

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 **number** of members required to attain Early Bird (based on the close of books). A District goal may equal or exceed the previous year. (2022)
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. (2015)
6. The District President shall be responsible for providing **oversight and** information on transferring members whose Unit Charters are being canceled. (2022)
7. There shall be three (3) membership categories for competition in the Districts:
 - Group A 10 to 700 members
 - Group B 701 to 1,500 members
 - Group C 1,501 and over members
8. **The Membership Statistical information provided from National shall be published weekly on the Department website by the Department office. (2022)**
9. When a District achieves goal, an appropriate notification shall be sent **by** the Department **Membership Chair** to the District President with a copy to the Department President. (2022)
10. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by January 5th. (2019)
11. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to

be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)

Department Awards

1. 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 November **11 and verified by ALAMIS.** (2022)
2. Department Citation. Award to Units attaining goal into the Department Office by date set by Department Chairman. (2019)
3. Ethel Flynn Award. A citation presented each year to the Unit with the greatest numerical gain over goal as of close of books. (1994)
4. 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.
5. 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)
6. Edward Elks Memorial Award (formerly 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:
 - a. Unit must have received a Department **Goal** Citation. (2022)
 - b. Unit must have filed an activity report with District President.
 - c. Activity report must show participation in the following programs:
Americanism, Children & Youth, Education, Legislation, Poppy, and Veterans Affairs and Rehabilitation. (2009)
 - d. Unit shall attach a written supplemental report which shows:
Activities in each program, hours spent, and dollars spent. (2010)

National Awards

1. Copies of National Membership Awards (i.e. Silver Brigade, Recruit Ten) will be forwarded to Department Membership Chairman as necessary from Department Office. (2003)