

THE NATIONAL DEPARTMENT STANDING RULES

Of the

POLISH LEGION OF AMERICAN VETERANS, U.S.A.

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SERVED IN THE UNITED STATES ARMED FORCES
DURING ALL WARS AND CONFLICTS INVOLVING
THE UNITED STATES OF AMERICA**

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POLISH LEGION OF AMERICAN VETERANS, U.S.A.

NATIONAL DEPARTMENT STANDING RULES

ACTIVE MEMBERS IN GOOD STANDING

1. An existing member whose dues for the fiscal year have been paid to the Post and has received an official National P.L.A.V., U.S.A. Membership Card shall be classified as an Active Member in Good Standing
2. A newly elected Post member shall be considered an Active Member in Good Standing on payment of dues for the fiscal year, taking the oath that is administered to all newly elected members and has been given an official National P.L.A.V., U.S.A. Membership Card. This member's continuous years of membership will start at one (1).

REINSTATED MEMBERS AND CONTINUOUS YEARS OF MEMBERSHIP

1. A reinstated member whose membership was forfeited and has been reinstated to Active Membership in Good Standing by a vote of the Post Membership and payment of dues for the fiscal year in which reinstatement occurs, the member's continuous years of membership will start at one (1).
2. A reinstated member whose membership was forfeited and has been reinstated to Active Membership in Good Standing providing acceptance of payment of back years' dues by a vote of the Post Membership and back years' dues are based on current fiscal year dues and payment of dues for the fiscal year in which reinstatement occurs. Continuous years of membership shall include back years' dues paid.

TEMPORARY MEMBERSHIP CARDS

1. A Temporary P.L.A.V., U.S.A. Membership Card is available for use by Departments and Posts for new members, existing members' lost or damaged cards transferred or reinstated members.
2. A Temporary P.L.A.V., U.S.A. Membership Card is attached to the Membership Application that is available on the National Website. The Brochure "Who We Are" incorporates the Membership Application with the attached Temporary Membership Card.
3. The State Department or Post shall issue a Temporary Membership Card to new or reinstated members. When the M-200 Form and dues for those members are received by the National Department, the National Membership Director will provide an official National P.L.A.V., U.S.A. Membership Card.
4. The State Department or Post shall issue a Temporary Membership Card to members who have lost or damaged cards or who have been transferred to another Post and notified the National Membership Director by e-mail, phone or USPS. The National Membership Director will provide an official National P.L.A.V., U.S.A. Membership Card.

ANNUAL P.L.A.V., U.S.A. MEMBERSHIP CARDS

1. The National Department (National Executive Committee) shall control and administer the release and distribution of official P.L.A.V., U.S.A. Membership Cards. The criteria for the National Department official P.L.A.V., U.S.A. Membership Cards Program shall be hereafter provided in the National Department Standing Rules. **National Constitution Art. IX Sec. 1. Par. 5.**
2. National Membership Director shall release annual official P.L.A.V., U.S.A. Membership Cards prior to August 1 of each year to State Departments and/or Posts without State Departments.

NATIONAL DEPARTMENT RULES

1. National Officers allowances shall be paid by the Treasurer annually before the end of the fiscal year. (August 31)
2. When the National Commander receives invitations to attend various functions sponsored by State Departments and Posts, ample time should be allowed for the response and scheduling of the National Commander's time. The following shall apply:
 - a. State Conventions
The payment of expenses incurred by the National Commander or the National Representative Replacement (travel, lodging and State Mandate Fees) shall be borne by the Host extending the invitation. The National Commander should use discretion when sending a National Officer as the replacement. It is advisable that the replacement Officer be from the same Department. (Approved NEC meeting 05-05-2012)
 - b. State Department Anniversaries, Posts Anniversaries and Other Events
The payment of expenses incurred by the National Commander or the National Representative Replacement (travel and lodging) shall be borne by the Host extending the invitation. The National Department shall issue a check in the amount of the years of anniversary 25th, 50th, 60th and every five years thereafter) as a donation. If no invitation is extended the check (payment to the Department or Post) should be sent to the Host Commander.
3. When the National Commander attends the Memorial Day and Veterans Day activities in Washington D.C., the payment of expenses incurred by the National Commander or Said Officer's Replacement (travel and two night's lodging) shall be borne by the National Department. It is advisable the National Commander should use discretion when attending or sending a National Officer as the replacement.

4. If the National Commander and National VAVS Director make an official visit to a VA Medical Center or State Veterans Hospital before or during the NEC Meeting or National Convention , the National Commander shall present a donation of no more than \$250.00 on behalf of the National Department. The National Commander and National VAVS Director attending such a visit will be paid one night lodging. The donation and one night lodging expenses shall come out of the National Service Account.
5. The P.L.A.V., U.S.A. National VAVS Director, upon approval of the P.L.A.V., U.S.A. National Executive Committee, shall attend the annual training meetings of the VAVS Advisory Committee. The payment of expenses incurred by the National VAVS Director (travel and lodging) shall come out of the National Service Account.
6. If the National Department sends a member to a National Function where greetings are extended and presentation of a gift, that member shall be reimbursed for expenses and the amount of money spent on the gift
7. National Department shall issue a plaque to the bereaved family or a \$50.00 donation to the National Scholarship Fund as an expression of sympathy in the event of death of a current National Officer or a Past or Present National Commander.
8. National Adjutant shall send a letter to all Departments and Posts suggesting a donation of a minimum of \$10.00 to the New Post for the providing of Colors purchased through our National Quartermaster. This refers to the purchase of both Colors at one time.
9. Any National Officer that is being compensated and sharing a room with another National Officer, National Auxiliary Officer or State Auxiliary Officer that is also being compensated shall share equally in the cost of the hotel expenses, the expenses to and from the airport and travel by car if applicable.

NATIONAL EXECUTIVE COMMITTEE MEETINGS

HOSTING NEC MEETINGS

1. The National Commander in office is responsible for selecting the hosts and sites of the NEC Meetings. It is advisable that the National Commander work closely with the National Convention Corporation and the State Commander of the area where arrangements for the meetings are being made.
2. During the National Executive Committee Meeting the hosts provide refreshments on both nights for the National Officers to promote comradeship and friendship. The hosts are allowed \$350.00 to be paid by the National Department for this hospitality.
3. National Commander and National President usually arrange with the host State Department to handle arrangements for the hospitality which is held during the National Executive Committee Meeting.

ATTENDING NEC MEETINGS, THE FOLLOWING SHALL BE ALLOWED

1. National Convention Corporation (NCC) Elected Directors shall be allowed reimbursement of expenses paid from the General Fund of the National Department for their lodging, and travel as established by the National Executive Committee for attendance at the meetings of the National Executive Committee after the National Convention and when present may have a voice and vote on all matters coming before the body. In order to be reimbursed they must be in attendance at all sessions. **National By-Laws Art. V. Clause III Sec. 3 and Sec. 4**
2. Elected National Officers and Appointed National Executive Officers shall be allowed reimbursement of expenses paid by the National Department for their lodging and travel as established by the National Executive Committee for attendance at all meetings of the NEC. In order to be reimbursed they must be in attendance at all Sessions
3. National Directors (State Commanders) shall be allowed reimbursement of expenses paid by the National Department for their lodging and travel as established by the National Executive Committee for attendance at all meetings of the National Executive Committee. In order to be reimbursed they must be in attendance at all Sessions.

State Commanders unable, for whatever reason, to attend an NEC Meeting, shall, notify the National Commander and National Adjutant in writing by mail or electronic communication (e-mail or fax) prior to the date of said meeting as to whether Said State Commander will be represented at that meeting by either the State Vice-Commander, the State Adjutant, or the Immediate Past State Commander. Reimbursement will only be allowed to the State Commander, State Adjutant or Immediate Past State Commander.

National Constitution Art. V. Sec. 2. Par. 2.

4. Past National Commanders and Immediate Past National Commander holding a National Elective or Appointed National Executive Office shall be allowed reimbursement of expenses paid from the General Fund of the National Department for lodging and travel as established by the National Executive Committee. In order to be reimbursed they must be in attendance at all sessions.
5. Past National Commanders and Immediate Past National Commander not holding a National Elective or Appointed National Executive Office shall be allowed reimbursement of expenses paid from the General Fund of the National Department for one night's lodging as established by the National Executive Committee. In order to be reimbursed they must be in attendance at all sessions.
6. The appointed National Operation Officers and Managers: Chaplain, Sergeant-at-Arms, Archives Manager, Quartermaster Manager, and Membership Manager shall not be considered to be an Executive Officer of the National Department. Said Operation Officers and Managers may of their own volition attend the NEC Meetings, and when present, shall have no voice and no vote on all matters coming before that body and, in addition, they shall not be eligible for any remuneration of expenses for travel and lodging by the National Department unless specifically directed or invited to attend Said National Executive Committee Meeting or Meetings by the National Commander with concurrence of the National Executive Committee.

National Constitution Art. VI- Sec. 2. Par. 2.

NATIONAL EXECUTIVE COMMITTEE MEETING MINUTES

Minutes of the National Executive Committee Meetings shall be sent by e-mail or fax to all Elected National Officers, Appointed National Executive Directors, NCC Elected Directors, National Operation Officers, National Managers, Past National Commanders, State Commanders and Posts without State Departments. Minutes shall be sent by e-mail or fax to the National President and Secretary of the Ladies Auxiliary. The Minutes shall be placed on the National Web Site for a period of at least three months using the PDF Format.

NATIONAL DEPARTMENT STANDING RULES

1. The National Department Standing Rules are formal rules developed and administered by the National Department (National Executive Committee) to carry out the aims and purposes of the organization. These formal rules can be amended at any National Executive Committee Meeting, by majority vote, except for those tenets taken from the National Constitution and By-laws.
2. Proposed Amendments to the National Department Standing Rules presented at a National Convention shall be REFERRED to the National Executive Committee except for those tenets taken from the National Constitution and By-Laws,

3. Copy of the updated National Department Standing Rules shall be placed on the National Web Site using the PDF Format. Notification will be sent by e-mail to all NEC Members and Posts without a State Department when it will be available.
4. All National Officers, State Departments and Posts may make a "Hard Copy" of the **E-MAILED STANDING RULES** for use as a quick reference, should relative questions arise at Conventions or Meetings.

PROPER DRESS CODE, CELL PHONES AND PAGERS AT NATIONAL EXECUTIVE COMMITTEE MEETINGS

The Manual of Rituals and ceremonies of the Polish Legion of American Veterans, U.S.A. reads in part. The P.L.A.V., U.S.A. Cap or Uniform shall be worn by all Officers and Members in attendance at official Meetings or Ceremonies." Etc.

All Officers and Members shall comply with the Dress Code while in attendance at meetings during the National Executive Committee Meetings.

1. No type of shorts or muscle shirts shall be worn at any meeting.
2. Current National Elected and Appointed Executive Officers and Past national Commanders are entitled to wear their Gold Caps.
3. Current National Directors (State Commanders) shall be entitled to wear their White Caps.
4. Alternates representing their State Commanders shall be entitled to wear their White caps.
5. State officers and Post members as Guests, Honorary Members representing their Post or members of the Sons Detachment Units shall be entitled to wear their White (State Officers), Blue (Post members), Light Blue (Honorary Members), or Tan (Sons Detachment Members) Caps.
6. All Guests attending the National Executive Committee Meetings shall be seated in specific areas.
7. All members of the National Executive Committee shall wear a Suit or Sport Coat, Shirt and tie at the Joint Session and the First (1st) Session of the Veterans.
8. All National Officers that are at the Head Table shall be in full Uniform at the Joint Session and all Veterans sessions during the meetings of the National Executive Committee. Please review the Official P.L.A.V., U.S.A. Uniform regarding Sport Coats in the Manual for Rituals and Ceremonies.
9. The national Commander acting as Chairman at the National Executive Committee Meetings may relax the Dress Code of the delegates (except for National Officers at the Head Table) for all meetings following the First (1st) Session of the Veterans. The National Commander may relax the Dress Code for ALL at the last Session if that Session is on the last day of the National Executive Committee Meeting.
10. All types of electronic devices like cellphones and pagers shall be turned off while in attendance at meetings.

NATIONAL CONVENTION

NATIONAL CONVENTION CORPORATION DIRECTORS DUTIES

1. Elected Members of the NCC and the National Adjutant shall serve on the Board of Directors of the National Convention Corporation and shall be responsible for all of the arrangement in negotiating a contract with the hosting hotel and it is their duty to see to it that the hotel live up to the agreement.

2018 National By-Laws- Art. V- Sec. 1. Thru Sec. 2. Par. 4. And (Clause I thru Clause VII)

2. The NCC will have all delegates credential (mandates) forms, the Military Ball and Banquet tickets printed and order the folders that hold all the delegates advertising and novelty items.
3. The NCC Treasurer will be assigned to oversee and assist the local Mandate and Registration Committee at the times of registration.
4. The NCC Secretary will handle all correspondence inviting guests
5. The NCC President will handle the room accommodations and reservation discrepancies and have the overall responsibilities of the total convention.
6. The NCC will arrange the lodging for the National Commander and National President during the negotiations with the hotel.
7. If the NCC successfully negotiates with the hotel for the National Commander and National President VIP Reception that is held prior to the start of the banquet ,they will provide invitation cards for use by the National Commander and President for the VIP Reception.
8. The NCC will work closely with the Ladies Auxiliary in arranging the National President's Luncheon at the hotel.

PRE-CONVENTION COMMITTEE DUTIES

REGISTRATION

1. Will be in charge of Registration, checking in delegates, guests and issue delegates their packets.
2. Issue delegates their number controlled banquet tickets only to paid delegates and guests.
3. Maintain a running account of all registered delegates, alternates and guests. This count is given to the Credentials Committee for their Report to the Convention delegates. The Ladies Auxiliary uses a different procedure for their Credentials Committee.

MEMOIR BOOK (AD BOOK)

1. Will be in charge of the Memoir Book (Ad Book)
2. Send out letters and contracts soliciting ads from Departments, Posts, Chapters, National Officers, Friends of the organizations, Local Businesses and Politicians. Review the Memoir Book from previous Conventions to get ideas and leads of past advertisers.

BANQUET AND RELATED ITEMS

1. Procure a local dance band, DJ or other types of entertainment. If music is available mostly ball room type music should be played.
2. The dance generally follows the Banquet.
3. Band, DJ or Recorded Music should play for the Cotillion, check with National President of the Ladies Auxiliary, regarding this Cotillion.
4. In charge of seating the delegates and guests at the Banquet. Try to keep all guests and delegates seated with their respective State Departments.
5. The National Commander and National President will arrange the Head Table which is usually from 10 to 14 people.
6. Tables should be set aside up front for Past National Commanders and Past President and their spouses
7. If Cotillion, set up seating for participants.

FUND RAISER EVENING

If a fund raiser event is planned, it is generally set for the evening prior to the Banquet by the hosting State Department. Some ideas: Casino Night, Special Dance and Food Night, Tour of city or special interests in the area or just a Polka Dance Night. This event is not covered by the Mandate fee and you will have your own tickets printed for this event.

FINANCIAL ACCOUNTING

It is essential the Pre-Convention Committee appoint a Treasurer and set up its own books for this Convention. The Pre-Convention Treasurer should handle all monies and expenses of the Pre-Convention Committee, the Memoir Book and your special event if one is planned. At the end of the Convention, the bulk of the Pre-Convention monies shall be turned over to the NCC Treasurer. One month after the Convention all monies and financial books shall be turned over to the NCC Treasure for auditing. The NCC is responsible to the National Department and is obligated to forward all funds to the National Department as soon as possible.

ATTENDING THE NATIONAL CONVENTION THE FOLLOWING SHALL BE ALLOWED

NATIONAL ELECTIVE AND APPOINTED EXECUTIVE OFFICRS

1. Elected National Convention Corporation Directors shall be entitled to payment of mandate fees paid from the funds acquired by the National Convention Corporation.
2. Elected National Convention Corporation Directors shall serve without compensation. They shall be allowed reasonable authorized expenses incurred in travel established by the National Executive Committee paid from the funds acquired by the National Convention Corporation.
3. The Elected National Convention Corporation Directors will arrange for their own lodging during the negotiations with the hotel. If lodging is not negotiated in the hotel contract, same rates as applied to the other delegates shall be reimbursed to the Directors paid from the funds acquired by the National Convention Corporation.
4. All other National Elective and Appointed Executive Officers shall be entitled to payment of mandate fees, travel and lodging as established by the National Executive Committee while in attendance at a National Convention paid from the General Fund of the National Department. In order to be reimbursed they must be in attendance at all Sessions.
5. If Department Commanders are called a day early to the National Convention to audit the Financial Books, they are to be reimbursed for one night's lodging paid from the General Fund of the National Department.

PAST NATIONAL COMMANDERS

1. All Past National Commanders holding a National Elective or Appointed Executive Office shall be entitled to payment of Mandate Fees from the funds acquired by the National Convention Corporation and travel and lodging as established by the National Executive Committee while in attendance at a National Convention paid from the General Fund of the National Department. In order to be reimbursed they must be in attendance at all Sessions.
2. All Past National Commanders not holding a National Elective or Appointed Executive Office shall be entitled to payment of Mandate Fees paid from the funds acquired by the National Convention Corporation and one (1) night's lodging as established by the National Executive Committee while in attendance at a National Convention paid from the General Fund of the National Department. In order to be reimbursed they must be in attendance at all Sessions.

2018 National By-Laws- Art. V.

NATIONAL OPERATIONS OFFICERS AND MANAGERS

Appointed National Operating Officers and National Managers may of their own volition attend the National Convention, provided, however and when present shall NOT HAVE A VOICE OR VOTE unless they are selected delegates from their respective Posts. In addition they are not entitled to any remuneration of expenses for MANDATE FEES, TRAVEL AND LODGING unless specifically being directed to attend Said National Convention at the invitation of the National Commander or the National Executive Committee. (2018 **National Constitution- Art. IV. Sec. 2d.)**

NATIONAL CONVENTION MINUTES

Minutes shall be sent by e-mail to Existing and Newly National Elected and Appointed Executive Officers, National Operation Officers, National Managers, State Commanders, Past National Commanders, and Posts without State Departments. Minutes shall also be sent by e-mail to the Existing and Newly Elected National President and Secretary of the Ladies Auxiliary. Minutes shall be placed on the National Web Site for a period of at least three months using the PDF Format.

NATIONAL CONSTITUTION AND BY-LAWS

1. The National Convention shall be the highest authority in the organization The NEC, or for that matter, any officer or member **does not have** the power to change any of the tenets of the National Constitution and By-Laws, since they were legally adopted by said "National Convention".
2. Copy of the updated National Constitution and By-Laws shall be placed on the National Web Site using the PDF Format. Notification will be sent by e-mail to all NEC Members and Posts without a State Department when it will be available. State Commanders shall notify all Posts within their jurisdiction when the National Constitution and By-Laws are available.

PROPER DRESS CODE AT NATIONAL CONVENTION

The Manual of Rituals and Ceremonies of the Polish Legion of American Veterans, U.S.A. reads in part, "The P.L.A.V., U.S.A. Cap or Uniform shall be worn by all Officers and Members in attendance at Official Meetings or Ceremonies." Etc.

All Officers and Members shall comply with the Dress Code while in attendance at Meetings during the National Convention.

1. No type of Shorts, Tee Shirts or Muscle Shirts shall be worn at any meeting.
2. Current National Elected and Appointed Executive Officers and Past National Commanders are entitled to wear their Gold Caps.
3. Current National Directors (State Commanders) shall be entitled to wear their White Caps.
4. Delegates and Alternates representing their Posts shall be entitled to wear their Blue Caps.
5. Post Members as Guests, Honorary Members representing their Posts or Members of the Sons Detachment Units shall be entitled to wear their Blue, (Post Members), Light Blue (Honorary Members), or Tan (Sons Detachment Members) Caps.
6. Post Members as Guests, Honorary Members, and Sons of the P.L.A.V., U.S.A. and other guests attending the Convention Meetings shall be seated in specific areas.
7. All National Officers not seated at the Head Table and delegates shall wear a Suit or Sport Coat, Shirt and Tie at the Joint Session
8. All National Officers that are at the Head Table shall be in full uniform at the Joint Session and all Veterans Sessions during the National Convention. Please review the Official P.L.A.V., U.S.A. Uniform regarding Sport Coats in the Manual for Rituals and Ceremonies.
9. The National Commander acting as Chairman at the National Convention may relax the Dress Code of the Delegates (except for National Officers at the Head Table) for all meetings following the Joint Session. The National Commander may relax the Dress Code for ALL at the last Session if that Session is on the last day of the National Convention.

CELL PHONES AND PAGERS

1. All types of electronic devices like cell phones and pagers shall be turned off while in attendance at meetings.

PERMANENT NATIONAL ADJUTANT

INTRODUCTION

The National Adjutant, a National Executive Officer, whose tenure in office shall be deemed permanent, as provided hereafter. The National Adjutant is responsible for the administration of policies and procedures of the National Department of the Polish Legion of American Veterans, U.S.A. as prescribed by the National Convention, the National Executive Committee and the National Commander.

The National Adjutant will perform duties required of the office such as Secretary to various components, publication of various bulletins and reports as well as duties included in the National Constitution and By-Laws and such other duties as may be directed by the National Convention, National Executive Committee and the National Commander.

REQUIREMENTS

Candidates for the Office of National Adjutant may meet the following requirements, to wit: Must be a member in good standing of the Polish Legion of American Veterans, U.S.A., have a knowledge of the Polish Legion of American Veterans, U.S.A. policies, programs, and procedures of the National and State Department levels and the ability to operate with minimal supervision from the National Commander and National Executive Committee. The candidate should possess the ability to speak and write effectively, possess some knowledge of office management methods, which may include some computer skills and the principles of supervision, the capability to plan and organize the work of others, along with a temperament conducive to establishing and maintaining cordial and effective relationships with officers and members of the National Department, State Department, Local Posts and Auxiliary Units, as well as Public Officials and the general public. Said candidate may have some knowledge in various matters pertaining to the veteran, except the specialized fields, such as Veterans Affairs, Legislative and Rehabilitation.

SELECTION

1. The National Adjutant shall be selected from a list of Regular Active and Active Life Members, who shall have submitted their own written applications outlining their qualifications for said office, to the current National Adjutant, not less than ten (10) days prior to the start of a National Convention.
2. When a vacancy in the Office of National Adjutant occurs, the approved Job Description, the duties of said Office and the proper "Application for the Office of National Adjutant" as they appear in the National Department Standing Rules, shall be disseminated to all National Officers, Past National Commanders and State Departments to advise members who may seek the position, of its impending opening following the next National Convention.

3. The National Adjutant shall be selected by the newly elected National Commander and National Vice Commander. They shall have the sole responsibility of reviewing all properly submitted applications and make its designation as to the candidate that it deems qualified to fill the Office of National Adjutant, after which the National Commander shall within thirty (30) days after the National Convention submit the name of the designated individual to the National Executive Committee for its concurrence.
4. The National Adjutant, selected by the National Commander and National Vice Commander, subject to concurrence by the National Executive Committee, shall serve in that capacity from National Administration to National Administration, or until said officer resigns retires, passes away or is removed for cause.
5. A National Adjutant who resigns, retires, passes away or is removed for cause shall be replaced by any qualified Active Member or Active Life Member appointed by the National Commander, subject to the concurrence of the National Executive Committee. Such appointee shall serve on an interim basis until the next National Convention, wherein, the provisions of the previous three paragraphs shall be executed.

PERMANENT NATIONAL MEMBERSHIP DIRECTOR

INTRODUCTION

The National Membership Director, a National Executive Officer, whose tenure in office shall be deemed permanent, as provided hereafter. The National Membership Director must have a basic knowledge of Computers, Data Base and Word Processing Programs. The National Membership Director is responsible for maintaining correct names and addresses of the membership of all Posts, Member-at-Large, Sons Detachment membership and Honorary Members.

The National Membership Director will perform duties required of the office such as publication of various membership reports as well as duties included in the National Constitution and By-Laws and such other duties as may be directed by the National Convention, National Executive Committee and National Commander.

REQUIREMENTS

Candidates for the Office of National Membership Director may meet the following requirements: to wit: Must be a member in good standing of the Polish Legion of American Veterans, U.S.A., have a knowledge of the Polish Legion of American Veterans, U.S.A. programs, and procedures of the National and State Department levels and the ability to operate with minimal supervision from the National Commander and National Executive Committee. The candidate should possess the ability to speak and write effectively, possess some knowledge of office management methods, which include computer skills, and the principles of supervision, the capability to plan and organize the work of other , along with the temperament conducive to establishing and maintaining cordial and effective relationships with officers and members of the National Department, State department Local Posts and Auxiliary Units, , as well as Public Officials and the general public. Said candidate may have some knowledge in various matters pertaining to the veteran, except the specialized fields, such as Veterans Affairs, Legislative and Rehabilitation.

SELECTION

1. The National Membership Director shall be selected from a list of Regular Active and Active Life Members, who shall have submitted their own written applications outlining their qualifications for said office, to the current National Adjutant, not less than ten (10) days prior to the start of a National Convention.
2. When a vacancy in the Office of National Membership Director occurs, the approved Job Description, the duties of said Office and the proper "Application for the Office of National Membership Director" as they appear in the National Department Standing Rules, shall be disseminated to all National Officers, Past National Commanders and State Departments to advise members who may seek the position, of its impending opening following the next National Convention.

3. The National membership Director shall be selected by the newly elected National Commander and National Vice Commander. They shall have the sole responsibility of reviewing all properly submitted applications and make its designation as to the candidate that it deems qualified to fill the Office of National Membership Director, after which the National Commander shall within thirty (30) days after the National Convention submit the name of the designated individual to the National Executive Committee for its concurrence.
4. The National Membership Director, selected by the National Commander and National Vice Commander, subject to concurrence by the National Executive Committee, shall serve in that capacity from National Administration to National Administration, or until said officer resigns retires, passes away or is removed for cause.
5. A National Membership Director who resigns, retires, passes away or is removed for cause shall be replaced by any qualified Active Member or Active Life Member appointed by the National Commander, subject to the concurrence of the National Executive Committee. Such appointee shall serve on an interim basis until the next National Convention, wherein, the provisions of the previous three paragraphs shall be executed.

**POLISH LEGION OF AMERICAN VETERANS, U.S.A.
NATIONAL DEPARTMENT
CHARTERED BY ACT OF CONGRESS
APPLICATION FOR OFFICE OF PERMANENT NATIONAL DIRECTORS**

NATIONAL ADJUTANT DIRECTOR _____ NATIONAL MEMBERSHIP DIRECTOR _____

The establishment of the positions of Permanent National Adjutant was approved at the 39th Biennial Convention and Permanent National Membership Director was approved at the 44th Biennial Convention. The compensation will be on the agenda at the National Executive Committee Meetings. The elected National Commander and National Vice- Commander will review all submitted Applications and make its designation as to the candidate that it deems qualified to fill the Office of these Permanent Positions. . The National Commander shall within thirty (30) days after the National Convention submit the name of the designated individual to the National Executive Committee for concurrence.

Please review the attached material and those interested submit this Application and outline your qualifications for said Office.

Name: _____

Address: _____

City-State Zip: _____

Telephone: (Home) _____ (Cell) _____

E-Mail Address: _____

Fax Number: _____

Polish Legion American Veterans, U.S.A. Membership:

Department: _____

Post: _____

Membership Card Number: and Continuous Years of Membership:

PLEASE ATTACH RESUME OUTLINING YOUR QUALIFICATIONS

Applicant's Signature: _____

ACTIVE NATIONAL LIFE MEMBERSHIP

The criteria for Active National Life Membership shall be hereinafter provided:

- a. Past National Commanders, by virtue of their tenure in the highest office of the Polish Legion of American Veterans, U.S.A., for a full term, shall be granted Active National Life Membership in this organization, and, they shall be exempt from the payment of annual dues at the Post, State Department and National levels. **National Constitution-Art. II. Sec. 2. Part 2a.**
- b. Active National Life Membership shall be made available to any veteran holding and maintaining good standing Active Membership in any Post, State Active Membership-at-Large, State Active Life Membership-at-Large or Post Active Life Membership in the Polish Legion of American Veterans, U.S.A., who submits a properly executed National Department Active National Life Membership Application, a copy of their Honorable Discharge, DD214, or other proof of an honorable separation from service in the Armed Forces of the United States; proof of age in the form of a Birth Certificate, and the full Actuarial Fee for said Active National Life Membership.
- c. Any former member, of the Polish Legion of American Veterans, U.S.A eligible for reinstatement, may make application for Active National Life Membership, after their reinstatement to Active Membership by a Post, or as a Member-at-Large in the National or State Department Member-at-Large Post. Such application shall be subject to them providing all of the documents called for in Paragraph b, along with the full Actuarial Fee for said Active National Life Membership.
- d. Any veteran eligible for membership in the Polish Legion of American Veterans, U.S.A., but not previously a member may make application for Active National Life Membership after election to membership by a Post or their acceptance into the organization as a Member-at-Large by the National or State Member-at-Large Post. Such application shall be subject to them providing all of the documents called for in Paragraph b, along with the full Actuarial Fee for said Active National Life Membership.
- e. Living Congressional Medal of Honor Recipients shall be granted Active National Life Membership upon the request of the State Department in which the recipient resides and shall be exempt from the payment of annual dues at the Post, State Department and National levels.
National Constitution-Art. II. Sec. 1. Par. 7.

ADMINISTRATION OF THE ACTIVE NATIONAL LIFE MEMBERSHIP PROGRAM

- a. The Active National Life Membership Program shall be controlled and administered by the National Department, under the direct supervision of the National Life Membership Program Board of trustees.
- b. The National Membership Director shall be the Chairman of the Active National Life Membership Program Board of Trustees. Such Board of Trustees shall also include the National Membership Deputy Director, the National Vice-Commander and the National Treasurer, who shall be the custodian of all funds deposited into the National Department's National Life Membership Program Fund.
- c. The Board of Trustees of the Active National Life Membership Program shall administer the National Department's Active National Life Membership Program Fund, investing and re-investing its funds in the best interest of the Polish Legion of American Veterans U.S.A.
- d. The meetings of the Board of Trustees of the Active National Life Membership Program shall be convened concurrently with the meetings of the National Executive Committee of the Polish Legion of American Veterans, U.S.A., and shall render full reports of its activities at those meetings and at the National Convention.
- e. The Board of Trustees of the Active National Life Membership Program, taking into consideration that the Polish Legion of American Veterans, U.S.A. operates on a fiscal year basis, beginning with September 1st, of the current year and ending on August 31st of the following year, shall determine the amount of the rebate due to the National Department, each State Department and Post, based on the number of Active National Life Members on their rolls at the beginning of January of the current fiscal year and again, at the close of the current fiscal year August 31st. These payments shall be governed by the Actuarial Tables and the factors listed hereinafter.

ACTUARIAL TABLES OF THE ACTIVE NATIONAL LIFE MEMBERSHIP PROGRAM

<u>Age</u>	<u>18-30</u>	<u>31-40</u>	<u>41-50</u>	<u>51-60</u>	<u>61-70</u>	<u>71-80</u>	<u>81+</u>
Cost	\$546	\$496	\$434	\$354	\$264	\$178	\$100

- a. Any applicant, whose 31st, 41st, 51st, 61st, 71st or 81st birthday, which will occur after the date of application, and on or before December 31st of the current year, shall pay the fee that would be required on the applicant's next birthday.
- b. In the event that sound business practices dictate a change in such payments, the Actuarial Tables may be modified by the National Executive Committee, of the Polish Legion of American Veterans, U.S.A., provided, however, any such change shall not affect any member, who prior to the adoption of such change, has become an Active National Life Member.

- c. In the event that sound business practice dictates a change in the Annual Rebates of five (\$5.00) dollars to the National Department, five (\$5.00) dollars to the State Department and five (\$5.00) dollars to the Post as adopted by the National Executive Committee at the October 10, 11, 12 2008 Meeting, such change shall affect all existing members and new members that are to become an Active National Life Member.
- d. Any changes in the Actuarial Tables shall require a two-thirds (2/3) majority vote of the National Executive Committee, provided, however, any such change shall take affect not less than sixty (60) days following the date of adoption, and, shall only affect Active Members or New Members, thereafter, applying for Active National Life Membership. The same shall apply to the annual per member rebate to the State Departments and Posts.

RULES AND REGULATIONS OF THE ACTIVE NATIONAL LIFE MEMBERSHIP PROGRAM

1. Applications for Active National Life Membership, as adopted by the 38th (2006) National Convention, shall be made available by, and, procured from the National Adjutant. Such Application, if necessary, may be amended at any time by a simple majority vote of the National Executive Committee.
2. It shall be the responsibility of any applicant for Active National Life Membership to ensure that their Application is properly completed, bearing all necessary signatures, along with the required documents and fees, before it is directed, as hereinafter provided, to the proper quarters for processing and approval.
3. Current Active Members and Active Life Members of the National Department Member-at-Large Post shall direct their properly completed Active National Life Membership Applications, related documents and the proper fees to the National Membership Director.
4. Current Active Members, Active State Department Life Members, Re-instated Members of a State Member-at-Large Post, or, New Members joining a State Member-at-Large Post shall direct their properly completed Active National Life Membership Applications, related documents and proper fees to the State Finance Officer, who shall have the responsibility of reviewing all accompanying fees and documents, affixing said officer's certification signature and forwarding all to the National Membership Director.
5. Current Active Members, Active Post Life Members, Re-instated Members or New Members of a local Post shall direct their properly completed Active National Life Membership Applications, related documents, and proper fees to the Post Finance Officer and State Finance Officer, both who after reviewing all documents and fees shall affix their certification signatures and forwarding all to the National Membership Director.

6. The National Membership Director, upon receipt of properly executed Active National Life Membership Applications, accompanying documents and fees shall immediately direct said fees to the National Treasurer for deposit into the Active National Life Membership Fund. The National Membership Director shall then issue an Active National Membership Card to each such member.
7. An Active National Life Member shall not be subject to further membership levies of any nature and shall enjoy all of the benefits and privileges of membership at the National, State and Post levels during their lifetime.
8. An Active National Life Member or Active State or Post Life Member, whose membership in the Polish Legion of American Veterans, U.S.A., is terminated for cause, in accordance with the provisions of this Constitution and By-Laws shall forfeit all privileges and shall not be entitled to any refund of dues.
9. The death of an Active National Life Member, following the issuance of per capita dues to the National Department, the State Department or Post shall not cause any refund of such funds to the National Department Active National Life Membership Fund for that Polish Legion of American Veterans, U.S.A. fiscal year.
10. An Active National Life Member may transfer from one Post to another, provided, however, the member shall obtain approval to do so from the Post and State Department the member is leaving and from the Post and State Department the member is transferring to.



**POLISH LEGION OF AMERICAN VETERANS, U.S.A.
NATIONAL DEPARTMENT
APPLICATION FOR NATIONAL LIFE MEMBERSHIP**

DATE: _____

Hereby make application for National Life Membership

Member of Post Name: _____

Department of: _____

APPLICANT'S NAME AND ADDRESS (PRINT CLEARLY)

NAME: _____

ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE: _____

E-MAIL: _____

APPLICANT: _____

In signing the application, the applicant agrees to:

1. In the event the applicant's Post ceased to exist, the applicant agrees to accept a transfer designated by the National Department.
2. If the applicant has a change of address, the applicant must notify the Post Finance Officer.
3. I do hereby certify this individual is a member in good standing with the Polish Legion of American Veterans, U.S.A.

POST FINANCIAL OFFICER

STATE FINANCIAL OFFICER

FOR NATIONAL DEPARTMENT USE

Life Membership Amount: _____

Age Verification, current year: _____

Date of Birth: _____

Age: _____

POLISH LEGION OF AMERICAN VETERANS, U.S.A.
NATIONAL DEPARTMENT
LIFE MEMBERSHIP PROGRAM

All requests for copies of this Application for National Life Membership must be submitted to the National Adjutant or downloaded from our website. www.plav.org

Any person who holds Active Membership, State or Post Active Life Membership in good standing with the Polish Legion of American Veterans, U.S.A. may become a National Department Life Member upon submission (1) National Department Life Membership Application, (2) copy of their Honorable Discharge or Separation from Service, (3) Proof of Age (birth certificate, discharge papers, driver's license or other acceptable proof and (4) Life Membership Fee.

A member in good standing as a National Department or State Department Members-at-Large may become a National Department Life Member by submission of the items in the previous paragraph to the National Department Membership Director or State Department Finance Officer in case of being a State Department Member-at-Large

Any person otherwise eligible for membership but not previously a member may become a National Department Life Member after election to membership to a local Post or as a National or State Department Member-at-Large.

A former member otherwise eligible for reinstatement may become a National Department Life Member after reinstatement to membership to a local Post or as a Member-at-Large of the National or State Department.

National Department Life Membership Fees shall be charged in accordance with the fee schedule as established by the Life Membership Committee and approved by the National Executive Committee.

ATTAINED AGE LIFE MEMBERSHIP FEE

Through 30	\$546.00
31--40	\$496.00
41--50	\$434.00
51--60	\$354.00
61--70	\$264.00
71--80	\$178.00
81+	\$100.00

Any applicant whose 31st, 41st, 51st, 61st, 71st or 81st birthday will occur after the date of application on or before December 31 of the current year shall pay the fee that would be required on the applicant's next birthday.

Upon receipt of the required fee, the Post Finance Officer shall immediately forward payment together with the Life Membership Application, copy of Discharge, and Proof of Age of the individual through the Department Finance Officer to the National Membership Director. The National Membership Director shall deposit all sums received for Life Membership with the National Treasurer in a Special Fund called the National Department Life Membership Fund and shall issue a suitable National Membership Card.

A National Department Life Member shall not be subject to further membership dues levies of any kind and shall have all the benefits and privileges of Post, State Department and National Department Membership as long as the Life Member shall live, provided however a Life Member who shall subsequently be found ineligible for membership shall forfeit their Life Membership in which case no refund of fees will be paid. A member who shall be discharged from the organization by reason of disciplinary action shall forfeit their Life Membership. In such event no refund of fees paid will be made.

Death of a Life Member following the issuance of the checks paying their per capita tax for the next calendar year to National Headquarters, their department Headquarters and Post shall not be a cause for a refund of said per capita tax to the National Department Life membership Fund for that year.

National Department Life Members Transferees must obtain approval from the Post and State department that they are leaving and also the Post and State department they are entering.

WHITE EAGLE AND AMERICAN EAGLE AWARDS

1. Awards and decorations established, from time to time, by the National Convention shall be awarded according to the procedures established for that purpose by the National Conventions or, in absence thereof, according to the procedures established for that purpose by the National Department.
2. Hereby established are the following awards, which shall be the highest Non-Member and Member Awards of this organization:
 - a. The “AMERICAN WHITE EAGLE DISTINGUISHED AWARD” which shall be restricted to non-members of the POLISH LEGION OF AMERICAN VETERANS, U.S.A.
 - b. The “POLISH LEGION OF AMERICAN VETERANS, U.S.A. AMERICAN EAGLE AWARD” which shall be restricted to regular Active, Active Life Members and Active National Life Member of the P.L.A.V., U.S.A.
3. The foregoing awards shall be described as follows:
 - a. The “AMERICAN WHITE EAGLE DISTINGUISHED AWARD” shall consist of a white eagle, approximately 12” high and mounted on a base. The base shall have a plate approximately 4” square, fastened to it, upon which the P.L.A.V., U.S.A. emblem shall appear along with the recipient’s name and the pertinent details engraved thereon.
 - b. The “POLISH LEGION OF AMERICAN VETERANS, U.S.A. AMERICAN EAGLE AWARD” shall consist of a painted eagle, approximately 12” high and mounted on a base. The base shall have a plate, approximately 4” square, fastened to it, upon which the P.L.A.V., U.S.A. emblem shall appear, along with the recipient’s name and the pertinent details engraved thereon.
4. The foregoing awards shall also consist of a certificate, upon which the circumstances entitling the recipient to such award, as well as the date and location of its presentment shall be inscribed.
 - a. Nominees for the “AMERICAN WHITE EAGLE DISTINGUISHED AWARD” may be nominated by the National Department or a State Department; however Nominating Petitions shall be made by using the prescribed form. Such Petition Forms shall be available from the National Adjutant.
 - b. Nominees for the “POLISH LEGION OF AMERICAN VETERANS, U.S.A. AMERICAN EAGLE AWARD” may be made by the National Department or a State Department; however Nominating Petitions shall be made by using the prescribed form. Such Petition Forms shall be available from the National Adjutant. A processing fee, as established by the National Executive Committee, shall be paid by the sponsoring State Department, and shall accompany the Nominating Petition.

- c. Upon completion of a National Commander's term of office, the "POLISH LEGION OF AMERICAN VETERANS, U.S.A. AMERICAN EAGLE AWARD" shall be presented, to the Commander, for outstanding service on behalf of the Polish Legion of American Veterans, U.S.A. or to the family of a departed Past National Commander. No processing fee shall be required to accompany the Nominating Petition for such award.
5. The Nominating Petition, as specified herein, shall include the name; address, and phone number of the nominee as well as those of the Sponsoring State Department and its State Commander.
6. Nominating Petitions shall be supplemented by a written essay of not less than two-hundred and fifty (250) words, except in the case of the presentation of the POLISH LEGION OF AMERICAN VETERANS, U.S.A. "AMERICAN EAGLE AWARD" to the National Commander or to the family of a departed Past National Commander. The essay shall detail specifically all the facts and circumstances upon which the nomination is based, and shall bear verbiage indicating that the Nominating Petition is being presented with the approval of the membership, present and voting, at a Convention, Special Conventions or a Regular Meeting of the National Department or the Sponsoring State Department.
7. The approved Nominating Petition described herein, shall be forwarded to the National Executive Committee for consideration.
8. Upon favorable approval, by a two-thirds (2/3) majority vote, of the members, present and voting, at a meeting of the National Executive Committee, the Nominating Petition, so approved shall be forwarded to the National Adjutant for processing, in accordance with the following tenets:
9. To ensure that the 4" plates, covered in "a", and "b", of Paragraph 3 above, the Certificates mentioned in Paragraph 4 above and both of the Nominating Petitions remain in the exact text adopted by the 37th National Convention.

THE AMERICAN WHITE EAGLE DISTINGUISHED AWARD

After National Executive Committee approval, such award shall be presented to the recipient, as soon as convenient thereafter, by the National Commander, or by said officer's duly designated Representative. Where, or whenever possible, a suitable presentation ceremony shall be convened at a P.L.A.V., U.S.A. facility.

THE P.L.A.V., U.S.A. AMERICAN EAGLE AWARD

After National Executive Committee approval such award shall be presented to the recipient as soon as convenient. Such presentation shall be carried out by the duly designated Representative of the sponsoring National or State Department. When and wherever possible, a suitable presentation ceremony shall be convened at a P.L.A.V., U.S.A. facility.

SUGGESTED TEXT FOR 4" AWARD PLATES

"THE AMERICAN WHITE EAGLE DISTINGUISHED AWARD"

ORDER OF THE WHITE EAGLE AWARD

FULL NAME

TITLE

IN RECOGNITION OF YOUR LEADERSHIP DEVOTION AND

DISTINGUISHED ROLE FOR IMPROVING THE DELIVERY OF

**BENEFITS AND SERVICES DUE TO OUR NATION'S VETERANS AND
THEIR FAMILIES**

POLISH LEGION OF AMERICAN VETERANS, U.S.A.

DATE

"THE POLISH LEGION OF AMERICAN VETERANS, U.S.A."

AMERICAN EAGLE AWARD

NAME

NATIONAL COMMANDER (YEARS IN OFFICE)

IN APPRECIATION FOR OUTSTANDING SERVICE

ON BEHALF OF THE

POLISH LEGION OF AMERICAN VETERANS, U.S.A.

Polish Legion of
American Veterans
U.S.A.



*Order of The White Eagle
Award*

Is presented to



**POLISH LEGION OF AMERICAN VETERANS, U.S.A.
NATIONAL DEPARTMENT
CHARTERED BY ACT OF CONGRESS**

**NOMINATING PETITIONS FOR
AMERICAN WHITE EAGLE DISTINGUISHED AWARD**

The American White Eagle Distinguished Award as established by the National Convention shall be restricted to Non-Members of the Polish Legion of American Veterans, U.S.A.

Nominees for the American White Eagle Distinguished Award may be nominated by the State or National Departments using this Nominating Petition.

A written essay of at least 250 words providing biographical and employment history of the nominee as well as educational background must be submitted. The essay should detail specifically the facts and circumstances upon which the nomination is being based, and shall bear language specifying that the nomination was presented for approval at a regular meeting of the State or National Department, and was in fact approved by no less than 2/3 vote of the members attending

NOMINEE

Name _____ Telephone _____

Address _____

City-State _____ Zip _____

SPONSOR

Name _____

Approved _____

DATE _____ COMMANDER _____

NATIONAL DEPARTMENT

Received _____
DATE NATIONAL ADJUTANT

Approved _____
DATE NATIONAL ADJUTANT

Presentation _____

Attach written essay to Nominating Petition and send to the National Adjutant for processing

Recorded Number _____

Date _____

**POLISH LEGION OF AMERICAN VETERANS, U.S.A.
NATIONAL DEPARTMENT
CHARTERED BY ACT OF CONGRESS**

**NOMINATING PETITION FOR
POLISH LEGION OF AMERICAN VETERANS, U.S.A.
AMERICAN EAGLE AWARD**

The Polish Legion of American Veterans, U.S.A. American Eagle Award as established by the National Convention shall be restricted to Active Members of the Polish Legion of American Veterans, U.S.A.

Nominees for the Polish Legion of American veterans, U.S.A. American Eagle Award may be nominated by the State or National Departments using this Nominating Petition.

A written essay of at least 250 words providing biographical and employment history of the nominee as well as educational background must be submitted. The essay should detail specifically the facts and circumstances upon which the nomination is being based and shall bear language specifying that the nomination was presented for approval at a regular meeting of the State or National Department., and was in fact approved by no less than 2/3 vote of the members attending.

NOMINEE

Name _____ Telephone _____

Address _____

City-State _____ Zip _____

SPONSOR

Name _____

Approved _____

DATE _____ COMMANDER _____

NATIONAL DEPARTMENT

Received _____
DATE NATIONAL ADJUTANT

Approved _____
DATE NATIONAL ADJUTANT

Presentation _____

Attach written essay to Nominating Petition and send to the National Adjutant for processing

Recorded Number _____

Date _____