



Secretary's Note

For God and Country,
Department of Alabama
Carol Tyson, Secretary

August 10, 2019

Leadership Conference: Leadership will be held on September 27-28th, 2019 at the Embassy Suites in Montgomery. The Dept Officers and Finance will meet on Friday night, but the main meeting for general membership will be held on Saturday, September 28th. An agenda will be forthcoming shortly. President Trish has a line up of PDP's with a wealth of knowledge to share with us. It should be a great Leadership Conference. Please make plans to attend and send in your Registration form.

Resolutions (Just a reminder):At Convention, we had two Resolutions that were sent out in the Call to Convention – BOTH Resolutions passed. Membership dues owed to Department are now \$25/Srs and \$6/Jrs. Unit 1983, Headquarters dues are now \$30/Srs and \$8/Jrs. The new dues amounts were effective July 1, 2019.

Dues - Renewals and New Members:

Renewals for 2020 can be sent to Department now.

Please take note: Any new members sent in now through August 31st will be entered as new members for the 2019 year and will owe again for 2020 dues no later than December 31, 2019. Those members

sent in September 1 and beyond will be entered as new members with a join date for dues being owed for the 2020 only. If you have any questions or are confused on the dates, please call me and I will talk you through it.

Membership Cards:Units that did not get their 2020 Membership Cards picked up at Convention, please contact me so that arrangements can be made to get them to you.

Something Happening at Your Unit or in

Your District: We want to know about it. If you have something going on, share it. Send me an email at ALAux.Sec@legional.org, and I will get the information out. This is a great way to share ideas with one another, as well as gain support for your events. Information needs to be to me by no later than the 3rd of each month.

A few Districts have sent in their Meeting schedules, so these dates, times and locations are posted. Our National Conventions for the next few years and Mission Training dates are available. The dates, times and locations of our Dept Conferences and Convention are also posted. There are also interactive maps for your use to get you where you need to be.

Forms Available: Updated transmittal forms, New and Renewed have been uploaded to our Department website for your immediate use under Dept Links.

They are also included in the Presidents Newsletter for July. These forms have the updated amounts, as well as places for you to deduct your credit memos that many units have been receiving from me for members paying online and miscellaneous reasons.

Please make sure when you send in your transmittal forms that you include only the amount of money on the check for what is on the transmittal. Do not combine years or transmittals on one check. Do not combine Bonding and Rehab fees on the same check as your membership dues. This makes for an accounting nightmare. **Please keep things separate.**

Membership Applications: Please make sure that your membership applications are complete.

Remember that the POST must verify the Veterans service. The only time an Auxiliary member may verify the eligibility of a Veteran is if it is a female veteran signing herself up as an Auxiliary member.

All information must be complete on the application, including phone numbers with AREA codes. Getting phone number allows you to keep in contact with the new member and get them involved. Always make sure your UNIT number is on the application, so I know which unit the applicant belongs to. The application does not always stay with the transmittal. If you have

any questions as to how an application should be completed, please see the example membership application on our Department website under Dept Links.

New Unit Guide Books:

New Unit Guide Books are available for download on the National website for free or purchase from Emblem Sales for \$9.95 plus s/h.

Holding Membership - DON'T DO IT:

Dues are not considered paid until received at National. Unpaid dues result in defaulting on benefits, including AEF. Make sure those dues get sent in.

Holding Membership Dues

Unit officers submit dues in a timely manner and should not hold collected membership dues for an extended amount of time. The dues are not considered "paid" until they have been received by National Headquarters.

Article X, Units, Section 2 of the Standing Rules of the American Legion Auxiliary states, "Units have the authority to establish annual unit dues. Annual dues collected by the unit shall include department and national dues. Units shall remit department and national dues according to the policies adopted by the National Executive Committee." Article XII, Dues and Assessments, Section 1 of the Standing Rules states, "...Each department shall remit the national per capita dues promptly to the national treasurer via National Headquarters at least monthly."

ALA MIS:

For Units looking to gain access to ALA MIS, please send me a letter with the following information: Your Name, Unit Name/Number, Your Member Number and Current Valid email address. Only Unit Presidents, Membership Chairs Secretaries and/or Treasurers should have access and only 2 people per Unit may access ALA MIS. The cost is \$10/person (2 people max, \$20 total) This gives Units access to view reports, as well as the ability to change names and addresses for members only. Units do not have access to make payments.

ALA Academy:

Make sure and log into your ALA National Account and do the courses offered. The Academy has a wealth of information.

District/Dept Revitalizations:

The American Legion has put out a Department wide District Revitalization schedule. They are wanting to include the Auxiliary, SAL, and Riders in this process. When the Legionnaires sign up, they usually have a family which means expanded growth for our FAMILY. Get involved. The schedule is on our Dept Website under Calendar of Events.

Poppies:

Department now has pre-made poppies for sale. They are \$20/100 plus \$8s/h per 100 for a total of \$28/100. These will be sent on a first come/first serve basis. Payment must be received before any will be mailed out.

War Memorial:

Don't forget to purchase a brick in honor/memory of your beloved servicemember. This is a great way to honor their service and help restore the Alabama War Memorial in the process. Applications for the bricks can be found on our Department website under Dept. Links.

Tax Information - 990's

The instructions and a wealth of information for 990 filing has been uploaded to our Department Website and can be accessed at any time. Please check it out and make sure your unit is in compliance.

Department Website:

Our Department Website – www.alabamaamericanlegionauxiliary.com – is constantly updating and changing. Make sure you check it out regularly for new information, so that you stay up-to-date with the latest happenings in the Department.

Office Hours:

Effective January 7, 2019: The hours are Monday and Wednesday 8a – 12p and Tuesday, Thursday and Friday 8a- 4p. Please don't hesitate to email anytime at ALAux.Sec@legional.org.