

CERTIFICATION OF DELEGATES AND ALTERNATES  
103<sup>rd</sup> ANNUAL CONVENTION  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF TEXAS

Unit Location \_\_\_\_\_ Unit No. \_\_\_\_\_ District No. \_\_\_\_\_

THIS IS TO CERTIFY THAT \_\_\_\_\_ Unit No. \_\_\_\_\_ in regular  
meeting assembled at \_\_\_\_\_ Texas, on \_\_\_\_\_ 2023, elected the following

delegates and alternates, all being members of the American Legion Auxiliary in good standing, to represent the  
Unit at the 103<sup>rd</sup> Annual Convention of the American Legion Auxiliary, Department of Texas, Austin, July 13,  
2023-July 16, 2023.

A Senior Unit registration **fee of \$10 shall accompany the list of delegates** mailed to Department Office and must  
be received at Department Headquarters ten working days prior to the Department convention; and must be current  
in payment of the following mandates: Christmas Assessment and Bonding Fee (Department Standing Rules,  
Section VI, Paragraph 2 & 3). **A registration fee of \$25 will be assessed to any Unit registering on site at the  
Department Convention.**

*Each delegate and alternate have been notified that she must show her 2023 membership card when registering  
for the Department Convention.*

**DELGATES**

**ALTERNATES**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

(Unit Secretary)

Signed \_\_\_\_\_

(Unit President)

NOTE: UNIT OFFICERS FOR THE ENSUING YEAR ARE TO BE ELECTED AT THE SAME MEETING IN  
WHICH DELEGATES TO THE DEPARTMENT CONVENTION ARE ELECTED. THIS ELECTION SHOULD  
BE HELD AT LEAST FOUR WEEKS PRIOR TO THE DEPARTMENT CONVENTION. CERTIFICATION  
FORMS FOR NEXT YEAR'S OFFICERS SHOULD BE SUBMITTED TO DEPARTMENT HEADQUARTERS  
AT THE SAME TIME THE COPY OF THE DELEGATES AND ALTERNATES IS SENT IN. THESE  
CERTIFICATION FORMS ARE VERY IMPORTANT!

**DO NOT DELAY**

**IMPORTANT IMPORTANT IMPORTANT**

In order that your Unit, be accredited with the correct number of votes, it is necessary that the following instructions be observed:

1. **WHITE COPY** of this form is to be filled in and mailed, together with the for each Unit, to Department Headquarters by June 30, 2023.
2. **1 COPY** is to be presented to the Credentials Committee by the Unit Delegation Chairman immediately upon arrival in Austin, Texas. The Committee desk will be located in the lower lobby foyer area of the Renaissance Hotel, Austin, Texas.
3. **1 COPY** is to be held by the Unit Delegation Chairman.

Credentials will **NOT** be accepted by the Credentials Committee after 1:00 PM, Saturday, July 15, 2023.

The books in Department Headquarters will be closed at 5:00 P.M., June 30, 2023. The Voting strength of the Units will be based on the Membership in the Department Headquarters at that time and will be computed on the following basis:

10 members - 2 votes	173 members - 9 votes	348 members - 16 votes
23 members - 3 votes	198 members - 10 votes	373 members - 17 votes
48 members - 4 votes	223 members - 11 votes	398 members - 18 votes
73 members - 5 votes	248 members - 12 votes	423 members - 19 votes
98 members - 6 votes	273 members - 13 votes	448 members - 20 votes
123 members - 7 votes	298 members - 14 votes	473 members - 21 votes
148 members - 8 votes	323 members - 15 votes	498 members - 22 votes

**\*\*\*Members of the Department Executive Committee present, and Past Department Presidents in good standing in their local Units shall be delegates-at-large to the Department Convention with vote to be exercised with their Units. There is no need for delegates-at-large to be voted as delegates for their unit to be able to vote.**

**Mail to:**

**Tiffany Troxclair ALA Department Secretary  
Attn: Delegate Forms  
118 Cottonwood Ln  
Little Elm, Tx 75068**