AMERICAN LEGION AUXILIARY

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AMERICAN LEGION AUXILIARY

Preamble

For God and Country, we associate ourselves together for the following purposes: To uphold the constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom, and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

Mission Statement

In the spirit of Service, Not Self, the missions of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

Vision Statement

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace and security.

Purposes

In fulfillment of our Mission, the American Legion Auxiliary adheres to the following purposes:

- To support and advocate for veterans, active military and their families
- To support the initiatives and programs of The American Legion
- To foster patriotism and responsible citizenship
- To award scholarships and promote quality education and literacy
- To provide educational and leadership opportunities that uphold the ideals of freedom and democracy and encourage good citizenship and patriotism in government
- To increase our capacity to deliver our Mission by providing meaningful volunteer opportunities within our communities
- To empower our membership to achieve personal fulfillment through Service Not Self Values

Our statement of values is predicated on the founding purposes:

- Commitment to the four founding principles: Justice, Freedom, Democracy, Loyalty
- Service to God, our Country its veterans and their families
- Tradition of patriotism and citizenship
- Personal integrity and family values
- Respect for the uniqueness of individual members
- Truthful open communication in dealing with the public and our members
- Adherence to the adopted policies and rules

OMG

Elected New Division/District/Unit President

Were you told that "this job is easy and don't worry, we'll be here to help you"?

Well guess what – It can be easy! If you utilize and include your officers and past presidents and work together to share the workload and any tasks (yes, even those you want to control yourself), you can make this as easy or as hard as you want it to be.

We will talk about your role as a member of the DEC further into this training but let's to take this time to get you started in the right direction as a District President and the position details will be covered throughout the day.

First item of business that should be on your list: Build your team – Don't just build your team – **build a relationship with your team**. That includes your officers – your past presidents – your mentors – and yes, your American Legion counterparts. Even the Juniors, Sons and Riders can be an asset to your position if you just include and ask!

Don't tell me that your personalities won't allow you to work together! You should all be reminded that you are working on the same mission and focus on that and not your individual wants or needs! It can be done! I've seen it done – and if you do it up front there will be less friction throughout the year.

I have placed a goodie bag on the tables for each of you to remind you of the things that can and will get in the way throughout this journey, but if you can look at each of these items, relate, and still smile, you are already on your way to realizing that a team can make a difference in the success of your District or Division. And notice that I did not say your success! Your success will simply fall into place if your District or Division succeeds! Remember – Not about you! Focus on the Mission!

Don't wait until there is a problem to build your team. Build the relationships first. When people know one another, understand one another, and agree on the mission, disagreements don't have to divide us. We may not always agree on the 'how,' but we can agree on the 'why.' And when we keep the mission bigger than our individual wants or needs, it can be done.

OMG I've Just Been Elected President "Where Do I Begin" ...

July –

Attend Department Convention where you will be formally installed, remember your year doesn't start till the ***RAP*** of the gavel at Department Convention. District and Division Presidents attend your first ***POST DEC*** meeting (held immediately after close of the Convention session) in which we will elect a new Secretary/Treasurer, ratify the New Department President appointments, and vote on other items that may come to the floor. Unit Presidents and members are invited to attend also but with no voice or vote.

Division President immediately send out an email of introduction or try to set up a meeting so that you can sit down with your District Presidents and discuss the goals for the year and what is expected of them as a District President.

District President immediately send out an email of introduction or try to set up a meeting with the Units in your District start a good repour with your Unit Presidents let them know you are here to help in anyway you can. You are the ***RAHRAH*** to get Units motivated.

Unit Presidents contact all your Unit members and introduce yourself and ask them to attend the next meeting, so you can meet them one on one. Take a survey of what their interest are and explain ways they can help to better the Auxiliary.

August –

So, it begins, Communication from Division to District Presidents, District Presidents to Unit Presidents and Unit Presidents to Unit Members is going to be vital. Make sure that you are sharing any information you get from Department or National. In August the first bulletin comes out via email; District Presidents make sure you forward to your Unit Presidents and Unit Presidents forward to your Unit members. Print out important information to bring forward to your Unit members at your next Unit meeting.

September –

You will receive your first call-in letter to attend DEC (Department Executive Committee) meeting. New incoming District/Division Presidents will receive a call-in for New Presidents School as well. At the discretion of the new Department President, if budgeted she may call in all District Presidents and if room is available the President will open the school to all.

As DEC members you will receive the budget for review along with other information that will be presented at budget planning. Go over all information sent to you, if you have any questions write them down so you can bring them before the DEC membership. Keep in mind that everyone has their own opinion - you can and should vote for what you feel is correct regardless of what everyone else thinks.

District Presidents, you will receive your Units Program Action Plans packets, make sure you get the packets to your Unit Presidents immediately and don't wait till your convention, Units need the information ***ASAP*** so they can plan their year. This is also a good way to attend the Unit meetings in your District to meet Unit members.

(DEC meeting) Remember you as a member of the DEC votes, the Past Departments Presidents have a voice not a vote, Committee Chairman may speak if it pertains to their program. You as a DEC member may yield to a member that wants to speak on a subject that is being discuss but then you lose your right to speak on the matter.

October –

Its time for Fall District Conventions, as District Presidents prepare for your Convention (see how to prepare for a convention in your New Presidents material). Fall Conventions are a great time to remind your Units of their mandatory deadlines. ***Second Bulletin sent out for October and November ...***

November/December –

While everyone is preparing for the holidays remind the Unit/District Presidents that you would like to attend their Holiday events. As District and Division Presidents this is your first push to have Units send in their Mid-Year reports to Department

Activity Chairman, also remind them to send you the District/Division President a copy. It is very important reports are sent to the Activity Chairman, so she can report to National. Every Unit does something so encourage them to send a report even if it's just a paragraph or two. ***Third bulletin sent out for December and January ...***

January –

Holidays are over and it's time for Mid-Winter Conference - Division/District and Unit Presidents should encourage all members to attend, as this is when we usually have training, and it is also a great time to bond with members of the American Legion Auxiliary. You will be given information to take back to your District/Unit members.

February/March –

Following Mid-Winter your main activity will be membership. By now all Christmas Assessments should be paid and there should be no ***ZERO*** (0) Units. As Division Presidents let your District President know that you are available to help in any capacity needed, same for District Presidents who should offer the same help to your Unit Presidents. Unit Presidents encourage your members to pay their dues - without membership the ALA will not exist. Membership will ***ALWAYS*** be an issue, but we never give up. ***Fourth bulletin sent out for February and March ...***

April –

Its time for Spring District Conventions (see information how to prepare for conventions), this is the time you will give out your awards or certificates and hold elections depending if its an odd or even year. Spring Conventions are a great time to collect yearend reports from your Units. You have deadlines to meet, the earlier you collect Unit reports the more time you have to submit your report to your Division President and compile your report for the Book of Reports, this way you are not scrambling the last minute to get reports from your Units. ***Fifth bulletin sent out for April and May...***

May/June –

Division Conventions are usually in May (see information how to prepare for a convention) Make sure as a Division President you have all candidate resolutions to be read for information only, you only vote on a candidate's resolution if they are from your Division if they are running for a Department office same for Spring District conventions.

Unit/District and Division Presidents don't forget to send in your certification of officers this need to go to Department immediately following your elections. District/Division Presidents send you minutes from your convention to Department within ten (10) days after your convention.

Division Presidents this is a great time to mentor the New elected Division President. District Presidents if your Vice President was elected President you should have been mentoring her during your two (2) years as President. ***Sixth Bulletin sent out for June and July ...***

June/July –

You are not done yet... You are preparing for Department Convention ***YIPPEE*** ...

Always keep in mind throughout the year that you are going to be contacted about things that are completely out of your control and that's okay, you will be the mediator. District Presidents - you have a bigger job, but you are not alone your Division President will be there to help you, same for Unit Presidents - your District President is there for you.

Communication is the key to have a successful year or an unsuccessful year that depends on you as a Unit, District or Division President.

At the end of the day remember we all joined this organization for the same reason - we are all are volunteers. If you have fun and stay positive you will have a very enjoyable experience.

American Legion Auxiliary Department of Texas
Convention Planning

Convention Planning for District/Division Presidents

1. 60 Days Prior to Convention: Contact your Commander to call a meeting for planning and setting up the Convention. The Legion always sets place and date of Convention, if a joint Convention.

2. Contact the host Unit (President)

3. From the host Unit determine the location the meeting will be held. The location may change how you set up the meeting room.

4. Appoint a Convention Chairman, (this will help you preparing for the convention).

5. Information needed to plan your Convention:

    a. Date of Convention
    b. Registration time
    c. Advance Registration cost
    d. Banquet time (if one is held)
    e. Sunday or Sunday Joint Memorial
    f. Meeting time
    g. Hotel name, address, telephone number, cutoff date and rates
    h. If R.V. Parking is available list information
    i. Ad price for Convention book
    j. Where to send the ad by e-mail or mail/address to send payment for ad

6. Fall Convention: Receive programs and plans for the coming year from the Unit Presidents and District Committee Chairman. Present awards received at Department Convention to the individual Units.

7. Spring Convention: Reporting time for Unit Presidents and Activity Chairman. Collect annual reports from Units. District Presidents submits her report to the Division President and submits her written report to Department Historian for the Book of Report by May 15.

8. Send a letter to all Unit Presidents, District officers, Guest Speakers and Committee Chairman with all information of the District Convention with the Convention call (Same for Division). If your District or Division is holding a fund-raiser at your Convention include information.

9. Remind the Unit Presidents to provide a list of Deceased members since last Convention.

10. Stay in close communication with the Host Unit and the Convention Chairman so that your Convention will go smoothly, and all possible problems are resolved in advance before the Convention begins.

11. Discuss corsages and door prizes with the Host Unit (remember the unit bears the cost of these items).

12. Prepare your attentive agenda well in advance of the Convention booklet deadline and provide a copy to the Host Unit and a copy in your Convention packet for the Unit Presidents.

Convention Hints for District/Division Presidents

1. Remember the cutoff dates for the Convention Book. This is your Convention you want the Convention Book to be correct, with names, spelling, time and events.
2. Plan your Convention in advance to be sure Units have enough time to place ads, book a room and make plans to attend the Convention.
3. Utilize Department Committee members in your area as speakers.
4. District Presidents are encouraged to schedule a visit from your Division/Department President during the year this can be a membership tour, event or convention.
5. Division Presidents are encouraged to invite the Department President.
6. Notify your Guest Speaker time she is to speak and the length of time, location of the Event/Convention. Give specific directions with the address and a telephone number you can be reached in case of emergency or lost.
7. Have only one major speaker per Event/Convention.
8. Do not schedule the Principal Speaker late on the program.
9. Ask for a bio for introduction and give to your Distinguished Guest Chairman.
10. Consider speakers expense of travel, how far they must travel. See that her room is paid for. Let your guest know that her room has been paid in advance.
11. Present a Thank You Card with a love gift or gift (if funds are available) after her speech.
12. Take a few "Get Well", "Sympathy" "Birthday" etc., in case they are needed.

Convention Setup

1. Set up three folders:
   a. Credentials (should always be first on the program for voting purposes and quorum) include extra copies of blank credentials.
   b. Rules
   c. Resolutions
      a. For action
      b. One for information only
      c. Remember the Courtesy Resolution

2. Make sure the registration desk has a list of your guest(s). Guest should not be charged for banquet tickets, registration fee or hospitality hour.

3. Guest should never be asked to participate in any fundraiser or to buy tickets (except to draw tickets). However, if they express a desire to purchase chances accept their money.

4. Make Stretch agenda for the podium give one to your secretary.

5. Prepare the list of Units for roll call.

6. Remember to select 3 delegates to read the minutes.

Introductions or Presentations

1. **INTRODUCE** one not known to the group.

2. **PRESENT** one already known to the group.

3. When you introduce or present a guest of honor, and she is simply to "rise and bow", you introduce the highest-ranking guest first and go down the list. If guests are each to say a few words of greeting or congratulations, you start with the lowest rank and go up the list; thus, the last expression would come from the top-ranking officer or great.

4. Introduction or presentation of honored guest should be gracious, but short. The higher the officer, the shorter the introduction.

5. The President always introduces or presents National, Department, Division or District Officers and Chairman when they are visiting a meeting.

6. The membership always rises in recognition of the National, Department, Division or District Present as they are introduced.

7. 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; announce the subject; and last of all, give the speakers complete name while facing the audience, then turn to the person being introduces and repeat the name only (this is the speakers cue to rise). You lead the applause, and then be seated.

8. When there are distinguished guest present chairman and officers making reports address the chair only, "Madam President". The only exception given by Robert Rules of Order, Newly Revised, Current Edition, is that the speaker may address the chair, Madam President, Ladies and Gentlemen.

How to determine voting strength

When the Secretary reads the roll call of Units she will say, Example: Austin Unit 345, 5 votes. The Credentials Chairman should have a copy of the voting strength as shown by Department.

When the Secretary calls the roll, she will check those Units in attendance and add their voting strength. The Delegate sheets should match the Units answering to roll call. Only those who have turned their Credentials may be counted in the final voting strength.

In some Districts it is acceptable for the delegation to vote to seat those attending whose delegate sheets have not been mailed in. However, before a vote may be taken a quorum of legal delegates (10%) must be established.

DELEGATES AT LARGE

Delegates-at-large are ALL Executive Committee Members (33 in all) being:

1. Department Officers that are elected:
    a. President
    b. Vice President
    c. Historian
    d. Chaplain
    e. Sgt-at-Arms
    f. National Executive Committeewoman
2. (23) Districts Presidents and (4) Division Presidents.

All these Officers have a vote at the Department Convention only. Therefore, they do not have to be a delegate from their Unit. If a Unit has one or more of these Officers as a member, at the Department Convention ONLY, they would vote their regular delegates plus the Department Officer(s) if she or they are present and on the Convention floor.

Past Department Presidents

If a Unit has one or more Past Department President in their membership, at the Department Convention ONLY, they would vote their regular delegate plus the Past Department President(s) whether she or they are present or not at the Convention.

Sample

AMERICAN LEGION AUXILIARY
Department of Texas PO Box 140407
Austin, Texas 78714

SUBJECT: DIVISION ____ CONVENTION CALL

Greetings to all Unit Presidents, Officers and Members of Division ___, American Legion Auxiliary Department of Texas,

By the virtue of the authority vested in me by the Constitution and By Laws of the American Legion Auxiliary, Department of Texas, I, **(Insert President name)**, President of Division ___, hereby call a meeting of the American Legion Auxiliary to convene at **(Insert place and Dates).**

The purpose of this meeting is to hear the year's reports of each District President, elect a Division President for the ensuing year, elect delegates and alternates to the National Convention and to transact such other business as may be properly presented to the Convention.

Please send the certification of delegates (white form) to the Division President, **(Insert President name and mailing address)**, fifteen days prior to the convention. The duplicate certification of delegates form is to be retained by the Unit delegation chairman and turned in at the credentials desk when you arrive at the convention. A pre-registration fee of $____ may be sent to **(Insert name and Address)** by **(Insert Date)** or a registration fee of $____ can be paid at the door.

The voting strength of each unit will be based on the **(Insert Year)** membership certified to the Division President by the Department Secretary. Each unit shall be entitled to two delegates for the first ten members and one delegate for each twenty-five members or major fraction thereof whose dues have been received in Department Headquarters fifteen days prior to the convening of said convention. Each Unit is entitled to one alternate for each delegate. The delegates and alternates shall be elected at the regular Unit meeting to be held not less than fifteen days prior to the Division convention.

All members of the American Legion Auxiliary are invited to attend, and each Unit should send a delegation to the convention. Please furnish your Division President with a complete list of members deceased since the last Division convention for the memorial service
Housing is available in **(Insert housing information).**

Your cooperation in making this convention a success, is greatly appreciated.

For God and Country,

(President Name)
Division ____
American Legion Auxiliary, Department of Texas

AMERICAN LEGION AUXILIARY
Department of Texas
(District #)

Greetings to all Unit Presidents, Officers and members of District _____, the Department of Texas, American Legion Auxiliary.

By the authority vested in me by the Constitution and Bylaws of the American Legion Auxiliary, I **(Insert President name)** President of District ____ hereby call a meeting of the American Legion Auxiliary to convene on **(Insert date)** hosted by **(Insert place and dates).**

The purpose of this meeting for the Spring convention is to hear year-end reports and elect District Officers for the **(Insert years)** year and to transact such other business as may properly presented to the convention. Each Unit President will give a year-end report. Please have a copy of your report for the District Secretary.

Please send Certification of Delegates (white form) make a DUPLICATE FORM (COPY) to be retained by the Unit Delegation Chairman and turned in at the Credentials desk when you arrive at the Convention.

Voting strength of each unit will be based on **(Insert year)** membership transmitted to Department. Each unit shall be entitled to two delegates for the first ten (10) members and one (1) additional delegate for every twenty-five (25) members or major fraction thereof whose current dues have been received in Department Headquarters fifteen (15) days prior to the convening of said convention, and to one (1) alternate for each delegate. The delegates and alternates shall be elected at the regular unit meeting to be held not less than fifteen days before the district convention.

All members of the American Legion Auxiliary are invited to attend, and each unit should send a delegation to the convention. Please furnish your District President with a complete list of members deceased since the last District Convention for the memorial service.

Registration fee shall be $ _____ for Saturday, lunch will be served. Your cooperation in making this convention a success will be greatly appreciated.

Housing is available **(Insert housing information)**

Your cooperation in making this convention a success is greatly appreciated.

For God and Country,

(President name)

Division _____
American Legion Auxiliary Department of Texas

American Legion Auxiliary
Department of Texas

CERTIFICATION OF DELEGATES
TO THE DIVISION CONVENTION

UNIT LOCATION	UNIT NUMBER	DISTRICT/DIVISION

We hereby certify that the following members of this Unit were named to the **Division Convention of the American Legion Auxiliary, Department of Texas.** (DELEGATES AND ALTERNATES MUST HAVE A 2024 MEMBERSHIP CARD (good until December 31, 2024), in your Unit.

DELEGATES	ALTERNATES
1.	**1.**
2.	**2.**
3.	**3.**
4.	**4.**
5.	**5.**
6.	**6.**
7.	**7.**
8.	**8.**

(ADDITIONAL DELEGATES MAY BE LISTED AND ATTACHED TO THIS FORM)

UNIT DELEGATION CHAIRMAN

UNIT PRESIDENT

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

MAKE THIS REPORT IN DUPLICATE immediately after Delegates and Alternates are determined. MAIL ORIGINAL FORM to your DIVISION PRESIDENT. The duplicate form (COPY) to be retained by the Chairman of the Unit Delegation and delivered in person to your Division President or Credentials Committee upon arrival at the Division Convention.

American Legion Auxiliary
Department of Texas

CERTIFICATION OF DELEGATES
TO THE DISTRICT CONVENTION

UNIT LOCATION UNIT NUMBER DISTRICT/DIVISION

We hereby certify that the following members of this Unit were named to the **District Convention of the American Legion Auxiliary, Department of Texas.** (DELEGATES AND ALTERNATES MUST HAVE A 2024 MEMBERSHIP CARD (good until December 31, 2024), in your Unit.

DELEGATES	ALTERNATES
1.	**1.**
2.	**2.**
3.	**3.**
4.	**4.**
5.	**5.**
6.	**6.**
7.	**7.**
8.	**8.**

(ADDITIONAL DELEGATES MAY BE LISTED AND ATTACHED TO THIS FORM)

UNIT DELEGATION CHAIRMAN UNIT PRESIDENT

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

MAKE THIS REPORT IN DUPLICATE immediately after Delegates and Alternates are determined. MAIL ORIGINAL FORM to your DISTRICT PRESIDENT. The duplicate form (COPY) to be retained by the Chairman of the Unit Delegation and delivered in person to your District President or Credentials Committee upon arrival at the District Convention.

CREDENTIALS

Madam President:

The Credentials Committee met and wishes to report the District has _______ Units with a voting strength of___________.

We have__________ Units registered and present with a voting strength of

______________which constitutes a quorum this ____day of _________.

Credentials Committee:

________________________, Unit No.______
Chairman

________________________, Unit No.______
Committee Member

________________________, Unit No.______
Committee Member

MADAM PRESIDENT, I MOVE THE ADOPTION OF THIS REPORT.

DISTRICT/DIVISION CONVENTION RULES

Madam President:

The Rules Committee has met and set forth the following rules:

1. The business session of the Convention shall be called to order promptly or as soon as a quorum of units is present.
2. A member wishing to address the Convention shall rise, address the chair as "Madam President" and give her name and unit number.
3. Debate on any motion or subject shall be limited to two (2) minutes for each speaker. No person shall speak on the same subject twice without consent of the Convention body.
4. Alternates shall have all the privileges as delegates except that of voting; in the absence of the delegate the alternate will have all privileges.
5. All cell phones are to be turned off or be put on vibration mode.
5. The Convention shall be governed by the District Policies and Standing Rules and by the Department Constitution and Bylaws and Robert's Rules of Order Newly Revised.

Rules Committee:

______________________________, Unit No.________
Chairman

______________________________, Unit No.________
Committee Member

______________________________, Unit No.________

Committee Member

Submitted this _____ day of ___________.

MADAM PRESIDENT, I MOVE THE ADOPTION OF THIS REPORT.

RESOLUTIONS

Madam President:

The Resolution Committee met and submits the following resolution(s) **FOR INFORMATION ONLY:**

The Committee wishes to present the following resolution(s) and/or "Courtesy Resolution" **FOR ACTION** of this Convention body.

Committee:

_________________________, Unit No._________
Chairman

_________________________, Unit No._________

Committee Member

_________________________, Unit No._________
Committee Member

Submitted this _____ day of _____________.

MADAM PRESIDENT, I MOVE THE ADOPTION OF THIS REPORT.

COURTESY RESOLUTION

WHEREAS, ____________ Unit No. _____ of _________Texas has hosted a most enjoyable and interesting Convention, and

WHEREAS, their warm hospitality, delicious meal, and door prizes were greatly appreciated by all attending this Convention, and

WHEREAS, our Madam President ______________________________

conducted a well-organized agenda of business, and

WHEREAS, all members, guests and delegates would like to show their appreciation,

THEREFORE, BE IT RESOLVED, that all members, guests and delegates

give a standing ovation to Unit No._____ and our Madam District President

___________________________________.

Presented this _____ day of ________.

Resolutions Committee:

___________________________, Unit No.__________
Chairman

___________________________, Unit No.__________
Committee Member

___________________________, Unit No.__________
Committee Member

Sample agenda for program book, the following is for a Spring District Convention or a Division Convention. You may add or take away. Some District have a one-day convention, adjust the agenda for your Fall Convention.

American Legion Auxiliary ____ District/Division Convention

Insert Date

~All meetings will take place @ Insert Place

Saturday Insert Date

Registration Desk Open/Continental Breakfast	Insert time
Auxiliary Training Workshop	Insert time
Lunch Served	Insert time
Convention Session Begins	Insert time
Call to Order	Insert name
Advancement of Colors	Insert name
Invocation	Insert name
National Anthem	Insert name
Preamble	Insert name
Reading Convention Call/Roll Call Officer & Units	Insert name
Welcome Address	Insert name
Response to Welcome	Insert name
st Reading of Credentials	Insert name
Minutes of Previous Convention	Insert name
Rules Committee Report	Insert name
Introductions	Insert name

Activity Chairman Reports

Americanism	Insert name
Auxiliary Emergency Fund	Insert name
Cancer Research	Insert name
Children & Youth	Insert name
Community Service	Insert name
Constitution and Bylaws	Insert name
Education	Insert name
Finance	Insert name
Junior Activities	Insert name
Leadership	Insert name
Legislative	Insert name
Past Presidents Parley	Insert name
Poppy	Insert name
ıblic Relations	Insert name
VA&R	Insert name

Unit/District Presidents Reports

Insert District # and District Presidents name or Unit # and name

Announcements	Insert name
Benediction	Insert name
Recess of the Colors	Insert name

Joint Session / Banquet
Insert Time

Sunday

Joint Memorial Service	Insert time

15 Minute Recess

Auxiliary Session Reconvenes	Insert tome
Call to Order	Insert name
Posting of the Colors	Insert name
Invocation	Insert name
Roll Call of Units and Voting Strength	Insert name
Final Reading Credentials	Insert name
Introduction Guest Speaker	Insert name
Guest Speaker	Insert name
Reports of Resolution Committee	Insert name
'embership Report and Awards	Insert name
Unfinished Business	Insert name
New Business	Insert name
Election of Delegates/Alternates to National Convention	Insert name
Election of ____ District/Division President (Year)	Insert name
Announcements	Insert name
Benediction	Insert name
Retirement of the Colors	Insert name
Adjournment	Insert name

______ DISTRICT/DIVISION
____________ CONVENTION
DATE ____________________
ROLL CALL OF UNITS

Location	Unit No.	Present	Voting Strength

American Legion Auxiliary Department of Texas
Reporting

Year-End Impact Reporting

Why report these numbers

How to complete the Impact Form

Report Simplification

ALL Available online

https://alatexas.org/forms/annual-forms-and-required-updates/

Member Year-End Impact Numbers Report

Unit Year-End Impact Numbers Report

District/Division Impact Numbers Report

American Legion Auxiliary

YEAR-END IMPACT REPORT FORMS

Why report these numbers?

Every hour, all dollar ALA members invest in our mission of helping veterans adds up. It not only gives each member a sense of pride, but it allows us to demonstrate our effectiveness to the world. Each small sum of numbers gets added into the collective numbers that are called Impact Numbers. These numbers proclaim our impact and make membership in the ALA meaningful.

These numbers are also reported to The American Legion, which includes them in its annual report to Congress. To make this process easier for you, it has been simplified and the form has been condensed to essential information. If you aren't sure, even giving an estimate is better than not reporting at all.

How to complete the Impact Report Form

1. **Each ALA member** should fill out the Member Form and give it to the unit president. This will probably happen in April but check with your unit.
2. The unit president (or designee) compiles all the member data on the Unit Form and adds any additional data not reported individually by unit members. This form then gets forwarded to either the district/county (if applicable) or department, which compiles all the records.
3. It is more important that you report information in one section of the form only rather than worry if you have selected the right category. For example, if you provide a service for children, it should go in either Service for Military Families (for example, camps for military children only) or Service for Children & Youth (Legion Family camps for all children) but not in both places.
4. Please round to whole dollar values (for example, $149.50 should be $150).

Report Simplifications

1. All service for all military whether active duty, retired, or reserve component is now combined in one section.
2. Each section has better defined examples of the service that should be reported.
3. **For Units, Districts/Counties, and Departments:**
   "Line numbers" and **"Obtain Total From" columns** assist in transferring data from form to form. For example, units can find the number of Volunteer Hours for Military Families on Line 5 of the Member Form.

A downloadable fillable monthly tracking worksheet and annual report form is available under the Members Only, Annual Report Forms section on the national website: www.ALAforVeterans.org

Thank you for taking the time to REPORT on your VALUABLE SERVICE and helping us TELL OTHERS about our INCREDIBLE IMPACT!

American Legion Auxiliary

UNIT Year-End Impact Numbers Report

Unit #____________________ Unit Name ____________________

Department __________________ Unit President ____________________

Your Name (if other than president) ____________________

Your Email ____________________

Number of Member Impact Reports ____________________

Here is what our unit did in the last 12 months.

1. Our ALA Service for Veterans/Active-Duty/Reserve Military

	Service for Veterans/Military	Obtain Total From	Member +	Unit =	Total
Line 1	Total hours members volunteered	*Member Form Line 1*		N/A	
Line 2	Total dollars spent	*Member Form Line 2*	$	$	$
Line 3	Total number of veterans/military assisted	*Member Form Line 3*			
Line 4	Total number of "*Veterans in Community Schools" presentations* facilitated	*Member Form Line 4*			
Line 5	Value of in-kind donations received*	***Unit Records***	N/A	$	$
Line 6	Number of poppies or poppy items distributed	***Unit Records***	N/A		
Line 7	Dollars raised from poppies	***Unit Records***	N/A	$	$

*Estimated cash value of non-cash donations from **NON-MEMBERS** of goods (like paper goods, clothing) or services (like pro-bono CPA services from a local firm)

2. Our ALA Service for Military Families

	Service for Military Families	Obtain Total From	Member +	Unit =	Total
Line 8	Total hours members volunteered	*Member Form Line 5*		N/A	
Line 9	Total dollars spent	*Member Form Line 6*	$	$	$
Line 10	Number of military families served	*Member Form Line 7*			

3. Our ALA Service for Youth

	Service for Children & Youth	Obtain Total From	Member +	Unit =	Total
Line 11	Total hours for ALA Girls State	*Member Form Line 8*		N/A	
Line 12	Dollars spent for ALA Girls State	***Unit Records***	N/A	$	$
Line 13	Total hours for other Legion Family youth activities	*Member Form Line 9*		N/A	
Line 14	Dollars spent on goods for youth activities	*Member Form Line 10*	$	$	$
Line 15	Dollar amount of direct cash aid to help a needy child	*Member Form Line 11*	$	$	$
Line 16	All other **UNIT** expenses (parties, dinners, paper goods, trophies)	***Unit Records***	N/A	$	$
Line 17	Total number of children/youth served	*Member Form Line 12*			
Line 18	Donations to all other child service charities	*Member Form Line 13*	$	$	$

4. **Our Service Representing the ALA in Our Community**

	For any service not included in Sections 1-3	Obtain Total From	Member +	Unit =	Total
Line 19	Total number of hours	*Member Form Line 14*		N/A	
Line 20	Total dollars spent	*Member Form Line 15*	$	$	$

5. **Scholarships Presented/Awarded by Our Unit**

	Scholarships	Obtain from	Total
Line 21	Number of unit scholarships presented/awarded	***Unit Records***	
Line 22	Total dollar amount of unit scholarships	***Unit Records***	$
Line 23	Total dollar amount donated to department scholarships	***Unit Records***	$

When completed, send to:______________________________ *by*____/____/____
(Get name and date from district or county, if applicable, or department)

CONGRATULATIONS---YOU DID IT! THANK YOU FOR ALL YOU DO AND FOR REPORTING YOUR UNIT'S IMPACT!

Protocol

Ribbons & Pins

Protocol for The Presiding Officer

Protocol for Members

Protocol for Delegates

Protocol for Guest

Ribbons and Pins

Ribbons

- The sash ribbon is worn by various officers on all levels, past and present
- The sash is worn on formal occasions; never over a topcoat but may be worn over a suit coat
- The sash is worn over the shoulder and under the left arm
- No pins or decorations should be affixed to the sash and it should hang crossed and secured by an invisible fastening on the underside

Pins

- The pin should be worn on the left side, over the heart
- Members are encouraged to wear the pin of the current office or the highest office held by the member
- If a corsage is worn, it should be worn on the left side, above the Auxiliary pin since the corsage is considered a part of the dress once in place
- If a flag pin is worn, it should be worn on the left side, above and to the left of the Auxiliary pin (as seen as another)

Protocol

Protocol for The Presiding Officer (The Chair)

- Prepare and follow an agenda
- Start and end the meeting on time
- Conduct yourself professionally
- Demonstrate knowledge and understanding
- Be prepared to assist chairmen, if needed
- Recognize and give credit to chairman or committee responsible for meeting
- Lead the applause for the person coming to the podium to speak
- Show special courtesies to PNP and PDP to honor their service

Protocol for Members

- Arrive on time for the meeting
- Dress appropriately for the event
- Bring agenda, paper & pen
- Be mindful of & follow designated seating
- Make eye contact 80-90% of the time to show you are paying attention
- Be courteous to speakers by not texting, crocheting or carrying on personal conversations, etc.,
- Rise and wait for recognition from the chair when you wish to speak
- When addressing a vice president or vice chairmen who is presiding in place of the president or chairman, use the title president or chairman
- Speak to the chair not other members
- Be brief and keep to the subject when speaking

Protocol for Delegates

- Plan to attend all sessions
- Be on time & in the proper seating area
- Study the call & discuss issues with unit members
- Take a part in the discussion
- Be prepared to vote
- Report back to your unit after the meeting

Protocol for Guest

Invitations

- A written invitation should be sent to all guest who will speak or participate at a function of your division, district or unit
- The invitation should include type of meeting; attire for the event; what's expected of the speaker; date, time and location of the event; and travel information

Reception Line

- The President or chairman heads the line
- The guest of honor is next to the President. To her left
- Other guest follows according to rank
- Each person on the reception line repeats to the person next in line the name of the person just greeted
- The reception line should be kept short

Advancement of Officers & Guest

- Past Department Presidents precede the current officers in the processional; officers follow according to rank of their office
- The Department President is last in line preceded by the National Executive Committeewoman

Escorting

- Double line escorting has Assistant Sgt.at. Arms on the left and Sgt.at. Arms on the right; followed by Distinguished guest Chairman on the left and the Distinguished guest on her right
- Single line escorting has Sgt. At. Arms Distinguished Guest Chairman, Distinguished Guest, and Assistant Sgt.at. Arms
- The person escorting the guest takes the guest's left arm in her right arm

Introductions

- Guest are always introduced by the Department President or presiding officer
- In making introductions, it is a general rule to introduce elected officers before appointed officers or chairmen
- If the guest or head table officers are each to say a few words, then recognize the lowest ranking guest or officer first & go up the line
- It is appropriate to state a specific maximum speaking time allotted for each person

Seating

- The presiding officer is always at the center of the table or to the right of the podium
- The guest of honor is seated to the right of the presiding officer
- At a business session, it id customary to have the Parliamentarian seated to the immediate right of the presiding officer
- Other guest or officers are seated right, left, right, etc. of the presiding officers, according to rank

Gifts

- Gifts for the guests of honor should pack easily
- Room gifts such as water and fruit are always welcomed

Ceremonies

Installation of Officers – short Form

Initiation Ceremony for American Legion Auxiliary Units – short Form

Graduation Ceremony for Juniors Reaching the age of 18 Years

POW/MIA Remembrance Service

POW/MIA Empty Chair

Installation of Officers - Short Form

Unit officers shall be installed immediately following their election or as soon thereafter as possible. The Installing Officer for a Unit installation shall be a past Unit President, past or present District President, past or present Department or National officer or any person designated by the Unit. A list of the Unit officers-elect should be prepared in advance for the Sergeant at Arms and all officers-elect should be seated in a reserved section, preferably near the front of the room. In this simplified ceremony only the Installing Officer, Unit President and Sergeant at Arms officiate, but an Installation team, stations for each officer, obligations given by outgoing officers, pins, badges and ribbons may be used to make the ceremony as elaborate as the Unit desires.

Unit President: "We shall now proceed with the installation of officers. The Sergeant at Arms shall present the Installing Officer."

Sergeant at Arms conducts the Installing Officer to the platform. Unit President makes a short introduction as to the name, office and past services to the Auxiliary of the distinguished guest.

Installing Officer: "Sergeant at Arms, you will call the roll of officers-elect of this Unit."

They, as their names are called, in order of rank, beginning with the president-elect, will either line up in the rear of the room or step forward forming a line before the Installing Officer. If the Unit desires to use a processional, the pianist will play appropriate music for marching.

Sergeant at Arms: "Madam Installing Officer, I present to you the officers-elect of this Unit."

Installing Officer: "You have been chosen to fill the various offices of this Unit. You will familiarize yourself with the duties of your respective offices as given in the Unit Guidebook. Always remember that the welfare and success of this Unit depend upon you. Therefore, I would remind you of the obligation which every American Legion Auxiliary member assumes the obligation of preserving the integrity of The American Legion and the American Legion Auxiliary, contributing to the aims and purposes of our organization, the ideals of Justice, Freedom, Democracy and Loyalty. You will now raise your right hand and repeat after me:

"'I promise to perform faithfully all the duties of the office I am about to assume, and I further pledge that I am not a member of and do not subscribe to the principles of any group opposed to our form of government."

Sergeant at arms, you are responsible for order at all Unit meetings; for the advancement and retirement of the colors and for their proper care; for courtesies to guests and such other duties as may be assigned to you; for regular attendance at meetings and cooperation with the President.

Chaplain, you are the spiritual leader of this Unit. Your words and actions will represent our founding principles of service to God and Country. You will be responsible for the observance of all religions ceremonies. It is expected that you will so dignify your office that all fellow members will follow your example.

Historian, you are responsible for the compiling and preserving of the records of this Unit. The lamp of recorded experience will do much to guide the footsteps of those who follow.

Treasurer, your office is one of trust. You are responsible for this year's budget and for payment of all authorized obligations. Guard well your trust!

Secretary, your duties are those of administrative and the promptness and discretion with which you meet your responsibilities will contribute to the success of this Unit.

Second Vice President, into your helpful hands is placed the responsibility of assisting the Vice President and President in all their duties. You will always be alert to apply the teachings of freedom to the proceedings of this Unit.

Vice President, to you is given the active cooperation with the President for the development of the Unit program. In the absence of the President, you will be prepared to assume the duties of her office. Your office carries with it the teachings of Justice. Always remember that Justice is the guiding Star of Life.

President, great trust has been placed in you by your election to the highest office within this Unit. And as you assume the duties of the President of Unit of the American Legion Auxiliary, I charge you to carry constantly in your mind the obligation, which is yours, that of upholding the four great principles expressed in the Preamble to the Constitution: Justice, Freedom, Democracy and Loyalty.

Executive Committee Members-at- Large, you with the other members of the Executive Committee have been entrusted with the responsibility to manage and govern this Unit between meetings at the call of the President. All action shall be approved by the Unit membership. Use this trust wisely."

Installing Officer requests, the new officers and Executive Committee-at-large to turn and face the audience. Three raps of the gavel for members to stand.

Installing Officer: "I congratulate this Unit upon the officers you have chosen. I have charged them with a serious responsibility and in turn, I charge you likewise. Will every member of this Unit please raise her right hand and repeat after me?

'I solemnly promise to renew my pledge of service to the American Legion Auxiliary and to give wholehearted support to these Unit Officers.'"

Chaplain will now offer prayer.

Chaplain: "Father of our Faiths, we seek Your presence at this installation of our newly elected officers. May we ask Your blessing for them and Your guidance during the coming year. Make them aware of their responsibilities, both to You and to our country. Create in them a desire to foster the ideals of Justice, Freedom, Democracy and Loyalty so that the American Legion Auxiliary may accomplish its share of building toward a better world. This we ask in Your name. Amen."

One rap of gavel to seat members.

Installing Officers: "Will the Sergeant at Arms please escort the President and Junior Past President to the podium and the other officers to their seats?

Junior Past President, you have come to the close of your administration. You have been loyal to this Unit and led it courageously. As you retire from this office, be assured that you take with you the respect and appreciation of the members. I pin over your heart the insignia of Past President. May you always wear it with pride and happy memories of your service as Unit President.

To you, as the new President of Unit ______ Department of ______ I present to you this gavel, your symbol of authority. May you use it with discretion in the best interests of this Unit."

Initiation Ceremony for American Legion Auxiliary Units - Short Form

Initiation of candidates is an important function of the officers of each Unit. As important as the initiation is to impress the member of responsibility, it is NOT mandatory for membership.

Properties: To make the setting more effective, an appropriate covering should be used on the Unit President's table. Four candles in uniform holders should represent the four great principles of The American Legion and Auxiliary. A bowl of poppies, one for each candidate, should be on the table, with enough copies of the Auxiliary Constitutions, Flag Codes, membership, information brochures, small American flags, Auxiliary pins and other desired materials. An emblem light, if available and gavel add to the effectiveness. It is recommended that Units purchase all props to be used in the initiation ceremony.

Setting: Chairs should be placed in the front row for the candidates. If there are more candidates than can be seated in the front row on both sides of the center aisle, enough room should be left between rows so that the Sergeant at Arms and Assistant Sergeant at Arms can present materials to each candidate at the appropriate time during the initiation.

Any officer or member other than those designated may be assigned to parts in the initiation ceremony.

The props, setting, participants and procedures for the short form of the Initiation Ceremony are much the same as that of the long form. However, the number of participants is not the same, and the ceremony is not as detailed.

Initiation Officer: "We shall now proceed with the Initiation. You are requested to remain in silence. The Sergeant at Arms shall present the candidates for initiation."

The Sergeant at Arms proceeds to the rear or anteroom, ascertains if the Assistant has the lines ready and then addresses the Initiation Officer.

Sergeant at Arms: "Madam Initiation Officer, I present the following candidates: *(Reads their names.)*"

Initiation Officer: "You will conduct the candidates to the front and place them properly before the flag of our country."

(Music) Sergeant at Arms and Assistant shall escort the candidates to the front.

Initiation Officer: "Your desire to associate with us is a source of satisfaction to the members of this Unit. Your membership will represent additional strength to sustain the principles for which we are organized."

Three raps of the gavel for membership to stand.

Initiation Officer: "The Chaplain shall offer prayer."

Chaplain: "Let us pray. Father of all, we come to ask your blessing upon us. We thank you for your guidance and tender love in times of need. Keep us steadfast, O God, in the cause of human rights, liberty, and true Americanism. Help us to remember that in days of peace as well as in times of war, there is need for unselfish service in the interest of these principles. With our thanks, may the memories of those who have died in service remind us of all they have done and inspire in us a renewed patriotism. Amen."

One rap of the gavel to seat membership.

Initiation Officer: "The American Legion Auxiliary cherishes four great principles: Justice, Freedom, Democracy and Loyalty. Before you are asked to assume the obligation, you will hear them explained."

Have enough copies of the Constitution and a poppy for each candidate. Copies of the Constitution may be procured from your Department Headquarters at a nominal cost.

First Vice President: *(Rises)* "I light the candle of Justice. Justice is the highest code by which humanity is governed. True Justice makes no distinction of persons and transcends all boundaries of race and creed. Justice views all sides impartially, without anger, without malice. We should all foster a true spirit of Justice, for it is the guiding Star of Life and upon it rests the future of all Nations. These poppies are the official flower of The American Legion and the American Legion Auxiliary. They are in memory of those who gave their all that Justice might be supreme. May your actions forever bring credit to our organization, which is a living memorial to the heroes of the World Wars, who fought in order that Justice, the divine right of man, might ever endure. I give you a copy of our Constitution, in which you will find a practical application of the ideals of Justice."

Sergeant at Arms and the assistant shall distribute a poppy and a copy of the Constitution to each candidate.

Second Vice President: *(Rises)* "From the candle of Justice, I light the candle of Freedom. Freedom is among all the rights of mankind the one held most dear. In the war of the Revolution, Freedom was won for the people of the United States; in the World Wars, Freedom was the torch that led the men through the darkness of conflict. You must help us keep the American Legion Auxiliary, a free organization of free women, faithful to the ideals upon which it was founded. This bell is a reproduction of the Liberty Bell which rang out the freedom of a new nation, and may it ever remind you that America is the cradle of freedom. The flag of the United States is the emblem of Freedom."

Sergeant at Arms and the assistant shall give each candidate a small flag and a copy of the Flag code.

Junior Past President: *(Rises)* "From the candle of Freedom I light the candle of Democracy. Democracy is government of the people, by the people and for the people. American democracy offers a voice in government to every citizen so that all may share in its benefits. Democracy can exist only where each knows and accepts his responsibility of service to his community, state and nation. The emblem of the American Legion Auxiliary is the emblem of Democracy."

Sergeant at Arms and the assistant shall distribute informational materials on the Auxiliary.

Initiation Officer will quietly move the Freedom candle toward the Junior Past President's station so that it is easily accessible for her part in the ceremony.

Unit President: *(Rises)* "From the candle of Democracy I light the candle of Loyalty. Loyalty is one of the first requirements of a citizen and is the cornerstone of the American Legion Auxiliary. Loyalty will lead us to defend our organization in all that is right. May the officers of this Unit be loyal to their duties and all the members be loyal to the principles of The American Legion. Loyalty to God, to country and to self is the basis of true Americanism. You have heard explained the four great principles of the American Legion Auxiliary, Justice, Freedom, Democracy and Loyalty. Are you now ready and willing to obligate yourself to these principles?"

Candidates: "I am."

All candidates shall signify verbally their willingness to take the obligation. Three raps of the gavel and the members shall stand.

Unit President: "You will raise your right hand and repeat after me: 'I do solemnly pledge to be a loyal member of the American Legion Auxiliary. To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to all of which I pledge myself to God and country! I am not a member of and do not subscribe to the principles of any group opposed to our form of government.' "

At the end of the obligation, all lights, except those of the four candles shall be extinguished. Silence shall be observed for ten seconds, soft music shall be played, and without a cue the Chaplain shall call attention to the emblem. This may be an emblem light, the banner, a pin, or a picture of the emblem.

Chaplain: "The emblem of the American Legion Auxiliary is your badge of distinction and honor. It stands for God and country and the highest rights of mankind. 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 evil. 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. Americanism is the unity of love, singleness of allegiance, practicality of purpose, care of the distressed, and the education of children, all directed to the promotion of a common good. As members of this organization, we must preach and teach the principles of Americanism. Let us not forget that to each generation comes its patriotic duty and that upon your willingness to sacrifice and endure, as those before you have sacrificed and endured, rests the hope of the nation."

Lights are turned on and one rap of the gavel seats membership.

Initiation Officer: "On behalf of the American Legion Auxiliary, Department of __________ I welcome you to membership in this Unit. May you enjoy your association with us and always be a loyal member of the American Legion Auxiliary."

Music

Initiation Officer: "Sergeant at Arms, you will conduct these new members to their chairs."

Enough chairs shall be reserved in the front of the room.

Graduation Ceremony for Juniors Reaching the Age of 18 Years

The table should be set such as in the Initiation ceremony plan - short form.

Unit President: "Will the Sergeant at Arms and the Junior Activities Chairman please escort the Junior member(s) that are eligible for Senior membership to the front of the room."

The members will stand in front of table facing the officers. The Sergeant at Arms and Junior Activities Chairman step back a few paces.

Unit President: "In the Junior Activities program you have been given the opportunity to learn the duties, privileges, rights and responsibilities of the American Legion Auxiliary in order that you may understand and participate in the functioning of the Unit when you become Senior members. May you always be a loyal and faithful Unit member, helping to carry out the four great principles for which we are organized. As you are now eligible to join the ranks of the Senior members of our great organization, may you always be ready to use your ability in leadership, one of the highest gifts from God, to help carry our unselfish program of service to our communities, our hospitals, to our veterans and their children."

First Vice President: *(Rises and lights candle)* "I light the candle of Justice. Justice is the highest code by which humanity is governed. True Justice is the guiding Star of Life, and upon it rests the future of our nation."

Second Vice President: *(Rises and lights candle)* "I light the candle of Freedom. Freedom is among all the rights of man and the one held most dear. You must help keep America a free country, faithful to the ideals upon which it was founded."

Junior Past President: *(Rises and lights candle)* "I light the candle of Democracy. Democracy is government of the people, by the people and for the people. Our American Democracy can continue to exist only if our citizens know and accept their responsibilities to their community, state and nation."

Secretary or Treasurer: (Rises and lights candle) "I light the candle of Loyalty. Loyalty is one of the most important requirements of a citizen. Loyalty to God, to Country and to self is the basis of true Americanism."

Unit President: "Will the Junior Activities Chairman please present the names of the Junior members who are eligible for Senior membership."

Junior Activities Chairman: "Madam President, I have the honor of presenting *(give each member's name)*. These members have served as Junior members of the American Legion Auxiliary, Unit _____ the Department of and have attained the required age of eighteen. They are now eligible for Senior membership."

Unit President: "Your presence here indicates the trust our Unit has placed in you as Junior members. Your membership as a Senior will represent additional strength to sustain our Unit and the Department of, I now declare you a Senior member of the American Legion Auxiliary and take pride in presenting each of you with this certificate." *(The Unit President walks around the table and hands each a certificate. The Sergeant at Arms presents the Unit Guidebook, and a copy of the Constitution and Bylaws of the Unit. The Junior Activities Chairman pins a Poppy Corsage on the left shoulder of each girl and presents each with an Auxiliary pin if none had been presented during the time they were Juniors or if it had been lost.)*

Unit President gives three raps of the gavel.

Unit President: "The Chaplain will offer prayer."

Chaplain: "Let us pray. O God, as we participate in this Graduation Ceremony for these Juniors, we express our pride and satisfaction in having them as Senior members of the American Legion Auxiliary. Help us to guide them so that Your Name may be glorified and that the full significance of the emblem of our organization, Justice, Freedom, Democracy and Loyalty may be exemplified through service to our Country and to You. Bless The American Legion as it charts our course and the

American Legion Auxiliary as we carry on our program of service to mankind. Grant that all of us may seek Your guidance throughout our lives. We pray in Your Holy Name. Amen."

Unit President seats the members with one rap of the gavel.

Unit President: "On behalf of the American Legion Auxiliary, Department of I welcome you as Senior members of this Unit. May you enjoy your association with us and always be a loyal member of the American Legion Auxiliary."

Unit President: "Sergeant at Arms, will you conduct these Senior members to their chairs."

Enough chairs should be reserved in the front of the room if this ceremony takes place before a Unit meeting or any other gathering.

POW/MIA Remembrance Service

(The following is a "suggested" service to be used at American Legion Auxiliary meetings, banquets, luncheons, or memorial gatherings in conjunction with the POW/MIA flag draped over an empty chair... this service can be adopted as is or modified to whatever is appropriate for your own preferred use.)

"Those who have served and those currently serving in the uniformed services of the United States, are ever mindful that the sweetness of enduring peace has always been tainted by the bitterness of personal sacrifice. We are compelled to never forget that while we enjoy our daily pleasures, there are others who have endured and may still be enduring the agonies of pain, deprivation and imprisonment.

Before we begin our activities, we pause to recognize our POWs and MIAs.

We call your attention to the small table, which occupies a place of dignity and honor. It is set for one symbolizing the fact that members of our armed forces are missing from our ranks. They are referred to as POWs and MIAs. We call them comrades. They are unable to be with their loved ones and families, so we join together to pay humble tribute to them, and to bear witness to their continued absence.

The table is small, symbolizing the frailty of one prisoner, alone against his or her suppressors.

The tablecloth is white, symbolic of the purity of their intentions to respond to their Country's call to arms.

The single rose in the vase, signifies the blood they may have shed in sacrifice to ensure the freedom of our beloved United States of America. This rose also reminds us of the family and friends of our missing comrades who keep faith, while awaiting their return.

A slice of lemon on the plate reminds us of their bitter fate.

The salt sprinkled on the plate reminds us of the countless fallen tears of families as they wait.

The glass is inverted, they cannot toast with us at this time.

The chair is empty. They are NOT here.

The candle is reminiscent of the light of hope, which lives in our hearts to illuminate their way home, away from their captors, to open arms of a grateful nation.

The American Flag reminds us that many of them may never return - and have paid the supreme sacrifice to insure our freedom.

Let us pray to the Supreme Commander that all our comrades will soon be back within our ranks.

Let us remember—and never forget their sacrifice.

May God forever watch over them and protect them and their families."

Prayer. "Our Heavenly Father, we deem this a fitting time to pay our respects to our departed comrades. As we stand with bowed heads in reverence to them, let us remember the good deeds they accomplished. Let us revere them, as good soldiers who fought the good fight in a just cause, let us silently pray for peace, the peace that passes all understanding. And let us in mind and soul consecrate our hearts and lives to the real America, the land of the free and the home of the brave, the America worth fighting for. As we stand in silence to our departed comrades, may we sincerely say, 'May their souls rest in peace.' Let us also remember the POWs and MIAs still unaccounted for from the Wars and Conflicts. Amen."

Resolution 288, adopted at the 67th American Legion National Convention, calls for designating a POW/MIA Empty Chair at all official meetings of The American Legion as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States.

POW/MIA Empty Chair

Resolution 288, adopted at the 67th National Convention, encourages all American Legion organizations to implement the Empty Chair Ceremony at all meetings. As a continual physical symbol of the POW/MIAs and the cause for which we stand, namely their return or full accounting.

President: —A POW/MIA Empty Chair is placed at all official meetings of The American Legion, as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us rededicate ourselves for this vital endeavor.

President —Place the POW/MIA flag on the Empty Chair.

The Sgt.at. Arms and Assistant Sgt.at arms, or other designated individuals, approach the Empty Chair carrying a folded

POW/MIA flag. Upon reaching the Empty Chair, they reverently unfold the flag and drape it over the Empty Chair with the crest facing the membership. After the meeting is concluded, the POW/MIA flag should be refolded and stored for future use.

American Legion Auxiliary Department of Texas

Governing Board (DEC) Role and Responsibilities

DEC/Fiduciary Responsibilities

Duties of the DEC/Financials

You the DEC are the Governing Body

ALA Leaders

ALA Department Governing Board (DEC) Responsibilities and Standards

Role and Function of the Department Executive Committee (DEC)

The Department Executive Committee (DEC) holds the primary responsibility for setting the direction and overseeing the governance of the American Legion Auxiliary Department. The DEC acts as the organization's governing body between conventions, ensuring policies are adopted, fiduciary standards are maintained, and the Department's fiscal health is preserved.

Fiduciary Oversight and Policy Adoption

DEC members serve as corporate directors, entrusted with safeguarding the organization and ensuring sufficient resources to accomplish its mission. Their duties include adopting the annual budget, establishing policies and standing rules, approving strategic plans, reviewing financial statements, and accepting external audits. The DEC also ratifies committees, confirms appointments not specified in the bylaws, implements assessments, adopts charter cancellation reports, and oversees subsidiary organizations such as incorporated Department ALA Girls State programs.

Governance Between Conventions

As the governing body outside of conventions, the DEC ensures subsidiary bodies comply with department and national standards. The committee decides matters related to elections, eligibility, and officer conduct, setting procedures for addressing concerns according to National Standing Rules.

Ensuring Effective Governance

Strategic Direction and Resources

The DEC reviews and approves vision, mission, strategy, annual budgets, major transactions, and policies, and its structure is determined by the department convention. Members are selected for their diverse backgrounds and expertise. The committee's collective term is one year, and departments set their own policies for consecutive terms.

Financial Stability and Oversight

DEC members are responsible for receiving timely financial and audit reports, ensuring independent annual audits, approving budgets, and monitoring fiscal performance. They enforce expense policies, prohibit loans to board members, and maintain fiduciary integrity. Financial support from board members is essential for organizational funding. The DEC also designates roles in governance, risk oversight, financial review, and management.

Legal Compliance and Public Disclosure

The committee must comply with all applicable laws, uphold ethical standards, and implement policies for conflicts of interest, whistleblower protections, and document retention. DEC members protect organizational assets and ensure transparency and proper disclosure.

Responsibilities of DEC Members

As corporate directors, DEC members are accountable for stewardship and legal compliance. They must safeguard the organization, articulate objectives, and communicate achievements. Additional responsibilities include independence from compensation (except for expense reimbursement), commitment to ongoing education, evaluation of board performance, and regular mission review.

Expectations for Board Members

- Act in the long-term interests of the organization
- Adhere to fiduciary and governance standards
- Support informed discussion and decision-making
- Proactively address governance matters

DEC members are personally accountable for organizational decisions and may face liability if responsibilities are neglected. Limited liability applies only if proper standards are met, and insurance is typically secured for board members.

Standards of Care and Responsibility

DEC members are trusted to manage resources effectively, maintaining sound financial practices and adopting policies on ethics, confidentiality, and compliance. Perfection is not required, but diligence and engagement are essential.

Key Duties

- Understand financial oversight and committee work
- Maintain proper fund management
- Adopt and review policies annually
- Attend meetings, contribute, and ask clarifying questions
- Make independent, informed decisions
- Review financial statements and participate in budget adoption
- Oversee compliance and volunteer/staff performance

Confidentiality and Transparency

The DEC must balance transparency—disclosing sufficient information to stakeholders—with confidentiality to protect sensitive matters. The board is responsible for establishing policies that define these boundaries, supporting legal compliance and robust internal dialogue.

ALA Leadership: Core Competencies, Qualities, and Principles

Core Competencies

- Communicates effectively in both speech and writing.
- Shares pertinent information with stakeholders.
- Engages in active listening and strives for full comprehension.
- Influences others through coaching and mentorship.
- Aligns personal actions with organizational objectives and vision.
- Exercises strategic thinking and maintains professional conduct.
- Develops team talent with discretion.
- Reads and interprets documents accurately and efficiently.
- Maintains a positive outlook while valuing continuous growth.
- Accepts and thoughtfully considers feedback.
- Follows up diligently and adapts to changing circumstances.
- Builds and sustains trust and appreciation within the team.
- Approaches problem-solving analytically.
- Demonstrates people skills and courteous communication.
- Promotes creativity and exhibits flexibility.
- Utilizes electronic communication tools proficiently.

Qualities of ALA Leaders

- Seeks assistance and leverages the strengths of the team.
- Arrives prepared and respects the time of others.
- Manages challenging discussions and delivers constructive feedback.
- Assumes good intent and addresses concerns privately.
- Acts with integrity, generosity, and civility; resolves errors when necessary.
- Resolves conflicts and motivates teams.
- Exemplifies accountability and the principles of servant leadership.
- Organizes time to maximize productivity.

Helpful Experience & Training

- Possesses knowledge of ALA policies, military protocol, and parliamentary procedure.
- Understands governance roles and customs when interacting with dignitaries.

Seven Truths of ALA Leadership

- Leadership embodies both service and responsibility.
- Inclusive problem-solving involves all members.
- Accountability and succession planning are fundamental.
- Embracing diversity is essential.
- Sharing information supports growth and development.
- Leadership skills differ and succession requires flexibility.

- Future leaders must be deliberately educated.

Goodwill Practices & Guiding Principles

- Lead with integrity, truthfulness, and honesty.
- Honor commitments and foster goodwill.
- Support and train others.
- Practice forgiveness, offer apologies, and strive for progress.
- Demonstrate reliability toward the Auxiliary and the wider community.

Goodwill Ambassador Qualities

- Exhibits professionalism, passion, expertise, and ethical standards.
- Shows outstanding leadership and loyalty.
- Makes decisions collaboratively and adapts to change.
- Provides mentorship to others and communicates information clearly.
- Welcomes diverse perspectives.

American Legion Auxiliary Mission

We are dedicated to supporting veterans, military personnel, and their families. Your contributions are valued and recognized.

CHAIN OF COMMAND

If there is a problem within your Unit which you cannot solve, then you must follow the chain of command listed below.

DO NOT CONTACT DEPARTMENT HEADQUARTERS!! DO NOT CONTACT NATIONAL HEADQUARTERS!! The duties in those offices do not include solving Unit problems.

FOLLOW THIS CHAIN OF COMMAND:

1. Unit President contacts the District President
2. District President contacts the Division President
3. Division President contacts the Department President

At no time, should a member (officer or otherwise) contact National without going through the proper channels.

AMERICAN LEGION AUXILIARY DEPARTMENT OF TEXAS
IRS/FINANCIALS

990's and Unit Financials

Form 8822-B – General Information Periodic Report

Sample Budget

Memorial

District/Division Expense Form

IRS Guideline for Unit Tax Returns

American Legion Auxiliary Unit ______ City____________________, Texas is a non-partisan, 501 c (19) veteran-service organization.

In order to retain a unit's non-profit status, each unit shall establish a Financial Governance Policy to include the following:

1. Unit Mission Statement
2. Conflict of Interest for Officers
3. Conflict of Interest for Employees
4. Whistle Blower Policy
5. Records Retention & Destruction Policy
6. Public Disclosure Policy IRS Form 990
7. Internal Review of Form 990-N, 990EZ or 990

All of the above policies will be available through the District President and on the American Legion Auxiliary, Department of Texas website, www.alatexas.org.

Who will need to file these Forms? Every Unit in the Department of Texas!!!!!

Units with $50,000.00 or less in gross receipts and assets must now file the new e-Postcard (Form 990N). This return is due on the 15th day of the 5th month after the unit's fiscal year ends. For example, if the fiscal year ends August 31, 2009, the return is due January 15, 2010; if your unit is a calendar year entity, it is due May 15 of each year.

To complete the new e-post card return, go to the IRS website, www.IRS.gov.

The unit will need the following information:

1. Organization's legal name.
2. Any other names the organization uses.
3. Organization's mailing address.
4. Organization's Web site address – if it has one.
5. Organization's employer identification number (also referred to as a taxpayer identification number).
6. The name and address of a principal officer of the organization.
7. Organization's annual tax years; and
8. Answers to the following questions:
    a. Are the unit's gross receipts normally $50,000.00 or less?
    b. Has the organization terminated or gone out of business?

That's it!!!!

If the Unit has gross receipts and assets of $50,000.00 ***or more*** it must file a 990EZ Form or a 990 Form.

IRS

The form you are looking for begins on the next page of this file. Before viewing it, please see the important update information below.

New Mailing Addresses

Addresses for mailing certain forms have changed since the forms were last published. The new mailing addresses are shown below.

Mailing address for **Forms 706 - A, 706 - GS(D), 706 - GS(T), 706 - NA, 706 - QDT, 8612, 8725, 8831, 8842, 8892, 8924, 8928:**

Department of the Treasury
Internal Revenue Service Center
Kansas City, MO 64999

Mailing address for **Forms 2678, 8716, 8822-B, 8832, 8855:**

Taxpayers in the States Below	Mail the Form to This Address
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana,Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	Department of the Treasury Internal Revenue Service Center Kansas City, MO 64999
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming	Department of the Treasury Internal Revenue Service Center Ogden, UT 84201

This update supplements these forms' instructions. Filers should rely on this update for the changes described, which will be incorporated into the next revision of the forms' instructions.

Form **8822-B** (Rev. February 2018) Department of the Treasury Internal Revenue Service

Change of Address or Responsible Party — Business

▶ Please type or print.
▶ See instructions on back. ▶ Do not attach this form to your return.
▶ Go to *www.irs.gov/Form8822B* for the latest information.

OMB No. 1545-1163

Before you begin: If you are also changing your home address, use Form 8822 to report that change.

If you are a tax-exempt organization (see instructions), check here ☐

Check **all** boxes this change affects:

1 ☐ Employment, excise, income, and other business returns (Forms 720, 940, 941, 990, 1041, 1065, 1120, etc.)

2 ☐ Employee plan returns (Forms 5500, 5500-EZ, etc.)

3 ☐ Business location

4a **Business name**

4b **Employer identification number**

5 **Old mailing address** (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions.

Foreign country name	Foreign province/county	Foreign postal code

6 **New mailing address** (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions.

Foreign country name	Foreign province/county	Foreign postal code

7 **New business location** (no., street, room or suite no., city or town, state, and ZIP code). If a foreign address, also complete spaces below, see instructions.

Foreign country name	Foreign province/county	Foreign postal code

8 **New responsible party's name**

9 **New responsible party's SSN, ITIN, or EIN**

10 **Signature**

Daytime telephone number of person to contact (optional) ▶

Sign Here

▶ Signature of owner, officer, or representative — Date

▶ Title

Where To File

Send this form to the address shown here that applies to you.

IF your old business address was in . . .	THEN use this address . . .
Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service Cincinnati, OH 45999-0023
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, any place outside the United States	Internal Revenue Service Ogden, UT 84201-0023

Future Developments

Information about any future developments affecting Form 8822-B (such as legislation enacted after we release it) will be posted at *www.irs.gov/Form8822B*.

Purpose of Form

Use Form 8822-B to notify the Internal Revenue Service if you changed your business mailing address, your business location, or the identity of your responsible party. Also, any entities that change their address or identity of their responsible party must file Form 8822-B, whether or not they are engaged in a trade or business. If you are a representative signing for the taxpayer, attach to Form 8822-B a copy of your power of attorney. Generally, it takes 4 to 6 weeks to process your address or responsible party change.

Changing both home and business addresses? Use Form 8822 to change your home address.

Tax-Exempt Organizations

Check the box if you are a tax-exempt organization. See Pub. 557, Tax-Exempt Status for Your Organization, for details.

Addresses

Be sure to include any apartment, room, or suite number in the space provided.

P.O. Box

Enter your box number instead of your street address only if your post office does not deliver mail to your street address.

Foreign Address

Follow the country's practice for entering the postal code. Please do not abbreviate the country name.

"In Care of" Address

If you receive your mail in care of a third party (such as an accountant or attorney), enter "C/O" followed by the third party's name and street address or P.O. box.

Responsible Party

Any entity with an EIN is required to report a change in its "responsible party" on lines 8 and 9 within 60 days of the change. See Regulations section 301.6109-1(d)(2)(ii). See Form SS-4, Application for Employer Identification Number, and its instructions, for guidance about who can be a "responsible party" for line 8 and which identification number to enter for line 9.

Signature

An officer, owner, general partner or LLC member manager, plan administrator, fiduciary, or an authorized representative must sign. An officer is the president, vice president, treasurer, chief accounting officer, etc.

CAUTION *If you are a representative signing on behalf of the taxpayer, you must attach to Form 8822-B a copy of your power of attorney. To do this, you can use Form 2848. The Internal Revenue Service will not complete an address or responsible party change from an "unauthorized" third party.*

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Our legal right to ask for information is Internal Revenue Code sections 6001 and 6011, which require you to file a statement with us for any tax for which you are liable. Section 6109 requires that you provide your identifying number on what you file. This is so we know who you are, and can process your form and other papers.

Generally, tax returns and return information are confidential, as required by section 6103. However, we may give the information to the Department of Justice and to other federal agencies, as provided by law. We may give it to cities, states, the District of Columbia, and U.S. commonwealths or possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

If you are an entity with an EIN and your responsible party has changed, use of this form is mandatory. Otherwise, use of this form is voluntary. You will not be subject to penalties for failure to file this form. However, if you fail to provide the IRS with your current mailing address or the identity of your responsible party, you may not receive a notice of deficiency or a notice of demand for tax. Despite the failure to receive such notices, penalties and interest will continue to accrue on any tax deficiencies.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 18 minutes.

Comments. You can send us comments from *www.irs.gov/FormComments*. Or you can write to the Internal Revenue Service, Tax Forms and Publications Division, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. **Don't send the form to this office.**

Review of Form 990 IRS
American Legion Auxiliary
Unit #________
Department of Texas

The American Legion Auxiliary Department of Texas Unit # __________ being exempt under 501 (c) (19) and to insure compliance with the internal review of the Form 990 will follow the steps below:

1. The Unit President, Vice-President, Secretary and Treasurer will review the Internal Revenue Form 990 for any possible errors or exclusions.

2. It will then be presented to the Unit Executive Committee for approval. The Unit Secretary as an officer of the corporation will sign and file the Form 990.

3. Copies will be provided for the Unit Executive Committee upon their request.

How to Check the Last Date of Filing a 990

A Unit can check to see the last date of filing by doing the following:

1. Go to IRS.gov and then click on filing at top left.

2. This brings up another page.

3. Go to drop down on left side and click on Charities and Non Profits.

4. This brings up another page with filing information for Charities and Non-Profits.

5. Go to EO. Select, check and click.

6. Go down to the middle of the page. A blue box shows: exempt organizations and Select check tool, which turns red when your browser touches it.

7. Click on the arrow in the box. This brings up exempt organization. Select and check.

8. Go down to row of three items with 0 by them and click on "Have filed form 990N (epostcard). This brings up a section with EIN/Name etc. Enter your EIN # (Tax ID#), nine digits.

9. Drop down and select State of Texas.

10. Click search, which will pull up and show the status for an individual Unit. Keep in mind that it may not pull up under the city your Unit is located in, but may use the city of the person who files the form.

How to File an IRS 990N E-Postcard

A Unit should do the following to file their 990s:

Go to www.epostcard.form990.org.

This will bring up "file your electronic form 990N." Follow the directions. The Unit must have their EIN #. First time users must register and obtain a log in, and then click on register as a new user. Prior users should have a log in ID number or password and go to Step #2 or to create new epostcard in Quick Menu Section

1. After registering as new user Go to exempt organization after reading the instructions and then click on next.
2. Enter ID type EIN # and then click on next.
   - This will bring up Log in ID Type.
   - Exempt Organization.
   - ID # will be your EIN number plus two numbers.
   - Organization name: American Legion Auxiliary.
3. Create your password (any combination of 6 to 15 characters).
4. Verify password.
5. Enter:
   - First Name
   - Last Name
   - Email Address
   - Verify Email Address
   - Daytime Phone

6. On the next page:
    - Employer ID # (EIN)
    - Tax Year
    - Legal Name of Unit
    - Any other Name
    - Name and Address of Officer
    - Gross Income: Less than $50,000.00
    - Website Address: No
    - Terminated: Yes or No
    - Active Units enter No
7. Save: Send
8. Accept and send email confirmation.
9. Forward email confirmation to Department @ secretary@alatexas.org.

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Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming	Department of the Treasury Internal Revenue Service Center Ogden, UT 84201

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Change of Address or Responsible Party — Business

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OMB No. 1545-1163

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Check **all** boxes this change affects:

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2 ☐ Employee plan returns (Forms 5500, 5500-EZ, etc.)

3 ☐ Business location

4a Business name

4b Employer identification number

5 Old mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions.

Foreign country name | Foreign province/county | Foreign postal code

6 New mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions.

Foreign country name | Foreign province/county | Foreign postal code

7 New business location (no., street, room or suite no., city or town, state, and ZIP code). If a foreign address, also complete spaces below, see instructions.

Foreign country name | Foreign province/county | Foreign postal code

8 New responsible party's name

9 New responsible party's SSN, ITIN, or EIN

10 Signature

Daytime telephone number of person to contact (optional) ▶

Sign Here

▶ Signature of owner, officer, or representative | Date

▶ Title

Where To File

Send this form to the address shown here that applies to you.

IF your old business address was in . . .	THEN use this address . . .
Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service Cincinnati, OH 45999-0023
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, any place outside the United States	Internal Revenue Service Ogden, UT 84201-0023

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Purpose of Form

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Changing both home and business addresses? Use Form 8822 to change your home address.

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Addresses

Be sure to include any apartment, room, or suite number in the space provided.

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If you receive your mail in care of a third party (such as an accountant or attorney), enter "C/O" followed by the third party's name and street address or P.O. box.

Responsible Party

Any entity with an EIN is required to report a change in its "responsible party" on lines 8 and 9 within 60 days of the change. See Regulations section 301.6109-1(d)(2)(ii). See Form SS-4, Application for Employer Identification Number, and its instructions, for guidance about who can be a "responsible party" for line 8 and which identification number to enter for line 9.

Signature

An officer, owner, general partner or LLC member manager, plan administrator, fiduciary, or an authorized representative must sign. An officer is the president, vice president, treasurer, chief accounting officer, etc.

CAUTION *If you are a representative signing on behalf of the taxpayer, you must attach to Form 8822-B a copy of your power of attorney. To do this, you can use Form 2848. The Internal Revenue Service will not complete an address or responsible party change from an "unauthorized" third party.*

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Our legal right to ask for information is Internal Revenue Code sections 6001 and 6011, which require you to file a statement with us for any tax for which you are liable. Section 6109 requires that you provide your identifying number on what you file. This is so we know who you are, and can process your form and other papers.

Generally, tax returns and return information are confidential, as required by section 6103. However, we may give the information to the Department of Justice and to other federal agencies, as provided by law. We may give it to cities, states, the District of Columbia, and U.S. commonwealths or possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

If you are an entity with an EIN and your responsible party has changed, use of this form is mandatory. Otherwise, use of this form is voluntary. You will not be subject to penalties for failure to file this form. However, if you fail to provide the IRS with your current mailing address or the identity of your responsible party, you may not receive a notice of deficiency or a notice of demand for tax. Despite the failure to receive such notices, penalties and interest will continue to accrue on any tax deficiencies.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

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Comments. You can send us comments from *www.irs.gov/FormComments*. Or you can write to the Internal Revenue Service, Tax Forms and Publications Division, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. **Don't send the form to this office.**

ARTICLES OF INCORPORATION

THE AMERICAN LEGION AUXILIARY, DEPARTMENT OF TEXAS

We, the undersigned natural persons of the age eighteen (18) years or more, all being citizens of the State of Texas, and being duly elected and installed Officers of:

____

Unit No. _____, The American Legion Auxiliary, Department of Texas, and acting as authorized by a majority vote of Members in attendance at a duly called meeting of the membership of _____ Unit No. _____.

The American Legion Auxiliary, Department of Texas, held on the _____ day of _____, 20_____, as is reflected in the Minutes of the said meeting do hereby act as Incorporators of a Corporation under the Texas Non-Profit Corporation Act, and do hereby adopt the following Articles of Incorporation for such Corporation.

ARTICLE ONE

The name of the Corporation is: _____, _____, Unit No._____, The American Legion Auxiliary, Department of Texas, _____, Texas.

ARTICLE TWO

The Corporation is a Non-Profit Veterans Corporation.

ARTICLE THREE

The purposes of the Non-Profit Corporation are:

1. The support of benevolent, charitable and educational institutions: assisting in a material way disabled veterans of the World Wars and their families, contributing to the needs of under-privileged children, both of Veterans and non-veterans of the World Wars; and, in cooperating with the public schools in sponsoring education week and in giving school awards for outstanding service and accomplishments among the student body in the public schools and colleges of this state.

2. To take by gift or devise and to purchase, sell, transfer, mortgage, and lease or rent real and personal property as shall be deemed necessary and incidental to carrying out the corporate powers for which this Corporation is created and which are within the scope of the National Constitution and By-Laws of the American Legion Auxiliary.

3. To exercise such other powers as are granted by the Texas Non-Profit Corporation Act, which are not inconsistent with or in conflict with the National Constitution and By-Laws of the American Legion Auxiliary, and the Constitution and By-Laws of the Department of Texas, The American Legion Auxiliary.

ARTICLE FOUR

The Street Address of the initial registered office of the Corporation is: _____, Texas _____.

The name of its initial registered agent at such address is: _____. (Name of your Unit President or Secretary.)

ARTICLE FIVE

The initial Board of Directors shall consist of the duly elected and installed officers of _____, Unit No. _____, The American Legion Auxiliary, Department of Texas, as set out in the Constitution of said Unit, whether elective or appointed officers.

The following named directors, whose names, addresses, and titles of Office are as follows, shall serve as the initial Board:

TITLE	NAME	ADDRESS	CITY, STATE, ZIP CODE
President:			
Vice President:			
Secretary:			
Treasurer:			
Historian:			
Sergeant at Arms:			
Chaplain:			

For all Corporate purposes, the "President" of said Unit shall be and in all things act as the "President" of this Corporation and the "First Vice President" of said Unit shall be and in all things act as the "First Vice President" of this Corporation, and the "Second Vice President" of said Unit, if any, shall be and in all things act as the "Second Vice President" of this Corporation, and the "Third Vice President" of said Unit, if any, shall be and in all things act as the "Third Vice President" of this Corporation, and the "Secretary" of said Unit shall be and in all things act as the "Secretary" of this Corporation, and the "Treasurer" of said Unit shall be and in all things act as the "Treasurer" of this Corporation.

ARTICLE SIX

The name and street address of each Incorporator is:

TITLE	NAME	ADDRESS	CITY, STATE, ZIP CODE
President:			
Vice President:			
Secretary:			
Treasurer:			

ARTICLE SEVEN

1. _____ Unit No. _____, The American Legion Auxiliary, Department of Texas as herein Incorporated under the Laws of the State of Texas is a subordinate unit of and shall at all times remain under the jurisdiction of and be governed according to the National Constitution and By-Laws of the American Legion Auxiliary, in the event that any provision of these Articles of Incorporation conflicts with the National Charter or Constitution or By-Laws of the American Legion Auxiliary, or the Constitution and By-Laws of the American Legion Auxiliary, Department of Texas, such conflicting provision shall be deemed null and void and the National Charter and the National and/or Department Constitutions and By-Laws shall at all times govern, and in no instance shall the purposes and objectives of this Corporation conflict with those of the National or Department Organizations.

2. The qualifications of Members and the manner of their admission into this Corporation shall be as follows:

   No person shall be a Member of this Corporation unless she is a spouse, mother, daughter, sister, granddaughter, of a vet who has served honorably as an Officer or Enlisted person in one of the Armed Services of the United States of America during any of the following periods of time:

   World War I – April 6, 1917, to November 11, 1918
   Any time after December 7, 1941

3. The Directors of the Corporation shall consist of the duly installed and elected or appointed Constitutional Officers of _____ Unit No. _____, being occasioned by amendments to the Unit Constitution and By-Laws. The method of election, appointment, removal, installation or replacement of Directors together with their power, authority, and terms of office shall be governed by and be in accordance with the provisions of the Unit Constitution and By-Laws, as written at the time of the adoption of these Articles of Incorporation, or subsequently amended, and consistent with the National and Department Constitutions and By-Laws. No person shall serve as a Director of this Corporation unless she is a member in good standing as defined in Section 2 of this Article. The Corporation's registered agent shall either be an Officer or a member in good standing of the Corporation as herein defined.

4. In the event of a dissolution of this Corporation for any cause, all it's assets shall become the property of _____ Unit No. _____, The American Legion Auxiliary, Department of Texas, subject to claims of creditors; provided however that in the event of forfeiture either simultaneously with or prior to dissolution of the Charter issued by the National American Legion Auxiliary to said subordinate unit, _____ Unit No. _____, title to all of the assets of this Corporation shall be in the American Legion Auxiliary, Department of Texas to be disposed of, subject to claims of creditors, in accordance with the National and Department Constitutions and By-Laws, and at no time shall the assets of the Corporation be distributed or divided among the individual members of the Corporation. In the event of forfeiture or cancellation by the Department or the National American Legion Auxiliary of the Charter issued to said subordinate unit, _____ Unit No. _____, The American Legion Auxiliary, Department of Texas or the National American Legion Auxiliary may, at it's discretion, cause an involuntary dissolution of this Corporation, to be instituted in event no dissolution is otherwise instituted, and all of the Corporation's assets shall become the property of The American Legion Auxiliary, Department of Texas.

5. Upon issuance of its non-profit corporate charter, said Unit No. _____, The American Legion Auxiliary, Department of Texas, shall apply to the National American Legion Auxiliary to have its original Unit Charter re-issued in this new non-profit corporate name, thereby blending and merging the old non-profit American Legion Auxiliary Unit identity and the new non-profit corporate identity, so that only one entity shall remain, i.e., an incorporated, non-profit American Legion Unit, but still under the jurisdiction of and considered to be a subordinate body of the National and Department American Legion Auxiliary Organizations, and subject to the vesting of the Property of a demised subordinate body in the parent National and/or Department organizations, and further subject to the application to National By-Laws, the American Legion Auxiliary.

6. These Articles of Incorporation shall be subject to amendments as provided for by the laws of the State of Texas but shall not be amended without prior approval of any proposed amendments by The American Legion Auxiliary, Department of Texas. As a prerequisite to their being submitted for approval to

the Secretary of State of the State of Texas, these Articles of Incorporation shall be submitted to the American Legion Auxiliary, Department of Texas, which shall note by endorsement of its officers, its approval hereof, both for the purpose of complying with both the National and Department Constitution and By-Laws, The American Legion Auxiliary and with Article 1302-3.01 of the Texas Miscellaneous Corporation Act.

ARTICLE EIGHT

The period of duration is perpetual.

IN WITNESS WHEREOF: we have here unto set our hands this the _____ day of _____, 20_____.

Unit-President, Director & Incorporator >>

Unit-Vice President, Director & Incorporator >>

Unit-Secretary, Director & Incorporator >>

Unit-Treasurer, Director & Incorporator >>

THE STATE OF TEXAS

COUNTY OF ________

I, ____, a Notary Public, do hereby certify that on this the ______ day of ____________, 20___, personally appeared before me:

___________________________________ Unit-President, Director & Incorporator

___________________________________ Unit-Vice President, Director & Incorporator

___________________________________ Unit-Secretary, Director & Incorporator

___________________________________ Unit-Treasurer, Director & Incorporator

Who, each being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as Incorporators, Officers, and Directors, and that the statements therein are true.

IN WITNESS WHEREOF, I have hereunto set by hand and seal of office the day and year written above.

____

NOTARY PUBLIC IN AND FOR

_____________, COUNTY, TEXAS

My Commission expires:

____

CERTIFICATE OF APPROVAL OF CHARTER
BY
THE AMERICAN LEGION AUXILIARY, DEPARTMENT OF TEXAS

Be it known that the foregoing Charter of ______________________________ ______________________________, Unit No. ________, The American Legion Auxiliary, Department of Texas, is hereby approved for all purposes, including compliance with the National American Legion Auxiliary and Department of Texas Constitutions and By-Laws and Article 1302-3.01 of the Texas Miscellaneous Corporation Act.

WITNESS MY HAND THIS ________
DAY OF ______________, 20________.

FOR THE AMERICAN LEGION
AUXILIARY
DEPARTMENT OF TEXAS

____
Secretary

....

(Filing fee - $25.00 payable to Secretary of State. Duplicate original of this application must be submitted along with a $10.00 fee made payable to the American Legion Auxiliary, Department of Texas. Transmit through Department Headquarters.)

General Information
(Consent to Use of Similar Name)

The attached form is drafted to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Commentary

A proposed name for an entity can be similar to an existing name only if the holder of the existing name provides notarized consent. Tex. Bus. Orgs. Code § 5.053. Existing names include the names of active Texas filing entities, the names and fictitious names of active registered foreign filing entities, reserved names, and registered names.

This form can be used by the holder of an existing name to consent to the use of a similar name as the name of a filing entity or foreign filing entity for the purpose of submitting a filing instrument to the secretary of state. Use of this form is permissive. Consent can be given in any written format, but the signature of the person providing consent must be notarized. A proposed name cannot be "the same as" an existing name, even if the holder of the existing name consents.

The holder of an existing name is not required to give consent. Consent does not authorize the use of a name in Texas in violation of a right of another under the Trademark Act of 1946, as amended (15 U.S.C. Section 1051 et seq.); Chapter 16 or 71, Business & Commerce Code; or common law. The secretary of state does not enforce these rights. Once the secretary of state files an instrument based on written consent to the use of a similar name, consent cannot be withdrawn. The secretary of state cannot enforce any private agreements or conditions the parties may have entered into regarding consent to use of the similar name. *Questions about consent should be addressed to a private attorney.*

Texas Administrative Code, title 1, part 4, chapter 79, subchapter C sets out the rules for determining whether names are the same, distinguishable on the record, or available with consent. These rules may be viewed at www.sos.state.tx.us/tac/index.shtml.

Instructions for Form

- Item 1: Enter the name of the entity or individual who holds the existing name.
- Item 2: Enter the proposed name.
- Execution: The form must be signed by the person who holds the existing name; if the existing name is held by an entity, an individual who is authorized to act on behalf of the entity must sign the form. The signed consent must be notarized.

A person commits an offense under section 4.008 of the BOC if the person signs or directs the filing of a filing instrument the person knows is materially false with the intent that the instrument be delivered to the secretary of state for filing. The offense is a Class A misdemeanor unless the person's intent is to harm or defraud another, in which case the offense is a state jail felony.

- Submission: Submit the form with the relevant filing instrument. *Do not submit separately from the relevant filing instrument.* If written consent is not submitted with the relevant filing instrument, the secretary of state will not be able to take the consent into consideration.

Revised 05/19

Form 509 (Revised 05/19) Submit with relevant filing instrument. Filing Fee: None	**Consent to Use of Similar Name**	

(1) ____

Name and file number of the entity or individual who holds the existing name on file with the secretary of state

consents to the use of

(2) ____

Proposed name

as the name of a filing entity or foreign filing entity in Texas for the purpose of submitting a filing instrument to the secretary of state.

(3) The undersigned certifies to being authorized by the holder of the existing name to give this consent. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument.

Date: ________________

____
Signature of Authorized Person

____
Name of Authorized Person (type or print)

____
Title of Authorized Person, if any (type or print)

State of ____________

County of ___________

This instrument was acknowledged before me on _________ (date) by ______________________ (name of authorized person).

(Seal)

____
Notary Public's signature

Form 802—General Information
(Periodic Report – Nonprofit Corporation)

The attached form is drafted to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney and tax specialist.*

Commentary

A nonprofit corporation is required by Section 22.357 of the Texas Business Organizations Code (BOC) to file a periodic report that lists the names and addresses of all directors and officers of the corporation. The Office of the Secretary of State may require a domestic nonprofit corporation or a foreign nonprofit corporation registered to transact business in this state to file a report not more than once every four years. The failure to file the report when due will result, after notice, in the involuntary termination of the domestic corporation or the revocation of the registration of the foreign corporation.

Please note that a document on file with the Secretary of State is a public record that is subject to public access and disclosure. When providing address information for a director or officer, use a business or post office box address rather than a residence address if privacy concerns are an issue.

Instructions for Form

- **File Number:** It is recommended that the file number assigned by the Secretary of State be provided to facilitate processing of the document.

- **1—Corporation Name:** Provide the legal name of the corporation. Changes to the name of the corporation require an amendment to the certificate or registration of the corporation. See **Additional Documentation** instructions below.

- **2—Jurisdictional Information:** Provide the state or other jurisdiction under the laws of which the corporation is formed.

- **3—Registered Agent:** The registered agent can be either: (option A) a domestic entity or a foreign entity that is registered to do business in Texas; or (option B) an individual resident of the state. The corporation cannot act as its own registered agent; do not enter the entity name as the name of the registered agent.

  Consent: A person designated as the registered agent of an entity must have consented, either in a written or electronic form, to serve as the registered agent of the entity. Although consent is required, a copy of the person's written or electronic consent need not be submitted with the periodic report. *The liabilities and penalties imposed by Sections 4.007 and 4.008 of the BOC apply with respect to a false statement in a filing instrument that names a person as the registered agent of an entity without that person's consent.* (BOC § 5.207)

- **4—Registered Office Address:** The registered office address must be located at a street address where service of process may be personally served on the entity's registered agent during normal business hours. Although the registered office is not required to be the entity's principal place of business, the registered office may not be solely a mailbox service or telephone answering service. (BOC § 5.201)

- **5—Principal Office Address:** Provide the street or mailing address of the principal office of the corporation in the state or country under the laws of which the corporation is incorporated if the corporation is a foreign corporation.

- **6—Directors:** Provide the name and address of each member of the board of directors. A corporation is generally managed by a board of directors. However, a corporation that has members may be managed by its members or by a board of directors. A minimum of three directors is required. If the space provided is insufficient, include the information as an attachment to this form for item 6.

- **7—Officers:** Provide the name, address, and title of each officer. The officers of a corporation must include a president and a secretary and may also consist of one or more vice-presidents, a treasurer, and such other officers and assistant officers as may be deemed necessary. Any one person may serve in more than one office, except the offices of president and secretary. If the space provided is insufficient, include the information as an attachment to this form for item 7.

- **Execution:** Pursuant to Section 4.001 of the BOC, the periodic report must be signed by a person authorized by the BOC to act on behalf of the entity in regard to the filing instrument. Generally, a governing person or managerial official of the entity signs a filing instrument. The periodic report need not be notarized; however, before signing, please read the statements on this form carefully. The designation or appointment of a person as registered agent by an organizer or managerial official is an affirmation by the organizer or managerial official that the person named in the instrument as registered agent has consented to serve in that capacity. (BOC § 5.2011)

  A person commits an offense under Section 4.008 of the BOC if the person signs or directs the filing of a filing instrument the person knows is materially false with the intent that the instrument be delivered to the Secretary of State for filing. The offense is a Class A misdemeanor unless the person's intent is to harm or defraud another, in which case the offense is a state jail felony.

- **Filing Fees:** The filing fee for a periodic report for a nonprofit corporation is **$5**. If the corporation has forfeited its right to conduct affairs for failure to file the periodic report within thirty (30) days of the first notification, the fee is the original **$5** plus a late fee of **$1** per month or part of a month for one hundred twenty (120) days following the forfeiture, but not less than **$5** nor more than **$25**.

- **Additional Documentation:**
  Name Change (optional): To change the name of the corporation at the same time of filing the required periodic report, an amendment (Form 424 or 412, as appropriate) and filing fee of **$25 and** Form 802 and filing fee (as stated in **Filing Fees**), must be submitted at the same time to the Reports Unit for filing.

  Reinstatement: If the report is not filed within the one hundred twenty (120) day period from the date of the second notification, the domestic corporation will be involuntarily terminated or the registration of the foreign corporation will be revoked. The corporation may be relieved of the involuntary termination or revocation and reinstated by filing the required periodic report (Form 802) and filing fee of **$25**.

  Tax Clearance from Comptroller of Public Accounts: If the corporation is not tax exempt, a tax clearance letter from the Texas Comptroller of Public Accounts stating that the filing entity has satisfied all franchise tax liabilities and may be reinstated is required to be filed with Form 802 and filing fee of **$25**. Form 811 is not required when reinstating. Contact the Comptroller for assistance in complying with franchise tax filing requirements and obtaining the necessary tax clearance letter by email at: tax.help@cpa.state.tx.us or by calling (800) 252-1381 or (512) 463-4600.

Amendment to Certificate of Formation or Registration: The name of the corporation must be available at the time of reinstatement. The administrative rules adopted for determining entity name availability (Texas Administrative Code, Title 1, Part 4, Chapter 79, subchapter C) may be viewed at: **http://www.sos.state.tx.us/tac/index.shtml** A preliminary determination on "name availability" may be obtained by calling (512) 463-5555 or e-mail to: **corpinfo@sos.state.tx.us**

At the time of reinstating, if the corporation name is no longer available, or if written consent is required but cannot be obtained for the use of the name, simultaneously submit: (A) a certificate of amendment to the certificate of formation to change the name of the domestic entity as a condition of reinstatement; or (B) an amended registration to state the assumed name under which the foreign entity shall transact business. The amendment (Form 424 or 412, as appropriate) and filing fee of **$25** **and** Form 802 and filing fee of **$25**, **and** the tax clearance letter, must be submitted at the same time to the Reports Unit for filing. Forms 424 and 412 are available at: **http://www.sos.state.tx.us/corp/forms_boc.shtml**

Upon completing the reinstatement process of submitting all required forms, paying all applicable filing fees, and meeting all filing requirements, the status of the nonprofit corporation will be changed to in existence.

- **Payment Instructions:** Accepted methods of payment are: (1) a check or money order payable through a U.S. bank or financial institution made payable to the **Secretary of State**; (2) a valid American Express, Discover, MasterCard, or Visa credit card (subject to a statutorily authorized convenience fee of 2.7% of the total fees incurred); (3) a funded LegalEase account; or (4) a prefunded Secretary of State client account. Use Form 815 at: **http://www.sos.state.tx.us/corp/forms_reports.shtml** to pay by credit card, LegalEase, or client account.

- **Delivery Instructions:** Submit the completed form(s), with the filing fees, in duplicate to the Secretary of State. Mail to: Secretary of State, Reports Unit, P.O. Box 12028, Austin, Texas 78711-2028; deliver to: James Earl Rudder Office Building, Reports Unit, 1019 Brazos, Austin, Texas 78701; or fax to: (512) 463-1423 (requires Form 815 for payment). On filing the document(s), the Secretary of State will return the appropriate evidence of filing to the submitter together with a file-stamped copy of the document, if a duplicate copy was provided as instructed. If you require additional assistance, you may contact the Reports Unit at: (512) 475-2705.

Revised 08/12

Form 802 (Revised 08/12)		This space reserved for filing office use.
Submit in duplicate to: Secretary of State Reports Unit P.O. Box 12028 Austin, TX 78711-2028 Phone: (512) 475-2705 FAX: (512) 463-1423 Dial: 7-1-1 for Relay Services **Filing Fee: See Instructions**	**Periodic Report of a Nonprofit Corporation**	

File Number: ______________________

1. The name of the corporation is: *(A name change requires an amendment; see Instructions)*

____

2. It is incorporated under the laws of: (Set forth state or foreign country) ______________________

3. The name of the registered agent is:

☐ A. The registered agent is a corporation (cannot be entity named above) by the name of:

____

OR

☐ B. The registered agent is an individual resident of the state whose name is:

____

First Name *MI* *Last Name* *Suffix*

4. The registered office address, which is identical to the business address of the registered agent in Texas, is: *(Only use street or building address; see Instructions)*

TX

Street Address *City* *State* *Zip Code*

5. If the corporation is a foreign corporation, the address of its principal office in the state or country under the laws of which it is incorporated is:

____

Street or Mailing Address *City* *State* *Zip Code* *Country*

6. The names and addresses of all directors of the corporation are: (A minimum of three directors is required.) *(If additional space is needed, include the information as an attachment to this form for item 6.)*

First Name	*MI*	*Last Name*				*Suffix*
Street or Mailing Address		*City*	*State*	*Zip Code*		*Country*

First Name	*MI*	*Last Name*				*Suffix*
Street or Mailing Address		*City*	*State*	*Zip Code*		*Country*

First Name	*MI*	*Last Name*				*Suffix*
Street or Mailing Address		*City*	*State*	*Zip Code*		*Country*

7. The names, addresses, and titles of all officers of the corporation are: (The offices of president and secretary must be filled, but both may not be held by the same officer.)

(If additional space is needed, include the information as an attachment to this form for item 7.)

							Officer Title
							President
First Name	*MI*	*Last Name*			*Suffix*		
Street or Mailing Address			*City*	*State*	*Zip Code*		*Country*

							Officer Title
							Secretary
First Name	*MI*	*Last Name*			*Suffix*		
Street or Mailing Address			*City*	*State*	*Zip Code*		*Country*

							Officer Title
First Name	*MI*	*Last Name*			*Suffix*		
Street or Mailing Address			*City*	*State*	*Zip Code*		*Country*

Execution:

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: ______________________ ______________________________________

Signature of authorized officer

Texas Application for Exemption – Federal and All Others

GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Texas tax laws provide exemptions from sales, franchise and/or hotel taxes for organizations meeting specific requirements. The exemptions available vary, depending upon the category of exemption under which the organization might qualify.

Please use this application, Form AP-204, to apply for exemption if you are

- applying on the basis of the organization's designation as a qualifying 501(c) organization, or
- applying on any basis OTHER THAN as a religious, charitable, educational organization or a homeowners' association.

Separate applications are available for organizations applying for exemption as a religious (Form AP-209), charitable (Form AP-205), educational (Form AP-207) or homeowners' association (Form AP-206).

The applications, laws, rules and other information about exemptions are online at

www.Comptroller.Texas.Gov/taxes/exempt

You can submit your completed application along with required documentation by mail, fax or email

Mail: Texas Comptroller of Public Accounts
Exempt Organizations Section
P.O. Box 13528
Austin, Texas 78711

FAX: (512) 475-5862
Email: exempt.orgs@cpa.texas.gov

We process applications in the order they are received. To establish claimed exemptions, we may require additional information. After review of the material, we will inform the organization in writing if it qualifies for exemption. The Comptroller, or an authorized representative of the Comptroller, may audit the records of an exempt organization at any time during regular business hours to verify the validity of the organization's exempt status.

If you have questions or need more information, contact us at 800-252-5555.

AP-204-2
(Rev.12-18/12)

Texas Application for Exemption – Federal and All Others

• *Remove All Staples* • *TYPE OR PRINT* • *Do NOT write in shaded areas.*

1. Organizations applying for exemption under one of the categories listed below should check the appropriate box and complete this application.

Our publication, *Guidelines to Texas Tax Exemptions (96-1045)*, includes a description of the additional documentation required for each category of exemption. For the category you select, be sure to read the requirements listed in the publication. **If you send in an application without including the documentation described in the publication, we will return the application to you with a request for additional information.** *We are unable to process incomplete applications.*

- ☐ Federal Exemption under qualifying Internal Revenue Code (IRC) Section 501(c). Attach IRS Determination Letter.
- ☐ Cemetery Corporations
- ☐ Certain Insurance Corporations for Farm Mutuals, Local Mutual Aid Associations and Burial Associations
- ☐ Certain Insurance Corporations Licensed as Title Insurance Companies and Title Insurance Agents
- ☐ Certain Corporations Subject to the Insurance Code
- ☐ Chambers of Commerce
- ☐ Convention and Tourist Promotional Agencies
- ☐ Cooperative Associations
- ☐ Cooperative Credit Associations
- ☐ Corporations Exempted by Another Law
- ☐ Corporations with Business Interest In Solar Energy Devices
- ☐ Corporations Organized for Agricultural Purposes
- ☐ Corporations Organized for Conservation Purposes
- ☐ Corporations Involved with City Natural Gas Facility
- ☐ Corporations Organized to Provide Cooperative Housing
- ☐ Corporations Organized to Provide Convalescent Homes for Elderly
- ☐ Corporations Organized for Student Loan Funds or Student Scholarship Purposes
- ☐ Credit Unions - Federal
- ☐ Credit Unions - State
- ☐ Development Corporations
- ☐ Electric Cooperatives
- ☐ Emergency Medical Service Corporations
- ☐ Farmers' Cooperative Societies or cooperatives whose single member is a farmers' cooperative described in Section 521(b)(1), IRC, that has at least 500 farmer-fruit grower members.
- ☐ Health Facility Development Corporations
- ☐ Hospital Laundry Cooperative Associations
- ☐ Housing Finance Corporations
- ☐ Local Organizing Committees
- ☐ Lodges
- ☐ Marketing Associations
- ☐ Nonprofit Water Supply Corporations
- ☐ Open-End Investment Companies
- ☐ Corporations Organized to Promote County, City or Another Area (Public Interest Organizations)
- ☐ Railway Terminal Corporations
- ☐ Recycling Operations
- ☐ Telephone Cooperatives
- ☐ Volunteer Fire Departments
- ☐ Youth Athletic Organizations

2. ORGANIZATION NAME
(Legal name as provided on Articles of Incorporation, or if unincorporated, the governing document.)

3. ORGANIZATION MAILING ADDRESS
Street number, P.O. Box or rural route and box number

City | State/Province | ZIP Code | County *(or country, if outside the U.S.)*

4. Texas taxpayer number (if applicable) ....

5. Federal Employer Identification Number (EIN) *(Required if applying for exemption on the basis of a federal exemption)* ....

6. a) Enter filing information issued by the Texas Secretary of State:

File Number .... File Date .... *Month Day Year*

OR

b) ☐ Check this box if this organization is not registered with the Texas Secretary of State.
Special note to non-Texas organizations: *Include a file-stamped copy of your organization's formation documents AND a current Certificate of Existence from the Secretary of State or equivalent officer in your home state.*

7. Contact information of the person submitting this application

Name | Email Address

Firm or Company Name | Daytime Phone *(Area code and number)* | Extension

Address | City | State | ZIP Code

We will notify you by email when the exemption has been added to let you know where the exemption can be verified online. If an email address is not provided, indicate where our response should be mailed: ☐ organization's mailing address or ☐ mailing address of the submitter.

Texas Sales and Use Tax Resale Certificate

Name of purchaser, firm or agency as shown on permit	Phone *(Area code and number)*
Address *(Street & number, P.O. Box or Route number)*	
City, State, ZIP code	
Texas Sales and Use Tax Permit Number *(must contain 11 digits)*	
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico *(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)*	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: ______________________________________

Street address: ______________________________________

City, State, ZIP code: ______________________________________

Description of items to be purchased on the attached order or invoice:

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser	Title	Date

This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency	
Address *(Street & number, P.O. Box or Route number)*	Phone *(Area code and number)*
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: ______________________________

Street address: ______________________________ City, State, ZIP code: ______________________________

Description of items to be purchased or on the attached order or invoice:

____

Purchaser claims this exemption for the following reason:

____

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.

Do not send the completed certificate to the Comptroller of Public Accounts.

TEXAS SECRETARY of STATE
ROBERT S. HOWDEN

SOSDirect Account Login

UPDATE! As of June 1st, 2024, all SOSDirect & SOSUpload users must reset their Client Account password **every 90 days.** You may reset your password using the Forgot My Password link below.

You are required to login to the SOSDirect system and provide payment information in order to perform transactions such as filing documents, requesting copies and submitting bulk order requests. To submit filings, you **must** obtain a regular subscription.

IMPORTANT:

- Required software - Adobe Acrobat Reader **and** WinZip.
- Email from the SOSDirect system is sent via an automated process. If you use a Spam filtering service please make sure the address sosdirect@sos.texas.gov is allowed through without being filtered. This will ensure your documents delivered via email will arrive without delay and without the need for human intervention.

Proceed with Subscriber Login only if you have the required software.

If you are currently a subscriber to the SOSDirect system and know your SOSDirect USER ID and PASSWORD, please enter them below and press 'Submit'.

SOSDirect USER ID 259701307

PASSWORD **********

Forgot my password.

Submit

Need Assistance? Contact us at SOSDirect@sos.texas.gov.

New federal reporting requirements, under the Corporate Transparency Act, are effective January 1, 2024. Please click here for more information.

If you do not currently have an account, you may submit a request for SOSDirect Account.

You may login as a temporary user for this session by completing this temporary login form. **NOTE: This will allow you to do web inquiries and place orders, but not submit filings.** The only method of payment allowed for a temporary user is Credit Card.

The fees associated with the SOSDirect Account are the fees for documents filed, for copies and certificates ordered, and inquiries submitted. There are no monthly subscription fees.

Instructions:

- Enter your USER ID and Password and press 'Submit'.

IRS

Annual electronic filing requirement for small exempt organizations — Form 990-N (e-Postcard)

Who may file Form 990-N to satisfy their annual reporting requirement?

In general, exempt organizations have an annual reporting requirement although there are exceptions.

Most small tax-exempt organizations that have an annual reporting requirement can satisfy the requirements by submitting Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ. Form 990-N is submitted electronically, there are **no paper forms**.

An organization eligible to submit Form 990-N can instead choose to file Form 990 or Form 990-EZ to satisfy its annual reporting requirement.

Small tax-exempt organizations generally are eligible to file Form 990-N to satisfy their annual reporting requirement if their annual gross receipts are normally $50,000 or less.

- Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.
- Gross receipts are considered to be normally $50,000 or less if the organization:
  - Has been in existence for 1 year or less and received, or donors have pledged to give, $75,000 or less during its first tax year;
  - Has been in existence between 1 and 3 years and averaged $60,000 or less in gross receipts during each of its first two tax years; and

Charities and nonprofits topics

- A-Z Index
- Educational resources and guidance
- Publications
- Audit process
- Contact IRS exempt organizations
- About us

- Is at least 3 years old and averaged $50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

However, some organizations aren't eligible to use Form 990-N (e-Postcard) even if their gross receipts are normally $50,000 or less. These organizations must file different forms instead to satisfy their annual reporting requirement.

Note: a subordinate organization in a group exemption that is included in a group return filed by its central organization does not file Form 990-N because the group return satisfies its annual reporting requirement.

Submitting Form 990-N (e-Postcard)

To access the Form 990-N Electronic Filing system:

Sign in/create an account with Login.gov or ID.me: The IRS requires a Login.gov or an ID.me account to submit Form 900-N. Form 990-N filers should use the same email address associated with their IRS account.

Review the IRS Form 990-N Electronic Filing System (e-Postcard) User Guide PDF for step-by-step instructions on how to submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.

Submit Form 990-N (e-Postcard)

Ready to file?

Form 990-N is easy to complete. You'll need only eight items of basic information about your organization.

- Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN)
- Tax year (calendar or fiscal filer)
- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer
- Website address if the organization has one
- Confirmation that the organization's annual gross receipts are $50,000 or less
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

For more information about these items, see Form 990-N: Information Reported.

Do not use a smart phone or tablet to file your Form 990-N.

Filing due date

Form 990-N is due **every year by the 15th day of the 5th month** after the close of your tax year. **You cannot file the e-Postcard until after your tax year ends.**

Example: If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday or a legal holiday, the due date is the next business day.

Late submissions

If we don't receive your submission by the due date, a reminder will be sent to the address on file. Organizations should submit the required form, even if they are late. There is no penalty for late submissions.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.

Search for Form 990-N filings

To search for organizations that have filed Form 990-N and to view their filings, see Tax-Exempt Organization Search. You can also download the entire database of Form 990-N filings.

Problems filing

If you experience filing system or website problems, see How to File: Frequently Asked Questions. If you can't fix the problem, call TE/GE Customer Account Services at 877-829-5500. A representative will file your Form 990-N information.

Additional information

- Annual Electronic Notice (Form 990-N) Frequently Asked Questions
- Automatic Exemption Revocation for Non-Filing: Frequently Asked Questions
- Rules and Regulations: Notification Requirement for Tax-Exempt Entities Not Currently Required To File PDF

StayExempt training courses

- Small to Mid-Size Tax Exempt Organization Workshop
- Form 990 Overview Course

Tools

- Webinars, Virtual Workshops, National Tax Forums and Requesting Educational Services
- Subscribe to Exempt Organization Update

Page Last Reviewed or Updated: 27-Jun-2026

Sign in or create an account

To access this service, you'll need an **ID.me** or **Login.gov** account. These accounts let us protect your privacy and keep your data secure.

You only need one account with ID.me or Login.gov to access IRS online services.

Sign in

If you already have an account, sign in.

Sign in with ID.me

Sign in with LOGIN.GOV

OR

Create account

Create an account with either provider.

ID.me Create an account

Create an account LOGIN.GOV

▶ **About ID.me and Login.gov**

▶ **How to create an account**

Form **8822-B**
(Rev. December 2019)
Department of the Treasury
Internal Revenue Service

Change of Address or Responsible Party — Business

▶ Please type or print.
▶ See instructions on back. ▶ Do not attach this form to your return.
▶ Go to *www.irs.gov/Form8822B* for the latest information.

OMB No. 1545-1163

Before you begin: If you are also changing your home address, use Form 8822 to report that change.

If you are a tax-exempt organization (see instructions), check here ☐

Check **all** boxes this change affects.

1 ☐ Employment, excise, income, and other business returns (Forms 720, 940, 941, 990, 1041, 1065, 1120, etc.)

2 ☐ Employee plan returns (Forms 5500, 5500-EZ, etc.)

3 ☐ Business location

4a **Business name**	4b **Employer identification number**

5 **Old mailing address** (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions.

Foreign country name	Foreign province/county	Foreign postal code

6 **New mailing address** (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see instructions. If foreign address, also complete spaces below, see instructions.

Foreign country name	Foreign province/county	Foreign postal code

7 **New business location** (no., street, room or suite no., city or town, state, and ZIP code). If a foreign address, also complete spaces below, see instructions.

Foreign country name	Foreign province/county	Foreign postal code

8 **New responsible party's name**

9 **New responsible party's SSN, ITIN, or EIN. (CAUTION: YOU MUST REFER TO THE INSTRUCTIONS FOR FORM SS-4 TO SEE WHO MAY USE AN EIN.)**

10 **Signature.** Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Daytime telephone number of person to contact (optional) ▶

Sign Here

Signature of owner, officer, or representative | Date

Title

Where To File

Send this form to the address shown here that applies to you.

IF your old business address was in . . .	THEN use this address . . .
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service Kansas City, MO 64999
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, any place outside the United States	Internal Revenue Service Ogden, UT 84201-0023

Future Developments

Information about any future developments affecting Form 8822-B (such as legislation enacted after we release it) will be posted at *www.irs.gov/Form8822B*.

Purpose of Form

Use Form 8822-B to notify the Internal Revenue Service if you changed your business mailing address, your business location, or the identity of your responsible party. Also, any entities that change their address or identity of their responsible party must file Form 8822-B, whether or not they are engaged in a trade or business. If you are a representative signing for the taxpayer, attach to Form 8822-B a copy of your power of attorney. Generally, it takes 4 to 6 weeks to process your address or responsible party change.

Changing both home and business addresses? Use Form 8822 to change your home address.

Tax-Exempt Organizations

Check the box if you are a tax-exempt organization. See Pub. 557, Tax-Exempt Status for Your Organization, for details.

Addresses

Be sure to include any apartment, room, or suite number in the space provided.

P.O. Box

Enter your box number instead of your street address only if your post office does not deliver mail to your street address.

Foreign Address

Follow the country's practice for entering the postal code. Please do not abbreviate the country name.

"In Care of" Address

If you receive your mail in care of a third party (such as an accountant or attorney), enter "C/O" followed by the third party's name and street address or P.O. box.

Responsible Party

Any entity with an EIN is required to report a change in its "responsible party" on lines 8 and 9 within 60 days of the change. See Regulations section 301.6109-1(d)(2)(ii). See Form SS-4, Application for Employer Identification Number, and its instructions, for guidance about who can be a "responsible party" for line 8 and which identification number to enter for line 9.

Signature

An officer, owner, general partner or LLC member manager, plan administrator, fiduciary, or an authorized representative must sign. An officer is the president, vice president, treasurer, chief accounting officer, etc.

CAUTION *If you are a representative signing on behalf of the taxpayer, you must attach to Form 8822-B a copy of your power of attorney. To do this, you can use Form 2848. The Internal Revenue Service will not complete an address or responsible party change from an "unauthorized" third party.*

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Our legal right to ask for information is Internal Revenue Code sections 6001 and 6011, which require you to file a statement with us for any tax for which you are liable. Section 6109 requires that you provide your identifying number on what you file. This is so we know who you are, and can process your form and other papers.

Generally, tax returns and return information are confidential, as required by section 6103. However, we may give the information to the Department of Justice and to other federal agencies, as provided by law. We may give it to cities, states, the District of Columbia, and U.S. commonwealths or possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

If you are an entity with an EIN and your responsible party has changed, use of this form is mandatory. Otherwise, use of this form is voluntary. You will not be subject to penalties for failure to file this form. However, if you fail to provide the IRS with your current mailing address or the identity of your responsible party, you may not receive a notice of deficiency or a notice of demand for tax. Despite the failure to receive such notices, penalties and interest will continue to accrue on any tax deficiencies.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 18 minutes.

Comments. You can send us comments from *www.irs.gov/FormComments*. Or you can write to the Internal Revenue Service, Tax Forms and Publications Division, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. **Don't send the form to this office.**

FEDERAL TAX IDENTIFICATION NUMBER (TIN) / EMPLOYER IDENTIFICATION NUMBER (EIN)

The federal TIN or the federal EIN (both terms are used by the IRS interchangeably) is a unique 9-digit identification number assigned to your organization by completing IRS Form SS-4. Each TIN/EIN assigned is on file with the IRS and should be used on all tax returns, correspondence, and a copy of the letter confirming the TIN/EIN assignment should be retained permanently in the records of the organization.

The American Legion Auxiliary Constitution, Bylaws and Standing Rules as adopted, revised, and updated, provides guidance as to the expectation that Departments and Units will operate as independent separate entities as affiliates of the ALA National Organization. If an ALA Unit discovers that they are currently operating with their American Legion Post as one entity, the ALA Unit needs to establish separate operations to conduct business.

An additional step is required for formal recognition in seeking exemption from federal taxation and the ability to receive tax-deductible donations by choosing to seek a unique determination from the IRS by submitting IRS Form 1024 or requesting inclusion under the ALA National Group Exemption ruling.

TAX EXEMPT AND DEDUCTIBILITY STATUS ARE NOT AUTOMATIC

An organization can be established as a nonprofit and have the required TIN/EIN but still NOT be tax-exempt or able to receive tax-deductible donations. It is at the discretion of the IRS to grant exemption from paying federal income taxes and the ability to receive tax-deductible donations – this is an entirely separate federal filing and determination process. For ALA entities, the ALA National Organization Group Exemption ruling provides federal tax-exemption and deductibility of donations unless the IRS has specifically revoked an ALA entity's status.

Newly chartered ALA entities that have obtained a TIN/EIN to conduct business and operate, can seek federal tax-exempt recognition as a 501(c)(19) and the ability to receive tax-deductible donations by requesting inclusion under the ALA National Group Ruling. ALA Units seeking group ruling inclusion will need to complete an Inclusion Letter and provide verification of their TIN/EIN in the form of a copy of the IRS letter confirming the assignment of their TIN/EIN. Contact Secretary Tiffany for the inclusion letter and directions.

Tax Deductible Donations and Gifts

Per the IRS Determination Letter for the ALA National Group Ruling, donations and contributions to organizations included in the group ruling are tax deductible per Internal Revenue Code Section 170(c)(3).

Note: Inclusion under the ALA National Group Ruling is strongly recommended.

TAX-EXEMPT STATUS REVOCATION

Organizations that fail to file the required IRS Form 990 Series for three consecutive years automatically have their federal tax-exempt status and their ability to receive tax-deductible donations revoked. These requirements were implemented in the 2007 tax year.

These are the Consequences of losing your federal tax-exemption may include but are not limited to the following:

1. Your ALA entity is no longer exempt from federal income tax, does not have the ability to receive tax-deductible donations, and will be subject to corporate income tax on annual revenue.
    - **Note:** Your ALA Unit should proactively communicate with your donors explaining that the organization's tax-exempt status has been revoked. You should communicate the reason for the revocation, consequences of the revocation, and that all steps are being taken to have the organization's tax-exempt status reinstated.
2. State and local tax-exemptions, dependent on the organizations' federal tax-exempt status, may also be revoked. Please consult with the state and local regulatory agencies and/or a tax professional.
3. ALA Units that have had their tax-exempt status revoked are unlikely to be considered for grants.

Note: ALA Units that have lost federal (and/or state) tax-exempt status may remain chartered entities with the American Legion Auxiliary. The ALA National Organization does not require chartered entities to be tax-exempt.

RECOMMENDED REINSTATEMENT PROCESS FOR CHARTERED ALA ENTITIES

To obtain any information on the status of the respective Unit, the ALA entity can go on the IRS website at (https://www.irs.gov/charities-non-profits/exempt-organizations-business-master-file-extract-eo-bmf).

1. If an ALA Unit has had its exempt status revoked by the IRS, it is the ALA Unit responsibility to resolve the matter. Units must deal directly with the IRS. Since each Unit is separately organized and has its own TIN/EIN, the ALA Department and National Organization is prohibited from acting on behalf of the ALA entity but can provide guidance as needed.

Filing for reinstatement of recognition as a 501(c)(19) federally tax-exempt organization (including the ability to receive tax-deductible donations) requires the use of IRS Form 1024, which must be submitted electronically through IRS at Pay.gov. Completion of this form will include payment by ACH or credit/debit card of the reinstatement fee, which is currently set at $600 (as of 1/24/2022, subject to change by the IRS). You can submit a appeal letter to the IRS to waive the fee.

When going to IRS Pay.gov, search '1024' in the search bar to fill out the correct form.

ALA entities who have met the IRS requirements of reinstatement and receive their own unique tax-exempt status and deductibility of contributions determination from the IRS can be reincluded to the ALA National Group Ruling, will need to Contact Secretary Tiffany to help with the inclusion form.

Your Unit is reinstated as of the date indicated on the IRS letter.

ALA Units that have been revoked have the option of remaining a taxable entity.

If the ALA Unit chooses to remain a taxable entity, they are responsible for filing the appropriate tax forms with the IRS relative to their organizational structure (e.g., 1120 Corporate Tax Return). While you can remain a chartered ALA entity, your 501(c)(19) classification is in jeopardy with the IRS should you remain a taxable entity.

Is the organization able to receive tax-deductible contributions? No if you receive donations, it is considered income and must be report when filing taxes.

Can you give a tax-exempt donation to a donor? No, you are no longer exempt.

Your Unit is not covered under Departments Exempt status your Unit should not use any charitable organizations EIN number that includes the Post your Unit is attached.

Once again you cannot sell to donors you are exempt.

Application for Recognition for Exemption Under Section 501(a) or Section 521

1	2	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation

About this form

Organizations file this form to apply for recognition of exemption from federal income tax under Section 501(a) (other than Sections 501(c)(3) or 501(c)(4)) or Section 521.

See the Instructions for Form 1024 for help in completing this application.

You'll have to create a **single PDF** file (not exceeding 15MB) that you will upload at the end of the application. This PDF must contain a copy of your:

- Organizing document and any amendments (e.g., articles of incorporation, consitution, trust document, etc.)
- Bylaws, if adopted
- Signed and completed Form 2848 or Form 8821, if applicable
- Supplemental responses, if applicable, and
- Expedited handling request, if applicable

If your PDF file exceeds the 15MB limit, remove any items over the limit and contact IRS Customer Account Services at 877-829-5500 for assistance on how to submit the removed items.

The organization must have an Employer Identification Number (EIN). **DO NOT ENTER a Social Security Number (SSN) on the form.**

You might find the following additional information useful when applying for recognition of tax-exempt status under Section 501(a) and Section 521:

- Publication 557
- StayExempt.irs.gov
- Charities and Nonprofits page on IRS.gov

After you submit your application

For information on the status of your application, go to Where's My Application on IRS.gov. If you submitted your application before the date indicated on that page and haven't been contacted, you can call the toll-free Customer Account Services number at 877-829-5500 Monday through Friday, 8 a.m. - 5 p.m. (local time), to check on the status. You will need the information specified on the Where's My Application page, including your name and Employer Identification Number (EIN), when calling.

Accepted Payment Methods:

- Bank account (ACH)
- Debit or credit card

With an account you can:

- See the payments you made since you created an account.
- Store payment information so you don't have to re-enter it.
- Copy a form you already submitted the next time you need to make a payment.

You must be signed in to submit this form. Sign In . If you don't have an existing account, you will have the option to create an account on the sign-in page.

Preview Form Cancel Continue to the Form

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. Please review our privacy policy for more information.

We're here to help!

WARNING WARNING WARNING

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

Note: This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling.

ALA ENTITY STRUCTURE: NONPROFIT CORPORATION OR ASSOCIATION (UNICORPORATED)

Incorporation is a legal process used to form a corporate legal entity. A corporation is a separate legal entity from its organizers that has its own rights and obligations and provides legal protection for an organization by limiting the liability of the individual members of the organization. A nonprofit corporation is a special type of corporation that has been organized to meet specific tax-exempt purposes. Incorporation involves jurisdiction (state) specific registration information and fees. The American Legion Auxiliary's Counsel General strongly recommends incorporation.

Note: *The act of incorporating as a nonprofit corporation does not automatically grant federal tax-exempt status and the ability to receive tax-deductible donations.*

A nonprofit association forms whenever at least two people agree to pursue a common lawful purpose that is not for profit. In general, an association is a group of persons banded together for a specific mission and purpose. Historically, a majority of ALA Units were formed with this entity structure and continue in existence. The definition of a nonprofit association can vary under state law. You may wish to consult the law of the state in which the organization exits. The nonprofit association may be subject to certain legal requirements, even though it hasn't filed for incorporation under its state's incorporation laws. There may also be multiple state and local registration requirements no different from a similar nonprofit corporation, such as charitable solicitation registration, out-of-state qualifications to do business, and local business registration.

FEDERAL TAX IDENTIFICATION NUMBER (TIN) / EMPLOYER IDENTIFICATION NUMBER (EIN)

The federal TIN or the federal EIN (both terms are used by the IRS interchangeably) is a unique 9-digit identification number assigned to your organization by completing IRS Form SS-4. Each TIN/EIN assigned is on file with the IRS and should be used on all tax returns, correspondence, and a copy of the letter confirming the TIN/EIN assignment should be retained permanently in the records of the organization.

The American Legion Auxiliary Constitution, Bylaws and Standing Rules as adopted, revised, and updated, provides guidance as to the expectation that Departments and Units will operate as independent separate entities as affiliates of the ALA National Organization. If an ALA Unit discovers that they are currently operating with their American Legion Post as one entity, the ALA Unit needs to establish separate operations to conduct business. The organization can obtain a TIN/EIN by completing and submitting IRS Form SS-4 to the IRS. This form is where you initiate the entity type and structure of the classification as a 501(c)(19) - Veterans' Organization. An additional step is required for formal recognition in seeking exemption from federal taxation and the ability to receive tax-deductible donations by choosing to seek a unique determination from the IRS by submitting IRS Form 1024 or requesting inclusion under the ALA National Group Exemption ruling.

NONPROFIT ORGANIZATION CLASSIFICATION 501(c)(19)

The American Legion Auxiliary National Organization is recognized as a 501(c)(19) – Veterans' Organization classification for federal tax-exempt purposes and is able to receive tax-deductible donations per the Internal Revenue Code (IRC) Title 26 §170(c)(3). In October of 1946 the individual ruling letter for the American Legion Auxiliary National Organization was changed to include the recognition of the subordinate ALA entities as being classified as 501(c)(19) organizations that meet the following criteria:

1. Organized in the United States or any of its possessions
2. 75% of members are spouses of or within two degrees of kinship related to past or present members that served in the U.S. Armed Forces
3. No personal inurement benefit is received by an individual
4. Affiliated and organized in accordance with the bylaws and regulations formulated by the parent organization

(Please see IRS Publication 557 and Publication 3386 for more detailed information)

The IRS affirmed the ALA National Organization's federal tax-exempt status and its ability to receive tax-deductible donations of the group ruling via its IRS Letter of Determination to the American Legion Auxiliary National Secretary dated March 26, 1973.

TAX EXEMPT AND DEDUCTIBILITY STATUS ARE NOT AUTOMATIC

An organization can be established as a nonprofit and have the required TIN/EIN but still NOT be tax-exempt or able to receive tax-deductible donations. It is at the discretion of the IRS to grant exemption from paying federal income taxes and the ability to receive tax-deductible donations – this is an entirely separate federal filing and determination process. For ALA entities, the ALA National Organization Group Exemption ruling provides federal tax-exemption and deductibility of donations unless the IRS has specifically revoked an ALA entity's status. See information about tax exempt status revocation that follows in this document.

Newly chartered ALA entities that have obtained a TIN/EIN to conduct business and operate, can seek federal tax-exempt recognition as a 501(c)(19) and the ability to receive tax-deductible donations per IRC § 170(c) by requesting inclusion under the ALA National Group Ruling. ALA entities seeking group ruling inclusion will need to complete an Inclusion Letter and provide verification of their TIN/EIN in the form of a copy of the IRS letter confirming the assignment of their TIN/EIN. A template of the Inclusion Request letter can be obtained by contacting ALA National Headquarters at compliance@ALAforVeterans.org.

Note: *If your ALA entity indicated a classification as anything other than a 501(c)(19) on your IRS Form SS-4, the ALA National Organization will be unable to request your inclusion under the Group Exemption Ruling. Please contact the ALA Compliance Team at Compliance@ALAforVeterans.org for further guidance.*

ALA entities have the option to seek their own unique tax-exempt and deductibility status by electronically completing IRS Form 1024 and paying applicable fees.

Note: *Inclusion under the ALA National Group Ruling is strongly recommended.*

Tax Deductible Donations and Gifts

Per the IRS Determination Letter for the ALA National Group Ruling, donations and contributions to organizations included in the group ruling are tax deductible per Internal Revenue Code Section 170(c)(3).

INCLUSION LETTER

____
(Date)

The American Legion Aux.NHQ
8945 N. Meridian St
Indianapolis, IN 46260
Fax: 317-569-4502

ATTN: Membership Division

Dear Sir:

The undersigned, a duly authorized officer of __________________________

____ Unit No ___________

Department of ___________________, does hereby authorize the National Organization of the American Legion Auxiliary to include it in its application to the Department of Internal Revenue for a group exemption letter so that this Unit may be exempt from the payment of Federal Income Tax under the provisions of Section 501 (c) (19) of the Internal Revenue Code of 1954, as amended.

____
UNIT EMPLOYER IDENTIFICATION NUMBER

Sincerely,

____
Unit President

____
Unit Name

____
Address

____

Unit

Application for Unit Charter/Available at secretary@alatexas.org

New Unit Process/Checklist

Unit – Specific Guidance for Financial Operations

Distribution of a Dissolved Unit

Charter Cancellation

New Unit Process/Checklist

Unit

___Obtain Charter Application online at https://www.alaforveterans.org

___ Print off 3 copies of the charter application

___ Fully complete all 3 copies of the charter application

___ Have all 3 copies signed by the Post Commander and attested by the Post Adjutant.

___Collect all new member applications (both Juniors and Seniors), along with total dues for each.
Note: a minimum of 10 senior members is required to form a new unit

___ Send the following to your Department Headquarters:

- 3 signed copies of the fully completed charter application
- All completed member applications
- Department and National portion of dues for each member
- Completed form or letter indicating the Unit's total annual dues amount for each Junior and each Senior
- Charter application fees
- Name and number of District and/or County where the unit is located, if applicable.

Note: Charter fee is $10 and roll is $10 for up to 20 names with an additional $0.50 for each name over 20.

Department

When Charter application packet is received, make sure it includes:

___ The application, fully completed and signed

___ All new unit member applications

___ Dues payment for each member that includes Department and National portion

___ Payment for charter fees

___ A letter or form that indicates the Unit's total annual dues amount for seniors and juniors

Then:

___ Have the Department President sign the charter application

___ Prepare check for national portion of dues; make check payable to "National Treasurer"
(As of membership year 2014, national dues are $9.00 per Senior, $1.25 per Junior)

___ Send charter application, member applications, charter fees, dues payment and unit dues information to the Membership Division at National Headquarters

National Headquarters will:

___Verify that Department has submitted 3 copies of fully completed and signed charter application, member applications, unit dues information, payment for national portion of dues, and charter fees payment.

___ Compare the names of each membership application to the names listed on the charter application

___Calculate the total national dues required to make sure dues payment is correct.

___ Verify that payment for charter application and roll fees is correct.

___ Check that the charter packet includes information on the Unit's dues amount for both Junior and Senior members

___Create the new unit in the database (ALAMIS) and enter all charter members into the new unit

___ Have the National Secretary sign the new charter

___ Affix seals to the charter and send to the Department Headquarters
Note: new member applications will be returned to the Department along with the Charter and roll.

Unit-Specific Guidance for Financial Operations

Minimum Standards

At a minimum, ALA Units should make certain to do the following:

1. Obtain a federal identification number from the Internal Revenue Service; also known as Tax Identification Number (TIN) or Employer Identification Number (EIN).

2. Submit membership dues to your department in a timely manner - do not hold these in suspension. Members who have paid their dues expect that the dues will be remitted in a timely fashion. National Headquarters receives many irate calls every year from members who have paid their dues months earlier yet are not receiving member benefits because the dues were not posted in a timely fashion. National Headquarters also receives many calls and emails from irate members who have been told these delays are "National's fault" when indeed it is the unit or department that has not remitted the member's dues and is purposefully and unjustly blaming National Headquarters. The intentional delay in remitting dues is a critical problem of poor business ethics that will continue to be publicly addressed by the National organization. The ALA National governing documents require dues be remitted monthly.

3. Pay specific fees per department bylaws or department governing board (e.g., DEC) mandate.

4. Submit to department the unit's portion of group bonding insurance provided by the national organization.

5. Review annual department budget and reports of Department Secretary and Finance Committee.

6. Complete a Form 990 annually.

Distribution of a Dissolved Unit's Funds

When a Unit ceases to function or its charter has been revoked or canceled, the American Legion Auxiliary National Standing Rules provide that the charter and all Unit records and funds shall be immediately forwarded to department headquarters, which has no obligation to assume any of the Unit's debt or other obligations.

If a nonprofit organization has been granted tax exempt status by the IRS, either singularly or as part of a group exemption (GEN), and that nonprofit organization dissolves (as a corporation) or ceases its operations and ceases to exist (an unincorporated organization), then the Page 20 American Legion Auxiliary Department Operations Guide Chapter 3: Financial Operations organization must distribute its remaining assets (after the settlement of all the organization's outstanding debts) to fulfill another tax exempt purpose. A tax-exempt nonprofit that dissolves or ceases to exist must distribute its assets (money, financial holdings, and real and business personal property) to another tax-exempt organization.

The answer to how a nonprofit that is ceasing operations must distribute its remaining assets/funds/ is rooted in the reason why the organization was granted exempt status in the first place. The IRS grants to organizations that exist for the betterment of the public good an exemption from paying federal taxes, i.e. to those organizations whose purpose is to benefit the good of society (e.g. charitably, educationally, spiritually). Every tax-exempt organization must annually report to the IRS (via the IRS Form 990) that it is serving the public good and has continued to fulfill is charitable purpose, and, therefore, has continued to earn the privilege granted by the federal government to waive the payment of federal taxes exchange for the public good performed by the organization

Since the American Legion Auxiliary was created and exists to support the purposes of The American Legion, Counsel General has long advised that the department of an ALA entity ending its existence distribute its remaining assets either) another ALA entity (e.g. to the department, another unit, or national), b) to an entity of The American Legion (e.g. its home post, or department, or national) or c) to divide the asset distribution and give portions to a combination of ALA/TAL entities.

Note: Not all nonprofits are tax exempt; but all ALA chartered units were tax exempt under the American Legion Auxiliary National Group Exemption (GEN). Therefore, even though a unit's exempt status may have been revoked by the IRS, that unit still acquired its assets for a charitable purpose recognized by the federal government. Those proceeds, in turn, must still be used for a charitable purpose or else distributed to another nonprofit entity to fulfill a similarly tax-exempt charitable purpose. **A dissolved unit's records must be submitted to its ALA department as soon as possible.**

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 nonoperative either through cancellation, suspension or revocation. Cancellation is in order when two or more Units merge or when a Unit voluntarily ceases to function.

1. a Unit charter may be revoked upon failure of the Unit to surrender its charter at the call the Department President, such a call being authorizes in the following cases:
2. a Unit fails to meet the obligations imposed on it by the Constitution, Bylaws, or by ruling of convention or executive committees
3. a Unit ceases to function from one Department Convention to the next
4. a Unit refuses to pay the per capita tax due the Department and National organization.

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 be forwarded immediately to Department Headquarters.

At the 2026 American Legion National Convention, delegates adopted new membership eligibility language for the American Legion Auxiliary — expanding eligibility and allowing more family members to join the ALA.

The Legion has authority over the ALA's membership eligibility; this language change allows more people into our organization — strengthening our ability to better serve our veterans, military, and their families.

Following is the updated text from The American Legion that reflects the updated eligibility provisions for membership in the American Legion Auxiliary:

OFFICIAL LANGUAGE:

Section 2. Membership in the American Legion Auxiliary shall be limited to:

(1) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of members of The American Legion; and

(2) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers who served in either of the following periods: April 6, 1917, to November 11, 1918, and any time after December 7, 1941, who, being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United

States during either eligibility periods and died in the line of duty or after honorable discharge;

(3) grandparents, parents, siblings, spouses, and direct or adopted descendants within two degrees of consanguinity of all servicemembers who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941, who served on active duty in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and

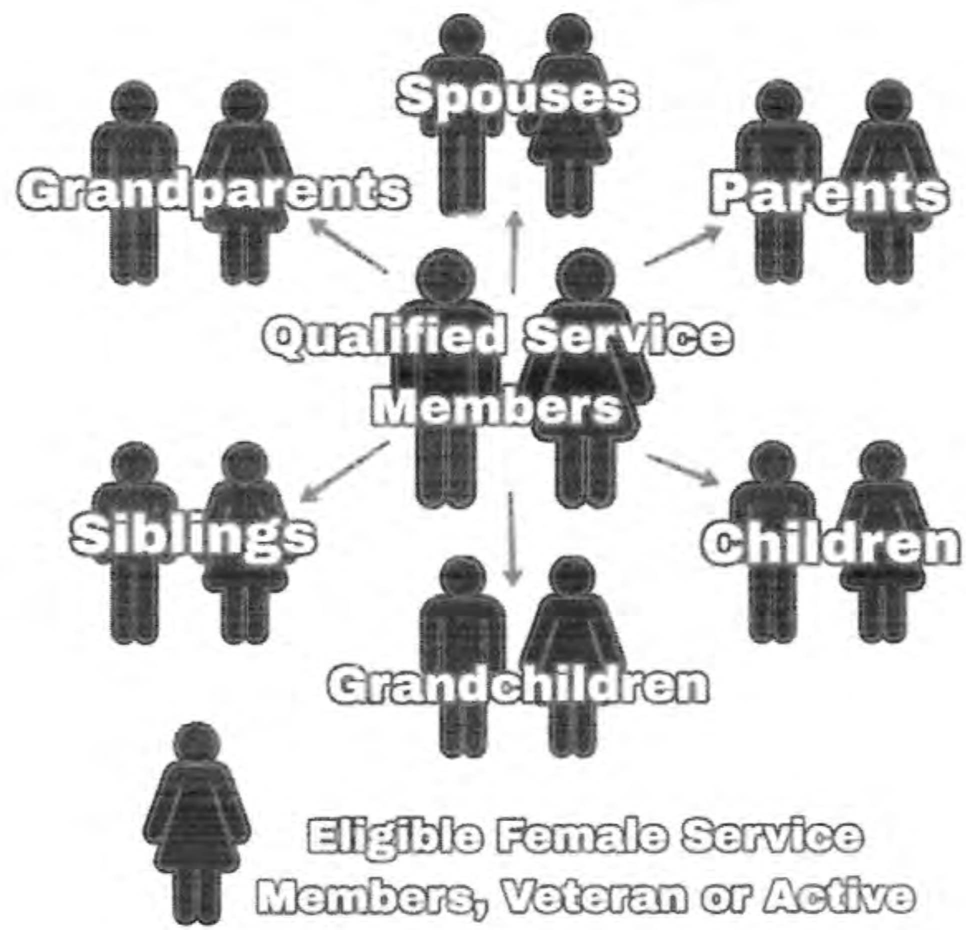
(4) to those women who of their own right are eligible for membership in The American Legion.

The revisions to the ALA's eligibility mentioned above allow individuals the potential to be members of both the Sons of The American Legion and the American Legion Auxiliary. The Legion's national judge advocate has confirmed that this dual membership does not constitute a conflict of interest with The American Legion.

The eligibility changes are effective immediately. Updated membership applications, brochures, and additional membership resources are available at www.ALAforVeterans.org.

For any questions related to this eligibility change, please email ALA National Headquarters' Membership Division at membership@ALAforVeterans.org.

ALA Eligibility



THE AMERICAN LEGION – MEMBERSHIP APPLICATION

Name ____
First / Initial / Last / Date of Birth

Address ____
Street / City / State / ZIP

☐ Male ☐ Female

Membership ID# former member / Post # / Phone # / Email / Gender

Please check war era and branch of service below.

- ☐ Global War on Terror
- ☐ Gulf War
- ☐ Panama
- ☐ Lebanon/Grenada
- ☐ Vietnam
- ☐ Korea
- ☐ WWII
- ☐ Other Conflicts

- ☐ U.S. Army
- ☐ U.S. Navy
- ☐ U.S. Air Force
- ☐ U.S. Marines
- ☐ U.S. Space Force
- ☐ U.S. Coast Guard
- ☐ Merchant Marines (WWII only)

I certify that I have served federal active duty in the United States Armed Forces since December 7, 1941, and have been honorably discharged or I am still serving.

Signed by applicant ________________ Date ________ Name of recruiter ________________

If you are a new member, send this completed application with annual dues to The American Legion, Attn: Membership, P.O. Box 1055, Indianapolis, IN 46206 (check www.legion.org/join for dues amount), or take it to a local post. To locate a post near you, click on "Find a Post" at www.legion.org.

[illegible]

DUES RECEIPT
(Please Print)

____________ Date

____________ Received From

$________ for 20____ Dues

____________ Recruiter's Name

____________ Recruiter's Signature

____________ Recruiter's Phone #

SONS OF THE AMERICAN LEGION – MEMBERSHIP APPLICATION

Date ____________

Detachment of ____________ Squadron No. ____________ Birth date ____________

Name ____________ Recruited by ____________
First / Initial / Last / Initial / Last

Address ________________________
Street / City / State / ZIP / Phone

Veteran through whom eligibility is established ____________

(a) Above is a member in good standing of Post No. ________ Department of ________

OR (b) Above is a deceased veteran who served honorably from ________ to ________

(c) Relationship of applicant to veteran ____________

Has applicant previously been a member of the SAL? ________ Where? ________

I hereby subscribe to the Constitution of the Sons of The American Legion and apply for membership.

Email ____________ Transmit $ ________ for 20 ______ annual membership dues

Signed by applicant *(or legal guardian if under 18)* ____________ Eligibility certified by ____________

Mail completed application to Sons of The American Legion department/state headquarters. Annual dues must accompany completed application. Ask local contact for amount due. For current detachment address, go to The American Legion department/state headquarters, or visit www.legion.org.

07/2010

DUES RECEIPT
(Please Print)

____________ Date

____________ Received From

$________ for 20____ Dues

____________ Squadron No.

____________ Department of

AMERICAN LEGION AUXILIARY – MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Full Name ____________

Address ____________

City / State / ZIP

Home Phone / Cell Phone

Email Address / Unit # and Location (if known)

___/___/___ ☐ Birth to 17 ☐ 18 and over
Date of Birth *(Required)*

Have you been a member previously? ☐ Yes ☐ No (If yes, fill in below, **if known**.)

Previous Unit City/State: ____________ ALA ID# ________

____________ ___/___/___
Signature of Applicant *(or legal guardian if under 18)* / Date

Submit this application to the ALA unit you wish to join. If unit is unknown, contact National Headquarters at (317) 569-4500 for assistance.
Annual dues must accompany completed application. Ask local contact for amount due.
Membership pending approval of application.

ELIGIBILITY INFORMATION

Eligible Through—Name of Veteran *(Female Veterans: List Your Own Name)*

If Living:
American Legion Member ID # *(Required)* / Post #

City / State

☐ Deceased (If veteran is deceased, contact ALA unit about the necessary military records.)

Veteran Served:

☐ WWI (4/6/1917-11/11/1918)

Anytime After 12/7/1941 (check all that apply):

- ☐ Global War on Terror
- ☐ Gulf War
- ☐ Panama
- ☐ Lebanon/Grenada
- ☐ Vietnam
- ☐ Korea
- ☐ WWII
- ☐ Other Conflicts

Applicant's Relationship to the Veteran:

- ☐ Spouse
- ☐ Parent
- ☐ Sibling
- ☐ Grandparent
- ☐ Grandchild
- ☐ Child
- ☐ Self (Female Veteran or Female Current Servicemember)

To be Completed by an Officer of The American Legion or American Legion Auxiliary
I certify that the above named individual served at least one day of active duty during the dates marked above and was honorably discharged or is still serving honorably.

____________ ___/___/___
Officer Membership Verification / Date

[illegible]

DUES RECEIPT
(Please Print)

____________ Date

____________ Received From

$________ for 20____ Dues

____________ Recruiter's Name

____________ Recruiter's Signature

____________ Recruiter's Phone #

American Legion Auxiliary
MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Name (First) (M.I.) (Last)

Address

City State ZIP

Home Phone Cell Phone Email Address

/ / ☐ Birth to 17 ☐ 18 and over

Date of Birth *(Required)* Unit # Location

Have you been a member previously? ☐ Yes ☐ No (If yes, fill in below.)

Previous Unit City/State ALA ID # (if known)

/ /

Signature of Applicant *(or legal guardian if under 18)* Date

ELIGIBILITY INFORMATION

Eligible Through—Name of Veteran *(Female Veterans: List Your Own Name)*

If Living: American Legion Member ID # *(Required)* Post # City State

☐ Deceased—If veteran is deceased, contact ALA unit about the necessary military records.
For Veteran's DD214 Discharge Papers: www.archives.gov/veterans/military-service-records

Veteran Served:

☐ WWI (4/6/1917-11/11/1918)

Anytime After 12/7/1941 (check all that apply):

☐ Global War on Terror ☐ Panama ☐ Vietnam ☐ WWII
☐ Gulf War ☐ Lebanon/Grenada ☐ Korea ☐ Other Conflicts

Applicant's Relationship to the Veteran:

☐ Spouse ☐ Parent ☐ Sibling ☐ Grandparent ☐ Grandchild
☐ Child ☐ Self (Veteran or Current Servicemember)

To be Completed by an Officer of The American Legion or American Legion Auxiliary
I certify that the above named individual served at least one day of active duty during the dates marked above and was honorably discharged or is still serving honorably.

/ /

Officer Membership Verification Date

HELP US GET YOU CONNECTED!

I am interested in learning more about:

☐ Volunteering for Veterans, Military, and Their Families
☐ Youth Activities, Including ALA Girls State, Junior Member Programs, and Scholarships
☐ Member Discounts and Services
☐ Other

Please contact the following individual about volunteering or joining the American Legion Auxiliary:

Name Phone Email

Name Phone Email

Name Phone Email

Recruiter's Name Unit/Post # City State

09/2028

Submit this application to the ALA unit you wish to join. If unit is unknown, contact National Headquarters at (317) 569-4500 for assistance.
Annual dues must accompany completed application. Ask local contact for amount due. ***Membership pending approval of application.***

Fundamentals of Parliamentary Procedure

Basic Parliamentarian Principles

Roles of Those Leading and Attending a Meeting

Types of Motions

Frequently Used Motions

Fundamentals of Parliamentary Procedure

Basic Parliamentary Principles

Parliamentary procedures exist to facilitate efficiently conducted meetings that protect the rights of members. The fundamental principles of parliamentary procedure are:

1. Fairness of process and courtesy for all.

2. Only one thing, speaker, motion, or action at a time.

3. The majority rules.

4. The minority must be heard.

5. Each proposition is entitled to a full and free debate.

6. The purpose is to facilitate action, not to obstruct it.

Common Definitions

1. Parliamentary procedure: The rules by which meetings of deliberative assemblies, societies, boards, clubs, etc., are formally conducted. They are used by governments and businesses alike to ensure that formal meetings run in the most effective manner possible. Per the Department ALA Constitution & Bylaws, all ALA meetings will be conducted using parliamentary procedure based on Robert's Rules of Order, Newly Revised.

2. Chair: The presiding officer, generally the president, who should be addressed as "Madam President" or "Madam Chairman." The same address should be made to the vice president if presiding instead of the president unless the president present.

3. Parliamentarian: An expert trained in parliamentary procedure who is appointed by the president to provide impartial guidance and impartial expert advice on questions regarding the proper procedures for conducting the meetings of the organization. A qualified and impartial parliamentarian helps achieve the confidence and trust of members.

- She need not be an elected officer and is appointed by the president.
- When requested to do so, she is to give advice to the president or any member when a question about proceedings may affect the rights of any member or do potential harm to the organization.
- She must be able to perform her/his duties with complete impartiality; therefore, the parliamentarian may not make motions, participate in debate, or vote on any question except in the case of a ballot vote if she is a voting member. The parliamentarian rarely speaks unless offering expert advice on meeting procedures.
- The parliamentarian is akin to an official in a sports game; she knows the *rules (bylaws, standing rules and parliamentary procedure)* and quietly assures that everyone plays by the rules *(abides by the rules of parliamentary procedure).*

4. Quorum: The minimum number of members who must be present for the valid transaction of any business. The number required for a quorum should be established in the organization's bylaws.

5. Division of the Question: Will allow a motion that is complex and has two or more parts, to be divided into sections and to vote on each in succession. The motion for a division of the question requires a second and is carried by majority vote.

6. Division of the Assembly: When the outcome of a vote is unclear, a "division of the assembly" is used to call for a rising vote unless it is used as a delaying tactic. A call for a division of the assembly, however it is stated, requires an immediate call for a rising *(standing)* vote, or in small assemblies, a show of hands. No second or vote on the request is necessary.

7. Ex-Officio: Means "by virtue of office." An ex-officio member of a board or committee serves by virtue of the office she holds, is designated as such within the bylaws, has the same rights as any other board or committee member, but is not obligated to attend those meetings of the board(s) or committee(s) on which she serves "ex-officio" and is not counted as part of the required quorum. Ex-officio members have the right to vote unless there is a bylaw provision preventing the ex-officio member from doing so. For example, the ALA Department President is an ex-officio member of all standing committees of the ALA department organization by virtue of her office.

. Motions: A motion is a request that business be brought before the assembly.

- A main motion introduces the action "I move that…"
- Only one main motion may be addressed at a time.
- A motion must receive a second to have discussion on the motion.
- If no second motion is received, the motion dies.
- If a second is received, after discussion, the presiding officer repeats the motion and calls for a vote. The vote is then taken. A subsidiary motion is the amending of a motion.
- A motion may be modified, but the main idea of the motion may not be changed.
- Each amendment must be voted on before action can be taken on the main motion. An incidental motion is the business to be disposed of before an action can be taken on a main motion.

Examples:

- Withdrawal of a motion may be requested by the make of the motion. Without objections, withdrawal is allowed.
- Point of order is made to immediately question a parliamentary action or decision of process that just occurred.
- Appeal from the decision of the chair is made if a member disagrees with the presiding officer's decision. The assembly then may vote either to sustain or overrule the chair's decision. An appeal is usually debatable.

A privileged motion deals with any or all issues specifically related to a meeting or to the comfort of members in attendance. They're called privileged because, even when other business is pending, the real needs *(regarding time, comfort, or other special needs)* of the people in the meeting are considered important enough to be dealt with immediately.

Examples:

- To take a recess.
- To adjourn.
- To fix a time and place to adjourn.

9. Resolutions: A resolution is merely a fancy motion. In the ALA, a resolution is a written motion that follows a standard format and is used for matters such as proposing a change to a policy or for special recognition of people, organizations, or events, often referred to as "courtesy or ceremonial" resolutions. A resolution is distinguished from a "regular" motion in that a resolution provides the reason(s) for the motion via the "whereas" clauses and provides a "date-stamp" for the motion via the "takes effect" provision in the resolved clause. See Resolution Process section below.

10. Amendments: An amendment is a specific proposal to modify an organization's entity/governance documents. In the ALA, an amendment is a proposal to modify the entity's Constitution, Bylaws, or Standing Rules.

Roles of Those Leading and Attending a Meeting

To understand the parliamentary process, one must first understand the roles of those responsible for the process of onducting the business of a meeting. For conventions and board meetings, those individuals generally are your elected officers, except in the case of the parliamentarian who may be appointed by the president. Committee meetings are conducted by the chairman of the committee, usually appointed by the organization's president.

1. *Chair:* The presiding officer, usually the president *(or vice president if president is unavailable)*, and is responsible for:

- Keeping the meeting on schedule and within time limits.
- Remains neutral by not entering the discussions.
- Expedites the transaction of business by preparing the agenda and keeping order during the meetings.
- States motions that are in order or rule them out of order; ask for discussion, ask for a second to the motion, put motion to vote, and declare the result of the vote.
- Chair does not vote unless the vote is by ballot or roll call.
- If president wishes to speak during a debate, she should place a vice president in the chair by stating, "The vice president will assume the chair," and then the president may speak to the question. She cannot resume the chair again until after the vote has been taken and declared.
- The president is an ex-officio member of all standing committees, but never of the nominating committee.

2. *Vice President:* Will preside in the absence of the president or whenever the president temporarily vacates the chair *(e.g., so she can join a discussion regarding a motion)*. Vice President becomes President in case of illness, resignation, or death of the president, for the unexpired term, unless rules specify how vacancies shall be filled.

3. Parliamentarian: Appointed by the president, she serves as the expert on parliamentary procedure. Duties of the parliamentarian before a meeting: Review the agenda with the president to be familiar with the business and possible procedural problems that may arise. Review and know the bylaws and standing rules of the organization. Work with any committee members who request assistance in preparing reports for the meeting.

Duties of the parliamentarian during a meeting:

- Arrive early to counsel as needed and remain after the meeting for further counsel.
- Have a copy of the governing documents at the meeting.
- Keep track of the motions to assist the presiding officer.
- Be as inconspicuous as possible.
- Provide advice when requested and communicate with the president tactfully and discreetly.
- Remain impartial and be prepared to cite references if needed.
- During a convention, the duties of the parliamentarian include those listed for meetings. Should also be prepared to advise convention committees on topics such as resolutions, credentials, rules, and elections. Review the script with the presiding officer, and stay focused, steady, patient, and fair.

4. Secretary: In the absence of president and vice president, the secretary calls the meeting to order and entertains a motion for temporary chairman. The secretary sees that minutes of the meeting are taken – whether taken by herself or her designee – including recording the type of meeting *(regular, special, etc.)*, place, date, hour, presiding officer, all motions and their disposal, names of makers of motions.

- The names of those who second the motion are not required to be recorded in the minutes, but may be included, and probably should be when business is being conducted at a convention or meeting of the governing board and a verbatim transcript will not be made.
- Not included in minutes are discussions, opinion, points of order, or questions of privilege.
- The minutes are never rewritten after they are presented to the assembly and approved. The secretary should place corrections on the margin of the minutes.

5. Treasurer: Custodian of funds of the organization; receives and disburses them upon authority from the organization.

The treasurer reports on budget performance and the financial health of the organization to the assembly. If the treasurer is also an employee of the department, the budget and financial reports should always be prepared and reported by a finance committee chair or outside finance professional.

- The budget is adopted by the governing body, commonly known as the Department Executive Board or the Department Executive Committee (DEC). It is not adopted by convention delegates. Convention delegates have no fiduciary responsibility or liability for the organization. Only the governing board, comprised of corporate directors with fiduciary responsibility, can adopt or amend a budget or officially accept financial reports or audits.
- Financial reports are presented to and received by the governing body, commonly known as the Department Executive Board or the Department Executive Committee (DEC), and placed on file for audit. The proper motion for accepting the treasurer's report: "I move that the treasurer's report be accepted and filed for audit."
- The audited financial report is presented to and accepted by the governing body, commonly known as the Department Executive Board or the Department Executive Committee (DEC). It is not adopted by convention delegates. The proper motion for accepting the audited financial report: "I move that the audited financial report be accepted and filed."
- The department (and unit) treasurer should be bonded or have adequate financial liability insurance.

6. Members: All members whose current membership dues are paid are considered members in good standing and are entitled to all the rights and privileges of membership, including those aspiring to and holding office, and voting in the ALA.

- Rise and address the chair if you want to discuss the motion under consideration or to offer another motion.
- Wait to be recognized by the presiding officer before beginning to talk after addressing the chair.
- Say, "I move to..." or "I move that..."
- Make a motion in an affirmative form, never in the negative.
- Always address your remarks to the chair, never to another member.
- Speak of another member by some expression other than her name, such as, "the member on my left...," or "the member who moved..."
- Remain silent if you are ready to vote and the presiding officer says, "Are you ready for the question?"
- Assist the presiding officer promptly by giving your name.
- Use the correct terminology.
- State facts rather than beliefs.
- Understand the types of votes:
- Majority: the number greater than half the votes cast.
- Plurality: issue or person receiving most votes, may be less than a majority, as in an election with three or more candidates.
- Two-thirds vote: To determine a 2/3 vote quickly, double the negative votes cast, and if it is equal to or less than the affirmative votes cast, a 2/3 vote has been attained.
- Members should speak up while a motion is pending, not after the vote has been taken or after the meeting is over.

7. Committees:

- Members of committees have no authority except that which is granted by bylaws or by a vote of the assembly.
- Unless otherwise provided, the member first named to a committee or the one receiving the largest number of votes is the chairman of the committee.
- Members of committees should not conduct business of the committee without a quorum present. A majority of committee members constitutes a quorum unless he assembly orders otherwise.
- Motions and resolutions originating in committees need no seconding, if the committee members are also member

Types of Motions

Motions

1. Principal Motions: Parliamentary motions fall into four groups, including:

a. Main Motions: Brings new propositions before the assembly. They are open to debate and usually require a majority vote to carry them.

- A motion to rescind is a main motion requiring a 2/3 vote if previous notice has not been given.

b. Subsidiary Motions: Are attached to other questions for one or more of three

purposes:

- To modify *(amend)*,
- To delay action, and
- To stop debate.

c. Privileged Motions: These are so important that they may break in at almost any time. Three are quite commonly used:

- To take a recess,
- To adjourn, and
- To fix a time and place to adjourn.

d. Incidental motions: These are used to keep the business of an organization moving properly should matters become too complex and confusing. Only two or three are commonly used:

- Withdrawal of a motion may be asked for by the maker, and if no one objects, withdrawal is allowed. If anyone objects, it is necessary to make a motion to permit its withdrawal.
- Point of order is made to call attention to a parliamentary mistake.
- Appeal from the decision of the chair is made if a member disagrees with the presiding officer's decision. The assembly than may vote either to sustain or overrule the chair's decision. An appeal is usually debatable.

2. Steps in a Main Motion

- Motion is made, preferably in positive form, by saying, "I move that..."
- Motion must be seconded to be considered.
- At least two (2) people must wish to discuss a topic; therefore, the "second" is the second person.
- If there is no second, the motion dies.
- The chair repeats the motion, which opens the motion for discussion.
- Debate/discussion.
- Chair repeats the motion when discussion ends, or time limit expires.
- Chair calls for ayes and nays. Must always call for the negative vote, even if it appears the vote is unanimous.
- Chair announces the result of the vote.

It is strongly recommended that those in the roles mentioned in this chapter become very familiar with the parliamentary process.

The following frequently used motions offer you some examples that may help you in your role(s):

Parliamentary Procedure – Frequently Used Motions

To Do This:	You Say This:	May You Interrupt A Speaker	Do You Need A Second?	Is it Debatable?	Can It Be Amended?	What Vote?
Introduce new business.	"I move that…"	No	Yes	Yes	Yes	Majority
Amend a motion.	"I move to amend the motion by…"	No	Yes	Yes	Yes	Majority
Request information.	"I rise for a point of information."	Yes	No	No	No	No vote
Complain about noise, etc.	"I rise for a question of privilege."	Yes	No	No	No	No vote
Call for a brief intermission	"I move to recess for __ minutes."	No	Yes	No	Yes	Majority
Postpone the question to a later time.	"I move to postpone the question until next week."	No	Yes	Yes	Yes	Majority
Refer the question to a committee for further study.	"I move to refer the motion to the ______ committee to study."	No	Yes	Yes	Yes	Majority
Put a limit on the debate.	"I move that debate be limited to 5 minutes."	No	Yes	No	Yes	2/3

Parliamentary Procedures – Frequently Used Motions (continued)						
To Do This	**You Say This**	**May You Interrupt A Speaker?**	**Do You Need A Section?**	**Is It Debatable?**	**Can It Be Amended?**	**What Vote?**
End debate and vote.	"I move the previous question."	No	Yes	No	No	2/3
Verify a voice vote by rising.	"Division."	Yes	No	No	No	No vote
Want to do something, but don't know how to do it.	"I rise to a parliamentary inquiry"	Yes	No	No	No	No vote
Reconsider an action	"I move to reconsider the vote on the motion to…"	No	Yes	Yes/No	No	Majority
Call attention to breach of rules.	"I rise to a point of order."	Yes	No	No	No	No vote
Suspend the rules temporarily.	"I move to suspend the rules so that…"	No	Yes	No	No	2/3
Adjourn the meeting.	"I move that we adjourn."	No	Yes	No	No	Majority

Strategic Plan

What is Strategic Plan

10 Reasons Why We Must Achieve

Four Generations in the Workplace

"Create an Internal Culture of Goodwill"

What is a strategic plan?

A strategic plan sets the direction for moving the American Legion Auxiliary (ALA) ahead over multiple years, usually a -year period.

Unlike an annual program plan or department action plan, a strategic plan sets your priorities over the next 5 years and directs energy and resources to these priorities. Our department strategic plan will help your department better fulfill the ALA mission in a way that is meaningful and rewarding for new and renewing members.

The national ALA Centennial Strategic Plan has been developed, and the 5 goals of the Department strategic plan.

Why does our department need a strategic plan?

As the needs of our veterans and their families continue to grow, our membership continues to decline. The American Legion Auxiliary is needed, and yet there is a threat that we won't be around in 30 years if we do not start planning beyond the next installation of officers.

Your annual programs plan, and/or your department action plan cover the work that is done at the hands-on, mission-outreach level during a 12-month period *(an ALA administrative year)*. Using the ALA national strategic plan as a guideline, your department's strategic plan will address the bigger issues of growing the membership, being a welcoming organization, developing effective leaders, strengthening departments and units, and increasing awareness of the ALA; these long-range issues take continued, focused efforts over several years.

Key strategic planning terms

- Goals – broad statements of what an organization hopes to achieve
- Strategies – statements that describe how you will achieve your goals
- Initiatives – specific projects, programs, and activities that activate strategies so that goals can be achieved.

The following information emphasizes the need for the American Legion Auxiliary 5-Year Centennial Strategic Plan. These basic facts and start realities about membership trends were shared with the ALA Million Member Task Force in developing the American Legion Auxiliary Centennial Plan strategies.

10 Reasons Why We Must Achieve

the American Legion Auxiliary Centennial Plan

Basic Facts, Stark Realities

1. Overall landscape: membership organizations across the spectrum are experiencing declining membership. People have less discretionary time today and exponentially more opportunities for spending their precious "free" time

2. People belong to an organization for one of 2 reasons -- pride or personal fulfillment. Either they are personally fulfilled by their involvement, or they are so proud of what they see the organization doing that they want to be affiliated with it.

3. With 17 million wartime veterans in the US, the ALA should be MUCH bigger. The American Legion has over 2 million members, most of whom have multiple female relatives eligible for ALA membership. The ALA should be at least twice the number of TAL" s membership, not 1/3.

4. Fewer households have a veteran in the family. In 1988, 40% of high school seniors had a veteran parent; by 2000 only 18%. With each passing decade, fewer Americans know someone with military experience in their family or social circle.

5. ALA has a great mission and purpose, yet market research confirms that people don't know who we are, let alone what we do or why we matter.

5. ALA has targeted a goal of 1 million members for many decades; has never hit the target. ALA membership was highest in 1995 (982,125) – our 75th anniversary; has been on a decline since except for a slight increase right after the attacks of September 11, 2001. The million-member goal for 2019/20 is Goal One in the new ALA Strategic Plan.

7. We're aging and diminishing. The average age of an ALA member is steadily increasing – now 60. The number of members under age 50 is decreasing with biggest drop in those 40-49. Currently only 39% of members are under 60, only 21% under 50. Our overall membership numbers are steadily decreasing.

8. Past efforts to grow membership have not worked. Over the years the ALA has invested a great deal of time and effort toward increasing membership: joint meetings with the Legion; a 2010 Strategic Plan initiative; Members Survey; a Leadership Toolkit that emphasizes membership; and countless workshops, bulletins, newsletters, and awards to motivate and incentivize membership growth. There have also been countless annual membership themes and goals to grow membership.

9. ALA's biggest loss of members are new members who don't renew after the second or third year– about 27% who "drop out" after 2 years, over 40% drop out after 3 years; We increased the number of new members in 2013 over 2012 – the annual dues increase did not stifle attaining new members.

10. Bottom line: Doing the things the American Legion Auxiliary has been doing is not resulting in membership growth.

Four Generations in the Workplace: Who Are They? What Do They Want? And why can't we all just get along?

Succinct descriptions of the four distinct generations working side-by-side in the workplace along with their most significant values, as provided by author, speaker and consultant Ira S. Wolfe of Success Performance Solutions.

The Veterans

Born Before 1946. Veterans have a very strong work ethic. "Just git'er done" could be their motto. Give an impossible task to a Veteran and somehow, someway it will get done. Most have served in the military or been married to someone who did. As a result, Veterans tend to be very respectful of seniority, title and rank. Because their world outlook was shaped by the Great Depression and World War II, Veterans have a very practical outlook *(make do, reuse, recycle)* and know how to put money away for a rainy day. Key Veteran values: Self-sacrifice and dedication.

Baby Boomers

Born between 1946 and 1964. Baby Boomers invented the 60-hour workweek. They are competitive to their own detriment at times with a "work-til-you-drop" work ethic. They have a history of turning endings into beginnings. Now entering traditional retirement age, they have no plans for porches, rocking chairs, or seats at bingo tables. Retirement is not the end of a career but the start of a career transition. They are optimistic about their own lives – they believe that if you set goals and work hard, you can achieve whatever you set out to do. Boomers have less respect for rank and hierarchy than their predecessors but still respect the hierarchy of leadership, especially when they can be part of it. They set long-term goals and have the "no pain-no gain" attitude to set them through. Key Boomer values: Hard work and be a team player.

Gen X

Born between 1965 and 1979. Gen X are the free agents of the workforce – independent, self-reliant, and entrepreneurial. Because they don't find any value in wasting time with nonessential stuff, they shattered the management philosophy of "if 'sn't broken, don't fix it." Gen X grew up alone because both parents were working. In addition, 40% of their parents were divorced and/or lost their jobs during the '80s and '90s. As a result, Gen Xs are very concerned about life balance and fiercely protective of family time. They tend to be skeptical and pragmatic, and value leadership by competence. They have no respect for service, title or rank because their parents had all three and many lost their jobs anyway. Their career paths create a mosaic of work, learning, family and even sabbatical. When they receive an email at 11 PM from their Boomer boss, they don't think "Wow, she works hard" but "Wow, she might be over her head and can't handle the workload." Key Gen X values: Life balance and respect for individuality.

Gen Y (also known as Millennials)

Born between 1980 and 2000. Gen Ys are very entrepreneurial. Most worked at legitimate jobs before they left high school. Gen Ys are technology-savvy. They've never known a world without mobile devices and 24/7 connectivity. They see themselves as citizens of the world and feel very connected through the Internet. Gen Ys can fly to Europe to visit friends and family as easily as Veterans and Boomers crossed state lines. They have better relationships with their parents than many Gen X and Boomers and have a strong interest in teamwork (although they define "team" differently than Boomers and Xers). And despite an ongoing debate about the human ability to multi-task, they seem to be creating a new frontier for juggling multiple activities simultaneously. Gen Y values: Making a difference in the world and respecting diversity.

The American Legion Auxiliary (the ALA) is at a crossroads. With a mission of supporting the American Legion and honoring the sacrifice of those who serve, the ALA advocates for veterans, educates citizens, mentors youth, and promotes patriotism, good citizenship, peace, and security. To position the organization for the next century, the ALA has created a bold, new strategic plan, the Centennial Plan, which calls for rethinking how the ALA delivers its mission and invests in its future. This approach is focused on membership growth and turning around a recent trend of declining membership numbers. In recent years, 45% of members have been dropping out after three years, which has resulted in a current membership level of fewer than 750,000 women. Past efforts to grow membership have been unsuccessful, and now the ALA is facing an aging membership base that is comprised of only 39% of members under 60 years of age and only 21% under 50 years of age.

The following is a plan the 2019 – 2020 Department of Texas American Legion Auxiliary Centennial Strategic set-in place.

Goal 2 of the 2014-2019 American Legion Auxiliary Centennial Strategic Plan is "Create an Internal Culture of Goodwill."

Every organization has problems with civility, and our organization is not exempt from disruptive, contrary members. Creating and promoting goodwill must start with us and end with us. As leaders, we are held accountable for our actions, not only personally, but on behalf of our organization. What we do or say ultimately affects the Auxiliary. Therefore, we must build a trusting relationship and raise that level of trust. "Raising" trust means it must be earned...upward. Units and districts will trust their departments when they see their department leaders behaving toward them and each other with respect. Department leaders will trust national leaders when they see their national leaders behaving toward them and each other with respect.

Trust is a two-way street. We must lead by example of respectful behavior to others, so others will feel valued. When people feel valued, it takes away the need for them to act out to be noticed. And that is a root cause of much ill will in the Auxiliary. Members who want to be become leaders, and members who are forced into leadership positions, need to know they are supported. If they don't feel supported, they will either give up or act out, kind of like kids.

All I Really Need to Know I Learned in Kindergarten is a short book by Robert Fulghum, and it includes some key lessons that can help us reach Goal 2. Some of those lessons are share; play fair; say you're sorry when you hurt somebody; and when you go out into the world, watch out for traffic, hold hands, and stick together.

Let's look at Goal 2. It begins with us. It doesn't matter what we "say" we believe; it only matters what we "do." Our attitude, demeanor, actions and even what we say and how we say it, are all under a microscope. Members, whether on the national, department, or unit level, are watching us. We must be the example of a good leader. So ultimately, it will end with us because all these factors trickle down to the unit level. What does that mean? Members notice the actions and attitudes of officers who disagree, always bickering, and not working together as a team. The officers are not setting a good example or exhibiting positive behavior. Does it affect the department's membership? Of course. What about the members' desire to work the programs? Some members even quit because they do not want to deal with the bickering, rudeness, and unruliness.

When evaluating our attitudes and actions as they pertain to creating a culture of goodwill, we should consider the following:

- Do you really respect others — their ideas, their uniqueness?
- Do you truly accept others as they are? Their diversity?
- Are you truly open and honest?
- Do you share? Share information? Share compliments? Do you share credit?
- Do you truly listen?
- Do you genuinely say, "thank you"?
- Are you known as a trusting person? One with integrity?
- Do you honor fellow members' confidentiality requests?

Violating confidentiality violates trust which results in losing credibility. If someone betrays your confidence, then that person loses credibility with you. And when you betray someone's confidence, you lose credibility with that person. Betraying a confidence drives a wedge in your friendship, and you lose credibility and trustworthiness. The lesson that we "share" means we also have to share respect for information that is shared in confidence. That is another core duty of leadership.

Bad-mouthing is harmful to any organization. And what is sad is that it is often unfounded, or too often embellished with things that are just not true. If we are in this for the good of the organization, then, in the spirit of goodwill, we must take the high road and lead by example, which is a strategy of Goal 2. Following are a few more questions for you to ponder:

Are you truly leading by example?

When members see you, are they seeing a kind person — one who has a positive attitude? Or are they seeing someone who deliberately undermines something or someone?

Do you really cooperate with others?

Do they see you as a team player — someone who works well with others?

Are you openly critical of others and their ideas?

Are you intimidating?

Do you speak kindly to others and about others?

A survey of Auxiliary members was taken in 2008, again in 2013, and results from one this year will be released soon. Following are quotes from previous surveys:

"I have noticed a lot of backstabbing... and it makes it difficult to want to interact with members." How sad when one of our own Auxiliary members feels that way.

"[She] drove me away with her condescending attitude and nasty personality. I will not be subjected to that kind of treatment." Is this how we want to be seen?

Leading by example starts with each one of us, and it ends with each one of us. The Auxiliary's future depends on our ability to engage, communicate, and develop positive relationships with diverse people. Think what a better world it would be if everyone abided by the Golden Rule — "Do unto others as you would have them do unto you." We all want to be known as kind, respectful, trustworthy, and a person of integrity. But we also know we have to earn that trust, respect, and the right to be called a person of integrity. Remember those lessons about sharing and sticking together? No matter how old we are, when we go out into the world, it is best to hold hands and stick together. And, sticking together means as a team. We are ALL in this together, and we need to share positive attitudes, information, credit, and we must show and share respect. Remember that old truism: There is no "i" in team. National leaders are committed to working together for this great organization, and they are committed to leading by example. Can we expect the same from you?

Tools I Use To Stay *Organized*

Texas ALA – Year at a glance

American Legion Auxiliary Timeline

Add your own reminders to this…………………………….

TEXAS ALA YEAR AT A GLANCE		
April	CHILDREN & YOUTH MONTH	Year-End reports due to District President by April 15 Child Welfare Foundation Week
May	POPPY MONTH	Unit Data Form due to Department by **May 1!** Certification of Officers and Bond Fee due after elections Narratives due to Department Chairmen ~ Armed Forces Day 990 Forms due to IRS no later than May 15 (if calendar year) – Send copy to Department. Memorial Day ~ National Military Appreciation Month
June	JUNIOR ACTIVITIES MONTH	Elect Delegates/Alternates to Department Convention Flag Day June 14 ~ Bluebonnet Girls State
July	CANCER RESEARCH MONTH	Department Convention Girls Nation ~ Independence Day
August	AUXILIARY EMERGENCY FUND MONTH	National Convention ~ Units appoint committee members and begin planning their year and Unit BUDGET. Schedule a Leadership Seminar!
September	MUSIC MONTH	3rd Friday POW/MIA Day ~ Constitution Week Department Executive Committee meeting in Austin
October	EDUCATION MONTH	Mail in CHRISTMAS ASSESSMENT Veterans Creative Arts Festival ~ Make a Difference Day
November	MEMBERSHIP MONTH	Veterans Day ~ ALA Birthday ~ American Education Week National Family Week ~ Thanksgiving Contact members and work renewals!
December	VETERANS AFFAIRS & REHABILITATION MONTH	Gift Shops need donations and volunteers. Merry Christmas – Give the Gift of Membership.
January	LEGISLATIVE MONTH	Happy New Year ~ MLK Day ~ Mid Winter Conference 990 Forms due to IRS (if fiscal year) – Send copy to Dept. Members who have not renewed are delinquent and lose all membership benefits as of January 31st!
February	AMERICANISM MONTH	1st Sunday – Four Chaplains Sunday ~ National Salute to Veterans ~ Presidents Day ~ Girls State Registration
March	COMMUNITY SERVICE MONTH	The American Legion Birthday 15th - 17th Make final donations to ALA programs and include in Year-End report.

The above is our Auxiliary Year "at a glance" and is both a reminder and a tool for a Unit to build on to further plan what programs will be that year's focus. Use this document or make your own list for your Unit and "check off" forms, reports and assessments as you submit them, and include activities to support the programs your Unit will focus on. Watch as those "check marks" grow as you begin to realize your accomplishments.

Prepared by Past Department President Pat Wanoreck April 2007
Modified by 2014-2015 Leadership Team

American Legion Auxiliary Timeline

January	➢ Mid-Winter Conference ➢ IRS 990N due (if fiscal year)
February	➢ Girls State Registration Opens
March	➢ Elect Delegates/Alternates to District Convention
April	➢ Elect Delegates/Alternates to Division Convention ➢ Impact Report (a.k.a. Year-End Report) due to District Presidents by April 15th
May	➢ Unit Data Form due to Department by **May 1** ➢ Election of Officers ➢ Certification of Officers due to Department ➢ Bond Fee due to Department ➢ Update Governance Forms ➢ IRS 990N due (if calendar year) ➢ Narratives due to Department Chairmen
June	➢ Elect Delegates/Alternates to Department Convention ➢ Girls State Session
July	➢ Department Convention
August	➢ National Convention
September	➢ Department Executive Committee meeting in Austin
October	➢ Mail in Christmas Assessment ➢ Mail donations to Christmas Gift Shops/Holiday Parties
November	
December	➢ Christmas Gift Shops/Holiday Parties ➢ $5.00 Gift to all VA Hospitalized Patients