 per senior member, Memorial Fund, Children & Youth, Education, North Dakota State Legion Band, Poppies, Fidelity Bond, Girls State and Office Equipment. Delinquent units will be notified by the Department Treasurer by December 15th with a copy of notification to the unit's District President, Department President, and Department Secretary. If no action is taken by the unit before the Winter Conference DEC meeting, the DEC will decide what action to take.
- 2) We Recommend all units pay an annual \$6.00 Fidelity Bond.
- 3) We recommend the per diem to be \$50.00 in State and \$70.00 out of State; and mileage to be \$.45 per mile round trip. The following schedule for the per diem should be used:
- 4) We recommend a Department Officer or Chairman living within 20 miles of Department Convention or any other Department meeting will be allowed one day per diem; no mileage.
- 5) Organizational Meeting of the Department Executive Committee
 - a) Three days for Department President, President Elect, Vice President, Secretary, Treasurer, and Finance Board (3 members), District Presidents and Alternates.
 - b) One day for members called in per Bylaws Article VIII, Section 5.
- 6) Department Convention
 - a) Three days for Department Officers as defined in Bylaws Article VIII, Section 5; Finance Board (3 Members); Ten District Presidents; Parliamentarian; and NEC and/or Alternate;
 - b) One day for Department Chairmen, Hospital Chairman, and Gift Shop Chairmen.
- 7) Winter Conference
 - a) Three days for Department Officers as defined in Bylaws Article VIII, Section 5; Finance Board (3 Members); Ten District Presidents; Parliamentarian; and NEC and/or Alternate;
 - b) One day for Department Chairmen, Hospital Chairman, and Gift Shop Chairmen.
 - c) One day for members called in per Bylaws Article VIII, Section 5.
- 8) We recommend the registration fee for the Department Convention shall be no greater than \$12.00 and Winter Conference no greater than \$12.00. We further recommend no room favors be given by the Department, except for National guests.
- 9) We recommend the Department pay registration fees for Auxiliary members who are required to attend National Workshops, Conferences, etc.

- 10) We recommend that the American Legion Auxiliary Department of North Dakota present to the outgoing Department President a gift up to \$100.00, which should be acquired by the National Executive Committeewoman and given at the Department Convention.
- 11) We recommend that the District President allotment be applied each year with no carry over.
- 12) We recommend that up to \$50.00 be used from the DEC Caring Gifts for any DEC member dealing with a life changing event.
- 13) We recommend Department Chairman develop a Program Plan, formally referred to as Plan of Action, using the National Program Plan, formally National Plan of Action as a guide, and submit to the Department Secretary.
 - a) We recommend Program Plan be sent to the units by the Department Secretary.
 - b) We recommend units report back to Department Chairman by:
 - (1) Mid-year (December 10)
 - (2) End of year (April 15)
 - c) We recommend Department Chairman submit reports as requested by the National Program Plan, formally the National Plan of Action.
- 14) We recommend the District President of the Department President's home District work with the host Conference or Convention Chairman to plan the Department President's reception.
 - a) We recommend that each District pay \$20.00 to help finance the reception and the purchase of a gift for the outgoing Department President, \$100.00 will be allotted to the gift which will be presented at the Presidents Reception and \$100.00 to the reception cost.
 - b) We recommend that each Unit in the home District help pay the remainder of the cost of the reception.
 - c) We recommend District Presidents bring or send the \$20.00 to the Organizational Meeting held by the new Department President.
- 15) We recommend that the Department strictly adhere to the Bylaws, Article VI, Section 1, subsection 10, addressing the Membership Committee.
- 16) We recommend that the Department pay the registration for Department President for attending the Winter Conference and Department Convention.
- 17) We recommend that all requests and receipts for reimbursement of expenses be submitted to the Department Secretary no later than 60 days following the end of the qualifying event.
- 18) We recommend that Poppies are mailed out annually to the units by the Poppy Chairman using the Poppy postage allocation budget to pay for this.
- 19) We recommend that the Department Secretary mail out one monthly mailing packets for each unit, and any additional packets are available on the Departments website at www.ndala.org, or by contacting the Department Secretary.
- 20) We recommend that an Executive Board be established, according to Roberts Rules, for the purpose of conducting the business of the organization between meetings of the DEC. It shall be composed of the Department President, President Elect, Vice President, Secretary, and Treasurer and Finance Chairman.
- 21) We recommend the Girls State registration fee be \$225.00 for early bird and \$250.00 for late registration as recommended by the Girls State Board. This fee would include a party shirt for each attendee.

22) We recommend that any cash cards received by the department be listed on the Balance Sheet as cash card. The money on this card will be used as determined by the finance board.

Adopted 7/08/2016 at Organizational DEC meeting.

