

AMERICAN LEGION AUXILIARY, DEPARTMENT OF TEXAS
PO BOX 1629, LITTLE ELM, TX 75068-1629



DEPARTMENT CONVENTION BULLETIN

PLEASE FIND ENCLOSED:

OFFICIAL CALL
TENTATIVE SCHEDULE
HOTEL INFORMATION
CERTIFICATION OF DELEGATES (SENIORS)
ADVANCED REGISTRATION
JUNIOR OFFICIAL CALL
CERTIFICATION OF DELEGATES (JUNIORS)



Official Call For The 105th Annual Convention
American Legion Auxiliary
Department Of Texas

Austin, Texas – July 10 - 13, 2025

In accordance with the Department Constitution and Bylaws, I, Sharon Phelps, hereby call the one hundred and fifth Annual Convention of the American Legion Auxiliary Department of Texas, to meet in Rio Grande A, of the Renaissance Hotel Arboretum, Austin, Texas.

PURPOSE

The Purpose of the Convention shall be to accept annual reports of the Department Officers and Committees; to elect Department Officers for the coming year, which includes a Department President, Department Vice President, Department Chaplain, Department Historian and Department Sgt.-at-Arms; to confirm the elected Division Presidents, the Presidents and Vice Presidents of the odd numbered Districts; to elect delegates and alternates to the National Convention and to transact such other business as may properly come before the Convention.

DELEGATES

Unit representation shall be two delegates for the first ten (10) members and one additional delegate for each twenty-five members or major fraction thereof, whose current dues have been received in Department Headquarters two weeks prior to the convening of said Convention, and to one alternate for each delegate. The delegates and alternates shall be elected at a Unit meeting duly called for this purpose not less than four weeks prior to the Department Convention. These names shall be mailed and be received at Department Headquarters no later than June 30, 2025.

A Unit registration fee of Ten (\$10.00) dollars shall accompany the list of delegates.

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.

Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the registered and certified Unit delegates present at the Department Convention.

Twenty-five percent of the duly elected and accredited delegates to the Convention shall constitute a quorum. (Department Constitution, Article VI, sections 1 through 9.)

Sharon Phelps

Sharon Phelps
Department President

AMERICAN LEGION AUXILIARY
2025 DEPARTMENT CONVENTION
SCHEDULE OF EVENTS
(Tentative)

Thursday, July 10, 2025

1:00 PM	Registration Opens – Lower Ballroom Foyer Credentials Desk Opens – Lower Ballroom Foyer Department Office Opens – San Saba
2:00 PM	Pre-Convention DEC Meeting – Rio Grande
4:00 PM	Page Rehearsal – Rio Grande A Registration Closes– Lower Ballroom Foyer Credentials Desk Closes– Lower Ballroom Foyer

Friday, July 11, 2025

8:00 AM	Exhibit Room Opens – San Saba Registration Opens – Lower Ballroom Foyer Credentials Desk Opens – Lower Ballroom Foyer Line Up of Processional Participants
9:00 AM	Convention Business Session Opening – Rio Grande A Juniors meet with Seniors
1:00 PM	Business session reconvenes
4:00 PM	Registration Closes– Lower Ballroom Foyer Credentials Desk Closes– Lower Ballroom Foyer
6:30 PM	Department Commander's & President's Reception – Glass Oaks

Saturday, July 12, 2025

8:00 AM	Exhibit Room Opens – San Saba
9:00 AM	Convention Business Session Opening – Rio Grande A
1:00 PM	Registration Closes Credentials Closes
1:00 PM	General Session Continues Juniors and Seniors National President Speaks
5:30 PM - 7:30 PM	Candidates Reception – TBD

Sunday, July 13, 2025

8:00 AM	Memorial Service – Grand Ballroom A/B
9:00 AM	General Session Reconvenes - Junior – Pecos General Session Reconvenes - Senior - Rio Grande A Election of Department Officers Installation Post DEC Meeting (All incoming District and Division Presidents and Department Officers)

Hotel Information

Renaissance Hotel – Arboretum
9721 Arboretum Blvd
(512) 343-2626

Rate \$119

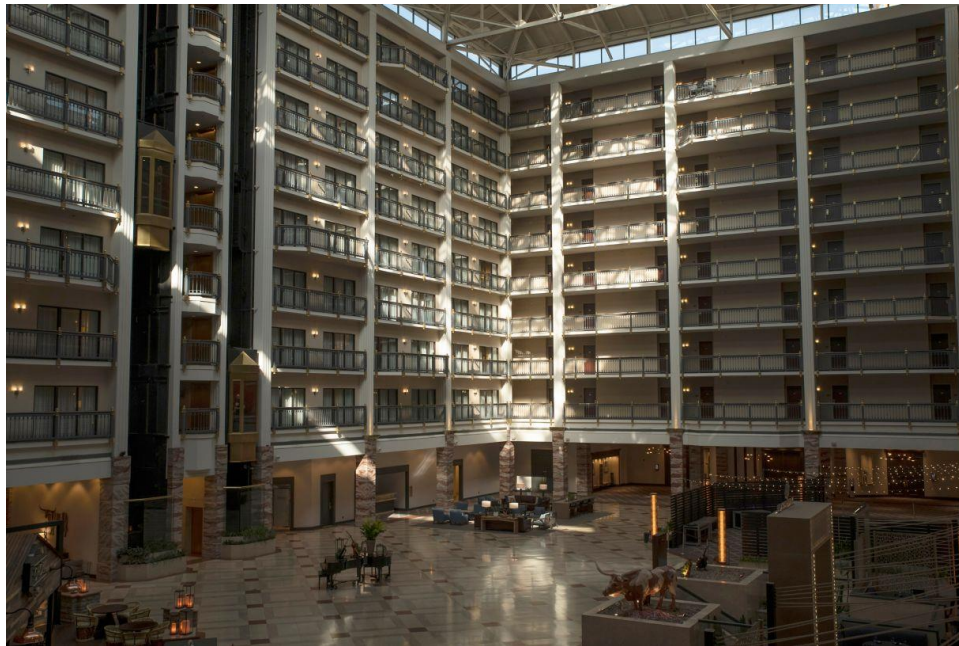
Reservation cutoff date: June 17, 2025

Here is the web link to book your room (Also found on Department Website):

[Book your group rate for American Legion 2025 State Convention](#)

ASK FOR THE AMERICAN LEGION CONVENTION When you call to make your reservations, please be sure to obtain a confirmation number.

Note: Hotel requires 72 hrs. notice of cancellation prior to your scheduled arrival date, or a 1-night room and tax will be billed to the credit card on file.



CERTIFICATION OF DELEGATES AND ALTERNATES
105th ANNUAL CONVENTION
AMERICAN LEGION AUXILIARY
DEPARTMENT OF TEXAS

Unit Location _____ Unit _____ District _____ Division _____

THIS IS TO CERTIFY THAT _____ Unit _____ in regular meeting
assembled at

_____ Texas, on _____ 2025, elected the following delegates and alternates, all being
members of the American Legion Auxiliary in good standing, to represent the Unit at the 105th Annual Convention
of the American Legion Auxiliary, Department of Texas, Austin, July 12 2025 - July 13, 2025.

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 may be asked to show her 2025 membership card when
registering for the Department Convention.*

DELGATES

ALTERNATES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
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10. _____
11. _____
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17. _____
18. _____
19. _____
20. _____

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Signed: _____
(Unit Secretary)

Signed _____
(Unit President)

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. **1 COPY** of this form is to be filled in and mailed, together with the \$10 Unit Registration fee to Department Headquarters by June 30, 2025.
2. **1 COPY** is to be presented to the Credentials Committee by the Unit Delegation Chairman immediately upon arrival in Austin, Texas. The Credentials 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 12, 2025.

The books in Department Headquarters will be closed at 5:00 P.M., June 30, 2025. 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

PO Box 1629

Little Elm, Tx 75068-1629

2025 Department Convention Advanced Registration
Renaissance Hotel, Austin, Tx July 10-13, 2025

_____ Senior Registrations @ \$30 each Total _____

_____ Junior Registrations @ \$5 each Total _____

Unit # _____ Unit Location _____ Dist # _____ Div # _____

Seniors Members	Junior Members
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.

Advance registration fee must be **received** in Department Headquarters by JUNE 30, 2025. Advance registration received after this date will be returned to the sender.

On-Site registration in Austin will be \$40.00 for Seniors and \$8.00 for Juniors. NO REFUNDS AFTER JUNE 15, 2025.

Mail to: American Legion Auxiliary
Attn: Dept Convention Registration
PO BOX 1629
Little Elm, Tx 75068-1629

Official Call Annual Junior Meeting
American Legion Auxiliary
Department Of Texas

Austin, Texas –July 10 - 13, 2025

In accordance with the Department Constitution and Bylaws, I, Sharon Phelps, hereby call the Annual Junior Meeting of the American Legion Auxiliary, Department of Texas, to meet in the Pecos Room of the Renaissance Hotel, Austin, Texas, July 10 -13, 2025.

PURPOSE

The purpose of the Meeting shall be to accept annual reports of the Junior Department officers and committees; to elect Department Junior Officers for the coming year, which includes a Department Junior President, Department Junior Vice President, Department Junior Secretary, Department Junior Treasurer, Department Junior Chaplain, Department Junior Historian, Department Junior Sgt.-at-Arms; to confirm elected District Junior Presidents and District Junior Vice Presidents and to transact such other business as may properly come before the Convention.

DELEGATES

Junior Unit representation shall be:

1. UNORGANIZED AND UNCERTIFIED JUNIORS

- a) One (1) delegate and alternate allowed any Unit who has 1-9 members present and registered at the meeting, provided that the Unit pays the registration fee.
- b) When a Unit has more than one Junior present and registered, the Juniors present and registered from that Unit shall elect by a majority vote one (1) delegate and one (1) alternate from among their group to represent them.

2. ORGANIZED AND CERTIFIED JUNIORS

- a) Two (2) delegates for the first ten (10) members and one additional delegate for each twenty-five members or major fraction thereof, and one alternate for each delegate.
- b) The delegates and alternates shall be elected at a Junior Unit Meeting duly called for this purpose not less than four weeks prior to the Department Meeting. These names shall be mailed to Department Headquarters, to be received no later than June 30, 2025.

All Junior delegates and alternates must have current dues paid, and dues must have been received in Department Headquarters two weeks prior to the convening of said Meeting.

A Junior Unit registration fee of \$5 shall accompany the list of delegates to the Department Headquarters.

Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the registered and certified Unit delegates present at the Department Junior Meeting.

Twenty-five percent of the duly elected and accredited delegates to the Meeting shall constitute a quorum.

Sharon Phelps

Lauren Ballay

Sharon Phelps
Department President

Lauren Ballay
Department Honorary Junior President

CERTIFICATION OF JUNIOR DELEGATES & ALTERNATES
ANNUAL JUNIOR MEETING
AMERICAN LEGION AUXILIARY
DEPARTMENT OF TEXAS

JUNIOR UNIT LOCATION _____ UNIT NO. _____ DISTRICT NO. _____

THIS IS TO CERTIFY THAT _____ UNIT NO. _____ in regular meeting.

assembled at _____, Texas, on _____ elected the following delegates and alternates, all being members of the American Legion Junior Auxiliary in good standing, to represent the Junior Unit at the Thirty-eighth Annual Junior Department meeting of the American Legion Auxiliary, Department of Texas, Austin, Texas, July 11 - 13, 2025. A **Junior Unit registration fee of \$5 shall accompany the list of delegates mailed to Department Office**

Each delegate and alternate are hereby notified that she MUST show her 2025 membership when registering for the Department Junior Meeting.

DELEGATES

ALTERNATES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed: _____ Signed _____
(Junior Unit Secretary) (Junior Unit President)

JUNIOR 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 FIFTEEN (15) DAYS PRIOR TO THE DEPARTMENT CONVENTION. CERTIFICATION FORMS FOR THE NEXT YEAR'S OFFICERS SHOULD BE SUBMITTED TO DEPARTMENT HEADQUARTERS AT THE SAME TIME THE BLUE COPY OF THE DELEGATES AND ALTERNATES ARE SENT IN. THESE CERTIFICATION FORMS ARE VERY IMPORTANT. DO NOT DELAY.

IMPORTANT

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

1. **THE WHITE COPY** of this form is to be filled in and mailed, together with the Junior Unit Convention Registration fee of **\$5.00** for each Unit, to Department Headquarters by June 30, 2025.
2. **1 COPY** is to be presented to the Credentials Committee by the Junior Delegation Chairman immediately upon arrival in Austin, Texas. The Committee desk will be located in the Lower lobby foyer of the Renaissance hotel, Austin, Texas.
3. **1 COPY** is to be held by the Junior Unit Delegation Chairman.

The Credentials Committee will not accept credentials after 1:00 P.M. Saturday, July 12, 2025. This is in accordance with Department Constitution Article VI, Section 8.

The books in Department Headquarters will be closed at 5:00 P.M., June 30, 2025. The voting strength of the Junior Units will be based on the membership in Department Headquarters at that time and will be computed on the following basis:

1 to 9 members 1 vote	123 members- 7 votes	248 members-12 votes
10 members - 2 votes	148 members- 8 votes	273 members-13 votes
23 members - 3 votes	173 members- 9 votes	298 members-14 votes
48 members - 4 votes	198 members-10 votes	323 members-15 votes
73 members - 5 votes	223 members-11 votes	348 members-16 votes
98 members - 6 votes		