



Department of Illinois

Confidentiality Policy

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

Policy Definitions: **Employee:** In this context, Employee is defined as any individual who receives compensation, either full or part time, from the ALA. The term also includes any consultant or independent contractor who provides services to the ALA through a contractual arrangement with the ALA. **Volunteers:** In this context, Volunteers are defined as department officers, department board members, members of a committee with governing board delegated powers, department chairs and department appointees providing non-compensated services to the ALA.

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

1. Employees and volunteers with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters.
2. Employees and volunteers shall not disclose information about donors and donations without express permission, nor disclose information concerning personnel, sensitive business matters, and legal matters that may directly or

inadvertently become known to the national officers, board members, committee members, volunteers, executives, and staff.

3. Employees and volunteers shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

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

5. A pre-requisite for volunteer and staff reimbursement is the submission of required paperwork to department headquarters. Staff and volunteers without the proper paperwork on file at department headquarters will not receive reimbursement for authorized travel until the required paperwork is received by and on file with department headquarters. This policy is not intended to prevent disclosure when disclosure is required by law or court of law.



DEPARTMENT OF ILLINOIS
P.O. Box 1426, Bloomington, IL 61702
executivesecretary@ilala.org

CONFIDENTIALITY AGREEMENT

It is the policy of the American Legion Auxiliary, Department of Illinois to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.

Officers, board members, committee members, volunteers and staff with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Officers, board members, committee members, volunteers and staff shall not disclose information concerning personnel, sensitive business and legal matters that may directly or inadvertently become known to the officers, board members, committee members, volunteers and staff without express prior permission.

As an officer, member of the governing board, department committee member, volunteer or staff, I recognize that certain written and verbal information provided to me in my capacity as an Auxiliary leader is intended only for my personal use and is not to be disclosed, copied, distributed, made available, or communicated to others. I will exercise caution and care in the handling of documents, material and information that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality and agree to abide by this policy at all times.

Printed Name _____

Signature _____

Date _____



Department of Illinois

Conflict of Interest

Policy Statement: It is the policy of the American Legion Auxiliary (ALA), a public benefit 501(c) (19) not-for-profit veterans organization auxiliary headquartered in Bloomington, IL to protect the American Legion Auxiliary's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of members of the governing board, department officers, department chairs, members of a committee with governing board delegated powers, department appointees, and Department Headquarters staff, or that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Policy Definitions: Interested Person: An interested person is any member of the governing board, department officer, department chair, member of a committee with governing board delegated powers, department appointee, and Department Headquarters staff who has a direct or indirect financial interest, as defined below.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. an ownership or investment interest in any entity with which the ALA has a transaction or arrangement,
- b. a compensation arrangement with the ALA or with any entity or individual with which the ALA has a transaction or arrangement, or c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the ALA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are of a material nature. A financial interest is not necessarily a conflict of interest.

Policy:

1. Records of Proceedings: The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

2. Compensation: A voting member of the governing board who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation. Voting members of the governing board or any committee whose jurisdiction includes compensation matters and who receive compensation, directly or indirectly, from the ALA, either individually or collectively, are not prohibited from providing information to any committee regarding compensation.

3. Annual Statements: Each interested person can assume the responsibilities of their position when they have signed an annual statement affirming such person:

- a. has received a copy of the Conflict of Interest Policy,
- b. has read and understands the policy,
- c. agrees to comply with the policy, disclose any known conflicts, and
- d. understands that the ALA is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- e. A pre-requisite for volunteer and staff reimbursement is the submission of required paperwork to headquarters. Staff and volunteers without the proper paperwork on file at headquarters will not receive reimbursement for authorized travel until the required paperwork is received by and on file with headquarters.

4. Periodic Reviews: To ensure the ALA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status,

periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. whether partnerships, joint ventures, and arrangements with management organizations conform to the ALA's written policies, are properly recorded, reflect reasonable investment or payments for American Legion Auxiliary Department Constitution, Bylaws, and Standing Rules.

5. Use of External Expertise: When conducting the periodic reviews as provided for in Section 4, the ALA may consult or engage persons or businesses with professional expertise. Use of external expertise does not relieve the governing board of its responsibility for ensuring said periodic reviews are conducted.



For purposes of this policy, the term “immediate family” shall mean the spouse, child(ren), grandchild(ren), and the brothers, sisters, parents, grandparents, nieces or nephews of a member of the governing board or member of a committee with governing board delegated powers, or the spouses of any immediate family member. I have read and understand this Conflict of Interest Policy Statement and will comply with each point as stated herein. I will complete the Conflict of Interest Disclosure Form as appropriate.

(Signature)

(Date)

(Name Printed)

(District Number)



Department of Illinois

CODE OF CONDUCT

The American Legion Auxiliary is a community of volunteers serving veterans, military and their families. Members, volunteers and staff shall conduct their personal and professional lives in a manner befitting the organization's mission and values, recognizing that their actions reflect upon the credibility and reputation of the organization.

The American Legion Auxiliary promotes an atmosphere of mutual respect for the worth and dignity of our members, volunteers, staff and those we serve. Participation in the Auxiliary or its programs is subject to the observance of the organization's rules and procedures. Anyone associated with the American Legion Auxiliary as a member, volunteer, staff or program participant who violates this Code of Conduct is subject to discipline up to and including removal from the program. ***The activities outlined below are strictly prohibited.***

- Failing to cooperate with a supervisor, leader or mentor.
- Discourteous, rude or abusive language towards a staff member, volunteer or another participant.
- Verbal, physical or visual harassment of a staff member, volunteer or another participant.
- Violent outbursts, actual or threatened violence toward any individual or group.
- Screaming, bullying or taking unfair advantage of others.
- Conduct endangering the life, safety, health or well-being of others.
- Possession of dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items on the American Legion Auxiliary or Department of Veterans Affairs property.
- Possession or use of alcoholic beverages or illegal drugs, or participating while under the influence of drugs or alcohol, on the American Legion Auxiliary or Department of Veterans Affairs property.
- Failure to follow any policy or procedure.



I have read and I understand the American Legion Auxiliary's Code of Conduct. I agree to abide by the rules described above and understand that I may be disciplined or removed as a participant if I violate any of these rules.

Printed Name _____

Signature _____ Date _____



American Legion Auxiliary Department of Illinois

American Legion Auxiliary
Department Headquarters
2720 E. Lincoln St, Bloomington, IL 61704
Phone: 309.663.9366
Fax: 309.663.5827 www.ilala.org

General Information

The American Legion Auxiliary Department of Illinois is currently in the process of updating the information on the website www.ilala.org. We are requesting your permission to use your information listed on this form only. This information will provide a source of contact for members and visitors alike who visit the Department website. This is in no way a requirement.

Permission

The personal information collected on this form will be used for informational and contact purposes for members and visitors to the American Legion Auxiliary Department of Illinois website. If you have any questions about the collection and use of this information, please contact the Executive Secretary, American Legion Auxiliary Department of Illinois, 2720 E. Lincoln St, Bloomington, IL 61704, Phone: 309.663.9366 ext. 50, Fax: 309.663.5827

Waiver: Release of Information Form

The American Legion Auxiliary Department of Illinois requires your written permission before it can release specific information to third parties. This waiver is in effect until your Department position ends or you withdraw your permission, in writing, to the American Legion Auxiliary Department of Illinois.

Name:

First

Last

Phone Number:

Email Address:

I hereby authorize the American Legion Auxiliary Department of Illinois to release to third party(ies) the following information regarding:

- ☐ Name, Phone Number, Email address ONLY
- ☐ Name & Phone Number ONLY
- ☐ Name & Email Address ONLY

Note: This waiver is in effect until you request the American Legion Auxiliary Department of Illinois to withdraw this authorization (in writing). This waiver will automatically expire with each new administration.

Signature: _____

Date: _____