



AMERICAN LEGION AUXILIARY

Serving Veterans, Their Families and Communities

District President's Guide

2009

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American Legion Auxiliary

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Acknowledgements: Information contained in this Guide was accumulated from various sources as well as the American Legion Auxiliary Handbook. All this information and forms can be obtained from the Department Website @ www.calegionaux.org or the National Website @ www.legion-aux.org.

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CHAPTER I – Miscellaneous Information

The Emblem We Wear

The emblem of the American Legion Auxiliary is the member's badge of distinction and honor. It stands for God and country and the highest rights of man. It consists of several parts and each part has a meaning.

The rays of the sun that form the background stand for the principles of the American Legion Auxiliary –loyalty, justice, freedom and democracy, dispelling the darkness of violence, strife and evils.

The unbroken circle of blue represents Unity and loyalty.

The field of white exemplifies the hope of freedom.

The star of blue is the emblem of service in war; it is no less the emblem of service in time of peace.

The emblem of the American Legion Auxiliary is the emblem of Americanism. It is a badge of service to community, state and nation, obligating the wearer to ever guard the sanctity of home, country and free institutions.

Wearing of the Auxiliary Pin.

The American Legion Auxiliary pin should always be worn over the heart; this is as necessary as the proper display of the flag.

Refer to the American Legion Auxiliary Unit Handbook for more guidelines for the opening and closing meetings, installation of officers, initiation of members, dedication of memorials, draping of the charter, funeral service, and observance of special days. We believe that the use of a ritualistic service can be very effective as it helps to sustain the members' interest through its creation of beauty and dignity.

Information Governing the Use of the Emblem

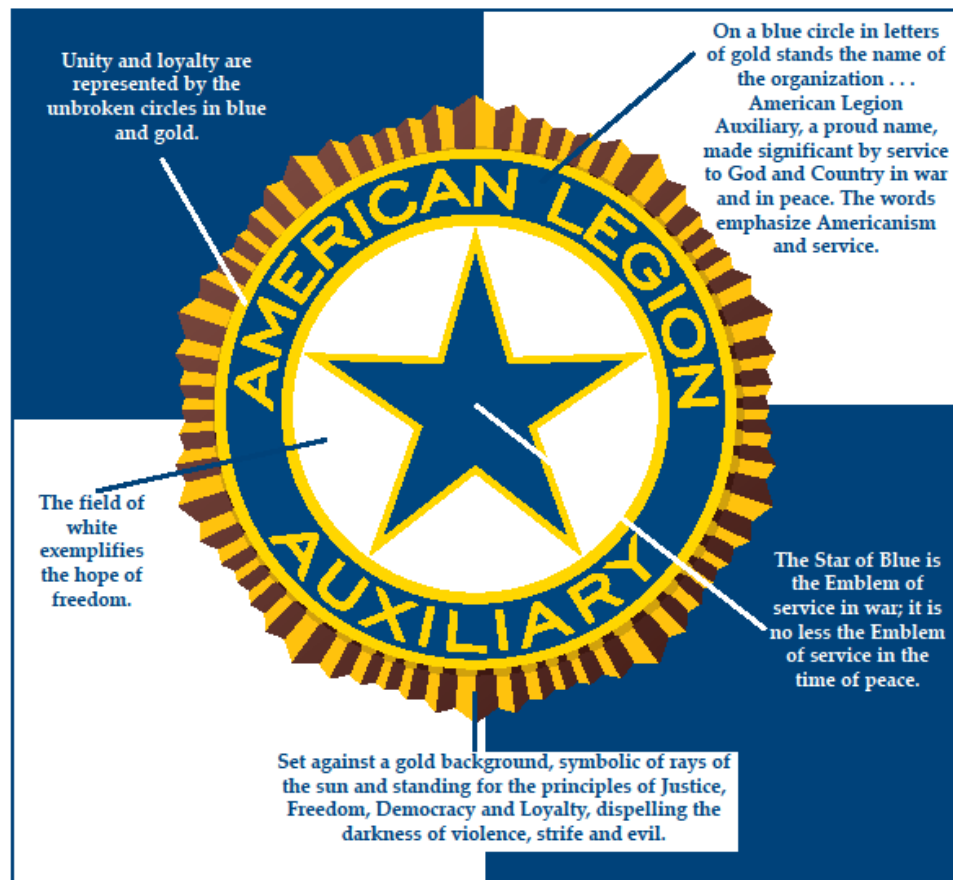
The possession of this emblem in this format does not constitute permission to reproduce it. Permission to reproduce the emblems of The American Legion, the American Legion Auxiliary, and the Sons of the American Legion is confined to those activities listed below.

—The American Legion emblem is fully copyrighted and patented in the name of the National organization. The emblem is also protected by federal legislation which makes it a criminal offense to use, without formal approval of the National organization, the patented insignia of any veterans' group chartered by Congress, one of which is The American Legion.”

The above restrictions apply equally to the emblems of The American Legion, American Legion Auxiliary and the Sons of the American Legion.

The use of the emblem by an individual Auxiliary member is limited to the wearing of the official insignia and to the possession of authorized jewelry of merchandise bearing the insignia. Units are confined to using the emblem or reproduction of the emblem on stationary, Unit publications, notices, posters, or place cards, or matters of similar character used in the ordinary routine and conduct of legitimate Unit business. Departments are similarly limited. Any other use of the name “The American Legion Auxiliary” or the emblem shall be subject to the approval of the National Secretary.

American Legion Auxiliary Emblem



When the American Legion Auxiliary was formed to support the work of The American Legion, one of its first acts was to adopt an Emblem similar to that of the Legion, yet distinctive and true to the work of the Auxiliary. Under this Emblem, the Auxiliary has worked for more than eighty years with the Legion in constructive service to country, America's veterans, children and youth, and community.

California Past Department Presidents

1921	Mrs. Carol Marks *	1921-1922	Mrs. Florence Evans*
1922-1923	Mrs. Eliza London Shepard*	1923-1924	Mrs. Martha Norton*
1924-1925	Mrs. Lily Samuels*	1925-1926	Mrs. Anna Chaplins*
1926-1927	Mrs. Elizabeth Drendell*	1927-1928	Mrs. Ethel M. Hearst*
1928-1929	Mrs. Alyce Gill*	1929-1930	Mrs. Margaret Keading Peppin*
1930-1931	Mrs. Floyd Dunklee*	1931-1932	Mrs. Bernice Keyes Doughton*
1932-1933	Mrs. Walter Good*	1933-1934	Mrs. Milo Alyward*
1934-1935	Mrs. Carrie Baade Willig*	1935-1936	Mrs. Ethel Marsh*
1936-1937	Mrs. Alfred J. Mathebat*	1937-1938	Mrs. Max Ellison*
1938-1939	Mrs. T. Louise Chess*	1940-1941	Mrs. Harry Owens Holt*
1941-1942	Mrs. Joseph Forster*	1942-1943	Mrs. George Cloney*
1943-1944	Mrs. R. Harold Mahan*	1944-1945	Mrs. J. F. Ahern*
1945-1946	Mrs. Fred Heartt*	1946-1947	Mrs. Sidney Brannaman*
1947-1948	Mrs. Arthur B. Hannell*	1948-1949	Mrs. Oscar Nelson*
1949-1950	Mrs. Frank T. Stump*	1950-1951	Mrs. Leslie B. McKinnon*
1951-1952	Mrs. Albert R. Trumbell*	1952-1953	Mrs. Douglas L. Cormack*
1953-1954	Mrs. Leon A. Farrand*	1954-1955	Mrs. Delbert C. Brown*
1955-1956	Mrs. J. Frank Wynkoop*	1956-1957	Mrs. Cathy M. Sehorn*
1957-1958	Mrs. Russell Baker*	1958-1959	Mrs. A. J. Kleinke*
1959-1960	Mrs. O'Neill D. Ganey*	1960-1961	Mrs. August W. Flory*
1961-1962	Mrs. Robert C. Patton*	1962-1963	Mrs. Richard D. (Jean) Brown*
1963-1964	Mrs. Joseph V. Dougherty*	1964-1965	Mrs. Venice Collins*
1965-1966	Mrs. Doyne Keyser*	1966-1967	Mrs. Benedict Comenzind*
1967-1968	Mrs. Fred Keene*	1968-1969	Mrs. Donald L. (Barbara) Carlson
1969-1970	Mrs. James White*	1970-1971	Mrs. Robert (Josie) Melgard
1971-1972	Mrs. Robert (Odette) Cuccaro	1972-1973	Mrs. Marcel (Mildred) Braquet
1973-1974	Mrs. Robert Ewing*	1974-1975	Mrs. Joyce Kelly*
1975-1976	Mrs. Paul (Marjorie) McDonald*	1976-1977	Mrs. Marion Kuhl
1977-1978	Mrs. Kenneth (LaDon) Hardman*	1978-1979	Mrs. Frank (Carmela) Williams*
1979-1980	Mrs. Edward Washington Turner*	1980-1981	Mrs. William (Veronica) Spence
1981-1982	Mrs. Jay Dee (Goldie) Anderson*	1982-1983	Mrs. Maryann Clarey*
1983-1984	Mrs. John (Betty) warren*	1984-1985	Mrs. James (Marge) Shank
1985-1986	Mrs. Larry (Phyllis) Holmberg	1986-1987	Mrs. Richard (Virginia) Gandy
1987-1988	Mrs. Charles (Barbara) Gracely, Jr.*	1988-1989	Mrs. William F. (Jan) Hottinger
1989-1990	Mrs. Larry (Beverly) Sparks	1990-1991	Mrs. Geraldine Jeske*
1991-1992	Mrs. Paul (Betty) Stehouwer*	1992-1993	Mrs. Leo (Wilmena) Burke
1992-1994	Mrs. Harold (Guinn) Monson*	1994-1995	Mrs. Patricia Sweeney
1995-1996	Mrs. Lee (Judy) Lloyd	1996-1997	Mrs. Arthur G. (Ruby) Kapsalis
1997-1998	Mrs. Angel (Margaret) Quinones	1998-1999	Mrs. Lyle (Linda) Workman
1999-2000	Mrs. Diane DeLashmit	2000-2001	Mrs. Sue Hooker
2001-2002	Mrs. Richard T. (Madeline) Lee	2002-2003	Mrs. James (Nancy Brown) Park
2003-2004	Mrs. Herb (Linda) Caples	2004-2005	Mrs. Robert (Melanie) Taylor
2005-2006	Mrs. Thomas (Bonnie) Christner	2006-2007	Mrs. Ralph (Sandy) Jacob
2007-2008	Mrs. Shelby Hitch	2008-2009	Mrs. John (LuAnn) Capazzi
		2009-2010	Mrs. Norma DuVall

*Deceased

Past Department of California Secretary/Treasurers

1921-1926	Mrs. Elizabeth Drendell*	1926-1946	Mrs. Ethel M. Flynn*
Jan-Mar 1946	Mrs. Lary Ahern*	1946-1950	Mrs. Ethel Pontius Clarke*
1950-1959	Mrs. Laura Mahan*	1959-1966	Mrs. Lorena Good*
1966-1969	Mrs. Rae Zraggen*	1969-1976	Mrs. Doyne Keyser*
1976-Jan 1983	Mrs. Claire Sweeney*	1983-1984	Mrs. Evelyn Lavin
1984-1985	Mrs. Jean Brown*	1985-1986	Mrs. Odette Cuccaro
1986-1987	Mrs. Jean Brown*	1987-1989	Mrs. Norma Mansis*
1989-1990	Mrs. Odette Cuccaro	1990-1992	Mrs. Norma Mansis*
1992-1997	Mrs. Carmela Williams*	1997-2004	Mrs. Lou Thompson
2004-2008	Ms. Theresa Jacob	2008-Present	Mrs. Doris Kilkenny

List of Units and Districts, Dept. of California

DISTRICT 1

96 Sequoia
174 Willits
205 Walker Bailey
385 Redwood Empire
415 Hoopa
529 Hopland
544 George A. Thompson

DISTRICT 2

92 Cheula
197 Shasta
369 Willis Hollenbeak
565 Henry Tucker
720 Shasta Dam
746 Glen L Wilson Sr Seawolf

DISTRICT 3

162 Eagle Lake
163 Clifford Harter
204 Thomas Tucker
568 Indian Valley

DISTRICT 4

42 Yuba-Sutter
45 Raisner
95 Oroville
98 Jefferson L. Winn
167 Mount Lassen
210 South Butte
218 Vernon Jewel Danley
259 Paradise
673 Durham
807 Linda

DISTRICT 5

21 Theodore Roosevelt
28 Petaluma
101 Benicia
111 Sotoyome
113 Napa
165 Rago-Christopher
194 Tredway
199 St. Helena
208 Dixon
313 Twin Cities
437 Konocti
550 Mare Island Navy Yard
603 Manuel L. Quezon

DISTRICT 6

77 Yolo
447 North Sacramento
521 Haggin-Grant
604 Magellan
832 Charles Eggen

DISTRICT 7

84 Richard W. Townsend
119 E. L. Dorado
130 Frank Gallino
169 Alyn W. Butler
587 Warren McKeon
795 Stella Van Dyke Johnson

DISTRICT 8

1 San Francisco
347 Greater Mission
510 General Hunter Liggett
911 Next Generation of He

DISTRICT 9

10 Richmond
161 Harding-Noia
202 Roy Frerichs

DISTRICT 10

117 San Leandro
598 Rizal
695 Naval Supply
837 Newark-Washington Townshi

DISTRICT 11

16 Karl Ross
22 Lodi
102 Valley Springs
108 Amador
172 James McDermott
190 Clinton McCausland
249 McFall-Grisham
376 Calaveras
632 Sharpe General Depot
787 Blue Mountain
798 Manuel A. Roxas
803 Ed Stewart

DISTRICT 12

58 Smyth-Bolter
74 Modesto
83 Merced
86 Dos Palos
88 Rex Ish
91 George J. Hatfield
168 Elijah B. Hayes
240 Manuel M. Lopes
491 Ceres
567 Mariposa

DISTRICT 13

99 West Valley Memory
318 Willow Glen
419 Santa Clara
564 Mission City
714 Diosdado M. Franco
791 Mayfair
858 Northside

DISTRICT 14

3 Hanford
11 Madera
12 Selma
100 Lemoore
110 Oakhurst
147 Cecil Cox
191 Kingsburg
346 Firebaugh
355 Westland
509 Fresno Federal
511 State Center
621 Squaw Valley

DISTRICT 15

20 Porterville
26 Bakersfield
94 Exeter
124 Merle Reed
213 Leslie L. Robinson
221 Tehachapi
682 East Bakersfield
743 Charter Oak
831 Tipton

DISTRICT 16

48 Oxnard
49 Santa Barbara
50 Paso Robles
56 Corporal Marshal N. Brade
125 Vandenberg
136 Arroyo Grande
160 Santa Ynez Valley
211 William Bill Proud
220 Templeton
339 Ventura
432 Cambria
482 Walter Ski Gamulski
502 Moorpark
534 Orcutt
686 Oak View
741 Camarillo

DISTRICT 18

13 Pasadena
30 Pomona Charles P. Rowe
75 La Puente
139 Alhambra
180 Canyon City
241 Abraham Lincoln
247 Arcadia
261 E. L. Monte
280 East Pasadena
442 San Gabriel
475 San Dimas
755 Charter Cove
790 West Covina
830 Duarte
888 Chilelli Memorial

DISTRICT 19

134 City Of Paramount
170 Bert S. Crossland
184 South Bay
270 Downey
272 Montebello
314 Hawthorne
341 Leland A. Cupp
352 Gilbert Lindsay
359 Norwalk
411 Rivera
465 Clyde F. Hager
496 Lakewood
560 Houghton Park
723 Hollydale
804 Eugene A Obregon
833 Lincoln Village

DISTRICT 20

276 Eagle Rock
288 Verdugo Hills
311 Antelope Valley
348 Palmdale
377 Sunland-Tujunga
507 Newhall-Saugus
520 Sun Valley
538 Willis A. Rowe
817 Panorama City

DISTRICT 21

24 Frank Luke
53 Harold W. Hyland
79 Riverside
200 Lynn Mort
289 Carl R. Meairs
328 Norco
428 San Geronio Pass
500 Mira Loma
519 Owen Coffman
574 Morrison Memorial
595 Perris
739 Herman Granados
742 Joe Dominguez
763 Ray Worrell
800 Idyllwild
848 San Jacinto
878 Homeland

DISTRICT 22

6 San Diego
146 Oceanside
149 J. B. Clark
255 Larry E. Bennett
258 Alpine
282 La Mesa
310 Dennis T. Williams
365 Alvin Myo Dunn
416 San Dieguito
434 Chula Vista
460 Albert J. Hickman
468 Lincoln Deming
537 City Service
619 Warner Springs
625 Leyte
820 Imperial Beach
853 Borrego Springs

DISTRICT 23

46 Community
188 Inglewood
228 Benj J. Bowie
252 Jackie Robinson
335 South Gate
578 Chappie James
639 Dorie Miller
784 Sammy Davis Jr.

DISTRICT 24

43 Hollywood
283 Palisades

DISTRICT 25
14 San Bernardino
106 Redlands
155 Colton
229 Leo Collins
256 Apple Valley
262 Fontana
299 Chino
324 Richard Arnold Griffith
421 Highland
422 Robert Allen Romo
426 Yucaipa Valley
466 Paul F. Diekmann
497 Bloomington
584 Big Bear Lake
650 Philip Marmolejo
710 Guy Wynton Morris
751 Newberry
772 Steele-Towne Inc.
777 Richard O. Reed
879 High Desert

DISTRICT 26
82 San Mateo
105 Redwood City
238 Pacifica
409 San Bruno
472 East Palo Alto
474 Coastside
585 Lloyd J. Tobey

DISTRICT 27
118 Inyo
265 M. T. Whitney
457 Glacier
476 Harry V. Bailey Sr.
636 Boron
672 Mono Basin
684 John M. Armitage

DISTRICT 28
31 Salinas
81 Gonzales
121 Edward H. Lorensen
512 Carmel
589 Cecil M. Anderson
591 Seaside
593 Prunedale
635 Greenfield
694 Monterey Cypress

DISTRICT 29
72 Anaheim
131 Santa Ana
132 Orange
133 Huntington Beach
222 Laguna Beach
227 Tustin
257 Laguna Hills
267 La Habra
277 Placentia
291 Newport Harbor
295 Cypress
327 Leisure World
354 Buena Park
555 Midway City
716 Los Alamitos
857 Seal Beach

DISTRICT 30
25 Boyce Aten
60 Brawley
135 Calipatria
138 Bradley-Keffer
597 Corregidor
801 Bombay Beach
802 Quecha

Veterans Administration CA Healthcare System

Bakersfield OPC
1801 Westwind Drive
Bakersfield, CA 93301
Phone: 661-632-1800
Fax: 661-632-1888

Barstow Veterans Home
100 E. Veterans Parkway
Barstow, CA 92311
1-800-746-0606

Capitola Clinic
1350 N. 41st St., Suite 102
Capitola, CA 95010-3906
Phone: 831-464-5519

Castle OPC
3605 Hospital Road, Suite D
Atwater, CA 95301-5140
Phone: 209-381-0105

Chico OPC
280 Cohasset Road
Chico, CA 95926
Phone: (800) 382-8387
or (530) 879-5000

Chula Vista Veterans Home
700 East Naples Court
Chula Vista, CA 91911
Phone: 1-888-857-2146

Chula Vista (South Bay)
835 3rd Avenue
Chula Vista, CA 91910
Phone: 619-409-1600

Corona Clinic
800 Magnolia Avenue #101
Corona, CA 92879
Phone: 951-817-8820

Eureka Clinic
714 F Street
Eureka, CA 95501
(707) 442-5335

Fairfield OPC
103 Bodin Circle
Travis Air Force Base
Fairfield, CA 94535
Phone: (800) 382-8387
or (707) 437-1800

Fresno VAMC
2615 East Clinton
Fresno CA 93703-2223

Livermore VAMC
4951 Arroyo Road
Livermore, CA 94550
Phone: 925-373-4700 Or
800-455-0057

Loma Linda - Jerry L Pettis VAMC
11201 Benton Street
Loma Linda, CA 92357
Phone: (909) 825-7084
Toll Free (800) 741-8387

Long Beach VAMC
VA Medical Center
5901 East 7th Street
Long Beach, CA 90822
Phone: (562) 826-8000

Los Angeles Ambulatory Care Center
351 E. Temple Street
Los Angeles, CA 90012
(213)253-2677

Los Angeles Healthcare Center-West
11301 Wilshire Blvd.
Los Angeles, CA 90073
Phone: (310) 478-3711

Mare Island OPC
201 Walnut Avenue
Vallejo, CA 94592
Phone: (800) 382-8387
or (707) 562-8200

Martinez OPC
150 Muir Road
Martinez, CA 94553
Phone: (800) 382-8387
or (925) 372-2000

Martinez(CREC)
150 Muir Road
Martinez, CA 94553
Phone: (800) 382-8387
(925) 370-4704

Mather
VA Northern California
Health Care System
10535 Hospital Way
Mather, CA 95655
Phone: (800) 382-8387

McClellan Dental Clinic
5401 Arnold Avenue
Sacramento, CA 95652
Phone: (800) 382-8387
or (916) 561-7800

McClellan OPC
5342 Dudley Blvd.
Sacramento, CA 95652
Phone: (800) 382-8387
or (916) 561-7400

Menlo Park Division
795 Willow Road
Menlo Park, CA 94025
Phone: 650-614-9997

Mission Valley
8810 Rio San Diego Drive
San Diego, CA 92108
Phone: 619-400-5000

Modesto Clinic
1524 McHenry Avenue
Modesto, CA 95350
Phone: 209-557-6200

Monterey Clinic
3401 Engineer Lane
Seaside, CA 93955
Phone: 831-883-3800

Oakland OPC
2221 Martin Luther King Jr.
Way
Oakland, CA 94612
Phone: (800) 382-8387
or (510) 267-7800

Oakland Mental Health and Substance Abuse Clinic
2505 West 14th Street
Oakland Army Base
Oakland, CA 94626
Phone: (800) 382-8387
or (510) 587-3400

Palm Desert Clinic
41-990 Cook St, Bldg F Ste
1004
Palm Desert, CA 92211
Phone: 760-341-5570

Palo Alto VAMC
3801 Miranda Avenue
Palo Alto, CA 94304-1290
Phone: 650-493-5000 Or 800-
455-0057
Fax: 650-852-3228

Redding OPC
351 Hartnell Avenue
Redding, CA 96002
Phone: (800) 382-8387
or (530) 226-7555

Reno (VASNHCS)
1000 Locust Street
Reno, NV 89502
Phone: (775) 786-7200

Sacramento Mental Health Clinic
10535 Hospital Way
Building 649
Sacramento, CA 95655
Phone: (800) 382-8387
or (916) 366-5420

Sacramento VA Medical Center
10535 Hospital Way
Sacramento, CA 95655
Phone: (800) 382-8387
or (916) 843-7000

San Bruno OPC
1001 Sneath Lane
Suite 300
San Bruno, CA 94066
(650) 615-6000

San Diego Medical Center
3350 La Jolla Village Dr.
San Diego, CA 92161
Phone: (858) 552-8585
Toll Free: 1-800-331-8387

San Diego WAVE
4525 Mission Gorge Place
San Diego CA 92120

San Francisco VAMC
4150 Clement Street
San Francisco, CA 94121
Phone: (415) 221-4810
Toll-free: (877) 487-2838

San Francisco Downtown Clinic
401 3rd Street
(at Harrison)
San Francisco, CA 94107
(415) 551-7300

San Jose Clinic
80 Great Oaks Boulevard
San Jose, CA 95119
Phone: (408) 363-3000

Santa Barbara CBOC

4440 Calle Real,
Santa Barbara, CA 93110
Phone: 805-683-1491

Santa Rosa OPC

3315 Chanate Road
Santa Rosa, CA 95404
(707) 570-3800

Sun City Clinic

28125 Bradley Road, Suite 130
Sun City, CA 92586
Phone: 951-672-1931

Sonora Clinic

19747 Greenley Road
Sonora, CA 95370
Phone: (209) 588-2600

South Valley OPC

1050 N. Cherry Street
Tulare, CA 93274
Phone: 559-684-8703

Stockton Clinic

7777 South Freedom Drive
French Camp, CA 95231
Phone: (209) 946-3400

Ukiah OPC

630 Kings Court
Ukiah, CA 95482
(707) 468-7700

Yountville California Veterans

Home

180 California Drive
P.O. Box 1200
Yountville, CA 94599

CHAPTER II - District

District Officers

The success of the District depends to a large degree upon the efficient and businesslike administration of all of its activities. Each District officer and committee chairman shares in this responsibility. Each should familiarize herself with the duties of her office and fulfill such obligation to the best of her ability.

Duties of the District President

The District President must be an able and qualified leader, for she represents the Auxiliary in her community, and its success or failure depends largely upon her. She should act in a supervisory capacity, be familiar with the duties of all officers and committee chairmen and encourage and inspire them in their work. It is the responsibility of the President to see that all officers are supplied with all available information and material from Department and National Headquarters for efficient promotion of their various activities.

As District President, you serve on the Department Executive Committee and are given an annual allowance to help offset your expenses you will incur as District President. The amount you receive will not cover all your expenses but will help defray your costs. If your allowance is less than \$100, the Department Office will send one check shortly after the Department Convention at the beginning of the year with an Expense/Income Sheet. If it is more than \$100, you will receive 2 payments with an Expense/Income Sheet. One at the beginning of the year and balance in January after you fill out and return the Income/Expense Sheet, with receipts, to the Department Office. If you receive two payments, the second half of your allowance will not be given to you until the Income/Expense Sheet is returned with receipts. This expense sheet must be filled out showing how the funds were spent, receipts attached verifying expenditures and returned to the Department Office. **It doesn't matter how much money you receive or if you only get one payment, the Expense/Income Sheet must be filled out, receipts provided and returned to the Department Office for all Department monies received.**

Finance Code under Allowances/Expenses states:

#1: Specific instructions shall be given by the Chairman to Department Officers, Chairmen, and District Presidents regarding the use of Department funds.

#3: Allowances for District Presidents shall be determined by the Finance Committee. District Presidents shall file expense sheets semi-annually indicating they are complying with the provisions and are fulfilling the duties of their office as defined in the Department Bylaws, Article I, Section 10. The Department Office shall forward the first allowance soon after convention and upon receipt of the first expense sheet, shall forward the second allowance. Final estimated accounting shall be forwarded to the Department Office sixty (60) days prior to convention. (2001)

#5: All expenditures shall be supported by vouchers, original bills or a signed and itemized statement for officers, chairmen, and District Presidents.

The District President has many duties. She should preside at all meetings of the District and the District Executive Committee; require strict adherence to the Constitution and Bylaws, and rules and regulations established by the National and Department Convention, National and Department Executive Committees and the District itself; appoint members of standing

committees and create such other committees as are necessary; appoint all non-elected officers, and perform all duties which are assigned to her office.

Conducting a District Meeting

The manner in which a District meeting is conducted has a great bearing on its success or failure. Unless a meeting is well planned, intelligently conducted, and subjects are presented and discussed interestingly, members cannot be expected to be faithful in attendance. Routine business should be transacted in an efficient manner, yet the opportunity should be presented for active participation of members in the program.

It is most important that District elections and all District business be conducted in accordance with District Bylaws, the current edition of “Roberts Rules of Order, Newly Revised,” and Department and National Constitution and Bylaws. All District Presidents must remember to be impartial while presiding and not participate in discussion. The majority vote rules, but the minority has the right to be heard.

Committee members and officers may transact detailed business and should only bring important matters before the District for decision. Special monthly activities should be stressed, and District and Department officers as well as local speakers should be asked to add interest to the programs. Variety should be introduced in music and entertainment.

The President as Presiding Officer

- Calls the meeting to order at the designated time and, if a quorum is present, proceeds with necessary business.
- Preserves order throughout the meeting.
- Follows the accepted order of business.
- Refers to herself as “the Chair.”
- Decides parliamentary questions. The President states the motion clearly after it has been seconded and before allowing discussion.
- Takes no part in any discussion while presiding; refrains from expressing a personal opinion on questions before the house; avoids all personal bias when giving information to the organization.
- Calls upon the Vice President to preside if she wishes to speak on a motion or leave the chair. Remains out of chair until the vote on the pending motion is taken.
- May vote according to local Bylaws.
- Recognizes a member who has not spoken previously on the question in preference to one who has spoken.

Suggested Order of Business

While this suggested order of business for District meetings includes items that will not be used at every meeting throughout the year, this may be of some assistance to presidents of new Units

and to others who are not entirely familiar with the business to be transacted. The order should be modified to fit the circumstances of the particular occasion.

1. Call to Order
2. Advancement of Colors (optional) Salute to the colors if colors are not advanced
3. Prayer
4. Pledge of Allegiance to Flag
5. National Anthem or other patriotic song
6. Preamble to the Constitution of the American Legion Auxiliary
7. Roll call of officers
8. Reading and approval of minutes of previous meeting
9. Treasurer's Financial Report
10. Initiation of candidates (quarterly, biannually, or annually, as is the Unit custom)
11. Reports of:
 - President
 - Secretary
 - District Officers
 - Executive Committee
 - Membership Committee
 - Standing Committees
 - Americanism
 - Auxiliary Emergency Fund
 - Children & Youth
 - Community Service
 - Constitution and Bylaws
 - Education
 - Girls State
 - Junior Activities
 - Leadership
 - Legislative
 - Membership
 - Past Presidents
 - Poppy
 - Public Relations
 - Veterans Affairs and Rehabilitation
 - Special Committees
12. Reading of communications, including those from National, Department and District officers
13. Unfinished business
14. New business
15. Election and installation of officers
16. Announcements
17. Program - educational and entertaining (optional)
18. Adjournment of business meeting
19. Closing prayer
20. Retirement of Colors (optional)

The American flag and the banner of the American Legion Auxiliary in miniature and in a small stand should not be used for the advancement or retirement of colors, as the stand of colors was not intended to be used for this purpose.

District President's Official Visit to Units

As District President you are required to make an official visit to each of the Units in your District. The following suggestions will help you prepare for those visits:

- Prepare a basic speech addressing the programs, particularly the major programs that you will use for every Unit.
- Include information on across-the-board donations to Department listed in the Convention Book of Reports (Americanism, Children and Youth, Education, Poppy Seals, Past Presidents Parley, Veterans Affairs and Rehabilitation and Gift Shop and Patient Remembrance for hospitalized veterans.)
 - If Unit funds are limited encourage them to donate more to the programs on the Department level that are spending more than they take in, i.e., VA&R, Patient Remembrance and Gift Shop and Education.
- Add any special projects that you, the Department or National may be promoting
- Prepare your speech for that new member in the audience. If she understands it, everyone will understand it.
- Include information on Department fundraisers for selling Department President's pins and Department President's Club. Keep in mind there may be members who don't know why they make donations to the Department. Explain what their donations support and that all of these programs are dependent upon donations to keep them available and without donations, they'd have to be discontinued.
- Talk to them about promotional items of the major programs.
- Prior to your visit, check out the Unit's membership standing and donations to Department. If they are doing well, tell them. If they are not, encourage them and tell them what they need to do. Add notes or temporary stickers to your prepared speech to remind you of anything you want to address that's not already in your prepared speech. Check with the Unit President to see if there is any particular subject she'd like you to address during your visit.
- On occasion, you may be asked to obligate or initiate new members. Refer to the Auxiliary Manual of Ceremonies. If you can read the small print you can use the book...if not, suggest you type on cards. The Unit President should inform you before you get there that she want you to do a ceremony, but it wouldn't hurt to have your cards with you just in case they didn't tell you. ***Make it your business to know what is***

happening in the Units within your District. Inspire, encourage, motivate and acknowledge. Have a positive attitude...leave negative thoughts at home.

Department President's Official Visit to District

- The Department President makes an official visit to every District to find out how they are doing, meet the members and provide up-to-date information on the many programs sponsored by the Auxiliary. Don't set aside the business aspect of your District meeting for her visit... she wants to hear the reports. This is a golden opportunity for you to show off your officers and chairmen and the wonderful job they are doing...take advantage of it and she will enjoy hearing the reports.
- Make arrangements with your Distinguished Guest Chairman to meet you when you arrive at the meeting if she is not already with you so that she can take the Department President and introduce her to the members while you are getting ready for your meeting.
- If a gift or corsage is to be presented, pin it on her prior to the meeting and arrange for the bill to be submitted at another meeting, not when the guest is present.
- If there are guests present who are members of the Auxiliary, and it is customary for your District to escort, following is the correct group order, the lowest ranking group first.
 - District Chairmen
 - District Officers (not including the District President)
 - Past Department Presidents
 - Hospital Representatives and Poppy Production Managers
 - Current Department Chairmen
 - District Presidents
 - Current Department Officers
 - Current National Officers or Chairmen
 - National Executive Committeewoman
 - Department President
 - National President
- When there are two or more guests in any of the above groups, the Distinguished Guest Chairman escorts the Chairman or Senior member of the group, and asks the other members of the group to follow right behind her.
- The Department President is always the most Distinguished Guest during her visit and takes precedence over any other dignitary, regardless of title.
- The Department President is always escorted alone. The assembly arises when she is escorted.
- The Sgt-at-Arms and Marshall walk in front, followed by the Distinguished Guest Chairman and Distinguished Guest.
- Upon reaching the Presiding Officer's station, the Sgt-At-Arms and Marshal step aside and wait while the Distinguished Guest Chairman presents the guests to the Presiding Officer. The Presiding Officer shakes the hand of each guest as presented, and seats them before any other guests are presented. After the complete group has been presented and seated,

the Sgt-At-Arms and Marshall about-face and, followed by the Distinguished Guest Chairman, return to the rear of the room.

- The Presiding Officer does not present any guest to the assembly until all guests have been escorted and seated.
- The Presiding Officer is always at the center of the head table. At a business meeting, the Parliamentarian should always be seated to the right of the District President during the business part of the meeting. The Department President is to be seated immediately to the right of the Parliamentarian.
- Introduce one not known to the assembly; present one who is already known to the group. Introduction or presentation of honored or distinguished guest should be gracious but short. The higher the office, the shorter the introduction.
- When you introduce or present guests of honor, and they are simply to rise and bow, you introduce the highest ranking guest first and go down the list. (see enclosed sample list). If your guests are each to say a few words of greeting or congratulation, then start with the lowest rank and go up the list, thus the last expression comes from the top ranking officer or guest.
- When introducing or presenting a speaker, be sure you have the name and title correct. Identify the speaker, give qualifications through a brief history or biography then turn to the Department President and repeat her name only. (This is her cue to rise.) You lead the applause, and then are seated.
- National, Department or District Officers and Chairmen are always introduced or presented when they are visiting a meeting. (see attached list for correct order for introducing).
- When Department Officers or Chairmen are present at their own Unit or District meetings, they should be escorted at the first meeting after election or appointment and upon the occasion of official visits of other Department Officers or Chairmen, special meetings, installations or when there are distinguished outside guests. At all other times they take their place in the audience as a member. They should, however, be introduced from their places in the audience. When visiting other than their own Unit, District, etc., they should be escorted.
- If she brings a companion, be sure he/she is introduced to the assembly.
- If possible, have a container of water and glass available on the head table.
- When she concludes, you rise and thank her. If a gift is to be presented, do it at this time. If she has to leave, have her escorted from the meeting to her transportation.
- If newspaper or newsletter publicity appears following her appearance, or if photos or informal pictures are taken during the meeting, it is a nice gesture to send these photos to her.
- A letter of appreciation or informal note from the District President to the Department President is a must.

District Protocol -Advancement of Officers

All Past Department Presidents precede the current Officers. The Department President, if present, is always last in line. The National Executive Committeewoman precedes the Department President.

Advancement of Guests

The Distinguished Guest Chairman should meet the guest at the door of the meeting room. The guest is then escorted down the aisle on the Chairman's right upon receiving a signal from the chair. The guest should have been notified in writing as to whether the meeting is formal or informal, the time and place of the meeting, amount of time allocated for her speech, and whether or not she is to respond to the introduction.

Seating of Guests

The guest of honor is always seated at the right of the presiding officer; the second most important guest is placed at left of the presiding officer.

Outside Speakers

As a matter of courtesy, when outside speakers are engaged, they should be given a check for expenses as agreed upon immediately after they leave the platform. A podium should always be provided for outside speakers.

Installation of Officers

District officers should be installed immediately following their election or as soon thereafter as possible. While installations of officers are desirable, they are not mandatory. An officer takes possession of her office immediately upon her election unless the bylaws or other rules specify a later time.

Federal Compliance and Tax Laws

Even non-profits without employees are required to obtain a Federal Employee Identification Number (EIN), also referred to as a Federal ID number. Available from the IRS, the number is used to identify the organization when tax documents are filed. Form SS-4, Application for Employer Identification Number, is provided to each newly chartered Unit, with the request that the number be furnished to National Headquarters as soon as it is issued by the IRS. National Headquarters is required to supply to the IRS the complete mailing address and employer identification number (EIN) of each newly chartered Unit. The IRS further requires that the list of Unit EIN's be updated annually. National fulfills this requirement based upon the EIN's provided by Units to their Department Headquarters. If a Unit files a tax return annually, their EIN should not change. However, Units that fail to meet the annual filing requirement may lose their originally assigned EIN and will be required to apply to the IRS for a new number. Units must file Form 990 or 990EZ if their annual gross receipts are greater than \$25,000. Beginning in 2008, the IRS requires small tax-exempt organizations to file an annual electronic notice. The form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not required To File Form 990 or 990-EZ, is required of tax-exempt organizations whose annual gross receipts are \$25,000 or less. The Pension Protection Act requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. Organizations that do not file the notice will lose their tax-exempt status as of the filing due date of the third year. All organizations that file Form 990 (including 990EZ, 990-N, and 990T) are required by law to make the form available for public inspection upon request during regular business hours and at the organization's principal office or at a reasonable location if there is no office.

Internal Revenue Service Filing Mandates

- **Internal Revenue Service Filing Mandate.** In 2008 fiscal year the Internal Revenue Service (IRS) began requiring small charities, many of which previously were not required to file tax returns, to submit an annual electronic notice. **This is a mandate for every Unit.**
 - The Form 990-N, entitled the *Electronic Notice for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ (and also known as the e-Postcard)* is required of charities whose annual gross receipts are \$25,000 or less.
 - The first e-postcard was due in 2008 for tax year ending on or after December 31, 2007.
 - The e-Postcard is due every year by the 15th day of the fifth month after the close of your tax year. Our tax year is from July to June so e-postcard should be filed no later than November 15 of each year. Information you need to file
 - Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN)
 - Tax year
 - Legal name and mailing address
 - Any other names the organization uses
 - Name and address of a principal officer
 - Web site address if the organization has one
 - Confirmation that the organization's annual gross receipts are normally \$25,000 or less
 - If applicable, a statement that the organization has terminated or is terminating (going out of business).

How to File

- Hold your Ctrl button down and click on <http://epostcard.form990.org> and it will take you directly to the IRS Website to file or you can “control click” on links on the following page. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through their trusted partner, Urban Institute. **THE FORM MUST BE COMPLETED AND FILED ELECTRONICALLY. THERE IS NO PAPER FORM SO YOU CAN'T MAIL. FAILURE TO FILE THIS FORM FOR 3 STRAIGHT YEARS IN A ROW COULD PUT YOUR 501(C)3 STATUS IN JEOPARDY.**
- **STEP 1** Register as a New User. You must register and obtain a login ID. Your login ID will be emailed to you at the email address you provided.
- **STEP 2** Once you have a login ID, you can access the system and create your e-Postcard.

- STEP 3 Submit your Form 990-N (e-Postcard)

Privacy Protection for Unit Members

Officers and members of the American Legion Auxiliary are forbidden by National Convention resolution to distribute the names and addresses of any Units or members of the Auxiliary, except in carrying out the duties of their offices. This action was taken at the Fourth National Convention in St. Paul, Minnesota, September 15-19, 1924. The resolution adopted by the National Convention reads: —That the Executive Committee recommended that no officer or individual of local, Department or National Organization shall circularize the Units or membership of the American Legion Auxiliary outside her immediate jurisdiction, and no committee chairman shall circularize all or any portion of the Units or membership of the American Legion Auxiliary for donations to special funds, or relative to any phase of activity without the consent of the National Executive Committee. When such authority is given, all funds and accounting shall be through the National Treasurer of the American Legion Auxiliary.”

Legal Opinions/Rulings

A Counsel General has been provided to rule on all legal questions. The Counsel General is not, however, an officer of the Auxiliary, and his relationship to the National Officers is obviously in an advisory capacity. Therefore, all requests for information from and rulings by the Counsel General must come through the Department Secretary or Department President to the National Secretary, and thence referred to the Counsel General for his decision. Requests for such information and any rulings received shall be made out in triplicate form. The applicant should retain one copy, one copy should be kept in the Department office and one copy should be forwarded to the National Secretary.

Relationship Between District and Department

The District is an integral part of the Department and close contact must be maintained at all times between the District and Department Headquarters. Immediately following the election or appointment of a District officer or committee chairman, her name should be reported to Department Headquarters so that she may receive information and guidance in her work from the corresponding Department officer or chairman. Reports of activities should be made as requested by the Department.

Supplies and Promotional Material

For information and prices of supplies available, Units may contact Department Headquarters, National Headquarters or American Legion Emblem Sales.

American Legion Auxiliary
 Department of California
 401 Van Ness Ave., Room 113
 San Francisco, CA 94102-4586
 (415) 861-5092 FAX (415)
 861-8365
calegionaux@calegionaux.org
 Web Site: www.calegionaux.org

American Legion Auxiliary
 National Headquarters
 8945 N. Meridian St.
 Indianapolis IN 46260
 317-569-4500
 317-569-4502
www.legion-aux.org

American Legion Emblem Sales
 P.O. Box 1050
 Indianapolis, IN 46206-1050
 1-888-453-4466
 Order on line at
www.emblem.legion.org.

Do not combine Emblem Sales orders (or payment) with orders for supplies furnished through American Legion Auxiliary National Headquarters. These are two separate entities housed in different locations.

MEMBER DISCOUNTS & SERVICES

Moving Real Estate & Mortgage Discounts



North American Van Lines

Call 1-800-524-5533
NAVLmoving@comcast.net

ALLIED Van Lines

Call 1-800-871-8864
AlliedMoving@verizon.net

Real Estate Services

Receive professional counseling, cash rewards and connect with a qualified local real estate agent.

1-800-593-2526
legion-aux.myhomebenefits.com

Mortgage Services

Members receive personal mortgage guidance, great rates and reduced fees.

1-800-593-2526
legion-aux.myhomebenefits.com



New Discounts & Services

ROS

Retire on Spending

Up to 20% CASH BACK every time you shop online, compliments of the American Legion Auxiliary and *Retire on Spending, Inc.* You'll receive a personal Web site that contains your very own private shopping mall. No payment information is required because it's absolutely "free"! To activate your web site and online shopping membership go to: www.retireonspending.com/ALA and select "Join Free".



Funeral/Final Expense Insurance

All Auxiliary members receive a complimentary enrollment in the nationally recognized *Tribute Direct* Funeral Emergency Plan (FEP). The FEP empowers people by giving them someone to call at the worst time of their life.

Members can upgrade their complimentary Funeral Emergency Plan to the Funeral Protection Plan for a one-time fee of \$29.95. The Funeral Protection Plan is an online planning tool that gives you peace of mind. Call Tribute Direct today at 1-866-878-3581

FINANCIAL



Bank of America

Members have the opportunity to use a variety of financial products, including our Auxiliary Platinum Plus Visa credit card. Each time you use your card, for a purchase, Bank of America contributes a portion to the American Legion Auxiliary.

1-866-438-6262
www.bankofamerica.com



HomeFront and National News

Your dues include a subscription to *HomeFront* magazine and *National News*, publications for and about our members.



AMERICAN LEGION AUXILIARY

Serving our men, our families and their communities

ALA Member Discounts and Services



8945 N Meridian St.
Indianapolis IN 46260

Phone: 317-569-4500
Fax: 317-569-4502
Email: alaho@legion-aux.org

VISIT OUR WEBSITE:

[http://www.legion-aux.org/
Membership/
Discounts_Benefits/index.aspx](http://www.legion-aux.org/Membership/Discounts_Benefits/index.aspx)

Procedure Books

- It is very important that you start a procedure book immediately. Each officer and chairman should compile her own book to reflect what was done in her year. Remember that a procedure book given to you is a guideline and should be used for reference only, not added to or altered. Following are some guidelines for starting your procedure book. Any sort of binder may be used. Since a procedure book is basically a file, it is very helpful to use dividers. Suggested contents:
- Agenda
- Roster - District Officers, Chairmen, District Presidents and District Program Chairmen
- Budget - Copy of District budget. Especially applies to Americanism, Girls State, Past President's Parley, Public Relation, VA&R, Chaplain and Historian, but all chairmen should include it.
- Bulletins - Copies of your articles or bulletins you send to Units.
- Calendar of Events
- Correspondence (Pertinent)
- Code - A copy of the Department Code.
- District Constitution/Bylaws & Standing Rules - A current copy of the District Constitution/Bylaws and Standing Rules as approved for the current year.
- Dept. Info - Include your program plans of work and bulletins you receive from your Department Chairman, as well as program and miscellaneous information from the Department Office.
- Convention/DEC/Workshop Information
- Copies of District Minutes
- Basic Protocol
- Reports (District) - Copies of the reports you give at district meetings. Remember to give a copy to the Secretary to be attached to the minutes and copies to the Historian and President so they will have them to write the district history and president's year-end report.
- End-of-Year Annual Report Forms. Reports (Annual) - copy of your completed district annual report form and supplemental reports along with winning District reports and supplemental reports that are forwarded to Department for competition.
- Miscellaneous - this is where you would file any pertinent information you feel will be helpful to the next chairman.
- Department Bylaws, Article 1, Sections 9 - 14 in their entirety Re Duties of District Presidents
- Department Bylaws, Article II Duties and Powers of Department Executive Committee
- As District President, you are a member of the Department Executive Committee and should familiarize yourself with your duties as a member
 - Attend Pre-Convention Executive Committee Meeting at convention.
 - Attend Post Executive Committee following convention
 - DEC has general supervision over the affairs of the Department and all Department committees in the interim of annual meetings without power to modify action of previous Department Convention

- Referendum vote
- Vacancies in elected Dept. Officer positions are made by the DEC within 30 days of such vacancies.
- Dept Bylaws, Article V- Authorizing mileage to/from called meetings

Article XII District Organization

- **Section 1.** The officers of the Districts shall be President, First Vice President, Second Vice President, Junior Past President, Secretary/Treasurer, Historian, Chaplain, Sergeant-at-Arms, and such other officers as the President or the District may deem necessary. The District Secretary/Treasurer may be elected or be appointed by the District President. (Note: The office of Secretary/Treasurer may be divided. No person shall hold more than one District office at the same time.)
- **Section 2.** The District President and Vice Presidents shall be elected annually, not earlier than forty-five (45) days nor later than fifteen (15) days prior to the opening of the following Department Convention.

A. District Preconvention Caucus may be held at time of Legion Caucus

- If the District of The American Legion shall invite the District to hold a joint preconvention caucus session, the District may accept the invitation if the election of delegates within the District has been completed and all other preconvention requirements are met.
- **Section 3.** Voting in preconvention District caucus shall be by regularly elected delegates to Department Convention or alternates, serving as delegates, to the forthcoming Department Convention, Department Officers, District Presidents, Past Department Presidents, Department Chairmen, Members of the Department Finance Committee, Girls State Director, Junior Conference Director, and Hospital Representatives in good standing in their respective Districts.

A. Payment of Convention Delegates Registration Fee Registration fee covering full voting strength of the Unit must be paid prior to the District preconvention caucus.

Section 4. Each District shall hold no fewer than two (2) nor more than twelve (12) meetings per year, including the preconvention caucus.

A. When District Bylaws provide for a delegated District body, the District voting delegation shall be all District Officers, District Chairmen, and such others as the District Bylaws have accorded voice and vote. All Department Officers, Past Department Presidents, Department Chairmen, Members of the Department Finance Committee, Girls State Director, Junior Conference Director, and Hospital Representatives in good standing in their own Units shall be voting members of said District.

B. District Members Entitled to Vote Unless Otherwise Provided in Bylaws. Unless District Bylaws provide for a delegated District body as in (A), all members of District present in District meetings shall be entitled to voice and vote, except in pre-convention caucus.

C. District pre-convention caucus shall nominate and elect a delegate and/or alternate for National Convention, or by vote of the District delegates by caucus assembled at Department Convention.

Section 5. A quorum shall exist at District meetings when one-third (1/3) of the Districts in good standing are wholly or partially represented.

Section 6. The District shall be financed by a District per capita tax not less than two cents (2¢) or more than fifty cents (50¢). This fund to be used for courtesies and operating expenses of the District. (2006)

A. Said per capita tax shall be based on Unit membership forty-five (45) days prior to the opening of the Department Convention. This tax shall be due September 1st, and delinquent February 1st, providing written notice has been mailed to the Unit prior to delinquency date.

B. Units chartered after close of membership books shall pay District per capita tax on charter membership roll.

C. Noncompliance with this rule shall forfeit the right of the Unit so delinquent, of their pre-convention caucus and convention representation.

Section 7. Each District shall have Bylaws to cover the needs of the District, so long as they do not conflict with the Department or National Constitution and Bylaws or rulings. Districts may have standing rules to cover situations not covered by the bylaws, providing they do not conflict with the Department or National Constitution and Bylaws or rulings. District Bylaws and amendments before becoming effective must be approved by the Department Constitution and Bylaws Chairman, and signed by the Department President. District shall submit two (2) complete copies of bylaws and four (4) signature pages or four (4) copies of proposed amendment bearing dates of first and second reading and signature of District President and District Constitution and Bylaws Chairman with proper spacing allowed for date and signatures of Department Constitution and Bylaws Chairman and Department President. Department Chairman will keep one copy for her file, send one (1) copy to Department Office file and return two (2) signature pages to District to be attached to District President's file and to District Constitution and Bylaws file. (2003)

Section 8. The Department of California, American Legion Auxiliary, shall automatically conform to the redistricting plans of The American Legion as to Districts. Refer to the Department Constitution, Article XI. Refer to Article XIII for District Organization.

OTHER RESOURCES - Refer to your District Constitution/Bylaws and Standing Rules,

Guidelines for Completing District Model Bylaws

The following guidelines are provided to assist you and the Department Constitution & Bylaws Chairman. The check-off items will save you time in returns and may answer questions that arise and may delay the approval of your Bylaws. The Department format follows the National Outline and supersedes all previous copies. The revised date at the bottom of pages indicates the all mandated changes are current. It is suggested that spaces be filled by using a typewriter (if possible) since space is limited. This model meets the majority of District needs. If you have additional requirements, it is suggested that some of the additions would be better served in your Standing Rules. If not, then use those sections that apply and add your special requirements.

- **Art I.** No need to write the number of your District (example *Fifty-Two*). The numerical number will suffice.
- **Art III Sec 3.** Fill in the amount. If you use the statement “not to exceed” and place the amount in your Standing Rules, make sure it is so stated and that the Districts receive a copy of the District Standing Rules. As of 1998-99, you cannot exceed \$.50 per member, as of close of books. Your District does have the option, however, of assessing each Unit an extra amount in accordance with their membership standings. (Example, 50 members or less \$10; 51 to 100 members \$12.50; etc.) This must be approved by your District membership.
- **Art IV Sec 1.** Executive Committeewomen is optional. If your District does not have an Executive Board, you do not need Executive Committeewomen — just cross out. The same holds true if you do not have a Musician — cross out. The total of your list of officers must add up to the same total which includes your elective and appointive officers. Most Districts have a total of 11 listed officers. If you do have an Executive Committee, it is counted as one office regardless of how many members are placed on that committee.
- **Art IV Sec 2.** Here list all your elective officers. (President, Vice President, etc.)
- **Art IV Sec 3.** List all your appointive officers. No need to list the Junior Past; she is automatic. Don't forget to determine your Executive Committee, if you have one.
- **Art IV.** On the outline of all duties of officers, if you do not have a Marshal or Musician, just place a *NA* at the margin. If you add other officers, you must list the duties in this section. You have to be consistent.
- **Art V Sec 1.** Fill in the number of meetings your District has during the year. Caucus meeting(s) may be placed in the Standing Rules as to the time and designated meeting. Some meet prior to convention, as well as at convention.
- **Art V Sec 3.** Fill in the number of meetings an officer can miss before being replaced. It doesn't make sense if your District only meets four times a year and you replace an officer after she is absent for 3 consecutive meetings. Why bother?
- **Art VI Sec 4.** Applies if you do have an Executive Board. Be realistic. \$5 or \$10 is not sufficient in the event of an emergency.

AMERICAN LEGION AUXILIARY

Department of California



MODEL BYLAWS

ARTICLE I – NAME

The name of this organization shall be District ____ of the American Legion Auxiliary, Department of California.

ARTICLE II – OBJECT

Section 1. The American Legion Auxiliary is a civilian organization of women.

Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of the partisan principles nor for the promotion of the candidacy of any person seeking public office or any appointive remunerative office.

ARTICLE III – MEMBERSHIP

Section 1. Membership in the American Legion Auxiliary shall be limited to the mothers, wives, daughters, sisters, grandmothers, granddaughters, and great-granddaughters of members of the American legion and to the mothers, wives, daughters, sisters, grandmothers, granddaughters, and great-granddaughters of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the government of the United States; all dates inclusive; or who, being citizens of the United States at the time of their entry herein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible to membership in The American Legion.

Section 2. There shall be two classes of membership - Senior and Junior.

- a. Senior membership shall be composed of members over the age of eighteen years; provided, however, that a wife under the age of eighteen years who is eligible under Section I of this article shall be classed as a Senior member.
- b. Junior membership shall consist of that group under the age of eighteen years whose activities shall be supervised by the senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.

Section 3. District per capita \$ _____ to be paid following the first District Meeting after Department Convention.

Section 4. Discipline of the officers or members of this District shall be as defined by Department Constitution and Bylaws.

ARTICLE IV – OFFICERS

Section 1. The officers of this District shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, (the office of Secretary-Treasurer may be combined) Historian, Chaplain, Musician, Sergeant-at-Arms, Marshal, Parliamentarian, Junior Past President , and (optional) (#) Executive Committeewomen.

Section 2. The elective officers shall be: President, First Vice President, Second Vice President, and (optional) (#) Executive Committeewomen and shall be elected annually not earlier than forty-five (45) days nor later than fifteen (15) days prior to the opening of the following Department Convention.

- a. No member shall hold more than one elective office.
- b. Any member in good standing in this District who is present at the nomination or election meeting, or who has given her written consent, is eligible to seek office.
- c. Election shall be by ballot. A majority vote shall elect. When there is but one candidate for office the ballot may be dispensed with and the nominee elected viva voce.
- d. Voting at Pre-convention caucus shall only be by regularly elected Delegates or Alternates to forthcoming Department convention, including Department Officers, District President, Past Department Presidents, Department Chairmen, members of Department Finance Committee, Girls State Director and Medical Center Representatives in good standing.
- e. Any vacancy in an elective office, except those otherwise provided for in these bylaws, shall be filled by election at a regular meeting without unreasonable delay. Advance notice of election shall be provided to the membership.

Section 3. The appointive officers shall be: (list) (Optional and if not elected) (#) Executive Committeewomen and includes the Junior Past President (no need to list - she is automatic).

Section 4. Officers shall be installed prior to September 1st and shall take office immediately following Department Convention.

Section 5. The President shall preside at all District meetings. She shall have general supervision of the duties of all officers and chairmen and be responsible for the transaction of the District business in accordance with the District Bylaws. She shall be ex-officio member of all committees and shall perform such other duties as are usually incident to the office.

She shall appoint the non-elective officers that are required to carry out the District ritual and all chairmen of standing committees. She will create such other committees and appoint members thereon as she deems advisable.

- a. She shall sign the District Bylaws and amendments after the second reading and approval by the District.

Section 6. The **First Vice President** shall assist the President, and in the absence of the President, she shall be the presiding officer. In case of death or resignation of the President, the First Vice President becomes President for the unexpired term. She shall assume such other duties as may be assigned to her by the President.

Section 7. The **Second Vice President** shall hold herself in readiness to assume the duties of the First Vice President whenever, for any cause, the First Vice President or the President cannot act.

Section 8. The **Secretary** shall keep a record of all the proceedings of meetings of the District and Executive Board meetings. She shall read the minutes of the previous meeting and recommendations of the Executive Board, and make such corrections as may be ordered. She shall furnish all officers and committees with papers referred to them. She shall keep a list of all officers and committees and maintain a file of the National, Department and District Constitution and Bylaws and Standing Rules. She shall have charge of all records and papers of the District except those that are assigned to others.

- a. At the expiration of her term of office, she shall turn all reports and papers over to her successor.

Section 9. The **Treasurer** shall be custodian of all District funds. She shall keep an itemized account of all receipts and expenditures. She shall sign with the President all orders on the treasury that are authorized by the District. It shall be her responsibility to see that these funds are exclusively used for the welfare of veterans and their families and that no expense other than Veterans Affairs and Rehabilitation, Children and Youth, and Education shall be drawn from the Welfare Fund.

- a. She shall pay out District funds only on order of the District.
- b. She shall make report upon the call of the President.
- c. She shall have her accounts ready to turn over to the Auditing Committee at the time designated by these Bylaws. The office of Treasurer shall be bonded, said bond to be paid by the District annually, payable July 1st for the ensuing fiscal year.

Section 10. The **Historian** shall keep a complete history of the District. She shall make an annual report to the District of the progress during the current year and perform such other duties as may be assigned by the District President.

Section 11. The **Chaplain** shall offer prayer at the opening and closing of each business meeting of the District and perform other duties as assigned by the District President.

Section 12. The **Musician** shall furnish appropriate music at District meetings and shall foster the proper rendition of our National Anthem.

Section 13. The **Sergeant-at-Arms** shall be responsible for order at all District meetings, for the advancement and retirement of colors and for the proper care of all District materials. She shall perform such other duties as assigned by the District President.

Section 14. The **Marshal** shall assist the Sergeant-at-Arms and in the absence of the Sergeant-at-Arms, she shall be prepared to assume her duties.

Section 15. It shall be the duty of the **Parliamentarian** to advise the presiding officer on points of parliamentary law and also to give similar advice to the District upon request. She shall have a copy of District Bylaws, Standing Rules and a District copy of *Roberts Rules of Order Newly Revised*.

Section 16. **Executive Committee** shall serve as advisors to the District between meetings and assist in making decisions at the call of the President.

ARTICLE V – MEETINGS

Section 1. Regular meetings of this District shall be held _____ times throughout the year unless otherwise voted by the District. Districts shall be notified of any changes in meeting place at least three days prior to the date of meeting.

Section 2. The order of business shall be as prescribed by the Manual of Ceremonies.

Section 3. Any elective officer who shall be absent from three consecutive meetings without valid excuse shall be given one week's written notice of her delinquency, and unless good and sufficient reasons be given, her office shall be declared vacant and the District shall elect a new officer.

Section 4. Special meetings of the District shall be called by the President or written request of five members.

Section 5. The notices for all special meetings shall state the business to be considered and no other business may be transacted.

Section 6. In the event it becomes necessary to postpone or cancel a meeting, it may be done by vote of the membership at a previous meeting. All Districts shall be notified of the change.

Section 7. A quorum for a District meeting shall be 1/3 of the Districts in good standing that are represented.

ARTICLE VI - EXECUTIVE BOARD

Section 1. There shall be an Executive Board which shall consist of the elected and appointed officers, and the Jr. Past District President.

Section 2. Regular meeting of Executive Board shall be called by the President.

Section 3. Special Executive Board meetings may be called by order of the President or on written request of at least three members of the Executive Board.

Section 4. The Executive Board shall have authority to act in cases of emergency and when it is impracticable to procure a meeting of the District. They shall not incur bills, or authorize expending funds

totaling more than \$ _____ without a vote of the District. They shall consider matters affecting the District and make recommendations thereto. All actions of these meetings shall be reported to the District at its next regular meeting for approval.

Section 5. A vacancy existing in the Executive Board from any cause other than the expiration of a term shall be filled in accordance with these District Bylaws. This person shall hold office for the unexpired term of the member she succeeds.

Section 6. One-third of the members of the Executive Board shall constitute a quorum.

Section 7. Permanent records (membership, minutes, and finance reports) shall not be destroyed. Routine records of District shall be held for three (3) years before being destroyed by the Executive Board.

ARTICLE VII – COMMITTEES

Section 1. This District shall have such Standing Committees and activities as are required by the Department, and such other committees as the President of the District may deem necessary.

- a. The President shall appoint an Auditing Committee of three members to serve during her term of office. This Committee shall audit, or cause to be audited, the books of the District Treasurer annually. Audits may be conducted throughout the Auxiliary year, but all books must be audited prior to the installation of officers-elect.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Section 1. This District shall be governed by *Roberts Rules of Order NEWLY REVISED* on all points not covered by these Bylaws.

ARTICLE IX – AMENDMENTS

Section 1. These Bylaws may be amended at any District meeting by a two-thirds affirmative vote of the members present and voting provided that the proposed amendments shall have been read to the District at the meeting prior to taking action.

Section 2. These Bylaws shall automatically be amended to conform to any changes made in the National or Department Constitution and Bylaws and Model District Bylaws where applicable.

Section 3. District Bylaws and amendments before becoming effective must be approved by the Department Constitution and Bylaws Chairman, and signed by the Department President. District shall submit two (2) complete copies of bylaws and four (4) signature pages or four (4)

copies of proposed amendment bearing dates of first and second reading and signature of District President and District Constitution and Bylaws Chairman with proper spacing allowed for date and signatures of Department Constitution and Bylaws Chairman and Department President. Department Chairman will keep one copy for her file, send one (1) copy to Department Office file and return two (2) signature pages to District to be attached to District President's file and to District Constitution and Bylaws file.

ARTICLE X – DISSOLUTION

Section 1. Dissolution shall be as prescribed by the Department and National Constitution and Bylaws.

SIGNATURE PAGE

District shall submit two (2) complete copies of bylaws and four (4) signature pages or four (4) copies of proposed amendment bearing dates of first and second reading and signature of District President and District Constitution and Bylaws Chairman with proper spacing allowed for date and signatures of Department Constitution and Bylaws Chairman and Department President. Department Chairman will keep one copy for her file, send one (1) copy to Department Office file and return two (2) signature pages to District to be attached to District President's file and to District Constitution and Bylaws file.

Check the one which applies to these Bylaws:

- New amendment(s) to Bylaws
- Rewritten Bylaws to conform to mandates
- Rewriting Bylaws which are ten years old (Date is when signed by Department)

DISTRICT NO. _____

First reading: Date _____
Second reading/adoption: Date _____

ATTESTED TO: _____
District Constitution & Bylaws Chairman Date

District President Date

APPROVED BY: _____
Department Constitution & Bylaws Chairman Date

Department President Date

Name, Address and phone number of member to contact and/or return signed Bylaws:

Name: _____

Address: _____

City, Zip: _____

Phone (include area code) _____

Email, if available: _____

**American Legion Auxiliary
Department of California**

Amendment(s) to Bylaws

Send five (5) copies with original signatures to: Department Constitution and Bylaws Chairman

UNIT NAME _____ UNIT # _____ DISTRICT # _____

ARTICLE _____ SECTION _____ Amended to read:

ARTICLE _____ SECTION _____ Amended to read:

First Reading: _____ Second reading and adoption: _____

ATTESTED TO: _____

District Constitution & Bylaws Chairman Date

District President Date

APPROVED BY: _____

Department Constitution & Bylaws Chairman Date

Department President Date

Name, address and phone number of District Member to contact and/or return signed Amendment to Bylaws.

Name: _____

Address: _____

City, State & Zip: _____

Phone (include Area Code): _____

E-Mail, if available: _____

Monthly Mailings from Department

The last or first week of the month, Department mails by regular mail or e-mails a packet of information that contains pertinent information that needs to be shared with members at Unit and District meetings. This information is distributed to Department Officers and Chairmen, all Units, District Presidents, Past Department Presidents, Department Officers and Chairmen receive the monthly mailings from Department in one of two ways through regular mail or from the Department Web Site. To cut costs, this year the Department Office is emailing the monthly packets to those who signed up to receive it electronically or by regular mail. Additionally, the packets are posted on the Department web site. A donation of \$25 is requested from those Units that want to receive hard copies through regular mail.

The bulletins from the Department Officers and Chairmen are sent to the respective District Chairmen. In the past, only one person from each Unit received this packet but now with the electronic mailing anyone can receive it by providing their email address to the Department Office or go to the web site to access the information. To receive the packet electronically, contact the Department Office or email your request to calegionaux.org. The electronic mailing not only cuts down on the costs but increases the distribution and awareness of the information to a lot more members and to the general public.

If a Unit or District is not receiving the monthly packet, ask the following questions:

1. Are you sure you have sent the correct mailing or email address to the Department? Check the Certification of Unit Officers form.
2. Is the person who receives the mail still living at the same address that was sent to the Department Office?

If the answer to yes to these questions, then the Unit or District President should contact the Department Office and ask the staff to check on the address they have on file.

The District President receives the same packet the Units receive. If the information is critical and the Unit reports they did not receive the packet, the District President should make a copy of the required form(s) and transmit to the Unit as soon as possible. She should also remind the Unit to contact the Department.

Updates

Keep the Department Office informed. When there is a change in a chairman's address or there is a replacement, contact the Department in writing. State the old information and give the new information. You can either do this via email or regular mail.

The District Chairmen information is used for many mailings and for the end-of-year reporting. In the case of reporting, changes must be made by DEC otherwise, there is no guarantee that the new information will be included on the back of the report form.

Department and National Web Sites

- The Department Web Site www.calegionaux.org/ has a lot of valuable information on all programs sponsored by The American Legion Auxiliary. In addition most of the forms you need can be filled out and printed directly from the web site. If you don't have a computer or know how to use a computer, suggest you go to your local Library and use theirs or ask a friend who has a computer to show you the site.
- The National Web Site address is: www.legion-aux.org

CHAPTER III - General Information – Dept. of California

Once you sign your application for membership in the American Legion Auxiliary, you will be voted on and you will be a member of a **UNIT**.

UNIT:

1. You will be obligated
2. Later in your first year, you will join other new members in an Initiation Ceremony
3. A **UNIT** is made up of various numbers of women and juniors
 - a. Senior members are 18 or over (or are married teens)
 - b. Junior members are under 18
 - c. Tiny Tots are birth to age 5
4. Your Unit consists of Officers by election or appointment and is under the guidance of the District.
5. A Unit can't survive without the member's interest, attendance at meetings and other functions. Take an active part and be involved. Volunteer to assist with a Committee to begin with if you aren't comfortable chairing a committee. Speak up and share your ideas. Chairmanships will come later when you are familiar with the programs.
6. Try to attend at least one meeting each month, but be involved.

DISTRICT:

1. Your Unit is part of a **DISTRICT**
2. The District is comprised of all Units
3. The officers of the District are elected as stated in District Bylaws (Usually just the President and two Vice Presidents are elected and all other officers are appointed by the President-elect).
4. At the District meeting (called **CAUCUS**) in June, the officers to serve for the following year are elected and there are two names proposed as candidate for Delegate and Alternate to National Convention.
5. **Unit** Chairmen prepare year-end reports that **MUST** be sent to the District Chairman in order for the District programs to be counted. In turn the District files year-end reports to the Department.
6. **DISTRICT** meetings are a combination of sharing information and the distribution of plans and bulletins to make the organization function in a businesslike manner.

DEPARTMENT

1. **DEPARTMENT** is the state in which you are a member. This is the **DEPARTMENT OF CALIFORNIA** with headquarters office in San Francisco, 401 Van Ness Ave., Room #113.
2. The Department of California is comprised of 29 Districts. The Officers of the Department are elected at convention in June.
3. The Executive Committee of this Department is made up of Department Officers, the 29 District Presidents, the Past Department Presidents and the Hospital Representatives. They are called to a meeting in January for mid-year reports and candidates for June election are presented. The Executive Meeting is called prior to the opening of convention and all of the above are requested to be present to vote on recommendations.
4. As a paid-up-member of this Department you will receive a paper called the **AUXILIARY NEWS**. The cost of this paper is part of the dues you pay into your Unit. If you do not receive it after a few months of membership, ask your Unit Secretary to check on it.
5. If you move, it is up to you to contact your Unit Secretary for the necessary changes to be made.
6. Your membership card number is the same each year – this number will be issued when you pay your dues and will show up on your card for ensuing years. Any communication with the Department concerning your name or address **MUST** show this number.
7. Any supplies that you wish to order from the Department Office can be filled through your Unit, or you can add \$3.00 mailing cost and order directly showing your **UNIT NAME, AND DISTRICT NUMBER** as well as the mailing address where you wish the material mailed.

NATIONAL

1. National is comprised of the 58 Departments (all states and possessions). The **DEPARTMENTS** are divided into groups known as Divisions. California is in the **WESTERN DIVISION** with Alaska, Arizona, Oregon, Washington, Idaho, Nevada, Utah, Hawaii, and New Mexico. Each Division has an elected National Divisional Vice President. This Vice President is elected at a Divisional Caucus during National Convention.
2. The **DISTRICT** chairman reports to the **DEPARTMENT** Chairman. The **DEPARTMENT** Chairman compiles her report and the summary and sends it to the **WESTERN DIVISION** Chairman. The **WESTERN DIVISION** Chairman compiles her report and it goes to the National Chairman for the report to the delegates at National Convention.
3. **NATIONAL CONVENTION** is held at various cities during the end of August each year. Any member may attend. Delegates to National Convention and Alternates elected at the state convention are the voting body for the convention. All members are welcome at all meetings of the National organization.
4. You will receive a **NATIONAL NEWS MAGAZINE** 4 times each year. This is included in your annual membership dues.

REMEMBER: You are a part of the largest women's organization in the world, and this patriotic service organization is formed to protect the aims and purposes of The American Legion. As a member in a Unit, you are to pledge to cooperate with your Post, first, but the Post can't dictate policy or procedures to any Unit.

YOU ARE A UNIT MEMBER, IN A DISTRICT, THAT IS PART OF A DEPARTMENT, AND IT WORKS TOGETHER TO MAKE THE NATIONAL ORGANIZATION.
CONGRATULATIONS AND WELCOME!

CHAPTER IV - Convention/DEC/Workshops

1. You may or may not want to keep items concerning the Department Convention, Department Executive Committee Meeting and Workshops separate from correspondence for ready reference and ease in finding. Whatever is easiest for you is the way to go.
2. There are normally three Department Workshops scheduled annually. The Workshops are open to everyone. Members and guests are encouraged to attend to find out about upcoming promotional items and information on all programs sponsored by the American Legion Auxiliary.
3. Your Unit or District may also hold a Workshop of some sort. Particularly, training sessions for new members assuming a leadership role by chairing a program or elected to serve as an officer.
4. In January, the Department will hold its Department Executive Committee (DEC) Meeting, commonly called Interim Board or Mid-Year Meeting. This meeting and dates fluctuate dependent upon selection of dates and place by the Department President. Again, this meeting is open to everyone and members and guests are encouraged to attend. (additional information enclosed)
5. Annually, the Department American Legion and American Legion Auxiliary Department Convention is held the last full weekend in June. The Convention is held in the North and moves to the South the following year or vice versa. Units elect Delegates and Alternates to represent them at this Convention. The number of Delegates/Alternates elected is based upon membership (1 for every 50 members plus 2 for Unit Charter). Delegates are seated in accordance to District and Alternates and Guests are assigned a specific area where they are seated. This meeting is open to everyone. (additional information enclosed)
6. ***THE MORE EXPOSURE YOU HAVE ATTENDING OTHER UNIT, DISTRICT, DEPARTMENT AND NATIONAL MEETINGS WILL ENABLE YOU TO INCREASE YOUR KNOWLEDGE AND ENABLE YOU TO GUIDE YOUR DISTRICT WITH CONFIDENCE AND SUCCESS.***

Department Executive Committee (DEC)

This meeting is also referred to as Interim Board, Mid-Year Meeting and DEC and is held in January. The dates are set nearly a year in advance. Many times, outside activities conflict, but as the dates are pre-determined, they can't be changed.

Who is Required to Attend

All Department Officers, Chairmen, District Presidents and certain members of the official family are ~~called~~ to this meeting. They are given mileage from the general fund for being present. Any member may attend at her own expense and is invited to purchase tickets to the Saturday evening dinner.

What Happens

Each District President and her Vice President/Membership chairman attend a ~~payoff~~ affair on Friday evening. It is a social highlight of the weekend and gives the status report of each District in membership.

Friday is the day for the Hospital Representatives to make their report to the Veterans Affairs and Rehabilitation (VA&R) Chairman.

During the Saturday morning session, each District President gives a report on the status of Units in her District. She reports on Units in trouble, Units giving up their Charter and NEW Units. The Department Chairmen give status reports on the first six months of the year, and report what they expect to achieve for the balance of the year. Any special awards are announced here.

Candidates for elective office are announced and introduced. No speeches are given and no nominations at this meeting.

The Western Division National Vice President generally makes her official visit to California at this time and is the honored guest during this weekend meeting.

Preparing for DEC

The Department Secretary/Treasurer will send a letter reminding you to report on the Units in your District. Are you planning on making a motion to place a Unit on probation, remove from probation, surrender or revoke a Unit Charter. Give your reasons.

Have you sent any Department President's pin money to Department? Please do not send pins at this time. Remember, the pins are a fundraiser for the Department and selling every pin is your goal.

All of your Units should have made their Fidelity Bond payment and ordered their poppies by this time. You will be sent a note from the Department Secretary concerning these items. If the Units are missing these requirements, please contact them immediately.

Did you send your travel expense form to Department? It is required for you to receive your travel reimbursement at DEC. You must also answer the roll call each day of sessions to receive your check. The finance Committee will disburse the checks on Sunday morning following roll call. If you have an emergency, you must notify the Department President. Let her know you will be absent from the session and tell her who will be answering for your District in your absence.

At DEC and prior to Close of Books, the Department Office will send each District President a copy of Donations made by the Units prior to DEC Meeting in January and again in April with the page that will appear in the Convention Book of Reports

- You need to ensure **all information** that appears on the page is correct
 - District #
 - District Name
 - District Goals
 - District Membership
 - Delegates - Delegate strength is based upon a District' membership at Department Close of Books in May. As membership increases and decreases, pay close attention to this. A District is authorized 2 delegates/alternates for its charter and 1 for every 75 members.
- Donations to: What we call, –Across the Board Donations” or the donations that are listed in the Convention Book of Reports.
 - Americanism, Children & Youth, Education/Poppy Seals, Past Presidents Parley, Gift Shop/Patient Remembrance, Veterans Affairs & Rehabilitation and totals.
- All this information will be printed in the Convention Book of Reports that every Delegate will receive at convention and you need to make sure it is correct. Units get very upset if they make a donation and it doesn't appear and is why the Department Office goes through the work and expense to send this report to you as District President, to verify before it gets printed. ***IF YOU DON'T TAKE THE TIME TO DO THIS, IF IT IS INCORRECT....YOU ONLY HAVE YOURSELF TO BLAME, NOT THE DEPARTMENT OFFICE.***

The Department Membership Chairman will invite you and your District Membership Chairman to join her for the Membership Payoff on Friday evening. The Department President may invite you to attend a breakfast on Sunday or other day of her choice.



AMERICAN LEGION AUXILIARY
Department of California
 401 Van Ness Avenue, Room 113
 San Francisco, California 94102-4586

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 (415) 861-8365 FAX
calegionaux@calegionaux.org
www.calegionaux.org

**Travel Expense Sheet for
 Those Called to the Mid Year Department Executive Meeting**

This form is to be used as a reimbursement request for those called to Convention:
 Department Officers (President, Vice President, Secretary/Treasurer, Chaplain, Historian, Parliamentarian, Sergeant-at-Arms, Marshal, Musician), Past National President, District Presidents, Chairmen of Department Committees (Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Convention Commission, Editor, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, Music, Past Presidents Parley, Poppy, Public Relations, Veterans Affairs and Rehabilitation), Members of the Department Finance Committee, Girls State Director, Junior Conference Director, Hospital Representatives, Appointed Chairmen (Advisory Committee, Distinguished Guest, Resolutions, Elections, Rules, Credentials, Cavalcade of Memories, UD&R, Ways and Means), and Special Appointees (Two Personal Pages).

**To ensure that your check will be available at convention,
 return by _____**

Trip/Event: _____ **Date:** _____

Name: _____

Auxiliary Title: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

All mileage expenses will be calculated in the Department Office
 using Microsoft Streets & Trips.

 Signature

 Unit Number

 District Number

For Office Use Only	
_____ Miles x 2 = _____ x \$.25 = _____	
Date	
Account	
Check #	
Authorized By	

Department Convention

AS AN ELECTED DELEGATE OR ALTERNATE – representing your District, you have several opportunities to be a working and voting member of the Department Convention.

1. **REGISTRATION** (you must register with your District when you arrive to get proper identification). Your Unit pays the Delegate and Alternate fees.

2. Material you receive at registration will give you the location of all the committee meetings and the time. Read the material in your packet.

3. **APPOINTED TO SERVE ON A CONVENTION COMMITTEE** by the District President, your duties are as follows:

- a. Find the location of the meeting **AND BE ON TIME**
- b. Sit in the chair designated for your **DISTRICT**
- c. Roll call of districts – you respond by your District number
- d. If citations are presented for a person in your District, you are the representative and will accept the award or citation.
- e. All awards are given to your District President and it is her responsibility to see that they get back to your next District meeting and are listed for the record before presentation at your District meeting.
- f. Personal awards are also given to the District President.

The same procedure is used for all committee meetings.

4. **THURSDAY MORNING – YOUR DAY BEGINS VERY EARLY:**

- a. District Presidents, 1st Vice Presidents, Department Officers and Chairmen will attend the Pre-Convention Board meeting.

b. District Presidents should have checked in with the Department Secretary when they arrived, but if not, they need to be sure to get it at the Board meeting.

c. Check packet for special instructions, dinners, lunches, etc.

d. **OPENING SESSION** will be held after noon – be sure to know the correct time and place (corsages for District President, Department Officers and Chairmen are the responsibility of Units or individuals. They can be fresh or artificial.

e. You may sit where you choose unless an area is marked off.

(1) Flag ceremony is the most impressive part of the opening (most members wear a dress for this session)

(2) **MEMORIAL SERVICE** is held at the close. Every District should have someone dressed in white for this service if the District Chaplain can't serve. (Read instructions)

5. **THURSDAY EVENING – RECEPTION FOR THE CANDIDATES**

a. Candidates for Department office are greeted at this affair. It is usually held in the hotel where the official family is staying. It is open to everyone.

b. You walk through the line, greet the candidates and have your punch and cookies. These people will be nominated during the regular session on Friday and election on Saturday morning. It is not necessary to stay long after you greet the candidates.

General Sessions

a. Each Delegate or Alternate serving in place of a Delegate will be seated in the section assigned to the District for each of the business sessions. The place in the hall is determined by the membership standing of the District at close of books. The District President will pass roll call sheet in the AM / PM to be sure that only registered persons that can vote are in the delegation (there is a designated area for seating of Alternates and visitors nearby).

b. If you must leave the hall – be sure the District President knows you are going and when you expect to return, or if another person is replacing you. If you do not plan to return, your District Alternate should fill your place. For restroom, smoking, personal – be sure someone knows. **YOUR PLACE SHOULD BE FILLED AT ALL TIMES** while the convention is in session.

7. **FRIDAY SESSIONS** – Reports begin

- a. Changes in Bylaws will be given first reading
- b. Candidates for election will be nominated
- c. Past Presidents luncheon or breakfast held on this day

8. **FRIDAY NIGHT** – check your schedule – there could be a parade, also when is District Caucus?

9. **DISTRICT CAUCUS AT CONVENTION**

a. Most Districts caucus some time after the Convention Committee Meetings to discuss issues coming before the convention.

b. Information concerning pending business, candidates, etc.

10. IF A NOTE COMES TO THE DELEGATION for a representative of your District to accept an award – be prepared to go to the side of the stage as directed at the time the Chairman gives her report.

11. A COMMITTEE IS CALLED OUT OF CONVENTION FOR A SPECIAL MEETING

a. If you served on that committee, you will go to where the meeting is being held and will still have the vote of your District during the decision making on the issue at hand.

b. Report any special changes on items coming to the floor to your District President so she can advise your District.

12. SATURDAY A.M. – REPORTS CONTINUE/ELECTION OF OFFICERS

a. Bring note pads, good book, candy, etc. Be ready to sit and wait for a long time before the vote. Make sure that only DELEGATES or ALTERNATES serving as Delegates are in the delegation. Only people who will be voting will be in the delegation!

SATURDAY P.M.

After lunch, all should return to the delegation for afternoon session. VOTE WILL BE ON THE BUDGET and the report of the election will be read. Reports continue.

13. SUNDAY MORNING

a. Session opens early and should be brief. District President and Vice Presidents elect will come dressed and ready for the INSTALLATION OF OFFICERS at the close of the session.

b. Corsages for the District President and the Vice Presidents and any Department Officers to be installed are the responsibility of the District the officer comes from.

c. **NEW DISTRICT PRESIDENT** – will be prepared to stay after the close of installation for a meeting with the NEW DEPARTMENT PRESIDENT. The vice Presidents can also sit in on this meeting for information. The NEW PRESIDENT OF THE DISTRICT should have all of her personal business taken care of before she comes to the meeting on Sunday morning.

14. SUNDAY – CONVENTION CLOSES AND THE NEW OFFICERS ARE INSTALLED

15. DEPARTMENT POST CONVENTION EXECUTIVE BOARD MEETING – NEW DISTRICT PRESIDENT IS NOW THE VOTE FOR YOUR DISTRICT.

a. The new 1st Vice President should attend for information, but has no vote at this meeting.

b. The new Department President will tell her plans, announce important dates to the District and the appointment of her chairmen.

c. The Secretary/Treasurer is elected at this meeting.

d. The material received at this meeting must be read as soon as is possible, forms filled out and returned and any information that is requested must be provided immediately.

e. As the New President of the District you are in full charge at this time. Plans for an installation of officers in your District where all of your new officers are installed for your year.

INFORMATION: As a delegate serving this convention, your District President will ask that you bring back a report from certain chairmanships. Take your own notes. If you have served on a Committee for the Convention, you should prepare to make a report to your District on what happened and any resolutions and Code changes. Make a copy for the Secretary. (If your District gives you funds as a Delegate, they may require you to make a report to the District.)

How to Read The Book of Statistics

Turn to the page showing your District number. ~~“THERE BEFORE YOU”~~ is the record of **all donations made direct to Department by your District**. Your paid membership, your delegates, everything that concerns your District and your District.

Also shown are the delegates allowed for each District, who has a vote in their ~~“own right”~~ (by name) and the total votes for your District.

Preparing for Convention

The Department Secretary will send a letter reminding you to report on the Units in your District. Are you planning on making a motion to place on probation, remove from probation, surrender or revoke a Unit Charter? Give your reasons.

At DEC and prior to Close of Books, the Department Office will send each District President a copy of Donations made by the Districts prior to DEC Meeting in January and again in April with the page that will appear in the Convention Book of Reports

- You need to ensure **all information** that appears on the page is correct
 - District #
 - District Name
 - District Goals
 - District Membership
 - Delegates - Delegate strength is based upon a District’ membership at Department Close of Books in May. As membership increases and decreases, pay close attention to this. A Unit is authorized 2 delegates/alternates for its charter and 1 for every 75 members.
- Donations to: What we call, ~~“Across the Board Donations”~~ or the donations that are listed in the Convention Book of Reports.
 - Americanism, Children & Youth, Education/Poppy Seals, Past Presidents Parley, Gift Shop/Patient Remembrance, Veterans Affairs & Rehabilitation and totals.
- All this information will be printed in the Convention Book of Reports that every Delegate will receive at convention and you need to make sure it is correct. Units get very upset if they make a donation and it doesn’t appear and is why the Department Office goes through the work and expense to send this report to you as District President, to verify before it gets printed. ***IF YOU DON’T TAKE THE TIME TO DO THIS, IF***

IT IS INCORRECT....YOU ONLY HAVE YOURSELF TO BLAME, NOT THE DEPARTMENT OFFICE.

How are your pin sales coming. Before convention, all pins and money should be transmitted to the Department Office.

Did you communicate with all your Units about the donations made to date? Are the membership statistics being reported by the Department Office correct? If any Unit questions statistics, it should contact the Department Office immediately once the books are closed, it will not be possible to make changes for the Convention Book of Reports.

Did you send a list of the Units attaining 100% membership by March 31 and filing the Unit Activity Report with you to the Department Office? Remember that these Units must show participation in the six major programs. Did you send the best Unit supplemental report to the Department Vice President? These items are due by June 1.

For convention, have you held your District caucus meeting? Are delegates and alternates to National Convention elected? Have you assigned committee members to attend the convention Committee meetings? Do you have your page? Are you sending the District Colors and do you have bearers lined up? Does your District know when and where you want to caucus with them during convention? Make sure to forward all forms to Department office immediately following the caucus meeting. The information is vital for the Department Secretary/Treasurer to prepare for convention.

Did you send your travel expense form to Department? It is required for you to receive your travel reimbursement at convention. You must also answer the roll call each day of sessions to receive your check. The Finance Committee will disburse the checks on Sunday morning following roll call. If you have an emergency, you must notify the Department President. Let her know you will be absent from the session and tell her who will be answering for your District in your absence.

Have you notified the incoming District President that she is invited to be your guest at the DEC breakfast the Thursday morning of convention? Do the incoming president and vice presidents know about installation on Sunday morning and the Post-Convention Meeting?

Do you remember the protocols of convention – seating within the District delegation, all District Presidents are escorted during the Opening Ceremony on Thursday, your Unit or District should make sure you have a corsage for opening ceremonies. Your personal page is to sit on the aisle in the first row of your delegation's assigned area. You should have a chair (or two) next to her. Your 1st Vice President sits next to you. Have you arranged for a sign-in sheet for your delegation? This is particularly important if delegates are reimbursed for attending the convention. More importantly, you need to know what Units are represented in your delegation at all times in case of a roll call vote.

National Convention

IF YOU have been elected to serve your **DEPARTMENT** as a Delegate or as an Alternate to **NATIONAL CONVENTION**, do you know what to do?

1. Each Delegate and Alternate **MUST REGISTER** with the Department Secretary upon arrival at the Convention City. Know ahead of time what hotel (it is usually the Department American Legion Headquarters). She will post the registration hours in the hotel lobby.
2. You will pick up any tickets you have ordered at this time.
3. Credentials are in your packet. You **MUST** carry your Delegate card and your badge with you to all sessions. If you are an Alternate, a special section is reserved for you. Visitors are welcome to all of the sessions including committee meetings. Be sure the Department President knows where you are in case she needs to “move you up” into the Delegation when a Delegate is missing.
4. Committee meetings are about the same as the Department Convention and are held prior to opening of convention, generally Saturday morning. If you are appointed to a convention committee, you will sit in the chair marked for **CALIFORNIA**, sign roll call, and vote for your State.
5. **CALIFORNIA CAUCUS** – is set by the Department President at a time after the committee meetings. Here all committee representatives report on the pending changes in rules, Bylaws, and announce awards received in committee for California. Visitors may attend this meeting if there is enough room.
6. **WESTERN DIVISION CAUCUS** – held to elect the next years Divisional National Vice President. This office is rotated through the states in this Division. **ALL CALIFORNIA DELEGATES, ALTERNATES and VISITORS** are encouraged to attend this meeting. There is a head count and it is nice for the state to have all of its representatives in the room. Try to sit together. If it is not possible, be sure to stand when CALIFORNIA answers roll call.
7. General sessions follow opening day according to the printed program. The day for the reading of the Bylaws changes is vital. All persons elected to represent this state **SHOULD BE PRESENT, ALL DAY**.
8. The day to elect officers for National organization is a full day and each state will answer roll call. All delegates and alternates should be in place morning and afternoon session. Tell the husbands to find something to keep them busy – this is your convention day.
9. If you must leave the delegation, please advise the Department President in charge of the seating. She will take care of finding your replacement. If you are not returning you will give up your credentials so that an Alternate may be “moved up” to sit in your place. If it is just temporary, you do not have to give up your credentials.

CHAPTER V - Department Fundraisers

President's Club:

American Legion Auxiliary President's Club was established as a fundraiser for the A.L.A. , Department of California General Fund in 2005. 100% of all funds donated except 3-5% to cover costs to administer this Club will be credited to the General Fund.

Due to overwhelming comments from Auxiliary members who wanted to participate in the program, the four donor levels have been removed from the program and replaced by simply donating \$25.00 to become a member. Of course, all donations for any amount will be appreciated and will be accepted to offset the rising costs of General Fund expenses. All donations are tax deductible.






All members donating \$25.00 will be issued a membership card and recognized accordingly as deemed appropriate by the Department President. Additionally, a special Department President's charm for 2009-2010 will be given to donors making a \$25 donation. Smaller donations to support the Department General Fund can be made directly to the Department Office by simply writing a check made payable to A.L.A., Department of California and mailing it to 401 Van Ness Avenue, Room 113, Van Ness Avenue, San Francisco, CA 94102-4586. If you would like to purchase one of the previous five President's Charms, you may do that as well by filling in the order form on the reverse side of this letter. Italian Charm bracelets are also available from the Department Office for \$5.00.

Membership in this Club is open, but not limited to, all members, Units and Districts of the American Legion Auxiliary, Department of California.

To become a member, simply fill out the following application with a check made payable to the A.L.A. Department of California for the appropriate amount, earmarked President's Club and mail to the American Legion Auxiliary, Department of California, 401 Van Ness Ave., Room 113, San Francisco, CA 94102-4586.

APPLICATION FOR PRESIDENT'S CLUB		
NAME OF DONOR: (List name of person if this is an individual donation)		RENEWAL _____
NAME OF UNIT/DISTRICT: (List name of President if this is a Unit/District donation)		
ADDRESS:		
CITY:		ZIP CODE:
UNIT:	DISTRICT:	PHONE #:
AMOUNT OF DONATION: \$		
Which Department President's Pin are you Ordering? _____		

PRESIDENT'S CLUB ORDER FORM

CHARM	YEAR	HOW MANY?	COST	TOTAL
	Melanie Taylor 2004-2005		\$25.00 Each	\$
	Bonnie Christner 2005-2006		\$25.00 Each	\$
	Sandy Jacob 2006-2007		\$25.00 Each	\$
	Shelby Hitch 2007-2008		\$25.00 Each	\$
	LuAnn Capazzi 2008-2009		\$25.00 Each	\$
Forthcoming	Norma DuVall 2009-2010		\$25.00 Each	\$
Add Total Amount from Other Charms Ordered from Below				\$
Add Shipping/Handling				\$ 2.00
GRAND TOTAL OF ALL ITEMS ORDERED				\$

Check this box if you want to make a donation to the Department General Fund and do not want a charm but would like a Membership Card.

See Attached Sheet for other charms that are available that you can order

OTHER ITEMS AVAILABLE THAT YOU MAY WANT TO ORDER

	Italian Charm Bracelet	How Many? ____	\$5.00 Each	\$
	Bear w/Flag	How Many? ____	\$5.00 Each	\$
	Children in a Circle	How Many? ____	\$5.00 Each	\$
	POW/MIA	How Many? ____	\$5.00 Each	\$
	Service	How Many? ____	\$5.00 Each	\$
	U.S. Air Force	How Many? ____	\$5.00 Each	\$
	U. S. Army	How Many? ____	\$5.00 Each	\$
	U.S. Coast Guard	How Many? ____	\$5.00 Each	\$
	U. S. National Guard	How Many? ____	\$5.00 Each	\$
	U. S. Navy	How Many? ____	\$5.00 Each	\$
	Veteran	How Many? ____	\$5.00 Each	\$
ADD SHIPPING				\$ 2.00
TOTAL				

Priority Mailing is available but cost is \$4.65 instead of \$2.00.

Fill out form, make check payable to the A.L.A., Department of California, and mail both to:

American Legion Auxiliary
 Department of California
 401 Van Ness Avenue, Room 113
 San Francisco, CA 94102-4586

Allow at least 5 days for items to be mailed that are in stock and 15-20 days for items that are out of stock.

Note: All proceeds from the sale of these items go directly into supporting the Department General Fund.

Department President's Pin:

The sale of the Department President's pins is a fundraiser for the Department of California. The funds collected are considered income for the Department Administrative and Executive accounts and deposited into the General Fund. The dollars raised help defray the expenses of the Department.

Each District President receives an allocation of pins during the Post Convention Meeting. The Department President makes the allocation assignments; the Department Office collects and records the funds. Currently, the pins are sold for \$5.00 each.

It is suggested that the District President divide the allocated pins between the Units in her District. The Units are to be encouraged to purchase the pins and then resell them to their members. The Units transmit the pin income to the District Treasurer who, in turn, transmits the funds to the Department Office. The district then transmits funds no less than twice during the year – December and May.

Donations to Department:

It is very important for the District President to encourage donations to Department. The donations that are listed in the Department Convention Book of Reports are: Americanism, Children & Youth, Education (including Poppy Seals), Past Presidents Parley, Gift Shop/Patient Remembrance, and Veterans Affairs & Rehabilitation. All of these programs are dependent upon donations. The amount of donations received one year is the amount of money available for the budget the following year.

The District President receives a report listing all the donations made by Units in their District at DEC and again just before the Close of Books. The District President must verify that this information is correct and can do that by having the Units verify this information. Remember, if you don't take the time to review and correct this information, figures will be wrong in the Convention Book of Reports and you have no one to blame but yourself. If there is a discrepancy, the Unit should contact the Department in writing and include a copy of the front and back of the check in question.

The information the Department Office has by the Close of Books (forty-five days prior to the opening of Convention) will be included in the Convention Book of Reports. Usually, if there are errors in the Book of Reports, it can be concluded that the Unit wasn't given the opportunity to verify its donation record or it did not choose to contact the Department Office to correct inaccurate information.

To ensure your donations to Department get posted correctly, fill out the following Donation Transmittal Sheet and send with your donation(s).

Follow the directions on the reverse side of the form for sending donations to National and other donations.

Special forms are required for paying the Fidelity Bond, sending in donations to the In Loving Tribute Fund, California Disaster Fund, Poppy Orders, Poppy Seals, Supply Orders, Girl State Fees, President's Club and the Department President's Special Project.

**Donation/Payment
Transmittal**

*Remit this transmittal form
with your checks to assure
proper accounting.*



*Include Unit & District
numbers on all
checks.*

AMERICAN LEGION AUXILIARY

Department of California
401 Van Ness Avenue, Room 113
San Francisco, California 94102-4586
(415) 861-5092 FAX (415) 861-8365
E-mail: calegionaux@calegionaux.org
Web Site: www.calegionaux.org

Unit Name: _____ Unit #: _____ District #: _____
Phone: _____ FAX: _____ Email: _____

The following donations must be made using separate checks.

Program	Check #	Date of Check	Amount to be booked To program
★Americanism			
Junior Activities Donation Note: Send Jr Conference Tickets/Checks to Dept Chairman			
Girls State Donation			
Department President's Special Project			

The following Welfare donations may be combined on one check. Attach special instructions, if necessary.

★Children & Youth			
★Education			
★Past Presidents' Parley Nurse's Scholarship			
★Gift Shop/Patient Remembrance If for certain facility, indicated on memo line			
★Veterans Affairs & Rehabilitation Do not earmark for a particular facility			

Using separate checks, payments for the following must be transmitted with the respective form.
This transmittal form is not required to accompany these payments.

Fidelity Bond	Use Fidelity Bond Form
In Loving Tribute Fund	Use In Loving Tribute Form
California Disaster Fund	Use CA Disaster Donation Form
Per Capita Tax	Use Membership Transmittal
Poppy Orders	Use Poppy Order Form
Poppy Seals	Use Poppy Seal Form
Supply Orders	Use Supplies Form
Girls State Fees	Send to Department Office

Make copies as needed. ★ These donations will appear in the Book of Reports **See Over for National Donations**

National Contributions

Should be sent to Department Office for Transmittal to National

Make separate checks payable to National Treasurer, ALA

Noting which program your unit wishes to donate to:

Auxiliary Emergency Fund (AEF)	Spirit of Youth Fund (SOY)
Cavalcade of Memories (COM)	Displaced Homemaker
National President's Project	Veterans Creative Arts (VCAP)

For CWF make check payable to: **Child Welfare Foundation**

Other Donations - Special Projects/Fund Raisers

★ Do Not Send to Department - Send Directly to Foundation ★

Donation Addresses

Chapel of Four Chaplains	1201 Constitution Avenue, Philadelphia Naval Business Center Bldg 649 Philadelphia, PA 19112	
Children's Miracle Network	Bakersfield Memorial Health Foundation	UC Davis Medical Center
	420 34th Street	2315 Stockton Blvd
	Bakersfield CA 93301	Sacramento CA 95817
	Children's Hospital Los Angeles Foundation 4650 Sunset Blvd #29 Los Angeles CA 90027	Salinas Valley Memorial Hospital 450 E Romie Lane Salinas CA 93901
	Valley Children's Hospital Foundation	Children's Hospital Foundation
	9300 Valley Children's Place	3020 Children's Way MC 5005
	Madera CA 93638-8762	San Diego CA 92123-4282
	Children's Hospital Foundation	Santa Barbara Cottage Hospital
	747 52nd Street	P O Box 689
	Oakland CA 94609-1809	Santa Barbara CA 93102
Citizens Flag Alliance	P O Box 68866, Indianapolis IN 46268-0866	
Fisher House Foundation	1401 Rockville Pike, Rockville MD 20852	
Freedoms Foundation	PO Box 706, Valley Forge PA 19482-0706	
Habitat for Humanity	Habitat & Church Streets, Americus, GA 31709-3198	
USO	Refer to local phone directory for nearest USO	

CHAPTER VI - Committees/Programs of the American Legion Auxiliary

Americanism

The mission of the Americanism Committee is to promote and recognize outstanding achievement in patriotism and citizenship and to instill these values in our youth. The Americanism work of the Auxiliary includes all activities tending to perpetuate American ideals and to uphold the principles of American democracy. The security of America lies in a citizenry in whose minds and hearts is ingrained a true understanding of and love for those ideals and principles upon which the nation was founded; a citizenry awake to the duties of citizenship and willing to perform these duties even at the cost of great personal sacrifice. Americanism work is largely educational in character and is usually divided into three phases: work with the youth, the adult, and the community. All matters pertaining to the flag or patriotic education are rightly classified as Americanism activities.

The Americanism program of The American Legion embraces a multiplicity of activities. It necessitates real, honest, unselfish effort on the part of all members of The American Legion. The members of the Auxiliary can effectively make patriotism a personal matter and they can select and successfully carry out projects adaptable to the needs of their communities. Work as an American Legion Family to promote these activities at home, in your schools and throughout your communities.

Spirit of Youth Fund

This fund was established by the American Legion Auxiliary to support programs for young people. Tax-deductible contributions from individuals, organizations and estates are the basis of this permanent endowment fund for youth. The funds are expended for programs that benefit the youth of our nation and to enrich those programs, which already exist. Two such programs are the Americanism Youth Conference conducted each spring for the Auxiliary by Freedoms Foundation at Valley Forge, Pennsylvania and the four-year “Spirit of Youth Scholarship” for Junior Members. The fund also provides annual scholarships for the Girls Nation President, Honorary National Junior President and the American Legion Auxiliary Girl Scout Achievement Award Winner.

Auxiliary Emergency Fund

The mission of the Auxiliary Emergency Fund Committee is to raise funds for and awareness of the Auxiliary Emergency Fund, to promote knowledge about the program, to disseminate information to members about the application process, and to assist members in need. The Auxiliary Emergency Fund provides eligible members with temporary assistance for:

1. Financial crisis; to pay for food, shelter and utilities. Funds are not available to settle existing or accumulated debts, or to help with catastrophic illnesses.
2. Food and shelter; due to weather-related emergencies and natural disasters.
3. Educational training; due to life changes such as death of a spouse, divorce, or separation, necessitating the Auxiliary member to assume the role of primary source of support for her

Family. *In each case, as a first course of action, applicants are encouraged to make every effort to secure financial assistance through local, state and federal agencies.*

Who is Eligible?

Members of the American Legion Auxiliary who have maintained membership for at least the immediate past two years and who have paid their dues for the current year (three consecutive years of membership) are eligible to apply.

How Much Can a Member Receive?

The maximum amount of any grant is \$2400.00 and may be disbursed as determined by the Grant Committee. Payments may be made directly to the member, or at the discretion of the Grant Committee, to the Mortgage Company or utility company. In the case of educational grants, payments may be made directly to the educational institution.

How to Apply

Applications can be obtained from your Department Secretary or found online at the Department and National Web sites: www.calegionaux.org or www.legion-aux.org

Children and Youth

The mission of the Children & Youth Committee is to work collaboratively with The American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans. The purposes and principles of the American Legion Auxiliary's Children and Youth Program are in general the same as those of The American Legion. Although the program is derived from mandates of The American Legion, the Auxiliary augments it through its continuing support of the overall program as well as through the sponsorship of special assignments and activities.

Organization

Every American Legion Auxiliary Unit should have a Children and Youth Chairman, and if the Unit is of sufficient size, a Children and Youth Committee. Working under the general guidance of the Unit President, it is the responsibility of the Children and Youth Chairman to help achieve the two primary goals of the Children and Youth program within her community:

1. Care and protection of children of veterans;
2. Improved conditions for all children.

Duties

1. Make sure that the pledge of care and protection for children of veterans is carried out through service work, through direct cash assistance to needy families from Unit funds, and through the use of Department or National funds for temporary aid to children of veterans.
2. Provide leadership for the Unit on all matters pertaining to children.
3. Cooperate with other responsible organizations and agencies of the community whose work is in the interest of children.
4. Make regular reports of Children and Youth activities and plans to the general public, to the membership of the Unit, and whenever a formal report is requested, to the District or Department Children and Youth Chairman.

Direct Aid and Service to Children of Veterans

Much of the Children and Youth work of the Unit will be concerned with helping or getting help for individual families of veterans who are in need. It has never been the intention of the Children and Youth Program that an Auxiliary Unit should take over full and continuing responsibility for the financial support of dependent families. Our federal, state and local governments have established a number of different agencies for this purpose. They are: Department of Veterans Affairs, Social Service Agencies, Social Security offices, etc. The American Legion Auxiliary frequently undertakes special assignments in the field of Children and Youth in cooperation with The American Legion. The American Legion Child Welfare Foundation. For more information on the Child Welfare Foundation, visit www.cwf-inc.org.

Community Service

The mission of the Community Service Committee is to work in cooperation with The American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans. Community Service has been a major activity of The American Legion and Auxiliary since 1926. It has resulted in the completion of a vast number of projects designed to make American communities where the American Legion Auxiliary Units are located better places in which to live. Every Auxiliary Unit is expected to implement or cooperate in at least one project for community improvement annually. It is the duty of the Unit Community Service Committee to study community needs, give careful thought in recommending projects to the Unit, take the lead in the accomplishment of the designated projects, and report the work to the Department Community Service Committee. Support of Community Service projects of The American Legion Post is a first responsibility of the American Legion Auxiliary Unit. In almost every American Legion project there will be phases in which the Post, Unit and Squadron can work together as the American Legion Family.

Cooperate with other organizations on practical, worthwhile projects for community improvement, and solicit their cooperation with Auxiliary projects as well. The greatest achievement is made when the interest and efforts of the entire community are enlisted in support of a project. "Initiate, cooperate, but do not duplicate," has long been the goal of the American Legion Auxiliary in Community Service. It is imperative that the Unit make sure that no other local organization is at work in the field before selecting a project, thus avoiding competition. Experience will teach the Unit the type of projects which the community will support and which are within the ability of the Unit to accomplish. Start small, plan well, work your plan, carry projects through to completion and always publicize your results!

Education

The mission of the Education Committee is to promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school. Units should disseminate scholarship and career information by making available to their local high schools and libraries copies of The American Legion's National Education Committee handbook titled, *Need A Lift?* This publication summarizes sources of almost all available scholarship and career information and can be secured from American Legion Emblem Sales, The American Legion, P.O. Box 1055, Indianapolis, Indiana 46206-1050 or www.emblem.legion.org. It is also available to download for free at www.needalift.org.

The American Legion Auxiliary Department of California offers many scholarships. All information can be obtained from its Department Web Site at www.calegionaux.org.

The American Legion Auxiliary national organization annually awards the following scholarships:

- National President's Scholarships (for children of veterans)
 - Spirit of Youth Scholarships (for Junior members)
 - Non-traditional Student Scholarships for Legion, Auxiliary or SAL members who have interrupted their college education or are beginning their education at a later stage in life.
- For information and applications for these scholarships go to the Department or National Web sites www.calegionaux.org or www.legion-aux.org.

Girls State

The mission of the Girls State Committee is to provide an outstanding, unique and coveted educational opportunity to the young women of our nation that instills the basic ideals and

principles of American government through the Girls State and Girls Nation citizenship training programs. The 1937 National Convention organized Girls State as a national Americanism activity. Girls State is a practical application of Americanism and good citizenship. The program is a non-partisan, nonpolitical attempt to teach and inculcate in the youth of America a love of God and country. A national committee to direct the program was created by the 1946 National Convention.

Purpose

The purpose of Girls State is to provide citizenship training in every Department of the American Legion Auxiliary for girls who have completed their junior year of high school; to afford them an opportunity to live together as self-governing citizens; to inform them about the duties, privileges, rights and responsibilities of American citizenship, in order that they may understand and participate in the functioning of their government; and to help them grasp the meaning of some of the responsibilities which they must assume when they become adults.

Selection

Girls State is a highly selective program designed for young women with above average academic standing, outstanding character and exemplary leadership qualities. Administered by the individual states, Units follow the guidelines established by their respective Departments regarding selection and participation. Units select delegates in conjunction with the local high school educators. It is crucial to continually cultivate the relationship with school personnel to ensure recruitment of qualified candidates.

Sponsorship

Typically funds for Girls State are raised through Unit activities. A Unit interested in promoting the program but experiencing difficulty raising the funds is encouraged to seek community support from local businesses, organizations or individuals. A clear explanation of the benefits of the program is often a strong selling point when soliciting additional support. However, the American Legion Auxiliary remains the sponsor, and shall be known as such. After attending the Girls State session, each delegate should be expected to appear before her local Unit, the contributing organizations, and her local high school to present a report on her impression of Girls State.

Girls Nation

Girls Nation is a continuation of Girls State that began in 1947 in Washington, D.C., with a focus on national government. Two girls are selected from each Girls State program and these –Senators” meet in Washington, D.C. for a week to campaign for political office, debate national legislation, visit national monuments and meet with their representatives and senators. The week is often capped with meeting the President of the United States at The White House. A National Girls State committee supervises the activity of Girls Nation and provides materials to Departments regarding selection and representation at Girls Nation. A compulsory registration fee is required from each Department for participation in Girls Nation.

Junior Activities

The mission of the Junior Activities Committee is to promote volunteerism through community based programs and services that involve veterans and to teach the principals of loyalty to God and country, justice, freedom and democracy to our young members. –Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into active membership with full privileges.”

Junior members do not form a separate organization but are members of the American Legion Auxiliary, grouped separately so they may be given a program within the scope of their years and understanding. Junior membership is the training ground for active Auxiliary membership. When properly implemented Junior activities inculcate in Junior members the ideals of the Auxiliary and present opportunities to teach the principles of justice, freedom and democracy. Junior groups function under the guidance of an advisor and committee from the Senior members. Organized as a committee of the Unit, Juniors conduct their own meetings and carry out their own activities. The Junior officers shall be known as Honorary Junior officers. Their work should be coordinated with the work of the Senior group and they should have a role in the regular Unit activities whenever possible so they will feel they are truly a part of the Auxiliary.

Junior members may not be counted in the minimum of ten members necessary to organize a Unit, as it is believed that it takes at least ten Senior members to efficiently carry on the work of the Unit. In determining delegation representation however, Senior and Junior memberships are treated without distinction; all are counted in Department membership.

Tiny Tots

The enrollment of Junior members from birth to six years of age is known as Tiny Tot enrollment. Tiny Tot certificates are available through Department Headquarters. Upon reaching the age of six, certificates of promotion to Junior membership are available. A parent or guardian must sign the application of a Junior member.

Junior Patch Program

Junior members are encouraged to participate in the Junior Activities Patch Program. Completing required criteria for patches affords Junior members the opportunity to increase their knowledge of the various aspects of the American Legion Auxiliary. Patches are available on topics such as patriotism, health, fitness, and leadership. Regardless of their location Juniors can be involved with the program as part of their active Junior group or as an individual member. For more information visit www.legion-aux.org.

Junior Activities Handbook

The Junior Activities Handbook contains details for organizing and directing a program for Junior members, as well as information on eligibility, ceremonies for initiations, installations and graduations, contests, meetings and programs. The Junior Leadership Course is available from:

American Legion Emblem Sales
P.O. Box 1055, Indianapolis, IN 46206-1050
Toll free at 1-888-453-4466
Online at www.emblem.legion.org.

Junior Leadership Course

The Junior Leadership Course is included in the Handbook and is available from Department Headquarters or from The American Legion National Emblem Sales (see contact information above) and provides a means for Junior members to increase their knowledge about the American Legion Auxiliary.

Leadership

The mission of the Leadership Committee is to develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate and mentor members of all ages on all levels and phases of our programs.

Preparation of future leaders for the organization is a vital concern of the American Legion Auxiliary. A comprehensive leadership course has been developed in each of the Departments.

Legislative

The mission of the Legislative Committee is to advocate open communication with local, state and nationally elected officials, to ensure our members are aware of and informed on issues central to the support and well-being of our veterans and their families and to promote grass-roots levels of advocacy and action. American Legion and Auxiliary members are interested in legislative measures, which come before the United States Congress and the state legislatures. Through lobbying efforts The American Legion and American Legion Auxiliary are able to influence legislation of benefit to veterans, the community and our nation.

National and State Legislative Committee

The national organization of the American Legion Auxiliary has a National Legislative Committee, which works closely with the National Legislative Commission of The American Legion. The American Legion Commission has offices in Washington, D.C. and continually promotes the passage of The American Legion sponsored legislation. Departments of The American Legion and Auxiliary also have Legislative Committees which function in a similar manner within the states.

All Unit Legislative Chairmen should subscribe to The American Legion's publication, *The Dispatch*. This biweekly newspaper describes current legislative issues and other news pertinent to The American Legion family. Subscription requests with payment should be sent to:

The Dispatch
The American Legion
P.O. Box 1055
Indianapolis, IN 46206.

Membership

The mission of the Membership Committee is to implement a comprehensive membership campaign designed to identify best practices to aid Departments and Units in retaining, increasing and reaching their membership goals and to broaden public recognition of the American Legion Auxiliary, its mission and programs. Membership is the foundation on which the program of the American Legion Auxiliary is built, and the success or failure of that program depends largely on how well that foundation is laid. With the start of each new Auxiliary year, we build that foundation even before we plan any of our other programs. No Unit can successfully carry out any large activity without the firm foundation of a strong membership. A Unit, which fails to recruit as many eligible women as possible to its ranks, has not done its full share toward the success of its Department and the National Organization.

National Security

The mission of the National Security Committee is to maintain and promote a strong national defense by providing the necessary means to strengthen our military families and prepare our citizenry for response to natural and man-made disasters.

Activities

While it is encouraged that each Unit have a National Security Chairman, many of the activities that support the mission of this program can be done in conjunction with other activities and programs. Supporting a strong military means providing for their families on the home front. It is incumbent on each unit to identify these families in their local communities and ensure their day-to-day needs are met during and after deployment. Collaborate with the Legion Family and other organizations, businesses and agencies that sustain and care for military families. The local

chapter of the USO, a National Guard Armory or an active military installation can be approached to participate in Welcome Home activities or Blue Star Banner programs. Another show of support for military families would be to fly a POW/MIA flag or conduct a POW/MIA ceremony at unit events. Units are asked to pay special attention to the needs of military children by incorporating these kids in Junior and Children & Youth programming. Your local American Legion Post Home is an ideal setting for hosting programs recommended by the Department of Homeland Security that assist members and communities in preparing for and/or responding to natural and man-made disasters. The American Legion Auxiliary also provides an award program for ROTC/JROTC that compliments The American Legion program.

Past Presidents Parley

The mission of the Past Presidents Parley Committee is to recognize and honor female veterans and to utilize the experience and knowledge of past Auxiliary leaders for the training and encouragement of future Auxiliary leaders. Through the Past Presidents Parley Committee, the women who have served as Unit, Department, and National President can continue in active service in the Auxiliary. It has no special activities in its charge besides its objective, “The Care of the Disabled Female Veterans,” unless so assigned by the Unit, Department, or National Organization, but gives its support to the entire American Legion Auxiliary program. The training and experience of Past Presidents can be highly useful in any activity needing special support or emphasis. Its objective is the promotion of the activities of the Auxiliary, with special consideration given to female veterans. Parleys may be organized at the Unit and Department level. 4. A member of the Past Presidents Parley must be a member in good standing in her own Unit. Poppy funds may be allocated to the Committee if such funds are used solely for the direct welfare of ex-servicewomen. Nurses Scholarships. Scholarships are available and application and information are available on the Department Web Site www.calegionaux.org.

Poppy

The mission of the Poppy Committee is to educate our membership and the public concerning the Poppy’s significance and the financial benefit realized by our nation’s veterans as a result of its distribution. Since the Unit’s Veterans Affairs and Rehabilitation and Children and Youth funds are derived from the annual poppy distribution, it is essential that it be a success. Pin the first poppy on the Mayor and ask him to issue a proclamation setting aside a day as Poppy Day, with an appeal to all citizens to observe the day by wearing a poppy. Because our poppy is an emblem of sacrifice, those who love it must make every effort to teach the public the true meaning of the flower. The success of the poppy distribution depends upon the advance publicity. If, in the season of Memorial Day, the poppy can make the indifferent public recall the sacrifices, which have been made by the men, and women who gave their lives that our country might be saved, the first and greatest mission of the poppy has been fulfilled. The second mission is to win the confidence of the public through knowledge of the purposes to which The American Legion and American Legion Auxiliary expend the money derived from the poppy distribution. The public should also be reminded that the disabled men and women in hospitals, and their families are assisted by our poppy funds. The public will then know that The American Legion and the American Legion Auxiliary are continuing to keep faith with those who gave their all for our freedom.

Public Relations

The mission of the Public Relations Committee is to work collaboratively with all levels of the organization to create, implement and support a proactive communication network that advances the objectives and programs of the American Legion Auxiliary and positively projects our image and programs to the general public.

Veterans Affairs and Rehabilitation

The mission of the Veterans Affairs & Rehabilitation Committee (VA&R) is to initiate, sponsor and participate in programs and services that assist and enhance the lives of veterans and their families; ensuring restoration and/or transition to normally functioning lives-physically, mentally, socially and vocationally. The Veterans Affairs and Rehabilitation work of the American Legion Auxiliary includes bringing physical comfort and mental cheer to veterans in hospitals, aiding the disabled to earn money for the support of themselves and their families, and helping them to reestablish themselves in life. The American Legion Auxiliary cooperates with The American Legion in ALL its endeavors on behalf of veterans.

Purpose and Use of Veterans Affairs and Rehabilitation Funds

The Veterans Affairs and Rehabilitation Fund in the Unit, District, Department, and National organizations must be used for this work only, and should be kept in a separate fund. Since the public has usually contributed generously to this fund because of the nature of its use, we are obligated to keep faith with the public in the expenditure of this money. The special National Veterans Affairs and Rehabilitation Fund is created from annual contributions of fifteen cents per Senior member. A part of this fund is donated to The American Legion to assist in the work of The American Legion's National Veterans Affairs and Rehabilitation Commission in Washington, D.C., and the balance is used as Veterans Affairs and Rehabilitation and Children and Youth budgets of the American Legion Auxiliary.

Guide for Volunteers

The *Guide for Volunteers* contains rules, regulations, and duties for all volunteer groups in rehabilitation, and may be obtained through your Department Headquarters. Every volunteer should have a copy available to her.

Hospital Volunteer Orientation

Unit Veterans Affairs and Rehabilitation Chairmen should be aware of the need for a Medical Center Volunteers' Orientation if there is a VA Medical Center in the community or adjacent area. Under the Department Veterans Affairs and Rehabilitation Chairman and/or the Director of Hospital Volunteers, awards and recognitions are outlined in the *Guide for Volunteers*. After satisfactory completion of the prescribed training courses, the Hospital Volunteers of the American Legion Auxiliary will be qualified to serve and aid the Medical Center Staff in caring for the hospitalized veteran.

VAVS Representative

The National Organization has a VAVS representative and two deputies as liaison from the organization to the VA and serving on the National VAVS level. Information from this representative is sent to all Departments periodically.

State Veterans Home Volunteers

In 2001, the Secretary of Veterans Affairs gave VAVS the authority to recognize the service of volunteers in State Veterans Homes. Please refer to the *Guide for Volunteers* for detailed information on this program.

Hospital Volunteer Uniforms

National will not advise the wearing of a volunteer uniform at VA hospitals. Each Department will work with their VA hospital(s) to determine what, if any, uniform should be worn.

Field Service Program

One of the programs of Veterans Affairs and Rehabilitation is that of Field Service; a volunteer program similar to that of the Hospital Volunteer program, but conducted in community nursing

homes and non-VA facilities. There are both National and State Directors for the Field Service program, and there are identification pins and hour bars for the volunteers, which are similar to that of the Hospital Volunteer Program. Please refer to the *Guide for Volunteers* for detailed information on this program.

Home Service

In 1974, a new method of reporting the number of volunteers, hours, and the cost of materials and supplies was initiated to record service for the veterans provided by our volunteers in their own homes. Home Service completes a true record of service given by all American Legion Auxiliary volunteers for reporting to the Congress of the United States, and also recognizes all volunteer hours of service by our National Organization. Home Service hours include time spent sewing, knitting, cooking, shopping for materials and supplies, and other services performed by the volunteer IN HER OWN HOME. Hospital Gift Shop items, made at home, are classified as Home Service.

Home Service pins and hour bars are available for the Volunteers. Please refer to the *Guide for Volunteers* for detailed information on this program.

Chapter VII - CALENDAR

July - “Girls State Month”

- Review procedures left by previous District President
- Organize District Calendar
- Communicate with Units
 - Unit Meeting & Visitation Schedule
 - Encourage attendance at Department Workshop
 - Attend Workshop closest to you
- Personal Information to be forwarded to Department Office for roster.

August

- Review major documents
 - District Bylaws, Standing Rules, Policies, Budget, etc.
- Attend Workshop closest to you
- National Convention

September

- Orders for Convention Book of Proceedings due to Department with check NLT September 17th.
- Remind Units to pay Fidelity Bond to Department
- Remind Units to Order poppies
- Remind Units to send in their Girls State Reservation forms.

October – “Education Month”

- Poppy Orders & Girls State Reservation forms due October 1st.

November – “Membership Month”

- Department Executive Committee (DEC) information from Department
- Early Bird Goal

December – “Veterans Affairs and Rehabilitation Month”

- First half expense report due to Department
- Transmit any money from sale of Department President’s pins to Department.
- Prepare for DEC
 - Send travel expense form to Department
 - Make hotel and banquet reservations

January – “Legislative/National Security Month”

- Poppy ID Cards orders due to Department NLT January 31st.
- DEC Meeting
- 100% Units by January 31st for National Award

February – “Americanism Month”

- Membership Card Year Renewal Address due to Department NLT February 28th.

March – “Community Service Month”

- Attend National President’s Visit
- National Awareness Assembly

- 100% Districts by March 31st for Department Certificate (plus reporting in April)
- Girls State Applications and check due to the Department Chairman by March 12th.
- Legion Birthday
- Americanism Essay winner(s) due to District Chairman by the fourth Friday in March.

April – “Children & Youth Month”

- Reservations for Junior Conference due to the Department Jr. Activities Chairman NLT April 30th.
- Make all donations to Department by April 30th
- Prepare for Convention
- Districts may elect beginning April 1
- Using Department Information, Verify District Donations
- Remind Units to send Certification of Delegates/Alternates to Department
- Submit any changes to Bylaws by mid-May
- End-of-Year Report forms due from Units to District by the fourth Friday in April except the Poppy and Financial Reports which are due two days following Memorial Day.
- Past Presidents Scholarships due to the District NLT the 1st Friday in April; Districts forward winning entries to the Department Chairman NLT the 3rd Friday in April.

May – “Poppy Month”

- Recommendations affecting the program budget for next year are due by May 1st.
- Poppy Week – The week preceding the 3rd Saturday in May shall be Poppy Week.
- Ensure all Unit obligations are paid to Department
- End-of-Year Report Forms and Poppy Financial Report are due not later than two days following Memorial Day. Copies of the Poppy Financial Report shall be sent immediately to the Department Office with check(s) and Department Chairman. District Reports are due to the Department Chairman by June 5th.
- Endorsement of Candidates
- Certification Of District Elections and Delegates are due to Department and District President NLT May 29th.
- Reservation for convention hotel and banquet are due.
- Send Reservation and check to Department for the Department Executive Breakfast

June – “Junior Activities Month”

- Unit Activity Report due to District showing overall participation in six major programs. The District President forwards the winning entry to the Department Vice President by published deadline date.
- District Elections not earlier than forty-five days nor later than fifteen days later than 15 days prior to Convention Opening.
- Assign delegates to the Department Convention Committee Meetings
- Election Delegate/Alternates for National Convention
 - If no one is going, leave blank
- Mail Flags to Convention Site

Chapter VIII- UNIT

The basic organization of the American Legion Auxiliary is the local Unit. All Auxiliary members must hold membership in a local Unit. Local Units implement the work of the Department and National programs. Through local Units, the Auxiliary develops volunteers to provide service to The American Legion, the American Legion Auxiliary and the nation. The primary purpose of an Auxiliary Unit is to aid The American Legion Post to which it is attached in accomplishing The American Legion projects in the community. The Unit is an auxiliary to The American Legion Post and takes its name, location and number. A Unit can be organized only at the request of, and in connection with, an American Legion Post. However, if a Post is no longer active, a Unit may continue to function as a "widow Unit" and in all such instances the Department Adjutant of The American Legion should make certification, which would otherwise be made by a Post Officer.

How to Organize a New Unit

Instructions for Organization of New Unit. The following steps are necessary in the organization of a new Unit. If you have any questions, refer them to the Department Office.

Post Authorization. An Auxiliary Unit may be formed only by the authority of, and in connection with, a regularly chartered American Legion Post – by permanent charter. The Post should contact the Department Secretary/Treasurer to request the *Post Authorization for Organization of Auxiliary Unit* form. It is sent by the Department Office to the Post. The Post Officers sign, date, and forward the form to the District President for her signature. It is then forwarded to the Department Office. There is space on the form to indicate who should receive the New Unit Kit. The name and address used should be that of the Acting President of the new Unit, a woman willing to be responsible to follow through with the paperwork, or the District President.

District President. The organization of a new Auxiliary Unit is under the supervision of the District President. She should be in constant contact with the women organizing the Unit at the local level, attend the first few meetings, and be available to answer the questions that arise concerning procedures and forms.

1. **Unit Name** The Unit must take the name, number, and location of The American Legion Post to which it is attached. This information will appear on the Legion Charter, if there is a question.

Charter Members. National requires no fewer than ten (10) Senior members. It is **suggested** by the Department of California that a new Unit have a charter membership nearing twenty (20) members, with ten (10) being new members, so that all the offices can be filled and still have members to act as chairmen. Junior members can be considered charter members, but do not count in the required number of members necessary to charter the new Unit. Seniors may be new and transferring members. **Note:** If there are fewer than ten (10) new members, the District President is advised to contact the Department President.

Closing the Charter. The charter must remain open for thirty (30) days from the date the Post Commander signs the *Post Authorization for Organization of Auxiliary Unit*. All members affiliating during this time period will be considered **Charter Members**. If desired, the National Headquarters will inscribe the names of the charter members on a charter roll at a nominal charge as well as a set up fee. A typewritten list of names in the exact order desired, together with full payment must accompany the application packet returned to the Department Office.

New Unit Kit. Once the Department Headquarters receives the *Post Authorization for Organization of Auxiliary Unit*, from the District President, a New Unit Kit is sent to the person

designated on the authorization form. The kit contains the materials necessary to open a Unit. A check list is included, as well as a list of the documents returned to the Department Office for further processing. There is a vast amount of information in the kit and it will be overwhelming to a new member. It is suggested that the District President plan to meet with the member to assess the documents.

What the New Unit Returns to the Department Office

(Please return all documents in one envelope.)

New Charter Fee — \$10.00 (Payable to National ALA)

Set up Fee to Inscribe Roll (Optional)— \$20.00 plus \$1.00 per Name (Payable to National ALA)

Membership Cards — Stubs A & B (Do Not Separate)

Membership Applications for New Members

Membership Data Forms for Transferring Members

Membership Dues - (Separate Unit check payable to Department of California - \$12.00 per Senior, \$2.00 per Junior)

Membership Transmittal

Charter Application — All Three Copies Are Necessary — Make Sure First Endorsement Is Complete on the Back of Each Copy

Model Unit Bylaws (All 5)

Unit Officers Certification Form (White to Department, Green to District President)

Fidelity Bond Form and payment (Separate Check Payable to Department of California)

Unit Data Form

Initiation and Installation. These ceremonies may not take place until the Department President has signed the application for charter. In most cases, once the charter application has arrived at the Department Office, it is signed and forwarded to National Headquarters. The Department Office will notify the District President and the Unit once the application packet has been received at Department Headquarters. Do not permit the date of the ceremonies to be set until notification is received. The District President must notify the Department Office of the date of the installation. **Note:** It is a nice gesture to present the membership cards and any other items (flags, pins, etc.) during the initiation ceremony.

National Guidelines. The first step in the organization of an Auxiliary Unit is to create interest among women in the community who are eligible for Auxiliary membership and to secure authorization for the creation of an Auxiliary Unit from the Post. Charter application forms, individual membership applications, suggested Constitution and Bylaws and any other needed supplies or information may be obtained from the Department Headquarters. Department officers are always ready to assist in installations and in providing their expertise when needed. The Post Commander and Department Auxiliary officers should attend the organizational meeting to outline the nature and purposes of the Auxiliary. The following procedure is suggested protocol for the organizational meeting.

1. Elect a temporary chairman and secretary to preside over the organizational meeting.
2. Adopt a temporary Unit Constitution.
3. Establish dues amount sufficient to cover Unit administrative expenses plus assessment amounts due to National, Department and, on occasion, District or County.
4. The temporary chairman asks for nominations for the following officers: President, one or more Vice Presidents, Chaplain, Historian, Secretary, Treasurer, and Sergeant-at-Arms. Immediately following election the newly elected officers will assume their duties. The President should act to establish unit committees that parallel those standing committees in the National Constitution and Bylaws as soon as possible.
5. When the applicants for membership in the new Unit have completed their individual membership applications with signature from Post Adjutant (who attests eligibility), the

application for the Unit charter must be completed in triplicate. The three copies of the application and charter are then forwarded to Department Headquarters.

- The applicants, having paid Unit, Department and National dues, will then be charter members when the charter is granted. A minimum of ten new senior members is required to form a Unit. Any number of transferred members may sign the charter application and will be designated as charter members. Junior members may be charter members, but cannot be counted toward the ten new senior members required to form a new unit.

Note: *Ten (10) senior members is the minimum number required to hold a charter. The sole exception is the Department Headquarters Unit, which has no minimum membership requirement.*

6. After organization, the newly elected secretary will forward to the Auxiliary Department Headquarters the following:
 - a. All three copies of the charter application all signed by the Post Commander and attested by the Post Adjutant.
 - b. The individual membership applications.
 - c. Payment due to the Department organization and National for Junior and Senior members. Senior member's dues include a subscription to the American Legion Auxiliary national magazine.
 - d. The charter fee, as designated by the Department Headquarters. The Department Secretary will then forward the necessary documents to the Auxiliary National Headquarters for processing.

When the applications and dues from the new Unit are received at the Department Headquarters, the Department Secretary will forward to the Unit Secretary the correct number of membership cards. Since the membership cards for the first year are blank cards with two stubs attached, it is necessary for the Unit Secretary to prepare a membership card for each Unit member. The cards should then be signed and distributed immediately to all paid-up members. Once the member's data has been entered into the national membership database, the member will automatically receive a pre-printed membership card the following year and the magazine. In order for a new Senior member to receive a copy of the national magazine, it is necessary for the Unit Secretary to complete the member's card stubs.

If you have questions relative to completing the membership applications contact your Department Headquarters.

Issuing the Unit Charter.

The Unit charter will be issued by the National President and National Secretary upon receipt of the charter application, duly attested by the Department President, accompanied by individual membership applications and National dues. With the charter, the Unit will receive a copy of the charter application bearing the endorsement of the Department and National Officers. An inscribed membership roll, which lists the charter members, is available for a nominal fee. The charter may be presented informally or with an appropriate initiation ceremony by an American Legion official or Department or District officer of the American Legion Auxiliary. The National Constitution provides that the charter of a new Unit must be closed thirty days after it has been signed by the Post Commander, which means that only members joining within that time can be classed as charter members.

National Headquarters maintains facilities for inscribing names of charter members on charter rolls at a nominal charge per name. A typewritten list of names in the exact order desired, together with payment of the fee in full, must be forwarded by the Unit through Department Headquarters to the National Headquarters.

The National Executive Committee regarding the payment of per capita tax and the issuance of charters took the following action: By action of the 1975 National Executive Committee meeting, National Headquarters was instructed to issue all charters immediately upon receipt of proper application form and payment of dues - irrespective of which year's dues are paid. However, if succeeding years are paid, the charter is dated January 1, of the succeeding year. Example - if a charter is granted in July 1990, and 1991, dues are paid - the charter would be dated January 1, 1991, and mailed immediately. If the charter is granted in July 1991, and 1991, dues are paid, the charter would be dated July 1991, and mailed immediately.

Charter Lost or Destroyed. When a charter has been lost or destroyed, a duplicate can be secured through a request to the Department Secretary and payment of the charter fee. Duplicate charter rolls can also be obtained by the same procedure.

Charter Cancellation. A Unit voting to relinquish a charter for cancellation shall vote at a regular meeting of the Unit, with advance written notice to the membership. The Unit charter cancellation shall be voted on by the Department Executive Committee and then forwarded to National Headquarters for vote by the National Executive Committee.

Cancellation, Suspension and Revocation of Charter

Under the National Constitution, Unit charters may become non-operative either through cancellation, suspension or revocation. Cancellation is in order when two or more Units merge or when a Unit voluntarily ceases to function.

A Unit charter may be revoked upon failure of the Unit to surrender its charter at the call of the Department President, such a call being authorized in the following cases: a Unit fails to meet the obligations imposed on it by the Constitution, Bylaws, or by ruling of convention or executive committees; a Unit ceases to function from one Department Convention to the next; or a Unit refuses to pay the per capita tax due the Department and National organizations. The Department Executive Committee may order the suspension of a charter for a period not to extend beyond the closing of the next succeeding Department Convention as a disciplinary measure or pending action relative to final revocation.

Units suffering revocation of their charters may appeal to the National Executive Committee the decision of the Department President and the Department Executive Committee. Upon notice of appeal, the National President will appoint a committee to review the action of the Department and make recommendations to the next meeting of the National Executive Committee.

(Refer to Uniform code of Procedure for the Revocation, Cancellation or Suspension of Unit Charters- Chapter XI.)

When a Unit ceases to function or its charter has been revoked or cancelled, the charter and all Unit records and funds must be forwarded immediately to Department Headquarters.



AMERICAN LEGION AUXILIARY

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E-Mail: calegionaux@calegionaux.org
Web Site: www.calegionaux.org

Revoked Charter Unit Checklist Based upon Unit Procedure for Cancellation

	Mandatory Items of Completion	Date
	District President to Notify the Unit/letter from Department Office	
	If Unit is Incorporated – contact Franchise Tax Board for instructions	
	Letter to IRS retiring EIN (Employer Identification Number)	
	ALL members notified and transfer to other units or Unit 1000	
	Property of Unit returned to Dept office/ flag, banner, charter, bell	
	Funds distributed properly once obligations are met	
	Final bank statement showing zero balance / distribution of funds	

Comments

Reorganization of a Disbanded Unit

A Unit cannot be reinstated under a charter, which has been cancelled or revoked. It may, however, reorganize and apply for a new charter following the procedure outlined for the organization of new Units.

Naming the New Unit

The Unit must take the exact same name, number and location of The American Legion Post to which it is attached, and these appear on its charter.

Change of Name of Legion Post

If the Post to which an Auxiliary Unit is attached changes its name, location or number, it is mandatory that the Unit take the same action. In such a case, the Unit should forward its charter

to the Department Secretary for cancellation requesting a new charter bearing the new Post name, location, number, date of change and names of current officers. The charter fee must be paid, but no charter application is required.

Relationship Between Unit and Post

The relationship between the two organizations is one of cooperation rather than regulation. The American Legion Posts and American Legion Auxiliary Units are related but independent organizations. The National Judge Advocate of The American Legion has issued the following ruling:

~~It~~ is crystal clear that The American Legion Post has no authority to control the Unit related to it."The Post may not revoke nor threaten revocation of its Unit's charter. The Unit should regard its connection with the Post as a distinct honor. It should strive unceasingly to carry out the National Constitution's pledge ~~to~~ participate in and contribute to the accomplishment of the aims and purposes of The American Legion."

Auxiliary Units Without Posts

The cancellation or revocation of a Post charter does not invalidate the charter of its Auxiliary Unit. The Unit may continue to operate, bearing the name, location and number of the Post to which it was attached. The number of such Post shall not be reassigned so long as the Auxiliary Unit continues to be active.

Consolidation of Posts and Units

When two or more American Legion Posts surrender their charters and consolidate into a new Post, their Auxiliary Units may follow one of several courses. The Units may continue as ~~widow~~" Units under their original charters. They may surrender their charters for cancellation and consolidate as an Auxiliary Unit to the new Post. They may also choose to surrender their original charter and through securing a new charter attach themselves to some Post not having an Auxiliary Unit, or they may surrender their charter and disband. In a ~~widow~~" Unit, the Department Adjutant certifies the members. Where several Posts consolidate and one Unit of one Post is involved, the Adjutant of the consolidated Post certifies the members. In a ~~widow~~" Unit, the Department Adjutant certifies the members.

Procedures for District President – Unit Charter Cancellation

- District must be notified of potential for surrender.
- Unit President should have in-depth discussion with District President to determine why District is considering surrender.
- District President should attend next Unit meeting to observe and perhaps identify problems that could be worked out with a little effort by District with assistance from district officers. (Sometimes Unit members may be too close to a problem to see it or it has gone on so long they fell overwhelmed and unable to cope.
- After discussion with District President and attending a meeting to observe, the District President should decide whether to place District on probation to strengthen the District or if she expects District to surrender. If there is no other way than to surrender, there is nothing to be gained by extending it for six months and places extra hardship on District to get members transferred.
- If Unit is placed on probation to strengthen, the District President should notify the Unit that they have been placed on probation and why. She should also inform the Unit that she or a representative (Past District or Department President or other officer) will be working closely with the Unit to resolve problems and help them function properly.

- If problem can't be resolved, the District President should advise the Unit President to notify members of a meeting to discuss whether Unit should surrender. The District President, along with the District First Vice President and Parliamentarian should attend this meeting, as well as final meeting.
- The District Membership Chairman should provide the Unit Secretary with a list of all Units in the District.
 - List of Units should include: Unit Name/Number, Day/Time of Meeting, address of meeting place, and name/address and phone number of Unit Membership Chairman (or President) for each Unit in the District.
 - Reasons to Place a Unit on Probation
 - Noncompliance section: Non-payment of per capita to Department. Reference Unit Handbook, Page 46, last sentence of first paragraph.

NOTE: Before the District President makes the motion at the Department Executive Committee Meeting or Convention to cancel, surrender or revoke a Charter, they need to turn in the following documents to Department:

- Copies of all letters to Unit Members
- Copy of letter to Internal Revenue Service (IRS) relinquishing your Employer Identification Number (EIN) and letter to Franchise Tax Board if Unit is incorporated.
- Member Data Forms – filled out and signed by the Unit members for all members who have transferred and for those transferring to Unit 1000.
- Copy of Final Bank Statement

If you don't have these documents.....don't make a motion until you do.

Wording a Motion to Place a Unit on Probation, Remove a Unit from Probation, Accepting the Surrender of a Charter or Revoking a Charter.

PLACE ON PROBATION - When you District is called, rise and say

Madame Department President, _____
(Give any information substantiating your motion)

I move to place _____, on probation.
District Name and Number

REMOVE FROM PROBATION - When you District is called, rise and say

Madame Department President, _____
(Give any information substantiating your motion)

I move to remove _____, from probation.
Unit Name and Number

SURRENDER OF A CHARTER (*Voted by membership to give up Charter due to loss of members or extenuating circumstances beyond their control.*)

Madame Department President, _____
(Give any information substantiating your motion)

It is with regrets, that I move to accept the Charter of _____,
District Name and Number

REVOKE A CHARTER (*To make void by withdrawing due to noncompliance with Unit responsibilities. Department and National Bylaws*)

Madame Department President, _____
(Give any information substantiating your motion)

I move to revoke the Charter of _____,
District Name and Number

•

Procedures for Unit President – Charter Cancellation

Possibility of surrender must be discussed at a Unit meeting. No one person or group of officers can make this decision. All Senior members must be notified of this possibility by letter (see Sample Letter #1. The letter should state the reasons and give the date, time and location of the meeting. Suggest some sort of ballot for members to indicate choice to surrender or not. (Members are more likely to respond to that and may even show up.) A copy of this letter must be sent to the District President. Members will vote at this meeting to “begin the procedure for surrender of charter”. (Vote to surrender can’t be taken at this meeting as it is the last step in the whole process.) Refer to the Charter Cancellation Checklist on .

- STEP 1** District President Notified of possible surrender
Notify the District President and let her know the date, time and location of meeting so that she can attend along with the District Membership Chairman and District Parliamentarian.
- STEP 2** Surrender discussions at regular Unit meeting
- STEP 3** Once Unit votes to “begin procedure for surrender”, a letter needs to be sent to all Senior members notifying them of the decision to surrender the Unit Charter (see Sample Letter #1. The letter should state the date, time, and location of meeting which vote to surrender will be taken. Suggest a ballot for members to indicate their choice to surrender or not.
- STEP 4** Decision Made by vote of Unit to Surrender
- STEP 5** Senior members notified in writing of outcome of decision and given an opportunity to transfer to other Units or Unit 1000 (See Sample Letter #2. If two more meetings are required to complete all business for surrendering the Unit Charter, it is suggested that both dates be set and given in this letter to alleviate having to write another letter to members to vote on the surrender. If you can get all business done in one meeting, plus vote to surrender, you don’t have to schedule the second meeting. The letter should state the date, time, and location of meeting which vote to surrender will be taken. Suggest a ballot for members to indicate their choice to surrender or not.
- Immediately after the meeting the Unit voted to surrender, the Unit Membership chairman should assist the Unit Secretary in writing a letter to all Senior members advising them of action to surrender and encouraging them to transfer to another Unit.
 - A membership data form shall be filled out for each Senior and Junior member which shall be enclosed with the letter that is being sent to all members. Members should be advised that if they do not transfer before September of that year, they will automatically be transferred to Unit 1000. (Explain that this is a “paper Unit” with no meetings and they will not be able to vote , hold office, or serve as a delegate to convention.

- Members that do not transfer before September of that year will automatically be transferred into Unit 1000. (Unit 1000 is a ~~paper~~ Unit” with no meetings and they will not be able to vote, hold office, or serve as delegate to convention.)

**AMERICAN LEGION AUXILIARY
MEMBER DATA FORM**

Member ID# _____ Date _____

(Required for all changes)

Name _____

Department _____ Unit _____

SR JR DECEASED, DATE OF DEATH ___/___/___

VIM Honorary Life Member

Life Member (Depts of CO, ND, SD ONLY)

Sample

CORRECTIONS

Information

Name _____
Former Address _____
Former City _____
Former State _____ Zip _____
Former Telephone # () _____

New Information

Name _____
Former Address _____
Former City _____
Former State _____ Zip _____
Former Telephone # () _____

UNIT TRANSFERS

Previous Unit # _____ Department _____ NEW Unit # _____ Department _____

Signature- Member (Required)

Signature – New Unit Officer (Required)

ADDITIONAL INFORMATION

Marital Status: Married Single Widowed Divorced Date of Birth ___/___/___

Continuous Years of Membership _____ for _____ (Paid Year)

E-mail address _____

WAR ERA OF ELIGIBILITY (The Veteran, living or deceased, served in:)

- WWI (4/16/17 – 11/11/18) WWII (12/7/41 – 12/31/46) Korea (6/25/50 – 1/31/55)
 Vietnam (2/28/61 – 5/7/75) Grenada, Lebanon (8/24/82 – 7/31/84) Panama (12/20/89 – 1/31/90)
 Merchant Marines (12/7/41 – 8/15/45 Only Eligibility)
 Persian Gulf War (8/2/90 – Cessation of hostilities as determined by the U. S. Government)

BRANCH OF SERVICE OF ELIGIBILITY (The veteran, living or deceased, served in:)

- U. S. Air Force U. S. Army U.S. Marines U.S. Navy U.S. Coast Guard U.S. Merchant Marines

in Household _____ Occupation _____

181-003

(Rev. 08/03/05)

White copy goes to National

Yellow copy goes to Department

Pink copy goes to Unit

**AMERICAN LEGION AUXILIARY
MEMBER DATA FORM INSTRUCTIONS**

1. The Member Data Form should be used to report name changes, address changes, continuous year changes, Unit transfers and deceased member(s).
2. The Member ID Number and address, Unit Number and name of Department are required for a Member Data Form to be processed by National Headquarters.
3. Although the information requested under —Additional Information” is optional, whenever possible this information should be provided. This will permit National Headquarters to maintain a more comprehensive database of American Legion Auxiliary membership.
4. The following information pertains to transfers only:
5. Transfer from one Unit to another is a privilege granted to any paid-up Auxiliary member ONLY with the approval of the Unit to which the member desires to transfer.
6. TRANSFER MAY BE MADE UNDER THE REGULATIONS LISTED BELOW:
7. No transfer shall be made unless the member requesting transfer has a membership card showing that she is a member in good standing at the time transfer is requested. Members whose dues for the current calendar year are not paid by January 31st of that year are suspended, are not in good standing, and are not eligible for transfer.
8. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Unit to another. The accepting Unit may require payment of difference in dues on a pro-rata basis if dues are higher than transferring member’s former Unit.
9. Any Auxiliary member desiring transfer of membership must first secure approval from the Unit to which transfer is desired. She may do this orally or by letter. The Secretary of the new Unit will then complete and route the parts of the form as instructed below. She will also contact the old Unit to inform them of the transfer.
10. National Headquarters will carry through necessary procedures to transfer member’s record to the new Unit, provided member’s current record is on file and provided information on transfer certificate is complete.
11. Life members belonging to the Department of Colorado, North Dakota, and South Dakota should check with their Department Headquarters prior to making a transfer.
12. Route the three parts of the Member Data Form as follows:

WHITE & YELLOW COPIES: Mail to Department Headquarters (Department will forward the white copy to National and retain the yellow copy.) **PINK COPY:** Retain in Unit Files

(Note: Signature of New Unit Secretary is required in reporting a transfer or a continuous years change.)

STEP 6 All American Legion Auxiliary property must be distributed properly.

- The bell, if not given to a Past President or another Unit, must be returned to the Department.
- The American Flag and Unit banner, if not given to a Past President or a charter member, may be donated to a local non-profit such as Girl Scouts or public building. Otherwise they should be returned (without the poles) to the Department.
- The Unit Charter (unframed and rolled) must be returned to the Department. Since there is not enough room at the Department Office to archive previous minutes, membership records, and banking records, the Unit should properly dispose of these items.
- It is important to realize that all funds are the property of the American Legion Auxiliary and that the Department and District should be given first consideration. All obligations to the Department/District must be met. These include:
 - Department/District per capita for membership
 - Fidelity Bond payment for the current Auxiliary year
 - Current membership per capita paid for any delinquent members should they want to continue membership in the American Legion Auxiliary.
 - VIM (Life Membership) paid for any members who significantly have contributed to the Unit.
 - Donations to the programs of the American Legion Auxiliary (both Department and National levels)
 - Donations to the programs of The American Legion Post
 - Do not close the Unit bank account until after the final vote is taken to surrender the charter. Make sure that while deciding on how to distribute the remaining Unit funds enough money is left in the account to cover the costs of postage, service charges, etc.

STEP 7 **Unit Incorporation.** The Unit must determine if it is incorporated. If the Unit files documents with the State of California every other year, paying a \$20 filing fee, then it is incorporated. Contact the State of California, Franchise Tax Board to obtain the *Guide for Corporations Dissolving, Surrendering (Withdrawing) or Merging* (FTB Pub. 1038). Follow the requirements carefully to avoid delays.

STEP 8 Letter to IRS retiring EIN (Employer Identification Number) Responsibility of Unit to process appropriate paperwork REQUIRED by the Internal Revenue Service and State Franchise Board & IRS (see Sample letter to IRS)

STEP 9 Gather Items/Information that must be turned into Department

- **All** Unit minutes relating to the surrender of the Unit charter. (A record of all discussions and meetings **MUST BE KEPT** and a copy of same with the notice/s to the membership must be retained for the protection of the Unit officers against later challenges that might occur.)
- Copy of letters sent to Senior members
- Final bank statement showing a zero balance
- Written statement of how the Unit funds were distributed
- Unit Charter (unframed and rolled)

It is required that the Unit Officers remain in close contact with the District President throughout the surrender process. The Unit must understand that the surrender process is timely to ensure compliance with the requirements set by the Department, National, the State of California and the IRS .

STEP 10 Vote to Surrender the Unit Charter

NOTE: You can also find the procedures for surrendering a Unit Charter with sample letters and checklists on the Department Web Site under Unit Business.



AMERICAN LEGION AUXILIARY

Department of California
401 Van Ness Avenue, Room 113
San Francisco, California 94102-4586
(415) 861-5092 FAX (415) 861-8365
E-Mail: calegionaux@calegionaux.org
Web Site: www.calegionaux.org

Surrendered Unit Checklist **Based upon Unit Procedure for Cancellation**

	Document	Date
	District President Notified of possible surrender	
	Surrender discussion at regular Unit meeting	
	Senior members notified in writing of possible surrender	
	Senior members notified in writing of outcome of decision	
	ALL members notified / offered transfer to other units or Unit 1000	
	If Unit is Incorporated – contact Franchise Tax Board for instructions	
	Letter to IRS retiring EIN (Employer Identification Number)	
	Property of Unit distributed properly	
	Funds distributed properly once obligations are met	
	Final letter & ballot to membership	
	Minutes on discussions/meetings relating to surrender of charter	
	Final bank statement showing zero balance / distribution of funds	

Comments

SAMPLE letter (#1) to Unit Members calling for discussion and vote on possibility of surrender

Name and Number of Unit

Unit Address

Date

Member's Name

Address

Dear Member's Name:

The officers of this Unit are having difficulties getting the work of the American Legion Auxiliary accomplished. There are only a few members attending meetings, there are not enough active members to accept the elected and appointed positions, the few members who attend meetings are no longer interested in being active.

We have been in contact with the District President. She advises us to call a special meeting to discuss the **possibility** of surrendering our Unit charter. She suggests that when we meet we should try to decide if we want to work at reorganizing our Unit to strengthen it or begin the procedure to surrender.

The special meeting will be held at the Veterans Building on March 10, 2002, 6:30 PM.

We hope that you will be able to attend this very important meeting. If you are unable to attend, we want to know how you feel about actions we are considering. Please take a moment to indicate your choice using the ballot below. If you have comments, make them on the back of the ballot. Return the ballot to the address above to arrive before March 10, 2002. Your vote and comments will be considered.

Thank you for your continued interest in the American Legion Auxiliary and its fine programs.

Sincerely,
Mary Jones
Unit President

Ballot to vote on possibility of surrendering Unit Charter

Member Name _____

Membership Number _____

- I vote to continue the Unit and will assist in reorganization
- I vote to begin the procedure for surrender of the Unit Charter

SAMPLE Letter #2 TO UNIT MEMBERS FOR FINAL CHARTER SURRENDER

Name and Number of Unit

Unit Address

Date

Member's Name

Address

Dear Member's Name:

At a special meeting held on _____, it was voted with regrets to surrender our Unit Charter.

A meeting is scheduled to be held on _____ at _____ to discuss how our property and funds will be distributed. Once the Unit completes all business, distribution of property and funds; and if a final Unit meeting is needed to vote on the surrender of the Unit Charter, it will be held on _____ at _____.

We hope that you will be able to attend both of these meetings but in the event you can't, we want you to have the opportunity to cast your vote. Please take a moment to fill out the following ballot and return it to me at the above address. Ballot must be received no later than _____.

As the American Legion Auxiliary values your membership, we would like to give you an opportunity to transfer your membership to another local Unit so that you don't lose your continuous membership. The preferred choice and one that helps the District is to transfer to another local active Unit, however, there is another alternative of transferring your membership to the Department of California Unit 1000 which is an inactive Unit. Please note that if you don't transfer to another Unit before September, you will automatically be transferred into Unit 1000.

Member Data Forms for **Unit 1000** are mailed directly to: American Legion Auxiliary, Department of California, 401 Van Ness Ave., Rm. 113, San Francisco, CA 94102-4586.

To help you with transferring your membership, enclosed is a list of local Units with the names, phone numbers and addresses of each Unit President. Also enclosed is a Member Data Form that has been partially filled out for you and all you have to do is fill in the name, # and location of the Unit you would like to transfer to, sign and mail or give the form to the Unit you are transferring to. If you have already paid your membership dues for the current year, you do not have to pay again.

There are a lot of reasons you should continue your membership but one you may not be familiar with is the Auxiliary Emergency Fund which is set up specifically to help members of the American Legion Auxiliary. This fund is designated to assist eligible Auxiliary members who have suffered a financial setback and is meant to be a bridge offering a helping hand until financial stability is re-established. In order to qualify for this program, you must have at least 3 consecutive years of membership to apply for assistance. Of course, there are many other benefits that are available to members and many reasons why we hope you will consider transferring your membership to another local Unit or to the Department Unit 1000 Unit.

If you have any questions please don't hesitate to contact me and I will do whatever I can to assist you.
Sincerely, yours,

Mary Jones
Unit President

Enclosures
List of Local American Legion Auxiliary Units and Points of Contact
Member Data Form for transfer to another Unit

BALLOT TO VOTE ON SURRENDER OF UNIT CHARTER

Member Name _____

Membership Number _____

- I vote to continue the Unit and will assist in reorganization
- I vote to surrender the Unit Charter

SAMPLE letter to Internal Revenue Service for Charter Cancellation

Name and Number of Unit
Unit Address
Date

Department of the Treasury
Internal Revenue Service
Philadelphia, PA 19255

Dear Madam/Sir:

On May 16, 2002 our Unit members voted to surrender the Unit Charter.

We request that our Employer Identification Number (type in the 9-digit number here) be retired.

Sincerely,
Mary Jones
Unit President

NOTE: If your Unit is Incorporated, you also need to send a letter to the California Franchise Tax Board retiring your incorporation # as well. It is recommended that you attach a copy of the letter to the Internal Revenue Service (IRS) to your letter to the Franchise Tax Board.

Procedure for the Expulsion or Suspension of a Member

Process. The first step in the process of all actions of expulsion or suspension against a member of the American Legion Auxiliary in good standing shall be the filing with the Secretary of the Unit written charges, in triplicate, properly verified by the affidavit of the accuser or accusers. It shall then be the duty of the Unit to employ legal counsel, preferably a practicing member of the Bar in the state in which the Unit is located.

Notice and Copies of Charges to Accused. The Secretary shall deliver to the accused member, by registered mail or in person, one copy of the charges and a written notice to appear at a specific time and place to show cause why she, the accused, should not be suspended or expelled. These items shall be delivered to the accused at least fifteen days in advance of the scheduled appearance. The Secretary shall cause note to be made of the delivery of the charges and notice. Whenever the accused cannot be found, subsequent copies of the charges and notice may be served.

Charges. The accuser or accusers must be members of the same Unit as the accused, and she/they shall set forth the charges of disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of the American Legion Auxiliary in terms of simplicity and understanding in order that the accused may properly prepare a defense.

Appearance. Before the accused member defends herself in person or by counsel, she shall enter her defense by filing an answer to said charges on or before the date on which she has been summoned to appear.

Failure to Answer. If the accused member fails to answer the charges in the manner and form as herein set forth, the charges and matters therein stated shall be taken as confessed, and the prayer for expulsion or suspension granted.

Continuance. Either party may apply for a continuance before the day set for trial. However, it shall be accompanied by a written motion and supported by affidavit of the party so applying. Good and substantial cause must exist before said motion is granted. It shall be the duty of Unit counsel to pass upon said motion and determine from the pleadings whether or not sufficient cause exists for continuance.

Trial. The Unit Counsel shall preside at the trial, shall have the power and authority to pass upon the materiality and relevancy of all evidence presented, and shall have general power to prescribe necessary rules and regulations for the orderly procedure of said trial, except that no rule or regulation in violation of these rules shall be permitted.

Unit Members to Act as Jurors. Members of the Unit shall act as jurors under the guidance of the Unit Counsel to ascertain the truth of the charges preferred. Their province is strictly limited to questions of fact, and within the province they are still further restricted to the exclusive consideration of matters that have been proven by the evidence introduced in the course of the trial. At the conclusion of the evidence, the members of the Unit in attendance so acting as jurors shall determine by ballot (two-thirds vote) whether or not the accused is guilty as charged, and shall produce their decision in writing, signed by one of their number as chairman, and return same to the Unit Secretary who shall enter same in the Unit records.

Challenge. If either party shall make affidavit that a certain member of the Unit cannot fairly and impartially try the case and render a fair and impartial verdict, and the Unit Counsel shall be satisfied as to the truth of such statement, said member or members shall be challenged for cause and dismissed from service as jurors, but in no event shall the number present for trial be reduced below a majority of the members present for the hearing. Neither the accused or the accuser, nor their counsel, shall be permitted to sit as jurors.

Amendments. At any time before the final decision is made by the members sitting as a jury, amendments to the pleading may be allowed by the Unit Counsel, such terms as are just and reasonable.

Appeal. Any member who has been suspended or expelled has the right of appeal to her Department Executive Committee provided that said appeal must be taken by the preparation of a transcript of the proceedings within forty days after a judgment of expulsion or suspension, such transcript shall contain a copy of the charges, the notices to the accused, and a record and copies of all other actions or pleadings introduced, together with a statement of the evidence in substance to be prepared by the party appealing. The Unit Counsel shall be the judge of the correctness of the statement of evidence.

As an alternative, either party may demand a stenographic report, providing that timely request before trial is made, and provided further that the party requesting the stenographic report shall pay for same. The Unit Counsel shall determine the correctness of said stenographic report.

Notice by Department Secretary. When an appeal is taken, as herein provided, to the Department, it shall be the duty of the Department Secretary to notify all parties of the date, exact time, and place of the next Department Executive Committee meeting, provided at least ten days' notice shall be given. The Department Executive Committee shall hear the appeal. Evidence may not be introduced before the Department Executive Committee, though arguments may be heard, and the evidence as shown by the transcript shall be the only evidence considered by the Executive Committee.

The Department Counsel shall preside at the trial, shall have power and authority to grant continuance to either party upon just cause being shown, and shall have power to make all necessary and reasonable rules and regulations for the orderly procedure of said trial.

No Further Appeal. The decision of the Department Executive Committee shall be final.

Effects of Decision. Where an appeal is taken by the accused and the Department Executive Committee or Department Convention sustains the appeal, the expelled member automatically becomes a member in good standing of said Unit, and it is mandatory that the Secretary reinstate said member upon the Unit Membership Roll.

After completing the "Procedure for the Expulsion or Suspension of a Member of the American Legion Auxiliary"; as set forth in this handbook, National Headquarters will require the guidelines listed below to be followed:

1. All Department requests to National Headquarters for canceling a member must come in writing from the Department Secretary. In the event the member being cancelled is the Department Secretary, the request must come from the Department President.
2. The written request must contain the following:
 - Name and membership ID number of person being cancelled
 - Reason for cancellation
 - Effective date of cancellation
 - A clear statement that all procedures outlined in the Auxiliary Unit handbook have been followed and that the Department has written copies of all documentation regarding the expulsion in their files.
3. Departments are not required to submit documentation to National unless requested by the National Secretary or the Membership Coordinator.

All written requests should be sent to: American Legion Auxiliary National Headquarters, Attn: Membership Coordinator, 8945 N Meridian Street, Indianapolis, IN 46260