



## *Secretary's Note*

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

May 17, 2019

### *Department Convention:*

Call to Convention packets have been emailed and mailed out. Make sure Delegate Fees and Certificates are completed and returned ASAP. Don't forget about the Past President's Parley or the Poppy Scrapbook Cover Only Contest – also, the History Books and Scrapbooks for Units will be judged.

Registration forms are available at [www.alabamaamericanlegionauxiliary.com](http://www.alabamaamericanlegionauxiliary.com). Please complete the form for pre-registration and have to the office no later than June 1, 2019. Pre-registering is easy and so convenient for all parties. Please consider registering in advance. **All registrants MUST have their current dues paid or will not be registered or allowed on the convention floor at any time. For those not pre-registering, please bring a check to pay for your registration at the Convention. This makes accounting for those who register at the desk easier.** Also, those who are running the registration desk who have not had a background don't have so much to worry over. **Remember, we do not accept credit cards, so please make sure you have a check available for registration when you arrive if you choose not to pre-register.**

Please remember that Convention, Conference and Leadership are **special events** and as such, no regular daily business will be conducted. These are special events only with plenty enough going on. Please send your membership or any donations you have to the Department office or stop by and see me during office hours to conduct **normal day-to-day business.**

### *Forms Available:*

Updated transmittal forms, New and Renewed have been uploaded to our Department website for your immediate use. 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.

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.

### *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](mailto: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 3<sup>rd</sup> of each month.

## *Holding Membership - DON'T DO IT:*

Dues are not considered paid until received at National. Unpaid dues results 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."

## *Department Website:*

Our Department Website – [www.alabamaamericanlegionauxiliary.com](http://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](mailto:ALAux.Sec@legional.org).

## *New Unit Guide Books:*

New Unit Guide Books are available for download at the National website or purchase from Emblem Sales.

## *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.