

## Summary of 2015 National Encampment

This is a summary of the decisions made by the Sisters Sitting in Session at the recently concluded 2015 National Encampment in Richmond, VA. It is NOT the official Proceedings, but merely a summary provided as a tool until they are completed. The list is not in any order of importance.

The Job Descriptions have been updated and approved, and are now on the National Website. Each Department Secretary will see that every Auxiliary Secretary in her Department is aware of this and sees that each Sister in her Auxiliary is able to secure a copy of them, either electronically or by hard copy.

The Discipline section of the Constitution, Rules and Regulations (C,R & R's) has been approved and is to be immediately implemented.

There are two Resolutions to the Constitution, Rules and Regulations that must be voted on by every Department before the next National Encampment in 2016. There will be an official voting documentation form that will be sent to every Department and Auxiliary at Large President and Secretary that must be completed and returned to the National Secretary within two weeks of the end of their Department Encampment, or by May 31, 2016 for Auxiliaries at Large.

Please use ONLY the most current edition of every form, which can be found on the national website. Out of date forms and incomplete forms may result in being returned to the sender for corrections before being able to be processed. This applies to ALL forms, including Per Capita. A late charge may result if the wrong form or an incomplete form is submitted and then returned to the sender.

All Invoices and receipts, with the correctly completed Expense Reimbursement Form N11, will now be sent directly to the National Treasurer and no longer to the National Secretary. Requisitions will no longer be used.

The National Treasurer may apply for a credit card, attached to the national checking account, to help facilitate establishing credit for the national organization and timely payment of bills and orders.

The National Treasurer will do forensic accounting to review the Permanent Fund, and identify the monitory distributions to the Honor Roll, Life Membership, Patriotic Fund and Savings accounts. Consideration will then be given to possible investments of the funds.

All IRS questions and issues must be directly and immediately sent to the National Treasurer, as she is the officer responsible for all IRS matters.

A master log book of issues will be established for the National Committee on IRS and Tax issues, to help facilitate consistent and timely resolution of all financial situations and matters. The Committee is tasked with reviewing all revoked statuses and working to clear them up as quickly as possible.

The Forms and Documents Committee will develop a template for use by the Department Presidents in submitting their reports to the national organization.

The Forms and Documents Committee will review the Charitable Activities Report Form A10, to try and address the confusion surrounding the dates covered by the report due, as well as to submission dates for the report. A list of suggested material donations be included to assist in completing the reports.

Proceedings from two previous years will be sent to the printer immediately following the close of the 2015 National Encampment. Others will be following shortly. This year's recording of Proceedings has been sent to the transcriptionist.

A form has been created for those that wish to apply for the President's Scholarship. The choice of the recipient is still entirely the decision of the sitting National President.

Postage accompanying orders sent to the National Supply Officer will be lowered to more accurately reflect the real amount needed for most orders. Small packages will be \$3.50 and larger packages will be \$7.50. Please note what is listed on the updated National Supply Order form.

The Department of Wisconsin submitted a request that a special bar for Veterans be considered, and this was approved by the Sisters. The National Supply Officer was requested to investigate and report back to the Members of Council her findings.

The updated and revised website will be rolled out momentarily! A password protected "Members Only" site was approved.

The internet address for coupons to the military will be included in every newsletter.

The C,R & R Committee recommended that no more books be printed until all previous amendments, additions, corrections and changes have been implemented and a new master created. Most changes have been made, and the electronic version now on the national website is the official version to be used. The copies that are still available via the National Supply Officer are still very good to use, and do not differ very greatly from the electronic edition.

Any/all unwritten policy or procedure must be given to the C,R & R Committee to review and prepare for submission to the body to be voted upon.

The Ritual Committee recommended that all previous changes to the Ritual be implemented, and a new master created before any more are printed. The Ritual will not be made available in electronic format for the time being.

The Policy and Procedures Committee will continue to monitor and make updates as needed when changes are made by the National Encampment.

The immediate Past National President and the sitting National President will create a committee to develop the guidelines to formally recognize Good Works done by individuals, Auxiliaries and Brothers. The choice of recipient will remain the President's own desecration.

Certificates of Recognition for New Members and member longevity were approved, and will become available through the National President.

The Special Junior Member Committee will continue for another year.

The Archival Materials Committee will be dismissed.

The reimbursable travel amount for the National President was raised to \$3,500.00 per year.

Protocol for late submittal of paperwork is to be developed by the Policy and Procedures committee.

