



## **The American Legion Auxiliary Unit \_\_\_\_\_, Department of Texas Governance Policy**

It will be the policy of The American Legion Auxiliary Unit \_\_\_\_\_, Department of Texas, hereafter called the Unit to develop and maintain a Governance Policy to insure each area of the Unit is strategically protected by policies and/or procedures that will direct the activities of the elected officers and paid employees of the Unit.

Said Governance Policy will be reviewed annually by the Unit Executive Committee and suggested or necessary amendments to any of the policies included will be presented to the Unit membership at their earliest scheduled meeting following the annual election of officers. Any policy amendment recommendation will be presented individually for approval.

The Governance Policy will encompass but will not necessarily be limited to the:

- Unit Mission Statement
- Conflict of Interest Policy for Employees
- Conflict of Interest Policy for Elected Officers and members of the Executive Committee
- The Whistle Blower Policy
- The Records Retention Policy
- Public Disclosure Policy on Internal Revenue Service Form 990
- The Internal Review of IRS Form 990

The Unit President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents and each member of the Unit Executive Committee will review and become familiar with the Governance Policy and its contents as soon after assuming their respective positions as is reasonable. Any suggested amendments whether received from the National Organization or The Department of Texas or an executive committee member will be reviewed and if deemed necessary will be provided to the entire executive committee for the recommended approval of the Unit general membership. If necessary, said amendments(s) will be forwarded to the next term as a recommendation.