

VETERANS OF FOREIGN WARS AUXILIARY  
March 2021

CREDENTIALS INSTRUCTIONS FOR DEPARTMENT CONVENTION

Credentials is the Committee that verifies each member's eligibility for voting at Department Convention. Delegates and Alternates are elected at a regular meeting not less than 30 days prior to Convention, one Delegate and one Alternate for each 30 members or fraction thereof in good standing at the time of election. **The number of members and date of election are to be filled in on the Delegates and Alternates form before it is sent in.** We suggest you elect those who are already planning to attend Convention. The Auxiliary Secretary sends the names of Delegates and Alternates to the Department Secretary prior to Convention.

For an Auxiliary to be eligible to vote, all **AUDITS must** be mailed to the Department Treasurer before Convention. **NO AUDITS – NO VOTE.** If Auxiliary audits are not in to the Department Treasurer, no one can vote for that Auxiliary – not the President, Delegate, or Alternate. However, if a member is eligible to vote as PDP, District, or Department officer, she/he may do so; just no one can cast Auxiliary votes.

It is the responsibility of each member who expects to vote to make sure that:

**ALL AUDITS** have been sent to Department treasurer.

Member is listed on the **DELEGATE LIST**.

The **DELEGATE LIST** has been sent to the Department Secretary.

**CURRENT MEMBERSHIP DUES CARD** is in one's possession.

Begin at the Registration Table to get your badge. Then proceed to Credentials to have your badge marked.

- First we check your membership card to see that it is current.
- Then we check your Auxiliary's Delegate sheet to see if you are listed as a Delegate or Alternate. We also look to see who else from your Auxiliary is expected to attend.
- If you are President, listed as such, and others are expected, we'll send you through as President.
- If no others are expected and you are listed as a Delegate or Alternate, we'll send you through as Delegate or Alternate so you can vote the full strength of your Auxiliary rather than only the one President's vote.
- If you are also a Department Officer, District President, or PDP, we'll try to make sure your Auxiliary is covered. If so, then you have your choice as to how you wish to vote.
- Your badge will be marked with the appropriate color, and your sheets will be marked as to your choice.

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