



***AMERICAN LEGION AUXILIARY
DEPARTMENT OF NORTH CAROLINA
CODE OF ETHICS***

***2022-2023 COMMITTEE
MARTHA WHITAKER, CHAIRMAN
KAY KIRST AND MARY WARD, MEMBERS
OCTOBER, 2022***

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**CODE OF ETHICS FOR MEMBERS
AMERICAN LEGION AUXILIARY, DEPARTMENT OF
NORTH CAROLINA**

Personal and Professional Integrity

All members, volunteers and staff of the American Legion Auxiliary, Department of North Carolina must act with honesty, integrity, and openness in all communications, business and transactions as representatives of our organization. The American Legion Auxiliary promotes an environment that values fairness and commitment to the organization's founding principles, and demonstrates respect for other.

All members and staff shall conduct their personal and professional lives in a manner themselves befitting the Auxiliary's mission and values. Our actions reflect the creditability and reputation of the American Legion Auxiliary to our communities that we serve.

NOTE: The National ALA strongly recommends that all units adopt a code of conduct that follows the organization's governing documents and conduct themselves accordingly.

The fundamental principles of the code of ethical conduct are dictated by courtesy, good manners and common sense. It is difficult to foresee all possible situations which may arise, but in general, the procedures set forth here should be followed by officers and members of the American Legion Auxiliary, Department of North Carolina and members of all units within the Department.

Recognize and honor those In positions of Leadership.

The Order of Precedence is based on current rank or position

Elected officials rank before appointed officials used for receiving lines, seating, processions, and introduction.

Rules for email etiquette

1. Use a clear, professional subject line

Show your recipient clearly what the email will cover. Many people will decide whether they will open an email depending on the subject line. For someone who gets hundreds of emails a day, a subject line that is to the point makes it easier for them to sort through their inbox and decide what communications to prioritise.

2. Proofread every email you send

Make sure there are no grammatical or professional errors. Have you spelt the recipient's name correctly? Are there spelling errors? Are you using simple sentence structures and correct capitalisation and punctuation? Ignoring these compromises your professionalism and the credibility of your email.

3. Write your email before entering the recipient email address

It is always best practice to write the contents of your email first in case you accidentally send the message too early.

4. Double check you have the correct recipient

There is nothing worse than sending an email to the wrong Jess or a confidential document to the wrong client or company.

5. Ensure you CC all relevant recipients

It is unprofessional to leave out a colleague or client from a relevant email chain. Be mindful of who should be informed about a given matter and respect that.

6. You don't always have to "reply all"

Think about who needs to read your response; no one wants to read an email chain from 20 people that has nothing to do with them.

7. Reply to your emails

Most people at some point have felt swamped by the large number of emails they have to sift through. But replying to an email is good etiquette, especially if the sender is expecting a response. Acknowledging you received the email but will get back to the sender at a later time is a professional alternative to ignoring or avoiding certain emails.

8. Include a signature block

If your recipient doesn't know anything about you, they may be skeptical of the authenticity of your email. It is professional to include your full name, title, your company and your contact number.

9. Use the appropriate level of formality

For instance, begin with "Dear _____", use "please" and "thank you" where necessary, and always end your email with the appropriate phrase, "Kind regards", "Thank you", "Sincerely" and so on.

10. Keep emails brief and to the point

No one wants to read an enormous chunk of text. You can always follow up on the matter later or suggest they give you a call if they have any queries or concerns.

There are steps that all of us can take to prevent others from thinking poorly of the ALA on social media. Before you post, think to yourself:

Will this post offend anyone or make someone think less of me?

Is this something I would say in public to a large group of people?

Are my comments negative or condescending?

Is this the right place for my comment?

Is this picture appropriate? A picture can speak louder than words!

*TEN COMMANDMENTS
For
AMERICAN LEGION AUXILIARY DEPARTMENT OF
NORTH CAROLINA MEMBERS*

THOU SHALL NOT CRITICIZE OTHERS

*THOU SHALL NOT COVET OTHER UNITS WINNING
AWARDS*

THOU SHALL GIVE PRAISE WHEN APPROPRIATE

*THOU SHALL OBEY THE RULES OF PARLIAMENTARY
PROCEDURE*

THOU SHALL UTILIZE THE NATIONAL HANDBOOK

*THOU SHALL TRAIN JUNIOR MEMBERS FOR OUR
FUTURE LEADERS*

*THOU SHALL NOT GIVE PERSONAL OPINIONS FROM
THE PODIUM*

*THOU SHALL RESPECT THE PRESIDING OFFICER
AND THE SPEAKER*

*THOU SHALL NOT SPEAK WITHOUT BEING
RECOGNIZED BY THE CHAIR*

*THOU SHALL WORK TOGETHER TO PROMOTE THE
PROGRAMS STATED IN THE VISION STATEMENT*

- *The beauty of an organization is ORDER,*
- *The blessing of an organization is CONTENTMENT,*
- *The glory of an organization is HOSPITALITY,*
- *The courtesy of an organization is GOOD MANNERS*