AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN

RED BOOK
2020-2021

A UNIT GUIDE FOR OFFICERS AND CHAIRMEN

DEPARTMENT HEADQUARTERS

2930 AMERICAN LEGION DRIVE
P.O. BOX 140
PORTAGE, WI 53901-0140

PHONE: 608-745-0124
FAX: 608-745-1947

EMAIL: alawi@amlegionauxwi.org
WEBSITE: www.amlegionauxwi.org

AMERICAN LEGION AUXILIARY BADGER GIRLS STATE:
www.alabgs.org
JOANIE DICKERSON
DEPARTMENT PRESIDENT

‘Anchored in Service, Setting a Course for the Future’
(President’s Theme)

The American Legion Auxiliary, Department of Wisconsin, is an active body of the National American Legion Auxiliary, which was founded in 1919. The Department of Wisconsin received its Charter in 1921 and incorporated in 1946. (Public Law – Sec.188.08)

This directory is intended for official American Legion Auxiliary use ONLY. Any unauthorized use by other businesses, organizations, or individuals is prohibited.
PREAMBLE TO THE CONSTITUTION OF THE AMERICAN LEGION AUXILIARY

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America;

To maintain law and order; to foster and perpetuate a one hundred percent Americanism;

To preserve the memories and incidents of our associations in all wars;

To inculcate a sense of individual obligation to the community, state and nation;

To combat the autocracy of both the classes and the masses;

To make right the master of might;

To promote peace and goodwill on earth;

To safeguard and transmit to posterity the principles of justice, freedom, and democracy;

To participate in and contribute to the accomplishment of the aims and purposes of The American Legion;

To consecrate and sanctify our association by our devotion to mutual helpfulness.

MISSION STATEMENT

In the spirit of Service, Not Self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

VISION STATEMENT

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace and security.
FOREWORD

The purpose of the Wisconsin Red Book is to guide unit, county, district and department officers and program chairmen in carrying out the mission of The American Legion Auxiliary.

The Wisconsin Red Book provides contact information for department headquarters, officers and Auxiliary program committee members; guidelines for unit organization; department program information; ALA Department of Wisconsin Constitution, Bylaws and Standing Rules; and a calendar of activities. Information contained in the Wisconsin Red Book is available on the department website at www.amlegionauxwi.org.

The Wisconsin Red Book should be used in conjunction with the Unit Guide Book and the Department Operations Guide. Information contained in these publications is posted on the national website at www.ALAforVeterans.org.

The Department of Wisconsin provides various ways for our members to receive information to learn how we support our mission through “service not self” efforts.

- Unit Mailings are offered to each unit president and posted on the department website. These mailings contain information from the Department President and Executive Secretary-Treasurer, program updates, senior/junior conference materials, and much more.
- The Wisconsin, the American Legion Auxiliary department publication, is located inside the Badger Legionnaire and contains current information on programs and functions.
- The department website (www.amlegionauxwi.org) contains a wealth of program information, on-line forms, updates on department and national functions, and links to other American Legion Family state and national websites.
- The department Facebook page American Legion Auxiliary Dept of WI contains pictures and stories about our events.

As we embark on our second Century of Service, not self, we continue our dedication to the mission of our organization. Our course is set, our sails unfurled, and our anchor weighed. Time to gather our community of committed volunteers on deck and carry on with our legacy of service for veterans, military and their families.

Joanie Dickerson
Department President, 2020-2021

DEPARTMENT HEADQUARTERS INFORMATION
2930 American Legion Drive • P.O. Box 140 • Portage, WI 53901-0140
Phone: 608-745-0124 • Fax: 608-745-1947
Email: alawi@amlegionauxwi.org • Website: www.amlegionauxwi.org

Headquarters Staff:
Bonnie Dorniak Executive Secretary-Treasurer
Ext 111 email: deptsec@amlegionauxwi.org
Linda Cason Bookkeeper/Program Assistant
Ext 113 email: bookkeeping@amlegionauxwi.org
Andrea Stoltz Membership/Program Coordinator
Ext 112 email: alawi@amlegionauxwi.org
Carrie Thrasher American Legion Auxiliary Badger Girls State/Program Coordinator
Ext 114 email: alabgs@amlegionauxwi.org

Poppy Shop Staff:
Sue Hembrook Supervisor; email: wipoppyshop@yahoo.com
Shirley Meyer Assistant
# 2020-2021
## American Legion Auxiliary • Department of Wisconsin

### DEPARTMENT OFFICERS

<table>
<thead>
<tr>
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<th>Name</th>
<th>Term</th>
<th>District</th>
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<td>PRESIDENT</td>
<td>Joanie Dickerson</td>
<td>2019-2021</td>
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<td>HISTORIAN</td>
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<td>NATIONAL EXECUTIVE COMMITTEEWOMAN</td>
<td>Laura Calteux</td>
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### DISTRICT PRESIDENTS

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### DEPARTMENT HONORARY JUNIOR OFFICERS

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### DISTRICT CHILDREN & YOUTH CHAIRMEN

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### COMMUNITY SERVICE
- Beth Puddy 2019-2021
- District 6 Unit 75

### CONSTITUTION & BYLAWS
- Jan Pulvermacher-Ryan 2019-2021
- District 3 Unit 360

### DISTINGUISHED GUESTS
- Diane Duscheck 2019-2021
- District 6 Unit 282

### EDUCATION
- Lauren Miller 2019-2021
- District 3 Unit 352

### FINANCE COMMITTEE
- Chairman: Diane Duscheck 2019-2023
- District 6 Unit 282
- Vice Chairman: Pat Smith 2017-2021
- District 7 Unit 284
- Committee: Kathy Wollmer 2018-2022
- District 7 Unit 81
- Jan Pulvermacher-Ryan Automatic
- District 3 Unit 360
- Alternate NEC: Char Kiesling Automatic
- District 6 Unit 33

### FUNDRAISING
- Vicki Flynn 2019-2021
- District 3 Unit 42

### HOMELESS WOMEN VETERANS (Please see Veterans Affairs & Rehabilitation Section)

### HOSPITAL VOLUNTEERS (Please see Veterans Affairs & Rehabilitation Section)

### JUNIOR ACTIVITIES
- Chairman: Laura Calteux 2019-2021
- District 4 Unit 416
- Vice Chairman: Char Kiesling 2019-2021
- District 6 Unit 33

### LEADERSHIP
- Chairman: Kathleen Baranzyk 2019-2021
- District 4 Unit 416
- Committee: Bonnie Jakubczyk 2019-2021
- District 4 Unit 434
  - Donna Jensen 2019-2021
  - District 4 Unit 415

### LEGISLATIVE
- Char Kiesling Automatic
- District 6 Unit 33
LIAISONS TO THE AMERICAN LEGION

Department President.........................................Joanie Dickerson  Term District Unit
Dept. Executive Secretary-Treasurer...............Bonnie Dorniak Automatic  3  482
Automatic  6  329

LIAISON TO THE AMERICAN LEGION COMMUNICATIONS COMMITTEE
Wisconsin Editor ............................................Bonnie Dorniak  2019-2021  6  329

M. LOUISE WILSON
EDUCATIONAL LOAN FUND ......................Joan Chwala  2019-2021  10  326

MEMBERSHIP
Chairman ......................................................Linda Coppock Automatic  9  512
Unit Development & Revitalization..............Becky Mueller  2019-2021  9  106
Julie Muhle  2019-2021  2  15
All District Presidents  2019-2021
Junior Representative.................................Olivia Rottman  2019-2021  3  85

DISTRICT MEMBERSHIP CHAIRMEN
DISTRICT 1 .................................................Debi Stuvengen  1  209
DISTRICT 2 ...............................................Sandra Mack  2  288
DISTRICT 3 ................................................TBD  3
DISTRICT 4 ..............................................Bonnie Jakubczyk  4  434
DISTRICT 5 ...............................................Gayla Ruocco  5  1
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DISTRICT 7 ...............................................Nicole Vidal  7  51
DISTRICT 8 ...............................................Bonnie Schult  8  469
DISTRICT 9 ...............................................Bonnie Blink  9  55
DISTRICT 10 ..............................................Joan Chwala  10  326
DISTRICT 11 .............................................Jeanie Osero  11  93
DISTRICT 12 .............................................Sandi Garlie  12  435

MUSIC.........................................................Becky Mueller Automatic  9  106

NATIONAL SECURITY .................................Karen Degner  2019-2021  2  243

OFFICE POLICY
Chairman .....................................................Jan Pulvermacher-Ryan  2018-2022  3  360
Committee ....................................................Bonnie Jakubczyk  2020-2023  4  434
Diana Sirovina  2017-2021  1  171

PAST PRESIDENTS PARLEY/CAVALCADE OF MEMORIES........Teresa Isensee Automatic  10  326

POPPY PROGRAM .......................................Diane Steinert  2019-2021  6  234

PUBLIC RELATIONS
Chairman .....................................................Bethany Fredericks  2020-2021  3  352
Committee ....................................................Brandi Kochera  2019-2021  3  220
Sarah Stiff  2020-2021  8  6
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**STRATEGIC PLANNING AD HOC COMMITTEE**

Chairman ........................................... Joyce Endres 2020-2021 3 360  
National Advisor .................................. Jan Pulvermacher-Ryan 2020-2021 3 360  
Exec. Secretary/Treasurer ......................... Bonnie Dorniak 2020-2021 6 329  
Department President ............................. Joanie Dickerson Automatic 3 482  
Senior Vice President ............................ Diane Weggen Automatic 7 118

**VETERANS AFFAIRS & REHABILITATION PROGRAMS**

Chairman ........................................... Mary Petrie 2019-2021 2 189  
Director-Hospital Volunteers ........................ Sue Hembrook 2019-2021 4 537  
Christmas Gift Shop Supervisor ..................... Diana Sirovina 2019-2021 1 171  
Christmas Gift Shop Assistant .................... Linda Bartell 2019-2021 5 1  
Homeless Women Veterans .......................... Kathy Wollmer 2019-2021 7 81  
Service to Veterans ............................... Diane Weggen 2019-2021 7 118

**DISTRICT VETERANS AFFAIRS & REHABILITATION CHAIRMEN**

DISTRICT 1 ........................................... Christine Rygielski 1 544  
DISTRICT 2 .......................................... Shirley Krier 2 288  
DISTRICT 3 .......................................... TBD 3  
DISTRICT 4 .......................................... Susan Middlestead 4 192  
DISTRICT 5 .......................................... TBD 5  
DISTRICT 6 .......................................... Sandy Hinkle 6 364  
DISTRICT 7 .......................................... Virginia Kodl 7 118  
DISTRICT 8 .......................................... Chris Mertes 8 10  
DISTRICT 9 .......................................... Joyce Sporrer 9 476  
DISTRICT 10 .......................................... Jean Erlewine 10 98  
DISTRICT 11 .......................................... Linda Kostka 11 90  
DISTRICT 12 .......................................... Beverly Warner 12 143
### HOSPITAL REPRESENTATIVES / DEPUTIES

#### Chippewa Falls – Wisconsin Veterans Home
- **Representative:** Nancy Randen  
  **District:** 10  
  **Unit:** 53
- **Deputy:** Teresa Steinke  
  **District:** 10  
  **Unit:** 291

#### Dayton Care Center - Kenosha
- **Representative:** Sue Hembrook  
  **District:** 4  
  **Unit:** 537
- **Assistant:** Vacant

#### Iron Mountain – Oscar G. Johnson USVAMC
- **Associate Representative:** Anna Wender  
  **District:** 9  
  **Unit:** 66
- **Associate Deputy:** Nellie DeBaker  
  **District:** 9  
  **Unit:** 262

#### King – Wisconsin Veterans Home
- **Representative:** Nancy Neuroth  
  **District:** 8  
  **Unit:** 161
- **Deputies:**
  - Alice Bentley  
    **District:** 8  
    **Unit:** 161
  - Patricia Daniels  
    **District:** 8  
    **Unit:** 161
  - Dawn Lind  
    **District:** 8  
    **Unit:** 161

#### Madison – Middleton Memorial VAMC
- **Representative:** Su Timmerman  
  **District:** 3  
  **Unit:** 151
- **Deputy:** Sheila Frye  
  **District:** 7  
  **Unit:** 172

#### Milwaukee – Zablocki Memorial VAMC
- **Representative:** Bonnie Jakubczyk  
  **District:** 4  
  **Unit:** 434
- **Deputies:**
  - Sandra Kaebisch  
    **District:** 4  
    **Unit:** 192
  - Sue Middlestead  
    **District:** 4  
    **Unit:** 192
  - Sharon A. Miller  
    **District:** 1  
    **Unit:** 449

#### Minneapolis, MN – Minneapolis VA Health Care System
- **Associate Representative:** Jeanne Williams  
  **District:** 10  
  **Unit:** 121
- **Associate Deputy:** Betty Swenson  
  **District:** 10  
  **Unit:** 121

#### Tomah – VA Medical
- **Representative:** Patricia Flanders  
  **District:** 7  
  **Unit:** 201
- **Deputies:**
  - Mary Callaway  
    **District:** 7  
    **Unit:** 52
  - Laura Hubert  
    **District:** 7  
    **Unit:** 201
  - Vacant

#### Union Grove – Wisconsin Veterans Home
- **Representative:** Mary Ellen Crandall  
  **District:** 1  
  **Unit:** 71
- **Deputy:** Lillian Bitters  
  **District:** 1  
  **Unit:** 294

### AMERICAN LEGION AUXILIARY

#### National President
Nicole Clapp, Department of Iowa

#### Central Division National Vice President
Ruth Gott, Department of Michigan

#### National Executive Committeewoman
Laura Calteux, Department of Wisconsin

#### Alternate National Executive Committeewoman
Char Kiesling, Department of Wisconsin
# COUNTY PRESIDENTS

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### PAST NATIONAL PRESIDENTS DEPARTMENT OF WISCONSIN

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### WISCONSIN PAST DEPARTMENT PRESIDENTS

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<td>Loretta Shellman, Oconto Falls</td>
</tr>
<tr>
<td>2000-2001</td>
<td>Patricia Smith, Holmen</td>
</tr>
<tr>
<td>2001-2002</td>
<td>Katherine (Kay) Arndt, Tomahawk</td>
</tr>
<tr>
<td>2002-2003</td>
<td>Virginia Kodl, Thorp</td>
</tr>
<tr>
<td>2003-2004</td>
<td>Jeanette Riekoff, Milwaukee</td>
</tr>
<tr>
<td>* 2004-2005</td>
<td>Andrea Page, West Salem</td>
</tr>
<tr>
<td>2005-2006</td>
<td>Bernadine(Berne) Baer, Green Bay</td>
</tr>
<tr>
<td>2006-2007</td>
<td>Diane Kranig, Stevens Point</td>
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<tr>
<td>* 2007-2008</td>
<td>Rose Wenger, Monroe</td>
</tr>
<tr>
<td>2008-2009</td>
<td>Sue Vorwald, Roberts</td>
</tr>
<tr>
<td>* 2009-2010</td>
<td>Gayle Janson, Grantsburg</td>
</tr>
<tr>
<td>2010-2011</td>
<td>Florence Wasley, Linden</td>
</tr>
<tr>
<td>2011-2012</td>
<td>Joan Chwala, Boyd</td>
</tr>
<tr>
<td>2012-2013</td>
<td>Diana Sirovina, Milwaukee</td>
</tr>
<tr>
<td>2013-2014</td>
<td>Joyce Endres, Waunakee</td>
</tr>
<tr>
<td>2014-2015</td>
<td>Teresa Isensee, Boyd</td>
</tr>
<tr>
<td>2015-2016</td>
<td>Laura Calteux, Greenfield</td>
</tr>
<tr>
<td>2016-2017</td>
<td>Laurel DuBois, Balsam Lake</td>
</tr>
<tr>
<td>2017-2018</td>
<td>Bonnie Jakubczyk, Oak Creek</td>
</tr>
<tr>
<td>2018-2019</td>
<td>Char Kiesling, Neenah</td>
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<tr>
<td>2019-2021</td>
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Stein, Helene (7th District C&Y Chairman)
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608-343-3008 • stitchkeeper@hotmail.com
Steiner, Donna (Crawford County President)
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608-326-2270 • steinert2834@yahoo.com
Steinert, Diane (Poppy Chairman)
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920-573-1846 (c) • djdmssteinert@gmail.com
Steinke, Teresa (Dep-Chippewa Falls/Eau Claire Cty Pres)
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Stiff, Sarah (Public Relations Committee)
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syftes@chorus.net
Szalewski, Amanda (8th District President)
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715-297-2068 (c) • badger_girl2005@live.com
<table>
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<tr>
<th>Name</th>
<th>Title/Notes</th>
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<tbody>
<tr>
<td>Thompson, Danyelle</td>
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AMERICAN LEGION AUXILIARY/AMERICAN LEGION

American Legion Auxiliary – National Headquarters
3450 Founders Road, Indianapolis, IN 46268
317-569-4500 – Headquarters Office
317-569-4502 – FAX • alahq@ALAforVeterans.org

American Legion Auxiliary, Department of Wisconsin
2930 American Legion Dr., PO Box 140 Portage, WI 53901
608-745-0124 – Headquarters Office • 608-745-1947 -FAX • alawi@amlegionauxwi.org

Dayton Care Center – Kenosha
521 59th Street, Kenosha, WI 53140 • 262-657-6122

Middleton Memorial Veterans Hospital – Madison – ALA Volunteer Office
2500 Overlook Terrace, Madison, WI 53705-2254 • 608-280-7178

Minneapolis VA Health Care System – Minneapolis
One Veterans Drive, Minneapolis, MN 55417 • 612-725-2000 • 866-414-5058

Oscar G. Johnson Medical Center – Iron Mountain
325 East H. Street, Iron Mtn., MI 49801 • 906-774-3300 ext. 32780

VA Great Lakes Health Care System – Tomah
ALA Bldg. 407, Room 1739
500 E. Veterans Street, Tomah, WI 54660 • 608-372-1727 ext. 66235

Wisconsin Veterans Home – Chippewa Falls
2175 E Park Avenue, Chippewa Falls 54729 • 715-720-6775

Wisconsin Veterans Home – King
N2665 County QQ, King, WI 54946 • 715-258-5586 ext. 2369

Wisconsin Veterans Home – Union Grove
21425 Spring Street, Union Grove, WI 53182 • 262-878-6700

Zablocki VA Medical Center – Milwaukee – ALA Room #70C14
5000 W. National Ave., Milwaukee, WI 53295 • 414-384-2000 ext. 41804

Christmas Gift Shop (Nov – Dec) – Zablocki VA Medical Center
Hours vary, November - December • Supervisor: Diana Sirovina

Poppy Shop (Sept – Apr) – Zablocki VA Medical Center
Wednesday-Thursday, 9:00 a.m.–1:00 p.m. • Supervisor: Sue Hembrook
262-945-9791 or 262-843-4791 • Email: wipoppyshop@yahoo.com

The American Legion – Wisconsin
2930 American Legion Dr., P.O. Box 388, Portage, WI 53901
608-745-1090 – Headquarters Office • 608-745-0179 – Fax • info@wilegion.org

The American Legion Service Office
VA Regional Office, 5400 W National Ave., #164, Milwaukee, WI 53214
414-902-5722 • 414-902-9401 - FAX

Camp American Legion
8529 County Rd D, Lake Tomahawk, WI 54539
Ph: 715-277-2510 • FAX: 715-277-3425 • campal@newnorth.net

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INCORPORATION

Under the Wisconsin Statues, Section 188.08, a duly chartered Unit of The American Legion Auxiliary may incorporate under the laws of Wisconsin. If a Unit is incorporated, it cannot have liabilities levied against it in excess of its assets. Incorporation offers protection to the Unit members in as much as the Unit members are not individually responsible for the payment of any liability.

It is recommended that every Unit be incorporated. There is no charge for incorporation. If your Unit is not incorporated, contact Department Headquarters for proper forms and procedure. Once a Unit has been incorporated there are no further requirements.

CONSTITUTION AND BYLAWS

Each Unit, when receiving its Charter, automatically adopts the Department Constitution and Department Bylaws. The Unit shall draft its own Bylaws covering rules pertinent to local situations. Unit Bylaws can in no way be contrary to the Department or National Constitution and Bylaws.

The adoption and regular review of Bylaws should be a standard practice of every Unit. All Units shall submit a copy of their Bylaws to Department Headquarters after each update for approval. Units should contact the Department Constitution and Bylaws Chair for further direction.

All Unit members should be familiar with the Unit’s Bylaws and Article VII of the Department Bylaws, which deals with Unit Organization.

Bylaws are composed of Articles and each has a title. Separate rules under each Article are called sections. The following suggestions are given as an aid to Units in writing or amending their Bylaws.

BYLAWS

Article I – Name
Article II – Unit Officers, elected or appointed (see Department Bylaws, Article VII)
Article III – Duties and Powers of Officers
Article IV – Unit Meetings
Section 1. When and where held
Section 2. Quorum
Article V – Elections
Section 1. When and how elected
Section 2. Installation
Section 3. Vacancies and how filled
Article VI – Financial Responsibilities
Section 1. General and Rehabilitation Funds
Section 2. Financial Audit
Article VII – Committees
Section 1. Executive
Section 2. Standing
Section 3. Special Article
VIII – Amendments Article
IX – Authority
Section 1. The rules of procedure of the Department shall be those set forth in the current edition of *Roberts Rules of Order Newly Revised* except as otherwise expressly stated herein.
Section 2. The authority under which all Departments, Districts and Units of The American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and set forth in the *Unit Guide Book* of The American Legion Auxiliary. Any provision of any Department, District or Unit Constitution or Bylaws or any regulation of any Department, District or Unit in with the foregoing authority shall be void.
STANDING RULES
Each Unit has certain flexible policies, which have come into practice either through custom or by action of the Unit. These shall not be included in the Bylaws but should be compiled as Standing Rules for Unit officers, chairmen and members.

A SUGGESTED OUTLINE:
Convention and Conferences
Determine if Unit delegates to Department Convention should be elected or appointed. Establish an allowance for delegates to Department Convention and District Spring Conference. It would be wise to establish a policy regarding reports that these delegates are required to give.

Donations
List the policy of donations to local organizations and to department projects.

Dues
Dues amounts must comply with Department and National governing documents. It is recommended that the Unit’s standing rules state that membership dues shall be assessed to cover the national and department portions or that a specific dollar amount will be collected for the Unit’s portion of dues above the national and department portions.

Hospitality
At meetings, refreshments, etc.

Poppy Program
20% of profits are required to be sent to Department Auxiliary Headquarters. If Poppy Days are held jointly with the American Legion Post, divide the net profits after 20% of the total donations are sent to Department Auxiliary Headquarters.

Veterans Affairs & Rehabilitation and Children & Youth
List duties of the Veterans Affairs & Rehabilitation and Children & Youth chairmen.

Miscellaneous
Past Presidents pin or gift to outgoing Unit President.
Colors to Department Convention, funerals and other occasions. Memorial gifts and sunshine gifts.
Duties of other chairmen.

INSTRUCTIONS TO UNIT PRESIDENTS
You are entrusted with the success of the year’s programs within the Unit. May that challenge and the desire to serve God and Country make the year a most satisfying and rewarding experience.

The Duties of the Unit President as the presiding officer and other officers and chairmen are clearly outlined in the Unit Guide Book of The American Legion Auxiliary, which may be ordered from Legion/Emblem Sales. The Wisconsin ALA “Red Book” contains additional guidelines for the Unit President, Secretary, Treasurer and Program Chairs. A Red Book is sent to each Unit President at no cost; additional copies may be ordered from Department Headquarters using a supply order form.

1. Ensure all officers and committee appointees are members in good standing before installation and ratification (current year dues must be paid).
2. Submit a Unit Officers Form listing correct addresses and telephone numbers to Department Headquarters immediately after the Unit election each year.
3. Ensure Unit Bylaws comply with the National and Department Organization.
4. Review the Unit Mailings from Department Headquarters to assist with planning Unit meetings. It is the Unit President’s responsibility to read the Unit Mailings in a timely manner and share information with all Unit members. Articles that pertain to specific programs should be given to the respective chairmen. Current and previous Unit Mailings are posted on the Auxiliary’s Website (www.amlegionauxwi.org) for reference by all members.
5. Attend County, District and Department meetings and encourage others to do so.
6. Encourage members to read The American Legion Auxiliary Wisconsin included with The American Legion’s Badger Legionnaire publication. An informed membership will be your greatest asset.
7. Study the ALA Unit Guide Book carefully. It addresses questions regarding membership eligibility, transfer and reinstatement of members; provides information on Auxiliary programs; and offers suggestions on resolving conflict. The Unit should own the latest edition, which can be ordered from the Emblem Sales catalog, 1-888-453-4466 or www.emblem.legion.org, or downloaded from the national website (www.ALAforVeterans.org).
8. Familiarize yourself with the instructions for Secretaries and Treasurers.
9. Plan the budget early (see Unit Guide Book).
10. Consider publishing a Unit yearbook; list officers, committees, programs, etc.
11. Create a culture of goodwill. Unit disputes should be settled within the Unit after careful consideration. If a satisfactory decision cannot be reached, an appeal should be made to the County President; if the matter cannot be settled by the County, that matter should be referred to the District President; only if the matter cannot be settled by the County or District should an appeal be directed to the Department President. In cases where an opinion or ruling of the Counsel General is desired, the request must go through the Department Secretary who will refer it to the National Secretary who will submit it to the National Judge Advocate.
12. Relinquish all Auxiliary materials and records to the succeeding officers and chairmen at the close of term of office.

Every Auxiliary President should have the following materials on hand to assist in carrying on Auxiliary programs:

1. Copies of all mailings from County, District and Department. These contain essential information and references needed throughout the year.
2. A current copy of the Department Constitution, Bylaws and Standing Rules (included in the Department Red Book).
3. A current copy of the Unit’s Constitution & Bylaws and Standing Rules.
4. Department Red Book: Unit Presidents receive one free copy; additional copies may be purchased from Department Headquarters or downloaded for free from the Department website.
6. A copy of each issue of the Wisconsin and national Auxiliary magazine.

Other materials that may be beneficial for the Auxiliary President to review:

1. Junior Directory (a booklet or pamphlet containing names of Unit members, committees, rules and regulations, officers and past officers).
2. American Legion Auxiliary program brochures.
4. Americanism Program/Scholarship Poster and brochure of County Youth Government Day.

Programs involving school or community cooperation should be started early in the year. Reports may be given monthly with special emphasis on the program of the month. These periodic reports will help with the completion of an accurate and prompt annual report. Emphasize the need for each chairman to keep accurate records to pass on to the incoming chairman the next year.

Enthusiasm, early planning and work equal success and satisfaction. Orderly meetings, well-organized programs and enough variety to appeal to all ages equal a contented Unit. Growth is essential. Membership should be incorporated into all programs and projects throughout the year.
INSTRUCTIONS TO UNIT SECRETARIES

The Unit Secretary is the recording officer of the Unit and the custodian of its records, except those specifically assigned to others, such as Treasurer’s books.

Duties:
1. Keep a written record (minutes) of all the meetings of the Unit.
2. Keep all committee reports on file.
3. Keep an official membership roll and call the roll when it is required.
4. Make minutes and records available to members upon request.
5. Notify officers, committee members and delegates of their election or appointments, furnish committees with whatever documents are required for the performance of their duties and have a list of existing committees and their members available at each meeting.
6. Maintain record books in which Bylaws, special rules of order, Standing Rules and minutes are entered, and have these records on hand at every meeting.
7. Send the members a notice of each meeting and take care of the general correspondence of the organization.
8. In the absence of the President and Vice President, call the meeting to order and preside until the election of a temporary chairman.
9. Be responsible for proper completion of membership applications and transmittal forms unless this duty has been assigned to another person.

Records:
When records are received from committees, the Secretary should record the date they were received, what action was taken and file. Any member has a right to examine the minutes of the Unit at a reasonable time and place. When a committee requires records for the performance of its duties, the Secretary should turn them over to the committee chairman. When there is doubt, the President should be consulted.

Minutes:
All regular Unit and committee meeting minutes should be recorded, dated and for the life of the Unit. Minutes should contain only a record of what was accomplished at the meeting and should never the Secretary’s opinion. When minutes are read or distributed at the meeting, the presiding officer should ask if there are any corrections. If no corrections are noted, the presiding officer may state that “Minutes of the meeting on (date) are approved as read (or distributed).”

Contents:
1. Name of Unit.
2. Kind of meeting: regular or special; date, time and place of meeting.
3. Names of the persons who acted as President or Secretary in their absence.
4. Statement of approval of minutes of previous meeting, including the date of the meeting.
5. Record motions giving the wording in which each motion was adopted or lost (with a brief statement as to how the motion may have been debated or before disposition) and the name of the mover. It is not necessary to record the name of the person seconding a motion.
6. All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for ruling.
7. When a count of votes has been ordered or the vote is by ballot, the total number of votes cast and results should be entered.
8. When a committee report is of great importance, the President can order it entered in the minutes.
9. The name and subject of a speaker can be given but remarks should not be summarized.
10. The hour of adjournment.
11. Minutes should be signed by the Secretary. The words “Respectfully Submitted” are not essential in signing the minutes.
INSTRUCTIONS TO UNIT TREASURERS

The Unit Treasurer shall handle all funds of the Unit, including dues from members, and make remittance of Department and National dues and special funds to Department Headquarters. Cash should never be sent through the mail.

Duties

The Treasurer should issue a receipt for all monies received and provide a financial statement regularly to the Unit. The financial statement should be referred to the Auditor(s) or Auditing Committee, according to the requirements in the Unit Bylaws.

1. All funds of the Unit derived from membership dues, Past Presidents Parley dues, fundraising projects, or any other income source, belong in the Unit treasury and shall not be kept in a member’s personal bank account.

2. All bank accounts of the Unit Treasury should be opened with the Unit’s Federal Employer Number (EIN).

3. It is recommended that all bank accounts have two or more authorized signers and current signature cards are maintained at the bank.

4. Authorized signers on Unit accounts should never sign a blank check.

5. Accurate, detailed records of every financial transaction should be maintained. Payments should only be made upon proper authorization by the Unit.

6. If the treasurer handles the transmittal of dues to Department, follow the instructions carefully.

7. Financial obligations to the Department fall into two classes: mandatory and optional.
   a. Mandatory
      i. Dues - Senior & Junior Membership; dues are not refundable.
      ii. Bonding fee, paid every three years.
      iii. 20% Poppy Profits, paid annually.
   b. Optional
      i. Donations

Processing Payments to ALA Department Headquarters

1. Checks should be payable to ALA-Wisconsin unless designated to M. Louise Wilson Educational Loan Fund, Past Presidents Parley, ALA Badger Girls State, or WALA State Bowling Association.

2. Checks should be mailed to ALA-Wisconsin, PO Box 140, Portage, WI 53901.

3. Do not mail cash.

4. Enclose one check for each membership transmittal.

5. Enclose one check for all donations and supplies. Include appropriate donation or supply form with payment for accurate distribution.

6. Department will charge a $25.00 administrative fee for checks returned by the bank.

Unit Transmittal Forms

Membership transmittals should be completed by the Unit Membership Chair and sent to Department Headquarters weekly with a check payable to ALA-Wisconsin.

Donation Remittance Forms

Updated forms are sent to the Unit Presidents each year. When sending donations for various projects, units should use the most current donation form indicating what project the donation is for. Donation forms may also be downloaded from the Department website (www.amlegionauxwi.org).

Unit Supplies

Department Headquarters will only inventory Unit supplies listed on the current Unit Supply Form. Other Unit supplies may be ordered directly from Emblem Sales (www.emblem.legion.org, 1-888-453-4466).

Membership Supplies

Many membership supplies can be printed for free from the department website, including transmittals, member benefits sheets, new member and PUFL applications and member data forms. Junior certificates can be downloaded and personalized for free from the Junior Activities page of the national website. Other brochures may be picked up from Department Headquarters or ordered by using a current membership supplies order form and paying postage rates as indicated.
Unit Bonding (Mandatory)
Per National Bylaws, Article VIII, Section 6: All persons handling funds of the Unit shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity/crime insurance in an adequate amount as determined by the Unit. The National Organization procures a Fidelity Bond for all Units. Districts and County Councils are not covered by the bond.

The National Organization provides the bonding and automatically invoices Department for every Unit. Department issues an invoice through the Unit Mailing every three years when the bonding fee is due. The current cost is $17.50 from May 1, 2019 through April 30, 2022. **This fee is mandatory.** Unit Treasurers should contact Department Headquarters if they are uncertain that the bonding fee has been paid.

The current limit of coverage for Unit officers is $10,000 with a deductible of $250 per claim. The Fidelity Bond covers loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication or any other act of fraud or dishonesty caused by a member of the ALA if that person’s manifest intent is to cause the Auxiliary Unit to sustain a loss and for personal gain. Coverage does not apply when the insured has knowledge that a member has committed any fraudulent or dishonest act in the service of the insured and does not cover mysterious disappearance or burglary.

Internal controls are recommended to help prevent losses and provide more reliable financial data.
1. Bylaws should provide for a monthly or quarterly financial report from the treasurer.
2. Bylaws should provide for an annual audit and specify how such audit is to be made.
3. Receipts should be issued for all money received and matched to the bank deposit.
4. All bills should be paid by check.
5. Blank checks should never be pre-signed.
6. Two or more authorized signers should be on file for all banking accounts.

If you need to file a bond claim, notify Department Headquarters immediately.

State Sales Tax Exemption
Effective July 1, 2018, qualified purchases for Veterans Service Organizations are exempt from state sales tax under section 77.54(9G), WI Stats. Food and alcohol, and items purchased to prepare them, are not exempt if the food/beverage is for resale. ALA Units whose tax exempt status has been revoked by the IRS for failing to the annual IRS Form 990 do not qualify for tax exemption. To obtain the sales tax exemption, the Unit and the seller must complete Wisconsin Department of Revenue (DOR) Form S-211. This form is available from the DOR website: https://www.revenue.wi.gov/DORForms/s-211f.pdf. An example of how to complete the form is posted on the department website.

Federal Tax Exemption - 501(c)(19)
Exemption from federal income taxes is granted to The American Legion Auxiliary National Organization. Units, Counties and Districts fall within the National Organization’s Group Exemption Number and are tax exempt under Section 501(c)(19) of the Internal Revenue Service Code unless the Unit, County or District has had its exempt status revoked by the IRS, or the Unit, County or District has been granted its own tax exempt status as evidenced by a unique Letter of Determination from the IRS.

Important Tax Information for Units, Districts, County Councils
ALA Units and Departments are separate entities that operate independently as affiliates of the ALA National Organization. The ALA National Bylaws were amended at the 2012 National Convention to establish Districts/County Councils (D/CCs) as intermediate bodies between Units and Departments.

Administratively, a D/CC is part of a Department. D/CCs are federally tax exempt under the ALA National Organization Group Exemption unless the D/CC has obtained its own tax-exempt status with the IRS. Units and D/CCs must annually report income to the state and federal governments. Upon request, Units and D/CCs are required by law to make the tax form available for public inspection during regular business hours at the organization’s principal office or at a reasonable location if there is no office.
Units and D/CCs that have maintained their exempt status by complying with IRS requirements are in good standing and are tax exempt under the ALA National Organization Group Exemption Number (GEN) 0964. Any Unit or D/CC that fails to file the required IRS tax forms for three consecutive years will automatically lose its tax-exempt status as of the filing due date of the third year. Units and D/CCs that have had their tax-exempt status revoked by the Internal Revenue Service (IRS) for failure to file, or in some instances due to IRS error, are encouraged to initiate appropriate steps to regain tax exempt status.

Units and D/CCs must file tax reports with the IRS every year by the 15th day of the 5th month after the close of the organization’s tax year. For example, organizations whose fiscal year ends December 31st must file by May 15th; organizations whose fiscal year ends on September 30th must file by February 15th. IRS Form 990N (e-Postcard) may be used when a Unit or D/CC has gross receipts of $50,000 or less. Units and D/CCs must file IRS Form 990EZ or Form 990 when their annual gross receipts are greater than $50,000. A Unit or D/CC whose gross receipts are $50,000 or less, and whose tax-exempt status has not been revoked, may request the Department Secretary to the 990N e-Postcard on its behalf. Units should consult a professional tax accountant or attorney if they need further assistance or guidance.

**Recommended Reinstatement Process of Tax Exempt Status**

If an ALA Unit or D/CC has had its exempt status revoked by the IRS, it is the responsibility of the Unit or D/CC to handle the matter directly with the IRS, since it is separately incorporated and has its own Employer Identification Number (EIN).

1. Units and D/CCs should contact the IRS at (toll-free) 877-829-5500. This IRS group is specially trained in tax exempt issues and should be able to answer questions and give direction to resolve the issue.

2. Units and D/CCs may confer with a tax attorney or CPA/tax accountant.
   a. If tax exempt status is desired, Units and D/CCs may retain a tax attorney or CPA/tax accountant knowledgeable in not-for-profit tax matters and exemptions to review the situation and handle reinstatement of tax-exempt status.
   b. Revoked Units and D/CCs have the option of being a taxable entity. If a Unit or D/CC loses its tax-exempt status and chooses to remain a taxable entity, the Unit and D/CC must file the appropriate annual income tax forms with the IRS and notify donors that donations are not tax-deductible.

3. If a tax attorney, CPA or tax accountant’s review of the details regarding tax exempt status revocation determines that the revocation was due to IRS error, the Unit or D/CC may send documentation that supports the error to ALA National Headquarters, Attention: Compliance Division. The ALA National Headquarters staff will forward the documentation disputing the IRS error to the National Judge Advocate for review and appeal assistance when appropriate.

**Not-for-Profit Corporation**

Incorporation provides legal protection for an organization by limiting the liability of the individual members of the organization. The ALA’s Counsel General strongly recommends incorporation. The act of incorporating as a not-for-profit corporation does not confer tax exempt status. A not-for-profit corporation may exist and operate according to the purpose of its articles of incorporation without being tax exempt. If a not-for corporation loses its tax-exempt status, it may continue its operations; however, it must pay appropriate annual federal, state and local taxes, and donations it receives are not tax-deductible to the donor.

**Use of ALA Name and Trademark**

Units, Counties and Districts are permitted by the National Organization to use the name and trademarks of The American Legion Auxiliary. The ALA National Headquarters must approve the use of the ALA emblem to ensure compliance with legal requirements. Requests to use the ALA emblem must be submitted in writing. See “Use of The American Legion Auxiliary Emblem” section in this Red Book for details.
INSTRUCTIONS TO UNIT MEMBERSHIP CHAIRMEN

Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. At the 2019 American Legion National Convention, delegates voted to replace the word “wife” with “spouse” in their constitution and bylaws, opening up membership in the American Legion Auxiliary to male spouses of U.S. veterans and service members. Therefore, membership in the American Legion Auxiliary is now open to the grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion or veterans who served during eligible war eras, and to women who of their own right are eligible for membership in The American Legion.

The LEGION Act, signed into law on July 30, 2019, established two war eras for membership eligibility:

- WWI: April 6, 1917 to November 11, 1918
- WWII to Present: December 7, 1941 to Present

If an applicant applies for membership through the service of a veteran who is living, the veteran must be a current member of The American Legion.

A woman who joins The American Legion Auxiliary under her brother cannot claim eligibility for her daughters or granddaughters.

Two Classes of Membership

1. Senior membership shall be composed of members who are 18 years and older. If a member is under the age of 18 years but married, the member shall be classed as a senior member.
2. Junior membership shall consist of females under the age of 18 years. Upon reaching the age of 18 years, junior members shall automatically be admitted into senior membership with full privileges. The voting age of 18 years for members of the ALA was adopted at the National Convention in Boston in October 1930.

Every applicant for membership in the Auxiliary must complete an individual membership application as proof of eligibility. Membership applications may be completed in paper form or online. When a member joins online, the member is automatically placed into Department Headquarters Unit 2930.

NOTE: On questions regarding membership, consult the Unit Guide Book, which can be ordered from the Emblem Sales catalog, 1-888-453-4466 or www.emblem.legion.org, or downloaded from the national website (www.ALAforVeterans.org).

Post Adjutant/Officer Membership Verification: The application must be signed by the Post Adjutant or other officer of the Post to verify either the veteran’s membership in The American Legion or service dates if the veteran is deceased. If the Unit has no Post, submit the application to Department Headquarters for signature by the Department Adjutant. The only exception to this is if the new member is a female veteran joining the Auxiliary under her own eligibility, then the Unit Secretary may sign and date the application.

Eligibility through Deceased Veterans: When a person applies for Auxiliary membership through the relationship of a deceased veteran, it is considered that satisfactory proof of the veteran’s service was established when the Post Adjutant or other duly authorized officer examined and certified the records and documentary evidences of the deceased veteran and based upon this certification declared the applicant eligible for membership in The American Legion Auxiliary. The deceased veteran’s name must be shown on the application blank in the space provided. Copies of the service record or honorable discharge should not be sent to department headquarters.

Family members may request service records of deceased veterans from the Adjutant General, State Capitol of the state in which the veteran enlisted. If the veteran enlisted in Wisconsin, you may contact: The Adjutant General, State Capitol, Madison, WI 53701. Family members may also contact The American Legion Service Office at the Zablocki VA Medical Center or their local County Veterans Service Office for service information.

Women Eligible through Their Own Service: A woman who has a DD214 stating an honorable discharge from the armed services is eligible for Auxiliary membership. A woman eligible in her own right does not need to be a member of The American Legion. However, neither her female relatives nor her spouse may join the Auxiliary through her relationship unless she joins The American Legion.
Application Forms

Complete the application in its entirety, indicating if eligibility is through a deceased veteran family member, Legion membership or a female veteran’s own military service. All application forms and transmittal forms should be printed legibly in ink or typewritten and application must be signed in ink. If Units use old application forms, members joining under the new eligibility periods may write “Legion Act” in the war era section if the time period during which the veteran served is not listed.

Applicants are required to sign their own application blanks, except in the case of a junior member too young to sign her own name or a person physically unable to write. In either case, the person who signed for the applicant must place their signature below that of the applicant, so Department knows who is responsible. There is no age limit for Auxiliary membership, but members under the age of 18 are classed as Junior members, unless married. Junior members must provide their birth date.

All Applications for Senior and Junior members must:
1. be dated.
2. be signed by the applicant, or parent/guardian if a minor child.
3. include the applicant’s complete mailing address and zip code.
4. include the complete name of the veteran, and if living, also include the post and location of where they are a member.
5. be signed by the Legion Post Adjutant or another officer of the Legion Post authorized to sign the certification in the proper place of the application.

If application forms are returned, they should be corrected and returned to Department Headquarters as soon as possible. If applications are returned because of ineligibility, the individual may try to establish eligibility through another relative or the Unit should inform Department Headquarters that the individual is not eligible for membership.

Lapsed or Previously Dropped Members:
When a member does not pay dues for one or more years, the member must either pay back-dues or prove present eligibility. If the member is lapsed for a year or two, the Unit should verify eligibility still stands and submit the member’s dues on a Unit Transmittal form like any other renewing member. If the member has been dropped or has a lapse in membership of greater than two years, the Unit should verify the individual is still eligible, complete a Member Data Form checking the “rejoin” box, and submit it to Department Headquarters with dues and the Transmittal Form on which the member is listed.

Transfer Procedure
A member transferring to a new Unit must pay the current year’s dues to either the member’s current Unit or to the Unit into which the member wishes to transfer. A transferred member shall be credited to the Unit that secured the dues until December 31st of the current year. Transferred members shall not be counted towards membership awards in the new Unit until they have paid their membership dues to the new Unit.

An officer of the new unit should complete the transfer information on a Member Data Form and send it to Department Headquarters. If the member’s current year’s dues have not been paid, the new unit should collect the dues and submit them with the Member Data Form.

Membership Dues
Units must forward $28.00 for each Senior member and $5.25 for each Junior member to Department with a Unit Transmittal Form for the current membership year.

Unit Transmittal Forms
Membership is paid for the calendar year (January through December). Membership transmittals should be completed by the Unit Membership Chair and sent to Department Headquarters on a weekly basis with a check payable to ALA-Wisconsin. All information should be printed legibly. The check should equal total dues for all Junior and Senior members listed on the transmittal. Transmittal forms may be completed online on the Department website or ordered from Department Headquarters using a Membership Supply Order form.

Completed applications and dues for new members must be accompanied with a membership transmittal form. A member cannot be processed if the application is missing or incomplete. Units waiting for the Adjutant or Post Officer to sign an application, should send the new member’s dues and application with the next transmittal form.
Back Payment of Dues
Submit a Unit transmittal form with the member’s ID number and name. On the front, indicate what year the member is paying for.

Address Changes
It is important that all members receive the Wisconsin publication and national magazine. Be certain names and addresses are listed correctly on the rosters when they are received from National. Submit a Member Data Form to Department Headquarters to correct any errors.

Units Needing Assistance
If a Unit has difficulty recruiting new members, getting current members to attend meetings, or finding members to serve as Unit Officers, they are encouraged to contact the Department Membership Chair for assistance. Per National Bylaws, Article VIII, the minimum membership of a Unit shall be ten Senior members.

What does membership entitle you to?
1. A membership card and a copy of the Unit’s bylaws.
2. Various discounts for eyewear, hearing aids, etc. with proof of membership. See the member benefit sheet on the department or national websites for details.
3. The chance to proudly wear the ALA emblem or membership pin. Pins may be purchased from Emblem Sales.
4. The Wisconsin, the Department’s bimonthly newspaper, which is included with The American Legion’s Badger Legionnaire publication.
5. National magazine subscription and other publications.
6. Eligibility for emergency assistance through the Auxiliary Emergency Fund (AEF) after three years of continuous membership.
7. The opportunity to attend meetings, conferences, conventions, seminars and classes; to provide valuable volunteer services; and to fulfill your leadership desires with other members of a patriotic service organization dedicated to veterans, the military and their families.
8. Members who have paid their current year’s dues are eligible to represent the Unit as a delegate or alternate at Department Convention if elected at a Unit meeting called for that purpose.
9. There are opportunities for each member of a veteran’s family: The American Legion, American Legion Auxiliary, Sons of the American Legion and American Legion Riders.

Paid-Up-For-Life (PUFL) Membership – paid by member
Any member in good standing is entitled to apply for PUFL membership. Applications are available from Department Headquarters. The National Constitution and Bylaws gives every member the right to be a PUFL member.

Circle the appropriate fee on the Fee Rate Chart located on the back of the PUFL application according to your age and Unit dues and place the amount in the blank provided. Unit secretaries must complete a portion of the application, verifying membership status and providing other Unit information. Make checks payable to the National Treasurer in the appropriate amount and send the check and application to National Headquarters. PUFL members are transferable from Unit to Unit.

Honorary Life Membership (HLM) – paid by Unit
Units may give life membership to members who have given outstanding service to The American Legion Auxiliary. HLMs are not transferable between Units, nor do they receive membership renewal notices. The Unit is responsible for paying dues annually for HLMs.

Honor Guards (Shields)
Proof of continuity of membership in The American Legion Auxiliary in 5-year increments from 5 to 90 years entitles the member to wear a special Honor Guard or Shield, which can be ordered from the Emblem Sales catalog, 1-888-453-4466 or www.emblem.legion.org.

Honor Guards may be worn by members whose dues have been paid prior to January 31st each year for consecutive years.
INSTRUCTIONS TO UNIT CHAPLAINS

Because The American Legion Auxiliary is non-sectarian, all prayers and services should take into consideration that people of all faiths may be present. An Auxiliary Chaplain’s book of prayers is available from the Emblem Sales catalog, 1-888-453-4466 or www.emblem legion.org, or downloaded from the national website (www.ALAforVeterans.org).

The duties of the Unit Chaplain are to pronounce the invocation and benediction at Auxiliary meetings and to perform such other acts as requested within the as spiritual leader of the Unit. Memorial services should be conducted annually for deceased members. The charter should be draped to honor and respect a deceased member. Let the loved ones of the departed know that The American Legion Auxiliary cares by offering a kind word or deed and prayers. Visitations by the chaplain to the ill, bereaved, homebound or nursing care patients are encouraged. In addition, Units are encouraged to implement the POW/MIA Empty Chair Program at all meetings.

INSTRUCTIONS TO UNIT HISTORIANS

Write the Unit History with pride, as a written history will be an inspiration to the future leaders of the Unit. The Unit History is the story of members, activities and accomplishments written in a simple and concise manner. If you want to build a better future, do not lose sight of the past. Record today, for tomorrow it will be history. History rules are listed in the History Program Action Plan.

USE OF AMERICAN LEGION AUXILIARY EMBLEM

Written permission is needed to use The American Legion Auxiliary emblem on any printed products that are not purchased through Legion Emblem Sales. Request forms are available on the department website. Requests for approval must include a description of the product (with picture, if available), quantity to be ordered, name of the vendor/manufacturer, name of vendor’s contact person, address, phone, and email address. Completed forms and pictures should be emailed to the Department Secretary, who will obtain permission from the National organization. Permission is given for one-time use only. Each time an item is reordered, permission must be requested again. This applies to all programs. Last year’s permission does not apply to this year’s project.

Written permission is needed to engrave The American Legion Auxiliary emblem on gravestones. Contact the Department Secretary for a request form. Upon completion of the form, the Department Secretary will forward the request to National for approval. Deceased members must have had the current year’s dues paid to be eligible to engrave the emblem on their gravestone. If the Auxiliary member is not yet deceased, the member must be a PUFL member or maintained continuous membership in The American Legion Auxiliary for 20 years or more, not necessarily with the same Unit. An alternative to engraving the emblem on a gravestone is to purchase a grave marker or grave marker flag from Legion Emblem Sales.
UNIT YEAR-END REPORTING

AMERICAN LEGION AUXILIARY PROGRAMS MAKE A DIFFERENCE! The success of all Auxiliary programs depends upon our Unit chairmen and members. A written annual report form must be completed and submitted each year to document the Unit’s activities. Please keep accurate accounting of the money, material goods and hours expended in your work and check the Annual Report Form for deadlines.

To compile impact numbers that truly tell the world what The American Legion Auxiliary does, we need all members to report their service to their Unit, and for each Unit to submit a report to their District President, who then reports the information to Department. The ALA Impact Report is a simplified report, consisting of numbers, dollars and hours. When completing the annual Impact Report, please report “best-estimate” numbers that encompass whatever ALA mission-related activities were completed. Unit Treasurers can track donations or dollars used for mission-related activities. It is important to report contributions and activities that support the efforts of our international organization.

An online worksheet may be downloaded from the National website (www.ALAforVeterans.org) to help members and Units keep track of service hours throughout the year. This report can be photocopied to share with members who prefer to track hours on paper. If you are unsure of how many or where to count hours, use your best judgment; just be sure to only report numbers one time in one place.

If you want to report an activity for which there is no impact category listed and you believe the activity serves the mission, include the information on the ALA Annual Program Narrative Report to describe what you did. Stories, pictures, newspaper clippings, and other ALA mission-related activities are important and should be submitted to the appropriate program chairman. The narrative does not need to be complicated. It can be as simple as listing what you did in each program or you may attach additional pages and pictures.

Units and members are encouraged to send special stories and photos throughout the year of how you carried out the mission to ALAmagazine@ALAforVeterans.org.

ALA IN THE KNOW

The purpose of ALA In The Know presentations is to engage and educate The American Legion Family. Every fall (typically September and October), sessions are presented throughout the state, hosted by a local unit, county and/or district. All sessions present the same basic information with the flexibility to emphasize areas that are of interest to members in attendance. Breakout sessions and networking are a key component of the program. There are currently two teams of four presenters each that present the program at six different locations. Feedback about upcoming topics and members’ requests are welcomed to improve this learning experience. Units, counties and/or districts interested in hosting an ALA In The Know presentation are asked to contact the ALA in the Know Chairman. It is the goal of the committee to present the program in as many areas throughout the state as feasible. Wi-Fi service is needed to maximize the effectiveness of the presentations.

AMERICANISM

The purpose of the Americanism program is to inspire, recognize, and perpetuate responsible citizenship through education and acts of patriotism, as well as raise awareness and increase appreciation of the price paid for our fundamental freedoms. The program includes increasing flag etiquette awareness in communities, awareness and participation in youth activities that promote proper respect for our and loyalty to our country and promoting Auxiliary participation in The American Legion Americanism programs.

Units should be active in promoting Flag Day, Americanism in schools, Veterans in Community Schools, study of the U.S. Constitution, observing patriotic holidays, ALA Badger Girls State, scouting, the Americanism Essay Contest, and history of the Pledge of Allegiance. Units are urged to participate and assist with The American Legion programs such as American Legion Baseball, Badger Boys State, the Oratorical Contest, Wisconsin American Legion Law Enforcement Career Academy and Junior Shooting Sports.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings on the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).
The purpose of American Legion Auxiliary Badger Girls State (ALABGS) is to provide a unique educational opportunity for young women that instills the basic ideals and principles of American government through citizenship training programs.

ALABGS is a nonpartisan program that teaches young women responsible citizenship and love for God and Country. These young women learn government by creating the mythical state of Badger through the election of public officials on local, county and state levels; carrying out the duties of these respective offices; and living together as self-governing citizens with the duties, privileges and responsibilities of citizenship in a representative form of government.

ALABGS is NOT a recreational program. Participants should come prepared to apply themselves diligently to the program as it is established. Girls will not be excused from any part of the ALABGS session. Full time participation is needed in order to gain the fullest knowledge of the projects being presented and to fulfill their obligation to their sponsors. Sponsors should encourage their delegates to give a report to the sponsoring Unit or contributors upon their return home.

Sponsorship: ALABGS is a program of The American Legion Auxiliary, Department of Wisconsin. Wisconsin American Legion Auxiliary Units and American Legion Posts may sponsor delegate(s) to ALABGS session. Civic organizations, service clubs, businesses and school groups may become contributors by paying part of or the entire registration fee. In each community, the local American Legion Auxiliary Unit will act as the sponsoring Unit for all contributing organizations.

Reservation Form: Information on ALABGS, including a reservation form, will be mailed in the Fall to all Units and Widow Posts. Those Units and Posts contemplating sponsorship of delegates to ALABGS should complete and return the form to Department Headquarters by the deadline with a check for the delegate fee(s) payable to ALA Badger Girls State.

Fee: The ALABGS Committee sets the fee for the new ALABGS session. The fee covers all meals, lodging, use of the facilities, and essential ALA Badger Girls State materials for the session, but does not include transportation.

Selection of Delegates: Potential delegates for ALABGS must be selected by the high school faculty, not the student body, working with the sponsoring American Legion Auxiliary Unit. In order to be considered, candidates must meet all of the following eligibility requirements at the time of selection:

1. Be enrolled in the junior year of a Wisconsin public, parochial or private high school or home school whether the candidate resides in Wisconsin or a neighboring state.
2. Have an interest in government and citizenship.
3. Have a scholastic rating in the upper half of their class.
4. Have outstanding qualities of leadership, good moral character, cooperativeness, dependability and participation in extracurricular activities.
5. Have good health and be physically fit.
6. If the considered applicant has a disability, whether the handicap is temporary or permanent, a supplementary written application is required to the Executive Director, ALA Badger Girls State, PO Box 140, Portage, WI 53901.

On-line Registration: Schools will receive an initial ALABGS mailing in October. Sponsored schools will receive on-line registration instructions after the Unit reservation deadline. Delegates should then register immediately. It is the responsibility of the selected candidate or school’s counselor to register with Department Headquarters. After the selected delegate has registered online, the sponsoring Unit will receive their delegate’s contact information.

Refund Policy: A full refund of the delegate/alternate fee will be issued to sponsors who notify Department Headquarters of the cancellation and request the refund prior to April 15th. Cancellations and refund requests postmarked or emailed after April 15th will be assessed a $50 processing fee for each delegate/alternate reservation cancellation, resulting in a partial refund issued to the sponsor. NO REFUNDS will be issued after May 1st. There is an appeal process in special cases regarding refunds. The Executive Director will handle appeals on a case-by-case basis.
Medical Info: A google form is available on the ALABGS website (www.alabgs.org) under the Parent/Guardian tab. Details on how and when to turn it in will be sent out by the ALABGS Administrative Coordinator by February of each year. Each delegate is advised to make a copy for their personal records.

Orientation: It is strongly recommended that all delegates and alternates, parents, school faculty, and Auxiliary members attend an ALABGS orientation course held in various counties around the state. This provides an opportunity to be better informed of what ALABGS is. The orientation schedule is available on the ALABGS website (www.alabgs.org) and the ALA website (www.amlegionauxwi.org) or by calling Department Headquarters for scheduled orientations. Counties interested in conducting an orientation in their area should contact Department Headquarters. Delegates and alternates who cannot attend an in person orientation are encouraged to watch one on the ALABGS website.

Delegate Session Information: Session information for ALABGS Delegates is posted on the ALABGS website (www.alabgs.org) by March 31st. Delegates should print this information, review with their families and attend an orientation to address any questions or concerns.

AUXILIARY EMERGENCY FUND

A Brief History - The Auxiliary Emergency Fund (AEF) initially came from an estate inherited from an American Legion Auxiliary member, Mrs. Helen Colby Small of Wisconsin. By action at the National Convention in Houston, TX (1971) the proceeds from this inheritance were designated to fund this project. The fund is perpetuated by the contributions from Units through their Departments. Units are encouraged to make donations to this fund.

The purpose of the AEF is to provide temporary emergency financial assistance to members in need and promote awareness and knowledge of the program, raise funds and disseminate information about its application process. Applications are available on the National website or by contacting the Department Secretary. Applicants should make every effort to secure help from local, state and federal agencies.

The Unit AEF chairman should be aware of the following rules:
1. Persons must have been members of The American Legion Auxiliary for at least the immediate past two consecutive years AND their current membership dues are paid (three consecutive years’ dues) to be eligible to apply for emergency assistance.
2. Assistance is available to eligible members during a time of financial crisis when no other source of aid is readily available to pay for shelter, food and utilities.
3. Assistance is available for food and shelter to eligible members related to weather-related emergencies and natural disasters.
4. Assistance is available for educational training for eligible members who lack the necessary skills for employment or to upgrade competitive workforce skills.
5. Assistance will not be granted to pay accumulated debts. The intent is to help members who have suffered an unexpected financial setback and is meant to offer a helping hand until financial stability is reestablished. Incomplete applications and missing documentation will significantly slow processing of the case file.
6. The maximum grant amount is $2,400, disbursed as the national Auxiliary Emergency Fund Grant Committee determines.

Further information is available through the unit mailings, the Wisconsin publication, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

CHILDREN & YOUTH

The purpose of the Children and Youth program is to protect, care for and support children and youth, particularly those of veteran and military families. The program includes developing, implementing and monitoring programs and activities that contribute to the physical, mental and emotional health and wellness of children and youth of military families. Each Unit is encouraged to work with their Legion Family to develop activities beyond the national Auxiliary-supported programs/activities, and to support implementation of Children and Youth programs of The American Legion. Although it receives special emphasis during the month of April, the Children and Youth program is a year-round activity.
Units are encouraged to submit nominations for the Youth Hero Award and Good Deed Award. These awards are presented throughout the year to recognize the heroism and helpfulness of youths under the age of 18. To be eligible for a Youth Hero Award, the individual must have demonstrated a physical act of valor and served as an inspirational role model for the organization and the community. To be eligible for a Good Deed Award, the youth must have donated time and/or money for a worthy cause and served as a great example of community service. Nomination forms are available from the Department Chair or may be downloaded from the department or national websites. Unit nominations should be submitted to the Department Secretary who will certify and forward the information to the National Chair for consideration.

Units are encouraged to financially support the Veterans & Family Assistance Fund as donations are used to assist dependent children of Wisconsin veterans. Contributions may be taken from the Poppy Fund and/or from the General Fund.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

**CHILD WELFARE FOUNDATION**

The purpose of the Liaison to Child Welfare Foundation is to educate members and the general public about the Child Welfare Foundation and its mission, and to provide financial assistance to The American Legion in their efforts to award grants to nonprofit organizations whose primary function is to educate the public about the needs and care of children across the nation.

Not all American children grow up inside the comfortable definition of normal childhood development. For thousands, each day is a challenge marked by pain, prayer and perseverance. Many of these youngsters require specialized care. To overcome their obstacles, they need help from you and The American Legion Child Welfare Foundation. The foundation accepts proposals from nonprofit organizations for projects that contribute to the physical, mental, emotional and spiritual welfare of children through the dissemination of knowledge about new and innovative organizations and/or their programs designed to benefit youth.

Further information is available through the unit mailings, the Wisconsin publication, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

**COMMUNITY SERVICE**

The purpose of the Community Service program is to mobilize the American Legion Family, the veteran and military community, and the general population of the community to provide services directed to veterans, active duty service members, and their families.

This program includes development, implementation and monitoring of community service activities that promote economic security and offer assistance for veterans, active-duty service members and their families, and the homeless veteran while positioning The American Legion Auxiliary as a one stop shop organization to assist them in meeting their needs. Auxiliary Units should encourage the public to assist in this endeavor.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

**EDUCATION**

The purpose of the Education program is to promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school, especially for military children. This program includes focused attention on educational and scholarship opportunities for military children, whether their parent(s) are active duty or reserve; education of school administrators about the unique mental health issues facing children of our military; enhancing respect for the sacrifices of our military heroes among school children by scheduling Veterans in Community Schools programs; and supporting veterans to pursue higher education and vocational education.
Wisconsin American Legion Auxiliary Scholarships

Applications are available from Department Headquarters or from the website (www.amlegionauxwi.org).

Applications may be duplicated.

Eligibility requirements as stated in the eligibility section apply to all scholarships. Please be aware that some scholarships have additional eligibility and requirements; please read applications carefully.

Eligibility for Wisconsin Auxiliary scholarships:

1. Students may apply for scholarships regardless of when the veteran served.
   a. Applicant must be a child, grandchild, great-grandchild, step-child, step grandchild, step great-grandchild, wife or widow of an honorably discharged American veteran.
   b. An applicant who is a member of the Wisconsin American Legion Family does not need to reside in Wisconsin.

2. Applicants must:
   a. Need financial assistance to continue their education.
   b. Have at least a 3.5 GPA on a 4.0 grade base.
   c. Be a resident of Wisconsin, except as noted in 1(b).

3. School selected need not be in Wisconsin but must be an accredited school.

4. Judges reserve the right to determine the type of scholarship awarded. Judge’s decision is final.

NOTE: Applicants can only receive one Department scholarship. Scholarships are awarded on a one-time only basis (lifetime) and are non-renewable. Applicants who previously received a scholarship from The American Legion Auxiliary Department of Wisconsin are not eligible for another Department scholarship, including scholarships for graduate students.

Responsibility of Applicant:

1. Scholarship application must:
   a. Be signed by the President or Secretary of a sponsoring American Legion Auxiliary Unit in your community. Units may sponsor more than one department scholarship applicant.
   b. Be postmarked no later than the deadline listed on the application.
   c. Include applicant’s name on each page of scholarship material submitted.

2. Applicant should select his/her own school and make all arrangements for entrance.

Data Required: (all information will remain confidential)

1. Completed application with list of student activities, community involvement, offices held, awards received, etc.

2. Essay must be typed and doubled spaced, not to exceed 300 words, per the essay titles listed on application.

3. At least three letters of recommendation from at least two of the following categories:
   Note: Recommendations from relatives are not acceptable.
   a. School administrators, guidance counselors, faculty members (no more than two)
   b. Pastor, businessmen from community (no more than two)
   c. Representative citizen (only one)

4. Transcript (high school applicants only) including:
   a. Cumulative GPA at end of 7th semester
   b. The point base for grade point system used
   c. Subjects and grades for 7th semester
   d. Provide at least one of the following: college bound percentile, scores from ACT, SAT, or PSAT

5. Transcript (college applicants only) including:
   a. All subjects, grades and cumulative GPA through current semester (or most current semester completed)
   b. Graduate students include undergraduate transcript(s)
   c. Point base for grade point system used (if other than 4.0 base)

6. Copy of Veteran’s DD-214 (discharge papers verifying honorable discharge)

Scholarship award payments will be made directly to the Financial Aid Office of the institution that the recipient will be attending. If the award is $1,000 or more, The American Legion Auxiliary will pay one-half of the awarded amount at the beginning of each semester. If tuition has been paid, the money can be used for other school necessities. If the recipient drops out of school before the end of the term, any remaining money shall be returned to the Auxiliary. The scholarship money will be held at American Legion Auxiliary Headquarters in the scholarship winner’s name for a period of one semester in the hope that the student will return to school.
Department Scholarships:

Department President's Scholarship: Three - $1,000 awards
Department President’s Scholarship offers three scholarships to attend a college or university of the applicant’s choice. These scholarships are paid from donations received. To qualify for this scholarship, either the mother or the applicant must be a member of a Wisconsin American Legion Auxiliary Unit.

Van Deuren Memorial Scholarship: One - $1,000 award
This scholarship is funded by a bequest from Roselie Van Deuren. To qualify for this scholarship, either the mother or the applicant must be a member of a Wisconsin American Legion Auxiliary Unit.

H. S. & Angeline Lewis Scholarships: Five - $1,000 awards & One - $1,000 award (for graduate students only) The H. S. & Angeline Lewis Scholarship Fund was established by the Wisconsin American Legion Auxiliary in July 1980 by convention action. This scholarship program was made available to the Auxiliary through the generosity of one of our deceased members, Angeline Lewis, a member of Unit 214, Darlington. Mrs. Lewis bequeathed her estate to our organization for the establishment of a fund to be utilized annually for a scholarship program for deserving applicants.

Department Merit & Memorial Scholarships: Eight - $1,000 awards
Qualifications are the same for all of the Merit & Memorial awards.

The following awards are paid from the M. Louise Wilson Fund:

- Harriet Hass Scholarship: One $1,000 award
-Merit Scholarship: One $1,000 award

The following awards are paid from the HS & Angeline Lewis Fund:

- Adalin Macauley Scholarship (Past National President, 1926-27): One $1,000 award
- Eleanor Smith Scholarship (Past National President, 1943-44): One $1,000 award
-Pearl Behrend Scholarship (Past National President, 1987-88): One $1,000 award
- Barbara Kranig Scholarship (Past National President, 1997-98): One $1,000 award
-Jan Pulvermacher-Ryan Scholarship (Past National President, 2007-08): One $1,000 award
-Diane Duscheck Scholarship (Past National President, 2017-18): One $1,000 award

The 1996 Convention action provided that in the event the Department of Wisconsin is again honored by the election of another National President, an additional scholarship shall be established in his/her name.

Child Welfare Scholarship: One - $1,000 award (for graduate students only)
This scholarship is funded by donations and awarded to a graduate-student in the field of Special Education. If no applicant in the Special Education field applies, then this scholarship is to be awarded to a graduate student in the field of Education. This scholarship could be applied to two consecutive summer sessions.

Past Presidents Parley Scholarships: Maximum of Three - $1,000 awards
These scholarships have been made possible through a legacy from Harriet Hubbard and through donations to the Past Presidents’ Parley scholarship fund.

Harriet Hubbard Registered Nurse Scholarships: no more than two $1,000 awards
Applicant must be in nursing school or have positive acceptance to an accredited hospital or university Registered Nurse program.

Health Career Scholarships: no more than two $1,000 awards
Course of study need not be a 4-year program. Hospital, university or technical school program is acceptable.

National Scholarships:

Each year the national organization of The American Legion Auxiliary awards the following scholarships: Children of Warrior’s National President’s Scholarship, Spirit of Youth Scholarship, National Non-Traditional Student Scholarship and the Junior Member Loyalty Scholarship. Please see current national scholarship application for specific eligibility and requirements. Application forms may be obtained by contacting Wisconsin Auxiliary Department Headquarters, P.O. Box 140, Portage, WI 53901 or the department website (www.amlegionauxwi.org).
It is the applicant’s responsibility to have the scholarship form signed by a local American Legion Auxiliary unit. Units may only sponsor one applicant for each national scholarship that is offered.

In the event Wisconsin’s selected applicants for National Scholarships do not win a National award, they shall receive a Department award of $1,000, payable in two installments to the Financial Aid Office of the Institution that the recipient will be attending, if they have not received a Department Scholarship award previously.

**American Legion Auxiliary Badger Girls State Scholarships:** $500 awards

American Legion Auxiliary Badger Girls State (ALABGS) Scholarships in the amount of $500 each are offered to citizens of the most recent ALABGS session who plan to attend a college, university or approved technical school. The ALABGS Committee will determine the number of scholarships awarded. Scholarship applications will only be sent to delegates/citizens who attended the immediate past ALABGS session.

**Harry & Shirley Kuehl Foundation Scholarship:** One - $500 award

One scholarship in the amount of $500 will be awarded to a delegate/citizen who attended the immediate past American Legion Auxiliary Badger Girls State (ALABGS) session. Award to be chosen from the current ALABGS scholarship applicants.

**Eileen Knox Memorial Scholarship:** One - $500 award

One scholarship in the amount of $500 will be awarded to a delegate/citizen who attended the immediate past American Legion Auxiliary Badger Girls State (ALABGS) session. Award to be chosen from the current ALABGS scholarship applicants with special consideration given to an applicant who is a member of The American Legion Auxiliary.

**Samsung Scholarship:**

Qualified applicants must be high school juniors that attended the current American Legion Auxiliary Badger Girls State (ALABGS) session and who are direct descendants (i.e., child, grandchild, great-grandchild or a legally adopted child) of a U.S. wartime veteran. Applicants who are direct descendants of Korean War veterans will receive special consideration. Applications are made available to participants of the current ALABGS session.

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**M. LOUISE WILSON EDUCATIONAL LOAN FUND**

**A Brief History** – On February 4, 1925, the Executive Committee of The American Legion Auxiliary, Department of Wisconsin, established the M. Louise Wilson Educational Loan Fund with the sum of $200.00. Since 1925 the maintenance and growth of the fund has been entirely dependent upon the repayment of loans and voluntary contributions from Units and friends of The American Legion Auxiliary.

The purpose of the fund is to aid women veterans and female members of the Wisconsin American Legion Auxiliary to attain a higher education. An interest-free loan of $800.00 may be paid annually and can be renewed for up to five years, for a total loan limit of $4,000.00, to women enrolled in college on a full-time basis. There shall be no interest charged unless the loan is in default.

The usual time for processing a loan is approximately one month. All loans must be co-signed by a responsible party, usually a parent or guardian.

Contact the chairman of the M. Louise Wilson Educational Loan Fund for an application and additional information.

**GENERAL RULES:**

1. Applicant must be a resident of the State of Wisconsin and a female member of The American Legion Auxiliary.
   a. Membership in The American Legion Auxiliary must continue until the loan is paid in full.
   b. If membership is discontinued, no additional loans will be granted.
2. Applicant must be a graduate of an accredited high school with a scholastic average that would place her in the upper half of her class.
3. Application must include:
   a. Copy of the Veteran’s DD-214 discharge paper.
   b. Certified copy of the applicant’s school transcript.
   c. Three letters of personal reference as defined on the application.
4. Successive loans may be granted upon approval by the Chair, based on evidence of satisfactory grades. When additional loans are granted, the original loan will be cancelled and consolidated with the new loan.
5. Student must notify Chair upon graduation or withdrawal from full-time academic status.
6. Repayment of new loans originating after August 1, 2016, shall be made in payments of not less than dollars ($50.00) per month, starting within six months after the promissory graduates or ceases to be a full-time academic student.
7. The student and loan co-signer are legally responsible to pay the balance of the loan when due, plus any additional costs or legal fees if the loan is in default and referred for collection.

Further information is available through the unit mailings, the Wisconsin publication, the Department Chair, and postings through the Department website (www.amlegionauxwi.org).

JUNIOR ACTIVITIES

The purpose of Junior Activities is to interest eligible young women under the age of 18 in adult membership through positive experiences of mission-based volunteer opportunities that instill the ideals of the organization. Membership eligibility requirements are listed in the membership section of this book. This Junior Activities program encourages participation in service projects that serve our military, veterans and their families; promotes awareness of the various scholarship opportunities through The American Legion Auxiliary; and empowers Junior members by seeking their assistance to increase the use of technology (i.e. email, internet, and social networking sites) in promoting Auxiliary programs.

Junior members do not form a separate organization but are members of The American Legion Auxiliary grouped separately so they may be offered a program appropriate to their age and level of understanding (Group 1: Infant through 8 years; Group 2: 9 through 12 years; Group 3: 13 through 18 years).

Junior groups function as a committee of the Unit, selecting their own chairman, but under the guidance of an advisor. Americanism should be their major activity, but all Auxiliary programs can be adapted for their participation. Details regarding Junior Activities are contained in the Junior Activities Handbook, available from the Emblem Sales catalog, 1-888-453-4466 or www.emblem.legion.org, or downloaded from the national website (www.ALAforVeterans.org). Other sources of information and assistance are available from the Department Junior Activities Chair.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the national website (www.ALAforVeterans.org).

LEADERSHIP

The purpose of the Leadership program is to develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate and mentor members of all ages and at all levels of the organization. As leaders in The American Legion Auxiliary, members must continue to move forward for a stronger organization filled with potential future leaders. The Auxiliary must provide members with opportunities to use their special skills and energy and must constantly look for those with the potential to become leaders of tomorrow. Attention will be focused on senior members to reach out to younger people in the Unit’s local community.

A half-day Leadership Course conducted by a member of the Leadership Committee is available to all Units, Counties and Districts. The cost of the course is $5.00 per person for registration. Leadership Guide Books are available for $5.00 each. Unit, County or District Presidents should contact the Department Leadership Chair to request a workshop in their area.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).
LEGISLATIVE

Please remember that The American Legion and The American Legion Auxiliary are non partisan, without regard to political affiliation.

The purpose of the Legislative program is to provide information and assistance to American Legion Auxiliary members in supporting the legislative agenda of The American Legion with elected officials at all levels of government (local, state, national). All programs are greatly dependent upon proper legislation, so the Auxiliary must be well informed.

Every Unit should appoint a Legislative Chair and subscribe to The American Legion *Dispatch* and encourage as many members as possible to subscribe. The *Dispatch* is published monthly by the National American Legion and is available online at http://www.legion.org/dispatch.

For contact information and a list of officials go to: https://legis.wisconsin.gov. Members of Congress can also be found at www.senate.gov and www.house.gov.

Members should write to their legislators when asked to put special emphasis on a subject and send copies of the communication and responses received from legislators to the Department Legislative Chair. Responses help The American Legion National Headquarters determine congressional opinion on veterans’ issues.

MUSIC

Music is the great universal language. It knows no limitations in time, race, creed or education. Its eloquence can inspire when all else has failed. Unit meetings can have musical programs appropriate to the occasion using Unit talent or other musicians including school groups, scouts and/or local church/ gospel choirs. Background music, especially patriotic, can set the mood for Legion Family work projects and fundraisers.

One of the best and easiest ways to bring music into Unit meetings is for all members to sing a song or two at the start and/or end of their meetings. If songbooks are not available, have the words typed so that everyone may join in song. Units are encouraged to include the National Anthem in opening ceremonies and to use the Auxiliary theme song “To the Auxiliary” or “God Bless America.” If you need a copy of “To the Auxiliary,” please contact the Department Chaplain/Music Chair for the words and music.

While the Department Chaplain is also the Department Music Chair, this is not a requirement for Units where the Music Chair can be a separate position. However, the activities of Unit/County/District Music Chairs should be included on the Department Chaplain’s annual mid-year and year-end reports.

NATIONAL SECURITY

The purpose of National Security is to maintain and promote a strong national defense by strengthening and supporting military service members and their families. This program includes development, implementation and monitoring programs and activities that contribute to the practical, emotional and social well-being of military service members and their families.

This program also includes all activities promoting law and order in our own communities, as well as interest in the security of our country. Suggested activities include: donations to the USO, promoting safety in the streets, respect for laws and law enforcement personnel, emergency planning, blood donor program, ROTC/ JROTC recognition programs, POW-MIA awareness, supporting the Gold Star/Blue Star banner program, and participating in Operation Homefront and welcome home celebrations.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

PAST PRESIDENTS PARLEY

The purpose of the Past Presidents Parley (PPP) is for members who have served as Unit, County, District, Department, or National Presidents to continue in the active service of the Auxiliary to ensure a strong leadership future for the organization. All Past Presidents at all levels are encouraged to continue their support to the organization by accepting responsibility that their knowledge and wisdom as a past leader
can make a difference in developing and mentoring the life of one member. Past leaders can join the group as ambassadors for the organization, knowing there is much information to share to make each level of the organization stronger and maintain its growth with positive actions.

The PPP is a standing committee of The American Legion Auxiliary. Its objective is the promotion of the activities of the Auxiliary, with special consideration given to female veterans. Eligibility to membership in the PPP is based on two factors: 1) a member must have served as President of The American Legion Auxiliary on the Unit, County, District, or Department level, and 2) Unit dues must have been paid for the current year. A Past President is: 1) a member who served as President for one full year, or 2) a member who served as President for part of the year and who, due to illness or conditions beyond their control, had to terminate their tenure, or 3) any Vice President acting as President due to the resignation or death of the President. Note: If Presidents succeed themselves in office they are considered a Past President after the end of their first term and may then join the PPP.

The PPP recognizes the contributions of a valued Unit member through the Unit Member of the Year award, assists deserving students who are pursuing an education in nursing or healthcare through the scholarship program, and honors the military service of active duty servicewomen at convention.

In the fall of the year, each Unit receives a form for submitting the names of the Past Presidents who are currently members of the Unit, together with dues to be returned to Department Headquarters. After paying Parley expenses, the annual dues plus donations from individuals, Units and Parleys form the fund of the PPP Scholarships. The American Legion Auxiliary Department of Wisconsin Past Presidents’ Parley currently awards three scholarships to qualified applicants who need financial assistance to complete their education in the nursing or healthcare fields. Continued support of these scholarships is dependent on the amount of money raised through PPP dues and donations.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

CAVALCADE OF MEMORIES

The purpose of the Cavalcade of Memories is to preserve, display and share the history of The American Legion Auxiliary so we can continue to honor those members who have made significant sacrifices for our organization and build on their experiences. The Cavalcade of Memories repositories can also act as a resource for members, volunteers and the general public.

It is suggested that Units have some type of Cavalcade of Memories.

Following their term of office, each Department President is to donate a memento for the Cavalcade of Memories cabinets and an ornament to be placed on the Department Presidents’ Christmas tree at Department Headquarters.

The Past Presidents Parley Chair is responsible for updating the Cavalcade of Memories. Past Department Presidents’ treasures are identified in the cabinet with name and year served. A permanent record is kept at Department Headquarters with the name of the President, year served, description of memento and the president’s theme.

POPPY PROGRAM

The purpose of the Poppy Program is to honor veterans for their service and sacrifice by promoting the circulation of the poppy, educating all people of the poppy’s history, and the significant financial benefit realized by our nation’s veterans as a result of its distribution. Efforts should be made to increase Unit poppy revenues and the number of poppy makers for Department.

The Little Miss Poppy Contest (ages 6-12) and the Poppy Poster Contest are under the direction of the Department Poppy Chair.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).
POPPY SHOP

The Poppy Shop is entirely under the direction of the Department Executive Secretary-Treasurer. The duties include maintaining poppy supplies, inventory control, shipping poppy orders to Units, securing and instructing poppy workers. If you know a veteran who is interested in making poppies, please contact Department Headquarters.

Poppy orders:
1. Small poppies are sold in bundles of 100.
2. Large poppies are sold individually for $0.88 each. Orders for large poppies are to be included with that of small poppies. Buy generously, for each poppy means earnings for a veteran who participates in production of poppies through the Poppy Shop.

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3. Shipping and handling charges will be added to all shipped orders.
4. Order blanks are mailed to Units and Posts and can be found on the Department website (www.amlegionauxwi.org) or call Headquarters at 608-745-0124. Due to limited storage space at the Poppy Shop, orders must be placed as early as possible and before December 15th. Units/Posts should be prepared to accept delivery as soon as the order can be and must verify accuracy of the order upon receipt.
5. Use the current Poppy Order Form. Send check, payable to ALA-WI, with order to: ALA Headquarters, PO Box 140, Portage, WI 53901.

Poppy Profits:
1. Previous resolutions regarding the poppy program are rescinded because they are superseded by Resolution No. 20 approved at the National American Legion Executive Committee meeting on May 8-9, 2013.
   a. Funds derived from poppy distributions shall only be used for: the rehabilitation of veterans honorably discharged from the United States Armed Forces after April 6, 1917; the welfare of the families of veterans of the above named period; the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in service hospitals; the welfare of veterans, active military personnel, and the families of veterans and active military personnel of the above named period where financial and medical need is evident.
   b. Funds collected prior to May 8, 2013, are to be used per previous guidelines and do not include active duty service members or their families.
   c. Funds collected after May 8, 2013 may be used for active duty military and families meeting the conditions stated.
2. Department Convention action in 1928 mandated that 20% of Poppy be sent to American Legion Auxiliary Department Headquarters for use in Department Veterans Rehabilitation and Children & Youth programs (10% to each program).
   a. Executive Board action in October 1991 mandates that American Legion Posts are not allowed to order poppies if 20% of their poppy proceeds have not been sent to The American Legion Auxiliary Department Headquarters from the previous year.
3. To avoid misunderstandings, the division of Poppy Profits between the Unit and Post should be made after Poppy Day expenses and the 20% to Department has been paid. Eighty percent (80%) of the profits derived from the distribution stay with the Unit and/or Post.
4. Department Bylaws provide that two separate fund records must be maintained, a general fund and a welfare fund; however, they may be kept in one account. All poppy profits shall be placed in the welfare fund (Veterans Affairs & Rehabilitation and Children & Youth) and used for veterans and children’s service work.

Although the following is not a comprehensive list, Poppy Funds CANNOT be used for:
1. Any general operating fund of a department, unit or post.
2. Compensation for any volunteers who distribute poppies.
3. Any community service project that does not strictly benefit the welfare of an individual veteran, military service member or the welfare of his/her immediate family and dependents.

4. General maintenance, beautification or improvement projects of American Legion or Auxiliary facilities, including adding ramp(s) to a post home.

5. Investments, even those that would bring profit to the Unit or Post.

6. POW/MIA programs.

7. Memberships, including other veteran support organizations such as Gold Star Mothers.

8. Contributions to, or payouts from, the Auxiliary Emergency Fund.


10. Flags or flagpoles.

11. Scholarships which do not restrict eligibility solely to military service members or their children, or where the financial need is not evident.

12. Mileage, travel or lodging expenses; registration or conference fees; or costs incurred by a person – including ALA members, volunteers and staff – to attend any meeting, conference or event about veterans.

13. Attire or uniforms used by volunteers or staff in promoting or conducting ALA program activity or business.

14. Use of poppy fund is allowable for care packages only when it is for a welfare need such as first-aid topical treatment or vital hygiene items, and not comfort/leisure items such as baked goods or books.

15. If a project involves the general public as well as veterans and their families, the money must be expended from the general fund.

Suggested Uses of Poppy Funds:
For suggested projects that may be supported by the Poppy/Welfare Fund, please refer to the current Poppy Funds Suggested Donation sheet, available on the Department website (www.amlegionauxwi.org) or from Department Headquarters.

Poppy day supplies are available from Emblem Sales at (888) 453-4466 or www.emblem.legion.org.

Further information is available through the unit mailings, the Wisconsin publication, the District Chair, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

PUBLICATIONS

National American Legion Auxiliary Magazine
The national magazine published by our National organization includes valuable information on our programs from the National Chairs. All senior members receive the national magazine publication as a benefit of membership.

Subscriptions to the national magazine can be purchased by the Unit and placed in the waiting rooms of doctors, dentists, businesses, and also the local public library. This is an easy way to educate the public and promote our organization to them.

Wisconsin Publication
One of the greatest channels of information to our membership is our bi-monthly newspaper – The American Legion Auxiliary Wisconsin. The Wisconsin is a 6-page insert included within The American Legion’s Badger Legionnaire publication. It is the link between Department and all senior members. The Wisconsin publication highlights our programs, contains valuable information for Unit operation, and can be shared with the community. It is important to the success of the Auxiliary that members receive and read the publication. Members should advise Department Headquarters of all address changes via a Member Data Form.

All articles for publication are to be emailed directly to Department Headquarters, Attn: Editor (alawi@amlegionauxwi.org). Pictures must be received in .jpg format. Articles will be published at the discretion of the editor when space is available.

Members should advise Auxiliary Headquarters if they are receiving more than one issue per household.
or wish to opt-out of receiving the printed edition and will view the *Badger Legionnaire/Wisconsin* publication online. Online subscriptions significantly minimize costs and allow The American Legion and Auxiliary to use funds more efficiently. All issues of the *Wisconsin* are posted on the department website.

**PUBLIC RELATIONS**

The purpose of Public Relations is to work collaboratively with all levels of the organization to create, implement and support a proactive communications network that positively projects The American Legion Auxiliary’s image to the general public, while advancing our mission and goals through a variety of materials and resources available to Departments and Units online.

**Internal Communications:**

The job of the Public Relations Chair is not just to promote The American Legion Auxiliary in our communities but also to keep our members informed. The Public Relations Chair should be included in the planning of all programs and events, as well as potential newsworthy happenings involving Unit leadership.

The goal is to utilize all forms of communication and media to inform and educate our members about new and existing programs. Use the National and Department websites as resources for information (www.ALAforVeterans.org; www.amlegionauxwi.org). Effective and frequent communication keeps members motivated and active.

**External Communications:**

The goal of all external communications is to use the Auxiliary Emblem and Branding to build public awareness of our organization. Electronic images are available from Department for use on printed publications and media. For appropriate use of The American Legion Auxiliary emblem, please refer to that section of the Red Book.

Public Relations Chairs should also focus on increasing community awareness of the many programs the Auxiliary has to offer. Utilize the brochures available from Department, National and Emblem Sales to show how Auxiliary programs benefit Veterans, servicemen and women, military families, children, youth and local communities.

The American Legion Auxiliary has a public image based on integrity, action and commitment to our purpose. That image is a product of the organized efforts of the Public Relations Chairs and individual members to spread the word about our organization and programs, as well as everyday contacts of Auxiliary members with the public in the name of the Auxiliary.

Although the words ‘public relations’ and ‘publicity’ are often used interchangeably, there is a difference. Public Relations is broad-based and covers all spontaneous events, planned promotions and interviews, as well as public observation and response to Auxiliary activities. Publicity is just one facet of public relations and includes planned events or promotions that are promoted through the media. In such coverage, the Public Relations Chair can exercise more control over the content of the message and the timing of the release. A good public relations program offers one thing that advertising can never provide with assurance: credibility.

**VETERANS AFFAIRS & REHABILITATION**

District Veterans Affairs & Rehabilitation Chairs are listed following the VA&R committee members in the Red Book directory.

The purpose of this program is to initiate, sponsor and participate in programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives – physically, mentally, socially and vocationally. This program includes bringing awareness to the plight and ever-increasing number of homeless veterans, supporting rehabilitation of veterans through art therapy by raising money to fulfill our obligation as a corporate sponsor of the National Veterans Creative Arts Festival (NVCAF), increasing volunteer services at VA Medical Centers, State Veterans Homes, in community settings and from their homes.
Unit donations provide the means to carry out this program. The hospital program covers VA Medical Centers in Milwaukee, Tomah and Madison; Wisconsin Veterans Homes in Chippewa Falls, King and Union Grove; Associate Hospitals in Minneapolis, Minnesota and Iron Mountain, Michigan; and Dayton Care Center in Kenosha. Special projects are carried out at each facility and are made possible through the donations of Unit and Post 20% Poppy Profit proceeds.

Use the current Suggested Donation Forms to send donations. The items listed on the donation forms are updated annually based on current needs. Indicate the amount donated to each fund. Attach a check or money order made payable to ALA-WI and mail to: ALA Department Headquarters, PO Box 140, Portage, WI 53901-0140. Additional donation forms may be obtained from Department Headquarters or downloaded from the website (www.amlegionauxwi.org). **Do not send cash!**

**VA&R - CHRISTMAS GIFT SHOP**

The Christmas Gift Shop is located at the Zablocki VAMC in Milwaukee. Due to limited storage space, donated items cannot be accepted but Units are encouraged to make financial donations. Checks should be sent to Department Headquarters in Portage payable to “ALA-Wisconsin” indicating it is to be used for the Christmas Gift Shop. Donations will be used by the Christmas Gift Shop Supervisor to purchase needed items. Volunteers box, label and ship orders for each family to arrive in time for Christmas. **There is no cost to the veterans.** This is a gift to those who gave of themselves so that we may enjoy our freedom today.

**VA&R - HOMELESS WOMEN VETERANS PROGRAM**

The Homeless Women Veterans program is designed to reach out to women veterans and help them learn about VA benefits, local resources and where to them, while continuing to educate our members and our communities of the sacrifices women veterans make when serving our country and of the hardships they face after returning home.

A grant fund has been established to provide assistance to homeless or at-risk of being homeless women veterans.

The following guidelines for receiving a grant have been established:

- A Veterans Benefit Representative or knowledgeable sponsor must complete the application and submit it to Department Headquarters, along with a copy of the veteran’s DD214, a financial worksheet, and a narrative.
- Veteran must be an honorably discharged woman veteran.
- Veteran must be participating in a VA support program.
- Grant is for one-time only assistance.
- Grant can only be used for direct assistance of a homeless or at-risk of being homeless female veteran and her immediate family, who have been residents of Wisconsin for at least 30 days.
- Grants are paid directly to a vendor, supplier or landlord, not to the veteran.

A committee comprised of the Department President, Department VA&R Chair and Department Finance Chair reviews all applications.

Funding for the grants is provided by donations from members of the Wisconsin American Legion Family. “Making Connections – Women to Women” encourages Auxiliary members to sign up to be that connection to women veterans in their communities, often providing local support with in-kind donations of food, clothing, household furnishings and supplies, transportation, knowledge of veteran benefits and veteran representatives, finding and recommending local resources and that often needed smile of encouragement and friendship.

Further information is available through the unit mailings, the Wisconsin publication, the Department Chair, and postings through the Department website (www.amlegionauxwi.org).
VA&R - HOSPITAL VOLUNTEER PROGRAM

Volunteer hospital workers are key people in the Hospital Volunteer Service program. The purpose of this group is to supplement the care given by hospital staff to hospitalized veterans. A regularly scheduled volunteer hospital worker is a member of the American Legion Family or a non-affiliated individual who volunteers at a VA Medical Center.

Hospital volunteers must take the Veterans Affairs Volunteer Service orientation, pass a background check, and be able and willing to work as a member of the hospital team under the direction and supervision of doctors, nurses, technicians and specialists to help patients regain their health. A hospital volunteer is relied upon to carry through on assignments and will serve on an approved regular schedule of assignment under VA supervision at least once a month.

Hospital volunteer pins are awarded upon the completion of the 50 hours. Add-on bars are available for 100, 300, 500, 1000 hours, etc. For further information, please contact the Department Director of Hospital Volunteers.

VA&R Code of Ethics:

Because of the vital role each of our volunteers plays in the successful care and rehabilitation of our Veterans, the American Legion Auxiliary has adopted this code of ethics:

1. Confidentiality: All information concerning a patient, staff person or other volunteer and the record of treatment or service is to be kept confidential and shared with no one.

2. Professional Behavior:
   a. Following Rules & Assignments: Volunteers are required to accept and follow rules and instruction as given by the authority of the facility. If asked to do something you do not agree with, you have a right to decline the assignment. If the assignment is mission critical at the point in which it is given, fulfill the request and express concern after the fact, in private with the appropriate individual – your direct supervisor, the ALA Representative or Deputy, or the VAVS Director.

   b. Working with Staff, Patients and other Volunteers: Volunteers should not publicly criticize the facility, the staff, patients, personnel, owners or physical plant of any facility. If there is a reason for criticism, bring it to the attention of the Facility Representative who will communicate any issues through proper channels. If the problem is not resolved, the Representative should send a report to The American Legion Auxiliary Department VA&R Chair.

   c. Compensation Discussion: Volunteers should never discuss pension or compensation issues with a patient. The patient should be referred to the appropriate resource within that facility that is trained to respond to those questions. Outside a facility, contact a local Veterans Service Officer.

3. Dress and Attitude: It is expected that ALA volunteers will dress professionally and follow the code of the facility where they work, regardless of their setting.

4. Compassion, Dignity and Respect: As an ALA volunteer, those served will be treated with the compassion, dignity and the respect they have earned and deserve, regardless of the conditions or circumstances.

VA&R - SERVICE TO VETERANS PROGRAM

Service to Veterans volunteers provide service to veterans, service members and their families outside a VA Medical Center. Volunteers conduct projects and work for veterans, military personnel and/or families from their homes and in their communities. Service to Veterans volunteers maintain their own record - keeping and dollars spent and report this information to the Service to Veterans Chair in their Unit, who then reports the hours annually to the Department Service to Veterans Chair. A pin reflects the work of those who volunteer in their communities and at home for veterans. Hour bars are awarded when specific hour milestones are achieved: 50, 100, 300, 500 and 1000 hours.
CAMP AMERICAN LEGION
Camp American Legion is located on Little Tomahawk and Big Carr Lakes, three miles from Lake Tomahawk, 23 miles from Rhinelander. Camp is in The American Legion State Forest, which covers 37,000 acres.
The American Legion, Department of Wisconsin, has maintained and operated Camp American Legion since 1925. Posts, Squadrons, Units and County Councils assist with work parties and maintain individual cabins. Posts, Squadrons, Units, Counties and Districts have donated equipment and furnishings for the main lodge, camp vehicles and other major items.
There is no charge for a stay at Camp American Legion. Any veteran who is a resident of Wisconsin and in need of recuperation or rehabilitation is eligible. The Camp Director will be the final judge for admission to Camp.
Further information is available through the unit mailings, the Wisconsin publication, the Department Chair, and postings through the Department website (www.amlegionauxwi.org) or the National website (www.ALAforVeterans.org).

WISCONSIN AMERICAN LEGION AUXILIARY BOWLING ASSOCIATION, INC.
The American Legion Auxiliary is the sponsoring body of the Wisconsin American Legion Auxiliary State Bowling Association, Inc.
Its purpose shall be to promote good fellowship among Units and members of The American Legion Auxiliary by conducting an annual 9-Pin Tap Bowling Tournament, usually in early April. Since this is not a sanctioned tournament, Units are encouraged to register a team of four senior members. Units interested in hosting a tournament in their area should contact the Bowling Chair/Tournament Director for details.

NATIONAL AMERICAN LEGION AUXILIARY FOUNDATION
The national American Legion Auxiliary Foundation positively impacts the lives of our veterans, military, and their families by funding programs of The American Legion Auxiliary. The monies of the ALA Foundation mission endowment fund is permanently restricted so that future generations may benefit from ALA programs that support all of our veterans and promote education, good citizenship and outreach to veterans facing tough challenges.
Donations today help ensure the Auxiliary will be here to help veterans tomorrow. Donations should be submitted using a General Fund Suggested Donation Sheet and forwarded to Department Headquarters.
Additionally, it is suggested that memorial donations be made to The American Legion Auxiliary Foundation Endowment Fund through Department Headquarters in honor of deceased members. The name and address of the donor, name of the deceased, name and address of the next of kin where an acknowledgement may be sent, and the American Legion Post or Auxiliary Unit number should accompany memorials and donations of any size.
As Approved by the 98th Department Convention
Oshkosh, Wisconsin
July 2018

Note: The Department Constitution was updated to comply with changes to the Preamble and membership eligibility requirements for The American Legion Auxiliary as mandated and approved by The American Legion at the 2019 National Convention.
As a result of the membership eligibility changes, verbiage throughout the Department Constitution has been updated to be gender neutral.

PREAMBLE
For God and Country, we associate ourselves together for the following purposes:
To uphold and defend the Constitution of the United States of America; to maintain law and order, to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the Master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

Article I
The name of this organization shall be The American Legion Auxiliary, Department of Wisconsin and shall be organized into twelve Districts, which are comprised of Units within established geographic areas.

Article II
NATURE
Section 1. The American Legion Auxiliary is a patriotic service organization that supports the mission of The American Legion.
Section 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for any promotion of the candidacy of any person seeking public office or preferment.

Article III
ELIGIBILITY
Section 1. Eligibility for membership in The American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.¹

¹ Membership in The American Legion Auxiliary shall be limited to the:
(1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
(2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following periods: April 6, 1917 to November 11, 1918 and any time after December 7, 1941 who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility period and died in the line of duty or after honorable discharge;
(3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility period and died in the line of duty or after honorable discharge; and
(4) those women who of their own right are eligible for membership in The American Legion.
Section 2. Under the laws of the State of Wisconsin, equivalent step-relatives comply with the provisions of Section 1.

Section 3. There shall be two classes of membership, Senior and Junior.
1. Senior membership shall be composed of members over the age of eighteen; provided, however, that a spouse under the age of eighteen years, who is eligible under Section 1 of this article, shall be classed as a Senior member.
2. Junior membership shall consist of that group under the age of eighteen years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
3. Dues of both classes shall be paid annually or for life.

Article IV
DEPARTMENT OFFICERS
Section 1. The proposed officers of this organization shall be as follows: President, Senior Vice President, First Vice President, Second Vice President, Executive Secretary-Treasurer, Historian, Chaplain, Parliamentarian, Sergeant-at-Arms, and Assistant Sergeant-at-Arms.

Section 2. No Past Department President shall be eligible for re-election as Department President.

Article V
DEPARTMENT EXECUTIVE BOARD
Section 1. The general administrative and executive power and direction of affairs of the Department shall, except as herein otherwise provided, be vested in a Department Executive Board and shall serve as the governing body of the organization with fiduciary, policy and strategic responsibility for the organization. It shall be the duty of the Department Executive Board to ensure that the organization has adequate resources to fulfill its mission. The Department Executive Board is responsible for the organization’s adherence to legal standards and ethical norms.

Section 2. The Department Executive Board shall be comprised of all elective officers, Alternate National Executive Committeeperson and the District President from each District. The Department Executive Board members have full voting authority.

Section 3. All Department committee chairs and committee members, plus the Past Department Presidents shall have voice and the right to offer motions. These individuals do not have the right to vote on the subject matter at hand.

Section 4. Any issue purporting to relate to the business of administration of this Department and which is not regulated by specific provisions of the Constitution & Bylaws shall be referred to the Department Executive Board for determination and adjustment. Issues of the Department Executive Board may be handled by electronic vote.

Section 5. Ten members shall constitute a quorum of the Department Executive Board.

Article VI
NATIONAL OFFICERS
Section 1. The Department shall elect a National Executive Committeeperson from among the members, who will serve for a two-year term of office, and further will be allowed to serve for an additional elected two years of service. The term of shall commence immediately following the adjournment of the National Convention next ensuing and shall end at the adjournment of the National Convention in two years or after a four-year term of office if reelected. The immediate Past Department President shall be the Alternate National Executive Committeeperson and the term of office shall commence immediately following the adjournment of the ensuing National Convention for one year. In the event of a vacancy for Alternate National Executive Committeeperson, the Department President shall appoint a successor beginning with the most recent Past Department President and continuing in the order of their service.

Section 2. It shall be the duty of each National Executive Committeeperson to fulfill the responsibilities of the National Executive Committee, and to articulate the organization’s mission, accomplishments, and goals to the public and to the Department.
Article VII
DEPARTMENT CONVENTION

Section 1. The Legislative body of The American Legion Auxiliary shall be the Department Convention to be held annually for the purpose of electing officers, receiving reports, and transacting such other business as shall properly come before it.

Section 2. The annual Convention shall be composed of delegates and alternates from each Unit. Each Unit shall be entitled to two delegates and two alternates for the Unit itself, and an additional delegate and alternate for each fifty members or major faction thereof which it shall have in excess of fifty members, whose District dues have been paid, and whose State and National dues have been received by the Department Executive Secretary-Treasurer at least thirty days prior to the date of the Convention. No Unit shall be entitled to be represented unless it has at least ten members whose District, Department and National dues for the current year have been paid.

Section 3. Delegates shall cast their own votes; the votes to be collected (in case of ballot), counted and announced without reference to district, as set forth in the latest edition of ROBERTS RULES OF ORDER NEWLY REVISED.

1. An alternate shall have all privileges of the delegate when delegate is not present.
2. A quorum shall exist at a Department Convention when there are present seven or more districts, wholly or partially represented.
3. All Past Department Presidents shall be made delegates-at-large to the annual convention and entitled to vote.
4. The Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms and Assistant Sergeant-at-Arms shall be delegates-at-large to the Department Convention and entitled to vote.
5. Members of the Department Executive Board, as defined by the Constitution, Article V, Section 2, shall be seated as delegates-at-large with vote in the Convention.
6. The Convention Credentials Committee shall be the final judge of qualification of delegates.
7. Proxies shall not be permitted.

Article VIII
NATIONAL CONVENTION

Section 1. The number of delegates to the National Convention shall be based on paid-up membership within the Department and compliance with instructions of the National Constitution.

Section 2. All Past National Presidents in good standing in their local Units shall be life delegates-at-large to the National Convention with vote to be exercised with their departments.

Section 3. Members of the National Executive Committee shall be delegates-at-large to the National Convention with vote to be exercised with their Departments.

Section 4. Each delegate shall be entitled to one vote. The vote of any delegates who are absent and not represented by an alternate shall be cast by the majority of the delegates present from their Department.

Article IX
AMENDMENTS

Section 1. This Constitution may be amended at a Department Convention by a vote of two-thirds of those delegates present and voting, provided the proposed amendments shall have been submitted through the Department Executive Secretary-Treasurer to the Units and members of the Department Executive Board by mailing same to them at least thirty (30) days prior to the convening of the Convention.

Section 2. An amendment not having been previously read or distributed as required in Section I may be adopted by the unanimous vote of the Convention body.
AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN

BYLAWS

As Approved by the 98th Department Convention Oshkosh,
Wisconsin
July 2018

Note: The Department Constitution was updated to comply with changes to the Preamble and membership eligibility requirements for The American Legion Auxiliary as mandated and approved by The American Legion at the 2019 National Convention.

As a result of the membership eligibility changes, verbiage throughout the Department Bylaws has been updated to be gender neutral.

Article I
ELECTION OF OFFICERS

Section 1. The following officers shall be elected annually at the Department Convention by a majority of the ballots cast. When there is but one candidate for an office, the nominee can be elected by voice vote or acclamation.

Department President and Senior Vice President
The following officers shall be elected annually at the Department Convention by plurality vote of the ballots cast. When there is but one candidate, the nominee can be elected by voice vote or acclamation.

First Vice President, Second Vice President, Historian and Chaplain

Section 2. The following officers shall be appointed by the Department President subject to the approval of the Department Executive Board and shall hold office at the will of the appointive power.

Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms and Assistant Sergeant at Arms
The Executive Secretary-Treasurer, Parliamentarian, Sergeant-at-Arms, and Assistant Sergeant-at-Arms shall attend Department Executive Board meetings only at the call of the Department President and shall not be voting members of the Executive Board.

Installation according to the Manual of Ceremonies shall follow the election of Department officers.

Section 3. All Department officers elected or appointed at the Department Convention shall serve for one term or until their successors are elected. A term shall start upon adjournment of the convention at which they are elected or appointed and end at the adjournment of the following convention.

Section 4. In the event of a vacancy in the office of Department President, the Senior Vice President shall become President and shall assume the duties and authority of the office. In the offices other than Department President, the vacancy shall be filled by appointment of the Department President with approval by the Department Executive Board. No Past Department President shall be appointed to fill any vacancy in these respective offices.

Section 5. If a vacancy occurs for the of Executive Secretary-Treasurer, a new Department Executive Secretary-Treasurer shall be recommended to the President by a committee composed of the Department President, National Executive Committeeperson, Chairs of the Finance and Office Policy Committees, and one at-large member appointed by the President at the time needed. The Chair of the Policy Committee shall serve as Chair of the hiring committee.

The Executive Secretary-Treasurer’s term of office shall be continuous as long as performance of duty is efficient and to the best interest of the Department, subject to the ratification annually by the Department Executive Board at the pre-convention Executive Board meeting.

Section 6. Department Officers changing their membership to another state automatically vacate their office.
Section 7. While endorsements for department office are not required, candidates are encouraged to seek endorsements from their unit, county, and district. Endorsements should be sent from the respective unit, county or district to the Department Executive Secretary-Treasurer prior to the candidate’s formal announcement. A district may only endorse one candidate for each office.

Article II
DUTIES AND POWERS OF OFFICERS

Section 1. Department President shall be the Chief Executive of the Department and preside at all meetings of the Department Convention and the Department Executive Board; appoint or hire a parliamentarian; appoint members of standing committees; create such other committees and appoint members thereon as deemed advisable; appoint all officers not otherwise provided for, with the approval of the Department Executive Board; serve as ex-officio member of all committees with the exception of Finance and perform such other duties as are usually incident to the office; be the official representative of the Department with authority to designate a Department Vice President or other qualified member to represent the Department at public ceremonies and meetings.

1. The Department President shall, not less than 90 days prior to the annual Department Convention, appoint a Constitution and Bylaws Committee consisting of the Department Chair of Constitution and Bylaws and four members chosen from the delegates. This committee shall meet prior to the opening of the Convention for consideration of all amendments to the Constitution and Bylaws, which have been submitted up to the time of said meeting. The Department Parliamentarian shall serve as advisor.

2. The Department President shall, not less than 90 days prior to the annual Department Convention, appoint a Standing Rules Committee consisting of the Department Chair of Standing Rules and two members chosen from the delegates. This committee shall meet prior to the opening of the Convention for consideration of all amendments to the Standing Rules, which have been submitted up to the time of said meeting.

3. The Department President shall at least seven days before the date of the annual Department Convention, appoint a Credentials Committee consisting of a chair and the twelve District Presidents. The Department Executive Secretary-Treasurer shall furnish them with certified copies of the list of such delegates and the number of delegates that each Unit is entitled to, prior to the opening of the Convention, and such committee shall prepare a report to be given at the time specified in the ORDER OF BUSINESS.

4. The Department President shall, not less than 30 days prior to the annual Department Convention, appoint a Resolutions Committee consisting of five members chosen from the delegates.
   a. Resolutions presented by an individual member must be approved by the Unit or District to which the member belongs. Resolutions must be received at Department by June 1. Copies of these resolutions shall be transmitted to Units not less than 30 days before Department Convention.
   b. Any resolution not approved by a Unit or District, or when the district conference is held after June 1, must be approved by the appropriate Department Chair of the program to which the resolution pertains. The Department Chair will submit approved resolutions to the Resolutions Committee for consideration.
   c. The Resolutions Committee will forward any approved resolutions with a financial impact to the Finance Committee for their approval.

Section 2. Department Senior Vice President: In case of sickness or absence or other temporary inability of the Department President, the Department Senior Vice President shall act in the President’s place, with like powers and duties during such absence, sickness or inability. In case of the death or permanent inability of the Department President to serve, the Department Senior Vice President shall serve for the unexpired term. This would not preclude the Senior Vice President from running for his/her own term of office. The Department Senior Vice President shall be privileged to attend all regular Department committee meetings and/or instructional meetings for informational purposes at Department expense and perform other duties as assigned by the Department President.

Section 3. Department Vice Presidents: Department First and Second Vice Presidents shall perform such duties as shall be assigned to them by the Department President. If the Department President and Senior Vice President are unable to fulfill the duties of the President, the Department Executive Board shall designate the First Vice President to function as President with like powers and duties during such absence, sickness or inability.
Section 4. Department Executive Secretary-Treasurer shall record proceedings of the Department Convention and the Department Executive Board meetings; keep all records of the Department; transmit reports and bulletins of all Department standing committees and send out all literature and calls of meetings; be the custodian of the funds of the Department and account for the same; sign checks in disbursing the funds of the organization; and make reports upon the condition of the Department treasury when called for by the Department President. To external audiences only, the title shall be Executive Director.

Section 5. Department Historian shall be responsible for compiling a complete historical record of the Department; have authority to request from the officers of the Department and the Units therein information necessary for the performance of these duties; prepare and submit annually to the Department Convention a report covering the suggestions relating to the preservation of the historical records of the Department as deemed appropriate; and submit a history of the Department to the National Historian as requested.

Section 6. Department Chaplain shall officiate as such at the Department Executive Board meetings and Department Convention and perform such other duties as shall be assigned by the Department President.

Section 7. Department Parliamentarian shall be familiar with all documents governing the management of the Department and assist the Department President, all Department Officers and Chairs in the administration of their duties. When requested, the Parliamentarian shall offer advice to Units and Districts in resolving parliamentary issues. To preserve impartiality, the Parliamentarian may not be a chair of any other committee that may bring resolutions or issues to the floor of official meetings.

Article III

NATIONAL CONVENTION

Section 1. Delegates shall be appointed to the following priorities.

1. The immediate Past Department President, the newly elected Department officers including Department President, Senior Vice President, First and Second Vice Presidents, Central Division National Vice President candidate (when applicable), Historian, Chaplain and Executive Secretary-Treasurer shall be delegates to the National Convention. The Central Division National Vice President candidate would have priority as a delegate the year in which the election is held at the National Convention, before the Department Historian, Department Chaplain or Executive Secretary-Treasurer.

2. District Presidents may be delegates to the National Convention if there are available delegate opportunities. A District President who cannot attend the Convention forgoes representation for the district. If there are not sufficient delegate positions open for all District Presidents to be delegates, District Presidents from odd numbered districts would be delegates during odd numbered years and District Presidents from even numbered districts would be delegates during even numbered years. District Presidents not assigned as delegates would have their names placed on the supplemental list as the first priorities for delegate designation, based upon their membership standing as of 30 days prior to Department Convention.

3. Any National Chair or committee member whose expenses are paid by the National organization shall fill delegate positions available after subsections 1 and 2 are met. If there is no available opening, these individuals would be placed on the Supplemental list with priority after the District Presidents.

4. A Wisconsin candidate for the office of National Historian or National Chaplain may be a delegate after all other subsections of this Article are satisfied.

5. Each of the twelve districts may nominate members to create a supplemental list to the National Convention. Nominations will be held at a caucus called for that purpose at the Department Convention. There shall be no nominations from the floor. Election to the supplemental list shall be held at a designated time during Department Convention and shall be named in order of plurality count.

6. No alternates shall be named to fill vacant positions until all delegates have been selected according to the above priorities.

Section 2. The Department Executive Secretary-Treasurer shall be the delegation secretary to the National Convention. The immediate Past Department President shall complete all department plans for the convention, shall preside at the Wisconsin caucus and shall serve as Delegation Chair. In the event the designated Delegation Chair is absent for any reason, the Department President shall be the acting chair.
Section 3. All delegates to the National Convention must attend all sessions of the convention unless illness prevents. Should this occur, the delegate not in attendance must file in writing with the delegation secretary the reason for the absence. It shall be the duty of the delegation secretary to see that roll is taken at each session and missing members held to account. An absent delegate must forfeit 10% of the expenses being paid by the Department for each missed session.

Section 4. Delegates shall receive a stipend for convention as determined annually by the Finance Committee.

Section 5. The Finance Committee may allocate a stipend to help defray expenses of convention attendees who are not delegates if they are attending in an official capacity.

Section 6. In the event a National Convention is held in Wisconsin, the National President shall appoint the National Convention Chair. Prior to this appointment the current Department President shall appoint designees to attend the local convention planning committee meetings during the year.

Article IV DISTRICT ORGANIZATION

Section 1. The District President and First Vice President shall be duly elected biennially by a majority vote of the delegates present at the annual District Spring conference. Their term of office shall be two years to begin with the adjournment of the Department Convention following the conference.

Section 2. A District President shall not be eligible to serve an additional term, however, will remain in office until a successor is ratified.

Section 3. The District President shall call at least one conference a year. The District President is required to notify Department Headquarters of the date, place and time. The Department President or a department representative shall be invited to attend.

Section 4. The District President shall submit a list of units, whose district dues have not been paid, to Department Headquarters 30 days prior to the Department Convention.

Article V STANDING COMMITTEES

Section 1. The Department President shall name such committee chairs as deemed advisable, subject to the ratification of the Department Executive Board. There shall be the following Standing Committees: Americanism, Auxiliary Emergency Fund, American Legion Auxiliary Badger Girls State, WALA State Bowling Association, Children & Youth/Liaison to The American Legion Child Welfare Foundation, Community Service, Constitution & Bylaws, Education, Finance, Fundraising, Junior Activities, Leadership, Legislative, M. Louise Wilson Educational Loan Fund, Membership, National Security, Office Policy, Past Presidents Parley/Cavalcade of Memories, Poppy, Liaison to The American Legion Communications Committee, Public Relations, Standing Rules and Veterans Affairs & Rehabilitation.

Section 2. The Finance Committee is comprised of three members who serve 3-year terms, one of whom shall be appointed each year by a committee composed of the Senior Vice President and the First and Second Vice Presidents, with additional input from the Department President and the Department Executive Secretary-Treasurer. Each candidate will first submit a resume detailing specific information relating to knowledge of finance, accounting, auditing or relevant experience. The Chair of the Finance Committee will be appointed by the Department President from among these three members. The Chair of the Office Policy Committee and the Alternate National Executive Committeeperson are automatically members of the Finance Committee. The number of Finance Committee members shall then be five.

1. If a member is absent in the Finance Committee meeting, the Department President shall act as a voting member. In case of resignation or death of a member of the Finance Committee, the President shall fill the vacancy by appointment, and such newly appointed member shall serve for the duration of the unexpired term.

2. The Committee’s decision on routine financial matters shall be final between Department Conventions unless overruled by a two-thirds vote of the Executive Board. In non-budgeted matters, the Department President may ask for a decision of the Department Executive Board, either at a special meeting, by electronic means or by mail.
3. This Committee shall meet at least two times a year, or at the call of the Department President. It shall be their duty to budget the expenditures of the Department, check on all bills pertaining to all funds of the Department, determine reimbursable expenses for officers and committees on official call, decide what property or equipment shall be purchased by the Department and the sum to be expended for this.

Section 3. The Office Policy Committee is comprised of three members who serve 3-year terms, one of whom is appointed each year by the Department President. All members must be Past Department Presidents.

Section 4. The Department President shall appoint three members from counselors who have served Girls State for at least three years within the past five years to 3-year terms on The American Legion Auxiliary Badger Girls State Committee.

American Legion Auxiliary Badger Girls State, Inc. shall consist of 13 Auxiliary members, nine of whom have been appointed. The current Department President, Department Senior Vice President, Department Americanism Chair and Department Executive Secretary-Treasurer shall serve for one year. All members of the Committee shall have vote.

The Chair, Vice Chair, Executive Director and Assistant Executive Director shall be appointed annually by the Department President from the nine appointees. The Department Executive Secretary-Treasurer, who by virtue of that office, shall be Secretary-Treasurer of ALABGS, Inc.

Section 5. The Department President shall appoint three members to the Wisconsin American Legion Auxiliary State Bowling Committee to serve 3-year terms. The Wisconsin American Legion Auxiliary State Bowling Association, Inc. shall consist of twelve Auxiliary members, nine of whom have been appointed. The current Department President, Department Senior Vice President and Department Executive Secretary-Treasurer shall serve for one year. All members of the Committee shall have vote.

The Chair/Tournament Manager shall be appointed annually by the Department President from the nine appointees. The Department Executive Secretary-Treasurer, by virtue of that office, shall be Secretary-Treasurer of the Wisconsin American Legion Auxiliary State Bowling Association, Inc.

Section 6. The American Legion Auxiliary Badger Girls State, Inc. and Wisconsin American Legion Auxiliary State Bowling Association, Inc. are incorporated bodies, carrying on their separate functions as prescribed in their Articles of Incorporation and Standing Rules, provided they are not in conflict with the Department Bylaws and Standing Rules. Meetings of these committees shall be scheduled with the approval of the Department President.

Section 7. The Committee on Leadership shall be composed of three members appointed by the Department President.

Section 8. The Junior Activities Committee shall have a Chair and Vice Chair appointed by the Department President.

Section 9. The Committee on Veterans Affairs & Rehabilitation shall be composed of four members to be appointed by the Department President. The four members include a Veterans Affairs and Rehabilitation Chair, Service to Veterans Chair, Director of Hospital Volunteers and Homeless Women Veterans Chair.

Section 10. The following Standing Committees shall be chaired by a Past Department President: Constitution and Bylaws, Legislative, Office Policy, Past President’s Parley and Standing Rules.

Section 11. There shall be a Publication Editor appointed by the Department President to serve as a liaison to The American Legion Communications Committee.

Section 12. The Department President shall appoint all committee chairs, all committee members and all vacancies on committees, with the exception as it relates to the Finance Committee, as defined in Article V, Standing Committees, Section 2. Appointments are subject to the ratification of the Department Executive Board.

Section 13. The Membership Committee shall be comprised of a chair that is a member of the Department Executive Board and two committee members appointed by the Department President. The Department First Vice President shall serve as Chair of the Membership Committee.

Section 14. The Legislative Chair shall automatically be the immediate Past Department President.
Article VI
SUBSIDIARY ORGANIZATIONS

All subsidiary organizations of The American Legion Auxiliary shall be subject to regulation by action of the National Convention or the National Executive Committee of The American Legion Auxiliary.

Article VII
UNIT ORGANIZATION

Section 1. The smallest administrative unit of this organization shall be termed the Unit and shall be given the name, location and number of The American Legion Post to which it is attached. Each Unit shall have a minimum membership of ten (10) senior members, with the sole exception of the Department Headquarters Unit that will have no minimum membership requirement. No Unit shall be received into the organization until it shall have received a Charter. A Unit desiring a Charter shall apply to Department Headquarters and a Charter will be issued by the National President and Secretary whenever recommended by the Department President, provided that the application for Charter shall be first approved by the Commander and Adjutant of the Post to which the Unit is to be attached.

Section 2. The elective officers of each Unit shall be a President, one or more Vice Presidents and a Treasurer. The Secretary, Historian, Chaplain and such other officers as may be deemed necessary may be elected or appointed at the discretion of the Unit.

Section 3.
1. The Executive Committee shall be composed of the President, immediate Past President, Vice President, Treasurer and Secretary and such other members either elected or appointed as the Unit may deem advisable.
2. The Unit President shall appoint such other committees as may be necessary.

Section 4.
1. Each Unit, when receiving its Charter, automatically adopts the Department Constitution and Department Bylaws, but the Unit shall draft its own Bylaws covering rules pertinent to local situations.
2. The Unit shall belong to the designated District organization in conformance with Department and National Bylaws. Any Unit that fails to comply with this provision shall be subject to review by the Department Executive Board and appropriate disciplinary action shall be taken.
3. All Units shall submit a copy of their Bylaws to Department Headquarters for approval.

Section 5. The National Counsel General of The American Legion Auxiliary has ruled that The American Legion Post to which a Unit is attached may not revoke nor threaten revocation of its Unit’s Charter.

Section 6. The duties of Unit Officers shall be similar to the duties of the corresponding Department officers.

Section 7. Units must hold at least four (4) business meetings each year to conform to the Charter.

Section 8. Each Unit of The American Legion Auxiliary shall be responsible for verifying eligibility and deciding its membership subject to the restrictions of the Unit, Department and National governing documents. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of The American Legion Auxiliary.

Section 9. No person may be a member of more than one Unit at any one time.

Article VIII
DISCIPLINE

Section 1. For any violation of the National or Department Constitution and Bylaws and/or Standing Rules by any Department Officer of the Auxiliary, the Department Executive Board may remove that individual from office.

Section 2. The Department Executive Board, after notice and a hearing, may recommend to the National Executive Committee the suspension or revocation of the Charter of a Unit which violates the Department Constitution or the National Constitution of The American Legion Auxiliary or which fails to discipline any of its members for such violation and may provide for the governance and administration of Unit during such suspension or revocation.

Section 3. Any Unit whose Charter has been so revoked may appeal to the Department Convention for the purpose of obtaining a reconsideration of the revocation of its Charter upon written petition signed by at least fifty percent (50%) of the members of the Unit.
Section 4. For any violation of the Unit, Department or National Constitutions, or for conduct improper and prejudicial to the welfare of the Auxiliary or of The American Legion, any member may be expelled from membership or any officer removed from office by two-thirds vote at a Unit meeting duly called for that purpose, said expulsion or removal to be binding only in the event said member or officer shall have been have been given at least fifteen days notice in writing by the Unit Secretary of the charges and the hearing thereon. Either party has the right of appeal to the Department Executive Board, or the action thereon shall be final. Any expense related to said appeal shall be the responsibility of the appellant.

1. The procedures for Expulsion or Suspension of a Member as set forth in the Unit Guide Book must be followed.
2. The expulsion of a member from a Unit is automatically expelled from The American Legion Auxiliary. A Unit should not take such action unless the reasons are such as to justify expulsion from any Unit of the entire organization.
3. Names of members who are expelled, together with statement of facts substantiating the expulsion charges and copies of all proceedings, shall be reported to the Department Secretary, who shall provide written notice of the expulsion to National Headquarters.

Article IX
EMPLOYEES OF DEPARTMENT

Section 1. There shall be no salaried officers with the exception of the Department Executive Secretary-Treasurer.

Section 2. Any paid employee of the Department of Wisconsin who is elected to the office of Department President will be required to take a leave of absence from employment with the Department during the term of office.

Article X
PARLIAMENTARY RULING
The rules of procedure of the Department shall be those set forth in the latest edition of ROBERTS RULES OF ORDER NEWLY REVISED except as otherwise expressly stated herein.

Article XI
AMENDMENTS

Section 1. These Bylaws may be amended at a Department Convention by a two-thirds vote of those delegates present and voting, providing the proposed amendments shall have been submitted through the Department Executive Secretary-Treasurer to the Units and members of the Department Executive Board by mailing same to them at least thirty (30) days prior to the convening of the convention.

Section 2. An amendment not having been previously read or distributed as required in Section 1 may be adopted by the unanimous vote of the convention body.

Article XII
AUTHORITY
The authority under which all Departments, District, Counties and Units of The American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and set forth in the Unit Guide Book of The American Legion Auxiliary. Any provision of any Department, District, County or Unit Constitution or Bylaws or any regulation of any Department, District County or Unit in conflict with the foregoing authority shall be void.
AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN

STANDING RULES

As Approved by the 99th Department Convention
Middleton, Wisconsin
July 2019

Note: The Department Constitution was updated to comply with changes to the Preamble and membership eligibility requirements for The American Legion Auxiliary as mandated and approved by The American Legion at the 2019 National Convention.
As a result of the membership eligibility changes, verbiage throughout the Department Standing Rules has been updated to be gender neutral.

Department and National Conventions,
Executive Board Meetings and National Meetings

It is the policy of the Department that:

1. The annual fall Executive Board meeting be called as soon as possible.
2. The Department President has authority to call to the Department Executive Board meetings and convention such chairpersons and members of standing committees as deemed necessary.
3. A condensed copy of proceedings of each Executive Board meeting be sent to the Executive Board members, Department Chairpersons and Past Department Presidents.
4. The Standing Rules shall be reviewed annually by the Department Chair of Standing Rules and the Standing Rules Committee, and the office copy updated after the department convention by the Department Executive Secretary-Treasurer to reflect any change as approved by the delegates at the convention. The Executive Secretary-Treasurer is authorized to edit the office copy for spelling, punctuation, and grammar for reasons of flow and readability.
5. Expenses for members of the Department Executive Board, Chairpersons, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, and personal page of the Department President and personal page of the Executive Secretary-Treasurer at the department convention shall be transportation and hotel, as allowed by the Finance Committee annually. Any other expenses for department convention must be approved by the Finance Committee annually.
6. It shall be the duty of the Department Executive Secretary-Treasurer to arrange housing for the Official Family who attend Department and National meetings.
   a. Members attending meetings at Department expense shall accept the housing arranged by the Department Executive Secretary-Treasurer. In the event a member’s spouse is part of the official family of The American Legion, the member has the option of which headquarters hotel to stay at.
   b. Past Department Presidents, neither serving as a Department Chair nor an honored guest, wishing housing at department events be housed with the official family at their own expense when such housing is available.
   c. Incoming District Presidents shall be invited to attend the Executive Board meeting preceding Department Convention, but not at Department expense.
7. District caucuses at department convention follow a uniform procedure of business and become a part of the convention program. Uniform procedure for the caucus sessions shall be set up by the Department President and the Department Executive Secretary-Treasurer and sent out to each District President prior to the department convention.
8. Corsages at department convention be provided for the National President or the national representative when needed.

9. A living Past Department President shall be honored annually at the department convention and be the guest of the Department beginning Thursday noon to the conclusion of the convention. Actual expenses shall be allowed, i.e. mileage, lodging and meals, as approved by the Finance Committee annually. Mileage for out-of-state residents will be calculated from the most recent Wisconsin home Unit to the convention city. The Department Executive Secretary will make arrangements if the honored guest so requests.

10. Any member of the Department of Wisconsin who has served as National President shall be placed on the official call-in for department convention with expenses paid as determined by the Finance Committee annually.

11. A gift not to exceed $50.00 be given to the Central Division National Vice President during the visit to Department.

12. A gift not to exceed $100.00 be given to the National President during the official visit to Department.

13. A gift of $25.00 be presented to each guest who has been invited to department convention by the Department President.

14. The delegates and alternates to department convention shall be chosen by a plurality vote of the members of the Unit who are present at a meeting called for that purpose. If at any time of the department convention, a duly elected delegate and alternate shall be unable to attend, the Unit President shall have the power to appoint a substitute delegate and alternate.

15. A list of the elected delegates and alternates from each Unit must be with the Department Executive Secretary-Treasurer at least fourteen days before the opening of the department convention except in case of appointment by Unit President as provided in Section 14, and of Units organized within fourteen days preceding the convention. Otherwise no representation shall be allowed.

16. The business at the annual department convention follows:
   - Call to Order by President
   - Invocation
   - Call for Department Convention
   - Call for National Convention
   - Announcements of Committees
   - Reports of Officers
   - Reports of Committees
   - Election of Officers
   - Election and/or Endorsement of Candidates for National Office
   - Election of Delegates to National Convention
   - Ratification of District Presidents and First Vice Presidents
   - Installation of Department Officers and new District Presidents
   - Adjournment

17. The Department President shall have the option of hiring a professional registered Parliamentarian to serve for the duration of the department convention, with the approval of the Finance Committee.

18. The Department Executive Board shall meet at least three times a year, the meeting to be held immediately after the close of the department convention and at the same place, and thereafter at the call of the President, the last meeting to be held immediately before the department convention and at the same place. Upon request made in writing to the Department President by one-third of the members of the Department Executive Board, the President shall call a special meeting of the committee at a time determined by the Department President. The Department President shall call special meetings of the Department Executive Board and determine appropriate times and places, with the approval of the Finance Committee.

19. Department Executive Board meetings and other committee meetings be held via conference call as needed.
20. The following persons attending the States Dinner at the National Convention shall be presented complimentary tickets by the Department, when tickets are available:
   a. Department President and guest.
   b. Department Commander and guest.
   c. Delegation Chair and guest.

21. The Department President and the Senior Vice President attend such national training sessions as offered by the National Organization. The Department President shall designate the appropriate chairpersons to attend such training sessions with expense as allowed by the Finance Committee.

**Elections and Campaigns**

It is the policy of the Department that:

1. Department opposes the use of any campaign material by any prospective candidate for Department office.

2. In line with The American Legion Counsel General’s opinion, any member may run for any office as a right of membership. While each experience as an officer or chairman helps to prepare the member for higher office, members have the right to pursue any office that is personally fulfilling without obligation to seek other offices.

3. Department officers and employees shall refrain from becoming involved in promoting candidates for Department offices. Their official position could be interpreted as an endorsement.

4. A candidate for Department President is encouraged to plan a theme, design President and Membership pins, and formulate a plan of action and such other duties as required. This process shall begin no more than one year in advance of the election for term of office being sought.

5. A National Officer Leadership Fund be established for any Wisconsin candidate for National Office and the office of Central Division National Vice President (when it is Wisconsin’s turn), to be made available at the discretion of the Finance Committee.
   a. Any prospective candidate shall be required to submit the request for funds along with projected budget in advance.
   b. Additional funds for the required purchase of gifts for National officers, chairpersons, etc. be available at the discretion of the Finance Committee.
   c. At the discretion of the Finance Committee, any remaining funds after expenses and election, donated by the American Legion Family to a National Officer Leadership Fund, shall be made available for a gift to the National Headquarters or to a fund for either Divisional Vice President, National Chaplain, National Historian or a candidate running for National President.

6. In the event Wisconsin has a candidate for national office, a committee should be established to support the candidate and function until the conclusion of the term of office.

**ALA in the Know**

It is the policy of the Department that:

1. Up to six regional information conferences, to be known as “ALA in the Know,” be held each fall at locations in Districts around the state.

2. Units near the selected site for each meeting be contacted for assistance in providing logistics for the meeting.

3. All members, regardless of District affiliation, all Legion Family members and members of the community be encouraged to attend any ALA in the Know.

4. Prepared presentations to be done by a selected team with entire program prepared by team members.

5. Expenses to be provided to only those on the selected team, as allowed by the Finance Committee annually.

**Guide for Department President**

It is the policy of the Department that:

1. The Department President shall receive a monthly allowance for expenses incidental to the as allowed by the Department Finance Committee annually.

2. Notice of invitations received from other groups or organizations for representation of The American Legion Auxiliary shall be forwarded immediately to the Department President. If advisable for representation, the President shall either attend or delegate someone to represent the Department.
The cost of personal courtesies extended to officers of other organizations shall be the expense of the Department President.

3. The Department President shall plan the dinner and entertainment for the Past Department Presidents at the department convention.

4. Official visits of the Department President shall be to:
   a. ALA Badger Girls State, Fall and/or Spring Conferences in each District, ALA in the Know, the three VA Medical Centers in Wisconsin, the three Wisconsin Veterans Homes, Dayton Care Center and the two Associate VA Medical Centers.
   b. The American Legion functions where the President is invited to attend or where the Department Commander requests the President’s attendance, Testimonials for the Department Commander and the SAL Detachment Commander, and other testimonials for Wisconsin Legion Family members prominent at the national level. Any gift presented to be at his/her personal expense.

5. The Department President appoints a local chair to coordinate functions of the department convention with the approval of the Department President and/or the Executive Secretary. The local chair shall deposit all receipts in a special account. These funds shall be turned over to the Department Executive Secretary-Treasurer who will be responsible for all disbursements.

6. Appointment of Hospital Representatives, Deputies and Associate Hospital Representatives in Veterans Administration Medical Centers, Wisconsin Veterans Homes, and Dayton Care Center is made annually by the Department President, after consultation with the Department Veterans Affairs & Rehabilitation Chair, and subject to the approval of the Department Executive Board.
   a. One Representative/Associate Representative shall be appointed to each Veterans Administration Medical Center, the Wisconsin Veterans Homes and Dayton Care Center.
   b. Each Wisconsin Veterans Administration Medical Center and the Wisconsin Veterans Home at King shall have a minimum of two deputies. If the facility’s patient population is sufficiently high, a third deputy may be appointed.
   c. All associate hospitals, the Wisconsin Veterans Homes at Chippewa Falls and Union Grove, and Dayton Care Center may each have one deputy.

7. The Department President appoints a Disaster Relief Chair only in the event of a disaster and that this Chair is from the area in which the disaster occurs. The Department Disaster Relief Chair shall have authority, if necessary, to select a committee from the disaster area to provide assistance with needed services.

8. No gifts be accepted by the Department President from firms, individuals or organizations doing business with The American Legion Auxiliary, Department of Wisconsin.

9. The current Department President and any Department members seeking a National Chairmanship or appointment shall be responsible for submitting their applications via the form published on the national website.

10. The Department President or a representative shall attend the funeral service of a deceased Past Department President.

11. The Department President shall see that provisions of the National and Department Constitutions and Bylaws, regulations and policies established thereunder shall be observed.

12. In cooperation with the Department Executive Board, the Department President shall be responsible for the enforcement of discipline and maintenance of good conduct on the part of the Units and their members as provided in Article VIII of Department Bylaws.

13. The Department President shall also appoint from time to time such other committees as deemed necessary or shall be provided for by the Executive Board or by the Department Convention.
   a. The Department President shall appoint a Chair and Vice Chair to the ALA in the Know program who serve staggered two-year terms and appoint other team members as necessary to vacancies.
   b. The Department President shall appoint a Vice Chair of the Finance Committee annually from among the three members who have been appointed to that committee.

14. The Department President shall give a report at the annual Department Convention.
15. The Department President shall not waive rights to the Department Executive Secretary-Treasurer or any other person, permitting them to sign the President’s name to applications for charters or the charters issued by the National Headquarters or any other legal document pertaining to the Department.
16. The Department President shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.
17. The Department President shall review the financial records of the Department on a monthly basis, to include but not limited to, the Profit and Loss Statement; check register, payroll records, credit card statements, investment statements, etc.

Guide for Executive Secretary-Treasurer

It is the policy of the Department that:
1. All special bulletins be sent to each Past Department President.
   a. In the event of an illness or death of any Past Department President or members of the Executive Board, a notice be sent in an official family mailing.
   b. Expression of condolence is sent by the Department Executive Secretary-Treasurer in the event of the death in the immediate family of a member of the official family.
   c. In the event of the death of any Past Department President or member of the Executive Board or their respective partner, a memorial gift, not to exceed $30.00 be sent by the Department to the family.
2. Non-essential correspondence be disposed of by the Department Executive Secretary-Treasurer periodically.
3. All minutes prepared by the Executive Secretary-Treasurer be sent to the official family or the appropriate committee members within 21 calendar days.
4. Each year the outgoing President be presented with a Past Department President’s pin, ribbon and $100.00 as a gift.
5. Department Officers, Chairpersons and Hospital Representatives who accrued allowable expenses must present monthly bills for payment.
6. Department citations shall be prepared at Department Headquarters and shall correspond to National classification.
7. The Department Executive Secretary-Treasurer meet with a committee composed of the Department President and the Office Policy Committee prior to department convention to review the functions and responsibilities of the office of Department Secretary-Treasurer.
8. All requests regarding finance be presented to the Finance Committee at least 10 days prior to its meeting so that an adequate study can be made of the request.
9. The Department Executive Secretary-Treasurer allocate the distribution of the following expenses on the following percentage basis:
   a. Auto and depreciation expense
      i. ½ to General Fund
      ii. ¼ to Veterans Affairs & Rehabilitation
      iii. ¼ to Children & Youth
   b. Office Salaries (including Department Executive Secretary-Treasurer)
      i. ½ to General Fund
      ii. ¼ to Veterans Affairs & Rehabilitation
      iii. ¼ to Children & Youth
10. No gifts be accepted by the Department Executive Secretary-Treasurer from firms, individuals or organizations doing business with The American Legion Auxiliary, Department of Wisconsin.
11. The Red Book will be edited by the Department Executive Secretary-Treasurer with the assistance of the Department President and Alternate National Executive Committee person.
12. The Department Executive Secretary-Treasurer shall furnish gratis one copy of the Department Red Book to each Unit President, County President, Executive Board Member, and Department Committee Chairs. Copies shall also be distributed to the National Organization and The American Legion as requested. Additional copies are available at nominal cost.
13. The Department Executive Secretary-Treasurer shall notify the Department Senior Vice President of all Department committee meetings and/or instructional meetings, which may be attended at Department expense.

14. The Department Executive Secretary-Treasurer shall file two convention proceedings, one with Department Headquarters and one with the immediate Past Department President; keep all books that are needed to successfully carry on the work of the office; receive and answer all official mail under the direction of the President; send and give due notice of all meetings; act as secretary of the Department Executive Board and conduct the office in a business-like manner.

15. The Department Executive Secretary-Treasurer shall keep a record of all money received from all Units for per capita assessments or other sources and shall also care for the archives of the Department.

16. The Department Executive Secretary-Treasurer is hereby vested with such authority as is necessary to carry out the duties successfully for the good of The American Legion Auxiliary.

17. The Department Executive Secretary-Treasurer shall receive from the Units, Counties and Districts, their funds for Department and National purposes, properly recording same.

18. The Department Executive Secretary-Treasurer shall pay all orders of budgeted items with a financial statement being sent monthly to the Department Finance Chair and shall retain these orders for department records.

19. All Department funds shall be deposited in the name of The American Legion Auxiliary, Department of Wisconsin, the bank(s) or investment firm(s) to be determined by the Finance Committee.

20. The Department’s accounts shall be audited by a Public Accountant, said audit to be completed at least one week before the annual department convention.

21. The Department Executive Secretary-Treasurer shall pay and deliver to his/her successor all money, vouchers, books and papers belonging to the Department.

22. The Department Executive Secretary-Treasurer shall be responsible for implementation of the official Personnel Policies as approved by the Office Policy Committee.

23. The Department Executive Secretary-Treasurer shall be under the supervision of the Department President.

Programs

1. Retiring Department Officers, Department Chairpersons, and District Presidents be required to submit a job analysis and compile a file of clippings, reports and records, which will serve as a guide to their successors.

2. No Department Officer, Department Chairperson, committee member, or individual member may solicit funds for a special project at the Department level or at The American Legion functions without the consent of the Department Executive Board. In the event consent is given, funds must be channeled through Department Headquarters earmarked for the approved project.

Children & Youth

It is the policy of the Department that:

1. The District Children & Youth Chair shall contact the Department Chair when special family needs arise within their district.

Junior Activities

It is the policy of the Department that:

1. The Juniors function under a Junior Activities Program of The American Legion Auxiliary. Each District President shall appoint a District Junior Activities Chair.

2. The Department Junior Activities Chair and Vice Chair complete satisfactory background checks prior to serving in their positions and every two years thereafter. The cost of the background check will be billed to the Junior Activities account.

3. A Junior Fall Meeting and Department Junior Conference be held every year.

4. A registration fee of $5.00 be allowed at all Junior Auxiliary Conferences to help defray expenses.
Leadership

It is the policy of the Department that the incoming Department President conduct a leadership orientation for all District Presidents prior to the start of the year. The Department President may contact the Leadership Chair or any other qualified member for assistance.

M. Louise Wilson Educational Loan Fund

It is the policy of the Department that:
1. Women eligible for loans made from the fund meet the following conditions:
   a. Applicant must be a member of The American Legion Auxiliary and membership must continue until loan is paid in full.
   b. If membership is discontinued, no additional loans may be granted.
2. Educational loans be limited to $800.00 annually, with a maximum of five years loan, or a total limit of $4,000.00. There shall be no interest charge. Repayment of loan shall begin no later than six months after graduation.
3. Loans granted to the recipients in a current year shall be in an amount, which shall not deplete the loan fund balance to less than $800.00.
4. If an individual account is long overdue, the Chair is advised to forward all records to Department Headquarters for collection by a professional agency.

Membership

It is the policy of the Department that:
1. Each member shall have a membership application on file and all applicants for membership shall fill out said form. In the case of eligibility through a deceased relative, the service record must be secured from the Adjutant General, County Service Officer or other appropriate authority.
2. Dues:
   a. The revenue of The American Legion Auxiliary shall be derived from the annual membership dues of Senior and Junior members, and from such other sources as may be approved by the Department Executive Board.
   b. The membership year of this Department shall be from January 1st to December 31st of each year. National and Department dues shall not be prorated for parts of the membership year unless authorized by the appropriate National and Department Committees.
   c. Dues shall be payable annually for the succeeding calendar year or for life. A member failing to pay such annual dues by January 31st shall be classed as delinquent and shall be suspended from all membership privileges.
   d. The Department per capita dues shall be payable in advance annually. The Department per capita dues shall be $28.00 per annum for Senior members and $5.25 per annum for Junior members. The Department per capita dues shall be broken down as follows:

   Senior Membership
   Department Dues ...........................................$16.00
   National Dues & National Magazine .......$12.00
   TOTAL ..........................................................$28.00

   Junior Membership
   Department Dues ...........................................$2.75
   National Dues ............................................$2.50
   TOTAL ..........................................................$5.25

e. The membership dues of Headquarters Unit 2930 shall be $30.00 per annum for Senior members and $5.25 per annum for Junior members.
   f. Senior members will receive the national magazine and Wisconsin publication with their payment of dues.
g. When National per capita dues are increased, Department and Units shall automatically include this increase in the funds transmitted to Department and National Headquarters for the ensuing year or such subsequent year as may be adopted by the National Convention.

h. Any change in the dues amount must be approved at the annual department convention by a two-thirds vote of those delegates present and voting.

3. Unit dues shall be fixed by each local Unit.

4. Any member in good standing in a Unit shall be entitled to transfer to another Unit by presenting a current membership card to the new Unit. Upon acceptance of the transfer by the new Unit, the transfer section on the Member Data Form must be completed and signed by an officer of the new Unit and the transferring member. The member shall then be entitled to active membership in said Unit. No dues shall be transferred. Membership in a Unit establishes the District to which the member belongs.

Disbanding a Unit

It is the policy of the Department that the procedure for disbanding a Unit is as follows:

1. NO Charter shall be considered for cancellation without the Unit first involving and working with the Department and/or District Membership Team.
   a. Letters are to be sent to all senior members to inform them of the proposal to disband the Unit, stating a specific date for members to discuss options with the Department and/or District Membership Team.
   b. The Post will also be invited to attend this meeting.

2. After the Revitalization Team has exhausted all means to save the Unit, the following will apply:
   a. A Unit with fewer than 10 Senior members requesting to relinquish their charter for cancellation must send an advance written notice to their membership.
   b. The Unit must vote to relinquish their charter for cancellation at a regular Unit meeting, or by written response.
   c. The Unit with fewer than 10 Senior members will request the District President present a motion to the Department Executive Board to disband the Unit and relinquish the charter.
   d. If a motion to disband is adopted at the Department level, a motion to disband must be brought before the National Executive Committee.
   e. If the National Executive Committee approves the motion to disband, the Unit will be notified to surrender its charter to Department Headquarters immediately.
   f. Financial accounts must be closed at an appropriate time by authorized individuals and balances forwarded to Department Headquarters immediately.
   g. Website and social media pages are to be shut down as soon as possible.
   h. Documentation at every step must be dated and submitted to the Department Executive Secretary-Treasurer for filing at headquarters.

3. The dissolution process must be conducted in accordance with regulations of the State of Wisconsin, as stated in the Wisconsin State Statutes 188.085. The Unit or its agent will notify the IRS by filing the IRS 990/990EZ/990N for the final fiscal year of the Unit’s operation by checking the “Final Return” box and submitting the form.

4. Note: This checklist is not a substitute for legal advice from a competent attorney licensed in Wisconsin. Obtaining legal advice concerning a Unit’s specific circumstances is highly recommended if the Unit is considering dissolution.

Past Presidents Parley

It is the policy of the Department that:

1. The Past Presidents’ Parley function as a Standing Committee of The American Legion Auxiliary.

2. The Department Past Presidents’ Parley Chair be a Past Department President appointed according to seniority beginning with the year 1968-1969 and shall be responsible for:
a. The issuance of Past President’s Parley cards and arrangements of the annual Parley meeting.

b. Updating the Cavalcade of Memories.

3. The living Past Department President who is the Honored Guest at the annual Department Convention shall be the Honored Guest at the Past Presidents’ Parley Convention meeting.

4. In the event of the death of a Past Department President prior to the time he/she is to be honored at Department Convention, a memorial of $30.00 shall be sent to the ALA Foundation at the time of passing, acknowledgement to be sent to the next of kin or the Past Department President’s Unit and incorporated in the convention report.

5. Any Unit Vice President serving the Unit as acting President during the major portion of the year, due to the death or resignation of the Unit President, shall be eligible to become a member of the Past Presidents’ Parley.

6. One becomes a Past President of Unit, County, District or Department when the term of office is terminated before a full year of service due to circumstances beyond his/her control and is entitled to a Past President’s pin and to belong to the Past Presidents’ Parley.

7. Names of Past Presidents who are current members of the Unit, together with dues of $5.00 each, to be returned to Department Headquarters by February 1st annually.

8. The Past Presidents’ Parley Chair, the Department Chaplain, and the Department President are responsible for a Memorial Service for deceased Past Department Presidents at the Department Convention.

9. The immediate Past Presidents’ Parley Chair, with the incoming Parley Chair, shall serve in an advisory capacity with the current Past Presidents’ Parley Chair to study and evaluate recommendations to be submitted to the annual Parley meeting.

10. The set of flags given by the Past Presidents’ Parley be presented by the Past Presidents’ Parley Chair to the outgoing Department President at the time the Past President’s pin is given at the Installation Ceremony at Department Convention.

11. The Past Presidents’ Parley Chair be apprised by the Education Committee of the Past Presidents’ Parley Scholarship winners before any announcement is made of those winners.

12. A complimentary ticket and corsage will be offered to the “Unit Member of the Year” and “Active Duty Service Woman of the Year” for the Recognition Reception at the Department Convention to be paid out of the Past Presidents Parley Fund.

13. The incoming Department President may choose a Past Department President rather than the National Executive Committeeperson to preside at installation.

**Poppy Program**

It is the policy of the Department that:

1. The Poppy Shop be entirely under the direction of the Department Executive Secretary-Treasurer. The duties of the Supervisor and Assistant Supervisor to be defined by the Department Executive Secretary-Treasurer.

2. All poppies shall be made by veterans for which a donation of $0.08 per small poppy and $0.30 per large poppy be given to the Veteran poppy maker.

3. The price of purchasing poppies is $0.165 per small poppy and $0.88 per large poppy.

4. Examples of prices:

<table>
<thead>
<tr>
<th>Small Poppies</th>
<th>Large Poppies</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 $16.50</td>
<td>10 $ 8.80</td>
</tr>
<tr>
<td>500 $82.50</td>
<td>50 $44.00</td>
</tr>
<tr>
<td>1000 $165.00</td>
<td>100 $88.00</td>
</tr>
</tbody>
</table>

5. The poppy profits from the industry itself shall be divided equally into the Children & Youth and the Veterans Affairs & Rehabilitation Funds of The American Legion Auxiliary, Department of Wisconsin.
6. Twenty percent (20%) of the net poppy profits of each Unit or Post be sent to Department Headquarters for the Department Children & Youth and Veterans Affairs & Rehabilitation Funds.

7. Units submit an itemized statement of their Poppy Fund expenditures and their annual Poppy reports.

8. A Unit or District may select a Poppy Princess to promote the poppy program in their respective areas. She may enter the Miss Poppy Publicity Book Contest. She must be a member of The American Legion Auxiliary.

Subsidiary Organizations

It is the policy of the Department not to affiliate itself with any organization or group of organizations whereby it may lose its identity as an independent organization, or whereby The American Legion Auxiliary vote would be controlled by the majority vote of the group.

Unit – County – District

It is the policy of the Department that:

1. The organization of new Units be completed within 60 days from the date the material is received at Department Headquarters.

2. Each Unit shall obtain bond for all office and members from the Department Executive Secretary-Treasurer. There will be a minimum yearly fee, payable for 3 years in advance set by the Finance Committee.

3. Any Department project which requires the solicitation of funds from Units must have the prior approval of the Department Executive Board. In the event such approval is given, all funds must be sent to Department Headquarters earmarked for the approved project.

4. No individual or member of The American Legion Auxiliary may solicit funds for a special project at the Unit, county or district level of The American Legion Auxiliary or The American Legion without the consent of the respective governing body. In the event consent is given, funds must be channeled through the respective Treasurer and earmarked for the approved project.

5. Each Unit, County or District be responsible for the expense of the visit of any Department officer or Department Chair who may be an invited guest.

6. Any person representing the Department President shall be treated with the same courtesy given the Department President. A protocol information sheet is available upon request from Department Headquarters.

7. County organizations of the Department of Wisconsin shall have a primary objective of promoting membership, shall be included on the Department mailing list and be acknowledged for membership achievements.

8. A leadership orientation for the six continuing District Presidents and the six newly elected District Presidents be held each year prior to the department convention. This meeting will be held at Department Headquarters with expenses as determined by the Finance Committee annually.

9. Each District pays $25.00 annually to the Department to help defray the expenses of the Department President or designated representative to district conferences.

10. When monetary awards are made in the Senior Programs, awards shall be given the Junior entry, with the approval of the Finance Committee.

11. Any member or officer desiring information on a given program shall write directly to the Department Chair or the Department President as listed in the current Red Book.

12. As a courtesy, Unit members who are a Department Chair or Committee member, District Page, District Secretary, District Sergeant-at-Arms, or County President; or who may not be a Department Delegate-at-large, may be elected a Unit Delegate to the department convention.

13. Unit officers shall be elected annually or biennially at a meeting called for that purpose. This meeting shall be held in May or June. An installation ceremony is strongly encouraged for newly elected officers. Officers shall assume their duties immediately following their election or at a time as indicated by the Unit’s Bylaws. Such assumption of duties shall take place no later than department convention.
14. Each Unit President must forward an Annual Impact Report to the respective District President and Narrative Reports on all programs to Department Headquarters.

15. Each Unit shall maintain at least two separate funds, namely a General and a Rehabilitation Fund; all poppy profits shall be placed in the Rehabilitation Fund and used wholly for service work.

NOTE: Service work, according to the National Organization, is meant as the rehabilitation of hospitalized military service personnel returning home and awaiting discharge who require treatment in a service hospital, and for the welfare of veterans and their families, active duty military and their families, where financial and medical need is evident.

16. Districts 1, 3, 5, 7, 9, and 11 shall conduct election of Officers in even-numbered years and Districts 2, 4, 6, 8, 10, and 12 shall elect in odd-numbered years, except in cases where a vacancy has occurred. In such event, appointment or election shall be effective immediately for the unexpired term. A member who an unexpired term as District President, either by election or appointment, shall not be precluded form running for his/her own terms of office.

17. District installations are encouraged as models for Units. Such installations will take place at the adjournment of the Spring Conference at which an election is held. Official installation of the District President will be at department convention, at which time all District Officers shall assume their duties.

18. The District President shall be the presiding officer of the District Conference and of all other District meetings; have general advisory powers over Units within the District; be the official representative of the District; and have the authority to designate a District Vice President or other qualified member to represent the District at public ceremonies and meetings.

19. Each District President shall promote the organization of additional Units within the District and assist in increasing the membership of Units already established.

20. When a Unit is transferred from one district to another, membership totals and quotas for each district will be revised by the Department to reflect the change.

21. Each District President will receive Impact Reports from every Unit in the respective district, compile the information into the District Impact Report and forward it to Department by May 1st.

22. Each District President shall write and submit an article for the Wisconsin detailing the activities within the district.

23. Each District Historian shall compile a District history annually and submit it to the Department Historian immediately following the District Spring Conference.

24. Each District shall review their District Constitution and Bylaws and Standing Rules and submit a copy to the appropriate Department Chair for approval after each revision. Upon approval, the Chair will forward a copy of the document to Department Headquarters to in their file.

25. The District President shall each year submit to Department Headquarters for the incoming Department President’s consideration, names of qualified members from the district capable of accepting Department appointments.

Veterans Affairs & Rehabilitation

It is the policy of the Department that:

1. All Purchase Orders from Hospital Representatives and/or Associate Hospital Representatives must be sent to the Department Executive Secretary-Treasurer at Headquarters for authorization for payment each month. Any purchases over $500.00 must receive pre-approval of the Department President.

2. The Department President, Director of Hospital Volunteers, the VA Medical Center or Wisconsin Veterans Home Official, the Voluntary Service Director or their representatives be guests at the recognition ceremony for Hospital Volunteers. Other guests may be invited at the discretion of the Hospital Representative at each facility.

3. There is a Department President’s Special Project in Veterans Affairs & Rehabilitation and/or Children & Youth, the nature of which to be discussed with the Department Chair, the decision to be made by the Department President.
4. Christmas Gift Shop
   a. Christmas Gift Shop Supervisor and assistant either complete VAVS training to include background check, or complete satisfactory background checks prior to serving in their positions and every two years thereafter. The cost of the background check will be billed to the VA&R account.
   b. Donations to the Christmas Gift Shop are to be checks payable to ALA-Wisconsin and submitted to Department Headquarters ONLY. No donations of any kind will be accepted at the Christmas Gift Shop.
   c. Financial donations will be used to purchase gifts for VAMC patients’ families.
   d. A list of specific items selected as gifts will be made available to volunteers who will accept orders from hospitalized veterans at a time and place arranged for this purpose.
   e. Orders will be wrapped and prepared for shipment by volunteers on dates specified for this purpose.
   f. At the end of the season, the Christmas Gift Shop Supervisor will submit a complete report of the year’s activities to the Department Executive Secretary-Treasurer.

   **American Legion Auxiliary Badger Girls State, Inc.**

   It is the policy of the Department that:

   1. The American Legion Auxiliary Department of Wisconsin is the sponsoring body of the Badger Girls State program; however, American Legion Posts that do not have an Auxiliary Unit may also be a sponsor. Civic organizations, service clubs and school groups may become contributors by assisting local Units in paying all or part of the registration fee.
   2. The Badger Girls State program be administered by American Legion Auxiliary Badger Girls State Inc., as a standing committee of the Department.
   3. All ALABGS staff and guests who will be staying overnight at ALABGS complete satisfactory background checks prior to serving in their positions, and every two years thereafter. The cost of the background checks to be billed to the ALABGS account.
MEMBERSHIP STATISTICS

TOTAL NUMBER OF UNITS IN WISCONSIN as of 12/31/19 per National - 389

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2021 Unit Membership Goals are posted on the department website:
www.amlegionauxwi.org > Membership tab
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**Note:** *Unit charter cancelled per DEC action on 7/20/2020*

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**Note:** 2019 MEMBERSHIP TOTALS AS OF 12/31/2019

*Portage………….32  Portage………….32
Poynette………..25  Poynette………..25
Random Lake…..16  Random Lake…..16
Reeseville…..26  Reeseville…..26
Rio…………..19  Rio…………..19
Saukville…...186  Saukville…...186
Sheboygan….37  Sheboygan….37
Sheboygan Falls..39  Sheboygan Falls..39
Sullivan…….9  Sullivan…….9
Theresa……..27  Theresa……..27
Waterloo…..41  Waterloo…..41
Watertown……76  Watertown……76
Wisconsin Dells..38  Wisconsin Dells..38

**Note:** TALS AS OF 12/31/2019

*Unit charter cancelled per DEC action on 7/20/2020*
## 2019 MEMBERSHIP TOTALS AS OF 12/31/2019

* Unit charter cancelled per DEC action on 7/20/2020

### DISTRICT 4 (14 UNITS)

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### DISTRICT 8 (29 UNITS)

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## 2019 MEMBERSHIP TOTALS AS OF 12/31/2019

* Unit charter cancelled per DEC action on 7/20/2020

### DISTRICT 9 (41 UNITS)

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### DISTRICT 11 (23 UNITS)

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### DISTRICT 111 (23 UNITS)

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### DISTRICT 12 (24 UNITS)

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## WISCONSIN DEPARTMENT CONVENTIONS (LOCATION/DATE)

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2020 Convention: Cancelled due to COVID-19
CALENDAR OF EVENTS
(subject to change)

2020 - 2021

FALL 2020
ALA in the Know Conferences
(Important Information for Every Member)
Cancelled due to COVID-19

JANUARY 2021
TAL Midwinter Conference
January 14-17, 2021
Ho-Chunk, Baraboo

APRIL 2021
WALA State Bowling Association Tournament
April 10-11, 2021 and April 17-18, 2021
Cedarburg, WI

JUNE 2021
American Legion Auxiliary Badger Girls State
June 20-25, 2021
UW-Oshkosh

JULY 2021
Department Convention
July 14-18, 2021
Madison, WI

AUGUST 2021
National Convention
August 27 – September 2, 2021
Phoenix, AZ

2021 – 2022

FALL 2021
ALA in the Know Conferences
(Important Information for Every Member)
Dates/Locations to be Determined

JANUARY 2022
TAL Midwinter Conference
January 13-16, 2022
Ho-Chunk, Baraboo

APRIL 2022
WALA State Bowling Association Tournament
(dates and location to be determined)

JUNE 2022
American Legion Auxiliary Badger Girls State
June 19-24, 2022
UW-Oshkosh

JULY 2022
Department Convention
July 13-17, 2022
Green Bay, WI

AUGUST 2022
National Convention
August 26 – September 1, 2022
Milwaukee, WI

FUTURE EVENTS

DEPARTMENT CONVENTIONS
July 19-23, 2023: Wausau, WI
July 10-14, 2024: Appleton, WI

NATIONAL CONVENTIONS
August 25 – 31, 2023: Charlotte, NC
August 23 – 29, 2024: New Orleans, LA
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AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN
2019-2020 STATISTICS

Statistics are current as of May 18, 2020 and are based on the annual year-end reports from 203 of Wisconsin’s 388 Units.

Wisconsin has over 18,000 members – grandmothers, mothers, sisters, spouses, daughters and granddaughters of veterans.

OUR SERVICE FOR VETERANS AND MILITARY:
* Number of Veterans/Military assisted: 85,327
* Hours volunteered: 183,078
* Dollars spent: $403,580
* Dollar value of in-kind donations: $45,340
* Number of poppies purchased for distribution in WI: 329,805
* Number of poppies purchased by other states: 79,900
* Poppy dollars raised to support veterans: $306,563
* Number of veterans who made poppies: 13

OUR SERVICE FOR MILITARY FAMILIES:
* Number of military families served: 4,141
* Hours volunteered: 26,574
* Dollars spent: $51,057

OUR SERVICE FOR CHILDREN/YOUTH:
* Number of children & youth served: 18,996
* Hours volunteered for Legion Family youth activities: 9,848
* Dollars spent on children & youth: $72,032

OUR SERVICE THROUGH ALA BADGER GIRLS STATE:
* Hours volunteered: 17,846
* Dollars spent: $359,595
* Number of ALA Badger Girls State delegates in 2019: 696

SCHOLARSHIPS:
* Number of scholarships awarded: 413
* Dollar amount of local scholarships: $72,373
* Dollar amount of Department scholarships: $23,500

OUR SERVICE IN OUR COMMUNITIES:
* Hours volunteered: 147,536
* Dollars spent: $157,737