

Department Code

Membership

1. The Department Membership Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. To promote membership activity a fund for contests and awards shall be budgeted annually by the Finance Committee.
3. The Department membership goal will be established by the National Organization and shall be reviewed and may be revised by the Department Chairman. Each District President shall be notified of their goal and the amount of members required to attain Early Bird (based on the close of books). A District goal may equal or exceed the previous year.
4. Membership applications must be filled out completely, including all essential information before transmitting to the Department Office.
5. When a Unit transfers from one District to another, the membership of that Unit and their goal shall be counted as part of the District's goal to which they have transferred. The District President shall be responsible for providing any assistance or information on transferring to members whose Unit Charters are being canceled.
6. There shall be three (3) membership categories for competition in the Districts:

Group A	150 to 700 members
Group B	701 to 1,500 members
Group C	1,501 and over members
7. The Department President, Department Chairman, Department Junior Activities Chairman, District Presidents, and District Chairmen shall be notified on the first and fifteenth of each month, beginning with October as to the status of the District membership standings by the Department Office.
8. When a District achieves goal, an appropriate notification shall be sent from the Department Office to the District President with a copy to the Department President at the discretion of the Department Membership Chairman. (1990)
9. **AWARDS**
 - a. **Early Bird Citation** Awarded to Units equaling or exceeding their membership of the previous year's actual membership at close of books (not goal) by postmark date of November 12.
 - b. **Department Citation** Awarded to Units attaining goal into the Department Office by postmark date of March 31 and showing participation in the following programs: Americanism, Children & Youth, Education, Legislative, Poppy, Veterans Affairs and Rehabilitation; and filing a Unit Activity Report with the District President by deadline date.

- c. **Ethel Flynn Award** A citation presented each year to the Unit with the greatest numerical gain over goal as of close of books. (1994)
- d. **Estella Hannell Memorial Award** A citation presented each year to the District with the largest numerical increase from the previous year's close of books to the *Book of Reports* for the current year.
- e. **The Josie Melgard Award** A special lapel pin will be presented to each Unit President whose Unit attains its membership goal plus two members on or before Department close of books. (1994)
- f. **The Colleen Award (Marjorie McDonald)** A citation plus \$100 to be used to promote the program of education. This award will be under the jurisdiction of the Department Membership Chairman with the following rules:
 - 1. **Unit must have received a Department Membership Citation.**
 - 2. **Unit must have filed an activity report with District President.**
 - 3. **Activity report must show participation in the following programs: Americanism, Children & Youth, Education, Legislation, Poppy, and Veterans Affairs and Rehabilitation.**
 - 4. **Unit shall attach a written supplemental report which shows: Activities in each program, hours spent, and dollars spent. (2003)**
- g. **National Awards** The National President's Citation shall be awarded to Units who have reached their membership goals set by their Department and dues have been transmitted by the Department Office to National Headquarters prior to January 31, provided National makes no changes in the basis for the National Citation. The deadline date for the Department Office to transmit to National shall be four days earlier than the date set by National, that is January 27.
 - 1. Units that have not reached their goal by December 5 shall be notified by mail from their District Membership Chairman, the number of members required to qualify for a National Citation. Each District Chairman shall be notified in the appropriate monthly membership status report. (1999)
- h. **Copies of National Membership Awards (i.e. Silver Brigade, Recruit Ten) will be forwarded to Department Membership Chairman as necessary from Department Office. (2003)**