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I Pledge  
Allegiance to  
the Flag  
of the United States  
of America  
and to the Republic  
for which It stands,  
One Nation Under God,  
Indivisible, with Liberty  
And Justice for All

## ***FOREWORD***

The Unit Management Guide was designed to provide members of the American Legion Auxiliary the opportunity to learn about our organization, our purpose, our ideals and our goals. With heartfelt appreciation to all who have contributed to this publication, it is a sincere hope that it continues as that opportunity to learn, be a resource, and reinforce our sense of love and dedication to the American Legion Auxiliary, inspiring the leader in each of us.

This book was originally prepared for the Department of Texas

Mrs. Martin S. (Marie) Pickett  
Department President 1994 – 1995  
Leadership Committee, Carylton Trahan, Chairman

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Revised 2014-2015	Donna Miller, Department President
Revised 2015-2016	Paula Raney, Department President
Revised 2016-2017	MaryAnn Paul, Department President

Revision supported by the 2016 – 2017 Department of Texas Leadership Committee:

Division I:	Vicki Pollard
Division II:	Preneess Thomas-White,
Division III:	Teresa Simmons Copeland, Chairman
Division IV:	Myra Cooper

## ***DISCLAIMER***

This publication is designed to provide general information for the topics presented. The Unit Management Guide should not be used as a substitute for the American Legion Auxiliary Unit Guide Book. The opinions or viewpoints expressed within the Guide are those of the current Department of Texas leadership Committee. Neither the National organization nor the American Legion Auxiliary Department of Texas can be held responsible for the contents herein.



## **PREAMBLE**

**For God and Country, we associate ourselves together for the following purposes:**

**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 preserve the memories and incidents of our associations during the Great 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 help**

## MaryAnn Paul - Department President 2016 - 2017

Texas ALA members:

**Good** leaders are trailblazers, making a path for others to follow. **Great** leaders, however, inspire their people to reach higher, dream bigger and achieve greater. Perhaps one of the most important leadership skills you can develop is the ability to provide inspiration to your fellow Auxiliary sisters. If you inspire them to reach for the stars, they just might bring back the moon!

Learning is a constant process throughout our ALA lives, and it doesn't stop when we've become team leaders. Smart leaders know what they don't know. Make sure to never stop looking for opportunities for ALA development and pass on the wisdom you've learned to our members.

The survival of a bee hive relies upon the WORKER BEES. They are in search for a constant supply of honey (new members) to continuously feed the queen bee and the bee hive. The worker bees look for sources of that honey (information – if you will).

I extend my whole-hearted thanks to the members of the 2016-2017 Leadership Committee for revising this Unit Management Guide.

Division 1 – Vicki Pollard  
(Chairman)

Division 3 – Teresa Simmons-Copeland

Division 2 – Preness Thomas-White

Division 4 – Myra Cooper

Please always remember to ask questions, contribute input and we will all come away with a greater understanding of what makes the American Legion Auxiliary, Department of Texas a great organization. *Bee* focused on how we can all further the success of our Units, Districts, Divisions and Department – gather the honey, savor the honey, and share the honey!

Thank you and always remember to ***“Bee-Lieve in our Mission”***.

MaryAnn Paul  
Department of Texas  
President  
2016-2017

***Leadership and learning are indispensable to each other – John Fitzgerald Kennedy***

***BEE-LIEVE in our Mission... Buzzin for Members***

## **Mission & Vision**

### **Mission Statement**

In the spirit of Service, Not Self, the mission 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



# STRUCTURE OF THE ORGANIZATION

## National:

The National Headquarters is maintained in Indianapolis, Indiana. The membership of the American Legion Auxiliary has remained at nearly one million members since 1955 and is the largest patriotic women's organization in the world.

The National Convention body elects the National President, National Vice President, National Chaplain and National Historian annually.

The Departments of the American Legion Auxiliary are grouped into five (5) geographic Divisions: Central, Eastern, Northwestern, Southern and Western. One National Vice President is elected from each National Division every year. The Divisions contain a total of 53 Departments, all 50 states plus the District of Columbia, Philippines, and Puerto Rico. Each Department has its own structural make-up. There are approximately 14,000 local units including foreign units in Australia, Canada, China, Costa Rica, France, Germany, Japan, Mexico, Panama and Virgin Islands.

The National Division Vice-Presidents are nominated in their respective Division Caucuses during the National Convention and elected by the convention delegates at the same time as the other National Officers. The National Secretary and National Treasurer are elected by the National Executive Committee (N.E.C.) upon nomination by the newly elected National President during the Post-Convention N.E.C. meeting. The Counsel General of the Auxiliary (also Judge Advocate of The American Legion) is also appointed by the National President and approved by the N.E.C.

## SOUTHERN DIVISION

Alabama	Louisiana	Puerto Rico
Arkansas	Mississippi	South Carolina
Florida	North Carolina	Tennessee
Georgia	Oklahoma	Texas
Kentucky		Virginia

## STRUCTURE OF THE ORGANIZATION (cont'd)

### State:

The Headquarters of the American Legion Auxiliary Department of Texas is in Austin, Texas. The Department President, Vice President, Chaplain, Historian and Sergeant-At-Arms are elected by the Department Convention body annually. The Department Secretary and Department Treasurer are elected at the Post Convention Department Executive Committee (DEC) meeting by the DEC upon nomination by the newly-elected and installed Department President.

There are four Divisions in the State of Texas consisting of 22 Districts.

Division One consists of Districts 1, 3, 4, 5, 12 and 13.

Division Two contains Districts 2, 6, 7, 8, 11 and 22.

Division Three consists of Districts 9, 10, 14, 15, and 20.

Division Four contains Districts 16, 17, 18, 19 and 21.

The Division Presidents are elected at their respective Division Conventions and are ratified by the Department Convention body.

The District Presidents and Vice Presidents are elected at their respective District Conventions and are likewise ratified by the Department Convention body.

All National and Department officers have a term of office for one year with the exception of the District Presidents and District Vice Presidents who serve for two years.

The even numbered Districts elect in even numbered years; odd numbered Districts elect in odd numbered years.

In the Department of Texas, the retiring Department President is automatically the National Executive Committeewoman for a one-year term. The Department President is her alternate.

### 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



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

# HOW TO CONDUCT A MEETING

CALL TO ORDER - Rap the gavel once.

FOR MEMBERSHIP TO STAND - Rap the gavel three times.

TO SEAT MEMBERSHIP - Rap the gavel once.

TO ADJOURN MEETING - Rap the gavel once.

DISTINGUISHED GUEST ENTERS THE ROOM - Rap the gavel three times to have members stand and recognize the guest.

## OPENING CEREMONIES


Posting of Colors

Invocation or Inspiring Thought

Pledge of Allegiance

Preamble

President's Welcome and Introductions.


 **BEE AWARE:** This is a good time for the President to ask for permission to deviate from the agenda.

ROLL CALL - Either an oral or a silent roll call may be taken by the Secretary so that a quorum is established and stated. A sign-in book is an excellent way to record the attendance at all meetings.

MINUTES - Essentials of minutes: Remember that minutes are a record of what is done, not everything that is said. Minutes need no descriptive adjectives; it is a legal record. It takes a two-thirds vote to amend old minutes; therefore, the time to correct the minutes is prior to their approval. After the minutes are read and approved, the President should sign them. A copy should be given to the President, Treasurer and Historian.

 **BEE AWARE:** Personal opinions have no business in the minutes ever

TREASURER'S REPORT - (Financial Statement) Devise a form on which to make the written report. Three copies should be made and handed out to the President, Secretary and Treasurer. The auditor's report is read and adopted. The Treasurer's Report is filed for audit.

 **BEE AWARE:** The treasurer is not required to hand out a written financial report to all members during a regularly scheduled meeting BUT all members in good standing can request a report at anytime

CORRESPONDENCE - NOT REQUIRING ACTION - The Secretary should read correspondence to the members. *The President should share all correspondence received from her District, Division or Department President, as well as any bulletin material received from Department Headquarters.*

\* The Chaplain should read all Thank-You notes and acknowledgments received.

## HOW TO CONDUCT A MEETING (cont'd)

EXECUTIVE BOARD REPORT - The minutes of the executive board meeting *do not have to be read*, but a report of results or recommendations must be read. The general body must take action in as much as the executive board can only recommend and not implement.

REPORT OF OFFICERS - Devise a form on which to make a written report and maintain your own file. Three copies, one each, should be given to the President, Secretary and Treasurer.

STANDING AND SPECIAL COMMITTEE REPORTS - Call on your Chairmen to report at each meeting. Don't simply comment "Are there any reports?" Reports should be what the chairman or the committee has done including any recommendations, expenditures etc. Again, Chairmen should maintain files, with copies given to the President, Secretary and Treasurer.

UNFINISHED BUSINESS - The President and Secretary should be aware of any items of unfinished business. The past minutes should be checked to see if there was any unfinished business to be acted upon.


### NEW BUSINESS -

1. Correspondence requiring action. Prior to the meeting, the Secretary summarizes lengthy correspondence. At the meeting, the Secretary states who signed the communication presents essentials of the correspondence, and *she may move* any necessary action or motion.
2. Bills - The Treasurer explains bills received. *She may make necessary motions* for payment.
3. Any other business coming from the general membership.

 **BEE AWARE: Once a member has been acknowledged and has permission to speak, she may speak on any and all matters pertaining to the ALA. It is her floor.**

ELECTIONS - *The Nominating Committee is an elected committee.* The current President cannot be a member of this committee. The Unit bylaws should state this information, the number to be elected to the Nominating Committee and when they should be elected.

TELLERS - Each Candidate should choose a teller, and the Chair should choose a teller. During a practice session, have everyone write a teller's report. (Forms should be available.) Practice both ballot and oral elections. A full report should be written in the minutes.

 **BEE AWARE: In a contested election, the chair should announce the amount of votes each candidate received and also any invalid votes**

FURTHER BUSINESS - Any business not already covered during this meeting.

### ANNOUNCEMENTS –

Next Regular Meeting and Executive Committee Meeting,  
Special Events within the Post, Auxiliary, District, Division or Department.

ADJOURNMENT - There is no need for a motion to adjourn a meeting.

## SUGGESTED Narrative for Meetings

Chair asks Sergeant at Arms: **“Is the room secure?”**

Response from Sergeant at Arms: **“Room secure, Madam President”**


1. Call to order (one rap of the gavel) **“The meeting will come to order.”**
2. (Three raps of the gavel) **“Color Bearers will advance the Colors.”**
3. **"The Chaplain will offer prayer.”**
4. **"In memory of our dead, let us share a moment of silent prayer  
.....Amen.”**
5. **"Please join me in the Pledge of Allegiance.”**
6. **"We will sing the National Anthem.”** (Optional)
7. **"We will recite the Preamble to the American Legion Auxiliary in unison.”**  
(One rap of the gavel seats membership)
8. **"I now declare\_\_\_\_\_Unit No.\_\_\_\_\_, Department of Texas,  
regularly convened.”**
9. Welcome and introduce any guests present, or members attending their first meeting.
10. Order of Business
  - a. Roll Call
  - b. Reading of the minutes of the previous meeting
  - c. Treasurer's report
  - d. Correspondence (*not requiring action*)
  - e. Executive Committee reports
  - f. Officer reports
  - g. Committee reports
  - h. Unfinished business
  - i. New business (*correspondence requiring action*)
  - j. Recommendations from Executive Committee
  - k. Other business
  - l. Elections when needed

## SUGGESTED ORDER OF BUSINESS (cont'd)

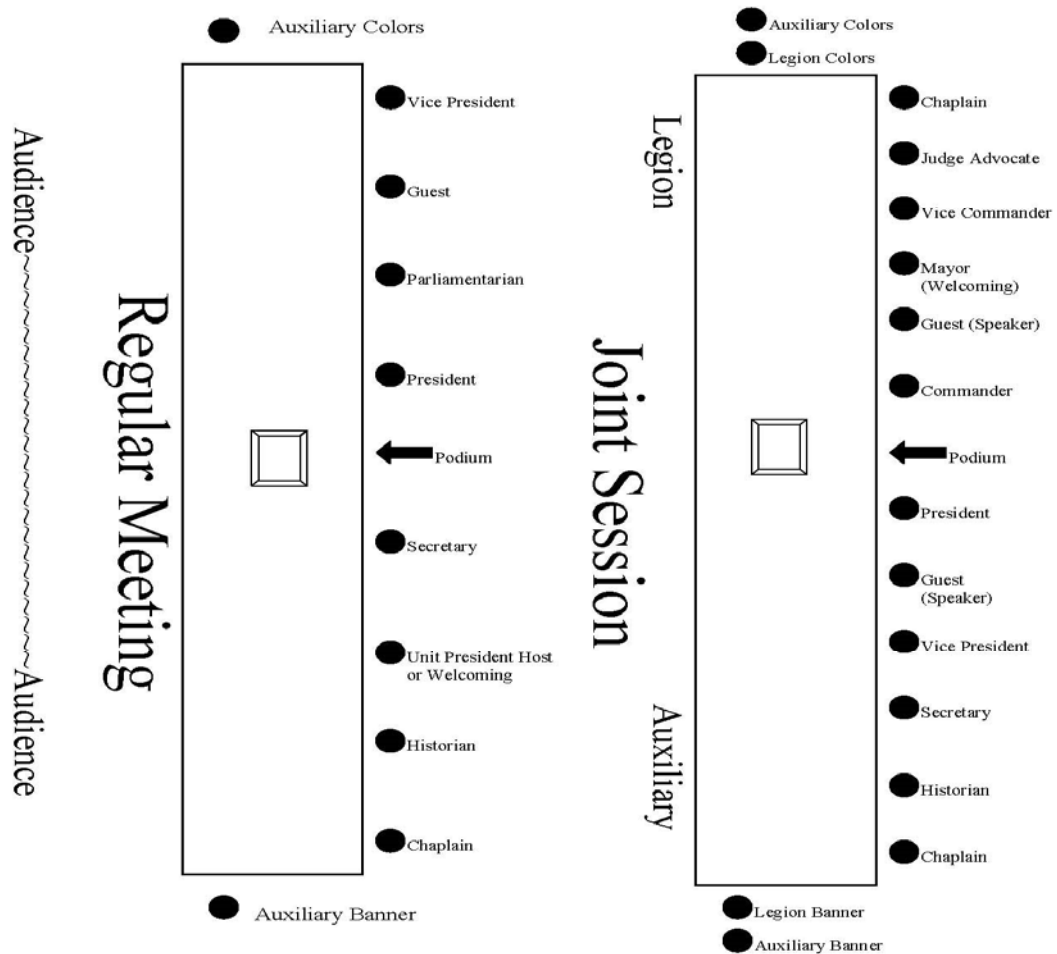
11. Announcements (next meeting, special events, etc.)
12. **"Is there any further business to come before this meeting? If not, the Chaplain will lead us in a prayer for peace."**  
  
(Three raps of the gavel for membership to stand)  
(Can be followed by Hymn of the Month or a patriotic song)
13. **"Till we meet again, let us remember that our obligation to our Country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the American Legion Auxiliary and its members. Let us be ever watchful of our organization and ourselves, that nothing shall swerve us from the path of Justice, Loyalty, Freedom and Democracy."**
14. **"The color bearers will retire the Colors."**
15. **"I now declare this meeting of \_\_\_\_\_ Unit No. \_\_\_\_\_, American Legion Auxiliary, Department of Texas, adjourned."**
16. **"Thank you all for coming to the meeting, and I hope to see you next month."**

(One rap of the gavel for dismissal)

## BASIC SEATING

1. The Presiding Officer is ALWAYS seated in the center.
2. The Distinguished Guest is ALWAYS to her RIGHT, regardless of who else is present.
3. The highest-ranking group of guests may be seated to the right of the Presiding Officer, the lesser ranking to the left. However, it is usually the practice of seating right-left-right-left of the Presiding Officer alternating as to rank.
4. At a business meeting, no matter who is thrown out of line, the Parliamentarian should ALWAYS be seated to the immediate RIGHT of the President during the business part of the meeting. She may move to a seat provided nearby immediately after the business part of the meeting is finished.  
 **BEE AWARE: Parliamentarians should be seen and not heard <3**
5. See chart of suggested seating on the next page.

## Convention Seating or Special Occasion



When the Sons of the American Legion participate in a Joint Session (often at District and Division conventions and other joint ceremonies), it is customary that the S.A.L. Commander and their guests(s) are seated on the left hand of the Auxiliary guest. Often only one Chaplain sits at the head table. Take into account the room available and the participation (or lack thereof) of each officer to determine which officers need to be at the head table.



AMERICAN LEGION AUXILIARY  
Unit ABC  
P.O. Box 1111  
Anywhere, USA 12345

*Treasurer's Report*  
*July 1, 2012*

**Beginning Balance**

\$3,373.27

Income

June Auxiliary Dinner	\$ 180.00
Dues Renewal (6 @ \$25.00)	\$ 150.00
Cancer Research Fund Raiser	\$ 250.00

Total Income: \$ 580.00

Deposits

6/17/2012	\$ 150.00
6/21/2012	\$ 430.00

Checks and Disbursements

Check No. 1000	ALA Dept. of Texas	Membership	(\$ 102.00)
Check No. 1001	ALA Dept. of Texas	Cancer Research	(\$ 250.00)

Balance in Funds

General Fund	\$2,506.27
Rehabilitation Fund	\$ 235.00
Cancer Research	\$ 0.00
Junior Fund	\$ 140.00
Girls State Fund	\$ 425.00
National Veterans Creative Arts Festival	\$ 295.00

**Ending Balance**

\$3,601.27



## THE UNIT BUCKET FINANCE CONCEPT

**75%**  
**Program**  
**Donations**



Americanism  
Auxiliary Emergency Fund  
Cancer Research  
Children & Youth  
Community Service  
Education  
Girls State  
Junior Activities  
Legislative  
National Security  
Poppy  
VA& R  
Advertising for programs  
Speakers on ALA programs



**10%**  
**Cost of**  
**Fund-Raising**



Raffles  
Bingo  
50/50  
Dinners  
Advertising for events  
Promotions

NOTE:  
You don't see The American Legion on these lists inasmuch as TAL is not one of our programs. Funds paid or donated to TAL would normally fall under administrative expenses.  
  
This document is not designed to replace Texas Bingo Commission rules and relates to the unit's unrestricted funds.

This document is designed by the American Legion Auxiliary Department of Texas Finance Committee. It is not an IRS document but has been created based on accepted not for profit organization principles.

**15%**  
**Administrative**  
**Expenses**



C&B  
Cavalcade of Memories  
Chaplain  
Finance  
Historian  
Leadership  
Membership (advertising)  
Public Relations  
Rent  
Utilities  
Postage  
Printing  
Kitchen Supplies  
Travel to meetings  
Convention Registrations  
and Lodging  
Services Rendered\*

\* Previously referred to as "love gifts," these funds were given to installing officers (not unit members) and some speakers (not on specific programs).

## IRS GUIDELINE FOR UNIT TAX RETURNS

The American Legion Auxiliary Unit \_\_\_\_\_ City \_\_\_\_\_, Texas is a non-partisan, 501 c (19) veterans' 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 Employees
3. Conflict of Interest for Officers
4. Records Retention and Destruction Policy
5. Public Disclosure Policy for IRS Form 990
6. Internal Review of IRS 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 at [www.alatexas.org](http://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 15<sup>th</sup> day of the 5<sup>th</sup> month after the unit's fiscal year ends. For example, if the Unit's fiscal year ends August 31, 2012, the return is due January 15, 2013. If your Unit has a calendar year (ending 12/31) the return is due May 15 of each year.

To complete the new e-post card return, go to the IRS website at [www.IRS.gov](http://www.IRS.gov).

The Unit will need the following information:

1. Unit's legal name.
2. Any other names the Unit uses.
3. Unit's mailing address.
4. Unit's website address – if it has one.
5. Unit'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. Unit'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?

## **.IRS GUIDELINE FOR UNIT TAX RETURNS (cont'd)**

Provide a copy of the filed return to Texas Department Headquarters by email or by mail.

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.

### **Incorporating:**

For the protection of the members of each Unit, it is recommended that each Unit be incorporated. It is a simple process and the Department headquarters will facilitate. In the event of a lawsuit, if the Unit is not incorporated, any liability of the Unit becomes the liability of each individual member. Do not assume just because your Unit has an Identification Number that your Unit has actually incorporated. Department has a record of incorporated Units – you may check with the Department Secretary to confirm that your Unit is incorporated. If it is not, please take steps to do so. You are urged to have the Unit vote to become incorporated and begin the process.

### **Separate Entity:**

The American Legion is chartered by Congress. We are an auxiliary to The American Legion. When we were formed, The American Legion made us autonomous (independent/self-governing) in nature. We have our own programs, officers, and Constitution & Bylaws. Our purpose is to assist and support The American Legion and its programs, but the American Legion Auxiliary is not compelled to share records or business activity with The American Legion; nor can The American Legion dictate to the Unit. However, as a family, it is hoped that a spirit of full cooperation and working together is maintained within the American Legion Family.

### **What's New Form 8822\_B Requirements?**

Change of responsible party. The form in its entirety is located on the Department web site under "forms".

Any entity with an EIN is now required to report a change in its "responsible party" by: (a) completing Form 8822-B as appropriate, including entering the new responsible party's name on line 8 and the new responsible party's SSN, ITIN, or EIN on line 9; and (b) filing the completed form with the Internal Revenue Service within 60 days of the change. See Responsible Party, later, for more information.

### **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.



## **American Legion Auxiliary**

### **Unit \_\_\_\_\_, Department of Texas Governance Policy**

It will be the policy of the American Legion Auxiliary Unit \_\_\_\_\_, Department of Texas, hereafter called the Unit to develop and maintain a Governance Policy to insure each area of the Unit is strategically protected by policies and/or procedures that will direct the activities of the elected officers and paid employees of the Unit.

Said Governance Policy will be reviewed annually by the Unit Executive Committee and suggested or necessary amendments to any of the policies included will be presented to the Unit membership at their earliest scheduled meeting following the annual election of officers. Any policy amendment recommendation will be presented individually for approval.

The Governance Policy will encompass but will not necessarily be limited to the:

- Unit Mission Statement
- Conflict of Interest Policy for Employees
- Conflict of Interest Policy for Elected Officers and members of the Executive Committee
- Records Retention and Destruction Policy
- IRS Guideline for Unit Tax Returns
- Public Disclosure Policy for IRS Form 990
- Internal Review of IRS Form 990

The Unit President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents and each member of the Unit Executive Committee will review and become familiar with the Governance Policy and its contents as soon after assuming their respective positions as is reasonable. Any suggested amendments whether received from the National Organization or The Department of Texas or an executive committee member will be reviewed and if deemed necessary will be provided to the entire executive committee for the recommended approval of the Unit general membership. If necessary, said amendments(s) will be forwarded to the next term as a recommendation.

## **BONDING FEE**

Article 1, Bylaws Section 10...Each Unit shall be bonded through Department Headquarters, said bond to be paid each year when newly elected officers are certified to Department Headquarters. The cost to each Unit is \$7.00 a year.”

The above requirement is not a choice of the Unit.

Every Unit in the Department of Texas **must** send in a bonding fee of \$7.00 **with** their Certification of Officers each year.

### **COMMERCIAL BLANKET FIDELITY BOND 1JCB-1079622 OLD REPUBLIC SURETY COMPANY**

This will certify the above named Blanket Fidelity bond insures the National Headquarters of the American Legion Auxiliary and all State Departments and their subordinate local Units within the territorial limits of the policy. The original of this policy is retained in the office of the National Treasurer. This bond covers loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication, or any other act of fraud or dishonesty caused by any member/employee of the American Legion Auxiliary if that person’s manifest intent is to cause the Auxiliary to sustain a loss and to enrich herself or another person.

**This bond does not cover loss, mysterious disappearance or burglary.**

Limits of coverage are:

On all officers, members and employees of Units and/or Districts - \$10,000.

Proof of loss must be submitted within four months of discovery of such loss. A deductible of \$250.00 is in effect on all claims. Often a timely police report is required.

THE FOLLOWING CONTROLS WILL NOT ONLY HELP PREVENT LOSSES IN THE UNITS, BUT WILL PROVIDE MORE RELIABLE FINANCIAL DATA:

1. Bylaws should provide for a regular monthly or quarterly financial report from the Treasurer.
2. Bylaws should provide for an annual audit and specify how such audit is to be made.
3. Receipts should be issued for all moneys received.
4. Requiring two (2) signatures on all checks is advisable.
5. It is unwise to pre-sign checks and membership transmittals should be coordinated between the Treasurer and the Membership chairman to preclude problems in this area.



AMERICAN LEGION AUXILIARY, Department of Texas  
PO Box 140407, Austin TX 78714-0407  
512-476-7278  
512-482-8391 Fax  
secretary@alatexas.org  
www.alatexas.org

### Blanket Fidelity Bond with Old Republic Surety Company

This will certify the above named Blanket Fidelity Bond insures the American Legion Auxiliary and their subordinate local Units within the territorial limits of the policy. The original of this policy is retained in the office of the National Treasurer.

The bond covers loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication or any other act of fraud or dishonesty caused by any member/employee of the American Legion Auxiliary if that person's manifest interest is to cause the Auxiliary to sustain a loss and to enrich herself or another person.

### **THIS BOND DOES NOT COVER LOSS, MYSTERIOUS DISAPPEARANCE OR BURGLARY**

Limits of coverage are:

All officers, members and employees of Units and/or Districts - \$10,000  
Proof of loss must be submitted within four (4) months of discovery of such loss.  
A deductible of \$250 is in effect on all claims.

*Article 1, Section 10 of the Department Bylaws states: Each Unit shall be bonded through Department Headquarters, said bond to be paid each year when newly elected officers are certified to Department Headquarters.*

### **GIVE TO THE TREASURER FOR PAYMENT**

---

Please fill out the information below. Enclose with a **\$7.00** check made payable to ALA Department of Texas.

Unit# \_\_\_\_\_ Unit Location \_\_\_\_\_

Date of Check: \_\_\_\_\_ Check #: \_\_\_\_\_

Signature: \_\_\_\_\_

Office: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Keep a copy for Unit file

Transmitted through Department Headquarters



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## BOND INFORMATION (CONTINUED)


**IDEALLY**, we should work toward **preventing** such losses from ever occurring. The overall effect on the integrity and morale is more damaging than the loss of money.

The following controls will not only help prevent losses in the Units, but will provide more reliable financial data:

1. Bylaws should provide for a regular (monthly or quarterly) financial report from the treasurer.
2. Bylaws should provide for an annual audit and specify how such audit is to be made.
3. All bills should be paid by check.
4. Receipts should be issued for all monies received.
5. Requiring two (2) signatures on all checks is advisable, and **NEVER** pre-sign a blank check.

Discovery of a loss or of any occurrence which may give rise to a claim shall be reported as soon as practical to the Department Secretary, who will notify National Headquarters. The bonding company will then be notified.

The Department of Texas **MUST** pay National (**It is NOT OPTIONAL**) approximately \$1,900 per year for this coverage; therefore, your Unit's payment of the \$7.00 annual bond fee is mandatory. Prompt payment is appreciated.

 **BEE AWARE: Any Unit that does not pay their Bond fee, is no longer in "good standing" with the Department of Texas and will not be seated at the Department Convention**

Department Secretary  
Austin, TX  
512-476-7278

Transmitted through  
Department Headquarters

## BI -MONTHLY BULLETINS

Bulletins are sent out from Department bi-monthly via email with pertinent information for the membership. Those who automatically receive bulletins are:

1. Unit Presidents. She should share all information with the members at the Unit meetings.
2. District and Division Presidents.
3. District Vice Presidents.
4. Activity Chairmen.
5. Hospital Representatives.
6. Past Department Presidents.

Any member who would like to be added to the email list or receive a hard copy of the bulletin should contact Department Headquarters. The cost is \$15.00 per year to have a hard copy of the bulletin mailed to an Auxiliary member.

## CHRISTMAS ASSESSMENTS

### **This is a Mandate from National.**

The amount that each Unit is required to pay is based on the size of the Unit's Membership. A partial schedule is shown below. Department Headquarters will send a Schedule in the Monthly Bulletin at least once each year. At Christmas, every veteran who is a patient in a VA Hospital will receive \$5.00 with a card that says, "Given from the American Legion Auxiliary." If your Unit does not have the money, have a special project to raise the funds.

***Remember that you are doing this for our veterans*** and it is mandatory.  
Your prompt payment is appreciated.



**BEE AWARE: Any Unit that does not pay their Christmas Assessment by the opening meeting of the annual Department Convention, is no longer in "good standing" with the Department of Texas and *will not be seated* at the convention**





Email: [secretary@alatexas.org](mailto:secretary@alatexas.org)

[president@alatexas.org](mailto:president@alatexas.org)

Website: [www.alatexas.org](http://www.alatexas.org)

---

## CHRISTMAS ASSESSMENT 2016

### TO ALL UNITS:

Your contributions to this Christmas Program provide a Five Dollar Gift (\$5.00) to all Veterans hospitalized in the six (6) Texas VA Medical Centers over the Christmas holidays.

The program follows the guidelines of the National program, which has been carried out since 1935. (Refer to the Rehabilitation Insert in the Unit Guidebook, page 163.)

Approximately 3,400 Veterans were remembered in the various Texas VA Medical Centers during Christmas 2015. The success of this program depends on the generous support of the Units.

The amounts listed on the next page are the *minimum suggested* amounts based on your 2016 membership as of August 31, 2016. *All Units are encouraged to donate more.*

This annual Christmas Assessment is based on the individual Unit's membership at the close of the Department Books on August 31 of each year and shall be levied against each Unit in October of the next fiscal year for the purpose of providing a small monetary Christmas gift from the American Legion Auxiliary, Department of Texas to each Veteran that is hospitalized in one of the Veterans Administration Medical Centers located in Texas.

The amount of the Assessment is to be determined by the Department's rate schedule and is to be distributed by the Hospital Representatives and Deputies in December of each year.

This Assessment shall be remitted to the American Legion Auxiliary; Department of Texas earmarked for the Christmas Assessment Program and shall be an obligatory payment from each Unit.

Please make checks payable to: ALA Department of Texas, earmarked for "Christmas Assessment".



AMERICAN LEGION AUXILIARY,  
DEPARTMENT OF TEXAS  
P.O. Box 140407, Austin, TX 78714-0407  
Email: [secretary@alatexas.org](mailto:secretary@alatexas.org)  
[president@alatexas.org](mailto:president@alatexas.org)

Phone: 512-476-7278  
Fax: 512-482-8391  
Website: [www.alatexas.org](http://www.alatexas.org)

CHRISTMAS  
ASSESSMENT RATE  
SCHEDULE 2016

---

# of Members at August 31st	Amount	# of Members at <u>August 31st</u>	Amount
10-16	24.00	307-316	162.00
17-26	26.00	317-326	166.00
27-36	29.00	327-336	170.00
37-46	31.00	337-346	174.00
47-56	34.00	347-356	180.00
57-66	52.00	357-366	189.00
67-76	58.00	367-376	193.00
77-86	62.00	377-386	197.00
87-96	68.00	387-396	201.00
97-106	72.00	397-406	205.00
107-116	77.00	407-416	209.00
117-126	81.00	417-426	213.00
127-136	88.00	427-436	217.00
137-146	91.00	437-446	221.00
147-156	97.00	447-456	225.00
157-166	101.00	457-466	229.00
167-176	105.00	467-476	233.00
177-186	110.00	477-486	250.00
187-196	114.00	487-496	254.00
197-206	118.00	497-506	258.00
207-216	122.00		
217-226	126.00		
227-236	130.00		
237-246	134.00		
247-256	138.00		
257-266	142.00		
267-276	146.00		
277-286	150.00		
287-296	154.00		
297-306	158.00		

## PARLIAMENTARY PROCEDURE

A meeting, however small or large, should be opened with a ritual – a ceremony.

A gavel is not just a prop. It is a tool to be used with respect and authority, it calls the meeting to order, it announces adjournment, directs the members on proper etiquette and should be used by the presiding officer

(the President) to keep the meetings running smoothly.

Everything that happens in between is in the charge of the presiding officer, the President.

How she presents herself and conducts her meetings depends upon prior knowledge and preparation.

### **The Purpose of Parliamentary Law:**

1. To transact business with speed and efficiency.
2. To protect the rights of each member.
3. To preserve harmony within the group.

### **Five Basic Principles to Achieve these Purposes:**

1. One subject at a time.
2. Each subject is entitled to full and free discussion.
3. Every member has equal rights to every other member.
4. The will of the majority must be carried out and the rights of the minority must be heard.
5. The desires of each member shall be heard by the body of the organization.





While Parliamentary Procedures are very important to meeting procedure, there is little, if any reason, for one person to attempt to learn every rule and its related detail. To know where to find the answer is enough. Learn all you can about Parliamentary Law, but not for the purpose of showing off. Never be stricter than necessary for the good of the meeting.

Use good judgment!!! In short, don't take a course in Parliamentary Law and then hit people over the head with it.

### **To Begin at the Beginning:**

1. Parliamentary Procedure is for the business of a meeting.
2. Its purpose is to insure order, expedite business and maintain justice.
3. The principles of Parliamentary Law are:
  - a. Justice and Equality.
  - b. One thing at a time.
  - c. The rule of the majority and the right of the minority.

## PARLIAMENTARY PROCEDURE (cont'd)

4. The first thing to learn is the correct way to obtain the floor:
  - a. Rise, address the chair and wait for recognition.  
 **BEE AWARE: If it is a District, Div or Dept meeting, state your name and Unit #**
  - b. The Chair repeats the name giving her permission to speak.  
 **BEE AWARE: Your name is stated by you and/or repeated by the President for the purpose of recording it into the minutes (so speak up)**
  - c. After being recognized, a motion is made by saying, “*I move* ” **not** “I make a motion to”  
 **BEE AWARE; DO NOT justify your motion as a part of your motion, for example I move to buy tickets from the S.A.L. *because* it will help them and we could win keep your motion to the point**
5. A motion is a proposal that the assembly take certain action on. The maker of the motion is usually in favor of the proposal; therefore, she may **not** speak against it even if she has changed her mind. However, when the vote is called for, she may vote against it.
6. After the motion is stated from the floor, if a second is not heard, the chair asks, “Is there a second?” If there is no second, the motion dies for lack of a second. However, if the motion is seconded, the Chair then asks if there is any discussion. Discussion is **not** allowed until the motion has been seconded. Discussion should be accomplished using the following:
  - a. A member obtains the floor, the same as for making a motion.
  - b. A member should speak no more than twice on a subject.
  - c. The discussion is usually brief, but if it gets out of hand, a member may “move the previous question,” which means she is calling for discussion to cease and a vote to be taken. ***This requires a second and is not debatable. It takes a two-thirds vote to pass.***
  - d. When discussion has stopped, the chair will repeat the motion, word for word, usually reading from notes handed by the Secretary or by the member making the motion.
  - e. She then calls for the vote. She never assumes that there are no “**NO**” votes. The “no” vote is always called for, except on a courtesy resolution.  
 **BEE AWARE: Sometimes it is a good idea to get a motion on the floor just so that it can be discussed**
7. If discussion takes a positive turn and a member thinks the motion should be altered, she may say: “Madam President, I move to amend the motion by” - she may say by: deleting, adding, or substituting something. **The amendment must have a second.** The vote is taken on the amendment first and then on the main motion as amended.
8. All remarks are addressed to or through the Chair when debating a question. Do not speak directly to another member when attempting to resolve an issue. Rude personal remarks and/or attacks are unacceptable

**Summary:** The Rule of Eight - Introduce business and put a motion on the floor:

- |                                      |                                |                              |
|--------------------------------------|--------------------------------|------------------------------|
| 1. Member rises, addresses the chair | 4. The motion is seconded      | 7. Takes the vote            |
| 2. Waits for recognition             | 5. The Chair states the motion | 8. States the result (motion |
| 3. Makes the motion                  | 6. Calls for discussion        | carried or lost).            |



**BEE AWARE: The vote does not go into effect until announced by the Chair**

## PARLIAMENTARY PROCEDURE (cont'd)

### Conclusion:

Parliamentary Law is Common Sense used in a Gracious Manner:

1. Courtesy and Justice to all;
2. Considers one thing at a time; and
3. The Minority must be heard and the Majority must prevail.

### Parliamentary Points which need extra emphasis:

1. Receive proper recognition from the Chair before speaking.
2. Properly identify yourself after receiving recognition from the Chair.
3. Never address another member when discussing an issue. Speak through the chair.
4. Receive prior consent from a candidate before nominating her for office.
5. Presiding officer should ask for “any corrections” after the minutes are read.
6. Recording the name of the person who seconds a motion is *optional*.
7. Executive Committee recommendations must be approved by the membership at the next regular meeting. Minutes of the Executive Committee are not approved or read.
8. A motion must be properly stated before discussion and restated before a vote is taken.
9. A motion and a second must precede discussion and/or any other action.
10. Discussion must be allowed before taking a vote except where prohibited.
11. The vote on an amendment to the motion is called for first, then on the main motion.
12. The Parliamentarian may be asked for an opinion by the presiding officer. **The Chair has the option of whether to abide by her opinion. If she chooses not to, the assembly may overrule her and go with the opinion of the Parliamentarian.**
13. The President should always refer to herself as “The Chair.”
14. A quorum must be established prior to proceeding with business.
15. The President must relinquish the Chair to the Vice President in order to participate in discussion on a motion. She must then remain out of the Chair until after the vote has been taken.

## **RESPONSIBILITIES OF UNIT OFFICERS**

**IT IS THE DUTY OF ALL OFFICERS TO SUPPORT THE PRESIDENT AND EACH OTHER AT ALL TIMES DURING THE TERM OF OFFICE. IT IS ALSO THEIR DUTY TO ATTEND ALL MEETINGS – EXECUTIVE BOARD AND REGULAR MEETINGS.**

"The success of the Unit depends to a large degree upon  
the efficient and businesslike administration of all its activities.  
Each Unit officer and committee chairman shares in this responsibility."

**PRESIDENT:** *(the guiding force – the CEO (not the dictator, remember this is OUR Unit not YOURS)*

1. Appoints Committee Chairmen and Committee members and any officers not required to be elected. (Assistant Sgt at Arms)
2. Appoints a Parliamentarian.
3. Actively participates and is involved in all activities of the Unit. She is willing to work just as hard as any other Unit member.
4. Keeps the members informed on all activities and news of the American Legion Auxiliary from National, Department, Division and District. (Monthly packet, District Newsletter, etc.)
5. Represents the Unit at all District meetings and activities.
6. Represents the Unit at District, Division and Department Conventions. Encourages Unit members to attend these conventions.
7. Appoints an audit committee of at least three members to audit the books at the close of her year.
8. Serves as an ex-officio member of all committees except the nominating committee.

**FIRST VICE PRESIDENT:**

1. Serves as Membership Chairman **if** appointed by the President.
2. Attends all meetings of the Unit.
3. Has a thorough understanding of the duties of fellow officers and programs planned by the Unit committee chairmen.
4. Must be prepared to take over in the absence of the President.

## **RESPONSIBILITIES OF UNIT OFFICERS (cont'd)**

### **SECOND AND THIRD VICE PRESIDENTS:**

Some Units elect Second and Third Vice Presidents and give them particular duties, such as Ways and Means, Entertainment or Kitchen Chairmen etc. The responsibilities of these offices should be thoroughly detailed in the Unit Standing Rules.

### **SECRETARY:**

1. Attends all Regular Meetings and Executive Board meetings, makes notes of all motions, recommendations and action taken by the body.
2. Keeps record of all Committee activities and reports.
3. Prepares minutes of all meetings with copies given to the President, First Vice President, Treasurer and Historian. The minutes should be clear and concise, free from rambling remarks or opinions and should reflect new business as well as activity already completed.
4. Maintains for reference at each meeting a list of names of all committee chairmen and committee members.
5. Replies promptly to correspondence as directed.
6. Sends the certification of new officers and the bond fee to the Department Headquarters office immediately after the annual election of officers.
7. Sends completed convention delegate and alternate forms to District, Division and Department. Verifies that the number of delegates is correct, and that the required delegate fee is enclosed.

### **CHAPLAIN:**

1. Gives the opening and closing prayers at meetings.
2. Reads thank you notes and acknowledgments received by the Unit at Regular Meetings.
3. Reports on ill members. Transmits information to District, Division and Department Chaplains as deemed appropriate. If it is in the Standing Rules, sends cards or flowers to ill or bereaved members.
4. Conducts Memorial Services when needed. Assists the Unit President with the draping of the charter for deceased members.

## **RESPONSIBILITIES OF UNIT OFFICERS (cont'd)**

### **CHAPLAIN (cont'd):**

5. Notifies the District, Division and Department Chaplain of the names of Unit members deceased each year. This information is necessary for the Memorial Services at Conventions.
6. May compile a Book of Prayers, Thoughts and Inspirations to be presented to the President after being entered in the judging at Department Convention.

### **HISTORIAN:**

1. Keeps records for the written history of the year's activities within the Unit. This includes business, donations, activities such as potluck dinners, garage sales, parties or gatherings at holidays, etc. This information comes from the Secretary's minutes of each meeting.
2. This written history is entered in the judging at Department Convention and is then presented to the Unit as a permanent record of the year's activities.

### **TREASURER:**

1. Bonded through Department.
2. Handles all funds of the Unit.
3. Gives a thorough financial report at each meeting.
4. Issues all checks from the Unit. All checks must be backed up with receipts.
5. All checks should require at least 2 signatures. The Unit Standing Rules should state who and how many signatures are required on checks.
6. Issues checks annually to Department for the Bonding Fee and Christmas Assessment. This is a Department mandate, so no vote is required.
7. Makes sure the Membership Chairman has ready access to a check to transmit membership at all times. Membership should be transmitted at least weekly or more frequently to achieve Target Dates as necessary.
8. Files a 990 form with IRS by May 15 (or the 15<sup>th</sup> day of the fifth month following close of a fiscal year) of each year and provides copy to Dept. Secretary.
9. Remembers that all moneys spent, if not covered by the Standing Rules, must be approved by membership at Regular Unit meetings.



## **RESPONSIBILITIES OF UNIT OFFICERS (cont'd)**

### **TREASURER (cont'd):**

10. The books are open to the general membership for review or audit at any time. The President appoints an internal audit committee. The books should have a thorough audit at the end of each term. This is not distrust, just good business.

### **SERGEANT-AT-ARMS:**

1. Functions at meetings – is responsible for keeping order at meetings.
2. Advances and retires the Colors at each meeting.
3. Assists the President to do whatever is necessary to make the meeting run efficiently.
4. Distributes materials and escorts guests/speakers to and from the podium.

### **EXECUTIVE COMMITTEE MEMBER-AT-LARGE:**

1. Attends all meetings. Goes with an open mind - expresses an opinion; however, be prepared to reach a consensus on all matters. Go with what is best for the Unit.
2. Takes an active part in decision making, weighing carefully each decision and making sure the wishes of the members are the prime concern.

### **PARLIAMENTARIAN:**

1. Appointed by the President . . . never elected.
2. Always sits next to the President to be convenient for consultation.
3. Never takes sides.
4. **Speaks only upon request.**
5. Consults with the presiding officer privately or interprets to the membership if asked.
6. The Parliamentarian does not rule. Upon being asked for an opinion, the Chair may or may not (at her own discretion) abide by the opinion of the Parliamentarian.

## **RESPONSIBILITIES OF UNIT OFFICERS (cont'd)**

### **PARLIAMENTARIAN (cont'd):**

7. Membership may disagree with the Chair and they may overrule her and go with the decision of the Parliamentarian. There are not many instances where this is necessary.
8. Most Parliamentary procedure is just good common sense and good manners.

### **MAKING MEETINGS WORK**

Effective meetings require planning in advance – both on the part of the chair and of the members that attend and participate.

Don't engage in political game playing or parliamentary maneuvering. Members must commit themselves to the group purpose.

Have an agenda that is well thought out and plans for events on the calendar in adequate time to prepare.

Listen to what others at the meeting have to say.

Members and officers actively engage in the discussion (not the chair – unless she steps down to participate in discussion and remains out of the chair until after any vote on the matter).

Recognize that while each member's opinion is valuable and has the right to be heard, the group may not agree with the opinion. Be prepared to compromise in the best interest of the organization.

Be sure the purpose of each meeting and each item on the agenda is clear to the members.

Be sensitive to the physical, informational, and social needs of others.

Suggest committee work when an issue is too big for the group or the group hasn't adequately considered the topic. Demand hard work and good reports from the committee.

When the meeting is closed – so is the business session. Do not carry unresolved matters into social time. Do not continue to campaign outside the meeting for others to side with your opinion. Whatever may take place in a social setting outside the meeting (whether in the building, the parking lot, or elsewhere) is outside the authority of the Unit Officers and the Unit is in no way responsible for what is said or the behavior of the individual. The Auxiliary is not responsible for any statements, gossip, or action that takes place outside the meeting in the canteen/clubroom, etc.

# ELECTION OF OFFICERS

## Overview:

Most organizations make provisions for nominating and electing officers in their Constitution and Bylaws. The provisions ordinarily include such details as eligibility, time of nomination, time of the election, method of nominating and electing, and the time for taking office. If the Constitution and Bylaws do not make these provisions, they should be decided through formal action by the organization.

No provision may be placed in the bylaws, which will prevent a member in good standing, no matter how short a time she has been a member, from running for or being elected to an office. By accepting dues, a Unit agrees to provide all rights and privileges of the organization from the effective date of dues paid.

It is the responsibility of the President to conduct elections. However, she should have no more influence on the election than any other member.



**BEE AWARE: ANY member in good standing can install newly elected officers**

## Nominations:

1. A nominating committee is **elected** by the Executive Board or by the membership and **never** appointed by the President. **The President may not serve on the nominating committee.**
2. Nominating committees commonly nominate only one candidate for each office. Nominating committees **may nominate more than one candidate for each office**, but they are not required to do so.
3. Members of nominating committees remain eligible to become nominees for office.
4. Prior consent of individuals being nominated is highly recommended and necessary.
5. After the report of the nominating committee, the chair **must** call for further nominations from the floor.

## Elections:

Some common methods of voting are by voice, by show of hands, by roll call, and by ballot. Ballots are generally preferred in large organizations.

### Common rules for ballot votes:

1. When the bylaws mandate a ballot vote, this requirement cannot be suspended, even by a unanimous vote.
2. In ballot votes, the President or Chairman should always vote at the same time other members vote. In this case, the President or Chairman loses her tie-breaking vote.

## ELECTION OF OFFICERS (cont'd)

### Common rules for election by majority vote:

1. Abstentions are never counted. Blank ballots are discarded and are not reported as part of the vote.
2. **Illegal votes are reported as part of the vote**, but may not be credited to any candidate.
3. Under normal parliamentary rules, repeated balloting should be done until a candidate obtains a majority vote. Names of nominees should be kept on the ballot, unless the bylaws provide some method for dropping the nominee receiving the lowest number of votes.
4. In the event of a ballot vote, as a result of more than one candidate running for an office, the **Chair** shall appoint an election judge and request that each candidate name a teller. The judge and tellers shall cast their ballots and retire to an area of the meeting room that will enable them to count the ballots for the purpose of reporting the results to the body.

### A Teller's report should contain the following information:

1. Number of votes cast, not counting blank ballots.
2. Number of votes necessary for election.
3. Number of votes received by each candidate.
4. Number of illegal votes, with reason given for the illegality.

### **Special Elections:**

In the event of resignation, illness, or death of an officer, a special election should be called by the President with a 30-day notice to all members. Constitution and Bylaws should prescribe stepping up of Vice-Presidents and election becomes for the office that remains vacant after following prescribed procedure.

### **Process/Procedure:**

The Sample Ballot shown in this section is the type Districts use in voting at the Department Convention. Units are encouraged to use a similar type document in the election of Unit officers to encourage familiarity with the form in the event they attend a Department convention.

At the Department Convention level, the District President distributes to the Unit Delegation Chairman or Unit President the appropriate number of votes. Each delegate records her vote.

## ELECTION OF OFFICERS (cont'd)

**The Delegation chairman casts extra votes** (beyond delegates in attendance) **with the majority**. Members of the Department Executive Committee (Department President, the Vice President, the Division Presidents, the Historian, Chaplain, Sergeant-at-Arms, National Executive Committeewoman and the District President or the District Vice President in the absence of the President of that same District) present and voting shall be delegates-at-large to the Department convention, with their vote to be exercised with their Units.

All Past Department Presidents in good standing in their local Units shall be delegates-at-large to the Department Convention, with vote to be exercised **with their Units**.

Each Delegate shall be entitled to one vote. Each Unit represented shall be entitled to vote its entire strength with the vote of any delegate absent and not represented by an alternate being cast with the majority of the registered and certified Unit delegates present at the Department Convention. In case of a tie vote of delegates present, the absent votes shall be equally divided.

### **SAMPLE BALLOT**

**For the Office of Vice-President, Department of Texas  
For the Year 2012 – 2013**

\_\_\_\_\_

Scarlett O'Hara

\_\_\_\_\_

Nancy Drew

\_\_\_\_\_

**NOTE:** Convention seating arrangement of the delegation is based on the date that your District makes goal, then highest numerically to goal. In case of a tie, the membership goal is figured by percent.



**BEE AWARE:** in other words, the higher a District's membership is, the better their seats at the Department Convention will be so keep **BUZZIN FOR MEMBERSHIP**



# AMERICAN LEGION AUXILIARY, DEPARTMENT OF TEXAS

PO Box 140407, Austin TX 78714-0407

Phone: 512-476-7278

Fax: 512-482-8391

secretary@alateexas.org

www.alateexas.org

## Certification of Election of Unit Officers

Year 20\_\_ - 20\_\_

Unit Name \_\_\_\_\_ Unit Number \_\_\_\_\_ District \_\_\_\_\_

Unit Location \_\_\_\_\_ Date Election Held \_\_\_\_\_

*The following information will be used to compile the Department Roster (Blue book). Please type or print.*

<b>Unit President</b>	E-mail
Address	Phone
City _____ Zip _____	Member ID No.
<b>Unit Secretary</b>	E-mail
Address	Phone
City _____ Zip _____	Member ID No.
<b>Unit Treasurer</b>	E-mail
Address	Phone
City _____ Zip _____	Member ID No.

Mail **20\_\_ Membership Cards** to: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Mail **Girls State** Information to: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**NOTE:** Return to Department by June 1, 20\_\_, or immediately after the election.  
Officers must be elected at least 4 weeks prior to the Department Convention.

20\_\_ Membership cards will **NOT** be sent to the Unit until Department receives the above Certification of Officers. **Fill out and send back, even if your officers are the same as last year.**



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CERTIFICATION OF JUNIOR OFFICERS  
YEAR 20\_\_ - 20\_\_

Dear Junior Activities Chairman / Advisor / Counselor:

Officers for the Junior Unit shall be elected at the same time as delegates to the Annual Junior Meeting, but shall not assume the duties of their offices until the first regular meeting following the Department Junior Meeting.

The CERTIFICATION OF OFFICERS form is to be completed and returned to Department Headquarters promptly following the election meeting. Form is to be completed and returned even if officers are re-elected.

UNIT NAME: \_\_\_\_\_ CITY: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

CHAPLAIN: \_\_\_\_\_

HISTORIAN: \_\_\_\_\_

SGT.-AT-ARMS: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Junior Activities Chairman / Advisor / Counselor

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mail to: Department Headquarters at address shown above.

(This form may also be used for certification of District Junior Officers)

## INITIATION CEREMONY TEACHES THE PURPOSES OF THE AMERICAN LEGION AUXILIARY

The Initiation Ceremony is an important function to the preservation and perpetuation of the American Legion Auxiliary ideals and purposes. Most new members who take part in this ceremony will acquire a greater sense of belonging, and will tend to become more active in the Unit. Consequently, they will be more apt to retain their membership.

**The importance of the Initiation Ceremony cannot be over emphasized.** Not only does it afford the long-time Auxiliary member an opportunity to reaffirm her oath of obligation, but it also provides a method whereby the basic tenets of the American Legion Auxiliary are reinforced.

The Initiation Ceremony teaches the principles of Justice . . . Freedom . . . Democracy . . . and Loyalty. It explains the symbolism of the Flag of the United States and the Emblem of the American Legion Auxiliary. The importance of these lessons is obvious. In order for each of us to instill a sense of individual obligation to the community in others that sense of obligation must first be instilled in our members.


An Auxiliary pin, a small American Flag and Flag Etiquette book, a Poppy, and a copy of the Unit Constitution & Bylaws and Standing Rules should be presented to the participating members at this Initiation Ceremony. This will make them feel a part of the organization.

Now is the best time for the formation of a ritual team – a good job for **Past Unit Presidents**, whose job it is to conduct Initiation Ceremonies at least once a year, plus other ceremonies which might be of service to the Unit such as a Memorial Ceremony and Installation of Officers.

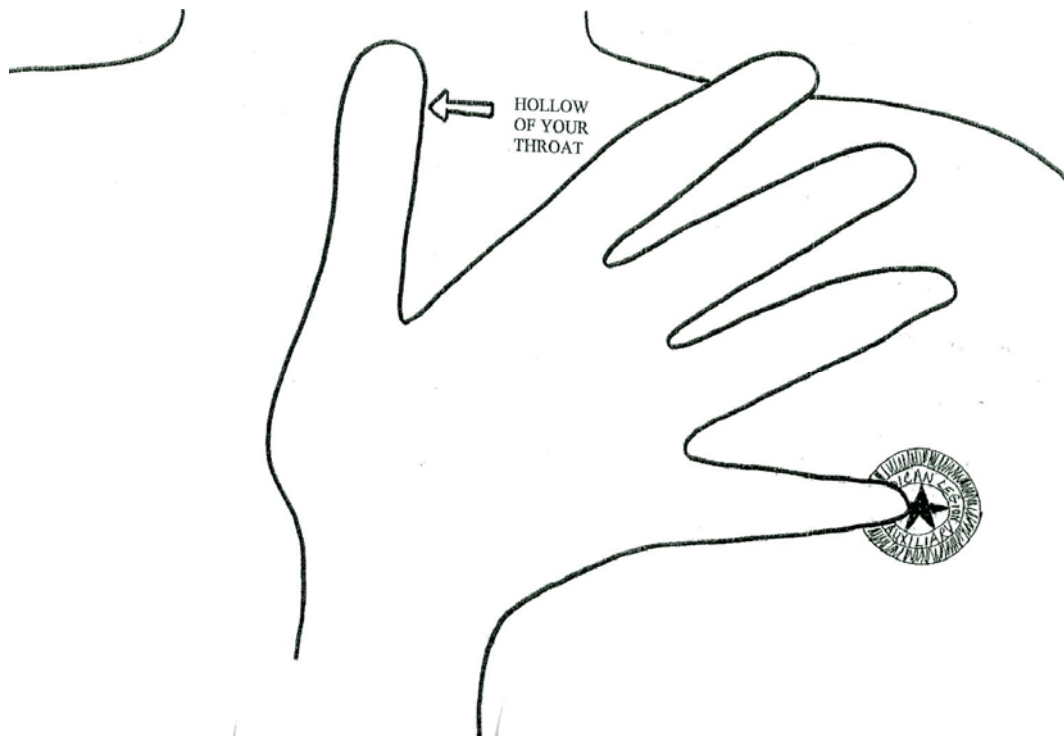
The Initiation Ceremony is printed in its entirety in the Manual of Ceremonies in the Unit Guide Book.

If your Unit does not have a ritual team, make the big decision now. Begin this month to renew and rekindle this dedication to the principles of Justice . . . Freedom . . . Democracy . . . and Loyalty upon which our great organization was founded.

Junior Auxiliary members should also be used in this ceremony, as they need the training of being before a group. This will help their feelings of self-worth, poise and importance.

 **BEE AWARE: Do not confuse installation with initiation, any member in good standing can install newly elected officers**






### AUXILIARY PIN – PROPER POSITION

The pin of our organization, whether it be Unit, District, Department, or National should always be worn over the heart. (This does not mean way up on your shoulder.) The only pin that can be worn above the Auxiliary pin is the American Flag. A ruling came from National that a corsage may be worn over the Auxiliary pin, but not let it touch. However, nothing goes above the American Flag.

## PROPER ADVANCEMENT OF THE COLORS


1. The flag of the United States is ALWAYS carried on the RIGHT.
2. The left hand is on the staff, not on the flag.
3. The right hand is firmly on the staff and resting on the right hip. (A good hint is to have the staff of the flag riding firmly against your right hip when advancing or retiring the colors.)
4. The eagle leads or flies forward.
5. The United States Flag is always carried slightly higher than any other banner and remains erect.
6. The United States Flag crosses directly in front of the President's station; the Flag of the United States crosses between the Auxiliary Banner and the President's station.
7. The Flag of the United States is posted first
8. The Auxiliary banner is immediately posted after the United States Flag is posted.
9. The eagles face the audience - fly toward the audience.
10. The flag bearers do not touch the Flag or the Banner after they are posted. Let them hang free.
11. The flag bearers take one step back from the Flag and the Banner, turn and go to their seat.

"Breaking the Colors" is **not** a violation of the United States Flag Code. American Legion protocol and tradition in Texas have developed a meaningful custom in which one does not walk between the American Flag and the Legion or Auxiliary Banner. This custom of preserving "Hallowed Ground" shows honor and respect to our fallen veterans. **This is strictly a Texas American Legion and Auxiliary tradition.**

 **BEE AWARE: It is unacceptable behavior to chastise someone or embarrass someone publicly for reaching "between the Colors" it is a TRADITION, NOT A RULE**

Ladies approaching the podium and the American Flag **do not** have to pause, unless they are being escorted by or are escorting a Legionnaire. At that time, they should stop and stand straight (at attention) while the Legionnaire salutes the Flag. **The American Legion Auxiliary member does not salute the Flag when approaching the podium.**

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

**Be as respectful to one another, as you are to our Flag.**

# How to Request Military Service Records or Prove Military Service

Military personnel records can be used for proving military service, or as a valuable tool in genealogical research. Most veterans and their next-of-kin can obtain **free** copies of their **DD Form 214 (Report of Separation)** and other military and medical records several ways:

Use our **eVetRecs** system to create your request

Mail or Fax a Standard Form

**SF-180**

## Important Steps and Information to Request Service Records

- [Required Information](#)
- [Recommended Information](#)
- [Emergency Requests and Deadlines](#)
- [Where to Send my request](#)
- [Cost \(free for most veterans\)](#)
- [Response Time](#)
- [Checking the Status of your Request](#)

## Required Information

Your request must contain certain basic information for us to locate your service records. This information includes:

- The veteran's complete name used while in service
- Service number
- Social security number
- Branch of service
- Dates of service

- Date and place of birth (especially if the service number is not known).
- If you suspect your records may have been involved in the 1973 fire, also include:
  - Place of discharge
  - Last unit of assignment
  - Place of entry into the service, if known.
- All requests must be **signed** and **dated** by the veteran or next-of-kin.
- **If you are the next of kin of a deceased veteran**, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.

## Recommended Information (optional)

While this information is not required, it is extremely helpful to NPRC staff in understanding and fulfilling your request:

- The **purpose or reason** for your request, such as applying for veterans benefits, preparing to retire, or researching your personal military history.
- Any **deadlines** related to your request. We will do our best to meet any priorities. For example, you may be applying for a VA-guaranteed Home Loan and need to provide proof of military service by a specific date.
- Any other specific information, documents or records you require from your Official Military Personnel File (OMPF) besides your Report of Separation (DD Form 214).
- For additional details on what information may or may not be included, please see the **Special Notice to Veterans and Family Members regarding requests for copies of military personnel and/or medical files.**

## "Emergency" Requests and Deadlines

If there is an emergency or deadline associated with your request, please explain this in the "Comments" section of eVetRecs or in the "Purpose" section of the SF-180 so that we fully understand the situation and we will do our best to meet your priority.

If your request involves a burial in a National Cemetery operated by the Department of Veterans Affairs, the cemetery staff will work directly with us to obtain the required records for the service. If your request involves funeral services provided by a non-VA/private provider, the next of kin may fax the request (including signature of the next of kin) to us at 314 801-0764. If your request involves the burial of a Marine Corps veteran, you may contact the USMC Liaison Officer at 314 538-3155.

## Where to send my request

You can mail or fax your **signed** and **dated** request to the National Archives' National Personnel Record Center (NPRC). Most, but not all records, are stored at the NPRC. **Be sure to use the address specified by eVetRecs or the instructions on the SF-180.** The locations of military service records for active and retired personnel are listed at

### Location of Military Service Records.

- **NPRC Fax Number :**  
**314-801-9195**
- **NPRC Mailing Address:**  
National Personnel Records Center  
Military Personnel Records  
9700 Page Avenue  
St. Louis, MO 63132-5100  
**314-801-0800**

*Please note that requests which are sent by Priority Mail, FedEx, UPS, or other "express" services will only arrive at the NPRC sooner. They will not be processed any faster than standard requests. See the section above on emergency requests and deadlines.*

### **Cost:**

Military personnel and health record information is usually **free** for veterans, next-of-kin, and authorized representatives. If your request involves a service fee, you will be notified as soon as possible.

***NOTE:*** *Some records (Navy and Marine Corps enlisted personnel pre-1939) are in the process of being accessioned into the National Archives' collection and are no longer considered part of the NPRC, but are now part of the new Archival Programs Division. Standard reproduction charges may apply for copies of these documents. The process for requesting these records remains the same for now.*

## Response Time:

Response times for records requested from the National Personnel Records Center (NPRC) vary greatly depending on the nature of the request. For example, the NPRC Military Personnel Records facility currently has a pending workload of 73,000 requests and is receiving approximately 5,100 requests per day. We are responding to requests for replacement copies of separation documents only within 10 days about 90% of the time. For requests involving other types of information or documents from records that are on file, we currently are working on those received in August 2010 and will respond, on average, in 3-4 weeks. Additionally, requests that involve reconstruction efforts due to the 1973 fire or older records which require extensive search efforts may take six months or more to complete. Overall we are responding to 70% of all requests received within 10 days.

## Checking the Status of Your Request:

Once you have allowed sufficient time for us to receive and process your request (about 10 days), you may check the status of your request by e-mail through our NPRC Customer Service Center at [mpr.status@nara.gov](mailto:mpr.status@nara.gov). Please provide the request number if you have one, the name, address and phone number of the requester, and the veteran's branch of service to aid us to finding your request in our system. You will receive a return e-mail from us with a projected completion date for your request.

You may also telephone the **NPRC Customer Service Line** (this is a long-distance call for most customers): **314-801-0800**

**Note:** *Our peak calling times are weekdays between 10:00 am CST and 3:00 pm CST. Staff is available to take your call as early as 7:00 am and as late as 5:00 pm cst.*

*This number will allow you to hold until a technician is available to help you.*

## Other Methods to Obtain your Military Service Records

Other potential methods to obtain your records include writing a letter, visiting the NPRC, contacting your state or county, or hiring an independent researcher. See Other Methods to Obtain your Military Service Records for more details.

**NOTE:** *Some companies advertise DD Form 214 research services and will charge a fee for obtaining copies. This is provided as a **free** service by the National Archives and Records Administration.*

## **Section 2**

### **ALA PROGRAMS**

The Auxiliary Programs are the heartbeat of our organization. The way we participate in these activities will determine our success as a Unit and as an organization. You should first refer to your Auxiliary Guide Book for detailed definitions and to learn what the program is in order to assist you in selecting and carrying out the activities to the best of your ability. The Unit President should appoint a chairman to these programs and there should be monthly reports at each general meeting. This information is presented to provide an overview of each activity.

#### **AMERICANISM (Goal 5)**

Americanism work is largely educational in character and is usually divided into three phases: work with the youth, the adult, and the community. All matters pertaining to the flag or patriotic education are classified as Americanism activities.

Possible Americanism activities might include: participating in the Legion's Oratorical and the Auxiliary's Americanism Essay contests; promoting community awareness of yellow ribbon reintegration programs, deployment of troops, and welcome-home ceremonies; participating in the Pocket Flag Project by providing flags for deploying troops; taking part in the Get Out the Vote and Kids Voting USA campaigns; supporting the amendment to protect the U.S. flag from desecration; be the go-to organization in the community for flag promotion and protection; be knowledgeable on flag history, etiquette and proper disposal; and encourage flying the flag every day but especially on patriotic holidays.

#### **AUXILIARY EMERGENCY FUND (A.E.F.) (Goal 1 and 5)**

These funds are provided through the National Organization from moneys donated by the Units and individuals. Funds are available to our members in time of stress or need. Self-explanatory applications are available to the Unit from Department Headquarters and must originate through the local Unit. Contributions should be made through your Department office.

#### **CANCER RESEARCH**

The Cancer Research Program is unique within the Department of Texas. Each Unit is asked to contribute funds each year to this program. The funds are used to provide grants to the University of Texas Graduate School of Bio-Medical Sciences at M.D. Anderson Hospital in Houston, Texas, for the purpose of cancer research. More than a million dollars have been contributed in the past from Units throughout the state. Funds have been raised for this activity by holding bake sales, arts and crafts fairs, dances, barbecue cook-offs, and various activities. All contributions should be made to the American Legion Auxiliary Headquarters in Austin and correctly earmarked. Funds raised and activities carried out should be reported on both the Education and Cancer Research year-end reports.

## **ALA PROGRAMS (cont'd)**

### **History (CAVALCADE OF MEMORIES) (Goal 2)**

The American Legion Auxiliary prides itself on its rich history and heritage. Each Unit should strive to preserve its past. Items contributed by charter members, past Unit Presidents and others will help to preserve your Unit's history. The Department of Texas has a Cavalcade of Memories located at its headquarters in Austin. The national organization also has a Cavalcade of Memories at their headquarters in Indianapolis, which is filled with memorabilia from past national officers and chairmen. Contributions to the National or Department Cavalcade must go through Department Headquarters.

### **CHILD WELFARE FOUNDATION (CWF) (Goal 5)**

The American Legion Child Welfare Foundation, Inc. is a separate corporation established in 1954 to grant funds to nonprofit institutions, organizations, and agencies whose work focuses on children in the United States. Applications for funds are reviewed by a committee including representatives of the ALA and are awarded annually. More information is available on the following website: [www.legion.org/cwf](http://www.legion.org/cwf).

### **CHILDREN & YOUTH (C&Y) (Goal 1 and 5)**

The purpose of the Children & Youth Program is to work collaboratively with The American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans.

Possible Children & Youth activities might include: providing direct cash assistance and service, primarily to individual children or families of veterans; educating the membership and the general public on the needs of children and recommended ways of meeting those needs; hosting family resources and services fairs to introduce military families to mental health and social support services in your community; providing military family support and support of the Juniors program of the Auxiliary and Legion; participating in military programs for the social and mental well-being of military children through other groups, i.e. Big Brothers/Big Sisters of America, Boys and Girls Clubs of America, and Operation Military Kids; and supporting the implementation of Children & Youth programs of The American Legion.



## **ALA PROGRAMS (cont'd)**

### **COMMUNITY SERVICE (Goal 5)**

The Community Service Program has one primary goal: to bring together The American Legion Family, the veteran and military community, and the general population of the community to provide service directed to veterans, active duty service members, and their families.

Possible Community Service activities directed to veterans, active duty service members, and their families might include: raking/mowing their lawn; painting and cleaning their homes; preparing and delivering meals to their home; inviting them to your post home; adopting a deployed service member's family in the community and encourage other service organizations to do the same; helping a veteran's family relocate; adopting an elderly veteran and/or family in the community or nursing home; serving a meal at a homeless shelter for veterans; organizing a community-wide Day of Service to aid and assist veterans' and active-duty service members' families; inviting other organizations in the community to join in your activities; and recognizing all National Days of Service. The Unit should support any Community Service project of their American Legion Post as its first responsibility. Do not duplicate, but work with other organizations in the community.

### **CONSTITUTION & BYLAWS (C&B) (Goal 2 and 4)**

The Constitution and Bylaws make provisions for governing the Unit, District, Department and National levels, which includes the following: amount of dues, frequency of meetings, what constitutes a quorum, how offices are filled, procedures of admittance of applicants for membership; and method for amending the Constitution and Bylaws, discipline of members, etc.

Updating Constitution and Bylaws should be an annual process in each Unit. Although you may not have changes, it gives you an opportunity to study the Constitution and Bylaws and make you more familiar with its contents. All changes in Department and National Constitution and Bylaws should be brought to the attention of Unit members and appropriate changes should then be made in the Unit Constitution and Bylaws as necessary.

## **ALA PROGRAMS (cont'd)**

### **EDUCATION (Goal 5)**

The education of all of America's children is essential for the future of our nation. The Education Program has one primary goal: to promote quality education for children and adults through classroom activities, literary programs, scholarship promotion and support of education beyond high school, especially for military children.

Possible activities might include: participating in the Auxiliary's Give 10 to Education program; giving school supplies to classrooms in the community, with priority given to schools on military bases, military schools, or Family Support Groups; participating in the United Through Reading program; seeking out local opportunities for scholarships and share with the military members in the community; participating in American Education Week; educating school administrators about the unique mental health issues facing children of our military; and enhancing respect for the sacrifices of our military heroes among school children by scheduling Veterans in the Classroom programs at local schools. Be sure to collaborate with your Legionnaires in this endeavor.

### **FINANCE (Goal 1)**

The matter of Finance is of great importance to the Unit. A successful month-to-month program depends to a large degree on the ability to pay the expenses incidental to it. Therefore, it is essential that a well-planned budget be one of the first objectives of the administrative year. An adequate budget assures that money will be available to work the various programs of the Auxiliary throughout the year.

Inasmuch as all funds donated are used strictly for its designated purpose, it is important that Units encourage membership growth to increase general funds at Unit, Department and National levels.

A close check should be made each month to make sure that the operating expenses are kept within the budget. This committee should assure that the Unit is getting a proper financial report each month. At the Department and National levels, there are finance committees which oversee the day-to-day financial activities.

The revenue from the distribution of poppies should be carried as a separate restricted fund in the Treasurer's books so that it can be used only for veterans and their families. (See Poppy Program in the Unit Guide Book and Unit Management Guide.)

## **ALA PROGRAMS (cont'd)**

### **GIRLS STATE (Goal 1 and 5)**

Girls State is a practical application of Americanism and good citizenship. The entire program is a non-partisan, non-political attempt to teach and inculcate in the youth of America a love of God and Country.

Citizens are selected from their local high schools each year when they are in their junior year. The citizens spend six days during the summer living and learning together about the duties, privileges, rights, and responsibilities of American citizenship in order that they may understand and participate in the functioning of their government. The Girls State Program is also intended to help our youth grasp the meaning of some of the responsibilities which they must assume when they become adults. More information is available on the following website:  
[www.girls-state.org](http://www.girls-state.org).

### **JUNIOR ACTIVITIES (Goal 1 and 3)**

Junior members are defined in the National Constitution as follows: "Junior membership shall consist of that group under the age of eighteen years and unmarried, whose activities shall be supervised by the Senior membership." Junior members are included in your total membership count. They are a very important part of the American Legion Auxiliary and should be included in as many activities as possible by the Unit. Special emphasis should be placed in encouraging Auxiliary members to include their daughters, granddaughters, and great-granddaughters in the membership of their Unit. This is an excellent opportunity to promote volunteerism that involves veterans and to teach the principals of loyalty to God and country, justice, freedom and democracy to our young members. (See Unit Guidebook for the eligibility of step-relatives.)

Junior Conferences take place over a weekend during which Juniors from across the state gather to study and practice leadership skills. They campaign, nominate, and elect Honorary Junior Department Officers.

The Junior Advisor and her committee should promote and encourage leadership within the Junior group and coordinate their activities with the work of the Senior group.

## **ALA PROGRAMS (cont'd)**

### **LEADERSHIP (Goal 3)**

Preparation of future leaders for the organization is a vital concern of the American Legion Auxiliary. Leadership development can provide the opportunities for members to learn about the various aspects of the American Legion Auxiliary and expand their knowledge. Scheduled training seminars strive to arouse personal initiative, and most of all, provide the opportunity to develop that characteristic of leadership that lies to some degree within all of us.

Appointed members of the Department Leadership Committee are available to lead the study of the American Legion Auxiliary Guide Book, Constitution and Bylaws and the various manuals provided by National and Department can develop leadership qualities in any member of the American Legion Auxiliary. Units are encouraged to host these training seminars and to provide similar leadership instruction in their regular meetings.

### **LEGISLATIVE (Goal 5)**

Because we are interested in legislative measures that come before the United States Congress and our state legislature, it is important that we ensure our members are aware of and informed on issues central to the support and well-being of our veterans and their families. Through lobbying efforts, The American Legion and American Legion Auxiliary are able to influence legislation. Unit members are encouraged to promote grass-roots levels of advocacy and action for the passage of legislation sponsored by The American Legion. Many good laws are on the statute books because of Legion and Auxiliary support, and undesirable bills have often been defeated.

### **MEMBERSHIP (Goal 1,2,3,4 and 5)**

Membership is the foundation on which the programs of the American Legion Auxiliary are built, and the success or failure of those programs depends largely on how well that foundation is laid. With the start of each new Auxiliary year, we build that foundation even before we plan any of our other programs. No Unit can expect to carry out any large activity with success without the firm foundation of a strong membership. A Unit, which fails to retain its current members and recruit as many eligible women as possible to its ranks, has not done its full share toward the success of its Department.

We must insure that our members are properly welcomed into our organization, and that the talents and skills a member may bring to the organization are so utilized as to benefit not only the Unit, but the community as well. Membership campaigns should be planned to recruit new members and involve them in the various programs and activities of the Unit.

## **ALA PROGRAMS (cont'd)**

### **MUSIC**

Music brings smiles to faces, puts love in the heart and touches the soul like nothing else on earth. Music in some form should be a part of every meeting; and, if possible, every activity of the Auxiliary Unit. It can inspire and uplift like no other means of communication. It can get people interested and involved when nothing else works. Use music for every occasion possible, and especially monthly observance programs. Open and close your Unit meetings with music.

### **NATIONAL SECURITY (Goal 1 and 5)**

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

Possible National Security activities might include: inviting Unit members to meet and make yellow ribbons, displaying them throughout your communities to show support for the troops; approaching the local Chamber of Commerce or other nonprofits to help promote Welcome Home events; adopting a military family; offering help with household chores, contacting local discount department stores to see if they will donate gift cards; participating in the military and family support programs of The American Legion; taking care of wounded warriors and their families once they get home by collecting family comfort items; presenting Blue Star Service Banners to military families in honor of their soldier(s); hosting job fairs; joining the Legion in a ceremony on National POW/MIA Recognition Day; setting up webcams in your Legion home so family members can actually see their soldier; providing recognition and support for ROTC and JROTC groups; and having a training exercise in your post home to give training in first aid, CPR, or any other type of emergency skills.

### **PAST PRESIDENTS PARLEY (PPP) (Goal 2,4 and 4)**

Members who have served the Auxiliary as Unit, District, Division, Department, and/or National Presidents are a valuable resource to the organization. As members of the Past Presidents Parley Committee, they put their leadership experience to good use, offering guidance and/or counsel on any activity or problem requiring special support or emphasis. Committee members also maintain a scholarship fund for medical students and are a primary source of support of hospitalized women veterans. The Past Presidents Parley's objectives are: 1) care of the disabled female veteran; 2) promote and select the Auxiliary Unit Member of the Year; 3) honor active duty servicewomen; and 4) provide medical scholarships, chosen from those submitted by the Units.

## **ALA PROGRAMS (cont'd)**

### **POPPY (Goal 5)**

The Poppy is the memorial flower of The American Legion and the American Legion Auxiliary. There are limitations on the spending of moneys derived from the distribution of poppies, and every Unit should follow these limitations without question. (See Unit Guide Book, Poppy Committee.) Poppy distributions are usually made in the fall around Veterans' Day or in the spring around Memorial Day. The Unit purchases the Poppies through the Department Headquarters office. The poppies are assembled by veterans in Austin and are distributed to the public by the Units. Unit Chairmen and Committees may carry out this distribution in many different ways, and they should strive to make the public aware of the Poppy Story.

#### **Poppy funds may be used for the following purposes only:**

- For the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917;
- For the welfare of the families of veterans of the above named period;
- For the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals;
- For the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.

We do not sell poppies, though donations are accepted. We ask the citizens in our communities to wear a poppy to honor our veterans. Thirty-three and one third (33-1/3%) of the proceeds collected from the distribution of poppies at the Unit level must be forwarded each year to Department Headquarters earmarked 1/3 Poppies before additional poppies may be purchased.

### **PUBLIC RELATIONS (PR) (Goal 1 and 5)**

The *American Legion Auxiliary* magazine is the national publication of the Auxiliary, issued from National Headquarters in Indianapolis. It contains official information regarding the current programs of the organization and news of Unit, Department, and National activities. The publication is sent to all senior members, with the subscription charge being paid with annual dues.

Each Unit is encouraged to provide some type of newsletter or correspondence to its members. This should be done preferably on a monthly basis. In addition, the Unit is encouraged to have strong contact with local newspapers, television, and radio stations. You should let the public know about the various services we render to veterans and their families and to other community activities. Forms and information are available at [www.orgsites.com/tx/alatxpr](http://www.orgsites.com/tx/alatxpr).

## **ALA PROGRAMS (cont'd)**

### **VETERANS AFFAIRS AND REHABILITATION (VA&R) (Goal 1,3 and 5)**

VA&R is a major program in which every Unit and member is expected to be involved. Veterans Affairs and Rehabilitation means the complete restoration of the veteran and his/her family to normal function, and physical, mental, social, and vocational adjustment for the fullest possible life compatible with his/her abilities or disabilities. Units should work closely with the Veterans Affairs and Rehabilitation Committees of their Post.

Units in the Department of Texas are requested to participate in and work with the programs in the Veterans Hospitals through the Hospital Representative assigned to that hospital. It is the responsibility of the Units to bring physical comfort and mental cheer to the veterans in hospitals and other VA facilities. There are two types of Volunteers for the American Legion Auxiliary in the VA&R Program: Hospital Volunteers and Service to Veterans. Field Service and Home Service were combined as one and are now categorized as Service to Veterans.

Hospital Volunteers are key people in the hospital voluntary service program. The purpose of this group is to supplement the care given to our ill and disabled veterans by members of the medical center staff. Volunteers in the VA hospitals must complete an Orientation School. After satisfactory completion of the prescribed training courses, the Hospital Volunteer will be qualified to serve and aid the Medical Center Staff in caring for the hospitalized veterans.

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


A Service to Veterans volunteer supports veterans from the comfort of their community or home. In their community, they can take a veteran to church or a doctor's appointment, visit veterans in nursing homes, or take them a home cooked meal. At home, they can use their creative talents and personal time to crochet stocking caps for the homeless, bake cupcakes for the local Stand Down, or help a veteran use the Internet. Any time spent shopping for materials, sewing, knitting, cooking, or performing other services for veterans should be diligently recorded.

Other possible VA&R activities might include: educating Unit members about homeless veterans; locating a homeless shelter in your area and try to find out if any veterans are living there; participating in a VA Stand Down; working with your Legion Family to develop a fundraising plan for homeless veterans; making donations to the National Veterans Creative Arts Festival; providing volunteer resources and annual donations to Fisher House; and volunteering at your local VA Medical Center, VA Out-Patient Clinic, or State Veterans Home.

## ALA PROGRAMS (cont'd)

### WAYS AND MEANS

This committee offers opportunities to raise monies to benefit the General Fund to assist in the cost of administrative expenses at the Unit, District, Department and National levels of the organization. Inasmuch as all funds raised towards a specific program are dedicated solely for that program with no administrative expenses, it is important for the members to support the various types of fundraising efforts. In Texas, those efforts include an annual raffle, sale of shirts, pins, and accessories. Units are invited to donate towards the general fund to assist in the overhead costs of the Department Headquarters. Funds raised by Department Committees **MUST** be approved by Department, as Department can legally hold only two fundraisers a year.

 **BEE AWARE: Your Unit does not have to do every single program. Pick the programs that you are already doing or are capable of doing and DO THEM WELL. Make sure to include narratives on the programs you are working, when making your reports.**



## UNIT COMMITTEES

It is the duty of the committee Chairman and all committee members to become aware of all aspects of the activity program they assume. The Chairman should not do all the work herself and should enlist the aid and involvement of her committee and Unit members. Invite the Legionnaires and S.A.L. to assist and participate when appropriate.

### Helpful hints for Committee Chairmen:

1. Be innovative - develop new ideas and activities for the committee.
2. Call each member of the committee as soon as possible after officers are installed. Establish a “team spirit” relationship early and have a committee-planning meeting. Continue regular communication by email, phone calls, postal mail or somehow keep the members informed and involved.
3. Discuss all possible activities for the year. Determine the approximate amount of money it will take for your committee to function. **Set a budget.**
4. If the committee will be raising funds to carry out its assigned program, the how, what, when, and where should be determined early so that permission can be obtained from the membership and/or the finance committee.
5. Involve each member of the committee. Everyone should have a job to do.
6. Keep all committee members informed at all times.
7. Make copies of all correspondence and share copies with the members of the committee.
8. Make timely reports of committee activities during the Unit meetings. Ask each committee member to keep a record of the hours spent completing the activities of the committee. Document the moneys earned and the expenses related to carrying out the activities. **This will enable the chairman to complete the year-end report in a more accurate and timely manner.**
9. Attend all meetings of the Unit. Continue to learn more about the program by attending District/Division/Department meetings whenever the opportunity presents itself.
10. **HIT THE GROUND RUNNING!**

## UNIT COMMITTEES (cont'd)

### Helpful hints for Committee Members:

1. Volunteer to do some of the tasks it will take to get the job done.
2. Think innovatively - new ideas inspire enthusiasm.
3. Cooperate with the chairman and give her support.
4. Attend all meetings of the committee and the Unit.
5. Dedicate yourself to learning more about the program by attending District/Division and Department meetings whenever the opportunity presents itself.

### Committee Functions:

1. Unless specified, the first-named member of the committee is the chairman.
2. Research tasks should be divided among the members. Results should be pooled for discussion.
3. Consider all possible solutions to any given problem.
4. Formulate a resolution or motion that embodies the “best” solution.

### Unique Characteristics of Committee Work:

1. Committees ordinarily possess “recommendation power” only. They report to the membership, who takes action. If appointed with “power,” they may plan and follow through on the action.
2. Committee work is free, unlimited discussion. Under parliamentary rules, you may speak only twice on a motion.
3. Committees can settle matters by the principle of general consent.
4. A chairman may speak on the subject but must not infringe on the rights of other members to speak openly.
5. **The Unit President is an ex-officio member of all committees except the Nominating Committee.**
6. Motions do not require a second in committee.
7. A committee has no power to punish its members, only to report facts and recommendations to the membership.

## UNIT COMMITTEES (cont'd)

### How Committees report to the Membership:

1. Committee reports should give members an understanding of the subject dealt with and the action that is desired. The reports consist of the material that has been agreed upon by the committee.
2. The chairman of the committee presents the report. A copy should be given to the secretary of the Unit.
3. If the report contains recommendations of action to be taken, **the chairman should move the adoption of the recommendations.** The members of the committee know about the recommendations and should stand behind their report; **therefore, a second is not needed for this motion.**
4. **The Unit may adopt, reject, or amend the recommendations or refer them back to the committee for further study.**

**Each recommendation may be adopted separately.**

### How to get people to serve on a Committee:

Nothing is more discouraging than to have one person after another give you reasons why they can't serve on a committee. How many of these have you heard?

1. **"I'm simply too busy, I don't have time."**
2. **"The committee meets at a time when I can't leave home."**
3. **"I've never been on a committee that did anything worthwhile."**
4. **"I already belong to too many clubs and serve on more committees than anyone I know."**
5. **"I'm not interested in the work of this committee. Someone else would do a better job."**

## UNIT COMMITTEES (cont'd)

We may generally assume that most people actually participate in those things in which they have an interest. The problem really is matching the right people with the right job. Also, there is the matter of taking the right approach. Try these suggestions the next time that you are faced with the job of appointing committee members.

1. Always use a positive approach. "I want you to work on this committee because your experience will be valuable to all the members."
2. Make it personal. A personal visit is better than a phone call and a phone call is better than a letter. Say, "I've noticed in our meetings that you are always interested in our youth projects. We need you to take the youth program over this year."
3. Be specific about the job to be done. The prospective member has no real basis for accepting the assignment unless she thoroughly understands what is expected of her and the committee.
4. Be honest about the time demands that will be made of her. Never say, "Oh, we'll probably have to meet only once or twice," when you know there are many meetings and hours of work ahead for the committee.
5. Make the person believe that she is needed as an individual. Convince the prospective member that no one else can make the same contribution. Be sincere in your remarks. Let the person know she is needed as a part of the team.

## STANDING AND SPECIAL COMMITTEES

### Helpful Hints and Suggestions:

1. Standing committees are authorized in the bylaws of the organization and operate continuously. The chairman and members of a committee usually serve as long as the presiding officer serves. The name, membership, authority and method of appointment of standing committees are defined in the standing rules or bylaws of the organization.
2. Special committees are set up for a special purpose. They serve until the work for which they were appointed is complete. Since a special committee does not have its purpose and membership defined in the standing rules of the organization, a motion to appoint the committee should state what it is to do, the number to be included on the committee, and the method of appointment.
3. Reports are very important. The Chairman of a committee, whether of a standing committee or a special committee, should always come to the meeting prepared to report upon request. However, the Chairman should be advised in advance that a report is expected.
4. The Executive Committee Report is handled in a different manner than the committee reports. It shall be done using the following method:
  - a. The report should be read by the Secretary following the reading of the minutes of the last regular Unit Meeting.
  - b. This report should consist of the recommendations that have been agreed upon by the Executive Committee.
  - c. There are two ways in which recommendations may be presented:
    - (1) Read each recommendation to be acted upon separately. When a recommendation has been acted upon, the next recommendation is read. This method is often preferred because it gives the members more time and opportunity to consider each recommendation.
    - (2) Read all recommendations and then take action upon all the recommendations at one time.
  - d. The motion to adopt the recommendation may be made by a member of the Executive Committee or by any member of the Unit. Members may adopt, reject, or amend the recommendations.
  - e. Any action the Executive Committee takes must be approved by the membership. The Executive Committee is a leadership body, **not a controlling body.**

## ANNUAL REPORTING

There are two types of year-end reports: narrative (written) and impact (cumulative numbers). Our members should track their own hours and resources used throughout the administrative year (April 1 through March 31) while carrying out the mission of the Auxiliary. Then, when it's time to send their report to their unit, hours are tracked on one sheet and ready to submit. This is the most basic and critical step in reporting. Even members who don't attend meetings are volunteering, so we need to capture every hour we can! This is important because The American Legion, under whom we fall, is a congressionally chartered organization. They must submit an annual report to Congress to keep our non-profit status. Our data is included in their annual report.

Somewhere, somehow, sometime, we have all participated in activities that support our mission and possibly don't realize that we have. With careful preparation and ongoing communication, much more can be reported than we realize. Members should be encouraged to write down their activities monthly and submit them at unit meetings. Unit Presidents should inform each of the unit chairmen and unit members of their obligations of reporting what they do.

Our Year-End Impact Numbers Report captures numbers only: dollars, volunteer hours, number of volunteers, and numbers served in support of our veterans, our active duty and reserve military, our military families, our children and youth, Girls State, and service to our communities. It's quick and easy, and very important. If you are not sure of how many or where to count your hours, use your best judgment; just be sure to only report your numbers one time in one place.

Each Unit will send their Year-End Impact Numbers Report to their District President no later than April 15. The District President will then compile all the statistics received from the Units in her District into one District Year-End Impact Numbers Report and forward it to her Division President no later than May 1. The Division President will then compile all the statistics received from the Districts in her Division into one Division Year-End Impact Numbers Report and forward it to Department no later than May 15. Department will combine all the Division Year-End Reports and send a copy of the final Department Year-End Impact Numbers Report to National by the first Friday in June.

Units are encouraged to write narratives (stories) sharing their successes, including pictures, flyers, newspaper clippings and anything that will show what they accomplished. Department Committee Chairmen will ask for narratives to support reporting of Unit activities and competition for awards. Don't hold off until the end of the year if you have something to say, because Committee Chairmen rely on narratives to write mid-year reports that go to National, as well as later for the Book of Reports.

Department communications and information relating to our activities are very helpful to pass on to Committee Chairmen and Unit members so that members are not only able to "remain current" but will also be reminded and reinforced on reporting, which will facilitate an accurate accounting of Unit activities.

### **Section 3**

## **MEMBERSHIP**

### **American Legion Auxiliary Membership Eligibility:**

1. The mother, wife, sister, daughter, granddaughter, great-granddaughter or grandmother of a member of The American Legion who served during any of the conflicts listed below.
2. A female veteran who served during any of the conflicts listed below. A woman who is eligible for membership in The American Legion is also eligible to join the American Legion Auxiliary in her own right.
3. The mother, wife, sister, daughter, granddaughter, great-granddaughter, or grandmother of a deceased veteran who served during any of the conflicts listed below.

Please refer to the American Legion Auxiliary Unit Guide Book for detailed information on Eligibility and Membership.

### **Eligibility Dates:**

April 6, 1917 – November 11, 1918	World War I
December 7, 1941 – December 31, 1946	Merchant Marines (only eligibility)
December 7, 1941 – December 31, 1946	World War II
June 25, 1950 – January 31, 1955	Korean War
February 28, 1961 – May 7, 1975	Vietnam War
August 24, 1982 – July 31, 1984	Lebanon/Grenada
December 20, 1989 – January 31, 1990	Panama
August 2, 1990 until cessation of hostilities	Gulf War/War on Terrorism

Membership in the American Legion Auxiliary is a special honor given to us through our eligibility of someone who served or having ourselves served. The distinction of belonging to the American Legion Auxiliary reinforces that we are patriotic, concerned with the wellbeing of our Country and communities, and foremost, our Veterans.

“BE PROUD TO SAY, I BELONG TO THE ALA”

## MEMBERSHIP (cont'd)


### **The Membership Application:**

The beginning for a new member is filling out the membership application. It is the first contact a person has with her new Unit. Current members are encouraged to take a little time to assist with the completion of the application. Tell the prospective member the amount of dues she is to pay, where she is to mail the application, and when the Unit meetings are held. Also, have an American Legion Membership Application on hand in case the veteran from whom the eligibility will be coming is not a member of a Post. **Sign him/her up.** When the application is returned to the Unit, be sure all questions have been answered.

***BE SURE THAT THE APPLICATION IS SIGNED BY A POST OFFICER.***

**REMEMBER:** The Unit will retain a copy of the membership application. Department and National ***do not*** retain the application so it is the Unit's responsibility to keep a copy in their permanent file.

Each Unit is to use the computer print-out listing to record the date a member has paid her dues, as well as list the name, address, and the date a new member has joined the Unit. In other words, the computer printout becomes the Unit's permanent record.

 **BEE AWARE:** Many prospective members may tell you that they cannot join because they don't have time for the meeting or activities. Kindly inform them that just by joining our organization, they are helping our Veterans. Explain to them that our organization is membership based and that our leaders are able to help shape the lives of veterans via our government. When a representative from our American Legion family makes an appeal to our politicians and can back it up with over a million members that vote, the politicians are definitely more susceptible to listen and more importantly, take action. As a member, they may not have the time to participate but their name added to our roster of members, gives voice to our veterans.





## American Legion Auxiliary Membership Application

### APPLICANT INFORMATION

Name	(First)	(M.I.)	(Last)
Address			
City	State	Zip	
Day Phone	Evening Phone	E-mail Address	
/	/	G Birth – 17	G 18 and over
Date of Birth (Required for 18 & under)		Unit #	Location
Signature of Applicant (or legal guardian if under 18)			Date

### ELIGIBILITY INFORMATION

Eligible Through-Name of Veteran (if living, must be Legion member)	American Legion ID Number	G Living	G Deceased
Veteran's American Legion Post Name	Post #	City	State
<b>Veteran Served: (check all that apply)</b>			
G WWI (4/6/17-11/11/18)	G WWII (12/7/41-12/31/46)	G Merchant Marine (12/7/41-12/31/46)	
G Korea (6/25/50-1/31/55)	G Vietnam (2/28/61-5/7/75)	G Lebanon/Grenada (8/24/82-7/31/84)	
G Panama (12/20/89-1/31/90)	G Gulf War/War on Terrorism (8/2/90 to today)		
<b>Applicant's Relationship to the Veteran: (Step relatives are eligible)</b>			
G Mother	G Wife	G Daughter	G Sister
G Grandmother	G Granddaughter	G Great-Granddaughter	G Self
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.			
Post Adjutant Membership Verification	/ / Date		
For Veteran's DD214 Discharge Papers: <a href="http://www.archives.gov/veterans/military-service-records">http://www.archives.gov/veterans/military-service-records</a>			

### I AM INTERESTED IN LEARNING MORE ABOUT:

G Paid-Up-For-Life Membership	G Scholarships	G Fundraising	
G Volunteering for Veterans	G Community Service	G Member Discounts and Services	
G Education Activities	G Auxiliary Emergency Fund	G Activities to Support Active Duty Military and Families	
G Youth Activities	G Local Unit Activities	G Other	
Recruiter's Name	Unit/Post #	City	State
Please contact the following individual(s) about volunteering or joining the American Legion Auxiliary:			
Name	Phone	E-mail	
Name	Phone	E-mail	

Mail completed applications to your department state headquarters.

Annual dues must accompany completed application. Ask local contact for amount due.

For current department address go to: [http://www.ALAForVeterans.org/contact/state\\_headquarters/](http://www.ALAForVeterans.org/contact/state_headquarters/)

## MEMBER DATA FORM AND TRANSFERS

### **The Member Data Form:**

The Member Data Form (next page):


1. Name Changes
2. Address Changes
3. Notification of Deceased Members
4. Unit Transfers
6. Certification of Transfer

If there is an error on the member's card or preprinted roster, a Member Data Form will need to be sent to Department with the corrected information.

Throw away all old forms. If you do not have the new form, you may obtain the form from the Department Headquarters' website or request by mail.

### **Important information regarding member transfers:**

The Department office does not notify a Unit when a member has transferred out. It is the responsibility of the new Unit to notify the old Unit that the member has transferred. All Units are encouraged to follow through on this, as a common courtesy, which will enable all Units in the Department of Texas to operate more efficiently in reaching their membership goals.

 **BEE AWARE: ALL transfers must first be approved by the Unit in which a member is transferring to. If the transferring member is current, she must be able to show proof, either with her current membership card, a receipt or a letter from the secretary of the Unit she is transferring out of. If she cannot show that she is current, she will have to pay her dues for that year.**

# AMERICAN LEGION AUXILIARY

## Department of Texas

MEMBER DATA FORM	
Member ID # <i>(Required)</i>	Date:
<div style="display: flex; justify-content: space-between;"> <div> Unit # _____  <div style="margin-left: 150px;">JR</div> </div> <div> <b>G</b> SR    <b>G</b>  <b>G</b> PUFL </div> <div> <b>G</b> Deceased    Date of Death ____/____/____  <b>G</b> Honorary Life Member </div> </div>	
CORRECTIONS	
<i>Old Information</i>	<i>New Information</i>
Name	Name
Former Address	New Address
Former City	New City
Former State	New State
Former Zip	New Zip
Former Telephone #	New Telephone #
Former Email Address	New Email Address
UNIT TRANSFERS	
Previous Unit #	<i>NEW</i> Unit #
Previous Department	<i>NEW</i> Department
Continuous Years	for <i>(paid year)</i>
Signature of Member <i>(Required)</i>	Signature of New Unit Officer <i>(Required)</i>
Date:	Date:
JUNIOR to SENIOR	
<b>G</b> Senior Member moving to a Junior Member <b>G</b> Junior Member moving to a Senior Member    Date of Birth <i>(Required)</i> _____ Member Name _____	

***Send to: PO Box 140407, Austin TX 78714-0407***  
**AMERICAN LEGION AUXILIARY**  
**MEMBER DATA FORM**  
**INSTRUCTIONS**

1. The Member Data Form should be used to report name changes, address changes, Unit transfers and deceased member(s).
2. The Member ID Number and address, Unit Number and name of Department are required for a Member Data Form to be processed by National Headquarters.

**The following information pertains to transfers only:**

Transfer from one Unit to another is a privilege granted to any paid-up Auxiliary member only with the approval of the Unit to which the member desires to transfer.

**TRANSFER MAY BE MADE UNDER THE REGULATIONS LISTED BELOW:**

1. No transfer shall be made unless the member requesting transfer has a membership card showing that she is a member in good standing at the time transfer is requested. Members whose dues for the current calendar year are not paid by January 31 of that year are suspended, are not in good standing, and are not eligible for transfer.
2. No charge shall be made to members for the privilege of transfer and no dues shall be transferred from one Unit to another. The accepting Unit may require payment of difference in dues on a pro-rata basis if dues are higher than transferring member's former Unit.
3. **An Auxiliary member desiring transfer of membership must first secure approval from the Unit to which transfer is desired. She must do this orally or by letter.** The Secretary of the new Unit will then complete and route the parts of the form as instructed below. She will also contact the old Unit to inform them of the transfer.
4. National Headquarters will carry through with the necessary procedures to transfer a member's Record to the new Unit, provided the member's current Record is on file and provided information on the transfer certificate is complete.
5. Route the Member Data Form as follows:
  - 1) Mail to Department Headquarters
  - 2) Department will forward to National
  - 3) Retain a copy for Unit Files

**Note: Signature of Unit Secretary and the member is required in reporting a transfer.**



**BEE AWARE: A transferring member that already current on her membership for the current year, will not count towards you membership goal.**

## MEMBERSHIP TRANSMITTAL FORM

Unit Number \_\_\_\_\_ Location \_\_\_\_\_ Membership Year \_\_\_\_\_

Person completing form \_\_\_\_\_ Transmittal # \_\_\_\_\_ Check # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Please fill out for each member you are transmitting current membership:

Total Seniors (new & renewals) \_\_\_\_\_ @ \$21.00 \$ \_\_\_\_\_

Total Juniors (new & renewals) \_\_\_\_\_ @ \$ 3.50 \$ \_\_\_\_\_

Credits Used (PUFL or Membership) \_\_\_\_\_ (subtract) \$ \_\_\_\_\_

Total Sr. & Jr. names listed (sent) \_\_\_\_\_ Check Total \$ \_\_\_\_\_

LAST NAME	FIRST NAME	ID NUMBER	JR	SR

[illegible]

# of Seniors	Times	\$ per member	Equals	Total \$ Sent to HQ
1	X	\$21	=	\$21
2	X	\$21	=	\$42
3	X	\$21	=	\$63
4	X	\$21	=	\$84
5	X	\$21	=	\$105
6	X	\$21	=	\$126
7	X	\$21	=	\$147
8	X	\$21	=	\$168
9	X	\$21	=	\$189
10	X	\$21	=	\$210
11	X	\$21	=	\$231
12	X	\$21	=	\$252
13	X	\$21	=	\$273
14	X	\$21	=	\$294
15	X	\$21	=	\$315
16	X	\$21	=	\$336
17	X	\$21	=	\$357
18	X	\$21	=	\$378
19	X	\$21	=	\$399
20	X	\$21	=	\$420
21	X	\$21	=	\$441
22	X	\$21	=	\$462
23	X	\$21	=	\$483
24	X	\$21	=	\$504
25	X	\$21	=	\$525
26	X	\$21	=	\$546
27	X	\$21	=	\$567
28	X	\$21	=	\$588
29	X	\$21	=	\$609
30	X	\$21	=	\$630
31	X	\$21	=	\$651
32	X	\$21	=	\$672
33	X	\$21	=	\$693
34	X	\$21	=	\$714
35	X	\$21	=	\$735
36	X	\$21	=	\$756
37	X	\$21	=	\$777
38	X	\$21	=	\$798
39	X	\$21	=	\$819
40	X	\$21	=	\$840
41	X	\$21	=	\$861
42	X	\$21	=	\$882
43	X	\$21	=	\$903
44	X	\$21	=	\$924
45	X	\$21	=	\$945

## **PUFL MEMBERSHIP**

### **What is a PUFL Membership?**

It is a paid-up-for-life membership in the American Legion Auxiliary, which is purchased with a lump sum payment.

### **When was the program established?**

The American Legion Auxiliary paid-up-for-life membership program was established by a resolution adopted at the National Executive Committee Meeting in Washington, DC, February 18, 1981. It became effective with the 1982 membership dues year.

### **Who may become PUFL Members?**

Any member of the American Legion Auxiliary in good standing may pay dues in advance for the remainder of her life. To be in good standing for this plan, the member must have a valid membership card for the current year. After January 1, a member whose dues for the current year are not paid is delinquent, and such a member would need to pay her current dues to the Unit before being eligible to purchase a PUFL Membership. If a member pays her dues in advance and later decides she wants to purchase a PUFL Membership, the amount which she paid in advance may be deducted from the total cost of the PUFL Membership until January 1 of the current membership year.

### **How much does it cost?**

The cost is based on two factors: 1) the age of the member; and 2) the total dues of the Unit at the time the membership is purchased. The total dues of the Unit include the Department and National per capita, as well as the amount of annual dues retained by the Unit. The dues amount used to compute the cost of a PUFL Membership may not be less than the sum of the Department and National per capita. The rate schedule on the application can be used to determine the exact cost.

### **What if dues increase?**

The member will never have to pay any additional dues, even if there is an increase. The Unit will always receive the amount of annual Unit dues in effect at the time the member joined the PUFL program. The Department will receive the annual Department dues in effect each year when the dues distribution is made from the fund.

### **How do I make changes and corrections to the PUFL Member's record?**

The Member Data Form should be used to report all changes and corrections on PUFL Member records.



## **PUFL MEMBERSHIP (cont'd)**

### **How are PUFL Members identified?**

Once the PUFL Membership Application and payment have been accepted, a permanent plastic card is issued identifying the PUFL Member. In addition, she will continue to receive the regular annual membership card, which will also identify her as a PUFL Member.

### **Can PUFL Members transfer to another Unit?**

Yes. Usually there is no problem in transferring to another Unit in the same Department or another Department. The Unit accepting the transferring member agrees to accept the Unit dues amount, which was established by the former Unit. There are, however, some Departments which have their own paid up for life membership plan. (Honorary PUFLs are normally only valid as long as the member remains in the Unit bestowing the honor)

### **Where does the money go?**

National Headquarters maintains a special PUFL Membership Trust. Money from this trust can be used only to support the PUFL Program and to pay annual dues each year to the Unit, Department, and National Headquarters. The income from the trust automatically covers dues increases.

### **Is a PUFL Member the same as an Honorary Life Member?**

NO. A PUFL Membership is purchased, while only the member's Unit bestows an Honorary Life Membership. A Unit may, however, find that purchasing a PUFL Membership is the most economical way to provide life memberships. This in no way affects the member's Honorary Life Member status and, in fact, guarantees the dues payment for life.



**BEE AWARE** If your Unit is bestowing an Honorary Life Membership on one of your members, you must fill out a form which includes the date it was voted on and the signature of the Unit Secretary. The form is available at Department Headquarters and also on the American Legion Auxiliary Department of Texas website.

[www.alatexas.org](http://www.alatexas.org)



American Legion Auxiliary  
**PAID UP FOR LIFE  
MEMBERSHIP**

(Please type or print – see instructions on reverse)

**SECTION 1 – To be completed by APPLICANT**

FULL NAME: \_\_\_\_\_ DATE OF BIRTH: (required) \_\_\_\_/\_\_\_\_/\_\_\_\_  
(First) (Middle) (Last)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City) (State) (Zip) DAYTIME TEL # \_\_\_\_-\_\_\_\_-\_\_\_\_  
SIGNATURE OF APPLICANT: \* \_\_\_\_\_

*\*can only be omitted if membership is a gift; if a gift, please refer to section below*

Date Application  
Submitted to  
Unit Secretary  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**\* FOR GIFT  
Mail Card  
to:**

Name: \_\_\_\_\_ Tel #: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Address: \_\_\_\_\_

**Indicate Payment Method:**

☐ Check or Money Order - - Make payable to: **American Legion Auxiliary National**

☐ MasterCard Card # \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Visa Card # \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Tel # \_\_\_\_-\_\_\_\_-\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION 2 – To be completed by UNIT SECRETARY**

With my signature below, **I certify** that applicant is a member in good standing, has a valid membership card (has paid dues) for the current year, that application is completed in full, that the PUFL fee listed above is accurate, and that the application is ready for processing at National Headquarters. **Note:** After January 1, a member whose dues for the current year are not paid is considered delinquent and such member must pay her current dues to the Unit before she is eligible to purchase a PUFL membership. (see information on next page)

Membership ID #: \_\_\_\_\_ Last year, this member paid dues to Unit: \_\_\_\_\_

Unit #: \_\_\_\_\_ Department: \_\_\_\_\_ Annual Unit Dues (Unit + Dept + Nat'l): \$ \_\_\_\_\_

**\*Is Unit waiving its portion of dues for this applicant? Yes \_\_\_\_ No \_\_\_\_**

Signature of Unit Secretary: \_\_\_\_\_ Date application certified: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Tel #: \_\_\_\_-\_\_\_\_-\_\_\_\_

**Note:** Send this form, along with payment to:

*\*for explanation, see*

*"COST" section on next page*

American Legion Auxiliary National Headquarters  
ATTN: Membership Division – PUFL  
8945 North Meridian  
Indianapolis IN 46260

**SECTION 3 – To be completed by NATIONAL HEADQUARTERS**

NATIONAL PER CAPITA: \$ \_\_\_\_\_ DEPARTMENT PER CAPITA: \$ \_\_\_\_\_ Balance for UNIT: \$ \_\_\_\_\_

Date card sent \_\_\_\_/\_\_\_\_/\_\_\_\_

**ELIGIBILITY:** Any member of the American Legion Auxiliary in good standing (having a valid membership card for the current year) may pay dues in advance for the remainder of her life. After January 1, a member whose dues are not paid for the current year is delinquent and such member must pay her current dues to the Unit before becoming eligible to purchase a PUFL membership. If a member pays her dues in advance and later decides she wants to purchase a PUFL membership, that dues amount may be deducted from the total PUFL membership cost until January 1 of the current membership year.

**COMPLETING APPLICATION:** The APPLICANT must complete and sign the top portion of the application form and submit to the Unit Secretary for certification. Payment or charge card information must be provided before the application can be processed. Make check or money order payable to: **American Legion Auxiliary National**. See the rate chart below for payment due.

The UNIT SECRETARY must: 1) certify that applicant has paid current year dues; 2) complete and sign the second section of the application; and 3) send the fully completed application, along with payment, to the address listed on the previous page.

**PROCESSING APPLICATION:** After the application and payment are accepted and processed by National Headquarters, a permanent PUFL Membership card is sent to the member. The card is proof of her paid-up-for-life membership status.

Each year thereafter, National Headquarters will send the Unit, through its Department Headquarters, the Unit's share of the member's annual dues. The Unit and Department will receive the same amount each year as long as the member lives and remains a member of that Unit.

**COST:** The cost of a PUFL membership is based upon two factors -- the member's age at the time of application/purchase and the total dues of the Unit at the time the application is processed. \* The total dues of the Unit consist of the Department per capita, the National per capita and the amount of annual dues retained by the Unit. The dues amount used to compute the cost of a PUFL membership may not be less than the sum of the Department per capita plus National per capita. *(Units may waive their portion of dues. By doing so, the Unit forfeits or "gives up" the annual payment of that member's dues from the Paid Up For Life Trust.)* NOTE: see "ELIGIBILITY" section (above) about deducting dues paid in advance from the total PUFL fee.

**\* The PUFL fee for applications processed after June 30 must be based on the total Unit dues for the following membership year.**

The rate chart must be used to determine the exact cost of a Paid Up For Life membership. At the top of the chart, select your age group -- the age at your last birthday. In the left-hand column, find the amount of your annual Unit dues (*round to the nearest dollar amount*) and trace across to your age column. This amount is the cost of your PUFL Membership.

**Example:** If you are 62 years old and your Unit dues are \$14.50, the cost of your PUFL membership is \$327.00. If your dues amount is higher than \$50.00, you can find a continuation of the PUFL rate chart in the Member Resources section of the national website at [www.ALAforVeterans.org](http://www.ALAforVeterans.org).

**PUFL RATE CHART***Effective September 1, 2014***Age When Single Payment Made**

<b>Rate of Annual Dues</b>	<b>Birth to 11</b>	<b>12 to 17</b>	<b>18 to 24</b>	<b>25 to 29</b>	<b>30 to 39</b>	<b>40 to 49</b>	<b>50 to 59</b>	<b>60 to 69</b>	<b>70 to 79</b>	<b>80 &amp; Over</b>
Up to \$11.00	514	481	462	436	416	369	312	248	181	118
\$12.00	555	520	499	471	449	398	337	267	196	127
\$13.00	596	558	536	506	482	428	362	287	210	137
\$14.00	637	597	573	541	516	457	387	307	225	146
\$15.00	678	635	610	576	549	487	412	327	239	156
\$16.00	719	674	647	611	582	516	437	347	254	165
\$17.00	760	712	684	646	615	546	462	366	268	175
\$18.00	801	751	721	681	649	575	487	386	283	184
\$19.00	842	790	758	716	682	605	512	406	297	194
\$20.00	883	828	795	751	715	634	537	426	312	203
\$21.00	924	867	832	785	748	663	562	446	326	212
\$22.00	966	905	869	820	782	693	587	465	341	222
\$23.00	1,007	944	906	855	815	722	612	485	355	231
\$24.00	1,048	982	943	890	848	752	637	505	370	241
\$25.00	1,089	1,021	979	925	881	781	662	525	384	250
\$26.00	1,130	1,059	1,016	960	915	811	687	545	399	260
\$27.00	1,171	1,098	1,053	995	948	840	712	565	413	269
\$28.00	1,212	1,136	1,090	1,030	981	870	737	584	428	279
\$29.00	1,253	1,175	1,127	1,065	1,014	899	762	604	442	288
\$30.00	1,294	1,213	1,164	1,100	1,048	929	787	624	457	297
\$31.00	1,335	1,252	1,201	1,135	1,081	958	812	644	471	307
\$32.00	1,376	1,290	1,238	1,169	1,114	988	837	664	486	316
\$33.00	1,418	1,329	1,275	1,204	1,148	1,017	862	683	500	326
\$34.00	1,459	1,367	1,312	1,239	1,181	1,047	887	703	515	335
\$35.00	1,500	1,406	1,349	1,274	1,214	1,076	912	723	529	345
\$36.00	1,541	1,444	1,386	1,309	1,247	1,106	937	743	544	354
\$37.00	1,582	1,483	1,423	1,344	1,281	1,135	962	763	558	364
\$38.00	1,623	1,521	1,460	1,379	1,314	1,165	987	782	573	373
\$39.00	1,664	1,560	1,497	1,414	1,347	1,194	1,012	802	587	382
\$40.00	1,705	1,598	1,534	1,449	1,380	1,224	1,037	822	602	392
\$41.00	1,746	1,637	1,571	1,484	1,414	1,253	1,062	842	616	401
\$42.00	1,787	1,675	1,608	1,518	1,447	1,283	1,087	862	630	411
\$43.00	1,828	1,714	1,645	1,553	1,480	1,312	1,112	881	645	420
\$44.00	1,869	1,752	1,682	1,588	1,513	1,342	1,137	901	659	430
\$45.00	1,911	1,791	1,719	1,623	1,547	1,371	1,162	921	674	439
\$46.00	1,952	1,829	1,756	1,658	1,580	1,401	1,187	941	688	449
\$47.00	1,993	1,868	1,793	1,693	1,613	1,430	1,212	961	703	458
\$48.00	2,034	1,906	1,830	1,728	1,646	1,460	1,237	980	717	467
\$49.00	2,075	1,945	1,867	1,763	1,680	1,489	1,262	1,000	732	477
\$50.00	2,116	1,983	1,904	1,798	1,713	1,519	1,287	1,020	746	486

## UNIT DATA FORM DIRECT BILLING

(Type or Print Using Black Ink)

*\*Non-legible forms will be returned\**

I understand that the dues amount listed below will be printed on the upcoming Membership Renewal Notices that will be mailed to each Senior member of our Unit. Below is the address to be printed on each Renewal Notice showing where our members are to mail their dues for this Unit.

DEPARTMENT OF TEXAS		UNIT NUMBER _____
20 ____ SENIOR DUES OF THE UNIT ARE \$ _____ Per Member		
20 ____ JUNIOR DUES OF THE UNIT ARE \$ _____ Per Member		
Name of individual in the Unit to receive membership dues (current years dues of the member must be paid):		Membership ID Number:
Address:		
City:	State:	Zip Code:
(Area Code):		Telephone Number:
Date	Signature	Title
<p>Please note: All information must be completed. It is imperative that this data form be returned NO LATER THAN MAY 1. Not doing so may cause the renewal notices to be sent to the wrong person along with the incorrect amount. <b>Please send in even if the amount and/or person do not change.</b></p> <p style="text-align: center;">Return completed form to the Department Secretary: ALA Department of Texas PO Box 140407 Austin TX 78714-0407</p>		

## UNIT DATA FORM DIRECT BILLING

(Type or Print Using Black Ink)

*\*Non-legible forms will be returned\**

National will print the cards, rosters, and first renewal notices in April or May of the current year for the following membership year. It is important that Department provide National with information relating to the new card year before the end of April of the current year.

**Cards:** It is imperative that Units transmit all renewals before January 31 to avoid suspension of members' rights and privileges. All membership (renewals, transfers, and new) transmitted to National by Department before March 1 will be included in the future year documents. Any new or transferring membership transmitted after March 1 will probably not be included in the new documents. This does not mean that the membership transmitted will not be accepted; only that the record of membership may not correctly show up on the membership packet sent to the Units. Cards will not be generated by National for new and transferring members after March 1. It will be necessary to make cards for those members.

**Rosters:** The information above applies to the roster generated by National. Any new members transmitted or transferred after March 1 may not be posted to the new roster. The last year paid column will be incorrect for renewals. It will be necessary to add new / transferred members to the roster.

**First Renewal Notices:** These are the notices sent to the Unit members in September. Units are encouraged to use a permanent Unit address, such as a post office box, so that the address remains constant from year to year. If this is not possible, then the address used should be that of the person collecting the dues and processing the membership. All Units must submit a record of address for the purposes of dues collection (even if the address has not changed). The information on the Unit Data Form must be provided before April 1 to assure proper handling of membership documents by National.

For more information about membership, refer to the Unit Guide Book (2014) published by National:

New member information:	18-20
Transferring member information:	20-22
Reinstatement of member information:	23

# SET UP A WELCOME COMMITTEE

## Responsibilities

- Call and welcome the new member.
- Greet new members at meetings.
- Note who was not at the meeting and follow up with her.
- Provide a welcome packet to new members.
- Conduct an orientation for new members.
- Pair new members with mentors.
- Identify a new member's interests and how she would like to be involved.



## New Member Orientation

- The Preamble
- History and structure of the Auxiliary
- Unit Guide Book and Bylaws
- Explain the different types of chairmen and officer positions, the responsibilities of those positions and introduce them to the officers, if possible.
- How to participate in a meeting, explaining parliamentary procedure.
- Explain the programs and what your Unit does for each program.

## New Member Packet

- Letter from Unit President
- Membership card (pin at initiation ceremony)
- Unit Constitution and Bylaws
- Unit budget
- Unit contact list
- Unit Guide Book (provide one, download it from the Auxiliary website, or tell them that they can purchase one online at [www.emblem.legion.org](http://www.emblem.legion.org))
- Poppy and poppy story
- Member discounts and services handout
- Latest Unit newsletter and copy of Auxiliary magazine
- Calendar of events, including monthly meetings
- Extra membership applications – to sign up a friend

## INVITE A FRIEND (LETTER OR EMAIL)

**Instructions:** Choose the most appropriate bolded introduction option (A, B or C), and delete the other introduction options. Fill in the italicized personal information fields.

Dear [*Friend's Name*],

**Introduction Option A.** If you're as busy as I am these days, the only way you would add something new your plate is if it paid some pretty high dividends--financially or emotionally. Well, I belong to this amazing organization that pays dividends big time in the "wow, it feels great to help someone" department.

**Introduction Option B.** Do you ever have the sense that you wish you could do just one thing that you felt *really* made a difference in the life of someone else? Well, I belong to this amazing organization that does exactly that.

**Introduction Option C.** Remember that great feeling you got when you (*recall an event from your shared experience, i.e., helped Hayley build the Parthenon for her English class project*)? Well, I belong to this amazing organization that lets me have that same kind of "helping someone else" feeling all the time.

It's the American Legion Auxiliary-ALA. I joined X years ago because (*explain reason for joining, i.e., my dad served in the Korean War; I've always had a passion for veterans; I totally believe in giving back to the men and women who fight for our freedom on a daily basis*).

The American Legion Auxiliary is a huge national group of women (more than 850,000) and my unit is one of more than 9,500 across the country. All together we have a pretty big impact every year:

- 930,000 veterans served
- 5 million hours volunteered for veterans, their families and their communities
- \$6 million contributed to benefit veterans and their families

I was really moved last year when we (*fill in the info of your favorite/most meaningful project serving veterans*). It was a humbling feeling to know that even as one person, I was making a difference. And in the process I've made some great friends.

I'd love for you to consider joining me in getting involved with the Auxiliary. I really think you'd like it. Our next meeting is at (*address*) on (*date/time*). Can I give you a ride? I'll be in touch in a few days by phone. Think about it! Giving back for folks who are keeping us safe is good for your--body, mind and spirit!

Your friend and enthusiastic ALA member,

*Name*



## HOW TO BE A MENTOR

Mentoring is an invaluable service we offer our new members and successors in the American Legion Auxiliary. Mentoring includes teaching, counseling, listening and advising in order to encourage the success of those members who are less experienced in the ways of the Auxiliary.

A mentor is a knowledgeable person who is willing to give her time to explain the policies and procedures of Auxiliary programs, provide encouragement and guidance, and is enthusiastic about teaching others. She is patient and understands that a new member or a member taking on a new role may be hesitant and unsure about her role in the Auxiliary.

### **How do you mentor a new member or a member wishing to become active in the unit?**

- Sit with the member during meetings, get to know her, and explain acronyms as they are used during the meeting.
- Offer to carpool to meetings, if feasible.
- Introduce her to other members, particularly committee chairmen of any committees in which she has an interest.
- Encourage her participation in unit activities.



- Answer any questions she may have about procedures.
- Answer any questions she may have about programming.
- Follow up with a phone call or letter if she misses a meeting. Let her know that she was missed and send her any handouts or notes from the meeting.
- Stay in touch. Call her and send cards for occasions such as a birthday, get well, etc.
- Socialize with her.
- Invite her to attend district meetings and department workshops.

### **How do you mentor a member for a leadership position?**

- Offer advice about the position and the things you wish you would have known as a beginner.
- Provide materials and resources that can help her transition into an officer role.
- Allow the member to take ownership of her position and use her own ideas.
- Support the decisions she makes as a leader.
- Assure her that she may call upon you for advice anytime.

**Above all, share what you know and be a resource to her. You could be the reason she renews her membership!**



## **EXPLANATION OF THE PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION AUXILIARY**

When the American Legion Auxiliary was formed to aid in the peacetime service of The American Legion to the United States, it was natural and right that the purposes of the Auxiliary be expressed in the same words which set forth the purposes of the Legion. Therefore, the Preamble to the Constitution of the Auxiliary is nearly identical to that of the Legion's Preamble to the Constitution with the addition of the very significant phrase *"to participate in and contribute to the accomplishment of the aims and purposes of The American Legion."*

**For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America...**

The first of the ten principles of The American Legion and Auxiliary is a sacred pledge of allegiance to the Constitution of the United States. It is most appropriate that those very persons who have either served in war-time or had a close relative who served dedicate the first ideas presented in the Preamble to the continued defense of our nation. The pledge to uphold and defend the democracy of America is the first obligation of every Legionnaire and Auxiliary member.

**To maintain law and order...**

Law and order must be maintained if freedom is to be maintained. Liberty is not a license. Good government means that all citizens are secure in their lives and property. To this, the Legion and Auxiliary are pledged by the second principle stated in the Preamble.

**To foster and perpetuate a one hundred percent Americanism...**

The term "Americanism" covers all of the things that have made the American nation great and the American people free. It implies qualities of character as well as principles of government. Under this Constitution's principles, the Legion and Auxiliary have worked, and are continuing to work, to defeat the attempts of subversive organizations to undermine our system, to build loyalty to and confidence in American ideals, and to develop an American citizenship capable of making America's free form of government a constantly greater success.

**To preserve the memories and incidents of our associations during the Great Wars...**

Every member of the Auxiliary has close personal associations with the sacrifice of war, be it World Wars I and II, Korea, Vietnam, Grenada/Lebanon, Panama, and the Persian Gulf War. The associations and incidents of these struggles are to be remembered not only for their heroes, their victories for freedom, but also to remind us of the awful implications and the inevitable tragedies accompanying any war.

### **To inculcate a sense of individual obligation to the community, state and nation...**

The individual is the basis of the American nation. Unlike other ideals of government, the American ideal places the individual first. The nation belongs to the individual, not the individual to the nation. The government exists for the purpose of serving the individual, not the individual serving the nation. If this ideal is to survive, there must be a voluntary sense of obligation of the individual to the nation and its component parts, the community and state. The American citizen serves his community, state and nation, not as a driven slave, but as a free man guided by his own sense of duty. To inculcate this feeling among all Americans is one of the great purposes of the Legion and Auxiliary.

### **To combat the autocracy of both the classes and the masses...**

If America is to remain “the land of the free,” the government must always be a government of all the people and for all the people. No classes are recognized in America. America must be kept the country of opportunity for all, where every citizen’s first allegiance is to the nation not to some social or economic class or mass. Dominance must not be gained by any such grouping of Americans. This is another basic pledge of the Legion and Auxiliary.

### **To make right the master of might...**

The American form of government guarantees equal rights to all citizens. The American Legion Auxiliary, born from a struggle against ruthless might, pledges all their strength to a continued struggle to prevent invasion of the rights of any citizens by any force, no matter of what character.

### **To promote peace and goodwill on earth...**

The men and women of the Legion and the women of the Auxiliary know well the ghastly futility of war. We know that war brings only misery to any nation which engages in it, to the victor as well as the vanquished. With the lessons of war constantly in mind, we pledge ourselves to promote peace and goodwill among nations. We have worked steadily in the cause in the face of forces which have sought to sow enmity and war throughout the world.

### **To safeguard and transmit to posterity the principles of justice, freedom, and democracy...**

These were the principles which inspired America’s great war efforts over the decades, and the Legion and Auxiliary stand determined that these principles should not be lost to America in time of peace. Following this pledge, the Legion and Auxiliary work to safeguard justice, freedom and democracy against the dangers of indifferent citizenship and undermining by their enemies. It strives to give understanding of and devotion to these principles to the younger generations of Americans so that they will endure for the future of our country.

### **To participate in and contribute to the accomplishment of the aims and purposes of The American Legion...**

Thus, the Auxiliary pledges its full strength to the support of The American Legion, and affirms its character as an auxiliary to the Legion. It has always been faithful to this pledge, never developing programs or policies of its own, but directing all of its activities toward the “accomplishment of the aims and purposes of The American Legion.”

### **To consecrate and sanctify our association by our devotion to mutual helpfulness.**

In this final phrase of the Preamble is set forth the purpose which has guided the Legion and Auxiliary in all of their vast rehabilitation and youth work; in everything they have done to lighten the burden for those suffering from the results of wars; and to bring full justice to those paying the human price for America’s victory. In this work of mercy and relief, the Auxiliary has made great contributions toward the achievement of the Legion’s purpose.



## ***THE EMBLEM WE WEAR***

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

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

The unbroken circle of blue represents unity and loyalty.

The field of white exemplifies the hope of freedom.

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

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

**ARE YOU PROUD WHEN YOU WEAR YOUR  
AMERICAN LEGION AUXILIARY PIN?**

**I AM!!!!**

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### **INFORMATION GOVERNING THE USE OF THE EMBLEM**

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

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

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

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

## **American Legion Auxiliary Long Range Strategic Planning 2014-2019 Centennial Strategic Plan**

Long Range Strategic Planning is a process used to make thoughtful decisions about our organization's future in order to ensure success. The process includes defining our organization's direction for the next three to five years – a roadmap. The plan sets priorities and goals and states where we want our energy and resources focused. Being strategic simply means “being clear about...” The process raises a series of questions that help us examine and anticipate where our organization is going in the future and a roadmap of ideas and tools that will help us succeed.

American Legion Auxiliary members and National Headquarters staff developed the 2014-2019 Centennial Strategic Plan using input from our members. While working on the plan, they continually used the American Legion Auxiliary mission as a tool to ensure we kept our goals focused on our mission.

In March 2014, the National Executive Committee approved the new five-year plan which focuses on assisting departments and units, and includes a series of strategies under each goal (see page 24).

- Goal 1: Enhance Membership Strength
- Goal 2: Create an Internal Culture of Goodwill
- Goal 3: Develop Leadership at All Levels
- Goal 4: Strengthen Departments and Units
- Goal 5: With the American Legion, Build Brand Loyalty

At the Department Leadership National Conference in May 2014, leadership teams from every department met and worked on their departments' individual plans based on the above five goals. Strategically, this plan was designed to ensure that our goals are met by the American Legion Auxiliary's Centennial Year – our 100<sup>th</sup> anniversary in 2019.

### **Who is Responsible for the Success of the Plan?**

“You!” The national leadership team will assist Auxiliary members across the nation to ensure the success of our department's plans. They will provide the tools and training to help us succeed. We and our fellow members will be responsible to use these trainings and tools to achieve our department's goals. Throughout the year, the national organization will host training sessions and send our department information, best practices, and ideas that are working in other departments. The success of this plan will take all of us working together!


The goals are simple and will ensure that the American Legion Auxiliary will be a viable organization through the next five years and that our members will have the tools and training

we need to ensure that the mission work we are doing is successful in “*serving veterans and their families.*” It will increase our membership, ensure that we are working together with a positive and welcoming attitude, and assist in developing leaders at all levels who will share their skills and mentoring to strengthen their units and departments while working in every community. The result will be that “*By 2019, the American Legion Auxiliary’s million members will be making a difference for veterans and their families in every neighborhood!*”



## American Legion Auxiliary

## 5-Year Centennial Strategic Plan

Vision		Enduring Core Values and Mission		
 <p><b>By 2019, the American Legion Auxiliary's million members will be making a difference for veterans and their families in every neighborhood.</b></p>		<p><b>Mission</b> In the spirit of Service, not Self, the mission of the American Legion Auxiliary is to support The American Legion and 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 our youth, and promote patriotism, good citizenship, peace and security.</p> <p><b>Core Values</b> Our statement of values is predicated on our founding purposes:</p> <ul style="list-style-type: none"> <li>• Commitment to the four founding principles: Justice, Freedom, Democracy, Loyalty</li> <li>• Service to God, our country, its veterans and their families.</li> <li>• Tradition of patriotism and citizenship</li> <li>• Personal integrity and family values</li> <li>• Respect for the uniqueness of individual members</li> <li>• Truthful, open communication in dealing with the public and our members</li> <li>• Adherence to adopted policies and rules</li> </ul>		
Goal 5	Goal 4	Goal 3	Goal 2	Goal 1
With The American Legion, Build Brand Loyalty	Strengthen Departments and Units	Develop Leadership at All Levels	Create an Internal Culture of Goodwill	Enhance Membership Strength
Strategies	Strategies	Strategies	Strategies	Strategies
A. Define our brand identity and promise	A. Build capacity of all Departments	A. Remove barriers for considering and selecting leadership	A. Enable members at all levels to demonstrate goodwill to internal and external audiences.	A. Invest in opportunities to attract, engage, and retain members
B. Build awareness and preference for the ALA brand	B. Invest in training at all levels	B. Define expectations and build leadership capacity	B. Define, cultivate, sustain, and implement best practices to fulfill the ALA's Core Values	B. Achieve membership that represents the diversity of our U.S. military
C. Recognize brand loyalty and excellence in promotion of The American Legion Family brand	C. Collaborate with Departments in developing innovative ways to improve organizational and financial performance	C. Invest resources in identifying and developing leadership	C. Build trust within the American Legion Auxiliary and with The American Legion	C. Create multiple pathways to serve
D. Invest in internal and external marketing communications	D. Support the Departments in the development of their Strategic Plans	D. Reward innovative leadership recruitment and development practices		D. Excel at communication
	E. Optimize mission delivery			E. Expand internal and external alliances
<b>Achieving Goals 5, 4, 3, and 2 will lead to success in achieving Goal 1</b>				

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## **2015-2016 Program Action Plan as it relates to the ALA's CSP**

### **Mission Outreach Programs**

**ALA Girls Nation** – As our single most consistent community outreach program, ALA Girls Nation and ALA Girls State help us cast a wider membership net (Goal 1) and raise awareness of our mission (Goal 5) with a population that can have a positive impact on our organization, our mission and our nation.

**Americanism** – Promoting patriotism and responsible citizenship help us fulfill our brand promise (Goal 5) by giving U.S. citizens a chance to participate in our mission by feeling patriotic and demonstrating their support in an active, visible way.

**Children & Youth** – By protecting, caring for, and supporting children and youth, particularly those of veterans and military families, ALA members fulfill our brand promise (Goal 5) of being community leaders and responsible American citizens while caring for military families. In doing so, we are building a future membership base (Goal 1) among our target demographic — military families.

**Community Service** – While building community awareness of the ALA and its mission, ALA members serve as brand advocates (Goal 5) through involvement in community activities.

**Education** – Through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, ALA members build brand loyalty and awareness of the ALA's mission (Goal 5) through their education-related community service projects.

**Junior Activities** – Inspiring active participation by ALA members under the age of 18, the Junior Activities program builds a strong future for the ALA by engaging productive members to carry on its mission for life. (Goal 1 and Goal 3)

**Legislative** – While advocating for the legislative agenda of The American Legion, Auxiliary members raise awareness for our mission and increase brand loyalty.(Goal 5)

**National Security** – Maintaining and promoting a strong national defense by supporting service members and their families helps us build brand loyalty (Goal 5) among a target membership population (Goal 1) while keeping us focused on our mission.

**Poppy** – Using the image and story of the Flanders Field poppy to educate people about the sacrifices of our military service members helps us raise awareness of The Legion Family and link us to our mission in the eyes of the public. (Goal 5)

**Veterans Affairs & Rehabilitation** – Our work to enhance the lives of veterans, military and their families provides our members opportunities to serve in volunteer leadership roles within their local Veterans Affairs hospital (Goal 3), which broadens our



membership pool (Goal 1) among a target population and builds brand loyalty (Goal 5) with the veterans themselves.

### **Member Support Committees**

**Auxiliary Emergency Fund (AEF)** – By providing temporary financial assistance to members in need, the AEF increases brand loyalty (Goal 5) and helps us retain members. (Goal 1)

**History (Cavalcade of Memories)** – Preservation of the ALA history helps us define our core values through time. (Goal 2)

**Constitution & Bylaws** – Properly written, reviewed and updated documents, policies and procedures strengthen our organization at all levels through clarification of roles and responsibilities. (Goal 4) This creates an environment that allows goodwill to develop and grow. (Goal 2)

**Leadership** - In support of Goal 3, the Leadership Committee raises awareness of leadership development opportunities.

**Membership** – By living our values, the members of the national membership committee encourage and support the nationwide effort to attract, engage and retain a diverse, active membership — person by person – to ensure the future of the American Legion Auxiliary. (Goal 1, Goal 2, Goal 3, Goal 4 and Goal 5)

**Past Presidents Parley** – Designed to help Auxiliary women who have served as unit, department or national presidents, members of this committee model civility, loyalty and *service before self* as they actively work to build a strong future for the organization. (Goal 2, Goal 3, Goal 4)

**Public Relations** – Promoting who we are, what we do and why we matter strengthens our brand (Goal 5) and makes us appealing to potential members who will recognize our common goal of helping veterans, service members and their families (Goal 1).

### **Administrative Committees**

**Audit** – In order to manage risk exposure for the ALA, the national Audit Committee establishes best practices for departments and units. (Goal 4)

**Child Welfare Foundation** - Dedicated to the betterment of all children, Legion Family members who raise funds and award grants through the Child Welfare Foundation build brand loyalty (Goal 5).

**Finance** – With the oversight of the general financial policy of the national organization, members of the Finance Committee make Goal 1 possible and strengthen departments

## Guidelines to Create and Update a Unit Constitution & Bylaws

In 2013, the National Constitution, Bylaws and Standing Rules were revised and adopted by the delegation body at the 2013 National Convention in Houston. In 2015, the Department of Texas' Constitution, Bylaws and Standing Rules were revised and adopted by the convention body on July 11 in Beaumont. It is now time for us to amend our UNIT Constitution, Bylaws and Standing Rules to conform to the National and Department organizations' governing documents.

When reviewing your Unit Constitution and Bylaws, please keep the following in mind:

- Our **Constitution** is our organization's incorporation statement; the reason we exist. It sets out our core governance structure, our roles and our purposes. It should rarely be changed.
- Our **Bylaws** describe the relationships, rights and obligations of the members and officers. They provide management for the organization and should only be amended when it is critical to continue our purpose – every 10-15 years.
- Our **Standing Rules** relate to the administration details of our organization. Standing Rules include process, policy type things, and details about structure, committee makeup, and recurring governance events. Think of them as anything that needs to be flexible and can be changed as often as needed.
  - A Standing Rule may be adopted with a majority vote at any regular meeting with advanced notice, unless otherwise stipulated in the Bylaws. Without advanced notice, a Standing Rule requires a two-thirds vote for adoption.
  - The Standing Rules should be kept up-to-date, and each new Standing Rule should record the date that it was adopted.

The following points are intended to be a helpful guide for writing or updating Standing Rules. Not every topic or item will apply in every instance, and some things may not be listed.

1. State time (day and hour) of meeting, place of meeting and information on notification of meeting. Are you meeting all twelve (12) months?
2. Dues – Senior, Junior, Gold Star Mothers, Honorary Life Members.
3. Process for selecting Honorary Life Members.
4. Election
  - a. When will election be held?
  - b. A nominating committee – yes or no? Must be elected per the most recent edition of *Robert's Rules of Order, Newly Revised*.
5. Election of delegates for department convention, division convention, district convention – when and how they are selected.
6. Installation of officers – when, where, and who is in charge.
7. Equipment – rules for loaning, maintenance, etc.
8. Finances
  - a. Rent

- b. Utilities
  - c. Working funds for officers, chairmen, poppy purchase, ALA Girls State, Veterans Affairs & Rehabilitation, etc.
  - d. Annual gifts for a district president's visit, retiring officers, etc.
  - e. Flowers and/or gifts for illness, death, etc.
  - f. Expenses for delegates to the department convention, fall conference, midwinter conference, etc. (registration fee, mileage, per diem)
  - g. How bills are paid and who signs the checks.
  - h. Contest prizes – how much for poppy, essay contests, etc.
  - i. Department and district mandatory funds.
  - j. Arrangements for special dinners, funerals, etc.
  - k. Annual donations to special programs or charities.
9. The fiscal year of this unit will be \_\_\_\_\_.
  10. Audit – when and by whom.
  11. This paragraph should appear at the end of your Standing Rules: “Standing Rules are adopted by a majority vote and may be amended by a two-thirds vote at any meeting, or if notice has been given, by a majority vote.”
  12. The date of the meeting at which the Standing Rules were approved MUST be shown. ALSO, the signature of the president or secretary and the Constitution and Bylaws chairman must appear on the bottom of the document.

EVERY Unit needs to revise/update their Constitution, Bylaws and Standing Rules this administrative year. Samples of each document are attached to assist you. Your C&Bs should closely resemble those of the Department and National Constitution and Bylaws; and they cannot be in conflict with the Department or National governing documents.

Please follow the procedures below when submitting your updated Unit Constitution, Bylaws and Standing Rules for approval:


1. The Unit Constitution, Bylaws and Standing Rules must be reviewed by a member of the Department Constitution and Bylaws Committee to ensure that they do not conflict with the National or Department governing documents. See the Department C&B Plan of Action for the name of your committee member and her address.
2. Signatures of the Unit President or Secretary and Unit C&B chairman must appear after the Bylaws section and the Standing Rules section. In addition, please include a signature and date line that will be signed and dated by the Department C&B Committee person after the document has been reviewed and approved.

3. If at all possible, please **email** your Unit C&Bs to the C&B person in your Division in Microsoft **Word** format rather than sending it via snail mail. That way, problems can be highlighted in your attachment and sent back to you via email to fix. Once your Unit C&Bs have been approved and signed, we will scan your document and email it back to you and to Department.

You may also snail mail one set of your C&Bs YOUR Division committee person..  
Do NOT send them to Department.

The C&B Committee plans to handle everything electronically because approximately 300 Units will be updating their C&Bs this year. They are hopeful that “someone” in every Unit – or a family member or friend – will have an email address that can be used for this purpose.

4. Please note that the Unit Constitution, Bylaws and Standing Rules will NOT go into effect until they have been approved and sent back to you.

 **BEE AWARE:** When a Unit receives their approved C&B, copies should be printed out for each Unit member, one copy should go to Department ( this should be done by your Division representative) and one copy should go to the District President.



SAMPLE

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF TEXAS**

**NAME AS IT APPEARS ON THE CHARTER  
UNIT NUMBER  
CITY, STATE**

**CONSTITUTION, BYLAWS  
AND  
STANDING RULES  
20\_\_**

**Insert the year in which you revise them.**

The margins in the “SAMPLE” C&B are 1” on each side and .80” top and bottom. Also, please note that numerous “notes” have been inserted in the Constitution, Bylaws and Standing Rules to help you update your unit C&B. The notes will help you explain to your members the changes that were made. After your C&B has been approved by your membership, you may delete the notes by placing your cursor anywhere in the table/box, and then under Table Tools, click on Layout, Delete, and then Delete Rows. You may then move everything up where it belongs.

# CONSTITUTION

# SAMPLE

## Preamble

In order to conform to the National C&B, everything below must stay as you see it.
---

For God and Country, we associate ourselves together for the following purposes:

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 preserve the memories and incidents of our associations during the Great 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 good will 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.

## Article I – Name

The name of this organization shall be American Legion Auxiliary (insert unit name) Unit No. (insert #), Department of Texas.

## Article II – Nature

In order to conform to the National C&B, everything below must stay as you see it.
---

Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

### **Article III – Eligibility**

In order to conform to the  
National C&B,  
everything below must stay as  
you see it.

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

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

- (a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

### **Article IV – Unit Officers**

Insert only the positions that your unit elects. Show the Secretary and Treasurer as two positions, even though they may be combined. According to Roberts Rules of Order, you must have a minimum of three officers, a President, Secretary and Treasurer. If one person serves as both the Secretary and the Treasurer, you must also elect a Vice President.

The Unit shall have the following officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three members-at-large, who shall serve until their successors are duly installed or as otherwise provided. All shall be Senior members in good standing within their Unit. The offices of Secretary and Treasurer may be combined and called Secretary/Treasurer.

#### **Article V – Executive Committee**

Under Section 3, if you have only one Vice President, take out the word “First.”
---

Section 1. Between Unit meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility of the Unit.

Section 2. The immediate past Unit President may be a member of the Executive Committee with voice but no vote.

Section 3. The Unit President and First Vice President shall serve as Chairman and Vice Chairman of the Unit Executive Committee respectively.

#### **Article VI – Amendments**

In order to conform to the National C&B, everything below must stay as you see it.
---

Section 1. The Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed Amendments shall have been read at the previous meeting.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitution.



## BYLAWS

# SAMPLE

### Article I – Unit Organization

In order to conform to the  
National C&B, everything below  
must stay as you see it.

Section 1. Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the Department Organization. A Unit shall be governed by their own Unit Constitution, Bylaws and Standing Rules, which shall not be in conflict with the Department or National Constitution, Bylaws and Standing Rules.

Section 2. The qualifications and process for establishing and existing as a Unit in good standing shall be as provided in the Unit Standing Rules.

Section 3. The Unit shall be responsible for verifying eligibility and deciding its own membership, subject to the restrictions of the national governing documents. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 4. The Unit shall be required to adopt a Unit Constitution, Bylaws and Standing Rules. These documents are to be reviewed annually by the Unit and all changes approved by the Department Constitution and Bylaws Committee prior to their becoming effective. Thereafter, one approved copy shall be filed in Department Headquarters.

### Article II – Election of Officers

Those elected should match what you have  
listed  
in the Constitution under Article IV, Unit  
Officers.

Section 1. An annual meeting of the Unit shall be held each year for the purpose of electing Officers. The election of the following officers shall be by secret ballot after nomination from the floor: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) members-at-large. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect.

Section 2. All elected Officers shall be in good standing in their local Unit.

### Article III – Duties of Officers

What you see below are the basic duties of officers that were taken from the Unit Guide Book and from the previous sample unit C&B. Additional duties of officers may be found in the Standing Rules. Under Sections 2 and 4, if your unit elects only one Vice President, change the wording. A unit should have a minimum of three signatures on file at the bank.

Section 1. Duties of the Unit President: It shall be the duty of the President to preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution, Bylaws and Standing Rules; to appoint members of the Standing Committees; to create such other committees and appoint members thereof as she deems advisable, including a Parliamentarian; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. She shall serve as ex-officio member of all committees, with the exception of the Nominating Committee; and shall perform such other duties as are usually incident to the office.

Section 2. Duties of the Unit Vice President: The First and Second Vice President, in the order named, shall be the presiding officer at a meeting of the Unit in the absence of the Unit President; shall perform such other duties as the President directs; and shall succeed her in office in case of death, resignation or removal.

Section 3. Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to conduct the correspondence of the Unit; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform such other duties as shall be required by the President.

Section 4. Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive and account for all monies belonging to the Unit; and to handle each fund set up in the Unit in such a manner as may be approved for auditing purposes. She shall pay all obligations of the Unit by check. The signatures of the Unit President, First Vice President, Secretary and Treasurer shall be on file at the financial institution on record for the Unit. Two signatures shall be required on every paper check issued by the Unit. She shall maintain a minimum of two separate funds, namely a general and a rehabilitation fund. All poppy donations shall be placed in the rehabilitation fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures, and make reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited, at a minimum, annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor. The Treasurer shall be bonded in an amount sufficient to cover current revenues.

Section 5. Duties of the Unit Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting; to mail sympathy and get well cards, and to perform such other duties as the President directs.

Section 6. Duties of the Unit Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make an annual report to the Department Historian.

Section 7. Duties of the Unit Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit; to properly care for the Unit Colors and for their advancement and retirement at Unit meetings; and to perform such other duties as may be directed by the President.

#### **Article IV – Executive Committee**

Everything below should stay the same, with one exception. Under Section 3, if your unit elects only one Vice President, change the wording accordingly.
---

Section 1. The location, date and time of Executive Committee meetings and the number of members that constitute a quorum may be found in the Standing Rules.

Section 2. Between meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility for the organization. It shall be their duty to ensure that the Unit has adequate resources to fulfill its mission and to articulate the Unit's mission, accomplishments, and goals to the public and to Department. All proceedings and recommendations of said committee shall be presented to the membership for action at a regular membership meeting.

Section 3. A vacancy existing in the Executive Committee from any cause other than the expiration of a term shall be filled by the majority vote of the members present at a regular membership meeting. Exception: A vacancy in the office of President shall be automatically filled by the First Vice President, and the Second Vice President shall become First Vice President. A person elected shall hold office for the unexpired term of the member whom she succeeds.

#### **Article V – Membership Meeting**

Everything below must stay as you see it.
--

Section 1. The location, date and time of regular membership meetings and the number of members that constitute a quorum may be found in the Standing Rules.

Section 2. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of three (3) Senior members of the Unit to dispose of a stated item of business.

#### **Article VI – Finance**

Everything below must stay as you see it.
--

Section 1. The annual membership dues of this Unit may be found in the Standing Rules.

Section 2. All persons handling funds shall be bonded through Department Headquarters by a reputable, solvent bonding and surety company; or shall be covered by the fidelity/crime insurance in an adequate amount as determined by the Unit.

#### **Article VII – Committees**

Everything below must stay as you see it.
--

Section 1. The Unit President may appoint committees as she deems advisable to further the mission of the organization.

Section 2. An Auditing Committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and for making a report of the audit to the Unit.

#### **Article VIII – Parliamentary Authority**

In order to conform to the National C&B, everything below must stay as you see it.
--

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised*, latest edition, shall govern this Unit in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the Department of Texas' Constitution, Bylaws and Standing Rules, or the National Constitution, Bylaws and Standing Rules.

## Article IX – Amendments

In order to conform to the National C&B, everything below must stay as you see it.
--

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. The Department Constitution and Bylaws Committee must approve all amendments to this Unit Constitution, Bylaws and Standing Rules before they become effective.

Section 4. These Bylaws shall be automatically amended to conform to the National and Department Constitution, Bylaws and Standing Rules of the American Legion Auxiliary.

## Article X – Authority

In order to conform to the National C&B, everything below must stay as you see it.
--

The authority under which all Departments, Units, and affiliated entities of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been adopted. Any provision of any Department or Unit Constitution or Bylaws, or affiliated entity's bylaws, or any regulation of any Department, Unit, or affiliated entity in conflict with the foregoing authority shall be void.

Insert unit name, number and date approved below.

The Constitution and Bylaws were voted on and approved at the regular membership meeting of (insert Unit name and number) on (insert date).

Note that the sentence above MUST be on the same page as all the signatures below.
--

\_\_\_\_\_  
Unit President or Unit Secretary

\_\_\_\_\_  
Unit C&B Chairman

\_\_\_\_\_  
Department C&B Committee  
Member/Chairman

\_\_\_\_\_  
Date Approved by Dept C&B rep

# STANDING RULES

# SAMPLE

## Preface

In order to conform to the National C&B, everything below must stay as you see it.

Standing Rules are rules and regulations for the guidance of an assembly. A Standing Rule may be amended or rescinded by a two-thirds vote; or if notice has been given, by a majority vote.

The CODE OF ETHICS as per the National Standing Rules shall apply for the Unit in regard to the following: Personal and Professional Integrity; Legal Compliance; Governance; Responsible Stewardship; Openness and Disclosure; Conflict of Interest; Fundraising; Grant Making; Inclusiveness and Diversity; Ethics Violations; and Whistleblower Protection.

What you see in the Standing Rules are “samples only.” Some may not apply to your Unit, as each Unit does things a little bit differently. Do NOT delete your “current” Standing Rules unless you feel they no longer apply or are duplicates of what you see in the sample. Find a place where your current Standing Rules would best fit and insert them. If you can’t decide where they would best fit, you may add a category called Local Rules.” When you make a change to a Standing Rule or add a Standing Rule, it is important that at the end of the Standing Rule you include the date that it was added or changed, e.g. (09252016).

## Standing Rules of (insert Unit name) Unit No. (insert number):

### I. Organization

This stays, as it creates a culture of good will.

A Unit is chartered by virtue of its attachment to a Legion Post; however, the Post does not control the Unit or vice versa. The relationship between the Post and the Unit should be one of cooperation and respect.

### II. Elections

Under number 2, note that Nominating Committees are elected, not appointed.  
If your unit does not elect a Nominating Committee, delete number 2.  
If you want to include more information about the election process, i.e. nominations, common rules for ballot votes and election by majority

vote, check out the Department Unit Management Guide, Section 1,  
Election of Officers.

1. An annual meeting of this Unit shall be held the (first, second, etc.) (insert day) in (insert month) each year for the purpose of electing officers. Following the elections, the Certification of Officers form and the Unit Bonding Fee must be transmitted promptly to Department Headquarters.
2. A Nominating Committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit Officers for the ensuing year. The President may not serve on this committee.
3. Any Unit member in good standing is eligible to run for an office and may be nominated from the floor on election night. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect.

### **III. Officers**

This is where you may add additional duties of Officers. See numbers 4-7.  
They are samples only and may be reworded. Delete them if they do not apply  
to your unit.

1. It shall be the prerogative of the Unit President-elect to choose an installing officer who meets the qualifications set forth in the Manual of Ceremonies in the Unit Guide Book.
2. Newly elected Unit Officers shall assume the duties of their office the month following the annual Department Convention.
3. Each Unit officer, at the close of the administrative year, must pass on to her successor all records, officer pins, and materials pertaining to her office.
4. The First Vice President shall serve as Membership Chairman of the Unit. She shall certify the accuracy of each application. She shall be responsible for the upkeep of all membership books and any paperwork or documentation pertaining to membership; and to keep a record of names and addresses of the members, showing the source of their eligibility. All monies will be given to the Treasurer for deposit. She shall also serve as chairman of the Annual Membership Drive by coordinating the Auxiliary activities.
5. The Second Vice President shall be Chairman of Ways and Means. Her responsibilities are to provide entertainment and to initiate other fund raising projects for the Auxiliary's General Account.



6. The Chaplain shall be responsible for food calls, if one is requested; and for asking members to provide food on a voluntary basis upon the death of a member or her immediate family. Immediate family shall consist of husband, children, parents, grandparents, grandchildren and great-grandchildren of an Auxiliary member.  
She shall also be responsible for Auxiliary funeral services, when asked by the family, and for draping the Unit charter upon the death of a member.
7. It shall be the duty of the Historian to compile a scrapbook for the Unit and to make an annual report to the Department Scrapbook Chairman. She shall be responsible for taking pictures at all Auxiliary functions and other functions involving Auxiliary members.

#### **IV. Executive Committee**

Number 1: Fill in the blanks. If the unit does not have monthly Executive Committee meetings, number 1 could be worded as follows: “An Executive Committee meeting of  
(insert Unit name) Unit No. (insert number) may be held at the call of the President or  
by a majority of the Executive Committee at Post (insert number).” If you do not have a Post home, insert where you do meet. Number 2: Insert your quorum. The number should be a “majority” of those elected. Number 4 is an option only. For free conference calls, go to the Internet and insert [www.freeconferencecall.com/](http://www.freeconferencecall.com/).  
The Secretary would take minutes of the recommendations made by the Executive Committee during the conference call.

1. The Executive Committee meeting of (insert Unit name) Unit No. (insert number) shall be held at (insert time) the (first, second, etc.) (insert day) of each month at Post (insert number).
2. (Insert number) members of the Executive Committee shall constitute a quorum.
3. An officer or member of the Executive Committee who misses three (3) consecutive meetings or does not fulfill the duties of her office in the manner befitting the Unit will be asked to resign her office by certified letter. If no written response is received by the Unit within ten (10) business days, the office shall be declared vacant. The vacant office shall be filled by election by the membership at the next regular meeting immediately following the meeting where the vacancy has been declared.
4. In an emergency, as determined by the President, a vote by email, telephone call or conference call may be taken between regular membership meetings. A two-thirds vote in the affirmative of the total Executive Committee shall be necessary to take action. The results of the action taken shall be made a part of the minutes of the next meeting.

## V. Meetings

Do not change. Fill in the blanks.

1. The Regular Membership meeting of (insert name of Unit) Unit No. (insert number) shall be held at (insert time) the (first, second, etc.) (insert day) of each month at Post (insert number). [Or location other than a Post.]
2. (Insert number) members shall constitute a quorum at any regular or special meeting of the Unit.
3. A member may request a written ballot on any motion on the floor.

## VI. Committees

Do not change. If you want, you may add detailed duties of Committee Chairmen for various ALA programs such as Education & Scholarships, Girls State and Junior Activities. This information may be found in the Unit Guide Book. If you add anything under this category, you will need to number them.

It is recommended that each Unit activity committee chairman prepare a mid-year and year-end report to show what the Unit accomplished throughout the year (April 1 through March 31). This information shall be given to the Unit President to use in compiling figures for the Unit Year-End Impact Numbers Report. This report must be sent to her respective District President prior to April 15 of each year. In addition, narratives from each activity committee chairman should be sent to their respective Department Committee Chairman. Due dates may be found in each activity committee Program Action Plan.

## VII. Membership

Number 1: If you want, you may reword it by showing the exact amount, i.e. \$26.00 or \$5.00, or whatever amount you collect for membership dues. Number 2: If you do not give a discount, delete it. Numbers 3 and 4: Do not change. Number 5: You cannot “make” a member pay their dues, but you can encourage them to pay. Number 6: This has to stay, as it fosters good will. Number 7 may be reworded or deleted if it does not apply to your unit.

1. The annual membership dues of this Unit shall be five dollars (\$5.00) above the Department and National per capita for Seniors and one dollar and fifty cents (\$1.50) above the Department and National per capita for Juniors, paid annually or for life.

2. A discount shall be given to Senior members who renew their dues for the following membership year by November 11. The discount, which applies to renewals and not new members, shall be determined by the Executive Committee at a meeting in June. After November 11, the membership dues will revert to the amount which will be five dollars (\$5.00) above the Department and National per capita dues.
3. Membership dues shall be transmitted within ten (10) business days to Department Headquarters in Austin, Texas.
4. A member failing to pay annual dues, which includes the Unit, Department and National assessments by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall be automatically dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member. Payment of back dues will not constitute continuous membership.
5. All in-coming elected members of the Executive Committee are urged to pay their membership dues for the in-coming year within two (2) weeks after being elected.
6. It is important that the Unit foster an appreciation for those members who only want to belong to support the organization and not to attend in-person Unit meetings. They are members with full privileges regardless of how active – or inactive – they are.
7. Honorary Life Membership may be conferred upon outstanding members who support the mission of the American Legion Auxiliary. The criteria is as follows: a) ten years or more of continuous membership; b) active in the programs of the Auxiliary; c) attendance at Unit meetings; d) the ability to take on Unit activities and see them to their completion; and e) leadership. Special note: Honorary Life Memberships may not be transferred from Unit to Unit, Department to Department, or from one member to another member.

#### **VIII. Transfers**

Everything in this section has to stay as you see it.
--

1. No person may, at any time, be a member of more than one (1) Unit.
2. Transfer of membership from one Unit to another shall be upon application of the member to, and acceptance by, the other Unit, in conformity with the National and Department Constitution and Bylaws.

## **IX. Conventions**

This has to stay, but you can add to it.
---

1. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than four weeks prior to the Convention. Following the election, the Certification of Delegates and Alternates for the Department Convention shall be transmitted promptly to Department Headquarters and received at least ten (10) working days prior to the Department Convention.
2. A Unit registration fee of ten dollars (\$10.00) shall accompany the list of Delegates and Alternates mailed to Department Headquarters and must be received at least ten (10) working days prior to the Department Convention.
3. Only Unit delegations in good standing shall be seated at a Department Convention. To be a Unit in good standing, the Unit must: a) have a minimum of ten (10) members with current dues paid and recorded at Department Headquarters two weeks prior to the convening of said convention; and b) be current in their payments of the Christmas Assessment and the Bonding Fee.
4. Delegates and Alternates to District and Division Conventions shall be elected at a Unit meeting duly called for that purpose not less than fifteen (15) days prior to said conventions.
5. The Unit President shall serve as delegation chairman at conventions. If not present, the next highest-ranking officer shall be chairman as outlined in the Unit Guide Book.

## **X. Special Guests**

This may be reworded.
--------------------------

1. Courtesies for special guests and their spouses shall include the Unit, District, Division and Department Presidents and Commanders and other distinguished guests as shall be designated by the Unit Distinguished Guest Chairman.
2. When entertaining an official visitor and party, the Unit shall provide a gift and/or welcome basket if staying overnight; and complimentary tickets to all social functions.

## **XI. Finance**

Number 1 may be reworded. Number 2 is a sample only. Your fiscal year is when you file your IRS 990, which may be different than Department's fiscal year. Check with your Treasurer to find out the deadline. If the deadline is January 15, your fiscal year is the same as Department; if it is May 15, it is a calendar year, January 1 through December 31; and if it is something other than those above, note that the IRS 990 deadlines are always the 15<sup>th</sup> day of the fifth month after the close of your fiscal year. Numbers 3 and 4 are mandatory, which means that motions are not needed to take action. Under number 5, insert an amount. It may also be reworded. Under number 6, change it to show how it is shown in the Bylaws under Duties of Officers, Treasurer. You must have a minimum of three authorized signatures. Number 7, insert an amount. Number 8 may be reworded or deleted if it does not apply to your unit. Under number 9, insert how often you conduct an audit. A unit **MUST** have a minimum of one audit a year. Numbers 10 and 11 protect the unit, so leave them. Number 12 is important because you wouldn't want a member to do something that could cast a bad image on the Auxiliary.

1. All unit funds spent are contingent on funds being available.
2. The fiscal year shall be the same as that of the Department, September 1 through August 31.
3. The Unit's Christmas Assessment, an obligatory payment, shall be promptly submitted to Department Headquarters upon notification of the amount due prior to December 1.
4. The Unit Bonding Fee, an obligatory payment, shall be transmitted promptly to Department Headquarters upon notification of the amount due and no later than when submitting the annual Certification of Officers after the new officer elections.
5. Any funds to be used for Unit functions must be approved by the Executive Committee. Any expenditure for functions in excess of (insert \$) must be approved by the membership. Receipts for all expenditures must be turned into the Treasurer to meet the requirements of the IRS.
6. All checks of the Unit shall be signed by two (2) of four (4) authorized signatures, those being Unit President, Vice President, Secretary, and Treasurer.
7. No more than (insert \$) a month will be allowed for stamps, envelopes, cards, checks and other supplies needed for the administrative work of the Unit.

8. A Memorial Contribution in the amount of (insert \$) shall be made to the American Legion Auxiliary Cancer Research Fund, the VA&R General Rehabilitation Fund, or the Department Education Scholarship Fund upon the death of a member. If a family member of the deceased requests that the Memorial go toward a different Auxiliary program, the request shall be granted.
9. The members of the Audit Committee, with the Treasurer, shall meet (insert quarterly, biannually, or annually) to audit the financial records. The Audit committee chairman shall give a report of their findings at the next regular membership meeting.
10. A Post cannot require a Unit to give them money unless there is a signed agreement stating the terms under which money is to be paid – e.g. rent, contracts for jointly held conferences and such.
11. Any agreement with Post (insert number) shall be in writing and signed by one (1) of the following: Auxiliary President, Secretary or Treasurer AND one of the following: Post Commander, Adjutant or Finance Officer.
12. Any fundraisers held to benefit the Auxiliary, on or off the Post premises, shall be approved by the general membership.

## **XII. Discipline**

Do not change. Even though it is worded in a simpler way, it still lets the unit know where to go if a more formal disciplinary process to address inappropriate behavior is necessary. If you wish, you may “add” the formal disciplinary process that may be found in the Department C&B or the Unit Guide Book. If you decide to include the formal disciplinary process, you will need to delete the sentence below that tells you where to find the formal disciplinary process (#3, 3<sup>rd</sup> paragraph, sentence #2) and insert the formal disciplinary process. In addition, the numbering will have to change. For instance, numbers 4 and 5 would become numbers 6 and 7. Do not change the content of numbers 4 and 5 below, as they protect the unit.

1. In keeping with the best practices of high performing nonprofit organizations, a Unit has the responsibility of developing clearly written governing documents that foster good will by setting standards for conduct and stating the responsibility and manner for addressing inappropriate behavior.

Members are expected to comply with the Unit’s governing documents and behave in such a manner according to the Code of Ethics, which serves as a guide for conduct acceptable within a Unit. They are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility and respect.

2. Member discipline is the responsibility of a Unit, and the Department is the final authority for appeal of a disciplined member.
3. All matters of discipline shall be referred to the Unit President and taken care of by the Unit Executive Committee.

It is suggested that when addressing inappropriate behavior that is contrary to the standards and values of the American Legion Auxiliary, the Unit should first begin with a conversation by informing the member of her inappropriate behavior and listening to her response, as there might be a different perspective. If the member admits that she erred, then ask for her commitment not to continue the inappropriate behavior.

If that is not successful and the Unit sees a continual disregard for the standards of the Auxiliary, then the Unit may need to use a more formal disciplinary process to address the behavior. This disciplinary process may be found in the Department Constitution and Bylaws and in the Unit Guide Book, which is issued by National Headquarters.

4. Neither this Unit nor any member thereof shall publicize something by distributing leaflets or notices to any other Unit or member thereof without the consent of the Unit Executive Committee.
5. No member or group of members shall subject this Unit to liability without authorization of this Unit.

Insert unit name, number and date approved.
--

The Standing Rules were voted on and approved at the regular membership meeting of (insert Unit name and number) on (insert date).

Note that the sentence above MUST be on the same page as all the signatures below.
---

\_\_\_\_\_  
Unit President or Unit Secretary

\_\_\_\_\_  
Unit C&B Chairman

\_\_\_\_\_  
Department C&B Committee Member/Chairman

\_\_\_\_\_  
Date Approved by Dept C&B rep

## **Section 4**

### **RESOLUTIONS**

#### **Resolutions**

##### **What are They?**

A resolution is a main question in a particular form; it is a formally written motion. The resolution is used by organizations as a means of taking a formal stand or position on a matter. It may define an important policy within the scope of the organization's aims and objectives or in relation to policies of other groups with similar objectives.

After adoption, a resolution remains an act of the organization until it is rescinded.

##### **How are Resolutions Developed?**

Most organizations have a policy on how resolutions are to be handled. The resolution carries a certain formality that requires more thought and careful investigation than is likely to occur if submitted directly to the voting body. Hence, policies of most organizations require that resolutions be submitted by or through a resolutions committee.

A resolutions committee can:

1. Help those who propose resolutions to draft them in proper form and terminology.
2. Prevent resolutions from coming before the assembly if they conflict with the policies and objectives of the organization.
3. See that at least two members of the organization have signed the resolution and are prepared to give information regarding it before it is presented for action by the organization.

##### **Resolution Forms**

An Original Main motion presented in resolution form may be expressed in the limits of a single paragraph, or it may be expressed in several paragraphs. That is, the subject matter contained in the motion may be expressed in the limits of a single resolution (single paragraph) or the subject may be presented in several resolutions (several paragraphs) each presented by the word "Resolved."

#### **EXAMPLES**

If offered in the limits of a single resolution, it usually consists of a single sentence similar to the following:

Resolved, That the American Legion Auxiliary contribute the sum  
of \$10,000 to the American Legion Child Welfare Foundation.



## RESOLUTIONS (cont'd)

If it is desired to present more than one proposal on a certain subject, the motion may be subdivided into a series of resolutions (paragraphs), each resolution being preceded by the word “Resolved.” Each paragraph is meant for separate divisions of the proposition, or the separate resolutions, and may be similar to the following:

Resolved, That the convention of this organization be extended through Friday of the convention week.

Resolved, That convention plans be made to allow time for necessary business and extended opportunities for training and education through workshops.

If it is desired to give the reasons for the resolution being presented, these may be stated in a “preamble.”

The preamble is the introduction to the resolution and begins with the word “Whereas.” There may be as many paragraphs beginning with the word “Whereas” as is necessary to outline the principle points as to why the resolution(s) is presented. The preamble, regardless of the paragraphs used to present it, should never contain a period.

Each of its paragraphs should close with a semicolon, followed by the word “and” and the last paragraph should close with a semicolon, after which the words “therefore” or “therefore be it” are added.

The preamble is followed by the word “Resolved” which precedes the statement of action to be taken. There may be as many paragraphs beginning with the word “Resolved” as is necessary to complete the proposition to the convention assembly.

### EXAMPLE

Whereas, Annual conventions are constantly growing in attendance; and

Whereas, Delegates attending conventions recently have requested more educational features for the benefit of all in attendance; and

Whereas, Business meetings of such a large and growing organization necessarily consume time for proper consideration; therefore be it

Resolved, That the annual convention be extended through Friday of the convention week; and

Resolved, That convention plans be made to allow time for necessary business and extended opportunities for training and education through workshops.

## SAMPLE RESOLUTION

For consideration at the district convention Submitted by:  
Sample Unit in the District  
Subject Adopt a Service member's Family  
Date: July 4, 2016

Whereas, Part of the mission of the American Legion Auxiliary is to "honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad," and our national president has asked members to focus on that mission in our units this year; and

Whereas, The families of our military service personnel also sacrifice much, and they have special needs that can and should be assisted with by members of The American Legion Family; and

Whereas, Military families can be found in all our communities; now be it,

Resolved, That the units in our district will adopt at least one family of a veteran or currently serving military person and work this year to help that family in any way the unit is capable; and be it further

Resolved, That the units will report their activities at the next district meeting.

-----

Convention Action: (circle one)

Approved

Rejected

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SPEECHES AND PRESENTATIONS

1. Have something to say! Pick a definite topic, and research it. Organize your main points.
2. Know your audience. Know their interests, check on previous programs, and determine the occasion.
3. Be comfortable - relax. Don't lean on the podium while speaking.
4. Develop your subject smoothly. State the main points clearly. Illustrate, and emphasize the points you want the audience to remember. Be brief.
5. Maintain a high interest level. **Be enthusiastic!** Keep good eye contact. Use voice inflection, pauses, and gestures.
6. Keep your talk around 20 minutes - but no longer than half an hour.
7. Have speeches triple spaced, using large type.
8. Underline your key points.
9. Don't carry sentences from one page to another. Don't staple pages together.
10. Leave a large margin on the left side for your last minute notes or directions, i.e. smile, emphasize this point, and add a joke here.
11. Avoid Legion jargon and acronyms - keep it simple, concise, and conversational.
12. Remember that when you are called upon to speak, you are in control of your effort. It takes some time, but you can handle the challenge. Just be sure to prepare in advance, keep a positive attitude, and show enthusiasm.
13. Tell the American Legion Auxiliary story in the dynamic way only **your** experience can express.
14. Always, Always – Be on Time. Do not allow the host to wonder if you will be there. Allow yourself time to mingle, relax and prepare your seating area before the meeting begins.
15. There is nothing more boring than a speaker that does not project her voice and can't be heard. And if she also doesn't look up from her text at her audience – this will result in no one listening. We are volunteers and should not be bored. Interject enthusiasm, humor and fun – look at the audience.

## PROPER MEETING ETIQUETTE

There are accepted rules of meeting protocol which are a part of a well-run meeting. While these rules may seem overly formal, their usage contributes greatly toward a professionally-conducted meeting.

### The Chair

1. The Chair stands *behind* a lectern and *on* a podium. Stand when appropriate and be careful if the table has no skirt.
2. Follow an agenda. Create an agenda and make sure you distribute to all participants beforehand. Stick to only what is on the agenda.
3. Try not to take a pen or pencil to the lectern, unless you have to make changes to the agenda as printed. They are unneeded and will be distracting to the audience if you hold them in your hand.
4. Do not wear or carry a cell phone or pager at the lectern.
5. Conduct yourself professionally. Demonstrate your knowledge and understanding.
6. You should be poised, polite and polished. Don't curse and don't use slang.
7. Smile naturally. Your facial expression says more than your words.
8. The Chair should try NOT to leave the lectern unattended. Always wait at the lectern until the next speaker arrives. Say a few words of greeting and shake his/her hand (or whatever is appropriate) before walking away.
9. When speaking more informally to the audience in front of the lectern, the Chair and/or Speaker should be sure to move back behind it when finished.
10. Whenever anyone is called to come to the lectern, the Chair should lead the applause for the person from the moment (s)he rises from his/her seat until (s)he reaches the lectern. This helps create a welcoming environment for anyone coming up to the lectern. Wait until your replacement arrives before leaving the lectern.
11. Pay attention to names when you meet new people. It is all too common to be thinking about what you are going to say next and not focus on the other person. If you concentrate and repeat the name as soon as you hear it, you stand a better chance of remembering it later.
12. Set a time limit for the meeting and end on time!
13. Do not rush out – make time to thank everyone for coming.
14. Dress appropriately

**Attendees (includes everyone in the room and at the podium)**

1. Dress professionally for the meeting.
2. Be punctual, or even better, arrive a little early. If this is not possible, arrive at the scheduled time at the latest. But don't be late! If you arrive late, step in quickly and quietly while taking your seat. The less interruption you create the better.
3. If there is an established seating pattern, accept it. If you are unsure, ask.
4. Focus and make eye contact with the speaker 80-90% of the time. Looking at people says you are focused and interested in them. If you are staring off somewhere else, you may appear to lack interest in what is being said.
5. Be courteous to the person who has the floor and listen attentively. Don't text messages, check emails, surf the Internet, apply makeup, comb your hair, clip your nails, etc. This is not the right place.
6. Silence your phone so you don't serenade others with your ring tone in the middle of the meeting. If possible, hide a yawn; and do not chew gum. This is distracting and very disrespectful to everyone in the room.
7. Keep your eyes on whoever is speaking and take notes if you feel a need to do something with your hands. Do not "fiddle" with your purse or bags, tap your fingers, or play with your pen, as it distracts those around you.
8. Come prepared with pen and paper. Don't expect others to fill you in during or after the meeting.
9. Don't interrupt the speaker unless he/she has encouraged open dialogue throughout the meeting. Don't interrupt other attendees either.
10. Be brief when speaking and make sure what you say is relevant.
11. Don't talk during a meeting with the person sitting near to you. This is disruptive to other attendees and inconsiderate of the speaker.
12. When asking a question, raise your hand. Don't just blurt out your question. Hold your questions until the end of the meeting or other specified time.
13. Don't ask long questions. Break them into several questions and make sure you only ask one question at a time.
14. Listen carefully as the speaker is addressing the attendees' questions and the answers provided. You surely don't want to ask a question that has already been asked and answered unless you need further clarification. If your situation is unique and would not interest anyone else, save the question for the conclusion. You can send a note to the speaker that you have another question to ask before he/she leaves.
15. Attend the entire meeting. Leaving early is only acceptable if it is absolutely necessary or you have prior permission. Bear in mind that leaving earlier is disruptive to other attendees and inconsiderate to the speaker.
16. Don't divulge information to others about a meeting that is not open to everyone. In this instance, what has been discussed should be considered as confidential.

## **PUBLIC RELATIONS**

### **WORKING WITH THE MEDIA**

Using the media effectively is an excellent way to promote projects and educate the public about our mission. By putting effort into media outreach, you can reach thousands of people instantly.

#### **Publicity can....**

- help recruit new volunteers
- attract potential donors
- recognize hard working volunteers
- develop media relationships that will help in the future

#### **Compile a Media Contact List and include:**

- Local and regional newspapers and magazines
- Local television
- Cable TV
- Radio Stations
- Wire services (i.e. Associated Press & Reuters)
- Special-interest media
  - ethnic publications
  - college & community newspapers
  - church bulletins
  - corporate and community newsletters

Most libraries have media directories that you can use; State commission or state offices can also be helpful.

Keep up with local TV and Newspaper coverage to IDENTIFY REPORTERS who cover community issues and columnists that might be interested in our efforts.

#### **Develop a Pitch....**

A few words that will convince the media that your story is:

Interesting

Timely

Newsworthy

Reinforce this message in your

Media advisory

Press release

Interviews

## **MATERIALS AND REFERENCES**

- American Legion Auxiliary Unit Guide Book
- Unit Management Guide
- Junior Activities Guide Book
- American Legion Auxiliary National Constitution and Bylaws
- American Legion Auxiliary Department of Texas Constitution, Bylaws and Standing Rules
- District Policies
- Unit Constitution, Bylaws and Standing Rules
- Preamble to the Constitution of the American Legion Auxiliary
- The Flag Code
- Let's Be Proper
- Parliamentary Procedure
- Let's Be Right on Flag Etiquette
- A Guide to Guest Protocol
- American Legion Auxiliary Public Relations Handbook
- Membership Applications
- Bond Fee Form
- Roberts Rules of Order (newly revised)
- List of Officers and Committee Members
- American Legion Auxiliary Magazine
- Guide for Volunteers

## **WEBSITES OF INTEREST**

American Legion Auxiliary National Website	<a href="http://www.alaforveterans.org">www.alaforveterans.org</a>
American Legion Auxiliary Department of Texas Website	<a href="http://www.alatexas.org">www.alatexas.org</a>
The American Legion National Website	<a href="http://www.legion.org">www.legion.org</a>
The American Legion Department of Texas Website	<a href="http://www.txlegion.org">www.txlegion.org</a>
Sons of The American Legion Texas Website	<a href="http://www.saltexas.org">www.saltexas.org</a>
American Legion Flag and Emblem Website	<a href="http://emblem.legion.org">emblem.legion.org</a>
American Legion Auxiliary Public Relations Committee Texas Website	<a href="http://www.orgsites.com/tx/alatxpr">www.orgsites.com/tx/alatxpr</a>
Advice for More Productive Meetings Website	<a href="http://www.effectivemeetings.com">www.effectivemeetings.com</a>
Attitude, Motivation, Initiative, Service Website	<a href="http://www.leadershipnow.com">www.leadershipnow.com</a>
National Association of Parliamentarians Website	<a href="http://www.parliamentarians.org">www.parliamentarians.org</a>

## **RESOURCES – Other**

- Junior Leadership Correspondence Course
- Senior Leadership Correspondence Course

## **Section 5 Texas Traditions**

### **Why We Don't Walk Between the Colors**

#### **This is Hallowed Ground**




Between these flags that proudly fly  
Let no man dare to stand,  
For here our fallen comrades lie,  
We call it Hallowed Ground.  
A symbol, yes, but mark it well;  
Here let us ever humbly pause  
In memory of the lads who fell  
In fighting for our sacred cause.

On sea or land these buddies died.  
Some lie beneath a foreign sod  
In graves caressed by winds and tide,  
In spots unknown to all but God.  
And so, this place is hallowed ground.  
And it shall be forever blest  
As though it were a grassy mound  
Beneath which gallant heroes rest.



Be ever watchful, Legionnaire,  
Of those two flags which signify  
That we should guard this spot with care  
Where our departed comrades lie.  
And, if a man should dare to tread  
This spot where lie our gallant brave,  
He desecrates those noble dead  
As though he walked upon their grave.

*("Breaking the Colors" is not a violation of the United States Flag Code. American Legion protocol and tradition in Texas have developed a meaningful custom in which one does not "walk between, reach between, lean between, or stand between" the American Flag and the Legion or Auxiliary Banner. This custom of preserving "Hallowed Ground" shows honor and respect to our fallen veterans. This is strictly a Texas American Legion and Auxiliary tradition.*

 **BEE AWARE** It is completely inappropriate to chastise someone (especially publicly) for reaching between the colors. This is a *Texas* Tradition and not a rule





DIVISION I	DIVISION II	DIVISION III	DIVISION IV
Districts	Districts	Districts	Districts
1	2	9	16
3	6	10	17
4	7	14	18
5	8	15	19
12	11	20	21
13	22		

<b>TEXAS ALA YEAR AT A GLANCE</b>		
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 <b>May 1!</b> 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 June 14 (1175) U.S. Army Birthday 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	Patriot's Day September 11 September 18 (1947) U.S. Airforce Birthday 3rd Friday POW/MIA Day ~ Constitution Week Department Executive Committee meeting in Austin
October	EDUCATION MONTH	Mail in CHRISTMAS ASSESSMENT October 13 (1775) U.S. Navy Birthday {abolished February 1781, reinstated September 1781} MAIL IN CHRISTMAS ASSESSMENT Veterans Creative Arts Festival ~ Make a Difference Day
November	MEMBERSHIP MONTH	November 10 (1775) U.S. Marine Corps Birthday Veterans Day ~ ALA Birthday ~ American Education Week National Family Week ~ Thanksgiving Contact members and work renewals!
December	VETERANS AFFAIRS & REHABILITATION MONTH	December 7 <sup>th</sup> Pearl Harbor Day December 16 (1636) National Guard Birthday 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

		February 4 USO Birthday
March	COMMUNITY SERVICE MONTH	March 13 K9 Veterans Day The American Legion Birthday 15th - 17 <sup>th</sup> March 29 Vietnam Veterans Day 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 2016-2017 Leadership Team

## TEXAS HOSPITALITY

*A quote to make this task easier:*

*“Treat your guest like you would treat a guest in your own home”*

### **Invitations:**

1. Write or call your guest or speaker as soon as you have decided on your program. If you call, follow up with a written confirmation. Advise all invited guests of their particular function at the meeting. (If the Department President is your guest, she should be the one to make the principle address.) Include a brief outline of the tentative program. Do not invite nor plan for multiple “Guest Speakers” – that honor should be reserved for the highest office of invited guests.

Remember that the attendees do not desire to sit for hours listening to one speaker after another. Be courteous to your attendees as well.

2. Let your guest know the time allocated for his or her speech or remarks, the time the meeting will start, and the probable time of adjournment. Never expect a speech from your guest without adequate preparation and advance notice.

A past Department President attended a convention with her husband, who was the Legion Guest Speaker. She was seated with him at the head table when the Presiding President leaned over during the banquet and said, “By the way, you are my guest speaker.” Terribly rude and inconsiderate!

3. Find out if your guest would like to be excused early, as they may have other commitments and not wish to stay for the business or entertainment part of the meeting.
4. Request confirmation and ask for material that may be used for advance publicity or for use in introducing them. Ask if they object to being interviewed by the press or photographed.
5. Tell them whether or not a question and answer period is planned following their talk.
6. Give your guest or speaker some idea of what you would like them to talk about.
7. Let your guest know the type of meeting, i.e. dinner, luncheon, breakfast, semiformal, formal or business casual, etc.
8. Let them know in writing the place of the meeting, including the address and directions on how to get to the meeting room.
9. If the trip necessitates an overnight stay, suggest the type of accommodations available. If they inform you that they plan to spend the night, make the reservation for them. Determine if transportation will be needed for the guest and make the necessary arrangements to ensure that this is provided.

## TEXAS HOSPITALITY (cont'd)

### Nightmares to avoid by proper planning:

- A. A hotel location was changed and guest was not notified. Upon arrival, hotel informed guest of the change. When guest arrived at new hotel, it was not a proper place to house a Department President. Be careful of accommodations.
  - B. Sometimes the hotel will charge the guest for the room even though it has been pre-paid by the Unit. Know whom you are dealing with at the hotel and make sure they understand and convey to the person that will be on duty when the guest arrives.
  - C. A fruit basket meant for the guest was delivered to the wrong room. The person that received the basket would not give it back so the Unit's guest was left without the courtesy of a welcome basket.
  - D. A Department President arrived at a District Convention to learn they were having a Western night and another time it was a Luau. Both times, with advance notice the President would have brought appropriate clothes and would have felt more comfortable.
  - E. Don't involve your guest in internal Unit problems or personality conflicts!
- 10. Let your guests know who will escort them and for whom to ask upon their arrival. If possible, tell them who will introduce them. Send them a copy of the program.
  - 11. A day or two before the meeting, call your guests to remind them of the upcoming program.
  - 12. If tickets are needed for your guests, see that complimentary tickets are provided in advance. They should never be asked to pay a registration fee or asked to purchase a raffle ticket.

### Registration:

- 1. Be sure your registration table members know who Distinguished guests are and if possible recognizes them. Do NOT charge registration to guests, their traveling companions, aides, etc.. (It is helpful to have a Department Blue Book handy for reference.)

### Escort Procedures:

- 1. The Guest of Honor is always escorted alone.
- 2. The assembly rises, at the direction of the presiding officer, for the highest-ranking distinguished guest (National President, Department President, Division or District President).
- 3. The Distinguished Guest Chairman presents each guest to the presiding officer separately, until all are presented.
- 4. The Distinguished Guest Chairman, Sergeant-at-Arms, and others who escort the guests should retire to the rear of the room.



**BEE AWARE** If the guest is unknown to the Convention body, the Guest Chairman will *introduce* them, if they are well known then the Guest Chairman, will *present* them.

## TEXAS HOSPITALITY (cont'd)

5. The presiding officer then presents the guests to the assembly:
  - a. If the guests are to speak, start with the lowest ranking. The last words the assembly should hear are from the highest-ranking guest.
  - b. If the guests are not going to speak, present the highest-ranking guest first.

### **Introductions:**


1. **Introduce** one not known to the assembly.
2. **Present** one already known to the group.
3. Introduction or presentation of honored guests should be gracious, but short. The higher the office, the shorter the introduction.
4. The President always introduces or presents National, Department, Division or District Officers and Chairmen when they are visiting a meeting.
5. The membership rises in recognition of a National, Department, Division, or District Officer as introduced.
6. When introducing or presenting a speaker, be sure to use correct names and titles. Identify the speaker; give qualifications through a brief history or biography; and last of all, give the speaker's complete name while facing the audience. Then turn to the person being introduced, and repeat the name only (this is the speaker's cue to rise). You lead the applause, and then are seated.
7. When the speaker concludes, you as host rise and thank them. If a gift is to be presented, do it at this time.

### **Dining:**

Guests are asked to be served or to go through the buffet line FIRST. "Suppose you invited guests to your home...would you and your family eat first and then let your guest eat last?" Of course not and yet, we see this take place at Post/Unit functions.

### **Appreciation:**

Always tell the guest speaker how much the speech was enjoyed and thank her for coming to the convention. Not just the President but all the members should express their appreciation to the guest for taking the time to attend and share her thoughts and experiences with the members and attendees.

 **BEE AWARE: The Unit President should always confirm with the guest OR guest chairman to make sure that everyone has the itinerary for any and all events the guest will be attending including times and attire.**

## TEXAS TIDBITS

### Stage Presence:

When escorting someone, use your right arm. Auxiliary Members do not need to pause at the flag unless escorted by or escorting a Legionnaire, S.A.L. or a member of the military. They salute the flag so you pause with them. Otherwise it is not necessary to pause. It is not inappropriate but is not necessary.

Texas Tradition dictates that we approach the stage on the left and exit the stage on the right. Some states do the opposite, National goes up and down both ways.

### Terminology:

Officers with whom you serve are not “my secretary” or “my officers.” They should be referred to as the “Unit Secretary” or the “District Chaplain.” Each officer belongs to the organization, not to any one person.

We are not the “Ladies Auxiliary;” we are not “The Ladies” – we are The American Legion Auxiliary and so chartered by the US Congress. Be proud of the name and use it correctly. When the room is all members, just saying “the Auxiliary” is fine.

As a member of the American Legion Auxiliary, you are NOT a member of “POST 222.” You are a member of “**UNIT** 222.” Exception would be for a dual Legion/Auxiliary member. Remember: The Legion is the “POST;” the Auxiliary is the “UNIT;” and the S.A.L. is the “SQUADRON.”

It is Sergeant-AT-Arms – not Sergeant-OF-Arms.

There is only one “Madam President” in a meeting – she is the presiding officer. Other past-presidents or other current presidents are “President” but only ONE “Madam President at every meeting!”

When announcing names from the podium, when possible check with the person before the meeting for correct pronunciation and then write it down phonetically. If you do not have the chance to prepare this in advance, just do your best and continue without stopping to apologize for every difficult name. Also, be sure the names are spelled correctly in the program!

It is **not** “I MAKE A MOTION.” It is “I **MOVE** to...” If the meeting is outside your unit, always identify yourself first and give your unit number. Additionally, if a motion is made from a committee, a second is not necessary.

When announcing awards, you should not announce “and the winner is “Harold L. Gregory Unit 626.” Most of the audience has no idea who or where that unit is located. It is better to say “and the winner is Unit 626 of Fort Worth.”

While speaking, if you choose to use an abbreviation or initials or acronym (VAVS, R2R, AEF, etc.), be sure to explain or define it the first time for those who are unfamiliar with it.



## **TEXAS TIDBITS (cont'd)**

### **Introductions:**

If the person is known to most of the audience – you PRESENT them. If the person is unknown to most of the audience – you INTRODUCE them.

If the distinguished guest is being introduced but it is not time for her speech – she is introduced FIRST. If everyone is being introduced and that is followed by your guest speaker's remarks, she is introduced LAST.

### **Corrections:**

DO NOT, and this must be emphasized, do NOT correct anyone in the presence of others. Take them aside later and kindly explain the correct way. Tact is more important than talent. Advise but don't criticize. Praise people for their help and acknowledge their efforts in front of everyone. This will keep members active and involved.

Members are more important than rules!

### **Efficiency:**

Have you been to a meeting or convention and the president calls out a name, "Will the Sgt.-at-Arms please escort Maggie Smith to the podium." A certificate is read, handed to Maggie, she is congratulated, receives applause, and then she is escorted back to her seat. Then the president says, "Will the Sgt.-at-Arms please escort Agnes Jones to the podium" and a similar certificate is presented to Agnes... There are 15 of these to present.

It is less time consuming and less boring to the audience and less tiring on the Sgt.-at-Arms to say, "Sgt.-at-Arms, please line up the following members on my right; read all the names; they are all escorted at one time, each person is presented their certificate, and they are all escorted back to their seats after applause.

### **Impressions:**

When you are traveling and representing the American Legion Auxiliary at a hotel or convention center, your behavior and good manners are a reflection on our organization. Be kind, Be understanding, Be a Lady. Leave a positive impression that will last.

Think of CORA in everything you do:

**C** – for Common Courtesy

**O** – for thinking of Others

**R** – for Respecting everyone

**A** – not sometimes but Always

This section (and portions of others) are courtesy of Past Department President Marian Odell. "Thank you, Mrs. Odell, for sharing your wisdom and experience with the Unit Management Guide."



## Past Department Presidents *Mottos and Membership Themes*

2015-2016	<b>Paula Raney</b>	“Never Forget, Be the Light” “Taking Care of Membership” Elephant pin
2014-2015	<b>Donna Miller</b>	“With the Beat We Can Achieve Everything” “Rock and Roll to The Top for Our Veterans and Membership” (Musical Instruments pin)
2013 – 2014	<b>Christine Trahan</b>	“Together We Can Make a Difference” “Jitterbug Across Texas for Our Veterans and Membership” (Rosie pin)
2012 – 2013	<b>Marty Peters</b>	“Serving with a Song in our Hearts” “ALA Hearts growing in Harmony” (heart pin)
2011 – 2012	<b>Mary Lee Waddell</b>	“Celebrating Our Veterans and Freedom” “Riding the Wave of Freedom” (seashell pin)
2010 – 2011	<b>Diana King</b>	“Be a Star in Someone’s Life” “ALA Goes Hollywood” (star pin)
2009 – 2010	<b>Barbara Kundert</b>	“Veterans & Volunteers” “Happy Trails...Make a Path for Others to Follow” (horse racing pin)
2008 – 2009	<b>Mickie Prendergast</b>	“Serving our Veteran Warriors Through the USO” “The Wonderful Patriotic World of Auxiliary” (patriotic Mickey Mouse pin)
2007 – 2008	<b>Charlie Dew</b>	“Believe” “The Texas 500 Racing to Membership” (TAMCAR – Texas, Auxiliary, Membership, Competition, Auto Race)
2006 – 2007	<b>Robbi Ruppert</b>	“To Inspire, To Achieve” “The Treasures of Texas, The Lone Star State”
2005 – 2006	<b>Gayle Simpson</b>	“Make a Difference - Veterans & Auxiliary Programs Need You” “Casting to Take the Bait for Netting Auxiliary Members”(gone fishing pin)
2004 – 2005	<b>Vicki Pollard</b>	“Texas Auxiliary Members Stand Tall for Their Veterans” “Home Runs Make Texas Auxiliary Members Hum” (baseball and humming bird pin)
2003 – 2004	<b>Lynda Horton-Turk</b>	“Texas Angels Have Big Hearts for Veterans” “Cowgirl Angel’s Wild West Show & Rodeo” (cowgirl angel pin)
2002 – 2003	<b>Nina Swink</b>	“Believe and Achieve with Enthusiasm” “Country Hearts Go for the Goal (Gold) with Texas Fireworks” (fireworks, poppies & peppers) (pepper pin)
2001 – 2002	<b>Betty Rohan</b>	“There’s Magic in the Wind” (wind mills pin)
2000 – 2001	<b>Shirley Hill</b>	“Pioneering the 21 <sup>st</sup> Century” (covered wagon pin)
1999 – 2000	<b>Rosie Cherry</b>	“ALA Texas Lighting the Way into the Future” “You Light Up My Life” (lighthouse and wildflowers pin)
1998 – 1999	<b>Barbara Koricanek</b>	“Devotion to God and Country..... A Reach for Success” “Hugs Across Texas (angel pin)
1997 – 1998	<b>Pat Wanoreck</b>	“Patriotism..... Practice it, Teach it, and Pass it On” “Under the Big Top” (clown pin)
1996 – 1997	<b>Elsie Edgett</b>	“Texas Takes it All the Way to Broadway” (Broadway marquee & carousel pin)
1995 – 1996	<b>Blanche Habeck</b>	“Liberty & Freedom for All” (roadrunner pin)
1994 – 1995	<b>Marie Pickett</b>	“Winds of Yesterday – Keys to Tomorrow” (picket fence and key pin)
1993 – 1994	<b>Carlene Ashworth</b>	“Aim for the Stars” (rocket pin)
1992 – 1993	<b>Marian Odell</b>	“Deal Me In, Everybody is Happy” (smiley face pin)

1991 – 1992	<b>Carylon Trahan</b>	"United We Stand - To Forge a New Frontier" ( <i>crawfish pin</i> )
1990 – 1991	<b>Ruby Flannery</b>	"Deposits for the Future" ( <i>ruby jewel star pin</i> )
1989 – 1990	<b>Beverly Huston</b>	"Rainbows Over Texas" ( <i>rainbow Texas charm</i> ) *
1988 – 1989	<b>Bea Fuhrman</b>	"Polish Your Image" ( <i>mirror charm</i> )
1987 – 1988	<b>Katherine Morris</b>	"Every Heart Beats True for the Red, White & Blue" ( <i>flag w/heart charm</i> )
1986 – 1987	<b>Marie Gregory</b>	"Soar to the Summit" ( <i>bird charm</i> )
1985 – 1986	<b>Joyce Satterfield</b>	"Waltz Across Texas" ( <i>dancing girl charm</i> )
1984 – 1985	<b>Jane Schultz</b>	( <i>flower charm</i> )
1983 – 1984	<b>Wanda Konkell</b>	"Hop into Action" ( <i>frog charm</i> )
1982 – 1983	<b>Shirley Ott</b>	"Texas Western Heritage" ( <i>spur charm</i> )
1981 – 1982	<b>Mary Lahaie</b>	"Mary's Music Makers" ( <i>musical notes charm</i> )
1980 – 1981	<b>Helen Holcomb</b>	"Higher Heights with Helen" ( <i>hard hat charm</i> )
1979 – 1980	<b>Eris Routon</b>	"Set Sail on the Sea of Membership" ( <i>ship charm</i> )
1978 – 1979	<b>Emma Anderson</b>	"Busy Bees in Service" ( <i>bee charm</i> )
1977 – 1978	<b>Martha Douglas</b>	
1976 – 1977	<b>Verda Mae Wheeler</b>	"Onward and Forward"
1975 – 1976	<b>Mrs. Henry Rodriquez</b>	"Pride in Working Together"
1974 – 1975	<b>Wanda Potter</b>	"Pearls of Membership" ( <i>mermaid charm</i> )
1973 – 1974	<b>Nancye Whitson</b>	"Hands in Service"
1972 – 1973	<b>Martha Philebar</b>	"Digging for Membership" ( <i>rock charm</i> )
1971 – 1972	<b>Dr. Theo Hill</b>	"The Texas Stars"
1970 – 1971	<b>Goldie Bewley</b>	"Travel Time 9 Months - Wheels of Progress"
1969 – 1970	<b>Dottie Mann</b>	"The Auxiliary Looks Ahead" ( <i>roadrunner charm</i> )
1968 – 1969	<b>Myra Hester</b>	"The Golden Years" - Myra Rings the Bell
1967 – 1968	<b>Lee Flack</b>	"The Banner Year" ( <i>tri banner charm</i> )
1966 – 1967	<b>Mary Flynt</b>	"Leadership – Training Emphasized"
1965 – 1966	<b>Mrs. J.D. Furgeson</b>	"Footsteps in the Sands of Time"
1964 – 1965	<b>Pinky Matthews</b>	"From the Past Comes the Future"
1963 – 1964	<b>Dorothy Cooper</b>	"Under the Big Top" ( <i>circus charm</i> )
1962 – 1963	<b>Ione Kubby</b>	"Americanism and Service"
1961 – 1962	<b>Mrs. Otis Aaron</b>	"Americanism – Increase Membership"
1960 – 1961	<b>Cleo Downey</b>	"Weigh Our Responsibilities" ( <i>scale charm</i> )
1959 – 1960	<b>Agnes George</b>	"Know and Grow" ( <i>Book of Knowledge charm</i> )
1958 – 1959	<b>Annie Mae Hardage</b>	"For God and Country" ( <i>oil well charm</i> )
1957 – 1958	<b>Virginia Newell</b>	"Bells Over Texas"
1956 – 1957	<b>Agnes Smithers</b>	"Bonds of Service"
1955 – 1956	<b>Maurine Martin</b>	"Yellow Rose of Texas"
1954 - 1955	<b>D. Anderson</b>	"Lighting the Stars of Service"
1953 – 1954	<b>L. White</b>	"Humility of Service"
1952 – 1953	<b>Marian Blieden</b>	"Service Unlimited - Cover All Bases" ( <i>baseball charm</i> )
1951 – 1952	<b>Schaflattie</b>	"Mantle of Service"
1950 – 1951	<b>Minnie Lyle</b>	"God & Country"

\* Prior to 1990, the Department President "pins" were charms.

# To The Auxiliary

Words and Music by  
RICHARD FEINER

Tempo di marcia

(Bugle Call)

Aux - il - iar - y  
Aux - il - iar - y

of the Le - gion to thee we lend re - frain  
of the Le - gion we hail you one and all

Where - e'er you be in the na - tion In wis - dom  
From coast to coast through the na - tion We'll heed your

may you reign; Car - ry on and strive to keep at your com -  
beck and call; We or - dain our - selves to share with - out pre -

B $\flat$   
B $\flat$  dim. C m7  
F7 C m7 F7 A $\flat$ 7  
C m7 F7 B $\flat$  B $\flat$ 7 E $\flat$

mand tense Jus - tice, free - dom, de - moc - ra - cy and help - ing hand; Aux -  
 Ser - vice friend - ship, sin - cer - i - ty, ben - e - vo - lence; Aux -

il - iar - y of the Le - gion our task is not in  
 il - iar - y of the Le - gion we pledge our hearts to

vain Ev - er loy - al we will be, Le - gion and Aux - il - iar - y To the  
 you Ev - er faith - ful we will be, Le - gion and Aux - il - iar - y To the

Red and White and Blue Aux - il - iar - Blue

*[Tacet]*

*f*

**Guitar Chords:** C7, F7, Bb, G7, Cmi, G7, Cmi, Ebmi6, Bb, Bb+, Gmi, C7, F7, 1 Bb, F7, 2 Bb.

## ALA ACRONYMS

Acronym	Complete Description
<b>AEF</b>	Auxiliary Emergency Fund
<b>ALA</b>	American Legion Auxiliary
<b>C&amp;B</b>	Constitution and Bylaws
<b>DEC</b>	District or Department Executive Committee
<b>NEC</b>	National Executive Committee
<b>PDP</b>	Past Department President
<b>PPP</b>	Past Presidents Parley
<b>PR</b>	Public Relations
<b>SAL</b>	Sons of The American Legion
<b>TAL</b>	The American Legion
<b>VA&amp;R</b>	Veterans Affairs and Rehabilitation
<b>VAMC</b>	Veterans Administration Medical Center
<b>VAVS</b>	Veterans Affairs Voluntary Services

## INFORMATION FROM ALA NATIONAL HEADQUARTERS

### Unit Meeting Terminology (as printed in the National Program Action Plan)

**Call to Order:** The presiding officer first calls the meeting to order.

**Reading of the Minutes:** The president asks the secretary to read the minutes of the previous regular meeting. If special meetings have been held, these minutes should be acted upon after the regular ones. The presiding officer asks for any corrections or additions to the minutes, she then declares the minutes “**approved as read**” or “**approved as corrected**” if any corrections have been made. The minutes can also be distributed ahead of time and adopted without a full reading.

**Statement of the Treasurer:** After the reading of the report by the treasurer, the report is entered into the minutes and filed for audit. At the annual meeting the annual report is read, and the auditor’s report is read. The report of the auditor including the treasurer’s report is accepted.

**Reading of Communications:** The secretary reads all communications from the department and national headquarters, local organization notices and matters of general interest. Any action, which may arise from the reading, is deferred until unfinished business or new business is considered.

**Unfinished Business:** Any business postponed from the previous meeting or any matter introduced at the meeting on which action of the unit was deferred is unfinished business. The secretary from the minutes of the last meeting prepares a list of such unfinished business for the presiding officer. Only when the unfinished business has been disposed of, may new business be brought forward, unless the regular order of business has been modified by vote of the members present.

**New Business:** Any business brought forward for the first time.



**Announcements:** The date of the next meeting or special event is announced. If a social hour is to follow, this should be announced at this time. Program: The president asks the program chairman to take charge.

**Closing Prayer:** The president asks the chaplain to offer the closing prayer.

**Charge:** The president states, "Till we meet again let us remember that our obligation to our country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the community, state and nation be ever a main objective of the American Legion Auxiliary and its members. Let us ever be watchful of our organization and ourselves, that nothing shall swerve us from the path of Justice, Freedom, Loyalty and Democracy."

**Adjournment:** The president states, "If there is no further business to come before this meeting, the meeting is adjourned."

**Retirement of the Colors:** The color bearers will retire the Colors (Optional). If colors are not retired the president should say, "Colors in place, hand salute."

## HOW TO CONDUCT A UNIT MEETING (as printed in the National Program Action Plan)

The manner in which a unit meeting is conducted has a great bearing on its success or failure. Unless a meeting is well planned, intelligently conducted, and subjects are presented and discussed interestingly, members cannot be expected to be faithful in attendance. Routine business should be transacted in an efficient manner, yet the opportunity should be presented for active participation of members in the program. It is most important that unit elections and all unit business be conducted in accordance with unit bylaws, the current edition of "Roberts Rules of Order, Newly Revised," and department and national constitution and bylaws.

All unit presidents must remember ***to be impartial while presiding and not participate in discussion***. The majority vote rules, but the minority has the right to be heard. Committee members and officers may transact detailed business and should only bring important matters before the unit for decision. Special monthly activities should be stressed, and district and department officers, as well as local speakers, should be asked to add interest to the programs. Variety should be introduced in music and entertainment.

The President as Presiding Officer

- Calls the meeting to order at the designated time and, if a quorum is present, proceeds with necessary business.

- Preserves order throughout the meeting.

- Follows the accepted order of business.

- Refers to herself as "the Chair."

- Decides parliamentary questions. ***The president states the motion clearly after it has been seconded and before allowing discussion.***

- Takes no part in any discussion while presiding; refrains from expressing a personal opinion on questions before the house; avoids all personal bias when giving information to the organization.

- Calls upon the vice president to preside if she wishes to speak on a motion or leave the chair.

Remains out of chair until the vote on the pending motion is taken.

- May vote according to local bylaws.

- Recognizes a member who has not spoken previously on the question in preference to one who has spoken.

## ***The following “How To Guides” are from the National 2016-2017 Programs Action Plan:***

### **HOW TO MAKE VIDEOS FOR SUBMISSION TO THE ALA YOUTUBE CHANNEL :**

Ever want to learn how to make videos? Here is how you can get started using the smartphone in your pocket. How to make videos: recording options

- Capture video with a camcorder. If you want the highest quality video footage, nothing beats a camcorder or a good digital camera's video recorder. Aside from high-definition (HD) quality images, you have more flexibility for making your footage look professional. You can use a tripod, for example, to minimize shakiness when tracking objects over a wide area.
- Capture video with a smartphone. Most new smartphone models can be used to shoot video in HD. It's the perfect device for capturing spontaneous moments, or when a camcorder is simply too inconvenient. One thing to remember when shooting video with a smartphone: turn your phone to landscape orientation. It's natural to hold your smartphone in the vertical position, but that's deadly for videos. Tips to making a good video for the web Regardless of which device you plan to use to capture video there are a few things you should keep in mind when shooting video:
  - Frame your shots: If you're serious about creating compelling content, then think about how you're going to craft your footage. Try to frame your video shots just as you would a photograph. To create some interest when you make a video, consider keeping the main subject out of the center of the frame by using the rule of thirds.
  - Break up the footage: Add some variety to your video by changing the point of view. Even if your video is an interview of someone, try shooting the answer to one question in one position and then shoot the person answering the next question from a different angle. This will help keep the viewer interested in the video.
  - Keep it simple: You don't have to create fancy footage to make a compelling video. A good story can do a lot of the work for you. While it may be fun to play with the zoom feature on a video camera, the results are often less than stellar and can be tiresome for viewers to watch. Made a video? Transfer it and do more After you shoot your video, in many cases the next step is to transfer it to your computer. Whether you use a camcorder, digital camera, or smartphone to capture video footage, you can connect your device to your computer with a USB cable and use the device's included software to transfer the files.

Some camcorders and digital cameras even include Wi-Fi connections, so you can wirelessly send video files to your computer. Once you get the video on your computer you might want to do some light video editing. If you do plan to edit your footage, you can use the free video editing software that comes on your computer (Windows Movie Maker for PCs, or iMovie for Mac). With either program, you can trim and reassemble footage, add transitions and other effects, and even include a soundtrack. Many smartphones also include basic video editing tools within the video recorder function. You shouldn't worry what format your video is in because we will be able to upload videos to the ALA YouTube channel in several different formats:

- .MOV
- .MPEG4
- .AVI
- .WMV
- .MPEGPS

- .FLV
- 3GPP
- WebM

Once you have the video saved on your computer, save it to a USB flash drive or burn it to a DVD so that you can submit it to the American Legion Auxiliary National Headquarters.

## HOW TO RECEIVE A SHOUT OUT FROM THE NATIONAL PRESIDENT

[Leadership@ALAforVeterans.org](mailto:Leadership@ALAforVeterans.org)

Innovative leadership recruitment Request the national president give a personal Facebook shout out to anyone who demonstrates an innovative leadership recruitment or development practice.

Guideline for submitting request:

1. Nominations for the special shout out will include the following: a. Name of the member being nominated  
b. Email address of the member being nominated c. Name of the member's Facebook account (if applicable)  
d. Name of the member's department e. Short description (no more than two paragraphs) of the innovative leadership recruitment or development practice
2. Nominations are to be emailed to the ALA National Headquarters executive assistant/national secretary at [natlsecy@ALAforVeterans.org](mailto:natlsecy@ALAforVeterans.org).
3. Put the words "Leadership Rock Star" in the subject line of the email Process for posting the shout outs: Once received, the shout out will be posted within two weeks to the national president's Facebook page using the hashtag #ALARockStars.

## HOW TO TAKE THE INNOVATIVE LEADERSHIP VIDEO CHALLENGE

[Leadership@ALAforVeterans.org](mailto:Leadership@ALAforVeterans.org)

Has your Department implemented innovative ways of identifying and selecting new leaders?

If so we want to hear about it! Take the ALA Innovative Leadership Video Contest challenge by submitting a 3-5 minute video of your members explaining the groundbreaking ways you are identifying and selecting new leaders for your department. If your video is chosen it will be posted on the American Legion Auxiliary YouTube channel for all to see. To participate record your video on a USB 3.0 hard drive or flash drive and have your department secretary mail the video to:

American Legion Auxiliary National Headquarters 8945 N. Meridian St. Suite 200

Indianapolis, IN 46260 Attention: Executive Assistant to the National Secretary

Departments should keep at least one copy of their video. The ALA is not responsible for any video that is lost or damaged. Videos will not be returned. Videos will be considered on a monthly basis and loaded on the ALA YouTube channel.

## HOW TO UTILIZE A MEMBER DATA SURVEY FORM

Utilize member strengths (ALA Centennial Strategic Plan, Goal 3D)

Not all members profess to be leaders but each member of your unit brings with her talents and strengths that will enhance the unit. While meetings allow us to become



acquainted with members, not all members are able or willing to attend. You still would like their help when needed. Far too often we don't really know each member's training, likes or what she is able to offer the unit. What is the purpose of a member data survey? This form, when completed by each unit member, will give the unit a snapshot of the strengths each member possesses. Have each member of your unit complete a form. Decide who in the unit will be responsible for maintaining member records. Then, use these forms when you need help in the unit. For example, need a yearly audit of your "books?" The survey has identified someone in your unit who is a professional accountant. She doesn't come to meetings, but she may be willing to help the unit by auditing the books.

Ideas:

- Make copies of the data survey form and have each member in your unit complete and return it to the unit president. (The Data Survey Form is in the Leadership program Plan how to sheets.)
- Have a designated person or committee members contact unit members who do not attend meetings to explain and complete the form remotely.
- The unit president compiles survey information and establishes her own references.
- The unit selects a person responsible for maintaining member survey records.

Member Survey Data Form

Name \_\_\_\_\_

Phone # Home/work \_\_\_\_\_

Address \_\_\_\_\_

City/State/ zip code/ Unit # \_\_\_\_\_

Briefly tell us about you and your family including your involvement with the  
American Legion

Auxiliary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What interests or hobbies do you have ? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order to help our unit and community grow and to honor our military and veterans  
would you be interested in any of the following:

Participating in Education Activities \_\_\_\_\_

Working with Young People \_\_\_\_\_

Scholarships \_\_\_\_\_

Community Awareness/Activities \_\_\_\_\_

Helping with Unit Activities \_\_\_\_\_

Fundraising \_\_\_\_\_

Assisting Auxiliary Members in Need (Auxiliary Emergency Fund) \_\_\_\_\_

Working projects that benefit our military and veterans \_\_\_\_\_

If you are physically unable, would you be able to assist in your home with projects

Yes/no or helping with a phone tree, when the need arises? Yes/no

Do you have experience in a leadership role? \_\_\_\_\_ Please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for continuing to honor our veterans, military and their families.

**🐝 BEE AWARE:** This Unit Management Guide is meant to make your participation in the American Legion Auxiliary, Department of Texas, a more enjoyable experience. Knowledge is Power and one the most generous things we can do for our Sisters in Service, is share our knowledge. A hive of bees works both independently and united for the same goal, the wellness of the hive. In the process, they nourish the plants around them and create growth. This is our goal, to be united in our Mission and create growth in our Organization. It is in only in our success that we can serve more veterans.  
**Service Not Self.**

