

NATIONAL TWENTY AND FOUR MANUAL OF PROCEDURES

**NATIONAL TWENTY AND FOUR  
MANUAL OF PROCEDURES FOR  
NATIONAL OFFICERS, SPECIAL  
APPOINTMENTS, STANDING  
COMMITTEES, AND RULES FOR AWARDS  
AND TROPHIES**

UPDATED AND CERTIFIED BY NATIONAL JUDGE ADVOCATE

TRANSCRIBED AND DIGITIZED BY THE NATIONAL AIDE 29 JUNE 2024

# NATIONAL TWENTY AND FOUR MANUAL OF PROCEDURES

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## NATIONAL OFFICERS

### NATIONAL DIRECTOR VIP

The Director VIP is an elected officer and shall be the executive head of the Twenty and Four with full power to enforce the provisions of the Constitutions, Bylaws, and Articles of Procedure. She shall be the presiding officer of the Bivouac and the Cadre meetings, as well as required Corporate meetings. She shall:

A. Prior to election:

1. Ensure that her Nominating Resolution, approved by her Echelon, is forwarded to the National Jeep Editor in time for publication not later than the July issue.
2. Select and obtain consent for all appointments:
  - i. National Log Director
  - ii. National Service Director
  - iii. National Assistant CQ
  - iv. National Judge Advocate
  - v. Audit Committee NMI plus 2 members
  - vi. Awards and Trophies Commission Member (3 yr term)
  - vii. Bivouac NMI
  - viii. Constitution & Bylaws Committee Member (3 yr term) identify NMI
  - ix. Echelon Development Committee NMI
  - x. Emblem Sales Manager and 2 Assistant Managers
  - xi. Finance & Budget Committee Member (3 yr term) identify NMI
  - xii. Memorial Day (for Tomb of Unknown, Cathedral of Pines, WIMSA)
  - xiii. Memorial Scholarship Committee member (3 yr term) + 2 advisors (1 yr terms)
  - xiv. National Jeep Editor
  - xv. Nominating Committee NMI plus 2 members (Past National Directors)
  - xvi. Public Relations Committee NMI
  - xvii. Resolutions Committee NMI plus 2 members
  - xviii. Service Commission Member (3 yr term) identify NMI, 1 Past National Director (3 yrs)
3. Arrange for her Installing Officer who will select her installing CQ.

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- B. After election but prior to close of that Bivouac, present for Bivouac approval the appointments for all officers. Note: Even though the Bivouac is adjourned after Installation, the closing of the Bivouac is the responsibility of the outgoing Director VIP and the Banquet is also her responsibility.
- C. Post-Bivouac Cadre Meeting:
  - 1. Ensure that names and addresses (phone numbers if possible) of appointments are available to the Aide prior to the opening of this meeting.
  - 2. Ensure an agenda is prepared, with a copy to the Aide, with Sr Vice Director and Jr Vice Director (to present her Ways and Means Project for Cadre approval.)
  - 3. Present all other Committee/Commission appointments for Cadre approval.
- D. Dissemination of Information:
  - 1. Ensure that the National Aide provides a list of names and addresses, telephone number, e-mail and fax numbers to the National Jeep Editor of all officers, Committee/Commission NMIs and members in time for the October issue. Also, for those Committees/Commissions with staggered terms, ensure that the year of the appointment expiration is shown for all members.
  - 2. Ensure that each officer and Committee/Commission member has either a complete copy of these procedures or, at least, a copy of her responsibilities, including any Cadre or Bivouac mandated duties, which are not yet published in these procedures.
  - 3. Provide a message to the National Jeep Editor to be in her hands not later than the third Friday of the month prior to each issue (e.g. the third Friday of September for October issue).
  - 4. Ensure that the Aide provides the minutes of the Pre-Bivouac Cadre meeting to the National Jeep Editor within 60 days following that meeting to be published and mailed with the minutes of the Pre-Bivouac Cadre meeting and the Bivouac provided by the previous year's Aide.
  - 5. After her Bivouac, ensure that her Aide provides the minutes of the Pre-Bivouac Cadre meeting and the Bivouac to the National Jeep Editor within 60 days following that Bivouac.
  - 6. Ensure that the Aide provides the National Jeep Editor with the Call to Bivouac and the Bivouac Agenda in time for publication in May issue. (Also see Bivouac below).
  - 7. Ensure that the schedule of time and place for all Committee/Commission Pre-Bivouac Cadre, Post-Bivouac Cadre, and Bivouac meetings are provided to the National Jeep Editor in time for January publication.
  - 8. Ensure that the Aide provides the following to each Echelon in May:

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- i. Call to Bivouac
- ii. Bivouac Delegate/Alternate form
- iii. Money Transmittal forms for Delegate fees
- iv. Echelon Officer Roster forms

### E. Finances:

1. Vouchers within budget do not require the National Director VIP's Signature. However, vouchers not within the budget are to be sent to the Finance and Budget NMI for that Committee's recommendation and then require approval by the National Director VIP prior to payment by the Disbursing Director.
2. Vouchers for all items, except those Bivouac-related, should be submitted in time to be paid by July 31 so as to be included in the National Disbursing Director's annual report.
3. Ensure that bank signature cards for the incoming Disbursing Director are provided by the outgoing Disbursing Director covering all bank accounts.
4. Utilize budgeted expense money for expenses incurred in the performance of her duties.
5. Purchase tickets for her guests, except for her Commander & spouse, and National Commander & Spouse whose tickets are paid by the National 20 & 4.

### F. Travel:

1. If possible, attend the Memorial day Ceremonies at the Tomb of the Unknowns in Arlington, VA and WIMSA. If unable to attend, request a National Officer or Past National Director VIP to represent the Twenty and Four.
2. If incited to attend 20 & 4 or Legion functions in other Echelons, be sure to ascertain beforehand which expenses will be furnished and which must come from her budgeted money or her personal funds.

### G. Bivouac Preparation:

1. Work with the Bivouac NMI on dates and location, on banquet menu selection, and time and place for all Commission & Committee meetings, Pre and Post Bivouac Cadre Meetings and Bivouac.
2. Work with the Aide on the Call to Bivouac and Agendas for the Pre-Bivouac Cadre meeting and Bivouac.
3. Work with the Bivouac NMI on the banquet head table arrangement and the Program.

### H. General:

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1. Keep the National Colors for her year for use as needed or arrange for another officer of her choice to take custody and return them to the next Bivouac.
  2. Ensure that a complete set of minutes is available at the Cadre meetings and Bivouac.
  3. Assign new Echelon numbers in sequence after approval by the Cadre, except that a re-Activated Echelon may retain its original number.
  4. Require all lengthy or controversial motions be presented in writing to the Aide prior to taking the final vote.
  5. Ensure that the Awards presented at the banquet are recorded in the Bivouac minutes.
  6. Prior to the start of the Commission/Committee meetings, ensure that the appointed NMIs and members are present, and, if not, appoint pro-Tem NMIs/members as needed. Such emergency appointments shall be announced at the Pre-Bivouac Cadre meeting.
  7. Prior to the start of the Pre-Bivouac Cadre meeting and the Bivouac, ensure that all elected and appointed officers are present and, if not, appoint pro-tem officers as needed for the conduct of the meeting. Such emergency appointments shall be announced at the start of each meeting.
- I. After the Bivouac:
1. Have all essential materials and equipment available for the new Director VIP prior to the opening of the Post-Bivouac Cadre meeting (e.g., colors, gavel, complete set of minutes, Call to Bivouac, etc.)
  2. Present the new Director VIP with a Manual of Ceremonies: these procedures, the Constitution, Bylaws, and Articles of Procedures, and the Articles of Incorporation.
  3. Within 45 days after the Bivouac, send all National 20 & 4 material in her possession to the new Director VIP.

## NATIONAL SENIOR VICE DIRECTOR

The Senior Vice Director is an elected Officer and shall:

- A. Be the Membership Committee NMI:
1. Receive a membership report monthly directly from the Aide.
  2. Contact all Echelons whose dues are slow in arriving at National.
  3. Assist with the organization of new Echelons in States that Echelons are already in existence. Note: The Echelon Development Committee is

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responsible for assisting in the formation of New Echelons in states with no organized Echelon.

4. Stress at all times “Quality not Quantity.”
- B. Be ready at all times to assist the National Director VIP whenever requested to do so, or, in her absence or inability to perform her duties, to assume them in her stead.
- C. Prepare articles to be published in each National Jeep.
- D. Be ready to assume such other duties as may be assigned by the Cadre members or the Bivouac delegates.

### NATIONAL JUNIOR VICE DIRECTOR

The Junior Vice Director is an elected officer and shall:

- A. Be the Ways and Means Committee NMI:
  - a. Be prepared with a Ways and Means project which would interest Jeepettes and others and which is to be presented at the Post-Bivouac Cadre meeting for their approval.
  - b. Explain the project in an article for the October National Jeep.
  - c. Send the project to each Echelon Aide.
  - d. Forward all project money to the National Disbursing Director with a money transmittal form (2 copies). Keep the last copy and send the original and second copy with the money to the Disbursing Director who will sign the second copy and return it for Junior Vice Director’s file.
- B. Be ready at all times to assist the National Director VIP whenever requested to do so. In the absence of the Director VIP and the Senior Vice Director or their inability to perform their duties, assume those duties.
- C. Prepare articles to be published in each National Jeep.
- D. Be ready to assume such other duties as may be assigned by the Cadre members or the Bivouac delegates.

### NATIONAL AIDE AND ASSISTANT AIDE

The National Aide is elected annually and approved by the Bivouac Delegates. There may be an Assistant Aide appointed annually, at the discretion of the National Aide, and, if appointed, her duties will be assigned by the National Aide to help in accomplishing the National Aide’s responsibilities.

The Aide must be computer literate and capable of performing such duties as are necessary to keep the membership advised accurately and clearly of all actions taken during Bivouac and at other times during her term of office. She must own a computer and not expect reimbursement for upkeep or replacement thereof other than her budgeted

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gratuity. Cost of paper and other supplies are budgeted items. The term of service is limited to 5 years in succession.

### A. Post-Bivouac Cadre Meeting:

1. Prior to the start of this meeting, ensuring that the outgoing Aide has provided the list of elected and appointed National Officers, the incoming National Cadre members/alternates, and the list of Officers for each Echelon.
2. After the opening ceremonies, call the roll of National Officers and Cadre members/alternates. Take the minutes of this meeting, recording all motions and the Commission & Committee appointments, including the Internal Affairs NMI, Scholarship NMI, Aide, and Nominating NMI who were elected by those Commissions & Committees at their meetings between Bivouac and Post-Bivouac Cadre meeting. If an appointment is for more than one year, note the term.
3. Send a copy of the Post-Bivouac Cadre meeting minutes to the National Jeep Editor to be published with the Pre-Bivouac Cadre meeting and the Bivouac minutes provided by the outgoing National Aide.

### B. 45 Days After Bivouac:

1. Receive the balance of all materials from the previous National Aide.
2. Report receipt or non-receipt to the National Director VIP.

### C. Between National Cadre Meetings:

1. As specified in the Bylaws, in the event of the death or resignation of the National Director VIP, summon the Cadre for the election of a successor.
2. Ensure that there is an ample supply of: money transmittal forms, voucher forms, etc., (except membership cards and Echelon Record forms) on hand for the start of the new year. The format of such forms shall not be changed without the consent of the Internal Affairs Committee and the Cadre.
3. Handle memberships as specified in "Membership Dues."
4. Prepare a list of National Officers and send to Jeep Editor not later than the 3<sup>rd</sup> Friday in September following the Bivouac.
5. Prepare a list of Commissions, Standing Committees, and Special Committees, specifying the dates of appointments for those appointed for more than one year, and send to the National Jeep Editor not later than the 3<sup>rd</sup> Friday in September following the Bivouac.
6. Prepare a list of Echelon Director VIPs, Aides, National Cadre Members, Alternate National Cadre Members, Internal Affairs Representatives, and

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Alternate Internal Affairs Representatives. Send a copy to the National Jeep Editor, and maintain several copies for those requesting one.

7. In April or early May, order new membership cards, new Membership Record sets, and have new membership cards numbered thus: by last two digits of coming year—example—for 2018, (18001, 18002 and on up to 180500) so long as our total membership remains about the same as present.
  - i. Note—The year shown on the card must advance by (1 number) each year. Example: 2017, 2018, 2019 etc.
8. Answer all correspondence promptly, letter and/or e-mail.
9. Perform such other duties as may be assigned by the National Director VIP, Cadre (as a whole), or Bivouac.

### D. Bivouac Preparation:

1. Send cover letter with the Bivouac Call, a set of 4 copies of New Echelon Officer Roster forms, a set of Registration forms, and a set of 4 copies of Money Transmittal forms to each Echelon Aide at least 45 days prior to the Bivouac.
  - i. On Registration forms, enter the Echelon name and the NUMBER of authorized Delegates, this based on Echelon membership for the year.
  - ii. In cover letter note: these forms must be completed and returned to the National Aide AS SOON AS POSSIBLE, however NOTE: they must be received by the National Aide not later than 15 days prior to the National Bivouac!! NO PERSON SHALL BE ADMITTED TO NATIONAL BIVOUAC WHO IS NOT REGISTERED WITH THE NATIONAL AIDE (excepting Special Guests of the National Director VIP—by prior arrangement with the National Aide.)
2. Upon receipt of Echelon's Registration form and Money Transmittal form, with their check, verify membership of each listed Jeepette in membership book.
3. Prepare a current officer list and provide a copy for Roll Call.
4. Prepare a coming year's officer list and provide a copy for coming year's National Aide.
5. Prepare a current Cadre Member list and provide a copy for Roll Call
6. Prepare an incoming Cadre Member list and provide several copies for the Incoming National Aide.
7. Prepare an accurate list of all current Commissions, Standing Committees, and Special Committees, including addresses, telephone numbers and e-mail address where available with a copy for all National Officers.
8. Provide several copies of Registration sheets for Registration NMI.

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9. Bring several sets of Money Transmittal Forms.
10. Obtain a check in the amount of \$100 from the Disbursing Director as a gift for the outgoing National Director VIP.
11. Present all suggested changes in writing to the Internal Affairs Committee NMI for consideration. Have multiple copies for Cadre members to peruse.

### E. Membership Dues

1. Send membership cards and renewal forms (Echelon Record) to each Echelon Aide (enough for the current year's membership plus five) not later than May 25. The first card by number (001) goes to the incoming National Director VIP's Echelon and include a note explaining that this card is for the incoming National Director VIP. Enclose 3 to 5 Membership Money Transmittal forms. The Echelon may copy one if they need more or request from the National Aide.
2. Echelon Aides are to return the top copy of the "Echelon Record" along with a copy of the Membership Money Transmittal Form and a check in amount to cover National per capita dues for each Jeepette listed on the 2 forms. The National Aide is to sign and date the Membership Money Transmittal Form when received and return a copy to the Echelon Aide. Each transmittal is to be processed and a second copy of Member Money Transmittal form forwarded to the Disbursing Director with the check as soon as possible. (Transmit at least once a week.)
  - i. Each Membership form must record the American Legion Card number. Legion dues are to be paid before 20 & 4 dues can be accepted. If TAL number is not included, notify the Echelon Aide, noting that such Jeepette cannot be counted until that number is provided.
  - ii. Money Transmittal Forms:
    1. 1 – retained by National Aide
    2. 1 – forwarded to Disbursing with check
    3. 1 – returned to Echelon Aide
  - iii. Record each Jeepette in Membership roster and maintain a file of annual membership forms for five years, discarding those beyond 5 years.
3. Maintain a current membership record for all Echelons, showing last year's total membership, membership as transmitted this year indicating renewals, new members and transferred Jeepettes with the final figure the total for year. Show the percentage of current year as related to current goal.

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- i. In time to meet Jeep deadline for each issue, send a membership goal chart to Editor.
    - ii. Send a second copy to the National Senior Vice Director.
- F. Pre-Bivouac Cadre Meeting, Corporate Meeting and Bivouac
  1. Roll Call—Call the roll of Officers and Cadre members at the Pre-Bivouac Cadre meeting and the Bivouac. At the Corporate Board of Directors meeting and the annual Corporate meeting, call the roll of the Corporate Directors.
  2. Minutes—Record the minutes of each meeting.
    - i. At the annual Corporate meeting, report any motions approved at the Board of Directors meeting.
    - ii. At the Bivouac, report any motions approved at the Pre-Bivouac Cadre Meeting.
    - iii. Include the Roll Call in each of the Minutes.
    - iv. Carefully and impartially record each motion, the name and Echelon for the Jeepette making the motion, fact that motion was seconded (does not require name or Echelon) and a notation of the disposition thereof.
    - v. Ordinary discussion is not included in the minutes, but each report given is to be noted, with actual report included as an attachment (each numbered in sequence as they occur.)
    - vi. Include names of departed Jeepettes honored in Memorial Service.
    - vii. Include in minutes all appointments of newly elected Director VIP, which are ratified by Delegates prior to installation and note term of office of any who are more than for one year.
    - viii. Each Jeepette identification in the minutes shall include her office, (National office, Commission/Committee NMI, Delegate, Cadre etc.) and her Echelon
    - ix. Obtain list of Awards and Trophies and recipient of each from Awards and Trophies Commission NMI and incorporate into the Bivouac minutes.
    - x. Obtain recipients of Log and Scrapbook awards from National Log Director and include in Bivouac minutes.
  3. Minutes Distribution:
    - i. Within 60 days after close of Bivouac, transcribe each of minutes with attachments and mail a complete copy to:
      1. All returning and new National Officers (1 copy each)
      2. New National Director VIP and new Aide. (6 copies each)
      3. National Disbursing Director (2 copies)

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4. 4. All Past National Directors (1 copy each)
5. Using Bivouac Registration list 1 copy to every attendee
- ii. New Aide will print her minutes of the Post-Bivouac Cadre meeting and they shall be mailed with the outgoing Aide's minutes.
4. National Headquarters shall be Recognized as the address of the National Aide.
  - i. Maintain historical files for National 20 & 4, acting as National Headquarters.
  - ii. Provide needed National forms for herself and the Disbursing Director, such as Money Transmittals, Echelon Officers Roster, Delegates/Alternates Registration forms, Registration Reports, Vouchers, Membership Money Transmittals, etc.
  - iii. As directed by National Cadre, Bivouac Delegates or National Director VIP, produce from time to time, such other items as a National Roster, History, Echelon formation packets, etc.
  - iv. Order needed paper and publishing supplies and provide vouchers to National Disbursing Director for payment.

### Membership Awards and Trophies

Since the following Membership Awards & Trophies must be substantiated by the National Aide, the Aide shall notify the responsible party when the requirements for each have been met in accordance with "Rules for Awards and Trophies" in this Procedure Manual:

|                         |   |
|-------------------------|---|
| Abbie Bachelder Trophy  | Echelon No. 8, Department of Illinois by Jan 15   |
| Barbara Mallow Award    | Echelon No. 11, Department of Wisconsin by Feb 15 |
| Lillian Cleveland Award | Echelon No. 5, Department of Florida              |
| Blanche Osborn Award    | Echelon No. 8, Department of Illinois             |

## DISBURSING DIRECTOR AND ASSISTANT DISBURSING DIRECTOR

The Disbursing Director is an elected officer and is the custodian of the funds of the National Organization. There may be an Assistant Disbursing Director appointed, at the discretion of the National Director VIP and her duties will be assigned by the Disbursing Director to help in accomplishing her responsibilities.

### A. Post Bivouac Cadre Meeting:

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1. Prior to the start of this meeting, ensure that the outgoing Disbursing Director has provided all essential records, however the outgoing Disbursing Director will have to prepare and sign a check for Bivouac Banquet costs.
  2. Sign the new bank signature cards and ensure that the incoming National Director VIP also signs, and the cards specify that only one signature is required to withdraw funds. These must be in the banks prior to any checks being written.
- B. 45 Days After Bivouac:
1. Receive the balance of all applicable materials from previous Disbursing Director.
  2. Report receipt or non-receipt to National Director VIP.
- C. Disbursing Vouchers:
1. All expenses itemized in the budget are to be sent directly to Disbursing Director with 2 copies of the Voucher (signed by Jeepette requesting payment) and with itemized bills attached.
    - a. Disbursing Director will retain one copy of voucher and second copy to Jeepette with check.
    - b. Any budgeted item that is not more than \$100.00 over budget shall be paid without further approval.
  2. Any budgeted item which is more than \$100.00 over budget requires 3 copies of the Disbursement Voucher (signed by the Jeepette requesting payment) with itemized bills attached being sent to the Finance & Budget NMI. Such expenses require approval of 2 members of the Finance & Budget Committee and the National Director VIP prior to payment.
  3. Any item NOT budgeted and costing over \$25.00 requires three copies of the proposed expenditure on a Disbursement Voucher, signed by the Jeepette requesting payment, with an itemized statement describing item to be purchased attached, be sent to the Finance & Budget NMI. Such expense requires approval of two members of the Finance & Budget Committee and the National Director VIP prior to payment.
  4. Number vouchers consecutively to assist with the audit and keep them in a single folder.
- D. Money transmittals:
1. All funds sent to the Disbursing Director are required to be accompanied by two copies of the Money Transmittal form unless the check and form have gone through the National Aide's office.
    - a. A transmittal form that goes through the National Aide's office will be signed and dated by National Aide and one copy forwarded to the

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National Disbursing Director and one copy returned to the sender with one copy retained by the National Aide.

- b. Any money received by the Disbursing Director without a Transmittal Form will not be acknowledged, but the Disbursing Director will fill out one copy of a transmittal form for her records.

### E. General:

1. Have custody and control of all insurance policies, Officers' Bonds, and Liability Insurance on the National Jeep office and property and see that all are current.
2. Open no new accounts without the approval of the Finance & Budget Committee.
3. Maintain \$5,000.00 in checking account at all times. Transfer funds over \$5,000.00 to the General and Contingency Savings Account.
4. Maintain 2 Savings Accounts, one for Service and Prosthesis and one for General and Contingency. Although these four accounts are combined in two Savings Accounts, there are certain procedures to be followed for each account.
  - a. Service: This account is specifically intended for grants for ex-service women who are in need of assistance.
    - i. The maximum amount for any one person during a twelve-month period is \$500.00.
    - ii. Disbursement of a grant requires approval of the Service Commission NMI.
    - iii. The name of the payee is to be known only to the Disbursing Director and the Service Commission NMI.
    - iv. Memorial donations to this account are to be acknowledged to the sender. The survivor, if any, is to be advised that the sender has made a donation, but no amount is to be specified.
  - b. General: Used for a specific purpose, when and if needed and authorized.
5. Maintain all records for five years. After that time, retain only the ledger for each year.
6. Assume such other duties as assigned by the Director VIP, Cadre or Bivouac delegates.

### F. Annual Report: Books are to be closed July 31<sup>st</sup> to allow sufficient time to prepare the annual report for the Bivouac.

1. Furnish a notice of closing of books to the National Jeep Editor by May deadline for publication in the June and July issue.

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2. Copies of the report are to be furnished to the National Aide in time to be published in the Book of Reports for Bivouac.
3. If not available for publication in the Book of Reports, copies must be furnished for the National Director VIP, Aide, all members of the Audit Committee, members of the Finance & Budget Committee and enough for all Jeepettes attending the Bivouac.

### G. Financial Records:

1. Transport all essential records to the Bivouac.
  - a. Furnish records to the Audit Committee and be present when the books are audited.
  - b. Turn essential records over to the new Disbursing Director, but be prepared to pay for the Bivouac Banquet and all other Bivouac expenses incurred through the hotel, except officers of committee expenses, which should be forwarded to the incoming Disbursing Director within 30 days of the Bivouac.
2. Within 45 days after Bivouac, ship all other records to the new Disbursing Director. The outgoing Disbursing Director is to be reimbursed for the cost of shipping these records.

## NATIONAL SKY PILOT

The Sky Pilot is an elected officer who shall perform such services as may be needed, which shall be non-sectarian, remembering that all known religions may be represented by our Jeepettes, including those who are not religious. She shall:

### A. Cadre Meetings and National Bivouac:

1. Attend all Cadre meetings and the Bivouac, offering the invocation and benediction for each as directed by the National Director VIP.
2. Organize and conduct the Bivouac Memorial Service, not to exceed 15 minutes, in memory of all Jeepettes who have passed away during the past year.
  - a. Determine the names of deceased Jeepettes from each Echelon.
  - b. Obtain someone to represent each such Echelon in the service.
  - c. Obtain the flowers and other paraphernalia needed for the service.
  - d. Determine any other National Officers needed for the service and define their roles to them.
3. Have “Get Well”, “Friendship”, and “Sympathy” cards available to be signed by all present as needed for our Jeepettes.

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4. Have a copy of “Book of Devotions” available at all times and have a copy of the “Manual of Procedures” as well as a copy of the “Manual of Ceremonies” ready to present to the incoming Sky Pilot at Bivouac.
- B. During the Year:
1. Send cards to sick Jeepettes and to Jeepettes upon the loss of a loved one when possible.
  2. Send a card to the family of a deceased Jeepette when possible.
  3. Upon the death of a Past National Director VIP or current National Officer, send flowers (maximum cost-\$50.00) to the funeral or, upon request by her survivors, send a donation to a special cause in lieu of flowers.
  4. Upon the death of a Past National Director VIP, notify the National Director VIP and ALL Past National Director VIPs.
  5. Be prepared to conduct the funeral service of any Jeepette, when possible.
  6. Be prepared to offer prayer, invocation, grace, etc., at any gather, if called upon.
- C. National Jeep Input:
1. Prepare an inspirational message for each issue—non-denominational.
  2. Include information regarding deaths or illness in her message in the National Jeep.
  3. Pay proper tribute to any deceased Past National Director VIP or National Officer as soon as news of her death is received.
- D. General:
1. Be prepared to perform such other duties as may be assigned by the National Director VIP.

## NATIONAL CQ & ASSISTANT CQ

The CQ is an elected Officer and the Assistant CQ is an appointed office. The CQ, with the help of the Assistant CQ, shall perform the functions of a Sergeant at Arms and shall:

- A. Prior to Meetings:
- a. Work with the Bivouac NMI to ensure that the Cadre room sets-up and Bivouac set-up are understood and arranged with the hotel.
  - b. Ensure the small case with Cadre meeting nameplates are available.
  - c. Ensure the colors are on location and in good condition ready to be presented.
  - d. Have colors and officers’ and Cadre members’ nameplates in place for the Cadre meeting.
- B. Prior to Bivouac:

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- a. Ensure that the hotel changes the room set-up from Cadre set to that required for Bivouac.
  - b. Retrieve Cadre members' name plates and store properly in case.
  - c. Retrieve colors if to be posted. Leave stands in place.
- C. Prior to all meetings:
- a. At order of Director VIP, call all Jeepettes from the hall and instruct to take their seats, close the doors for meeting.
  - b. Ensure that ONLY Jeepettes and identified Guests enter for meetings.
  - c. If fines are imposed, collect proper amount from designated Jeepette and at close of meeting or a break, present to National Aide for preparing a Money Transmittal form and then submit to the National Disbursing Officer with form and money.
  - d. Perform such other duties as assigned by National Director VIP.
- D. Corporate Meeting which will be followed by Bivouac.
- a. If ordered, by Director VIP, post the colors as opening of meeting.
- E. Post Bivouac Installation
- a. Instruct Installing CQ in the issuance of officers' badges as each receives her charge, noting that they are to wear them on their chest during Post-Bivouac Cadre meeting but are NOT to wear them at Banquet.
  - b. Instruct incoming CQ and Assistant CQ on their duties, including that they must retrieve all position badges from outgoing officers at close of Bivouac.
- F. Banquet
- a. At Director VIP's instruction, either have colors in place or post them.
  - b. At appropriate time, have outgoing officers and head table guests lined up in order as head table seating and lead them into the hall to the head table.
- G. General
- a. Be responsible for safety and completeness of small storage case with Officer's and Cadre members' nameplates, any back-up officers' badges and Past Director VIP's badges.
  - b. Be responsible for any other supplies assigned to CQ's care by Director VIP.

**See page 18 for Cadre Meeting and Bivouac Room set-up.**

### Cadre Meeting Room Set Up

NOTE: Head Table to be at least 8 feet on each side of podium (if possible)

Setting of Head Table as below:

| Sr Vice Director | Sky Pilot | Judge Advocate | Director VIP | Aide | Disbursing Director | Jr Vice Director |
|------------------|-----------|----------------|--------------|------|---------------------|------------------|
| <b>P</b>         |           |                |              |      |                     |                  |
| Service Director |           |                |              |      |                     | Log Director     |
| Alaska – 29      |           |                |              |      |                     | Immediate PND    |
| Arizona – 35     |           |                |              |      |                     | N Carolina - 27  |
| California – 1   |           |                |              |      |                     | Texas - 31       |
| Florida - 30     |           |                |              |      |                     | Virginia - 24    |
| Illinois – 8     |           |                |              |      |                     | Washington - 3   |
| Mass - 2         |           |                |              |      |                     | Wisconsin - 11   |
| Montana - 9      |           |                |              |      |                     |                  |

## NATIONAL JUDGE ADVOCATE

The Judge Advocate is an appointed Officer and shall:

1. Render fair and unbiased opinions when advising the National Officers, Commissions, Committees, and Echelons on all matters relative to the provisions of the Constitution, Bylaws and Articles of Procedure; Articles of Incorporation; and Robert's Rules of Order. If an attorney, she also advises on legal matters.
2. Be fully informed as to the National policies and procedures.
3. Have readily available a copy of the National Constitution, Bylaws and Articles of Procedure; Articles of Incorporation; and Robert's Rules (current edition)
4. Review all Echelon Constitutions and Bylaws and their revisions and amendments to ensure that they do not violate the National Constitution and Bylaws nor the Articles of Procedure.
5. Maintain a file of National Constitution and Bylaws and Articles of Procedure (including unincorporated amendments); Articles of Incorporation; and all Echelon Constitutions and Bylaws and turn this file over to the new Judge Advocate within 45 days after Bivouac.
6. Prepare an article for the National Jeep when advisable to contact all Jeepettes on parliamentary matters.
7. Perform such other duties as are incidental to the office.

## NATIONAL LOG DIRECTOR

The Log Director is an appointed Officer and shall:

1. Compile a complete Log of the year's activities for the Director VIP.
2. Compile and preserve records, which will be of value in the future.
3. Write items for the National Jeep regarding Log and Scrapbook competition, (If copies of the rules are not in the Log Director's file, they may be obtained from the National Aide.)
4. For the benefit of new Echelon Log Directors, publish a Log and a Scrapbook.

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- a. Log: a formal report of activities and progress of the Echelon with or without pictures, clippings and other documentary evidence.
  - b. Scrapbook: An informal presentation with pictures and clippings of any type of activity in scrapbook form as the name applies.
5. Judge the Log and Scrapbook Echelon entries at Bivouac and announce winners at banquet. A list of winners will be given to the outgoing Aide to be included in Bivouac minutes.
  6. Perform such other duties as may be assigned by the Director VIP, Cadre, or Bivouac.

### NATIONAL SERVICE DIRECTOR

The National Service Director is an appointed Officer and shall:

1. Perform unselfish work for the benefit of ex-service women, including Jeepettes, who may be in need of assistance.
2. Serve as a member of the National Service Commission, but not NMI.
3. Coordinate activities of all Echelon Service Directors.
4. Pass on good projects to all Echelons through articles in the National Jeep.
5. Encourage all Echelons to turn in annual reports to the Service Director by the deadline.
6. Ensure that the form for reporting service work is printed in the National Jeep, in New Year issue and remind Echelon Service Directors in June by letter or email that reports are due to you in **early** July.
7. Write items of interest for the National Jeep as often as possible.
8. Consolidate all Echelon reports and prepare a National Service Director's report for submission to the National Aide for the annual Book of Reports.
9. Assume such other duties as directed by the Director VIP, Cadre or Bivouac.

## SPECIAL APPOINTMENTS

## NATIONAL JEEP EDITOR

The Editor of the National Jeep is appointed annually by the National Director VIP and approved by the Cadre and shall obtain her assistants from volunteers in her Echelon. She shall:

1. Provide a National Jeep issue in October, November, January, March, May, and end of June or **early** July.
2. Send each issue via email when possible and all others by first class mail to each Jeepette in good standing.
3. Utilize material from National Officers, Commission and Committee NMIs, Echelons, which is received by publishing deadline for articles.
4. Edit material received for clarity, brevity, and organizational information.
5. Advertise and collect names from Echelons for “Christmas Greetings” and “Proud to be an American” with mechanism in place to account for checks in the correct amount to be recorded by the National Aide or yourself and transmitted to the Disbursing Director. Name lists to be published in December and June/July issues, respectively.
6. Publish information for obtaining National Memorial Scholarship Rules and Applications from Scholarship NMI in any issue said NMI sends reminder.
7. ALL information regarding the current year’s Bivouac is to be in MARCH issue.  
**Contact with Bivouac NMI in early days of said year is needed!!**

## NATIONAL BIVOUAC NMI

The National Bivouac NMI is appointed annually by the National Director VIP and approved by the Post-Bivouac Cadre. If there is an active 20 & 4 Echelon in the city of the American Legion Convention and therefore 20 & 4 Bivouac, that Echelon should advise the incoming National Director VIP of any of their Jeepettes who are knowledgeable and willing to accept this appointment. The Bivouac NMI may appoint any needed sub-committee NMIs.

### A. Hotel Selection

1. The NMI should contact The American Legion National Convention Director and his secretary located in Indianapolis, until fairly close to Convention time when they will have an office in the Convention city.

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2. If possible, arrange for a centrally located hotel, which is less expensive than Legion Headquarters. If feasible, Director VIP's Department Legion headquarters hotel would be nice.
3. Facilities **required** are:
  - i. Meeting room large enough for 50, schoolroom style if possible. If not, theater style will be acceptable.
  - ii. Room set-up as defined under National CQ rules.
  - iii. Podium at head table with microphones at the podium.
  - iv. Tables and chairs either just outside of the meeting room, or if room size permits, just inside the door to the meeting room. Adequate space is needed for Registration (8' to 10'). Plus tables for Emblem Sales. One 8' to 10' plus separate 10' for "auction" items.
  - v. Sleeping rooms blocked for 15 Jeepettes for Bivouac dates—Wed, Thur, Friday; with possibility that they will remain for The American Legion Convention.
  - vi. Banquet room Friday evening seating for a minimum of 100.
  - vii. 2 flag stands and arrangement to hang large 20 & 4 banner, preferably behind the head table.

### B. Banquet:

1. Work with hotel Catering Manager to obtain menu possibilities with estimated cost for each.
2. Coordinate with National Director VIP to select final menu — single menu dish preferable, but 2 choices acceptable and this will determine ticket cost.
3. Project a "guarantee" for 60 with the potential to be increased as paid reservations arrive.
4. Provide banquet tickets—you need two colors if two main dishes.
5. Work with Director VIP to plan banquet program, who will be Emcee, is there a special guest or guest speaker (must be VERY short speech—5 to 8 minutes)
6. Banquet head table seating is National Director VIP choice, limited in number to space available in banquet room.

### C. Finances:

1. National Director and spouse/guest, National American Legion Commander and spouse, National Director's Department Commander and spouse are the only guests at the Banquet whose tickets are paid for by the Organization.
2. Bivouac NMI will maintain accurate financial records showing all receipts, disbursements with receipts for each and reconciliation of totals.
3. As Banquet reservations are received, they shall be recorded on a Money Transmittal form and sent to the National Disbursing Director.

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4. When invoice is received for Banquet, verify the correct amount, complete and sign a voucher for the Disbursing Director, receive a check, and pay the invoice, receiving a paid receipt which shall be given to the Disbursing Director. If a balance or full payment is required prior to completion of the banquet, voucher with full explanation and National Director VIP's approval shall be submitted to the Disbursing Director.
5. If a deposit is required for the National Banquet, submit a full explanation with voucher and obtain the National Director VIP's signature on the voucher.
6. Maintain a file of Banquet reservations (noting meal choice) and place appropriate tickets in ticket envelopes with name on the outside.
7. At the option of the Bivouac NMI and host Echelon (if one is available).
  - i. Provide favors for each Banquet attendee. (Discretionary)
8. Publish as early as possible in the National Jeep the details of the banquet including cost and a form to return for prepaid reservations. Try to impress that reservations need to be in early in July if at all possible.
9. Printed Banquet program is the responsibility of the Bivouac NMI.

## REGISTRATION

### A. Registration Subcommittee

- a. It is advisable to have a Registration Subcommittee NMI with at least 2 members to assist during Bivouac activities.
- b. **Pre-Registration is required for every Jeepette attending Bivouac.**
  - i. A listing of ALL registered Jeepettes will be provided by the National Aide.
  - ii. **Anyone NOT on the list must be held at the door and National Aide asked to attend as to allowed in or turned away.**
  - iii. **NO** guests of Jeepettes are allowed admission to meeting.
  - iv. Special Visitors (invited to speak, etc.) require approval by National Aide unless listed on sheet at Registration Desk. **WHEN IN DOUBE—ASK.**
- c. During Bivouac
  - i. Have two persons at Registration Desk for hours scheduled to be open.
  - ii. EACH Jeepette **MUST** sign in. Name, readable mailing address, phone number, email address, Echelon, hotel staying in, room number. **Use ball point—DO NOT USE PENCIL.**

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- iii. AFTER signing in, give Jeepette Registration Name Badge.
    - iv. Hand out Registration Bags with Book of Reports and donated items from Echelons.
  - d. Be Prepared at the call of the National Director VIP to make a report of all Jeepettes registered broken down as follows: National Officers, Past National Directors, Cadre members, delegates as well as how many Echelons are represented.
- B. General
  - a. Registration Desk—set up so that approaching Jeepettes must come to Registration Desk first, then proceed to Emblem Sales or seating.

## COMMISSIONS

## NATIONAL AWARDS AND TROPHIES COMMISSION

- A. Commission Composition and Responsibilities: The Awards and Trophies Commission shall be composed of three members appointed to staggered three-year terms.
- a. Stimulating service by competition among the Jeepettes and Echelons for all National Awards and Trophies.
  - b. Judging entries at the National Bivouac for all awards and trophies except those relating to Logs and scrapbooks, which are the province of the National Log Director.
  - c. Presenting those judged awards and trophies at the National Bivouac Banquet.
  - d. Providing the outgoing National Aide with an accurate list of awards and trophies and the recipient of each, which will be incorporated into the Bivouac minutes.
- B. Available Trophies and Awards: The following trophies and awards are available to be presented each year (see Rules for each in this Manual):
- a. Membership Trophies
    - i. Abbie Bachelder, provided by Echelon #8, Illinois.
    - ii. Lillian Cleveland, instructions from Echelon #5, Florida.
    - iii. Barbara Mallow, instructions from Echelon #11, Wisconsin. (ii and iii are paid by National Disbursing)
  - b. Publicity Trophy
    - i. Blanche Osborne, provided by Echelon #8, Illinois
- C. Establishing new Awards and/or Trophies: Any Jeepette, or Echelon wishing to establish a new award or trophy shall submit three (3) copies of the proposal to the Awards & Trophies NMI at least **30 days** prior to the start of the National Bivouac.
- a. The person or Echelon proposing must agree to provide the award or trophy annually in perpetuity, since each award or trophy becomes the permanent property of the recipient.
  - b. The person or Echelon must agree to have the award or trophy appropriately engraved and pay for engraving of Recipient's name after the judging and before presentation.
  - c. If the award or trophy is to be a memorial or tribute to a Jeepette, a brief history of that person shall be submitted with the proposal for the award or trophy.

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- d. This Commission shall review the proposal for content and suitability and forward it to Internal Affairs Committee NMI with Commission recommendation.
- e. The Internal Affairs Committee will present the proposal and its recommendation to the Pre-Bivouac Cadre.
- f. The Internal Affairs Committee will finally present the proposal, its recommendation, and the Pre-Bivouac Cadre recommendation to the Bivouac Delegates for their final approval or rejection.

## NATIONAL SERVICE COMMISSION

The Service Commission shall be composed of three (3) members.

1. Three appointed (one each year) to staggered three-year terms.
2. One Past National Director VIP appointed to a three-year term every third year.
3. The National Service Director to be appointed to this Commission but shall named neither NMI nor Vice NMI.
4. The National Director VIP each year shall name the NMI from among the Commission members.

The Commission is responsible for authorizing the disbursement of funds from the Service Fund and the Prosthesis Fund. The rules for the Service Fund are as approved at the 1968 Bivouac and for Prosthesis Fund were approved at the 1977 Bivouac.

Requests for funds shall be sent to the NMI or any member of the commission. Upon receipt of a request, they shall consult with other members of the Commission. If members approve a grant, a voucher shall be sent directly to the National Disbursing Director, and if it is an emergency, the Disbursing Director will immediately issue a check.

Funds disbursed from the Service Funds are grants, and the name of recipients shall be known only to the NMI and the Disbursing Director and shall not be revealed to anyone else.

## STANDING COMMITTEES

## NATIONAL AUDIT COMMITTEE

- A. Incoming National Director VIP shall appoint an Audit Committee of four, one of which will be named the NMI.
- B. The Audit Committee is responsible for:
  - a. Auditing the National Disbursing Director's records and the Emblem Sales Manager's financial records.
  - b. Preparing an audit report in writing to be presented at National Pre-Bivouac Cadre meeting for their action.
  - c. Making such changes to the report as are directed by National Pre-Bivouac Cadre provided such changes do not violate validity of the audit.
  - d. In event of National Disbursing Director leaving her office during her term, Committee will perform an audit prior to the actual handing of funds by the new Disbursing Director with a written audit report mailed to the National Cadre.
- C. It is advisable that members of this committee understand accounting practices, including how to check reconciliation of bank statements, voucher systems, how to reconcile Disbursing Director's annual financial statement versus her long-term records.

## NATIONAL CONSTITUTION & BYLAWS COMMITTEE

The Constitution and Bylaws Committee consists of three (3) members, appointed to staggered three-year terms (one each year) by the National Director VIP, who shall designate the NMI and it be approved by the National Cadre.

- A. Committee Meeting: Hold a committee meeting, with the National Judge Advocate present, when scheduled just prior to the Pre-Bivouac Cadre meeting.
- B. National Amendments
  - a. When there are proposed amendments or revisions to the National Constitution and Bylaws or Articles of Procedure, notify the Finance Committee of the possibility of requiring a reprinting during the coming year.
  - b. Review with the National Judge Advocate all amending resolutions, which propose changes to the National Constitution and Bylaws or Articles of Procedures to ensure clarity and proper format.
  - c. Provide copies of each such proposed amendment, as required by the National Constitution, Bylaws and Articles of Procedure, to the Bivouac

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Delegates including the Cadre Members, prior to the meetings at which a vote will be taken.

- d. Prepare a report which addresses each amending resolution, which provides the Committee's recommendation by the National Judge Advocate, and present the report to the Pre-Bivouac Cadre meeting for their recommendation or approval or rejection for each amending resolution.
- e. Present the same report at the Bivouac, noting the Cadre action for each resolution.

### C. National Revisions

- a. When so ordered by the Cadre at their Post-Bivouac meeting, prepare a proposed revision to the National Constitution, Bylaws and/or Articles of Procedure.
  - i. Solicit suggestions from each Echelon, Past National Director, all current National Officers, Commission and Committee NMIs.
  - ii. Obtain the National Judge Advocate's concurrence that what is being proposed is clear and in proper format.
  - iii. Provide copies of the proposed revision to the Bivouac Delegates, including the Cadre members, prior to the meeting at which a vote will be taken, identifying those provisions which are being changed.
- b. At both the Pre-Bivouac Cadre meeting and the Bivouac, present the Committee report, identifying each change and permitting proposed amendments on each changed Article, Section or subparagraph as can be made in accordance with Robert's Rules of Order.
  - i. Each proposed amendment at a meeting shall be voted on separately and requires a majority vote.
  - ii. At the conclusion of each meeting, a separate vote shall be taken for approval of the entire revision including as amended if required. This requires a two-thirds aye to pass.
  - iii. The revision as approved by the Cadre is the version to be presented at Bivouac.

### D. Publication

- a. When amendments or revisions to the National Constitution, Bylaws, or Article of Procedures are approved, it shall be the responsibility of the Committee which handled the amendments or revision to provide the finished copy and to ensure that the publication is accomplished even though they are no longer members of the Constitution and Bylaws Committee.

## NATIONAL REGISTRATION COMMITTEE

The Registration Committee, which is the NMI and two members, shall be responsible for processing Bivouac delegates, alternates, and National Director VIP's special guests during all hours when the Registration Desk is scheduled to be open and shall perform the following:

- A. Prior to Processing Registration
  - a. Receive from National Aide several copies of the Registration Reporting form with the first seven columns filled out.
  - b. Receive from National Aide a copy of Delegates and Alternate listing submitted from each Echelon.
  - c. Ensure that all committee members understand how to process Registration and then process themselves.
- B. Rules for Attendees:
  - a. The National Bylaws specify that National Elected Officers, Cadre Member from each Echelon, and Past National Director VIPs shall have a vote at Bivouac.
  - b. Each Echelon shall be authorized five (5) Delegates and five Alternates, plus one (1) Delegate and one Alternate for each 50 members or major fraction thereof.
  - c. Each Echelon shall submit \$5.00 for each of their National Elected Officers, Past National Directors, National Cadre member, and Delegates, but shall be authorized their minimum Delegate Strength as a Delegate in order to cast her Echelon strength on a roll call vote.
  - d. **Each Echelon MUST pay a \$10.00 registration fee.**
  - e. Provided the delegates fees have been paid, \$5.00 for 5 Delegates plus an additional \$5.00 for any membership over 50, any elected Delegate may vote for total number of paid elected Delegates.
  - f. Provided the Delegate fees have been paid, a National Elected Officer may elect to relinquish her single vote and be recorded as a Delegate in order to cast her Echelon Delegate strength on a roll call or secret ballot vote.
  - g. Provided the Delegate fees and National Cadre Member's fees have been paid, a National Cadre Member may cast both her vote and her Echelon Delegate strength on a roll call or secret ballot vote.
  - h. No one may cast the vote of a National Elected Officer, Past National Director or a National Cadre Member except that Jeepette herself.

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- i. The Registration Committee may accept the \$5.00 fee from any National Elected Officer, Past National Director VIP, or National Cadre Member whose fee was not paid by her Echelon in consultation with the National Aide.
  - j. The Registration Committee may consult with the National Aide and add any Echelon's Jeepette in good standing (her membership card or National Aide's vouching (as a Delegate or Alternate, up to the authorized strength of her Echelon provided the Echelon has paid the \$10 Echelon fee and the Jeepette pays the \$5.00 delegate fee.
  - k. The Registration Committee may refer to National Aide any Echelon presenting their \$10 unpaid Echelon Registration fee and a completed Delegate and Alternate listing completed with a copy for National Aide. Plus the \$5.00 each for authorized delegate strength.
  - l. The Registration Committee shall only collect registration money with the knowledge of the National Aide and completing a Money Transmittal form itemizing the details and turn the money and form over to National Aide immediately. Money Transmittal form will be provided by National Aide.
- C. Process Attendees
- a. After signing in on Bivouac Registration Sheet, each Jeepette will receive her Bivouac name badge.
  - b. The Registration Committee shall:
    - i. Check the Echelon Delegate and Alternate listing to ensure that Jeepette is properly listed.
    - ii. If a National Officer or Past National Director VIP, determine whether she is the only Jeepette expected from that Echelon, and if so, determine whether she wishes to retain her personal vote or to change to a Delegate for the vote of the Echelon. (See B.d)
    - iii. Record her presence on master copy of Registration Reporting Form in appropriate column.
    - iv. Issue the Registration Name Badge.
- D. Registration Record and Report Form Instructions:
- a. National Aide's Responsibility
    - i. Echelon: Self Explanatory
    - ii. Potential Votes:
      - 1. National Elected Officers – Number of elected National Officers belonging to each Echelon, (-) if none.
      - 2. Past National Directors – Number of Past National Director VIPs belonging to each Echelon, (-) if none.

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3. Echelon National Cadre – “1” provided that the list of Echelon Officers sent to National Aide for this fiscal year included the name of the National Cadre member, (-) if none.
  4. Maximum Echelon Delegates – Based on the Echelon’s membership, the number of Delegates, which would be authorized, provided the correct fees were received. (The number of Alternates is the same as number of Delegates and are not listed here.)
  5. Total – Sum of four categories of Potential votes.
  6. Total Fees Rec’d – The total registration fee received with that Echelon’s Delegate and Alternate form.
  7. Total Paid Votes – This number cannot exceed the TOTAL POTENTIAL votes and cannot exceed the Total Fees Received divided by \$5.00
  8. Fees Due – If the TOTAL PAID VOTES is less than the Total Potential Votes, then this column should show \$5.00 for each POTENTIAL VOTE not paid for, **FEES RECEIVED SHALL BE APPLIED IN THE FOLLOWING ORDER OF PRECEDENCE: maximum Echelon Delegates, National Cadre Member, National Elected Officers, and last—Past National Director VIPS.**
- b. Registration Committee’s Responsibility Actually in Attendance: As each Jeepette registers and marks the appropriate column for their Echelon.
- i. Note: If a National Elected Officer or a Past National Director VIP is *also listed* as either National Cadre or Delegate, that Jeepette MUST select which way she will vote, *that will be where she is counted*. (A single Delegate may cast the entire delegation vote; but a National Elected Officer or Past National Director VIP may cast ONLY her own vote if registered in that position.)
  - ii. Everyone who registers must either have her \$5.00 registration fee paid by her Echelon or pay it herself. NO JEEPETTE MAY REGISTER AS A DELEGATE UNLESS THE TOTAL FEE FOR THAT ECHELON’S DELEGATES HAS BEEN PAID.

National Elected Officers – Count those who register & vote that position.

Past National Directors – Count those who register & vote that position.

Echelon National Cadre – Count those who register & vote that position (1 per Echelon).

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Auth. Echelon Delegates – Count those who register & vote that position (up to Max possible).

Auth. Echelon Alternates – Count those who register & (up to Max possible).

Total Authorized Votes – for Each Echelon, add the number of registered:

- National Elected Officers
- Past National Directors
- National Cadre Member
- Maximum Echelon Delegates—there must be a Cadre Member or at least one Delegate registered to cast the total Delegate registered strength, and assuming the rules for payment of fees has been followed—otherwise—omit this number.

At the bottom of the form, add vertically the total number of recorded National Elected Officers, Past National Directors VIP, National Cadre Members (can only be one per Echelon), Delegates and Alternates for all Echelons. Then add the total Authorized Votes for all Echelons. (Alternates are not authorized votes unless they are moved from Alternate to Delegate to fill an empty Delegate seat).

### Registration Reporting:

As each Registration Report is required during Bivouac, the Registration Committee shall tally the records on the master form and transcribe the totals to another copy and time and date each copy.

1. For each Echelon, read the number of National Officers, Past National Director VIPs, National Cadre members, Delegates, and Alternates IN ATTENDANCE, followed by the total potential votes and total authorized votes.
2. After reading each Echelon, read the total National Officers and total Past National Director VIPs (who are casting their own votes only), the total National Cadre Members, total Delegates, and total Alternates present and the total authorized votes of (all Echelons).
3. At the end, move: “That Registration Report be approved”, once vote is complete give the report to National Aide for inclusion in minutes.

## NATIONAL ECHELON DEVELOPMENT COMMITTEE

The Echelon Development Committee consists of all Jeepettes in all Echelons, with the NMI appointed annually by the National Director VIP with the Cadre approval and is

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responsible for organizing Echelons in states where there is no chartered Echelon. The Membership Committee, under direction of the National Senior Vice Director, is responsible for organizing new Echelons in states with existing Echelons.

### A. Meeting

- a. This Committee shall meet as scheduled just prior to the Pre-Bivouac Cadre Meeting and at the Bivouac.
- b. The NMI shall prepare a report of both the year's activities and the meeting and present it to both the Pre-Bivouac Cadre meeting and the Bivouac.

### B. Throughout the Year

- a. Each Jeepette is responsible for furnishing names and addresses of women Legionnaires in states in which the 20 & 4 is not organized to this Committee NMI.
- b. The NMI may assign willing Jeepettes to work in specific states to generate interest in the 20 & 4 among their women Legionnaires and to help such Legionnaires in forming a new 20 & 4 Echelon.
- c. The NMI shall obtain packets from the National Aide and provide them to those Jeepettes working in specific states.
- d. As authorized by the NMI within the National budget, expenses for this activity shall be submitted on a voucher, with receipts attached to NMI for her signature and submitted to National Disbursing Director.
- e. Provide the newly appointed NMI with applicable development materials.

## NATIONAL EMBLEM SALES COMMITTEE

Emblem Sales Committee consists of an Emblem Sales Manager and two Assistants. They shall be appointed by the National Director VIP and approved by the National Cadre. They shall:

1. Provide pertinent 20 & 4 emblem items and printed material for sale to Jeepettes.
2. Provide, at no cost, any items of printed material pertinent to Echelon Development packets to the National Aide for incorporation into such packets.
3. Search for new sale items, obtain quotations, and procure those which are deemed of interest to Jeepettes at a reasonable price, provided Emblem Sales funds are available to cover the procurement costs.
4. Maintain acceptable financial records, which shall be audited annually by the National Audit Committee.
5. Maintain a checking account requiring one signature, but with the Manager and National Disbursing Director as authorized signatory and providing new signature cards annually at National Bivouac.

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6. Ensure that this activity is not only self-supporting but provides income for the National 20 & 4.
7. The Manager shall be bonded, and the material insured enough to protect the 20 & 4.
8. The outgoing Emblem Sales Manager shall be reimbursed from the Emblem Sales Account for shipping all pertinent material to the newly appointed Emblem Sales Manager.

### NATIONAL FINANCE AND BUDGET COMMITTEE

The Finance and Budget Committee consists of three members, appointed to staggered three-year terms (one each year) by the National Director VIP, who shall designate the NMI, and approved by the National Cadre. The National Director VIP and Disbursing Director shall be ex-officio members of this committee, and the National Aide shall act as secretary of the Committee. This Committee shall:

- A. Throughout the year, any voucher that is over-budgeted by \$100.00 or more or is a non-budgeted item, is to be signed by the Jeepette requesting funds, have receipts attached, and sent to the Finances & Budget NMI.
  - a. The NMI is then responsible for reviewing the voucher and its accompanying bills and for contacting the submitter as to its validity and for the good of 20 & 4.
  - b. If the NMI approves the over expenditure, she will obtain the approval of one other member of the Committee and then forward the voucher and its attachments to the National Director VIP for her approval.
- B. Solicit inputs annually in the National Jeep from National Officers, Commissions and Committee NMIs in time to prepare the budget for the ensuing year.
- C. Prepare a balanced budget for coming year.
- D. Review the system for handling transactions and make recommendations for improvement, if necessary, as a part of the Committee report.
- E. During the year, consider any items proposed for payment, which are not in the budget, and approve or disapprove considering the desirability of each item and funds available.

### NATIONAL INTERNAL AFFAIRS COMMITTEE

The Internal Affairs Committee consists of one voting Representative and one Alternate from each Echelon and shall elect its NMI from among its membership for the coming year at a meeting held between the close of the National Bivouac and the Post-Bivouac Cadre meeting. The newly elected NMI will announce the election results at the Post-Bivouac

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Cadre meeting so that the minutes will reflect the Internal Affairs NMI. All Jeepettes in good standing may attend the annual meeting and voice an opinion, but only the one authorized member from each Echelon may vote.

### A. General:

- a. All members shall be cognizant of Robert's Rules of Order (current revision) and be ready to devote their time and effort in research before any recommendation is offered to the National Cadre for adoption.
- b. Because of the distances between Echelons and lack of 20 & 4 funds to call interim meetings, the committee will work out a plan whereby each member will have an opportunity to study all matters referred between meetings for action and providing a written report to the NMI who will prepare a consolidated report for the Cadre meeting.

### B. Annual Meeting

- a. There will be an annual meeting held just prior to the Pre-Bivouac Cadre meeting.
- b. All matters pertaining to membership, programs, policy and procedure shall be referred to this Committee for study, consideration, and recommendations. Their deliberations will at all times be for the good of the 20 & 4.
- c. A written report will be prepared by the NMI, with this Committee's approval, and presented at the Pre-Bivouac Cadre meeting for their approval or rejection. All matters, which require only Cadre approval, will be announced at the Bivouac, and all others will be presented at the Bivouac, with the Cadre action, for the Delegates approval or rejection.

## NATIONAL MEMORIAL SCHOLARSHIP COMMITTEE

The Memorial Scholarship Committee consists of three members approximated to staggered three (3) year terms, one appointed each year by the National Director VIP after election and prior to the close of the Bivouac and approved by the Delegates.

### A. Meeting:

- a. The newly elected Senior Vice Director will preside at a meeting of this Committee and its members between the close of Bivouac and the Post-Bivouac Cadre meeting so that the committee may elect its NMI. At the Post-Bivouac Cadre meeting, the Senior Vice Director will announce the results of this election for the minutes.
- b. All regular business of this Committee will be conducted by mail in accordance with the National Cadre approved rules and internal procedures.

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### B. Finances

- a. The funds of this Committee will be under the control of National Disbursing Director and the Committee NMI who will ensure that the Fund principal is not used for any purpose except to generate income and will ensure that, if the Fund interest income should be inadequate to support the Scholarship grant, the Finance Committee is notified how much is needed in the National Budget for the coming year.

### C. Publicity

- a. The National Jeep will carry the Scholarship information in the February issue each calendar year. The NMI will prepare at least one article each year on the Scholarship. The NMI will place a notice in the February National Jeep that Scholarship requirements and applications are available from the Scholarship NMI and will be mailed to inquiring applicant. Apply for an application EARLY.

## NOMINATING COMMITTEE

The Nominating Committee shall consist of three (3) members appointed annually to one-year terms by the National Director VIP, with National Cadre approval, and shall be Past National Director VIPs if possible. This Committee is responsible to

- A. Provide articles for the National Jeep at least twice each year to remind the Echelons of the Bylaws requirement to submit nominating endorsements for their members for the elective National Offices to the Jeep Editor in time to be published not later than the July issue.
- B. Maintain contact with the National Jeep Editor to obtain advance notice of submitted nominating endorsements.
- C. Meet at the National Bivouac and when Echelons have failed to meet the Bylaws requirements for any National office:
  - a. Determine the best **possible** candidates for such office (s).
  - b. Contact Jeepettes of such candidates' Echelon present at the Bivouac to obtain their recommendations.
  - c. Contact selected candidates in person or by telephone to obtain their willingness to serve if elected; and
  - d. Prepare Nominating Endorsements from the Committee for selected candidates, also certifying their willingness to serve.
- D. Read the Committee's Nominating Endorsement(s) when nominations are called for at the Bivouac.

## NATIONAL PUBLIC RELATIONS COMMITTEE

There shall be a NMI appointed by the National Director VIP and approved by the Post-Bivouac Cadre. The NMI shall:

- A. Handle both publicity and public relations for the National 20 & 4.
- B. Encourage Echelons to furnish articles on their activities to the National Jeep Editor, their American Legion papers and their local media.
- C. Make Echelons aware of the Blanche Osborne Trophy given annually for the best publicity and ensure that the rules are available upon request. Available from National Aide, Awards NMI or this manual.

## NATIONAL RESOLUTIONS COMMITTEE

The Resolutions Committee consists of a NMI and two (2) members appointed to a one-year term by the National Director VIP and approved by the Post-Bivouac Cadre. It shall:

- A. Review all submitted resolutions to:
  - a. Determine whether the resolution is properly the business of another National Committee of the 20 & 4 and, if so, forward it promptly to that Committee for action.
  - b. If not the business of another National 20 & 4 Committee, determine this Committee's recommendation for approval or rejection.
- B. Prepare courtesy resolutions on National 20 & 4 letterhead as appropriate for such people as:
  - a. National Bivouac hotel personnel
  - b. National Bivouac NMI
- C. Prepare each courtesy resolution on National letterhead (available from National Aide) for the National Director VIP's signature.
- D. Present each resolution recommendation as part of the Committee report at the Pre-Bivouac Cadre meeting for recommendation to the Delegates and to the Bivouac for approval.
- E. Ensure that each approved resolution is hand-delivered or mailed immediately to the recipient and that a copy of each is presented to the National Aide for the minutes.

## AWARDS AND TROPHIES

### ABBIE BACHELDER TROPHY

1. Awarded to the FIRST ECHELON to achieve 100% membership after October 1<sup>st</sup> or 30 days after Bivouac, whichever is later.
2. Records of National Aide will substantiate this award.
3. Echelon No. 8 of Illinois will procure this Trophy, have it engraved, and deliver it to the Awards and Trophies Commission NMI at the Bivouac location prior to that Commission's scheduled meeting.
4. The Trophy will be presented at the National Bivouac Banquet.

### BARBARA MALLOW AWARD/TROPHY

1. Awarded to the first Echelon with a membership over 30 to achieve 100% membership by January 30<sup>th</sup> of the fiscal year.
2. Records of the National Aide will substantiate this award.
3. The Award/Trophy will be procured by the Awards and Trophies NMI, she shall have it engraved and shipped or taken to Bivouac location prior to Commission's meeting.
4. The award will be presented at the National Bivouac Banquet.

### LILLIAN CLEVELAND AWARD/TROPHY

1. Awarded to the Echelon with the most new Twenty and Four members by June 30<sup>th</sup>.
2. Records of the National Aide will substantiate this Award.
3. National Twenty and Four Awards NMI will procure this Award, have it engraved and deliver it to the Bivouac location prior to Awards Commission meeting.
4. The Award will be presented at the National Bivouac Banquet.

### BLANCHE OSBORNE AWARD/TROPHY

1. A Trophy or Award will be presented to the Echelon whose application for this Award is judged to have the best all around publicity program based on the following:
  - a. Suggested areas for development of a publicity or public relations program:
    - i. Echelon Bulletins
    - ii. American Legion publications
    - iii. National or American Legion magazine
    - iv. Newspapers, radio and television
  - b. Written report shall be a resume setting forth the names of publications, dates, and number of inches in each article.

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- c. Radio and TV spots – list dates and time allotted for each spot.
  - d. A recapitulation should be made showing the total articles and number of inches or Radio or TV number of spots and total time.
2. The Awards and Trophies Commission in consultation with a Jeepette from Echelon #8 or Illinois will judge this Award.
3. Applications for this Award shall be submitted to the Awards and Trophies Commission NMI at least 30 days prior to the scheduled Commission meeting at National Bivouac.
4. Echelon #8 of Illinois will procure this Award, have it engraved, and deliver it to the Awards and Trophies Commission NMI at the Bivouac location prior to that Commission's scheduled meeting.
5. This Award will be presented at the National Bivouac Banquet.