



**American Legion Auxiliary
DEPARTMENT OF ARIZONA**

GUIDELINES

FOR

PRESIDENTS

SECRETARIES

TREASURERS

Revised 2024

GUIDELINES FOR PRESIDENTS, SECRETARIES, AND TREASURERS

Make All Checks Payable to:

American Legion Auxiliary, Dept. of Arizona Inc.

Make sure that you include either a separate sheet of paper, itemized as to what is in the check or ear-mark the check in the “memo” area as to what and where these funds are to be used.

DUES:

To ALWAYS be sent on a check by itself with the appropriate paperwork.

Senior Dues - \$25.00 per member

Junior Dues - \$ 4.00 per member

PULF MEMBERSHIP GET SENT DIRECTLY TO THE NATIONAL TREASURER and are figured by a person's age at the amount set by the National Organization.

SPECIAL NOTE: If you collect dues and do not send them into the Department, we can both get in a lot of trouble. This money is NOT yours to keep, nor is it the Departments to keep— part of it belongs to National.

**OUR DEPARTMENT POLICY & PROCEDURES
CALLS FOR MEMBERSHIP TO BE SENT INTO
DEPARTMENT HEADQUARTERS WEEKLY EVEN
IF YOUR UNIT ONLY HAS ONE (1) MEMBER.**

MANDATES:

All Mandates are based on the ACTUAL NUMBER OF MEMBERS YOUR UNIT HAS INTO DEPARTMENT AT CLOSE OF BOOKS – JULY 31. The Unit mandate figures for the ensuing year will then be computed using the above-mentioned figures.

Rehabilitation Per Capita (RPC) Twenty cents (.20) Per **Senior Member**

Delegates Per Capita (DPC) Forty Cents (.40) Per **Senior Member**

Jr. Delegate Per Capita (JDPC) Twenty Cents (.20) Per **Jr. Member**

Jr. Activities Per Capita (JAPC) Twenty Cents (.20) Per **Senior and Jr. Members-**

Unit Bond Fee Five dollars and fifty cents (\$5.50) **Flat Fee**

SPECIAL NOTE:

If your Unit has not paid these Mandates 30 days prior to the Annual Convention, usually held in June, your Unit will NOT HAVE A VOTE.

ALL DISTRICT MANDATES ARE TO BE PAID DIRECTLY TO THE DISTRICT, DO NOT SEND THESE TO THE DEPARTMENT HEADQUARTERS.

Poppies:

Any Unit wishing to enter for any Department Awards MUST order at least 100 Poppies. The only awards this rule DOES NOT apply to are in the membership awards. We ask that each Unit use the provided Poppy Order form available on Department website and place the order on or before the due date stated annually on Department website. The Poppy Order form **MUST BE FILLED OUT COMPLETELY AND RETURNED WITH A UNIT CHECK EAR-MARKED POPPY ORDER.** Cost of the Poppies are:

\$150.00 per thousand or \$15.00 per 100

WE ASK THAT YOUR UNIT REMEMBER TO ALSO SEND 10% OF "NET" POPPY PROCEEDS INTO DEPARTMENT AS SOON AS YOUR UNIT HAS HELD THEIR DISTRIBUTION, EITHER ON THE STREETS, VIA THE MAIL, OR ANY OTHER WAY MONEY IS REALIZED.

Girls State: All questions and Fees are to be sent directly to the Girls State Director.

Other Program Donations: Donations that must be sent to Department Headquarters are:

- Welfare pledge
- Christmas pledge
- Hospital parties
- Gift shops
- Past President's Parley
- Auxiliary Emergency Fund
- Juniors
- Girls State Donations (not fees)
- Arizona Campaign Fund
- Cavalcade of Memories
- President's Special Project
- Creative Arts

Please DO NOT SEND DONATIONS TO THE INDIVIDUAL COMMITTEE CHAIRMAN. THEY MUST FIRST GO THROUGH THE DEPARTMENT. THE DEPARTMENT WILL TRANSFER THE FUNDS.

National Emblem Sales:

Orders for National Emblem sales do not go through the Department Secretary.

Use of Emblem and Logo:

Permission is necessary if a Unit wants to use the Auxiliary brand. Go to Department website, aladeptaz.org and there you will see a book titled "American Legion Auxiliary Branding Guide". Fill out form provided on website titled "Emblem Use Permission Form" and submit it to Department Secretary. The form after review by the Department Secretary will then be submitted to National Headquarters.

Inner Unit/ Post Problems:

By our Policy & Procedure/Constitution & Bylaws, neither the District Officers nor the Department Officers may intervene on any matter unless the guidelines are followed as outlined in the Auxiliary Handbook. So stands true of our National Organization. Any Unit member going directly to the National Organization either through the use of mail, e-mail, or phone, the National Secretary will forward it directly to our Department Headquarters and tell us to handle it. If the Department cannot handle "it", then they may get advice from the National Level, but the Department **MUST** be the one to ask for it. Any issues with a hint of legal substance will be placed back at the doorstep of the Unit having trouble. The Unit is the Judge of their own membership. Any problems taking place within a Post Home, the Auxiliary are their guest and by virtue of this fact, the Legion has the final say within their walls. The Legion however may not tell any Unit how to run their Unit, their programs, or be privy to any of the Units financial affairs. A Legion may not take a Units Charter for any reason.

Unit Secretary:

The Secretary makes a record of all business transacted at each meeting, and of the Executive Committee meetings, and presents them for approval. You should make it your responsibility to prepare a statement of unfinished business for the President's use; be sure you have on hand for reference at each meeting a list of names and addresses of members of all committees, the minutes of the previous meetings, and correspondence sorted for reading. Remind members to read monthly bulletins that are posted on the Department website. Mailed subscriptions for monthly newsletters are available for \$15 through the Department.

Unit Treasurer:

Essential to the smooth functioning of the Unit is the Unit Treasurer. She handles all funds and makes all remittances to the Department Headquarters as called for by the Department Secretary. Be aware of what funds can be spent from the General Fund and Welfare/Poppy Fund. Items that can be used for from the Welfare/Poppy Fund are support for veterans, active enlisted personnel, and their families. Always remember that the Unit should adhere to the budget or proposed expenditures they have approved, and **ALL AUTHORIZED BILLS ARE TO BE PAID, RECEIPTED AND KEPT FOR AUDITING. THE DEPARTMENT IS NOT RESPONSIBLE FOR DEBT INCURRED BY UNITS.**

Unit President:

Each Unit needs a leader, that's you. As President, you are to walk with your members, not above them. There is no rank among us. The Unit President takes on all the responsibility of his/her Unit in the wrongs and the rights. He / She is to oversee all the workings of the Unit and its financial affairs in the good of the members' interest. The Unit President must have knowledge of all the workings of the American Legion Auxiliary and should have knowledge of the workings of the Department and National Levels. The Unit President **IS NOT THE BOSS, HE/SHE DOES NOT INFRINGE ON THE RIGHTS OF HER MEMBERS.** The Unit Presidents' job is one that is under the watchful eye of all levels of our organization and at times may find himself/herself answering to one or more of those levels. He / She is the example by which the common member will learn. He / She is also responsible for acting as the contact person between the Unit, the District, and the Department.

Membership Applications:

Every application for membership, in the Auxiliary, **MUST BE FILLED OUT COMPLETELY** by the individual seeking membership. This application serves as proof of his/her eligibility. The Unit membership chairman should check to make sure all lines and boxes are filled in correctly and **ALL** appropriate signatures are in the right places. If Unit does not have full access to ALAMIS, make a copy of the application before sending it to Department. The Unit should maintain all membership applications on file if entering membership through ALAMIS. Once all paperwork is done, the membership chairman will present the application to the body.

Some Units vote on their new members, some do not, it is according to your Unit Constitution & Bylaws. Once the application has been accepted for membership, it is then forwarded to Department Headquarters with the appropriate dues and transmittal. It is not mandatory that a new member be initiated before receiving their Auxiliary Pin. Each Unit is responsible for their membership, eligibility does not imply acceptability. Be sure that all applications are legible, either printed or typewritten preferably in black or blue ink. Any member or officer that is dealing with the membership program in any way should attend the membership workshop held annually at the Department Convention. The workshop is usually 15 minutes to 30 minutes and answers a lot of questions. **Membership will be sent back to the Unit if applications are incomplete or illegible, transmittals are missing and checks are not included.**

Transfers:

Remember, a person can only be transferred if he/she is a member in good standing in the Unit he/she is transferring from. The Unit receiving the transfer should notify the Unit losing the member of his/her transfer. All transfer forms **MUST BE SIGNED BY THE MEMBER TRANSFERING**. Remember to use the "Member Data Change" forms for transfers as well as all other changes, **FILL THEM OUT COMPLETELY**. Keep a copy in your Unit files and send it to Department for the final processing.

Unit Membership Records:

Each Unit handles their membership records in whatever manner is appropriate for them. Remember, the history of a Unit member is the Units job. Suggested is a card file or a computer program with each member listed by last name, first name, middle initial, the date he/she joined, eligibility, and each year when his/her dues are paid. Show the date paid and list the card number. This helps if there is a problem with the records showing either from National or Department Levels. This also helps when ordering year honor guards, you must have the card numbers and the dates the dues were paid in order to place an order for an honor guard for a member through Department Headquarters.

Correspondence:

National offers correspondence to each paid Senior member through the National News magazine. The Department offers monthly bulletins. Please share the information at a meeting to keep all members aware of the happenings of the programs. Information is also shared by the Department Chairmen when asked to give a presentation at Unit and District meetings, at the annual Fall Conference, and the annual Convention. Over and above these events, many of the Chairmen and Department Officers, offer various workshops in the three areas throughout the year. On the National level, there are many workshops offered throughout the nation all year round. Any member may contact their Department Headquarters for the information on a given activity from National and the information will be passed to them. It is encouraged that the three top officers in any Unit or District attend as many of the in-state workshops as they can to enhance their knowledge to be shared with their Unit members. Further information can be found on the Department website at aladeptaz.org and National at www.legion-aux.org.

Reminders:

Anyone holding a National Office, whether on an official visit or not, should be extended every courtesy. All courtesies that are extended to the Department Officers at Conference, Convention, both Department and National; Luncheons and banquets are in order. He/She should always be considered a guest.

All Department Officers and Chairmen should be recognized during introductions starting with the highest office in attendance, unless they are to speak. In this case, the highest office, usually Department President would be brought forward last, and no one would speak after her. Always introduce Past Department Presidents in attendance, even if they are from your own Unit. (We tend to forget our own.)

The Units and Districts should request the Department President to make his/her official visit as early as they can. Place this request in writing and always offer at least two (2) dates. When he/she makes his/her official visit, it is the responsibility of the Unit/District to provide room and meals if needed. Mileage is to be paid from his/her home Unit to where he/she is visiting, figured at the rate not to exceed that of Department. You may phone the Department Headquarters for the correct mileage prior to the visit so you know what you are to pay. You are only responsible for the Department President, if he/she brings someone with him/her, the Unit and/or District are not responsible for room, or meals unless they choose to do so.

The Department President has the responsibility of making his/her visits to the Units and Districts throughout the state, for planning a constructive Conference and Convention, and must be informed of all Auxiliary happenings (Department wise) before they are publicized.

The District Presidents should also receive the same courtesies for Conference and Convention and all his/her official visits to her Units. Units are responsible for their meals and room if they stay overnight. As with the Department President, we ask that the Units plan early, offering at least two (2) dates in writing to the District President. We also ask that their visit be planned for a regular meeting time so he/she may bring his/her message to the Unit members. The District President is the "Contact" person between the Units and the Department. The District Presidents are asked to make all their visits by a certain time each year and that can only be done with the Units' help. They have many other responsibilities and obligations connected with their office, as they do serve as members of the Department Executive Committee and should have a very good grasp on all Auxiliary programs and functions at all levels.

Life Membership Guidelines:

As a Life Membership is the greatest honor a Unit can bestow on a member, these following guidelines for Units have been established:

Recommendations for Life Membership:

1. Minimum of 15 consecutive years, not necessarily in the Unit that is considering his/her for a life membership
2. A participating and loyal member for the majority of his/her membership years.
3. Member will have held three elective offices in the organization, not necessary as Unit President.
4. Member will have held a minimum of three chairmanships in the American Legion Auxiliary serving with dedication, making a definite contribution to the organization.
5. Being a charter member would not automatically be a qualification for consideration of a Life Membership.
6. Units desiring to give a life membership should submit qualifications to the Department Secretary as stated above. If extenuating circumstances exist, reasons must be so stated and recorded.

These are recommendations only. Honorary Life Membership is not transferable. If a member with an HLM transfers to a different unit, they will lose their HLM.

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Recommendations for Life Membership:

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8. A participating and loyal member for the majority of her membership years.
9. Member will have held three elective offices in the organization, not necessary as Unit President.
10. Member will have held a minimum of three chairmanships in the American Legion Auxiliary serving with dedication, making a definite contribution to the organization.
11. Being a charter member would not automatically be a qualification for consideration of a Life Membership.
12. Units desiring to give a life membership should submit qualifications to the Department Secretary as stated above. If extenuating circumstances exist, reasons must be so stated and recorded.