



AMERICAN LEGION AUXILIARY

Serving Veterans, Their Families and Communities

Department of California District President's Guide

2021

Acknowledgements: Information contained in this guide was accumulated from various sources as well as the American Legion Auxiliary guidebook. All this information and forms can be obtained from the Department Website at www.calegionaux.org or the National Website at www.legion-aux.org

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Chapter 1 – General Information

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 evils.

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.

Wearing of the Auxiliary Pin

The American Legion Auxiliary pin should always be worn over the heart; this is as necessary as the proper display of the flag.

Refer to the American Legion Auxiliary Unit Handbook for more guidelines for the opening and closing meetings, installation of officers, initiation of members, dedication of memorials, draping of the charter, funeral service, and observance of special days. We believe that the use of a ritualistic service can be very effective as it helps to sustain the members' interest through its creation of beauty and dignity.

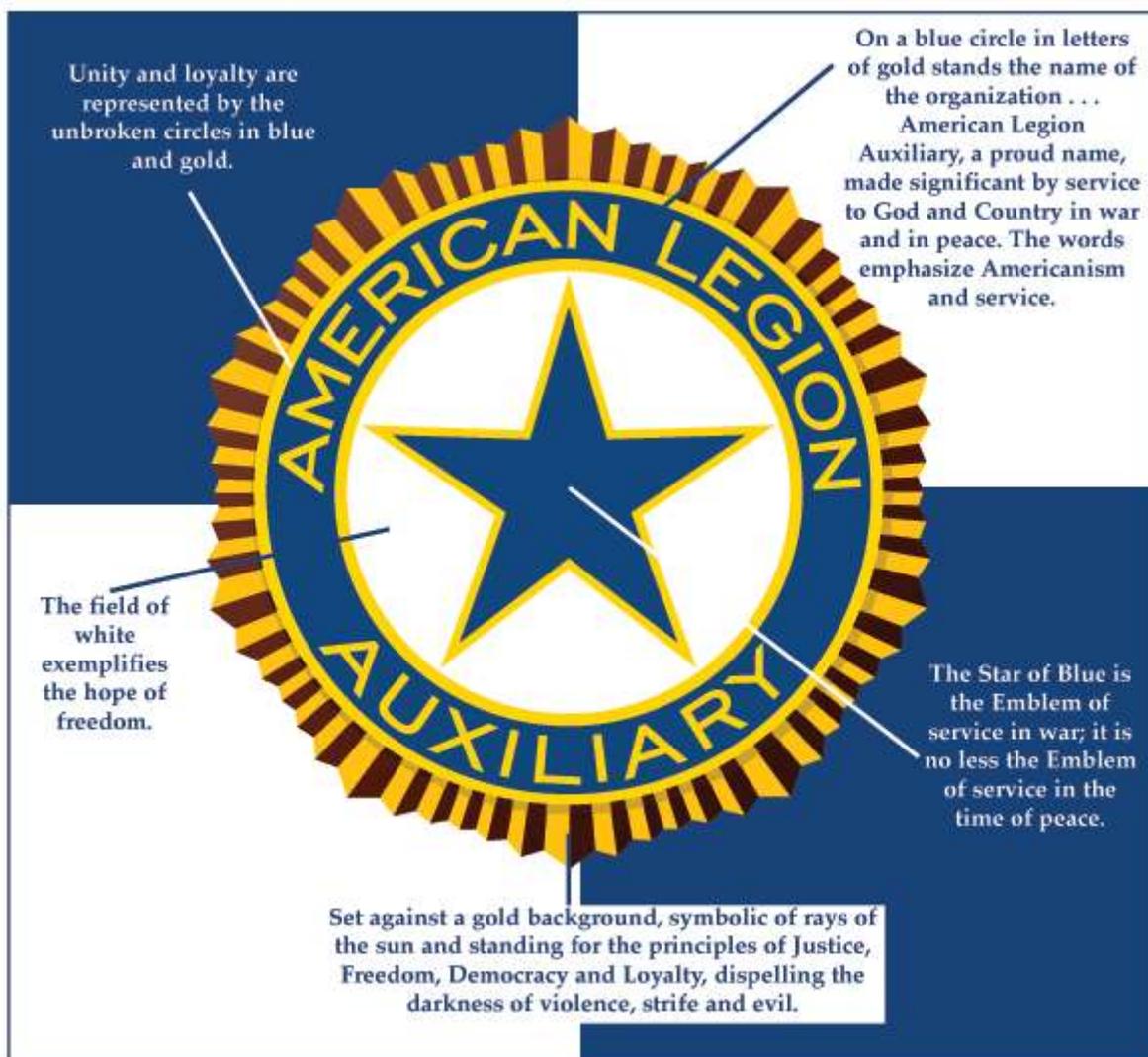
Information Governing the Use of the Emblem

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 stationary, 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 “The American Legion Auxiliary” or the emblem shall be subject to the approval of the National Secretary.



American Legion Auxiliary Emblem

When the American Legion Auxiliary was formed to support the work of The American Legion, one of its first acts was to adopt an Emblem similar to that of the Legion, yet distinctive and true to the work of the Auxiliary. Under this Emblem, the Auxiliary has worked for more than eighty years with the Legion in constructive service to country, America's veterans, children and youth, and community.

California Past Department Presidents

1921-1921	Mrs. Carol Marks *	1971-1972	Mrs. Robert (Odette) Cuccaro
1921-1922	Mrs. Florence Evans *	1972-1973	Mrs. Marcel (Mildred) Braquet *
1922-1923	Mrs. Eliza London Shepard *	1974-1975	Mrs. Joyce Kelly *
1923-1924	Mrs. Martha Norton *	1973-1974	Mrs. Robert Ewing *
1924-1925	Mrs. Lily Samuels *	1975-1976	Mrs. Paul (Marjorie) McDonald*
1925-1926	Mrs. Anna Chaplins *	1976-1977	Mrs. Marion Kuhl*
1926-1927	Mrs. Elizabeth Drendell *	1977-1978	Mrs. Kenneth (LaDon) Hardman *
1927-1928	Mrs. Ethel M. Hearst *	1978-1979	Mrs. Frank (Carmela) Williams *
1928-1929	Mrs. Alyce Gill *	1979-1980	Mrs. Edward Washington Turner *
1929-1930	Mrs. Margaret Keading Peppin *	1980-1981	Mrs. William (Veronica) Spence*
1930-1931	Mrs. Floyd Dunklee *	1981-1982	Mrs. Jay Dee (Goldie) Anderson *
1931-1932	Mrs. Bernice Keyes Doughton *	1982-1983	Mrs. Maryann Clarey *
1932-1933	Mrs. Walter Good *	1983-1984	Mrs. John (Betty) Warren *
1933-1934	Mrs. Milo Alyward *	1984-1985	Mrs. James (Marge) Shank *
1934-1935	Mrs. Carrie Baade Willig *	1985-1986	Mrs. Larry (Phyllis) Holmberg *
1935-1936	Mrs. Ethel Marsh *	1986-1987	Mrs. Richard (Virginia) Gandy *
1936-1937	Mrs. Alfred J. Mathebat *	1987-1988	Mrs. Charles (Barbara) Gracely, Jr. *
1937-1938	Mrs. Max Ellison *	1988-1989	Mrs. William F. (Jan) Hottinger *
1938-1939	Mrs. T. Louise Chess *	1989-1990	Mrs. Larry (Beverly) Sparks
1939-1940	Mrs. H. H. Wright *	1990-1991	Mrs. Geraldine Jeske *
1940-1941	Mrs. Harry Owen Holt *	1991-1992	Mrs. Paul (Betty) Stehouwer *
1941-1942	Mrs. Joseh Forster *	1992-1993	Mrs. Leo (Wilmena) Burke
1942-1943	Mrs. George Cloney *	1993-1994	Mrs. Harold Monson *
1943-1944	Mrs. R. Harold Mahan *	1994-1995	Mrs. Patricia Sweeney *
1944-1945	Mrs. J. F. Ahern *	1995-1996	Mrs. Lee (Judy) Lloyd
1945-1946	Mrs. Fred Heartt *	1996-1997	Mrs. Arthur G. (Ruby) Kapsalis
1946-1947	Mrs. Sidney Brannaman *	1997-1998	Mrs. Angel (Margaret) Quiñones*
1947-1948	Mrs. Arthur B. Hannell *	1998-1999	Mrs. Lyle (Linda) Workman
1948-1949	Mrs. Oscar Nelson *	1999-2000	Mrs. Diane DeLashmit
1949-1950	Mrs. Frank T. Stump *	2000-2001	Mrs. Sue Hooker*
1950-1951	Mrs. Leslie B. McKinnon *	2002-2002	Mrs. Richard T (Madeline) Lee
1951-1952	Mrs. Albert R. Trumbull *	2002-2003	Mrs. James (Nancy Brown) Park
1952-1953	Mrs. Douglas L. Cormack *	2003-2004	Mrs. Herb (Linda) Caples
1953-1954	Mrs. Leon A. Farrand *	2004-2005	Mrs. Robert (Melanie) Taylor
1954-1955	Mrs. Delbert C. Brown *	2005-2006	Mrs. Thomas (Bonnie) Christner
1955-1956	Mrs. J. Frank Wynkoop *	2006-2007	Mrs. Ralph (Sandy) Jacob
1956-1957	Mrs. Cathy M. Sehorn *	2007-2008	Mrs. Shelby Hitch
1957-1958	Mrs. Russell Baker *	2008-2009	Mrs. John (LuAnn) Capazzi
1958-1959	Mrs. A. J. Kleinke *	2009-2010	Mrs. Norma DuVall—Douglas *
1959-1960	Mrs. O'Neill D. Ganey *	2010-2011	Mrs. Pilar Reyes
1960-1961	Mrs. August W. Flory *	2011-2012	Mrs. Dennis (Linda) Fercho
1961-1962	Mrs. Robert C. Patton *	2012-2013	Ms. Kathleen (Terry) Mikesell*
1962-1963	Mrs. Richard D. (Jean) Brown *	2013-2014	Mrs. Lonnie (Anita) Biggs
1963-1964	Mrs. Joseph V. Dougherty *	2014-2015	Mrs. Norm (Harriet) Clendenin*
1964-1965	Mrs. Venice Collins *	2015-2016	Mrs. Susie Tozier
1966-1967	Mrs. Benedict Comenzind *	2016-2017	Mrs. John (Wendy) O'Brien
1967-1968	Mrs. Fred Keene *	2017-2018	Mrs. Harold (Loretta) Marsh
1968-1969	Mrs. Donald L. (Barbara) Carlson *	2018-2019	Ms. Joan Cannon
1969-1970	Mrs. James White *	2019-2020	Ms. Kathie Martinez
1970-1971	Mrs. Robert (Josie) Melgard*		

Past Department of California Secretary/Treasurers

1921-1926	Mrs. Elizabeth T. Drendell *
1926-Jan 1946	Mrs. Ethel M. Flynn *
Jan 1946-Mar 1946	Mrs. Lary Ahern *
1946-1950	Mrs. Ethel Pontius Clarke *
1950-1959	Mrs. Laura Mahan *
1959-1966	Mrs. Lorena Good *
1966-1969	Mrs. Rae Zraggen *
1969-1976	Mrs. Doyne Keyser*
1976-Jan 1983	Mrs. Claire Sweeney*
Jan 1983-June 1983	Mrs. Jean Brown *
1983-1984	Mrs. Evelyn Lavin *
1984-1985	Mrs. Jean Brown *
1985-1986	Mrs. Odette Cuccaro
1986-1987	Mrs. Jean Brown *
1987-1988	Mrs. Norma Mansis *
1989-1990	Mrs. Odette Cuccaro
1990-1992	Mrs. Norma Mansis *
1992-1997	Mrs. Carmela Williams *
1997-2004	Mrs. Lou Thompson
2004-2008	Ms. Theresa Jacob
2008-2011	Mrs. Doris Kilkenney
2011-2013	Mrs. Peggy Vogele
2013-2017	Mrs. Ruby Kapsalis
2017-2018	Ms. Terry Mikesell/Secretary
2018–Sept 2019	Mrs. Harriet Clendenin/Secretary
2018-2021	Mrs. Ruby Kapsalis/Treasurer
Sept 2019-2020	Mrs. Linda Workman/Secretary
2020-	Mrs. Elizabeth Doidge/Secretary

Past National President's from California

Mrs. Eliza London Shepard	1925-1926 *
Mrs Alfred J Mathebat (Ruth)	1942-1943 *
Mrs. Arthur B Hanell (Estella)	1968-1969 *
Mrs. Robert Melgard (Josie)	1985-1986 *
Mrs. James Brown Park (Nancy)	2013-2014 *

Unit Listings by District

District 1

96 Sequoia
205 Walker Bailey
274 Arcata
415 Hoopa
529 Hopland

District 2

92 Cheula
197 Shasta
369 Willis Hollenbeak
720 Shasta Dam
746 Glenn L. Wilson Sr. Seawolf

District 3

204 Thomas Tucker

District 4

42 Yuba-Sutter
45 Raisner
95 Oroville
98 Jefferson L. Winn
167 Mount Lassen
210 South Butte
218 Vernon Jewel Danley
673 Durham
807 Linda

District 5

21 Theodore Roosevelt
101 Benicia
111 Sotoyome
113 Napa
165 Rago-Christopher
178 Rio Vista
179 San Anselmo
194 Tredway
199 St. Helena
208 Dixon
293 William Russell Ledford
437 Konocti
550 Mare Island Navy Yard

District 6

77 Yolo
233 Laguna Elk Grove
383 Fair Oaks
521 Haggin-Grant
604 Magellan
832 Charles Eggen

District 7

119 El Dorado
130 Frank Gallino
169 Alyn W Butler
264 James E Fowler
587 Warren Mckeon
795 Stella Van Dyke Johnson

District 8

1 San Francisco

District 9

161 Harding-Noia
202 Roy Frerichs

District 10

68 Hayward
117 San Leandro

District 11

16 Karl Ross
22 Lodi
108 Amador
190 Clinton Mccausland
249 McFall-Grisham
376 Calaveras
803 Ed Stewart

District 12

74 Modesto
83 Merced
91 George J Hatfield
166 James V. Perneti
168 Elijah B Hayes
240 Manuel M Lopes
491 Ceres
567 Mariposa
872 Scranton & Qualle

District 13

217 Gilroy
318 Willow Glen
419 Santa Clara
564 Mission City
791 Mayfair

District 14

3 Hanford
4 Charlie Waters
11 Madera
23 William Netzer
110 Oakhurst
147 Cecil Cox
191 Kingsburg
346 Firebaugh
355 Westland
509 Fresno Federal
511 State Center

District 15

20 Porterville
26 Bakersfield
94 Exeter
124 Merle Reed
213 Leslie L Robinson
221 Tehachapi
711 Kern River Valley

District 16

48 Oxnard
49 Santa Barbara
50 Paso Robles
56 Corporal Marshal N Braden
66 San Luis Obispo
125 Vandenberg
136 Arroyo Grande
211 William "Bill" Proud
339 Ventura
432 Cambria
482 Walter "Ski" Gamulski
502 Moorpark
534 Orcutt
741 Camarillo

District 17

302 Los Angeles Sheriff's Star
309 Allied
628 Chinatown

District 18

13 Pasadena
30 Pomona Charles P Rowe
75 La Puente
139 Alhambra
180 Canyon City
241 Abraham Lincoln
261 El Monte
280 East Pasadena
397 Monterey Park
755 Charter Cove
790 West Covina
830 Duarte

District 19

134 City of Paramount
170 Bert S Crossland
184 South Bay
270 Downey
272 Montebello
314 Hawthorne
341 Leland A Cupp
352 Gilbert Lindsay
359 Norwalk
411 Rivera
465 Clyde F Hager
496 Lakewood
723 Hollydale
833 Lincoln Village

District 20

176 San Fernando
311 Antelope Valley
348 Palmdale
377 Sunland-Tujunga
507 Newhall-Saugus
520 Sun Valley
817 Panorama City

District 21

53 Harold W Hyland
79 Riverside
200 Lynn Mort
289 Carl R Mears
328 Norco
428 San Gorgonio Pass
500 Mira Loma
519 Owen Coffman
574 Morrison Memorial
595 Perris
739 Herman Granados
742 Joe Dominguez
800 Idyllwild
848 San Jacinto
852 Temecula-Murrieta Valley
951 Fell

District 22

146 Oceanside
149 J B Clark
201 Dewitt C Mitchell
255 Larry E Bennett
258 Alpine
282 La Mesa
303 El Cajon
310 Lakiba M Palmer
364 Santee
365 Alvin Myo Dunn
416 San Dieguito
434 Chula Vista
460 Albert J Hickman
468 Lincoln Deming
552 Pacific Beach
619 S/Sgt Allan K. Walker, USMC
731 Larry E. Holmberg
820 Imperial Beach
853 Borrego Springs

District 23

228 Benj J Bowie
252 Jackie Robinson
578 Chappie James
639 Dorie Miller
784 Sammy Davis Jr

District 24

43 Hollywood
46 Community
283 Palisades

District 25

14 San Bernardino
106 Redlands
112 Ontario
155 Colton
229 Leo Collins
256 Apple Valley
262 Fontana
299 Elmer C Jertbberg
324 Richard Arnold Griffith
421 Highland
422 Robert Allen Romo
426 Yucaipa
466 Paul F Diekmann
497 Bloomington
584 Sgt Major, A.L. "Woody" Woodard
650 Philip Marmolejo
710 Guy Wynton Morris
751 Newberry
777 Richard O Reed
835 Rancho Cucamonga

District 26

82 San Mateo
105 Redwood City
238 Pacifica
472 George Tadlock - E Unit
474 Coastside
585 Lloyd J Tobey

District 27

118 Inyo
457 Glacier
476 Harry V Bailey Sr
684 John M Armitage

District 28

31 Salinas
41 Monterey Peninsula
69 San Benito
81 Gonzales
121 Edward H Lorenson
512 Carmel
589 Cecil M Anderson
591 Seaside
593 Prunedale
694 Monterey Cypress

District 29

72 Anaheim
131 Santa Ana
132 Orange
133 Huntington Beach
222 Laguna Beach
257 Laguna Hills
277 Placentia
281 Laguna Niguel
291 Newport Harbor
295 Cypress
327 Leisure World
354 Buena Park
555 Albert E Schwab
679 Richard M Nixon
716 Los Alamitos
717 Raber-Del Toro

District 30

24 Frank Luke
25 Boyce Aten
60 Brawley
135 Calipatria
138 Bradley-Keffer
802 Quechan

Veterans Administration CA Healthcare System

Bakersfield OPC	1801 Westwind Drive, Bakersfield, CA 93301
	Phone: 661-632-1800 Fax: 661-632-1888
Barstow Veterans Home	100 E. Veterans Parkway, Barstow, CA 92311
	Phone: 800-746-0606
Capitola Clinic	1350 N. 41 st Street, Suite 102, Capitola, CA 95010-3906
	Phone: 831-464-5519
Castle OPC	3605 Hospital Road, Suite D, Atwater, CA 95301-5140
	Phone: 209-381-0105
Chico OPC	280 Cohasset Road, Chico, CA 95926
	Phone: 800-382-8387 or 530-879-5000
Chula Vista Veterans Home	700 East Naples Court, Chula Vista, CA 91911
	Phone: 888-857-2146
Chula Vista CBOC	353 H Street, Chula Vista, CA 91910-5501
	Phone: 619-409-1600
Clearlake Clinic	15145 Lakeshore Drive, Clearlake, CA 95422-8106
	Phone: 707-995-7200
Corona Clinic	800 Magnolia Avenue #101, Corona, CA 92879
	Phone: 951-817-8820
Escondido OPC	815 East Pennsylvania Avenue, Escondido, CA 92025-3424
	Phone: 760-466-7020
Eureka Clinic	714 F Street, Eureka, CA 95501
	Phone: 707-442-5335
Fairfield OPC	103 Bodin Circle, Travis Air Force Base Fairfield, CA 94535
	Phone: 800-382-8387 or 707-437-1800
Fresno VAMC	2615 East Clinton, Fresno, CA 93703-2223
Imperial Valley OPC	1115 South 4 th Street, El Centro, CA 92243-4741
	Phone: 760-352-1506
Livermore VAMC	4951 Arroyo Road, Livermore, CA 94550
	Phone: 800-455-0057 or 925-373-4700
Loma Linda- Jerry L Pettis VAMC	11201 Benton Street, Loma Linda, CA 92357
	Phone: 800-741-8387 or 909-825-7084
Long Beach VAMC	5091 East 7 th Street, Long Beach, CA 90822

	Phone: 562-826-8000
LA Ambulatory Care Center	351 E. Temple Street, Los Angeles, CA 90012
	Phone: 213-253-2677
LA Healthcare Center- West	11301 Wilshire Blvd, Los Angeles, CA 90073
	Phone: 310-478-3711
Mare Island OPC	201 Walnut Avenue, Vallejo, CA 94592
	Phone: 800-382-8387 or 707-562-8200
Martinez OPC	150 Muir Road, Martinez, CA 94553
	Phone: 800-382-8387 or 925-372-2000
Martinez CREC	150 Muir Road, Martinez, CA 94553
	Phone: 800-382-8387 or 925-370-4704
Mather Healthcare System	10535 Hospital Way, Mather, CA 95655
	Phone: 800-382-8387
McClellan Dental Clinic	5401 Arnold Avenue, Sacramento, CA 95652
	Phone: 800-382-8387 or 916-561-7400
Menlo Park Division	795 Willow Road, Menlo Park, CA 94025
	Phone: 650-614-9997
Mission Valley	8810 Rio San Diego Drive, San Diego, CA 92108
	Phone: 619-400-5000
Modesto Clinic	1524 McHenry Avenue, Modesto, CA 95350
	Phone: 209=557-6200
Monterey Clinic	201 Ninth Street, Marina, CA 93933
	Phone: 831-884-1000
Oakland OPC	2221 Martin Luther King Jr Way, Oakland, CA 94612
	Phone: 800-382-8387 or 510-587-3400
Oakland Mental Health and Substance Abuse Clinic	2505 West 14 th Street, Oakland Army Base Oakland, CA 94626
	Phone: 800-382-8387 or 510-587-3400
Oceanside CBOC	1300 Rancho del Oro Drive, Oceanside, CA 94304-1290
Palo Alto VAMC	3801 Miranda Avenue, Palo Alto, cA 94304-1290
	Phone: 800-455-0057 or 650-493-5000 Fax: 650-852-3228
Redding OPC	351 Hartnell Avenue, Redding, CA 96002
	Phone: 800-382-8387 or 530-226-7555
Reno VASNHCS	1000 Locust Street, Reno, NV 89502

	Phone: 775-786-7200
Sacramento Mental Health Clinic	10535 Building 649, Sacramento, CA 95655
	Phone: 800=382-8387 or 916-366-5420
Sacramento VA Medical Center	10535 Hospital Way, Sacramento, CA 95655
	Phone: 800-382-8387 or 916-843-7000
San Bruno OPC	1001 Sneath Lane, Suite 300, San Bruno, CA 94066
	Phone: 650-615-6000
San Diego Medical Center	3350 La Jolla Village Drive, San Deigo, CA 92161
	Phone: 800-331-8387 or 858-552-8585
San Diego Wave	4525 Mission Gorge Place, San Diego, CA 92120
San Francisco VAMC	4150 Clement Street, San Francisco, CA 94121
	Phone: 877-487-2838 or 415-221-4810
San Francisco Downtown Clinic CRRC	401 4rd Street (off Harrison) San Francisco, CA 94107
	Phone: 415-551-7300
San Jose Clinic	80 Great Oaks Boulevard, San Jose, CA 95119
	Phone: 408-363-3000
Santa Barbara CBOC	440 Calle Real, Santa Barbara, CA 93110
	Phone: 805-683-1491
Santa Rosa OPC	3841 Brickway Boulevard, Santa Rosa, CA 95403-8226
	Phone: 707-569-2300
Sun City Clinic	28125 Bradley Road, Suite 130, Sun City, AZ. 95370
	Phone: 951-672-1931
Sonora Clinic	19747 Greenley Road, Sonora, CA 95370
	Phone: 209-588-2600
South Valley OPC	1050 N. Cherry Street, Tulare, CA 93274
	Phone: 559-684-8703
Stockton Clinic	7777 South Freedom Drive, French Camp, CA 95231
	Phone: 209-946-3400
Ukiah OPC	630 Kings Court, Ukiah, CA 95482
	Phone: 707-468-7700
Yountville California Veterans Home	180 California Drive, Box 1200, Yountville, CA 94599

CHAPTER 2 - District

District Officers

The success of the District depends to a large degree upon the efficient and businesslike administration of all of its activities. Each District officer and committee chairman shares in this responsibility. Each should familiarize herself with the duties of her office and fulfill such obligation to the best of her ability.

Duties of the District President

The District President must be an able and qualified leader, for she represents the Auxiliary in her community, and its success or failure depends largely upon her. She should act in a supervisory capacity, be familiar with the duties of all officers and committee chairmen and encourage and inspire them in their work. It is the responsibility of the President to see that all officers are supplied with all available information and material from Department and National Headquarters for efficient promotion of their various activities.

The District President has many duties. She should preside at all meetings of the District and the District Executive Committee; require strict adherence to the Constitution and Bylaws, and rules and regulations established by the National and Department Convention, National and Department Executive Committees and the District itself; appoint members of standing committees and create such other committees as are necessary; appoint all non-elected officers, and perform all duties which are assigned to her office.

Conducting a District Meeting

The manner in which a District 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 District elections and all District business be conducted in accordance with District Bylaws, the current edition of "Roberts Rules of Order, Newly Revised," and Department and National Constitution and Bylaws. All District 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 District 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.

Suggested Order of Business

While this suggested order of business for District meetings includes items that will not be used at every meeting throughout the year, this may be of some assistance to presidents of new Units and to others who are not entirely familiar with the business to be transacted. The order should be modified to fit the circumstances of the particular occasion.

1. Call to Order
2. Advancement of Colors (optional) Salute to the colors if colors are not advance
3. Prayer
4. Pledge of Allegiance to Flag
5. National Anthem or other patriotic song
6. Preamble to the Constitution of the American Legion Auxiliary
7. Roll call of officers
8. Reading and approval of minutes of previous meeting
9. Treasurer's Financial Report
10. Initiation of candidates (quarterly, biannually, or annually, as is the Unit custom)
11. Reports:
 - President
 - Secretary
 - District Officers
 - Executive Committee
 - Membership Committee
 - Standing Committees
 - Americanism
 - Auxiliary Emergency Fund
 - Children & Youth
 - Community Service
 - Constitution and Bylaws
 - Education
 - Girls State
 - Junior Activities
 - Leadership
 - Legislative
 - Membership
 - Past President
 - Poppy

- Public Relations
 - Veterans Affairs and Rehabilitation
 - Special Committees
12. Reading of communications, including those from National, Department and District officers
 13. Unfinished business
 14. New business
 15. Election and installation of officers
 16. Announcements
 17. Program - educational and entertaining (optional)
 18. Adjournment of business meeting
 19. Closing prayer
 20. Retirement of Colors (optional)

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.

District President's Official Visit to Units

As District President you are required to make an official visit to each of the Units in your District. The following suggestions will help you prepare for those visits:

- Prepare a basic speech addressing the programs, particularly the major programs that you will use for every Unit.
- Include information on across-the-board donations to Department listed in the Convention Book of Reports (Americanism, Children and Youth, Education, Poppy Seals, Past Presidents Parley, Veterans Affairs and Rehabilitation and Gift Shop and Patient Remembrance for hospitalized veterans.)
 - If Unit funds are limited encourage them to donate more to the programs on the Department level that are spending more than they take in, i.e., VA&R, Patient Remembrance and Gift Shop and Education.
- Add any special projects that you, the Department or National may be promoting
- Prepare your speech for that new member in the audience. If she understands it, everyone will understand it.
- Include information on Department fundraisers for selling Department President's pins and Department President's Club. Keep in mind there may be members who don't know why they make donations to the Department. Explain what their donations support and that all of these programs are dependent upon donations to keep them available and without donations, they'd have to be discontinued.

Talk to them about promotional items of the major programs

- Prior to your visit, check out the Unit's membership standing and donations to Department. If they are doing well, tell them. If they are not, encourage them and tell them what they need to do. Add notes or temporary stickers to your prepared speech to remind you of anything you want to address that's not already in your prepared speech. Check with the Unit President to see if there is any particular subject, she'd like you to address during your visit.

- On occasion, you may be asked to obligate or initiate new members. Refer to the Auxiliary Manual of Ceremonies. If you can read the small print you can use the book...if not, suggest you type on cards. The Unit President should inform you before you get there that she wants you to do a ceremony, but it wouldn't hurt to have your cards with you just in case they didn't tell you. Make it your business to know what is happening in the Units within your District. Inspire, encourage, motivate and acknowledge. Have a positive attitude...leave negative thoughts at home.

Department President's Official Visit to District

- The Department President makes an official visit to every District to find out how they are doing, meet the members and provide up-to-date information on the many programs sponsored by the Auxiliary. Don't set aside the business aspect of your District meeting for her visit... she wants to hear the reports. This is a golden opportunity for you to show off your officers and chairmen and the wonderful job they are doing...take advantage of it and she will enjoy hearing the reports.
- Make arrangements with your Distinguished Guest Chairman to meet you when you arrive at the meeting if she is not already with you so that she can take the Department President and introduce her to the members while you are getting ready for your meeting.
- If a gift or corsage is to be presented, pin it on her prior to the meeting and arrange for the bill to be submitted at another meeting, not when the guest is present.
- If there are guests present who are members of the Auxiliary, and it is customary for your District to escort, following is the correct group order, the lowest ranking group first.
 - District Chairmen
 - District Officers (not including the District President)
 - Past Department Presidents
 - Hospital Representatives and Poppy Production Managers
 - Current Department Chairmen
 - District Presidents
 - Current Department Officers
 - Current National Officers or Chairmen
 - National Executive Committeewoman
 - Department President
 - National President
- When there are two or more guests in any of the above groups, the Distinguished Guest Chairman escorts the Chairman or Senior member of the group, and asks the other members of the group to follow right behind her.
- The Department President is always the most Distinguished Guest during her visit and takes precedence over any other dignitary, regardless of title.
- The Department President is always escorted alone. The assembly arises when she is escorted.
- The Sgt-at-Arms and Marshall walk in front, followed by the Distinguished Guest Chairman and Distinguished Guest.
- Upon reaching the Presiding Officer's station, the Sgt-At-Arms and Marshal step aside and wait while the Distinguished Guest Chairman presents the guests to the Presiding

Officer. The Presiding Officer shakes the hand of each guest as presented, and seats them before any other guests are presented. After the complete group has been presented and seated, the Sgt-At-Arms and Marshall about-face and, followed by the Distinguished Guest Chairman, return to the rear of the room.

- The Presiding Officer does not present any guest to the assembly until all guests have been escorted and seated.
- The Presiding Officer is always at the center of the head table. At a business meeting, the Parliamentarian should always be seated to the right of the District President during the business part of the meeting. The Department President is to be seated immediately to the right of the Parliamentarian.
- Introduce one not known to the assembly; present one who is already known to the group. Introduction or presentation of honored or distinguished guest should be gracious but short. The higher the office, the shorter the introduction.
- When you introduce or present guests of honor, and they are simply to rise and bow, you introduce the highest-ranking guest first and go down the list. (see enclosed sample list). If your guests are each to say a few words of greeting or congratulation, then start with the lowest rank and go up the list, thus the last expression comes from the top-ranking officer or guest.
- When introducing or presenting a speaker, be sure you have the name and title correct. Identify the speaker, give qualifications through a brief history or biography then turn to the Department President and repeat her name only. (This is her cue to rise.) You lead the applause, and then are seated.
- National, Department or District Officers and Chairmen are always introduced or presented when they are visiting a meeting. (see attached list for correct order for introducing).
- When Department Officers or Chairmen are present at their own Unit or District meetings, they should be escorted at the first meeting after election or appointment and upon the occasion of official visits of other Department Officers or Chairmen, special meetings, installations or when there are distinguished outside guests. At all other times they take their place in the audience as a member. They should, however, be introduced from their places in the audience. When visiting other than their own Unit, District, etc., they should be escorted.
 - If she brings a companion, be sure he/she is introduced to the assembly.
 - If possible, have a container of water and glass available on the head table.
 - When she concludes, you rise and thank her. If a gift is to be presented, do it at this time. If she has to leave, have her escorted from the meeting to her transportation.
 - If newspaper or newsletter publicity appears following her appearance, or if photos or informal pictures are taken during the meeting, it is a nice gesture to send these photos to her.
 - A letter of appreciation or informal note from the District President to the Department President is a must.

District Protocol - Advancement of Officers

All Past Department Presidents precede the current Officers. The Department President, if present, is always last in line. The National Executive Committeewoman precedes the Department President.

Advancement of Guests

The Distinguished Guest Chairman should meet the guest at the door of the meeting room. The guest is then escorted down the aisle on the Chairman's right upon receiving a signal from the chair. The guest should have been notified in writing as to whether the meeting is formal or informal, the time and place of the meeting, amount of time allocated for her speech, and whether or not she is to respond to the introduction.

Seating of Guests

The guest of honor is always seated at the right of the presiding officer; the second most important guest is placed at left of the presiding officer.

Outside Speakers

As a matter of courtesy, when outside speakers are engaged, they should be given a check for expenses as agreed upon immediately after they leave the platform. A podium should always be provided for outside speakers.

Installation of Officers

District officers should be installed immediately following their election or as soon thereafter as possible. While installations of officers are desirable, they are not mandatory. An officer takes possession of her office immediately upon her election unless the bylaws or other rules specify a later time.

Federal Compliance and Tax Laws

Even non-profits without employees are required to obtain a Federal Employee Identification Number (EIN), also referred to as a Federal ID number. Available from the IRS, the number is used to identify the organization when tax documents are filed. Form SS-4, Application for Employer Identification Number, is provided to each newly chartered Unit, with the request that the number be furnished to National Headquarters as soon as it is issued by the IRS.

National Headquarters is required to supply to the IRS the complete mailing address and employer identification number (EIN) of each newly chartered Unit. The IRS further requires that the list of Unit EIN's be updated annually. National fulfills this requirement based upon the EIN's provided by Units to their Department Headquarters. If a Unit files a tax return annually, their EIN should not change. However, Units that fail to meet the annual filing requirement may lose their originally assigned EIN and will be required to apply to the IRS for a new number. Units must file Form 990 or 990EZ if their annual gross receipts are greater than \$25,000.

Beginning in 2008, the IRS requires small tax-exempt organizations to file an annual electronic notice. The form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not required To File Form 990 or 990-EZ, is required of tax-exempt organizations whose annual gross receipts are \$25,000 or less. The Pension Protection Act

requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years.

Organizations that do not file the notice will lose their tax-exempt status as of the filing due date of the third year. All organizations that file Form 990 (including 990EZ, 990-N, and 990T) are required by law to make the form available for public inspection upon request during regular business hours and at the organization's principal office or at a reasonable location if there is no office.

All Units must have their own EIN#. **You can't use your Post EIN#.** Obtaining your own EIN# is very simple and easy to do and can be obtained online from the IRS web site. Fill out the information and submit to IRS and you will receive a letter from the IRS with your EIN# within a matter of minutes after submitting the application. Upon receipt of this letter, please forward a copy of the letter by email to Department Headquarters at calegionaux@calegionaux.org.

- **Internal Revenue Service Filing Mandate.** In 2008 fiscal year the Internal Revenue Service (IRS) began requiring small charities, many of which previously were not required to file tax returns, to submit an annual electronic notice. This is a mandate for every Unit.
- The Form 990-N, entitled the Electronic Notice for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ (and also known as the e-Postcard) is required of charities whose annual gross receipts are \$25,000 or less and raised to \$50,000 or less in 2010.

NOTE: When you file 990N, note what date the IRS has for your fiscal year as this makes a difference when your filing is due. The Auxiliary fiscal year is July 1 to June 30th. If your fiscal year appears as January to December, you need to write a letter requesting fiscal year be changed from January to December to July 1 to June 30th. Letter must be sent to: Internal Revenue Service, ATTN: EO Entity, MS 6273, Ogden, UT 8420

The first e-postcard was due in 2008 for tax year ending on or after December 31, 2007.

The e-Postcard is due every year by the 15th day of the fifth month after the close of your tax year. Our tax year is from July to June so e-postcard should be filed no later than November 15th of each year. Information you need to file

- Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN)
- Tax year
- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer
- Web site address if the organization has one
- Confirmation that the organization's annual gross receipts are normally \$50,000 or less
- If applicable, a statement that the organization has terminated or is terminating (going out of business).

How to File

- Hold your Ctrl button down and click on <http://epostcard.form990.org> and it will take you directly to the IRS Website to file or you can “control click” on links on the following page. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through their trusted partner, Urban Institute. **THE FORM MUST BE COMPLETED AND FILED ELECTRONICALLY. THERE IS NO PAPER FORM SO YOU CAN'T MAIL. IRS WILL REVOKE TAX EXEMPT STATUS OF UNITS WHO FAIL TO FILE THIS FORM FOR 3 CONSECUTIVE YEARS.**
 - STEP 1 Register as a New User. You must register and obtain a login ID. Your login ID will be emailed to you at the email address you provided.
 - STEP 2 Once you have a login ID, you can access the system and create your e-Postcard.
 - STEP 3 Submit your Form 990-N (e-Postcard)

Receipts for Charitable Donations. To deduct any charitable donation of money, a taxpayer must have a bank record or a written communication from the charity showing the name of the charity and the date and amount of the contribution. A bank record includes canceled checks, bank or credit union statements and credit card statements. Bank or credit union statements should show the name of the charity and the date and amount paid. Credit card statements should show the name of the charity and the transaction posting date. Receipts or an acknowledgment are required from a charity for each deductible donation (either money or property) of \$250 or more.

State Compliance and Tax Laws

All Units are mandated to file the California e-Postcard 199N.

Due date. The California e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your account period ended on December 31, the California e-Postcard is due May 15 of the following year.

If the due date falls on a weekend or state holiday, file by the next regular business day.

To determine your due date, use the [due date chart](#). You cannot file the California e-Postcard until after your account period ends.

There is no extension of time to file.

Information you need to file. The California e-Postcard is easy to complete.

All you need is basic information about your organization (also known as entity):

- [Entity ID number](#) or [California Corporation number](#)
- Entity name of the organization
- [Federal employer identification number](#)
- Account period beginning and ending (also known as your tax period / tax year) If your [account period changed](#)
- Entity's mailing address

- Any other names the organization uses ([doing business as](#) or DBA name) of a principal officer.
- Name and address of point of contact Website address, if applicable
- Entity's amount of total gross receipts (the gross receipts must be normally \$50,000 or less) If the organization terminated or went out of business, if applicable
- If the entity started business within the current account period Contact person's name and telephone number

Differences between state and federal requirements

Differences	California	Federal
Gross receipts average	For tax years 2010 and 2011, the average is \$25,000 or less For tax years 2012 and future, the average is \$50,000 or less	\$50,000 or less for tax years beginning on or after January 1, 2010
Gross receipts	Must give amount of total gross receipts for the year	Mark box that gross receipts are below \$50,000
Items needed to complete e-Postcard	13 items	8 items

How to file. Effective January 1, 2012, tax-exempt organizations that normally have annual gross receipts of \$50,000 or less must electronically submit information annually.

File online: [199N California e-Postcard](#)

Organizations eligible to submit an e-Postcard may choose to complete and file a paper Form 199.

No cost to file. Filing the California e-Postcard is free.

Filing confirmation page. You will receive a confirmation page to print once the California e-Postcard is completed. Print this page and keep it for your records.

Entity ID or California Corporation number does not match name of organization. When entering the California e-Postcard information, if the Entity ID or California Corporation number and organization name do not match, do the following to find your correct Entity ID number or California Corporation:

Verify that the Entity ID or [California Corporation number](#) was entered correctly.

If the organization is incorporated with Secretary of State, check the [Secretary of State's website](#) to locate your entity's correct number.

Check the [Exempt Organizations List](#).

If you still cannot locate your Entity ID number or California Corporation number, call the Exempt Organizations Unit at 916.845.4171 from 7 a.m. to 4:30 p.m. weekdays, except state holidays.

Organization with exempt application pending. Organizations with a pending exemption application can file the California e-Postcard if the organization's gross receipts are normally \$50,000 or less.

Consequences of not filing

If you do not file your California e-Postcard on time, we will send you a reminder notice but you will not be assessed a penalty for filing the California e-Postcard late.

Automatically lose tax-exempt status. An organization that fails to file the required e-Postcard for 3 consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status is effective as of the filing due date of the third year.

Loss of tax-exempt status means an organization must file Form 100, California Corporation Franchise or Income Tax Return. The entity would be subject to the franchise tax that is equal to the larger of your California income multiplied by the appropriate tax rate or the \$800 minimum franchise tax.

All non-tax-exempt corporations incorporated or qualified in California are required to pay at least the \$800 minimum franchise tax whether they are active, inactive, operate at a loss, or file a short period return (less than 12 months).

Under existing law, we may revoke an organization's California tax-exempt status if the Internal Revenue Service suspends or revokes the organization's tax-exempt status.

The revocation of an organization's California tax-exempt status will not take place until the filing due date of the third year. Example: Your first California e-Postcard is due on May 15, 2011 (for the tax year 2010) and you do not file in 2011, 2012, or by May 15, 2013, you will lose your tax-exempt status effective on May 15, 2013.

Notification of revocation

Once your organization's tax-exempt status is revoked, the State will send you a letter stating that you have not filed the California e-Postcard for 3 consecutive years, and your tax-exempt status has been automatically revoked for failure to file.

A list of revoked organizations will be available to the public on our website.

Revocation in error

If you believe your organization is automatically revoked in error due to an administrative or similar type error, write to the Exempt Organizations Unit. Make sure you include the following information:

- Your Entity ID number or California Corporation number
- Entity name

- Give the reason why the automatic exemption revocation was in error and include any documentation to substantiate your position.

Amended filing

If your information changes or you make a mistake, you cannot file an amended California e-Postcard. To amend your filing, you must file the paper Form 199.

Prior year filing

You cannot file the California e-Postcard for a tax year prior to 2010. If you need to file for a tax year prior to 2010, you must file the paper Form 199.

How to reapply for tax-exempt status

If an organization loses its California tax-exempt status, it must reapply using FTB 3500, Exemption Application and have it approved to regain its tax-exempt status. Any income received between the revocation date and renewed exemption date may be taxable.

Reinstatement of tax-exempt status may be retroactive if you can show that you had reasonable cause for not filing, and show that you were active and operating for your exempt purpose.

- Entity ID number
 - If your organization is not incorporated or qualified with the California Secretary of State and you received tax-exempt status or filed returns with us, we would have assigned a 7-digit Entity ID number to your organization.
 - This number is on your exempt determination or acknowledgment letter we mailed to your organization when it received tax-exempt status.
- California Corporation number
 - If your organization incorporated or qualified with the California Secretary of State a 7-digit number would have been assigned to your organization. If you are unsure if you are incorporated or qualified in California, go to the Secretary of State's website and complete a business search using your organization's name.
- Federal Employer Identification Number
 - Federal Employer Identification Number (FEIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.
 - If you do not have a FEIN, you can obtain a FEIN from the Internal Revenue Service.
- Account period
 - An account period (tax period / tax year) is usually 12 consecutive months. There are two kinds of account periods:
 - Calendar: This is a period of 12 consecutive months beginning January 1 and ending December 31.
 - Fiscal: This is a period of 12 consecutive months ending on the last day of any month except December.
 - Generally, your account period can be found in the following documents:
 - Your entity's bylaws.
 - Your application for California state tax-exempt status (Form 3500 or Form 3500A) or the letter you received approving your tax-exempt status

- The application, Form SS-4, your organization filed to obtain its employer identification number (EIN).
- A copy of a prior year return Form 199 that you filed with FTB, or Form 990, 990-EZ, or 990-N that you filed with the IRS.
- If this is your first-year filing, your account period beginning will be:
 - Your date of incorporation/qualification if you are incorporated/qualified in California.
 - You begin business date if you are not incorporated/qualified in California.
- Account period change
 - Within the last year, you changed your account period ending date (also known as your tax year). When you change your account period year-end, you file for a short period (less than 12 months) to establish a new tax year-end.
- Doing business as
 - Is a name, other than your legal business entity name, that you use to conduct business.
- Principal officer
 - A principal officer is an authorized individual, such as:
 - An elected officer
 - A director
 - An authorized representative
 - A trustee (if the organization is a trust)
- Website address
 - Your website address is the domain name of your entity's website. Example: www.ca.gov is the website address for the State of California.
- Subordinate organization included in the parent's group return
 - If your organization is a subordinate of a parent organization and is included on the parent's group return, you are not required to file the California e-Postcard. The group return satisfies your reporting requirement. If you do not file as part of a group return and your annual gross receipts are normally \$50,000 or less, you must file the California e-Postcard or a yearly paper return (Form 199) with us.

If your parent organization failed to include your organization in the list of subordinates provided to us, your organization will not be recognized that the filing requirement was satisfied. To resolve this, have the parent organization ask us to update our records by writing to the following address:

ATTN: GROUP TECHNICIAN
 EXEMPT ORGANIZATIONS UNIT MS F120
 FRANCHISE TAX BOARD, PO BOX 1286, RANCHO CORDOVA CA 95741-1286

[Exempt Organizations List](#)

SECRETARY OF STATE AND REGISTRY OF CHARITABLE TRUSTS - See following chart

AMERICAN LEGION AUXILIARY
Department of California

Federal Employer Identification Number (FEIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. All Units must have a FEIN and if you do not have a FEIN, you can obtain one online from the Internal Revenue Service. All forms and instructions can be found on the Department Website State and Federal Filing Requirements.

	DEADLINE DATE FOR FILING	INCORPORATED UNITS	UNINCORPORATED UNITS
990N E-Postcard - Filed online with IRS annually NLT Nov 15th. IRS WILL REVOKE TAX EXEMPT STATUS of Un it's not filing 3 consecutive years in a row.	5 Months from close of Fiscal Year on the 15th Day https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard	Effective 2008, IRS requires all small tax-exempt organizations with income less than \$25,000 to file a 990N E-Postcard. Income raised to \$50,000 in 2010. Must be submitted electronically. When you file 990N, note what date the IRS has for your fiscal year as this makes a difference when filing is due. The Auxiliary fiscal year is July 1to June 30th. If your fiscal year appears as January to December, you need to write a letter requesting fiscal year be changed from January to December to July 1to June 30th. Letter must be sent to: Intimal Revenue Service, ATTN: EO Entity, MS 6273, Ogden, UT 84201	
199N E-Postcard	5 Months from close of Fiscal Year on the 15th Day. https://www.ftb.ca.gov/file/business/types/charities-nonprofits/199N.asp	Effective January 1, 2012, tax-exempt organizations that normally have annual gross receipts of \$50,000 or less must electronically submit information annually.	
Attorney General's Office Registry of Charitable Trusts *See Note below	Within 30 days of receiving assets for charitable purposes CT-1Form https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/ct1-form.pdf	Both Incorporated and Unincorporated Units are required to register with the Attorney General Office- Registry of Charitable Trusts by initially filing the CT-1 Form which is the Initial Registration Form State of California Office of the Attorney General Registry of Charitable Trusts and the RRF-1 and CT-TR1 must be filled out and filed annually after that. A fee of \$25 must be submitted when you initially file but there are no fees for filing the RRF-1 and CT-TR1 with income less than \$50,000.	

Secretary of State	Every 2 years with \$20 filing fee. E-file: Secretary of State Statement of Information Form (file online): https://bpd.cdn.sos.ca.gov/corp/pdf/so/corp_so100.pdf	Incorporated Units must file Statement of Information (Form #SI-100) listing contact information for Unit Officers	Unincorporated Units must register with the Secretary of State one time by filing Sec/State Form #LP/UNA and paying a \$10 fee. This is a one-time filing and Unit doesn't have to file anymore unless they want to alter previously submitted information or to cancel if the Unit turns their Charter in.
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*Note for Attorney General's Office Registry of Charitable Trust. If a Unit or District solicits funds from the public in any way for charitable or public beneficial purposes it would be required to register even if it accounts for those funds on a group return. If a unit is individually incorporated as a public benefit corporation the unit would be required to register. (Distribution of Poppies would be considered a fundraiser soliciting funds from the public for charitable purposes). If Unit/District only receives funds from within their membership and doesn't solicit funds from the public for charitable purposes, they are not required to file.

UNIT/DISTRICT AUDIT OF FINANCIAL RECORDS

All Units and Districts are required to have their financial records audited annually. Units are to submit copies of their annual audit to their District President no later than September 30th. District President will collect copies from all Units and forward copies of Unit and District Audit reports to the Department Office no later than October 30th. See [Unit Audit](#) and [District Audit Reports](#).

Privacy Protection for Unit Members

Officers and members of the American Legion Auxiliary are forbidden by National Convention resolution to distribute the names and addresses of any Units or members of the Auxiliary, except in carrying out the duties of their offices. This action was taken at the Fourth National Convention in St. Paul, Minnesota, September 15-19, 1924. The resolution adopted by the National Convention reads: "That the Executive Committee recommended that no officer or individual of local, Department or National Organization shall circularize the Units or membership of the American Legion Auxiliary outside her immediate jurisdiction, and no committee chairman shall circularize all or any portion of the Units or membership of the American Legion Auxiliary for donations to special funds, or relative to any phase of activity without the consent of the National Executive Committee. When such authority is given, all funds and accounting shall be through the National Treasurer of the American Legion Auxiliary."

Legal Opinions/Rulings

A Counsel General has been provided to rule on all legal questions. The Counsel General is not, however, an officer of the Auxiliary, and his relationship to the National Officers is obviously in an advisory capacity. Therefore, all requests for information from and rulings by the Counsel General must come through the Department Secretary or Department President to the National Secretary, and thence referred to the Counsel General for his decision.

Requests for such information and any rulings received shall be made out in triplicate form. The applicant should retain one copy, one copy should be kept in the Department office and one copy should be forwarded to the National Secretary.

Relationship Between District and Department

The District is an integral part of the Department and close contact must be maintained at all times between the District and Department Headquarters. Immediately following the election or appointment of a District officer or committee chairman, her name should be reported to Department Headquarters so that she may receive information and guidance in her work from the corresponding Department officer or chairman. Reports of activities should be made as requested by the Department.

Supplies and Promotional Material

For information and prices of supplies available, Units may submit a [Department Order Form](#) or [American Legion Emblem Sales](#).

Do not combine Emblem Sales orders (or payment) with orders for supplies furnished through American Legion Auxiliary National Headquarters. These are two separate entities housed in different locations.

Procedure Books

- It is very important that you start a procedure book immediately. Each officer and chairman should compile her own book to reflect what was done in her year. Remember that a procedure book given to you is a guideline and should be used for reference only, not added to or altered. Following are some guidelines for starting your procedure book. Any sort of binder may be used. Since a procedure book is basically a file, it is very helpful to use dividers. Suggested contents:
 - Agenda
 - Roster - District Officers, Chairmen, District Presidents and District Program Chairmen
- Budget - Copy of District budget. Especially applies to Americanism, Girls State, Past President's Parley, Public Relation, VA&R, Chaplain and Historian, but all chairmen should include it.
 - Bulletins - Copies of your articles or bulletins you send to Units.
 - Calendar of Events
 - Correspondence (Pertinent)
 - Code - A copy of the Department Code.
 - District Constitution/Bylaws & Standing Rules - A current copy of the District Constitution/Bylaws and Standing Rules as approved for the current year.
- Dept. Info - Include your program plans of work and bulletins you receive from your Department Chairman, as well as program and miscellaneous information from the Department Office.
 - Convention/DEC/Workshop Information
 - Copies of District Minutes
 - Basic Protocol

- Reports (District) - Copies of the reports you give at district meetings. Remember to give a copy to the Secretary to be attached to the minutes and copies to the Historian and President so they will have them to write the district history and president's year-end report.
- End-of-Year Annual Report Forms. Reports (Annual) - copy of your completed district annual report form and supplemental reports along with winning District reports and supplemental reports that are forwarded to Department for competition.
- Miscellaneous - this is where you would file any pertinent information you feel will be helpful to the next chairman.
- Department Bylaws, Article 1, Sections 9 - 14 in their entirety Re Duties of District Presidents
- Department Bylaws, Article II Duties and Powers of Department Executive Committee
- As District President, you are a member of the Department Executive Committee and should familiarize yourself with your duties as a member
 - Attend Pre-Convention Executive Committee Meeting at convention.
 - Attend Post Executive Committee following convention
- DEC has general supervision over the affairs of the Department and all Department committees in the interim of annual meetings without power to modify action of previous Department Convention
- Referendum vote
- Vacancies in elected Dept. Officer positions are made by the DEC within 30 days of such vacancies.
- Dept Bylaws, Article V- Authorizing mileage to/from called meetings

Article XII District Organization

- **Section 1** The officers of the Districts shall be President, First Vice President, Second Vice President, Junior Past President, Secretary/Treasurer, Historian, Chaplain, Sergeant-at-Arms, and such other officers as the President or the District may deem necessary.
 - The District Secretary/Treasurer may be elected or be appointed by the District President. (Note: The office of Secretary/Treasurer may be divided. No person shall hold more than one District office at the same time.)
- **Section 2** The District President and Vice Presidents shall be elected annually, not earlier than forty-five (45) days nor later than fifteen (15) days prior to the opening of the following Department Convention.
 - District Pre-Convention Caucus may be held at time of Legion Caucus If the District of The American Legion shall invite the District to hold a joint pre-convention caucus session, the District may accept the invitation if the election of delegates within the District has been completed and all other pre-convention requirements are met.
- **Section 3** Voting in pre-convention District caucus shall be by regularly elected delegates to Department Convention or alternates, serving as delegates, to the forthcoming Department Convention, Department Officers, District Presidents, Past Department Presidents, Department Chairmen, Members of the Department

Finance Committee, Girls State Director, Junior Conference Director, and Hospital Representatives in good standing in their respective Districts.

- Payment of Convention Delegates Registration Fee Registration fee covering full voting strength of the Unit must be paid prior to the District pre-convention caucus.
- District pre-convention caucus shall nominate and elect a delegate and/or alternate for National Convention, or by vote of the District delegates by caucus assembled at Department Convention.
- **Section 4** Each District shall hold no fewer than two (2) nor more than twelve (12) meetings per year, including the preconvention caucus.
 - When District Bylaws provide for a delegated District body, the District voting delegation shall be all District Officers, District Chairmen, and such others as the District Bylaws have accorded voice and vote. All Department Officers, Past Department Presidents, Department Chairmen, Members of the Department Finance Committee, Girls State Director, Junior Conference Director, and Hospital Representatives in good standing in their own Units shall be voting members of said District.
 - District Members Entitled to Vote Unless Otherwise Provided in Bylaws. Unless District Bylaws provide for a delegated District body as in (A), all members of District present in District meetings shall be entitled to voice and vote, except in pre-convention caucus.
- **Section 5** A quorum shall exist at District meetings when one-third (⅓) of the Districts in good standing are wholly or partially represented.
- **Section 6** The District shall be financed by a District per capita tax not less than two cents (2¢) or more than fifty cents (50¢). This fund to be used for courtesies and operating expenses of the District. (2006)
 - Said per capita tax shall be based on Unit membership forty-five (45) days prior to the opening of the Department Convention. This tax shall be due September 1st, and delinquent February 1st, providing written notice has been mailed to the Unit prior to delinquency date.
 - Units chartered after close of membership books shall pay District per capita tax on charter membership roll.
 - Noncompliance with this rule shall forfeit the right of the Unit so delinquent, of their preconvention caucus and convention representation.
- **Section 7** Each District shall have Bylaws to cover the needs of the District, so long as they do not conflict with the Department or National Constitution and Bylaws or rulings. Districts may have standing rules to cover situations not covered by the bylaws, providing they do not conflict with the Department or National Constitution and Bylaws or rulings. District Bylaws and amendments before becoming effective must be approved by the Department Constitution and Bylaws Chairman, and signed by the Department President. District shall submit two (2) complete copies of bylaws and four (4) signature pages or four (4) copies of proposed amendment bearing dates of first and second reading and signature of District President and District Constitution and Bylaws Chairman with proper spacing allowed for date and signatures of Department Constitution and Bylaws Chairman and Department

President. Department Chairman will keep one copy for her file, send one (1) copy to Department Office file and return two (2) signature pages to

- District to be attached to District President's file and to District Constitution and Bylaws file. (2003)
- **Section 8** The Department of California, American Legion Auxiliary, shall automatically conform to the redistricting plans of The American Legion as to Districts. Refer to the Department Constitution, Article XI. Refer to Article XIII for District Organization.

OTHER RESOURCES - Refer to your District Constitution/Bylaws and Standing Rules.

Monthly Mailings from Department

Bi-monthly Department mails by regular mail or e-mails a packet of information that contains pertinent information that needs to be shared with members at Unit and District meetings. This information is distributed to Department Officers and Chairmen, all Units, District Presidents, Past Department Presidents, Department Officers and Chairmen receive the monthly mailings from Department in one of two ways through regular mail or from the Department Web Site. To cut costs, this year the Department Office is emailing the monthly packets to those who signed up to receive it electronically or by regular mail. Additionally, the packets are posted on the Department web site.

A donation of \$25 is requested from those Units that want to receive hard copies through regular mail.

The bulletins from the Department Officers and Chairmen are sent to the respective District Chairmen. In the past, only one person from each Unit received this packet but now with the electronic mailing anyone can receive it by providing their email address to the Department Office or go to the web site to access the information. To receive the packet electronically, contact the Department Office or email your request to calegionaux.org. The electronic mailing not only cuts down on the costs but increases the distribution and awareness of the information to a lot more members and to the general public.

If a Unit or District is not receiving the monthly packet, ask the following questions:

1. Are you sure you have sent the correct mailing or email address to the Department? Check the Certification of Unit Officers form.
2. Is the person who receives the mail still living at the same address that was sent to the Department Office?

If the answer to yes to these questions, then the Unit or District President should contact the Department Office and ask the staff to check on the address they have on file.

The District President receives the same packet the Units receive. If the information is critical and the Unit reports they did not receive the packet, the District President should make a copy of the required form(s) and transmit to the Unit as soon as possible. She should also remind the Unit to contact the Department.

Updates

Keep the Department Office informed. When there is a change in a chairman's address or there is a replacement, contact the Department in writing. State the old information and give the new information. You can either do this via email or regular mail. The District Chairmen information is used for many mailings and for the end-of-year reporting. In the case of reporting, changes must be made by DEC otherwise, there is no guarantee that the new information will be included on the back of the report form.

Department and National Web Sites

The Department Web Site www.calegionaux.org/ has a lot of valuable information on all programs sponsored by The American Legion Auxiliary. In addition most of the forms you need can be filled out and printed directly from the web site. If you don't have a computer or know how to use a computer, suggest you go to your local Library and use theirs or ask a friend who has a computer to show you the site..

The National Web Site address is: <http://www.alaforveterans.org/>

CHAPTER 3 – Unit, District, Department National

Once you sign your application for membership in the American Legion Auxiliary, you will be voted on and you will be a member of a UNIT.

UNIT:

- The basic organization of the American Legion Auxiliary is the local Unit. All Auxiliary members must hold membership in a local Unit. Local Units implement the work of the Department and National programs. Through local Units, the Auxiliary develops volunteers to provide service to The American Legion, the American Legion Auxiliary and the nation. The primary purpose of an Auxiliary Unit is to aid The
- American Legion Post to which it is attached in accomplishing The American Legion projects in the community. The Unit is an auxiliary to The American Legion Post and takes its name, location and number. A Unit can be organized only at the request of, and in connection with, an American Legion Post. However, if a Post is no longer active, a Unit may continue to function as a “widow Unit” and in all such instances the Department Adjutant of The American Legion should make certification, which would otherwise be made by a Post Officer.
- A Unit is made of various members as dictated by American Legion membership rules. Senior members are 18 or over (or are married teens) and Junior members under 18. Tiny Tots are birth to age 5.
- Your Unit consists of Officers by election or appointment and is under the guidance of the District.
- A Unit can't survive without the member's interest, attendance at meetings and other functions. Take an active part and be involved. Volunteer to assist with a Committee to begin with if you aren't comfortable chairing a committee. Speak up and share your ideas. Chairmanships will come later when you are familiar with the programs.
- Try to attend at least one meeting each month, but be involved.

Naming the New Unit

The Unit must take the exact same name, number and location of The American Legion Post to which it is attached, and these appear on its charter.

Reorganization of a Disbanded Unit

A Unit cannot be reinstated under a charter, which has been cancelled or revoked. It may, however, reorganize and apply for a new charter following the procedure outlined for the organization of new Units.

Change of Name of Legion Post

If the Post to which an Auxiliary Unit is attached changes its name, location or number, it is mandatory that the Unit take the same action. In such a case, the Unit should forward its charter to the Department Secretary for cancellation requesting a new charter bearing the new Post name, location, number, date of change and names of current officers. The charter fee must be paid, but no charter application is required.

Relationship Between Unit and Post

The relationship between the two organizations is one of cooperation rather than regulation. The American Legion Posts and American Legion Auxiliary Units are related but independent organizations. The National Judge Advocate of The American Legion has issued the following ruling:

“It is crystal clear that The American Legion Post has no authority to control the Unit related to. The Post may not revoke nor threaten revocation of its Unit’s charter. The Unit should regard its connection with the Post as a distinct honor. It should strive unceasingly to carry out the National Constitution’s pledge “to participate in and contribute to the accomplishment of the aims and purposes of The American Legion.”

Auxiliary Units Without Posts

The cancellation or revocation of a Post charter does not invalidate the charter of its Auxiliary Unit. The Unit may continue to operate, bearing the name, location and number of the Post to which it was attached. The number of such Post shall not be reassigned so long as the Auxiliary Unit continues to be active.

Consolidation of Posts and Units

When two or more American Legion Posts surrender their charters and consolidate into a new Post, their Auxiliary Units may follow one of several courses. The Units may continue as “widow” Units under their original charters. They may surrender their charters for cancellation and consolidate as an Auxiliary Unit to the new Post. They may also choose to surrender their original charter and through securing a new charter attach themselves to some Post not having an Auxiliary Unit, or they may surrender their charter and disband. In a “widow” Unit, the Department Adjutant certifies the members. Where several Posts consolidate and one Unit of one Post is involved, the Adjutant of the consolidated Post certifies the members. In a “widow” Unit, the Department Adjutant certifies the members.

See Department website for the following information.

- How to Organize a New Unit
- How to Disband/Cancel a Unit Charter
- Tax Laws and Guidance

DISTRICT:

- Your Unit is part of a DISTRICT
- The District is comprised of all Units
- The officers of the District are elected as stated in District Bylaws (Usually just the President and two Vice Presidents are elected and all other officers are appointed by the President-elect).
- At the District meeting (called CAUCUS) in June, the officers to serve for the following year are elected and there are two names proposed as candidate for Delegate and Alternate to National Convention.
- Unit Chairmen prepare year-end reports that MUST be sent to the District Chairman in order for the District programs to be counted. In turn the District files year-end reports to the Department.

- DISTRICT meetings are a combination of sharing information and the distribution of plans and bulletins to make the organization function in a businesslike manner.

LIVE UNITS AND LIVE DISTRICTS

Units can now sign up for a maximum of two Live Unit points of contact to access their ALA Membership Information System (ALAMIS). Cost is \$10 per year per contact. Districts can also become Live Districts and they view everything the Department views but can't make any changes except they can help Units input their Unit Leaders into ALAMIS.

The American Legion Auxiliary Management Information System (ALAMIS) is used by units, districts and departments to manage members, units, departments and leadership information. Units are only allowed to designate one user for login access. National charges an annual fee of \$10 to the department for each unit that has an online ALAMIS account. The department headquarters authorizes who has access. Units must contact their department with the name of the member who should have access to ALAMIS along with the member's email address, member ID, number, and phone number for the person at the unit who will be using the account. Units can stay informed of important reminders from National Headquarters by viewing our announcements on ALAMIS. Units are also able to make updates, perform searches, and view unit reports.

This is a great membership tool and can be used in a variety of ways by users. To sign up, complete the [ALAMIS Request Form](#) and send it back to the Department Office along with a check earmarked Live Unit Logon Fee GF42449. Once information is sent to National via email, National contacts the individual points of contact and gives their logon, password and instructions normally within 2 days of request. National bills on a calendar year and not fiscal year so logon annual fees due to Department annually by September 30th.

DEPARTMENT

- DEPARTMENT is the state in which you are a member. This is the DEPARTMENT OF CALIFORNIA with headquarters office in San Francisco, 401 Van Ness Ave., Ste 319, San Francisco, CA 941402-4570
- The Department of California is comprised of 30 Districts. The Officers of the Department are elected at convention in June.
- The Executive Committee of this Department is made up of Department Officers, the 30 District Presidents, the Past Department Presidents and the Hospital Representatives. They are called to a meeting in January for mid-year reports and candidates for June election are presented. The Executive Meeting is called prior to the opening of convention and all of the above are requested to be present to vote on recommendations.
- As a paid-up-member of this Department you will receive a paper called the AUXILIARY NEWS. The cost of this paper is part of the dues you pay into your Unit. If you do not receive it after a few months of membership, ask your Unit Secretary to check on it.
- If you move, it is up to you to contact your Unit Secretary for the necessary changes to be made.
- Your membership card number is the same each year – this number will be issued when you pay your dues and will show up on your card for ensuing years. Any

communication with the Department concerning your name or address MUST show this number.

- Any supplies that you wish to order from the Department Office can be filled through your Unit, or you can add \$5.00 mailing cost and order directly showing your UNIT NAME, AND DISTRICT NUMBER as well as the mailing address where you wish the material mailed.

NATIONAL

- National is comprised of the 58 Departments (all states and possessions). The DEPARTMENTS are divided into groups known as Divisions. California is in the WESTERN DIVISION with Alaska, Arizona, Oregon, Washington, Idaho, Nevada, Utah, Hawaii, and New Mexico. Each Division has an elected National Divisional Vice President. This Vice President is elected at a Divisional Caucus during National Convention.
- The DISTRICT chairman reports to the DEPARTMENT Chairman. The DEPARTMENT Chairman compiles her report and the summary and sends it to the WESTERN DIVISION Chairman. The WESTERN DIVISION Chairman compiles her report and it goes to the National Chairman for the report to the delegates at National Convention.
- NATIONAL CONVENTION is held at various cities during the end of August each year. Any member may attend. Delegates to National Convention and Alternates elected at the state convention are the voting body for the convention. All members are welcome at all meetings of the National organization.
- You will receive a NATIONAL NEWS MAGAZINE 4 times each year. This is included in your annual membership dues.
- The DISTRICT chairman reports to the DEPARTMENT Chairman. The DEPARTMENT Chairman compiles her report and the summary and sends it to the WESTERN DIVISION Chairman. The WESTERN DIVISION Chairman compiles her report and it goes to the National Chairman for the report to the delegates at National Convention.
- NATIONAL CONVENTION is held at various cities during the end of August each year. Any member may attend. Delegates to National Convention and Alternates elected at the state convention are the voting body for the convention. All members are welcome at all meetings of the National organization.
- You will receive a NATIONAL NEWS MAGAZINE 4 times each year. This is included in your annual membership dues.

REMEMBER: This patriotic service organization is formed to protect the aims and purposes of The American Legion. As a member in a Unit, you are to pledge to cooperate with your Post, first, but the Post can't dictate policy or procedures to any Unit.

YOU ARE A UNIT MEMBER, IN A DISTRICT, THAT IS PART OF A DEPARTMENT, AND IT WORKS TOGETHER TO MAKE THE NATIONAL ORGANIZATION. CONGRATULATIONS AND WELCOME!

CHAPTER IV - Convention/DEC/Workshops

1. You may or may not want to keep items concerning the Department Convention, Department Executive Committee Meeting and Workshops separate from correspondence for ready reference and ease in finding. Whatever is easiest for you is the way to go.
2. There are normally three Department Workshops scheduled annually. The Workshops are open to everyone. Members and guests are encouraged to attend to find out about upcoming promotional items and information on all programs sponsored by the American Legion Auxiliary.
3. Your Unit or District may also hold a Workshop of some sort. Particularly, training sessions for new members assuming a leadership role by chairing a program or elected to serve as an officer.
4. In January, the Department will hold its Department Executive Committee (DEC) Meeting, commonly called Interim Board or Mid-Year Meeting. This meeting and dates fluctuate dependent upon selection of dates and place by the Department President. Again, this meeting is open to everyone and members and guests are encouraged to attend. (additional information enclosed)
5. Annually, the Department American Legion and American Legion Auxiliary Department Convention is held the last full weekend in June. The Convention is held in the North and moves to the South the following year or vice versa. Units elect Delegates and Alternates to represent them at this Convention. The number of Delegates/Alternates elected is based upon membership (1 for every 50 members plus 2 for Unit Charter). Delegates are seated in accordance to District and Alternates and Guests are assigned a specific area where they are seated. This meeting is open to everyone. (additional information enclosed)
6. THE MORE EXPOSURE YOU HAVE ATTENDING OTHER UNIT, DISTRICT, DEPARTMENT AND NATIONAL MEETINGS WILL ENABLE YOU TO INCREASE YOUR KNOWLEDGE AND ENABLE YOU TO GUIDE YOUR DISTRICT WITH CONFIDENCE AND SUCCESS.

Department Executive Committee (DEC)

This meeting is also referred to as Interim Board, Mid-Year Meeting and DEC and is held in January. The dates are set nearly a year in advance. Many times, outside activities conflict, but as the dates are predetermined, they can't be changed.

Who is Required to Attend

All Department Officers, Chairmen, District Presidents and certain members of the official family are "called" to this meeting. They are given mileage from the general fund for being present. Any member may attend at her own expense and is invited to purchase tickets to the Saturday evening dinner.

What Happens

Each District President and her Vice President/Membership chairman attend a “payoff” affair on Friday evening. It is a social highlight of the weekend and gives the status report of each District in membership.

Friday is the day for the Hospital Representatives to make their report to the Veterans Affairs and Rehabilitation (VA&R) Chairman.

During the Saturday morning session, each District President gives a report on the status of Units in her District. She reports on Units in trouble, Units giving up their Charter and NEW Units. The Department Chairmen give status reports on the first six months of the year, and report what they expect to achieve for the balance of the year. Any special awards are announced here.

Candidates for elective office are announced and introduced. No speeches are given and no nominations at this meeting.

The Western Division National Vice President generally makes her official visit to California at this time and is the honored guest during this weekend meeting.

Preparing for DEC

The Department Secretary/Treasurer will send a letter reminding you to report on the Units in your District. Are you planning on making a motion to place a Unit on probation, remove from probation, surrender or revoke a Unit Charter. Give your reasons.

Have you sent any Department President’s pin money to Department? Please do not send pins at this time. Remember, the pins are a fundraiser for the Department and selling every pin is your goal.

All of your Units should have made their Fidelity Bond payment and ordered their poppies by this time. You will be sent a note from the Department Secretary concerning these items. If the Units are missing these requirements, please contact them immediately. Did you send your **travel expense** form to Department? It is required for you to receive your travel reimbursement at DEC. You must also answer the roll call each day of sessions to receive your check. The finance Committee will disburse the checks on Sunday morning following roll call. If you have an emergency, you must notify the Department President. Let her know you will be absent from the session and tell her who will be answering for your District in your absence.

At DEC and prior to Close of Books, the Department Office will send each District President a copy of Donations made by the Units prior to DEC Meeting in January and again in April with the page that will appear in the Convention Book of Reports

- You need to ensure all information that appears on the page is correct
 - District #
 - District Name
 - District Goals
 - District Membership

- Delegates - Delegate strength is based upon a District' membership at Department Close of Books in May. As membership increases and decreases, pay close attention to this. A District is authorized 2 delegates/alternates for its charter and 1 for every 75 members.
- Donations to: What we call, "Across the Board Donations" or the donations that are listed in the Convention Book of Reports.
- Americanism, Children & Youth, Education/Poppy Seals, Past Presidents Parley, Gift Shop/Patient Remembrance, Veterans Affairs & Rehabilitation and totals.
- All this information will be printed in the Convention Book of Reports that every Delegate will receive at convention and you need to make sure it is correct. Units get very upset if they make a donation and it doesn't appear and is why the Department Office goes through the work and expense to send this report to you as District President, to verify before it gets printed. **IF YOU DON'T TAKE THE TIME TO DO THIS, IF IT IS INCORRECTYOU ONLY HAVE YOURSELF TO BLAME.**

The Department Membership Chairman will invite you and your District Membership Chairman to join her for the Membership Payoff on Friday evening. The Department President may invite you to attend a breakfast on Sunday or other day of her choice.

Department Convention

AS AN ELECTED DELEGATE OR ALTERNATE – representing your District, you have several opportunities to be a working and voting member of the Department Convention.

1. REGISTRATION (you must register with your District when you arrive to get proper identification). Your Unit pays the Delegate and Alternate fees.
2. Material you receive at registration will give you the location of all the committee meetings and the time. Read the material in your packet.
3. APPOINTED TO SERVE ON A CONVENTION COMMITTEE by the District President, your duties are as follows:
 - a) Find the location of the meeting AND BE ON TIME
 - b) Sit in the chair designated for your DISTRICT
 - c) Roll call of districts – you respond by your District number
 - d) If citations are presented for a person in your District, you are the representative and will accept the award or citation.
 - e) All awards are given to your District President and it is her responsibility to see that they get back to your next District meeting and are listed for the record before presentation at your District meeting.
 - f) Personal awards are also given to the District President. The same procedure is used for all committee meetings.
4. THURSDAY MORNING – YOUR DAY BEGINS VERY EARLY:
 - a) District Presidents, 1st Vice Presidents, Department Officers and Chairmen will attend the Pre-Convention Board meeting.
 - b) District Presidents should have checked in with the Department Secretary when they arrived, but if not, they need to be sure to get it at the Board meeting.
 - c) Check packet for special instructions, dinners, lunches, etc.

- d) OPENING SESSION will be held after noon – be sure to know the correct time and place (corsages for District President, Department Officers and Chairmen are the responsibility of Units or individuals. They can be fresh or artificial.
 - e) You may sit where you choose unless an area is marked off.
 - i. Flag ceremony is the most impressive part of the opening (most members wear a dress for this session)
 - ii. MEMORIAL SERVICE is held at the close. Every District should have someone dressed in white for this service if the District Chaplain can't serve. (Read instructions)
5. THURSDAY EVENING – RECEPTION FOR THE CANDIDATES
- a) Candidates for Department office are greeted at this affair. It is usually held in the hotel where the official family is staying. It is open to everyone.
 - b) You walk through the line, greet the candidates and have your punch and cookies. These people will be nominated during the regular session on Friday and election on Saturday morning. It is not necessary to stay long after you greet the candidates.
6. General Sessions
- a) Each Delegate or Alternate serving in place of a Delegate will be seated in the section assigned to the District for each of the business sessions. The place in the hall is determined by the membership standing of the District at close of books. The District President will pass roll call sheet in the AM / PM to be sure that only registered persons that can vote are in the delegation (there is a designated area for seating of Alternates and visitors nearby).
 - b) If you must leave the hall – be sure the District President knows you are going and when you expect to return, or if another person is replacing you. If you do not plan to return, your District Alternate should fill your place. For restroom, smoking, personal – be sure someone knows. YOUR PLACE SHOULD BE FILLED AT ALL TIMES while the convention is in session.
7. FRIDAY SESSIONS – Reports begin
- a) Changes in Bylaws will be given first reading b.
 - b) Candidates for election will be nominated
 - c) Past Presidents luncheon or breakfast held on this day
8. FRIDAY NIGHT – check your schedule – there could be a parade, also when is District Caucus?
9. DISTRICT CAUCUS AT CONVENTION
- a) Most Districts caucus some time after the Convention Committee Meetings to discuss issues coming before the convention.
 - b) Information concerning pending business, candidates, etc.
10. IF A NOTE COMES TO THE DELEGATION for a representative of your District to accept an award – be prepared to go to the side of the stage as directed at the time the Chairman gives her report.
11. A COMMITTEE IS CALLED OUT OF CONVENTION FOR A SPECIAL MEETING
- a) If you served on that committee, you will go to where the meeting is being held and will still have the vote of your District during the decision making on the issue at hand.
 - b) Report any special changes on items coming to the floor to your District President so she can advise your District.

12. SATURDAY A.M. – REPORTS CONTINUE/ELECTION OF OFFICERS

- a) Bring note pads, good book, candy, etc. Be ready to sit and wait for a long time before the vote. Make sure that only DELEGATES or ALTERNATES serving as Delegates are in the delegation. Only people who will be voting will be in the delegation!

13. SATURDAY P.M.

- a) After lunch, all should return to the delegation for afternoon session. VOTE WILL BE ON THE BUDGET and the report of the election will be read. Reports continue.

14. SUNDAY MORNING

- a) Session opens early and should be brief. District President and Vice Presidents elect will come dressed and ready for the INSTALLATION OF OFFICERS at the close of the session.
- b) Corsages for the District President and the Vice Presidents and any Department Officers to be installed are the responsibility of the District the officer comes from.
- c) NEW DISTRICT PRESIDENT – will be prepared to stay after the close of installation for a meeting with the NEW DEPARTMENT PRESIDENT. The vice Presidents can also sit in on this meeting for information. The NEW PRESIDENT OF THE DISTRICT should have all of her personal business taken care of before she comes to the meeting on Sunday morning.

15. SUNDAY – CONVENTION CLOSING AND THE NEW OFFICERS ARE INSTALLED

16. DEPARTMENT POST CONVENTION EXECUTIVE BOARD MEETING – NEW DISTRICT PRESIDENT IS NOW THE VOTE FOR YOUR DISTRICT.

- a) The new 1st Vice President should attend for information, but has no vote at this meeting.
- b) The new Department President will tell her plans, announce important dates to the District and the appointment of her chairmen.
- c) The Secretary/Treasurer is elected at this meeting.
- d) The material received at this meeting must be read as soon as is possible, forms filled out and returned and any information that is requested must be provided immediately.
- e) As the New President of the District you are in full charge at this time. Plans for an installation of officers in your District where all of your new officers are installed for your year.

INFORMATION: As a delegate serving this convention, your District President will ask that you bring back a report from certain chairmanships. Take your own notes. If you have served on a Committee for the Convention, you should prepare to make a report to your District on what happened and any resolutions and Code changes. Make a copy for the Secretary. (If your District gives you funds as a Delegate, they may require you to make a report to the District.)

How to Read The Book of Statistics

Turn to the page showing your District number. “THERE BEFORE YOU” is the record of all donations made direct to Department by your District. Your paid membership, your delegates, everything that concerns your District and your District.

Also shown are the delegates allowed for each District, who has a vote in their “own right” (by name) and the total votes for your District.

Preparing for Convention

The Department Secretary will send a letter reminding you to report on the Units in your District. Are you planning on making a motion to place on probation, remove from probation, surrender or revoke a Unit Charter? Give your reasons.

At DEC and prior to Close of Books, the Department Office will send each District President a copy of Donations made by the Districts prior to DEC Meeting in January and again in April with the page that will appear in the Convention Book of Reports

- You need to ensure all information that appears on the page is correct
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 - Americanism, Children & Youth, Education/Poppy Seals, Past Presidents Parley, Gift Shop/Patient Remembrance, Veterans Affairs & Rehabilitation and totals.
 - All this information will be printed in the Convention Book of Reports that every Delegate will receive at convention and you need to make sure it is correct. Units get very upset if they make a donation and it doesn't appear and is why the Department Office goes through the work and expense to send this report to you as District President, to verify before it gets printed. **IF YOU DON'T TAKE THE TIME TO DO THIS, IF IT IS INCORRECT....YOU ONLY HAVE YOURSELF TO BLAME, NOT THE DEPARTMENT OFFICE.**

How are your pin sales coming. Before convention, all pins and money should be transmitted to the Department Office.

Did you communicate with all your Units about the donations made to date? Are the membership statistics being reported by the Department Office correct? If any Unit questions statistics, it should contact the Department Office immediately once the books are closed, it will not be possible to make changes for the Convention Book of Reports.

Did you send a list of the Units attaining 100% membership by March 31 and filing the Unit Activity Report with you to the Department Office? Remember that these Units must show participation in the six major programs. Did you send the best Unit supplemental report to the Department Vice President? These items are due by June 1.

For convention, have you held your District caucus meeting? Are delegates and alternates to National Convention elected? Have you assigned committee members to attend the convention Committee meetings? Do you have your page? Are you sending the District Colors and do you have bearers lined up? Does your District know when and where you want to caucus with them during convention? Make sure to forward all forms to Department office immediately following the caucus meeting. The information is vital for the Department Secretary/Treasurer to prepare for convention.

Did you send your travel expense form to Department? It is required for you to receive your travel reimbursement at convention. You must also answer the roll call each day of sessions to receive your check. The Finance Committee will disburse the checks on Sunday morning following roll call. If you have an emergency, you must notify the Department President. Let her know you will be absent from the session and tell her who will be answering for your District in your absence.

Have you notified the incoming District President that she is invited to be your guest at the DEC breakfast the Thursday morning of convention? Do the incoming president and vice presidents know about installation on Sunday morning and the Post-Convention Meeting?

Do you remember the protocols of convention – seating within the District delegation, all District Presidents are escorted during the Opening Ceremony on Thursday, your Unit or District should make sure you have a corsage for opening ceremonies. Your personal page is to sit on the aisle in the first row of your delegation's assigned area. You should have a chair (or two) next to her. Your 1st Vice President sits next to you. Have you arranged for a sign-in sheet for your delegation? This is particularly important if delegates are reimbursed for attending the convention. More importantly, you need to know what Units are represented in your delegation at all times in case of a roll call vote.

National Convention

IF YOU have been elected to serve your DEPARTMENT as a Delegate or as an Alternate to NATIONAL CONVENTION, do you know what to do?

1. Each Delegate and Alternate MUST REGISTER with the Department Secretary upon arrival at the Convention City. Know ahead of time what hotel (it is usually the Department American Legion Headquarters). She will post the registration hours in the hotel lobby.
2. You will pick up any tickets you have ordered at this time.
3. Credentials are in your packet. You MUST carry your Delegate card and your badge with you to all sessions. If you are an Alternate, a special section is reserved for you. Visitors are welcome to all of the sessions including committee meetings. Be sure the Department President knows where you are in case she needs to "move you up" into the Delegation when a Delegate is missing.
4. Committee meetings are about the same as the Department Convention and are held prior to opening of convention, generally Saturday morning. If you are appointed to a convention committee, you will sit in the chair marked for CALIFORNIA, sign roll call, and vote for your State.

5. CALIFORNIA CAUCUS – is set by the Department President at a time after the committee meetings. Here all committee representatives report on the pending changes in rules, Bylaws, and announce awards received in committee for California. Visitors may attend this meeting if there is enough room.
6. WESTERN DIVISION CAUCUS – held to elect the next years Divisional National Vice President. This office is rotated through the states in this Division. ALL CALIFORNIA DELEGATES, ALTERNATES and VISITORS are encouraged to attend this meeting. There is a head count and it is nice for the state to have all of its representatives in the room. Try to sit together. If it is not possible, be sure to stand when CALIFORNIA answers roll call.
7. General sessions follow opening day according to the printed program. The day for the reading of the Bylaws changes is vital. All persons elected to represent this state SHOULD BE PRESENT, ALL DAY.
8. The day to elect officers for National organization is a full day and each state will answer roll call. All delegates and alternates should be in place morning and afternoon session. Tell the husbands to find something to keep them busy – this is your convention day.
9. If you must leave the delegation, please advise the Department President in charge of the seating. She will take care of finding your replacement. If you are not returning you will give up your credentials so that an Alternate may be “moved up” to sit in your place. If it is just temporary, you do not have to give up your credentials.

CHAPTER V - Department Fundraisers

President's Club:

[American Legion Auxiliary President's Club](#) was established as a fundraiser for the A.L.A. , Department of California General Fund in 2005. 100% of all funds donated except 3-5% to cover costs to administer this Club will be credited to the General Fund.

Due to overwhelming comments from Auxiliary members who wanted to participate in the program, the four donor levels have been removed from the program and replaced by simply donating \$25.00 to become a member. Of course, all donations for any amount will be appreciated and will be accepted to offset the rising costs of General Fund expenses. All donations are tax deductible.

All members donating \$25.00 will be issued a membership card and recognized accordingly as deemed appropriate by the Department President. Additionally, a special Department President's charm will be given to donors making a \$25 donation. Smaller donations to support the Department General Fund can be made directly to the Department Office by simply writing a check made payable to A.L.A., Department of California and mailing it to 401 Van Ness Ave., Ste 319, San Francisco, CA 94102-4570.

Membership in this Club is open, but not limited to, all members, Units and Districts of the American Legion Auxiliary, Department of California.

To become a member, simply fill out the application with a check made payable to the A.L.A. Department of California for the appropriate amount, earmarked President's Club and mail to the American Legion Auxiliary, Department of California, 401 Van Ness Ave., Ste 319, San Francisco, CA 94102-4570.

Department President's Pin:

The sale of the Department President's pins is a fundraiser for the Department of California. The funds collected are considered income for the Department Administrative and Executive accounts and deposited into the General Fund. The dollars raised help defray the expenses of the Department.

Each District President receives an allocation of pins during the Post Convention Meeting. The Department President makes the allocation assignments; the Department Office collects and records the funds. Currently, the pins are sold for \$5.00 each.

It is suggested that the District President divide the allocated pins between the Units in her District. The Units are to be encouraged to purchase the pins and then resell them to their members. The Units transmit the pin income to the District Treasurer who, in turn, transmits the funds to the Department Office. The district then transmits funds no less than twice during the year – December and May.

Donations to Department:

It is very important for the District President to encourage donations to Department. The donations that are listed in the Department Convention Book of Reports are: Americanism, Children & Youth, Education (including Poppy Seals), Past Presidents Parley, Gift Shop/Patient Remembrance, and Veterans Affairs & Rehabilitation. All of these programs are dependent upon donations. The amount of donations received one year is the amount of money available for the budget the following year.

The District President receives a report listing all the donations made by Units in their District at DEC and again just before the Close of Books. The District President must verify that this information is correct and can do that by having the Units verify this information. Remember, if you don't take the time to review and correct this information, figures will be wrong in the Convention Book of Reports and you have no one to blame but yourself. If there is a discrepancy, the Unit should contact the Department in writing and include a copy of the front and back of the check in question.

The information the Department Office has by the Close of Books (forty-five days prior to the opening of Convention) will be included in the Convention Book of Reports. Usually, if there are errors in the Book of Reports, it can be concluded that the Unit wasn't given the opportunity to verify its donation record or it did not choose to contact the Department Office to correct inaccurate information.

To ensure your donations to Department get posted correctly, fill out the appropriate Donation Transmittal Sheet and send with your donation(s) (See following samples.)

Follow the directions on the reverse side of the form for sending donations to National and other donations.

Special forms are required for paying the [District Fidelity Bond](#), sending in donations to the In [Loving Tribute Fund](#), [California Disaster Fund](#), [Poppy Orders](#), [Poppy Seals](#), [Supply Orders](#), [Girl State Fees](#), [President's Club](#) and the [Department President's Special Project](#).

Chapter 6 - CALENDAR

July - “Girls State Month”

- Review procedures left by previous District President
- Organize District Calendar
- Communicate with Units
 - Unit Meeting & Visitation Schedule
 - Encourage attendance at Department Workshop
 - Attend Workshop closest to you
- Personal Information to be forwarded to Department Office for roster.

August

- Review major documents
 - District Bylaws, Standing Rules, Policies, Budget, etc.
- Attend Workshop closest to you
- National Convention

September

- Orders for Convention Book of Proceedings due to Department with check NLT September annually.
- Remind Units to pay Fidelity Bond to Department
- Remind Units to Order poppies
- Remind Units to send in their Girls State Reservation forms.

October – “Education Month”

- Poppy Orders & Girls State Reservation forms due October 1st.

November – “Membership Month”

- Department Executive Committee (DEC) information from Department
- Early Bird Goal

December – “Veterans Affairs and Rehabilitation Month”

- First half expense report due to Department
- Transmit any money from sale of Department President’s pins to Department.
- Prepare for DEC
 - Send travel expense form to Department
 - Make hotel and banquet reservations

January – “Legislative/National Security Month”

- Poppy ID Cards orders due to Department NLT January 31st.
- DEC Meeting
- 100% Units by January 31st for National Award

February – “Americanism Month”

- Membership Card Year Renewal Address due to Department NLT February 28th.

March – “Community Service Month”

- Attend National President’s Visit
- National Awareness Assembly
- 100% Districts by March 31st for Department Certificate (plus reporting in April)
- Girls State Applications and check due to the Department Chairman by March 12th.
- Legion Birthday
- Americanism Essay winner(s) due to District Chairman by the fourth Friday in March.

April – “Children & Youth Month”

- Reservations for Junior Conference due to the Department Jr. Activities Chairman NLT April 30th.

- Make all donations to Department by April 30th
- Prepare for Convention
- Districts may elect beginning April 1
- Using Department Information, Verify District Donations
- Remind Units to send Certification of Delegates/Alternates to Department
- Submit any changes to Bylaws by mid-May
- End-of-Year Report forms due from Units to District by the fourth Friday in April except the Poppy and Financial Reports which are due two days following Memorial Day.
- Past Presidents Scholarships due to the District NLT the 1st Friday in April; Districts forward winning entries to the Department Chairman NLT the 3rd Friday in April.

May – “Poppy Month”

- Recommendations affecting the program budget for next year are due by May 1st.
- Poppy Week – The week preceding the 3rd Saturday in May shall be Poppy Week.
- Ensure all Unit obligations are paid to Department
- End-of-Year Report Forms and Poppy Financial Report are due not later than two days following Memorial Day. Copies of the Poppy Financial Report shall be sent immediately to the Department Office with check(s) and Department Chairman. District Reports are due to the Department Chairman by June 5th.
- Endorsement of Candidates
- Certification Of District Elections and Delegates are due to Department and District President NLT May 29th.
- Reservation for convention hotel and banquet are due.
- Send Reservation and check to Department for the Department Executive Breakfast

June – “Junior Activities Month”

- Unit Activity Report due to District showing overall participation in six major programs. The District President forwards the winning entry to the Department Vice President by published deadline date.
- District Elections not earlier than forty-five days nor later than fifteen days later than 15 days prior to Convention Opening.
- Assign delegates to the Department Convention Committee Meetings
- Election Delegate/Alternates for National Convention. If no one is going, leave blank
- Mail Flags to Convention Site

Chapter VII - Procedure for the Expulsion or Suspension of a Member

Process. The first step in the process of all actions of expulsion or suspension against a member of the American Legion Auxiliary in good standing shall be the filing with the Secretary of the Unit written charges, in triplicate, properly verified by the affidavit of the accuser or accusers. It shall then be the duty of the Unit to employ legal counsel, preferably a practicing member of the Bar in the state in which the Unit is located.

Notice and Copies of Charges to Accused. The Secretary shall deliver to the accused member, by registered mail or in person, one copy of the charges and a written notice to appear at a specific time and place to show cause why she, the accused, should not be suspended or expelled. These items shall be delivered to the accused at least fifteen days in advance of the scheduled appearance. The Secretary shall cause note to be made of the delivery of the charges and notice. Whenever the accused cannot be found, subsequent copies of the charges and notice may be served.

Charges. The accuser or accusers must be members of the same Unit as the accused, and she/they shall set forth the charges of disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of the American Legion Auxiliary in terms of simplicity and understanding in order that the accused may properly prepare a defense.

Appearance. Before the accused member defends herself in person or by counsel, she shall enter her defense by filing an answer to said charges on or before the date on which she has been summoned to appear.

Failure to Answer. If the accused member fails to answer the charges in the manner and form as herein set forth, the charges and matters therein stated shall be taken as confessed, and the prayer for expulsion or suspension granted.

Continuance. Either party may apply for a continuance before the day set for trial. However, it shall be accompanied by a written motion and supported by affidavit of the party so applying. Good and substantial cause must exist before said motion is granted. It shall be the duty of Unit counsel to pass upon said motion and determine from the pleadings whether or not sufficient cause exists for continuance.

Trial. The Unit Counsel shall preside at the trial, shall have the power and authority to pass upon the materiality and relevancy of all evidence presented, and shall have general power to prescribe necessary rules and regulations for the orderly procedure of said trial, except that no rule or regulation in violation of these rules shall be permitted.

Unit Members to Act as Jurors. Members of the Unit shall act as jurors under the guidance of the Unit Counsel to ascertain the truth of the charges preferred. Their province is strictly limited to questions of fact, and within the province they are still further restricted to the exclusive consideration of matters that have been proven by the evidence introduced in the course of the trial. At the conclusion of the evidence, the members of the Unit in attendance so acting as jurors shall determine by ballot (two-thirds vote) whether or not the accused is guilty as charged, and shall produce their decision in writing, signed by one of their number

as chairman, and return same to the Unit Secretary who shall enter same in the Unit records.

Challenge. If either party shall make affidavit that a certain member of the Unit cannot fairly and impartially try the case and render a fair and impartial verdict, and the Unit Counsel shall be satisfied as to the truth of such statement, said member or members shall be challenged for cause and dismissed from service as jurors, but in no event shall the number present for trial be reduced below a majority of the members present for the hearing. Neither the accused or the accuser, nor their counsel, shall be permitted to sit as jurors.

Amendments. At any time before the final decision is made by the members sitting as a jury, amendments to the pleading may be allowed by the Unit Counsel, such terms as are just and reasonable.

Appeal. Any member who has been suspended or expelled has the right of appeal to her Department Executive Committee provided that said appeal must be taken by the preparation of a transcript of the proceedings within forty days after a judgment of expulsion or suspension, such transcript shall contain a copy of the charges, the notices to the accused, and a record and copies of all other actions or pleadings introduced, together with a statement of the evidence in substance to be prepared by the party appealing. The Unit Counsel shall be the judge of the correctness of the statement of evidence as an alternative, either party may demand a stenographic report, providing that timely request before trial is made, and provided further that the party requesting the stenographic report shall pay for same. The Unit Counsel shall determine the correctness of said stenographic report.

Notice by Department Secretary. When an appeal is taken, as herein provided, to the Department, it shall be the duty of the Department Secretary to notify all parties of the date, exact time, and place of the next Department Executive Committee meeting, provided at least ten days' notice shall be given. The Department Executive Committee shall hear the appeal.

Evidence may not be introduced before the Department Executive Committee, though arguments may be heard, and the evidence as shown by the transcript shall be the only evidence considered by the Executive Committee.

The Department Counsel shall preside at the trial, shall have power and authority to grant continuance to either party upon just cause being shown, and shall have power to make all necessary and reasonable rules and regulations for the orderly procedure of said trial.

No Further Appeal. The decision of the Department Executive Committee shall be final.

Effects of Decision. Where an appeal is taken by the accused and the Department Executive Committee or Department Convention sustains the appeal, the expelled member automatically becomes a member in good standing of said Unit, and it is mandatory that the Secretary reinstate said member upon the Unit Membership Roll.

After completing the “Procedure for the Expulsion or Suspension of a Member of the American Legion Auxiliary”; as set forth in this handbook, National Headquarters will require the guidelines listed below to be followed:

1. All Department requests to National Headquarters for canceling a member must come in writing from the Department Secretary. In the event the member being cancelled is the Department Secretary, the request must come from the Department President.
2. The written request must contain the following:
 - Name and membership ID number of person being cancelled
 - Reason for cancellation
 - Effective date of cancellation
 - A clear statement that all procedures outlined in the Auxiliary Unit handbook have been followed and that the Department has written copies of all documentation regarding the expulsion in their files.
3. Departments are not required to submit documentation to National unless requested by the National Secretary or the Membership Coordinator.

All written requests should be sent to: American Legion Auxiliary National Headquarters, Attn: Membership Coordinator, 8945 N Meridian Street, Indianapolis, IN 46260